

**MINUTES OF MEETING
CREEKSIDE AT TWIN CREEKS
COMMUNITY DEVELOPMENT DISTRICT**

Public Hearings and a Regular Meeting of the Board of Supervisors of the Creekside at Twin Creeks Community Development District were held on **Friday, November 6, 2015** at **10:00 a.m.**, at the offices of **Rogers Towers, P.A., 100 Whetstone Place, Suite 200, St. Augustine, Florida 32086.**

Present at the meeting were:

John Kinsey	Chair
Robert Furlong	Vice Chair
Bryan Kinsey	Assistant Secretary
Jared Bouskila <i>(via telephone)</i>	Assistant Secretary
Cora DiFiore <i>(via telephone)</i>	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Mark Watts	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 10:09 a.m. A Landowners' Meeting was held immediately before to today's Public Hearings and Regular Meeting.

- **Administration of Oath of Office to Newly Board of Supervisors *(the following to be provided in a separate package)***

******This item, previously the Third Order of Business, was presented out of order.******

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. John Kinsey, Mr. Bouskila, Mr. Bryan Kinsey, Mr. Furlong and Ms. DiFiore. He advised that a notary was present at Ms. DiFiore and Mr. Bouskila's location to notarize their Oaths of Office, which will be provided for District records.

Mr. Wrathell provided and briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
 - i. Form 1: Statement of Financial Interests**

- ii. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
- iii. **Form 1F: Final Statement of Financial Interests**

D. Form 8B – Memorandum of Voting Conflict

Mr. Wrathell noted, for the record, that Supervisors John Kinsey, Bryan Kinsey and Furlong were present, in person. Supervisors Bouskila and DiFiore were attending via telephone.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Board of Supervisors *(the following to be provided in a separate package)*

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **Financial Disclosure Forms**
 - i. **Form 1: Statement of Financial Interests**
 - ii. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - iii. **Form 1F: Final Statement of Financial Interests**
- D. **Form 8B: Memorandum of Voting Conflict**

These items were presented during the First Order of Business.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2016-3, Canvassing and Certifying the Results of the Landowners' Election

Mr. Wrathell presented Resolution 2016-3 for the Board's consideration. The resolution canvasses and certifies the results of the landowners' election. Mr. John Kinsey and Mr. Bryan Kinsey each received 257 votes. Mr. Furlong, Mr. Bouskila and Ms. DiFiore received 256 votes, each. Mr. John Kinsey and Mr. Bryan Kinsey, receiving the highest number of votes, will serve four-year terms; Mr. Furlong, Mr. Bouskila and Ms. DiFiore will serve two-year terms.

On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, Resolution 2016-3, Canvassing and Certifying the Results of the Landowners' Election, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2016-4, Electing Officers of the District

Mr. Wrathell presented Resolution 2016-4 for the Board's consideration.

Mr. John Kinsey nominated the following slate of officers:

- | | |
|------------------|---------------------|
| John Kinsey | Chair |
| Robert Furlong | Vice Chair |
| Craig Wrathell | Secretary |
| Craig Wrathell | Treasurer |
| Jared Bouskila | Assistant Secretary |
| Bryan Kinsey | Assistant Secretary |
| Cora DiFiore | Assistant Secretary |
| Howard McGaffney | Assistant Secretary |

No other nominations were made.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2016-4, Electing the Officers of the District, as nominated, was adopted.

SIXTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Adoption of the District's Final Budget for Fiscal Year 2014/2015, Pursuant to Florida Law

A. Affidavit of Publication

Mr. Wrathell presented the affidavit of publication for today's Public Hearing.

B. Consideration of Resolution 2016-5, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning on the District's Establishment Date of August 28, 2015, and Ending September 30, 2015; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Wrathell presented Resolution 2016-5 for the Board's consideration.

*****Mr. Wrathell opened the Public Hearing.*****

There were no members of the public present.

*****Mr. Wrathell closed the Public Hearing.*****

On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, Resolution 2016-5, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning on the District’s Establishment Date of August 28, 2015, and Ending September 30, 2015; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Adoption of the District’s Final Budget for Fiscal Year 2015/2016, Pursuant to Florida Law

A. Affidavit of Publication

Mr. Wrathell presented the affidavit of publication for today’s Public Hearing.

B. Consideration of Resolution 2016-6, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2015, and Ending September 30, 2016; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Wrathell presented Resolution 2016-6 for the Board’s consideration.

*****Mr. Wrathell opened the Public Hearing.*****

There were no members of the public present.

*****Mr. Wrathell closed the Public Hearing.*****

On MOTION by Mr. John Kinsey and seconded by Mr. Brian Kinsey, with all in favor, Resolution 2016-6, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2015, and Ending September 30, 2016; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Public Hearing to Hear Public Comment and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes

A. Affidavits of Publication

- **Notice of Rule Development**

- **Notice of Rule Making**

Mr. Wrathell presented the affidavits of publication for today’s Public Hearing.

B. Consideration of Resolution 2016-7, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Mr. Wrathell presented Resolution 2016-7 for the Board’s consideration. He explained that the statutory requirements for the District, such as the bidding process, are compiled in the District’s Rules of Procedure.

****Mr. Wrathell opened the Public Hearing.****

There were no members of the public present.

****Mr. Wrathell closed the Public Hearing.****

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2016-7, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Responses to Request for Qualifications for District Engineering Services

A. Affidavits of Publication

Mr. Wrathell presented the affidavit of publication, requesting qualification for District engineering services.

B. Responses from Qualified Firms

- **Genesis**
- **Prosser, Inc.**

Mr. Wrathell advised that two firms responded to the request for qualifications (RFQ), Genesis and Prosser, Inc. (Prosser).

C. Ranking Criteria

Mr. Wrathell directed the Board to the ranking sheet and requested that they grade each firm with up to 25 points, based on the criteria listed. He will total the points and the contract will be awarded to the top ranked firm.

Mr. John Kinsey noted that Prosser was the Engineer of Record from the inception of the District and were intimately involved in every aspect of the design, permitting and approval of the project.

Ms. DiFiore awarded 75 points to Genesis and 100 points to Prosser.
 Mr. Bouskila awarded 68 points to Genesis and 100 points to Prosser.
 Mr. Bryan Kinsey awarded 65 points to Genesis and 100 points to Prosser.
 Mr. Furlong awarded 50 points to Genesis and 85 points to Prosser.
 Mr. John Kinsey awarded 60 points to Genesis and 100 points to Prosser.
 Mr. Wrathell advised that Prosser received 485 points and Genesis received 318 points.

On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, the ranking of the firms, with Prosser, Inc., ranked #1 and Genesis, ranked #2, was approved.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, authorization for Staff to enter into negotiations with Prosser, Inc., the #1 ranked firm for District Engineering Services, was approved.

TENTH ORDER OF BUSINESS

Consideration of October 15, 2015 Public Hearings and Regular Meeting Minutes

Mr. Wrathell presented the October 15, 2015 Public Hearings and Regular Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, the October 15, 2015 Public Hearings and Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Watts stated that the revisions to the parcel assignment for the construction contract were received and can be transmitted by the end of the day. The acquisition and completion agreements may be executed, as they were approved, in substantial form, at the last meeting.

The bond validation suit was filed following the last meeting. The judge set a hearing date of February 1, 2016. District Counsel is attempting to have the date pushed up and have a stipulation in place, with the State Attorney, so that the judge will acknowledge that the District does not require that much hearing preparation time. A hearing date after December 1, 2015 was requested but February 1, 2016 was the first date given.

Mr. Kinsey recommended that Mr. Watts speak to Ms. Ellen Avery-Smith and her litigation partners.

Mr. Watts submitted a draft of a stipulation with the State Attorney's Office; First Assistant State Attorney David Smith is handling the case and Mr. Watts felt that he would agree to the terms. Mr. Watts will keep the Board apprised.

B. Interim District Engineer

There being nothing additional to report, the next item followed.

C. District Manager

i. Approval of Unaudited Financial Statements as of September 30, 2015

Mr. Wrathell presented the Unaudited Financial Statements as of September 30, 2015.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Unaudited Financial Statements as of September 30, 2015, were approved.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There being no Board Members' comments or requests, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Public Comments

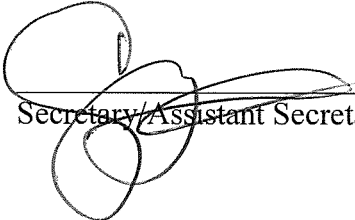
There being no public comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS

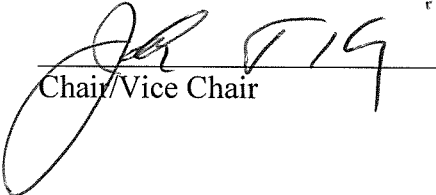
Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, the meeting adjourned at 10:30 a.m.



Secretary/Assistant Secretary



Chair/Vice Chair