

**MINUTES OF MEETING  
PEACE CREEK VILLAGE COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Peace Creek Village Community Development District held Public Hearings and a Regular Meeting on December 15, 2023, immediately following the Continued Landowners' Meeting at 11:00 a.m., at the Lake Alfred Public Library, 245 N Seminole Avenue, Lake Alfred, Florida 33850.

**Present at the meeting were:**

David Matt	Chair
Kristen Matt	Vice Chair
John Blakley	Assistant Secretary
John McKay	Assistant Secretary
Pete Williams (via telephone)	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Ernesto Torres	Wrathell, Hunt and Associates, LLC
Jennifer Kilinski (via telephone)	District Counsel
Savannah Hancock	Kilinski Van Wyk PLLC
Steve Sloan (via telephone)	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 11:06 a.m. He reported the following results of the Continued Landowners' Election meeting held just prior to this meeting:

Seat 1	David Matt	96 votes	4-year term
Seat 2	Kristen Matt	96 votes	4-year term
Seat 3	John Blakley	10 votes	2-year term
Seat 4	John McKay	10 votes	2-year term
Seat 5	Pete Williams	10 votes	2-year term

Supervisor David Matt, Kristen Matt, Blakley and McKay were present. Supervisor Williams attended via telephone.

**SECOND ORDER OF BUSINESS****Public Comments**

No members of the public were present.

**THIRD ORDER OF BUSINESS****Administration of Oath of Office to Elected Board of Supervisors (the following will be provided in a separate package)**

It was noted that, as Mr. Pete Williams is attending via telephone, the Oath of Office will be administered to him at or before the next meeting.

Ms. Kilinski stated that, since Mr. Williams was sworn in at the Organizational meeting, he can continue to serve as a “holdover” Board Member in his current seat and participate fully in this meeting.

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. David Matt, Ms. Kristen Matt, Mr. John Blakley and Mr. John McKay.

Mr. Wrathell noted that the following items were discussed at the Organizational meeting and the Board Members are familiar with them:

- 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**

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2024-02, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2024-02 and reiterated the results of the Continued Landowners' Election.

The following will be inserted into Resolution 2024-02:

Seat 1	David Matt	96 votes	4-year term
Seat 2	Kristen Matt	96 votes	4-year term
Seat 3	John Blakley	10 votes	2-year term
Seat 4	John McKay	10 votes	2-year term
Seat 5	Pete Williams	10 votes	2-year term

**On MOTION by Mr. Blakley and seconded by Mr. McKay, with all in favor, Resolution 2024-02, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

#### FIFTH ORDER OF BUSINESS

#### Consideration of Resolution 2024-33, Designating Certain Officers of the District, and Providing for an Effective Date

Mr. Wrathell presented Resolution 2024-03. Mr. Matt nominated the following slate:

Chair	David Matt
Vice Chair	Kristen Matt
Secretary	Craig Wrathell
Assistant Secretary	John Blakley
Assistant Secretary	John McKay
Assistant Secretary	Peter Williams
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. Williams and seconded by Mr. Blakley, with all in favor, Resolution 2024-33, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date**

**A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2024-34, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Peace Creek Village Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2024-34. This Resolution enables the CDD to utilize the services of the Property Appraiser and Tax Collector.

**On MOTION by Mr. Blakely and seconded by Ms. Matt, with all in favor, the Public Hearing was opened.**

No members of the public or affected property owners spoke.

**On MOTION by Mr. Blakely and seconded by Ms. Matt, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Blakely and seconded by Ms. Matt, with all in favor, Resolution 2024-34, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Peace Creek Village Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

## **SEVENTH ORDER OF BUSINESS**

### **Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements**

#### **A. Affidavit/Proof of Publication**

#### **B. Mailed Notice to Property Owner(s)**

The affidavit of publication and the Mailed Notice to property owners, with Certified Mail receipts were included for informational purposes.

#### **C. Master Engineer's Report (for informational purposes)**

Mr. Wrathell presented the Engineer's Report dated October 30, 2023. He noted the following:

- The Capital Improvement Plan (CIP) anticipates a total of 324 residential dwelling units comprised of townhome and single-family homes.
- The Cost Estimate of the CIP infrastructure improvements is \$15,949,664.

#### **D. Master Special Assessment Methodology Report (for informational purposes)**

Mr. Wrathell presented the Master Special Assessment Methodology Report dated October 31, 2023. He noted that the report was updated to remove previous verbiage related to it being a "validation" Report. He noted the following:

- The CDD consists of approximately 95.38184 acres.
- 38 townhome and 286 single-family units, for a total of 324 residential units, are anticipated.
- The Developer is ERPC Peace Creek, LLC.
- The proposed financing plan provides for issuance of bonds in the approximate principal amount of \$22,230,000 to finance approximately \$15,949,664 in CIP costs, as reflected in the Engineer's Report.

Mr. Wrathell reviewed Tables 1 through 5, on Pages 13 and 14.

Regarding the Capitalized Interest period, Mr. Wrathell stated that, when the Supplemental Methodology is prepared, the Capitalized Interest will match the exact timing of the bonds. A 24-month Capitalized Interest period is usually anticipated but it might be shorter for this bond issuance.

Mr. Wrathell discussed various bond issuance options, such as issuing B bonds.

As to whether shortening the Capitalized Interest period requires Board approval, Mr. Wrathell stated that, prior to closing on the bonds, Staff will work with Mr. Matt and others to devise the debt assessment/issuance amount and a Preliminary Supplemental Assessment Methodology will be prepared to match the target amounts provided by the bond Underwriter of what they plan to market and that Preliminary Supplemental Assessment Methodology will be in the Bond Offering Documents. Once the bonds are ready to close, a Final Supplemental Methodology will be prepared to match the actual final parameters of the bonds. Regarding the planned 24-month Capitalized Interest period, Mr. Wrathell stated that 24 months is standard.

Discussion ensued regarding the options for imposing the assessments, on and off-roll assessments, when lots are anticipated to be platted and closed, when the assessments can be placed on the November tax bill.

Mr. Wrathell stated that how the assessments will be imposed will be discussed by the Financing Team. A decision on whether assessments will be on or off roll does not need to be made today; the determination can be made when the Fiscal Year 2025 budget is being developed.

Mr. Wrathell noted that it can take a little time for platted lots to appear on the Property Appraiser rolls and, if platted lots do not appear on the roll, the assessments for those platted lots cannot be placed on the County tax bill.

Ms. Kilinski stated that the on-roll and off-roll preferences will be included in the Indenture.

**E. Consideration of Resolution 2024-35, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special**

**Assessments by the Methods Provided for by Chapters 170, 190, and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date**

<p><b>On MOTION by Ms. Matt and seconded by Mr. McKay, with all in favor, the Public Hearing was opened.</b></p>
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- **Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.**

No members of the public or affected property owners spoke.

- **Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.**

The Board, sitting as the Equalizing Board, made no changes or adjustments to the assessments.

Ms. Hancock posed the following questions:

**Ms. Hancock:** Based on your experience, are the cost estimates in the Report, as supplemented, reasonable and proper?

**Mr. Sloan:** Yes, they are.

**Ms. Hancock:** Do you have any reason to believe the Capital Improvement Plan cannot be carried out by the District?

**Mr. Sloan:** No.

**Ms. Hancock:** In your opinion, do the lands subject to the assessments receive special benefits from the District's Capital Improvement Plan?

**Mr. Wrathell:** Yes, they do.

**Ms. Hancock:** In your professional opinion, are the master assessments reasonably apportioned among the lands subject to the assessments?

**Mr. Wrathell:** Yes.

**Ms. Hancock:** In your professional opinion, is it reasonable, proper and just to assess the costs of the Capital Improvement Plan as a system of improvements and against the lands in the District in accordance with your Methodology?

**Mr. Wrathell:** Yes.

**Ms. Hancock:** Is it your opinion that the special benefits the lands will receive as set forth in the final assessment roll will be equal to or in excess of the maximum master assessments thereon when allocated as set forth in this Methodology?

**Mr. Wrathell:** Yes.

**Ms. Hancock:** Is it your opinion that it is in the best interest of the District that the master assessments be paid and collected in accordance with the Methodology in the District's Assessment Resolutions?

**Mr. Wrathell:** Yes.

There were no questions or comments from the Board.

**On MOTION by Mr. Blakely and seconded by Ms. Matt, with all in favor, the Public Hearing was closed.**

Mr. Wrathell presented Resolution 2024-35 and read the title.

**On MOTION by Ms. Matt and seconded by Mr. Blakley, with all in favor, Resolution 2024-35, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special Assessments by the Methods Provided for by Chapters 170, 190, and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date, was adopted.**

#### **EIGHTH ORDER OF BUSINESS**

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



**A. Affidavits of Publication**

The affidavits of publication were included for informational purposes.

**B. Consideration of Resolution 2024-36, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Mr. McKay and seconded by Mr. Blakley, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Blakely and seconded by Ms. Matt, with all in favor, the Public Hearing was closed.**

Mr. Wrathell presented Resolution 2024-36.

**On MOTION by Mr. McKay and seconded by Mr. Blakely, with all in favor, Resolution 2024-36, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-16, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date**

This item was deferred.

**TENTH ORDER OF BUSINESS**

**Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

**A. Affidavit of Publication**

**B. RFQ Package**

These items were included for informational purposes.

**C. Respondent: Sloan Engineering Group**

Mr. Wrathell stated that Sloan Engineering Group (Sloan), the District's current Interim District Engineer, was the sole respondent to the RFQ. He stated that Sloan is highly-qualified and appears more than capable of providing the necessary engineering services.

**D. Competitive Selection Criteria/Ranking**

Mr. Wrathell noted that, per District Counsel, as there was only one respondent and that respondent is qualified, it is not necessary to complete the formal scoring and ranking process and the Board can proceed with ranking Sloan as the #1 ranked respondent and award the contract to Sloan.

**On MOTION by Mr. Blakley and seconded by Ms. Matt, with all in favor, ranking Sloan Engineering Group, the sole respondent to the Request for Qualifications for Engineering Services, as the #1 ranked respondent to the RFQ, was approved.**

**E. Award of Contract**

- **Agreement for Engineering Services**

Ms. Kilinski noted that the Engineering Services Contract and Fee Schedule are in the agenda.

**On MOTION by Mr. Williams and seconded by Ms. Matt, with all in favor, awarding the contract for Engineering Services to Sloan Engineering Group and the Agreement for Engineering Services, were approved.**

**ELEVENTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. October 31, 2023 Landowners' Meeting**
- B. October 31, 2023 Organizational Meeting**

**On MOTION by Mr. Blakley and seconded by Mr. McKay, with all in favor, October 31, 2023 Landowners' Meeting and October 31, 2023 Organizational Meeting Minutes, as presented, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kilinski | Van Wyk PLLC**

**B. District Engineer (Interim): Sloan Engineering Group, Inc.**

District Counsel and the District Engineer had nothing further to report.

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

- **NEXT MEETING Date: January 30, 2024 at 11:00 AM [FY24 Budget Adoption Hearing]**
  - **Quorum Check**

**THIRTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments**

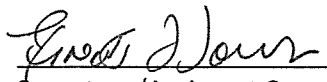
No members of the public spoke.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Blakley and seconded by Ms. Matt, with all in favor, the meeting adjourned at 11:48 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair