

**SEATON CREEK RESERVE  
COMMUNITY DEVELOPMENT DISTRICT**

**May 24, 2022, Minutes of the Audit Committee and Regular Meeting**

**Minutes of the Audit Committee and Regular Meeting**

The Audit Committee and Regular Meetings of the Board of Supervisors for the Seaton Creek Reserve Community Development District were held on **Tuesday, May 24, 2022, at 2:00 p.m.** at the Bartram Park Executive Center located at 12724 Gran Bay Pkwy West, Suite 410, Jacksonville, FL 32258.

**1. CALL TO ORDER**

Bryan Radcliff called the Audit Committee and Regular Meetings of the Board of Supervisors of the Seaton Creek Reserve Community Development District to order on **Tuesday, May 24, 2022, at 2:01 p.m.**

**Board Members Present and Constituting a Quorum:**

Ross Puzzitiello	Chair	
Zenzi Rogers	Supervisor	
Chris Mayo	Supervisor	
Michael Della Penta	Supervisor	<i>(appointed at the meeting)</i>

**Staff Members Present:**

Bryan Radcliff	District Manager, Inframark	
Brian Lamb	District Manager, Inframark	<i>(via conference call)</i>
Wes Haber	District Counsel, Kutak Rock	<i>(via conference call)</i>
Bob Koncar		
Janice Davis		

There were no members of the general public in attendance.

**2. RECESS TO AUDIT COMMITTEE MEETING**

Mr. Radcliff directed the Board to recess to the Audit Committee Meeting.

**3. AUDIT COMMITTEE MEETING**

**A. Open the Audit Committee Meeting**

MOTION TO:	Open the Audit Meeting
MADE BY:	Supervisor Rogers
SECONDED BY:	Supervisor Mayo
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86

**B. Evaluate and Rank the Audit Proposals**

*i. Grau & Associates*

**C. Finalize the Ranking and Consideration of Audit Committee Recommendation**

The Board ranked Grau & Associates as their recommended vendor for financial auditing services for the District.

**D. Close the Audit Committee Meeting**

MOTION TO:	Close the Audit Meeting
MADE BY:	Supervisor Rogers
SECONDED BY:	Supervisor Mayo
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

**4. RETURN AND PROCEED TO REGULAR MEETING**

Mr. Lamb directed the Board to proceed to the regular meeting.

**5. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were no audience questions or comments on agenda items.

**6. BUSINESS ITEMS**

**A. Acceptance of Board Resignation, Seat**

The Board Accepted the resignation of Ward Huntley from the Board of Supervisors of Seaton Creek Reserve CDD.

MOTION TO:	Accept Ward Huntley resignation.
MADE BY:	Supervisor Rogers
SECONDED BY:	Supervisor Mayo
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

**B. Appointment of Board Supervisor to Open Seat & Administer Oath of Office**

87  
88  
89  
90  
91  
92  
93

The Board Appointed Michael Della Penta to seat # 3 of the Board of Supervisors of Seaton Creek Reserve CDD. Mr. Radcliff read Mr. Penta his oath of office. Mr. Penta accepted compensation.

MOTION TO:	Appoint Michael Della Penta to seat #3 of the Board of Supervisors.
MADE BY:	Supervisor Rogers
SECONDED BY:	Supervisor Mayo
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

94  
95  
96  
97  
98  
99  
100

**C. Consideration of Resolution 2022-10; Re Designating Officers**

101  
102  
103  
104  
105  
106

The Board Adopted Resolution 2022-10; Redesignating Officers and maintained Ross Puzzitiello as Chair and Rick Puzzitiello as Vice Chair.

MOTION TO:	Adopt Resolution 2022-10.
MADE BY:	Supervisor Rogers
SECONDED BY:	Supervisor Mayo
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

107  
108  
109  
110  
111  
112

**D. Consideration of Audit Committee Recommendations and Evaluation**

113  
114  
115  
116  
117  
118  
119

The Board Approved a motion to accept the recommendation of Grau & Associates for auditing services from the audit committee.

MOTION TO:	Accept the recommendation of Grau & Associates for auditing services from the Audit Committee.
MADE BY:	Supervisor Rogers
SECONDED BY:	Supervisor Mayo
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

120  
121  
122  
123  
124  
125  
126

127 **E. Consideration of Resolution 2022-11; Approving Proposed FY 2023**  
128 **Budget & Setting Public Hearing**

129  
130 The Board Adopted Resolution 2022-11, Approving the Proposed FY 2023 Budget and Setting  
131 the Public Hearing.

132  
133 MOTION TO: Resolution 2022-11.  
134 MADE BY: Supervisor Rogers  
135 SECONDED BY: Supervisor Mayo  
136 DISCUSSION: None further  
137 RESULT: Called to Vote: Motion PASSED  
138 4/0 - Motion Passed Unanimously

139  
140 **F. General Matters of the District**

141  
142 There were no general matters of the District.

143  
144 **7. CONSENT AGENDA**

- 145 **A. Consideration of Regular Meeting Minutes January 25, 2022**
- 146 **B. Consideration of Operations and Maintenance Expenditures March 2022**
- 147 **C. Consideration of Operations and Maintenance Expenditures April 2022**

148  
149 The Board Approved consent agenda items A – C (Regular meeting minutes from 01/25/2022,  
150 O & M Expenditures for March 2022, O & M Expenditures for April 2022)

151  
152 MOTION TO: Approve Consent Agenda Items A-C.  
153 MADE BY: Supervisor Rogers  
154 SECONDED BY: Supervisor Mayo  
155 DISCUSSION: None further  
156 RESULT: Called to Vote: Motion PASSED  
157 4/0 - Motion Passed Unanimously

158  
159 **D. Review of Financial Statements for Month Ending April 30, 2022**

160  
161 The Board had no questions regarding the financials for the month ending 04/30/2022.

162  
163 **8. VENDOR AND STAFF REPORTS.**

- 164 **A. District Counsel**
- 165 **B. District Manager**
- 166 **C. District Engineer**

167  
168 There were no staff reports at this time.

169 **9. SUPERVISOR REQUESTS AND COMMENTS**

170

171 There were no supervisor requests or comments.

172

173

174 **10. PUBLIC COMMENTS**

175

176 There were no public comments.

177

178

179 **11. ADJOURNMENT**

180

181

MOTION TO:	Adjourn at 2:10 p.m.
MADE BY:	Supervisor Rogers
SECONDED BY:	Supervisor Mayo
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

182

183

184

185

186

187

188

189

190

191

192

193

194

195

196

197

198

199

200

201

202

203

204

205

206

207

208

209

210

211

212

213

214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247

*\*Please note the entire meeting is available on disc.*

*\*These minutes were done in summary format.*

*\*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 11-09-22.**

DocuSigned by:  
*Brian Lamb*

**Signature**

Brian Lamb

**Printed Name**

**Title:**

- Secretary
- Assistant Secretary

DocuSigned by:  
*Ross Puzzitiello*

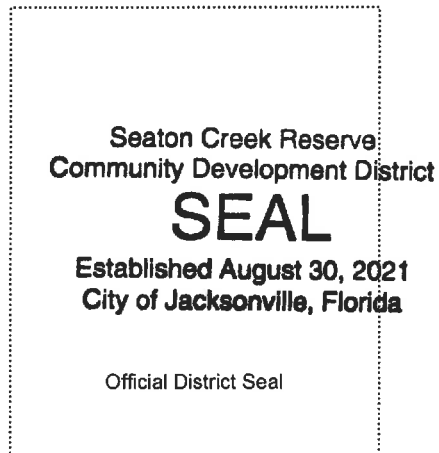
**Signature**

Ross Puzzitiello

**Printed Name**

**Title:**

- Chairman
- Vice Chairman



*Recorded by Records Administrator*

*[Handwritten Signature]*

*11/09/22*

Date