

**MINUTES OF MEETING
CREEKVIEW
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the the Creekview Community Development District held a Special Meeting on January 3, 2022, at 9:30 a.m., at the offices of Carlton Construction, Inc., 4615 U.S. Highway 17, Suite 1, Fleming Island, Florida 32003.

Present at the meeting were:

Liam O'Reilly	Chair
Gregg Kern	Vice Chair
Blake Weatherly	Assistant Secretary
Rose Bock	Assistant Secretary

Also present were:

Craig Wrathell (via telephone)	District Manager
Kristen Suit (via telephone)	Wrathell, Hunt and Associates, LLC (WHA)
Jennifer Kilinski (via telephone)	District Counsel
Kathryn Shimasaki	Notary Public, Carlton Construction, Inc.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 9:34 a.m. He noted that the Oath of Office was administered to Supervisor Weatherly by a Notary at his location, before the meeting. Supervisors O'Reilly, Kern and Weatherly were present. Supervisors Richard Skinner and Allen Skinner were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Acceptance of Resignation(s) from Supervisor(s)

Mr. Wrathell presented resignation letters from Mr. Richard Skinner and Mr. Allen Skinner.

On MOTION by Mr. O'Reilly and seconded by Mr. Kern, with all in favor, the resignations of Mr. Richard Skinner and Mr. Allen Skinner, were accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment of Supervisor(s) to Vacant Seat(s)

Mr. Wrathell stated there were now two vacancies on the Board. The term of Seat 1, formerly held by Mr. Allen Skinner, expires in November 2025 and Seat 2, formerly held by Mr. Richard Skinner, expires in November 2023.

Mr. O'Reilly nominated Ms. Rose Bock to fill the unexpired term of Seat 1. No other nominations were made.

On MOTION by Mr. O'Reilly and seconded by Mr. Kern, with all in favor, the appointment of Ms. Rose Bock to Seat 1, term expires November 2025, was approved.

FIFTH ORDER OF BUSINESS

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

Ms. Shimasaki, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Bock at the meeting location. Ms. Bock was already familiar with the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. 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

E. Form 8B: Memorandum of Voting Conflict

Appointment of a Supervisor to vacant Seat 2 was deferred to the next meeting.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2022-10,
Designating Certain Officers of the District,
and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2022-10.

Mr. O'Reilly nominated the following slate of officers:

Liam O'Reilly	Chair
Gregg Kern	Vice Chair
Craig Wrathell	Secretary
Rose Bock	Assistant Secretary
Blake Weatherly	Assistant Secretary
Vacant	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Kristen Suit	Assistant Secretary

No other nominations were made.

On MOTION by Mr. O'Reilly and seconded by Mr. Kern, with all in favor, Resolution 2022-10, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

SEVENTH ORDER OF BUSINESS

**Authorization of Issuance of Request for
Qualifications for Construction Manager at Risk
Services for District Capital Improvement Plan**

Mr. Wrathell presented the Request for Qualifications (RFQ) for Construction Manager at Risk Services for the District Capital Improvement Plan (CIP).

Ms. Kilinski stated the RFQ process for this work is qualifications-based. She stated that the scoring criteria developed in conjunction with Mr. Kern was sent separately. She reviewed the scoring criteria as follows:

Experience	25 points
Pre-Construction Services Staff	15 points
Construction Services Staff	25 points
Volume of Previous Northeast Florida Work	5 points
Willingness/Ability to Meet Time and Budget Requirements	10 points
Recent, Current and Projected Workloads	5 points
Fee as a percentage of Work	15 points

She stated that up to 25 additional points may be awarded if the Board elects to have presentations based on responsiveness, to be discussed when proposals are received. With Board approval, the advertisement could be run on January 6, 2022 and responses could be received in time for consideration at the January 25, 2022 meeting.

On MOTION by Mr. O’Reilly and seconded by Mr. Weatherly, with all in favor, the Request for Qualifications for Construction Manager at Risk Services for District Capital Improvement Plan, and the Scoring Criteria, as described, and authorizing Staff to advertise accordingly, were approved.

EIGHTH ORDER OF BUSINESS

NEXT MEETING DATE: January 25, 2022 at 9:30 A.M.

○ **QUORUM CHECK**

The next meeting would be held on January 25, 2022, unless canceled.

▪ **Public Comments**

This item was an addition to the agenda.

No members of the public spoke.

- **Adjournment**

This item was an addition to the agenda.

On MOTION by Mr. O'Reilly and seconded by Mr. Weatherly, with all in favor, the meeting adjourned at 9:47 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair