

**MINUTES OF MEETING
CREEKVIEW
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Creekview Community Development District held a Regular Meeting on March 28, 2023, at 2:00 p.m., at the Holiday Inn and Suites, 620 Wells Road, Orange Park, Florida 32073.

Present at the meeting were:

Gregg Kern	Vice Chair
Mike Taylor	Assistant Secretary
Rose Bock	Assistant Secretary

Also present were:

Ernesto Torres	District Manager
Jennifer Kilinski	District Counsel
Scott Wild (via telephone)	District Engineer
Michael Moleno	Castle Group

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 2:07 p.m. Supervisors Kern, Bock and Taylor were present. Supervisor O’ Reilly and Supervisor-Appointee Cornelison were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Consent Agenda

Mr. Torres presented the following:

A. Ratification/Consideration of Requisitions (*support documentation available upon request*)

I.	Number 133	England-Thims & Miller, Inc.	[\$80,286.25]
II.	Number 137	KE Law Group, PLLC	[\$1,642.50]
III.	Number 138	Jax Utilities Management, Inc.	[\$801,325.40]
IV.	Number 139	Jax Utilities Management, Inc.	[\$457,937.08]
V.	Number 140	Jax Utilities Management, Inc.	[\$245,535.33]

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VI.	Number 141	American Precast Structures, LLC	[\$118,011.00]
VII.	Number 142	American Precast Structures, LLC	[\$11,286.00]
VIII.	Number 143	American Precast Structures, LLC	[\$8,883.00]
IX.	Number 144	Ferguson Enterprises, LLC	[\$960.00]
X.	Number 145	Ferguson Enterprises, LLC	[\$1,760.00]
XI.	Number 146	Ferguson Enterprises, LLC	[\$14,800.00]
XII.	Number 147	Basham & Lucas Design Group, Inc.	[\$2,970.00]
XIII.	Number 148	England-Thims & Miller, Inc.	[\$80,211.65]
XIV.	Number 149	Ferguson Enterprises, LLC	[\$1,386.50]
XV.	Number 150	Ferguson Enterprises, LLC	[\$1,750.00]
XVI.	Number 151	American Precast Structures, LLC	[\$41,645.00]
XVII.	Number 152	American Precast Structures, LLC	[\$21,653.00]
XVIII.	Number 153	American Precast Structures, LLC	[\$9,360.00]
XIX.	Number 154	Kilinski Van Wyk, PLLC	[\$252.00]
XX.	Number 155	Jax Utilities Management, Inc.	[\$1,104,156.21]
XXI.	Number 156	Jax Utilities Management, Inc.	[\$155,329.44]
XXII.	Number 157	Jax Utilities Management, Inc.	[\$926,530.73]
XXIII.	Number 158	England-Thims & Miller, Inc.	[\$79,823.22]
XXIV.	Number 159	American Precast Structures, LLC	[\$170,282.00]
XXV.	Number 160	American Precast Structures, LLC	[\$6,819.00]
XXVI.	Number 161	Basham & Lucas Design Group, Inc.	[\$6,900.00]

B. Ratification Items

- I. Lake Asbury Baptist Church, Inc., Construction Funding Agreement
- II. Change Order No. 3: Jax Utilities Management, Inc.
- III. Change Order No. 4: Jax Utilities Management, Inc.

On MOTION by Mr. Kern and seconded by Ms. Bock, with all in favor, the Consent Agenda Requisitions, Agreement and Change Orders were ratified and/or approved, as specified.

FOURTH ORDER OF BUSINESS

Consideration of England-Thims & Miller, Inc., Work Authorization No. 18 [Hourly Rate Increase]

Mr. Wild stated this is necessary as the annual rate changed on January 1, 2023.

On MOTION by Mr. Taylor and seconded by Mr. Kern, with all in favor, England-Thims & Miller, Inc., Work Authorization No. 18 for an Hourly Rate Increase, was approved.

FIFTH ORDER OF BUSINESS

Consideration of England-Thims & Miller, Inc., Work Authorization No. 11 [Amendment No. 1 Master Site Planning]

Mr. Wild stated that this is necessary so that ETM can have master planning meetings with the owner and other consultants to facilitate more efficient development.

On MOTION by Mr. Kern and seconded by Mr. Taylor, with all in favor, England-Thims & Miller, Inc., Work Authorization No. 11 related to the Amendment No. 1 Master Site Planning, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-03, Designating Certain Officers of the District, and Providing for an Effective Date

Mr. Torres presented Resolution 2023-03. The following slate was nominated:

- | | |
|---------------------|----------------|
| Chair | Liam O’Reilly |
| Vice Chair | Gregg Kern |
| Assistant Secretary | Rose Bock |
| Assistant Secretary | Mike Taylor |
| Assistant Secretary | Joe Cornelison |
| Assistant Secretary | Ernesto Torres |

No other nominations were made. Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution.

On MOTION by Mr. Kern and seconded by Mr. Taylor, with all in favor, Resolution 2023-03, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

**CREEKVIEW CDD
SEVENTH ORDER OF BUSINESS**

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**Consideration of Resolution 2023-04,
Issuance of RFP for Landscape Installation
Services**

Mr. Torres distributed and presented Resolution 2023-04.

Ms. Kilinski presented the Request for Proposals (RFP) for Landscape Installation Service for a project anticipated to exceed the bid threshold amount. She reviewed the components of the RFP and evaluation categories/criteria and values for the categories. Resolution 2023-04 authorizes the Chair to work with Staff to finalize any edits and approves the RFP, in substantial form and authorizes Staff to take the steps necessary to proceed, including advertising the RFP.

On MOTION by Ms. Bock and seconded by Mr. Kern, with all in favor, Resolution 2023-04, Issuance of the RFP for Landscape Installation Services, in substantial form, was adopted.

EIGHTH ORDER OF BUSINESS

**Consideration of Revised Meeting Location
and Time**

Mr. Torres stated that the cost to rent the current meeting room is \$300, which is shared with the Sandridge CDD; a smaller room is available for \$150. Meetings will be held only when necessary.

NINTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of February 28, 2023**

On MOTION by Mr. Kern and seconded by Ms. Bock, with all in favor, the Unaudited Financial Statements as of February 28, 2023, were accepted.

TENTH ORDER OF BUSINESS

**Approval of January 24, 2023 Regular
Meeting Minutes**

On MOTION by Mr. Taylor and seconded by Mr. Kern, with all in favor, the January 24, 2023 Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kilinski/Van Wyk*

There was no report.

B. District Engineer: *England-Thims & Miller, Inc.*

There was no report.

▪ Ratification Items: Change Orders No. 3, No. 4 and No. 5 – Two-Day Extensions to Complete Projects Due to Weather Delays

- ✓ Change Order No. 3: Jax Utilities Management, Inc. [Creekview Areas 5A & 5B]
- ✓ Change Order No. 4: Jax Utilities Management, Inc. [Creekview Trail APF Road Phase 1]
- ✓ Change Order No. 5: Jax Utilities Management, Inc. [Creekview Areas 1 & 2]

These items were an addition to the agenda.

On MOTION by Mr. Kern and seconded by Mr. Taylor, with all in favor, Jax Utilities Management, Inc. Change Orders No. 3, No. 4 and No. 5, granting a two-day extension to complete for each project due to weather delays, were ratified.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

- **NEXT MEETING DATE: April 25, 2023, at 2:00 PM**
 - **QUORUM CHECK**

TWELFTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kern and seconded by Mr. Taylor, with all in favor, the meeting adjourned at 2:21 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair