

***PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Board Package

***Board of Supervisors
Regular Meeting***

***Tuesday
April 2, 2019
11:00 a.m.***

***Metro Development Group
2502 N. Rocky Point Drive, Ste. 1050
Tampa FL***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

PARK CREEK COMMUNITY DEVELOPMENT DISTRICT AGENDA

District Board of Supervisors	Mike Lawson Doug Draper Lori Price Chrisite Ray	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano	DPFG
District Attorney	John Vericker	Straley Robin Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of six different sections:

The first section which is called **Audience Questions and Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called **Administrative Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

PARK CREEK COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday, April 2, 2019
Time: 11:00 a.m.
Location: Metro Development Group
2502 N. Rocky Point Road, Ste. 1050
Tampa FL

Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Consent Agenda

- A. Approval of Minutes of the February 5, 2019 Meeting **Exhibit 1**
- B. Acceptance of the February 2019 Financial Statements **Exhibit 2**

IV. Business Matters

- A. Ratification of Resolution 2019-04 Re-Designating Officers **Exhibit 3**
- B. Consideration and Adoption of Resolution 2019-05 Authorizing the Chairman to Execute Plats, Permits & Conveyances **Exhibit 4**

V. Staff Reports

- A. District Manager
 - 1. Aquatic Systems Report **Exhibit 5**
- B. Attorney
- C. District Engineer

VI. Supervisors Requests

VII. Audience Questions and Comments on Other Items

VIII. Adjournment

EXHIBIT 1.

**MINUTES OF MEETING
PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Park Creek Community Development District was held on Tuesday, February 5, 2019 at 6:00 p.m. at the Panther Trace Clubhouse, 12515 Bramfield Drive, Riverview, Florida 33579.

FIRST ORDER OF BUSINESS – Roll Call

Mr. Cusmano called the meeting to order and conducted roll call.

Present and constituting a quorum were:

Mike Lawson	Board Supervisor, Chairman
Doug Draper	Board Supervisor, Vice Chairman
Lori Price	Board Supervisor, Assistant Secretary

Also present were:

Paul Cusmano	District Manager, DPFG Management & Consulting LLC
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The following is a summary of the discussions and actions taken at the February 5, 2019 Park Creek CDD Board of Supervisors meeting.

SECOND ORDER OF BUSINESS – Audience Comments

There being none, next item followed.

THIRD ORDER OF BUSINESS – Consent Agenda

- A. **Exhibit 1:** Approval of the Minutes from the August 30, 2018 Meeting
- B. **Exhibit 2:** Acceptance of the December 2018 Financial Statements

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the Consent Agenda items A-B for the Park Creek Community Development District.

FOURTH ORDER OF BUSINESS – Business Matters

- A. **Exhibit 3:** Consideration and Adoption of Resolution 2019-02; Canvassing and Certifying the Landowner Election Results

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted Resolution **2019-02**; Canvassing and Certifying the Landowner Election Results for the Park Creek Community Development District.

- B. **Exhibit 4:** Consideration and Adoption of Resolution 2019-03; Re-Designating Officers

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted Resolution **2019-03**; re-designating the Officers of the District as follows: Mr. Michael Lawson to serve as Chairman, Mr. Doug Draper to serve as Vice Chairman, and Ms. Lori Price to serve as Assistant Secretary; District staffing is as follows: Mr. Paul Cusmano as Secretary, Ms. Patricia Comings-Thibault as Treasurer, Mr. Maik Aagaard as Assistant Treasurer; and Ms. Janet Johns as Assistant Secretary for the Park Creek Community Development District.

FIFTH ORDER OF BUSINESS – Staff Reports

A. District Manager

1. **Exhibit 5:** Aquatic Systems Report

a. **Exhibit 6:** Lake Assessment Proposal Pond #1 - \$1,300.00

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the Lake Assessment Proposal Pond #1 in the amount of \$1,300.00 for the Park Creek Community Development District.

2. **Exhibit 7:** All American Proposed Contract Addendum – Mowing Section 4, 2 Ponds – Monthly \$1,100.00/Yearly \$13,200.00

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the All American Proposed Contract Addendum – Mowing Section 4, 2 Ponds – Monthly \$1,100.00/Yearly \$13,200.00 for the Park Creek Community Development District.

3. **Exhibit 8:** CIS TECH, Inc. – Key Pad Install - \$1,544.25

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the proposal from CIS TECH, Inc. to install key pads at the pool gates in the amount of \$1,544.25 for the Park Creek Community Development District.

4. **Exhibit 9:** CIS TECH, Inc. Preventative Maintenance Agreement

The Board tabled the decision for the CIS TECH, Inc. Preventative Maintenance Agreement.

B. Attorney

There being none, next item followed.

C. District Engineer

There being none, next item followed.

SIXTH ORDER OF BUSINESS – Supervisors Requests

There being none, next item followed.

SEVENTH ORDER OF BUSINESS – Audience Questions and Comments on Other Items

There being none, next item followed.

EIGHTH ORDER OF BUSINESS – Adjournment

Mr. Cusmano asked for final questions, comments, or corrections before adjourning the meeting. There being no new additional items, and upon a motion duly made, seconded and unanimously carried, Mr. Cusmano declared the meeting adjourned.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adjourned the meeting for the Park Creek Community Development District.

**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 _____.

Signature

Signature

Printed Name

Printed Name

Title: ☐ **Secretary** ☐ **Assistant Secretary**

Title: ☐ **Chairman** ☐ **Vice Chairman**

EXHIBIT 2.

Park Creek CDD
Financial Report Summary - General Fund & Construction Fund
2/28/2019

For The Period Ending :	GENERAL FUND 2/28/2019	CONSTRUCTION 2013A 2/28/2019	CONSTRUCTION 2014A 2/28/2019
CASH BALANCE	\$ 321,784	\$ 9	\$ 1
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	-	-	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	9,338	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	-	-	-
LESS: ACCOUNTS PAYABLE	(7,943)	-	-
NET CASH BALANCE	\$ 323,179	\$ (9)	\$ 1

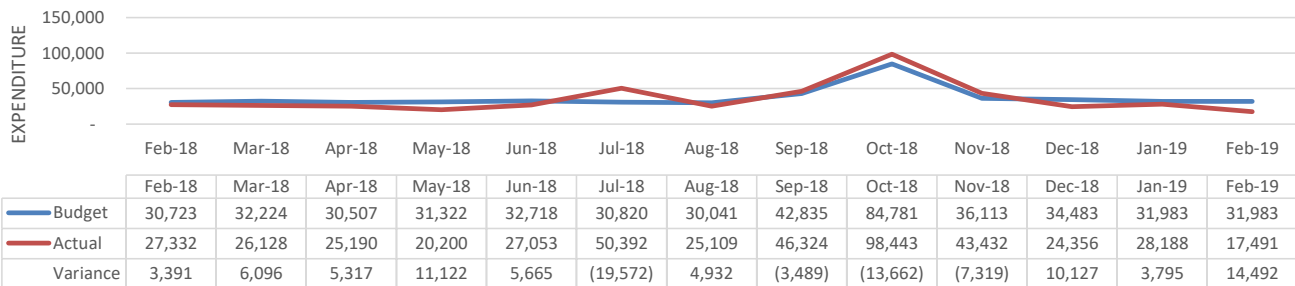
GENERAL FUND REVENUE AND EXPENDITURES (FY 2019 YTD):

	2/28/2019 ACTUAL YEAR-TO-DATE	2/28/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 439,589	\$ 358,676	\$ 80,913
EXPENDITURES (YTD)	(214,625)	(219,344)	4,719
NET OPERATING CHANGE	\$ 224,964	\$ 139,332	\$ 85,632
AVERAGE MONTHLY EXPENDITURES	\$ 42,925	\$ 43,869	\$ 944
PROJECTED EOY BASED ON AVERAGE	\$ 85,850	\$ 448,345	\$ 1,887

GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:

	2/28/2019 ACTUAL YEAR-TO-DATE	2/28/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE:			
ASSESSMENTS-ON-ROLL (NET)	\$ 439,340	\$ 358,676	\$ 80,664
MISCELLANEOUS REVENUE	249	-	249
EXPENDITURES:			
ADMINISTRATIVE EXPENDITURES	57,506	67,147	9,641
FIELD SERVICE EXPENDITURES - LANDSCAPE	50,033	57,928	7,894
FIELD SERVICE EXPENDITURES - STREETLIGHTS	18,171	19,500	1,329
FIELD SERVICE EXPENDITURES - POND MAINTENENACE	2,475	2,500	25
FIELD SERVICE EXPENDITURES - SECURITY	1,500	2,333	833
FIELD SERVICE EXPENDITURES - OTHER	38,260.52	31,381.69	(6,879)
AMENITY CENTER EXPENDITURES	33,053	38,554	5,501
UNBUDGETED EXPENDITURES	13,626	-	(13,626)
TOTAL EXPENDITURES	\$ 214,625	\$ 219,344	\$ 4,719

**HISTORICAL GENERAL FUND BUDGET VS ACTUAL EXPENDITURES
COMPARISON**



No New P.O.s

EXHIBIT 3.

RESOLUTION 2019-04

A RESOLUTION RE-DESIGNATING OFFICERS OF THE
PARK CREEK COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Park Creek Community Development District at the business meeting held on _____, 2019 desires to appoint the below recited persons to the offices specified.


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF PARK CREEK COMMUNITY
DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

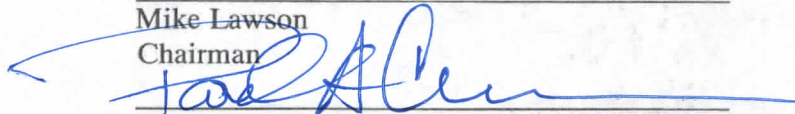
<u>Mike Lawson</u>	Chairman
<u>Doug Draper</u>	Vice Chairman
<u>Paul Cusmano</u>	Secretary
<u>Patricia Comings-Thibault</u>	Treasurer
<u>Maik Aagaard</u>	Assistant Treasurer
<u>Janet Johns</u>	Assistant Secretary
<u>Lori Price</u>	Assistant Secretary
<u>Christie Ray</u>	Assistant Secretary
_____	Assistant Secretary

2. That this resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the Park Creek Community Development District and are hereby declared null and void.

Adopted this ____ day of ____, 2019.



Mike Lawson
Chairman



Paul Cusmano
Secretary

EXHIBIT 4.

RESOLUTION 2019-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT GRANTING THE AUTHORITY TO EXECUTE REAL AND PERSONAL PROPERTY CONVEYANCE AND DEDICATION DOCUMENTS, AND PLATS AND OTHER DOCUMENTS RELATED TO THE DEVELOPMENT OF THE DISTRICT'S IMPROVEMENTS; APPROVING THE SCOPE AND TERMS OF SUCH AUTHORIZATION; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Park Creek Community Development District ("**District**") is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes, and situated within Hillsborough County, Florida; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to construct, install, operate, and/or maintain systems and facilities for certain basic infrastructure including, but not limited to, stormwater management system, roadway improvements, water and sewer utility systems, recreation improvements, underground electric, and other improvements; and

WHEREAS, the District has adopted, or intends to adopt, a report of its District Engineer, as may be amended and/or supplemented ("**Engineer's Report**"), which sets forth the scope of the District's capital improvement plan and the improvements which are to be constructed therewith ("**Improvements**"); and

WHEREAS, in connection with the development of the Improvements in accordance with the Engineer's Report, which includes, but is not limited to, obtaining all necessary permits and approvals from local governments and agencies for the construction and/or operation of infrastructure improvements, the District is required, from time to time, to accept, convey and dedicate certain interests in real and personal property, including, but not limited to easements, plat dedications, deeds and bills of sale for infrastructure improvements ("**Permits and Conveyances**"); and

WHEREAS, to facilitate the efficient development of the Improvements, the District desires to authorize the Chair of the Board of Supervisors to approve and execute the Permits and Conveyances necessary to finalize the development of the District's capital improvement plan ("**Conveyance Authority**"); and

WHEREAS, the Conveyance Authority shall be subject to the District Engineer and District Counsel agreeing that each such proposed Permit or Conveyance is legal, consistent with the District's improvement plan and necessary for the development of the Improvements; and

WHEREAS, the Board of Supervisors finds that granting to the Chair the Conveyance Authority is in the best interests of the District so that the development of the Improvements may proceed expeditiously, subject to the terms and limitations imposed by this Resolution.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE PARK CREEK COMMUNITY
DEVELOPMENT DISTRICT:**

1. INCORPORATION OF RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

2. DELEGATION OF AUTHORITY. The Chair of the District's Board of Supervisors is hereby authorized to sign, accept or execute Permits and Conveyances as defined above. In the event that the Chair is unavailable, any Board Supervisor is authorized to sign, accept or execute Permits and Conveyances as defined above. The Vice Chair, Secretary, and Assistant Secretary of the District's Board of Supervisors are hereby authorized to countersign any such Permits and Conveyances. Such authority shall be subject to the District Engineer and District Counsel's review and approval.

3. SEVERABILITY. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

4. EFFECTIVE DATE. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 2ND DAY OF April, 2019.

**PARK CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/ Assistant Secretary
Print Name: Paul Cusmano

Chair/ Vice Chair
Print Name: Mike Lawson

EXHIBIT 5.



Park Creek CDD Waterway Inspection Report

Reason for Inspection: Routine Scheduled - Monthly

Inspection Date: 3/25/2019

Prepared for:

Mr. Paul Cusmano, District Manager

DPFG

15310 Amberly Drive, Suite #175

Tampa, Florida 33647

Prepared by:

Logan Bell, Account Representative/Biologist

Aquatic Systems, Inc. – Sun City Field Office

Corporate Headquarters

2100 N.W. 33rd Street, Pompano Beach, FL 33069

1-800-432-4302

Site: 1**Comments:** Treatment in progress

Pond #1 was targeted for algae development during our recent visit on 3/22/2019, which had displayed some results, but may require an additional treatment. Water level continues to drop as we have had no heavy rains. Shoreline weeds were treated as well during our visit on 3/22.

Site: 2**Comments:** Normal growth observed

Pond #2 was identified with minor development of shoreline weeds, which were treated during our visit on 3/22/2019. Positive results of treated shoreline weeds were noted and will require some additional time. Overall, Pond #2 continues to look good.

Park Creek CDD Waterway Inspection Report

Site: 3



Comments: Normal growth observed

Minor algae was noted along the perimeter and wind blown near the culvert pipe within Pond #3. Treatment will be scheduled for our upcoming visit. Shoreline weeds were treated during our visit on 3/22/2019 and will require 14-21 days for full results.

Site: 4



Comments: Requires attention

Pond #4 was identified with new development of Slender Spikerush along the perimeter. Treatment will be require and is scheduled to be applied during our next visit. Positive results will be evident within 30-45 days as the herbicide is slow working, but provides the best results.

Site: 5



Comments: Normal growth observed

Pond #5 receives ground water flow from two sources within the community and is prone to developing algae. Treatment was performed during our recent visit on 3/22/2019 and will require 14-21 days for results. Fragrant water lillies and Gulf Spikerush were identified in Pond #5.

Site: 6



Comments: Normal growth observed

Typical terrestrial weeds were identified within Pond #6 as the exposed sediments take up a larger area than the water. Treatment will be scheduled for our upcoming maintenance visit. Water levels will continue to be monitored and should raise with some heavy rain.

Site: 7



Comments: Site looks good
No issues were observed within Pond #7 during inspection. Pond #7 was targeted for trace amounts of algae on 3/22, which has dissipated from the surface as of inspection.

Site: 8



Comments: Treatment in progress
During our visit on 3/22 Pond #8 was targeted for algae development along the surface perimeter and Pennywort development along the exposed banks. Both had just began to display positive results during inspection and will require 10-14 days.

Site: 9

**Comments:** Requires attention

Pond #9 was treated during our visit on 3/22 targeting algae development, which will likely display positive results, but be short lived due to the shallow nature of Pond #9. As of now, the water depth is approximately 1-2 feet maximum. Sections of the pond have completely dried out.

Site: 10

**Comments:** Requires attention

Pond #10 was identified with submersed Slender Spikerush along the perimeter, which will require treatment to be performed during our upcoming maintenance visits. Native Gulf Spikerush and Bull Rush displayed positive growth along the perimeter.

Management Summary

Overall, the ponds within the Park Creek CDD continue to display positive results following routine treatments targeting invasive weeds, algae, and submersed vegetation. During our recent visit treatments were performed to target algae development within Ponds #1, #5, #7, #8, and #9, which will require 10-14 days for positive results to be fully evident. Shoreline weeds were also treated during our visit on the same ponds, as well as, ponds #2 and #3. Work that will be completed during our upcoming visit will include treating grasses identified within Pond #6, treating algae identified within Ponds #3 and #9, and targeting submersed Slender Spikerush along the perimeter of Ponds #4 and #10. Treatments performed during our upcoming visit will require 10-14 days for algae treatments and 14-21 days for grasses and brush to display positive results.

The conditions of the water in your lake affects the health of every living thing in it. A comprehensive consultation begins right at the water's edge so that we can understand the current state of your lake, and what to begin testing for. Color, odor, algae, plants and other living organisms, even the neighborhood around the lake will tell a biologist a lot about your lake. Lakes often show deteriorating conditions due to increased urban influences, lake aging, and declining health or overuse of traditional treatment options that no longer work. Water quality testing will encompass all these factors and provide quantitative results that can be used and compared to provide long term solutions for your lakes.

Algae is a typical, but unwanted part of our storm water retention systems. It is a natural part of the ecosystem that grows in nearly every water body creating food, habitat, oxygen, and absorbing and synthesizing nutrients and minerals. Eventually a problem may arise in that Algae is so adapted at assimilating these nutrients that a "bloom" may occur once waters reach a eutrophic state. Nutrient build up is a common issue in storm water ponds becoming the last place fertilizers, soaps, oils, and other detritus we use throughout our days end up. Once algae have entered a system with an over nutrification problem it quickly uses up all available nutrient and covers the water's surface. This unsightly layer of algae is harmful to the other aquatic life in a system as it reduces light penetration, can fluctuate oxygen levels, and could be toxic to vertebrates. Typically, treatment using algaecides and herbicides will reduce the mass of algae, but when a system has high levels of nutrients the algae that dies from treatment releases nutrients which was stored, and it becomes available for new algae to continue the same process. Lake assessments can provide much needed data displaying the current state of the lake and why it may be deteriorating so that ASI can create a plan of action.

Recommendations/Action Items

- Routine Maintenance.
- Continue to monitor all ponds for Algal growth and target on contact.
- Treat shoreline development as needed.
- Treat terrestrial grasses within Pond #6.
- Treat algae within Ponds #3, and #9.
- Monitor submersed vegetation within Ponds #4, and #10.

THANK YOU FOR CHOOSING ASI!

