

**TIMBER CREEK
COMMUNITY DEVELOPMENT DISTRICT**

February 23, 2018 Minutes of Special Organizational Meeting

Minutes of the Special Organizational Meeting

The Special Organizational Meeting of the Board of Supervisors for the Timber Creek Community Development District was held on **Friday, February 23, 2018 at 11:30 p.m.** at The Offices of Meritus, located at 2005 Pan Am Circle, Suite 120, Tampa, FL 33607.

1. CALL TO ORDER/ROLL CALL

Brian Lamb called the Special Organizational Meeting of the Board of Supervisors of the Timber Creek Community Development District to order on **Friday, February 23, 2018 at 12:25 p.m.**

Board Members Present and Constituting a Quorum:

Jeff Hills	Supervisor
Ryan Motko	Supervisor
Nick Dister	Supervisor

Staff Members Present:

Brian Lamb	Meritus
Nicole Chamberlain	Meritus

There were no members of the general public in attendance.

2. AUDIENCE QUESTIONS AND COMMENT ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION

Mr. Lamb stated that the Board members have already been sworn in, and he has the Oaths of Office.

4. SEAT NEW BOARD MEMBERS

A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities

5. APPOINTMENT OF OFFICERS – Resolution 2018-01

A. Chairman
B. Vice Chairman
C. Secretary
D. Treasurer
E. Assistant Secretaries

Supervisor Hills will serve as Chair, Supervisor Dister will serve as Vice Chair, Mr. Lamb will serve as Secretary, Mr. Davidson from Meritus will serve as Treasurer, and the remaining Board members will serve as Assistant Secretaries.

MOTION TO:	Approve Resolution 2018-01 as stated.
MADE BY:	Supervisor
SECONDED BY:	Supervisor
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

6. APPOINTMENT OF CONSULTANTS

- A. Consider Appointment of District Manager/Assessment Consultant– Resolution 2018-02.
- B. Designation of Registered Agent/Office – Resolution 2018-03
- C. Consider Appointment of District General Counsel – Resolution 2018-04
- D. Consider Appointment of Interim District Engineer – By Motion
 - i. Authorize RFQ for District Engineer
- E. Consider Appointment of Bond Counsel – Akerman LLP
- F. Consider Appointment of Investment Banker – FMS Bonds
- G. Consider Appointment of Trustee – US Bank

Mr. Lamb went over the Appointment of Consultants items with the Board.

The entire discussion is available on audio recording.

MOTION TO:	Approve Appointment of Consultants Items 6A-G subject to review of the Chair.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Hills
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

7. BUSINESS MATTERS

- A. Approve Notice of Establishment – Resolution 2018-05
- B. Consider Policy of Compensation for Board Members – Resolution 2018-06
- C. Consider Policy of Reimbursement of District Travel Expenses – Resolution 2018-07
- D. Consider Designation of Local Records Officer – Resolution 2018-08

- 92 E. Consider District Records Retention Schedule – Resolution 2018-09
93 F. Consider Fiscal Year 2018 Regular Meeting Schedule and Location – Resolution
94 2018-10
95 G. Consider Fiscal Year 2018 Regular Meeting Schedule and Location – Resolution
96 2018-11
97 H. Consider Landowners' Meeting Date, Time, and Location – Resolution 2018-12
98 I. Consider Budget Funding Agreement
99 J. Set Public Hearing for Uniform Method of Collections – Resolution 2018-13
100 K. Consider Rules of Procedure & Setting Public Hearing – Resolution 2018-14
101 L. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution
102 2018-15
103 M. Authorization to Obtain General Liability and Public Officers Insurance – By
104 Motion
105 N. Consider Designation of a Qualified Public Depository – Resolution 2018-16
106 O. Authorization of Signatories – Resolution 2018-17
107 P. Authorization to Disburse Funds for Expenses – Resolution 2018-18
108 Q. Consideration Adoption of Investment Policy – Resolution 2018-19
109 R. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution
110 2018-20
111 S. Consider Provisions for Public Comments – Resolution 2018-21
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113 Mr. Lamb went over the Business Matters items with the Board.
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115 *The entire discussion is available on audio recording.*
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MOTION TO:	Approve Business Matters 7A-S, as stipulated by staff.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Hills
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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126 **8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**

127 **A. Bond Validation Reports**

- 128 i. **Bond Validation Report – Engineer**
129 ii. **Bond Validation Report – Assessment Consultant**
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131 Mr. Lamb went over the Bond Validation Reports with the Board.
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133 *The entire discussion is available on audio.*
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MOTION TO: Approve the Bond Validation Reports in substantial form.
MADE BY: Supervisor Hills
SECONDED BY: Supervisor Motko
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

B. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2018-22

i. Master Trust Indenture

Mr. Lamb reviewed the resolution and Master Trust Indenture with the Board.

MOTION TO: Approve Resolution 2018-22 and the Master Trust Indenture.
MADE BY: Supervisor Hills
SECONDED BY: Supervisor Motko
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

C. Consider Authorization of Chairman to Accept or Execute Certain Documents – Resolution 2018-23

D. Other Matters Related to Financing

Mr. Lamb went over the timeline for the next few months of meetings with the Board.

9. ADMINISTRATIVE MATTERS

A. Request for Working Capital – By Motion

10. STAFF REPORTS

A. District Counsel

B. District Manager

C. District Engineer

11. BOARD MEMBERS' COMMENTS

There were no Board member comments.

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181 **12. PUBLIC COMMENTS**
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183 There were no public comments.
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186 **13. ADJOURNMENT**
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MOTION TO:	Adjourn.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

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*Please note the entire meeting is available on disc.

*These minutes were done in summary format.

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on 05-03-2018.

Signature

Brian Lamb

Printed Name

Title:

☒ Secretary
☐ Assistant Secretary

Signature

Jeray S. Hillis

Printed Name

Title:

☒ Chairman
☐ Vice Chairman

Recorded by Records Administrator

Signature

Date



Official District Seal