

**THE OAKS AT SHADY CREEK  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
JANUARY 21, 2022**

**THE OAKS AT SHADY CREEK  
COMMUNITY DEVELOPMENT DISTRICT AGENDA  
JANUARY 21, 2022 AT 10:00 a.m.  
CARLTON LAKES CLUBHOUSE  
LOCATED AT 11404 CARLTON FIELDS DRIVE, RIVERVIEW, FL 33579**

<b>District Board of Supervisors</b>	Chair Vice-Chair Supervisor Supervisor Supervisor	Robin Lush Michelle LeBeau-Elrod John Bentley Amy Brown Vacant
<b>District Managers</b>	Meritus	Gene Roberts
<b>District Attorney</b>	Straley Robin Vericker	John Vericker
<b>District Engineer</b>	Johnson Engineering	Phil Chang, P.E.

*All cellular phones and pagers must be turned off while in the meeting room*

The meeting will begin at **10:00 a.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the second section called **Audience Questions and Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. The third section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 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 **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. 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 the District's needs.

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) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, 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.

Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 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 Oaks at Shady Creek CDD

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Oaks at Shady Creek Community Development District will be held on **Friday, January 21, 2022 at 10:00 a.m. Carlton Lakes Clubhouse located at 11404 Carlton Fields Drive, Riverview, FL 33579**. Please let us know 24 hours before the meeting if you wish to call in for the meeting:

Conference Call In Number – 1-866-906-9330 Participant Access Code – 7979718

**REGULAR BOARD OF SUPERVISOR MEETING**

**1. CALL TO ORDER/ROLL CALL**

**2. AUDIENCE QUESTIONS & COMMENTS ON AGENDA ITEMS**

**3. BUSINESS ITEMS**

- A. Discussion on Board Resume..... Tab 01
  - i. Vivian Rothstein
  - ii. Greg Brown – *Under Separate Cover*
- B. Discussion on Hog Damage Restoration..... Tab 02
- C. General Matters of the District

**4. CONSENT AGENDA**

- A. Consideration of the Regular Meeting Minutes December 17, 2021 ..... Tab 03
- B. Consideration of Operations and Maintenance Expenditures December 2021 ..... *Under Separate Cover*
- C. Review of Financial Statements Month Ending December, 2021 ..... *Under Separate Cover*

**5. STAFF REPORTS**

- A. District Counsel
- B. District Engineer..... Tab 04
- C. District Manager

**6. SUPERVISOR REQUESTS**

**7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,

Gene Roberts  
*District Manager*

# Vivian L. Rothstein

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**Objective** To join the CDD committee for The Oaks of Shady Creek Community

## Experience

2020- Present

### **Tutor (Certified Teacher)**

- Tutoring elementary school children in all subjects

2019-2020

Waypoint Property Inspection

Brandon, FL

### **Client Care Coordinator**

- Scheduled inspections for inspectors
- Learned about all types of home inspections, reports, insurance needs, etc
- Answered phones, spoke with realtors and clients about inspection reports

2000-2019

Walter S. Yates Elementary School

Brandon, FL

### **Teacher**

- Served a term of three years as an elected member of the Hillsborough Classroom Teachers Association Board of Directors
- Second, third, fourth, and fifth grade teacher
- Web master for school website
- Conducted trainings for teachers on FAIR, setting up websites and GO Math series
- Team Leader, steering committee member
- Supervisor of interns
- Peer assistant for PNE and ACP teachers
- Served on district task force committee for class caps, and parent link
- Served on district screening committees
- Member of SAC committee
- Senior CTA Representative for the school
- Chairperson of math committee and technology committee, helped teachers with computer issues
- Served as Historian and membership chairperson for the Hillsborough County Elementary Mathematics Council
- Conducted math training on Professional Study Day
- Interviewed perspective teachers on Teacher Interview Day





**THE OAKS AT SHADY CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

December 17, 2021 Minutes of Regular Meeting

**Minutes of the Regular Meeting**

The Regular Meeting of The Oaks at Shady Creek Community Development District was held on **Friday, December 17, 2021 at 10:00 a.m.** at the Carlton Lakes Clubhouse located at 11404 Carlton Lake Fields Dr., Riverview, FL 33579.

**1. CALL TO ORDER/ROLL CALL**

Gene Roberts called the Regular Meeting of The Oaks at Shady Creek Community Development District to order on **Friday, December 17, 2021 at 10:00 a.m.**

**Board Members Present and Constituting a Quorum at the onset of the meeting:**

Robin Lush	Chair
Michelle LeBeau-Elrod	Vice-Chair
John Bentley	Supervisor
Amy Brown	Supervisor

**Staff Members Present:**

Gene Roberts	District Manager, Meritus
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There was one audience member in attendance.

**2. PUBLIC COMMENT ON AGENDA ITEMS**

There were no audience comments on agenda items.

**3. BUSINESS ITEMS**

**A. Consideration of Assumption Assignment**

Mr. Roberts discussed the agreement with the Board and explained it is related to the Inframark transaction.

MOTION TO:	Approve the Assumption Assignment.
MADE BY:	Supervisor Lush
SECONDED BY:	Supervisor Bentley
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

47  
48 **B. General Matters of the District**  
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50 Mr. Roberts stated that the trapper has caught two feral hogs at this time and Mainscape will be  
51 providing a proposal to repair the hog damage to the pond banks.  
52

53  
54 **4. CONSENT AGENDA**

55 **A. Consideration of the Board of Supervisors Regular Meeting Minutes Nov. 19, 2021**  
56

57 The Board reviewed the minutes.  
58

MOTION TO:	Approve the November 19, 2021 minutes.
MADE BY:	Supervisor Bentley
SECONDED BY:	Supervisor LeBeau-Elrod
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

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66 **B. Consideration of Operations and Maintenance Expenditures October 2021**  
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68 The Board reviewed the October 2021 O&Ms.  
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MOTION TO:	Approve the October 2021 O&Ms.
MADE BY:	Supervisor Lush
SECONDED BY:	Supervisor Bentley
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

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77 **C. Consideration of Operations and Maintenance Expenditures November 2021**  
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79 The Board reviewed the November 2021 O&Ms.  
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MOTION TO:	Approve the November 2021 O&Ms.
MADE BY:	Supervisor Brown
SECONDED BY:	Supervisor Bentley
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

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90 **D. Review of Financial Statements Month Ending November 30, 2021**

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92 The financials were reviewed and accepted.

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95 **5. STAFF REPORTS**

96 **A. District Counsel**

97 **B. District Engineer**

98 **C. District Manager**

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100 There were no additional reports from staff.

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103 **6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**

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105 There were no supervisor requests or audience comments.

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108 **7. ADJOURNMENT**

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MOTION TO:	Adjourn.
MADE BY:	Supervisor Bentley
SECONDED BY:	Supervisor LeBeau-Elrod
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

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

119  
120 *\*These minutes were done in a summary format.*

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122 *\*Each person who decides to appeal any decision made by the Board with respect to any matter considered*  
123 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*  
124 *including the testimony and evidence upon which such appeal is to be based.*

125 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
126 **meeting held on \_\_\_\_\_.**

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128 \_\_\_\_\_  
129 **Signature**

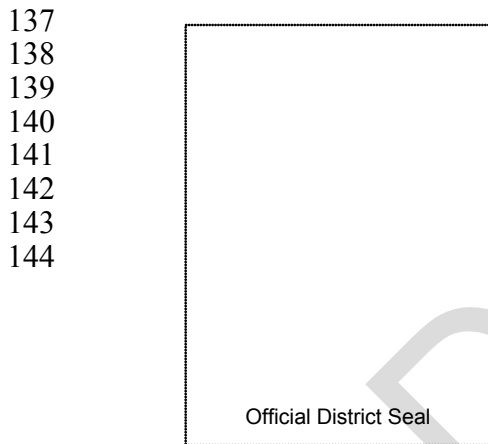
127  
128 \_\_\_\_\_  
129 **Signature**

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131 \_\_\_\_\_  
132 **Printed Name**

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132 **Printed Name**

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134 **Title:**  
135  **Chair**  
136  **Vice-Chair**

133  
134 **Title:**  
135  **Secretary**  
136  **Assistant Secretary**



*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



Work Authorization  
January 4, 2022

Oaks at Shady Creek Community Development District  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607

Subject: **Work Authorization Number 22-001**  
**Water Management System Report**  
**Oaks at Shady Creek Community Development District**

Dear Chairman, Board of Supervisors:

Johnson Engineering, Inc. ("Engineer") is pleased to submit this work authorization to prepare a Water Management System Report for the Oaks at Shady Creek Community Development District ("District"). We will provide these services pursuant to our current agreement dated November 20, 2020 ("Engineering Agreement") as follows:

**I. Background**

The Florida Legislature passed House Bill 53 related to public infrastructure. A portion of it is shown below relating to stormwater and the requirement to create a 20-year needs analysis. Oaks at Shady Creek CDD is one of the special districts mentioned in Section (1) below.

*403.9302 Stormwater management projections.*

*(1) The Legislature intends for each county, municipality, or special district providing a stormwater management program or stormwater management system to create a 20-year needs analysis.*

*(2) As used in this section, the term:*

*(a) "Facility" means any equipment, structure, or other property, including conveyance systems, used or useful in connection with providing a stormwater management program or stormwater management system.*

*(b) "Stormwater management program" has the same meaning as provided in s. 403.031(15).*

*(c) "Stormwater management system" has the same meaning as provided in s. 403.031(16).*

*(3) By June 30, 2022, and every 5 years thereafter, each county, municipality, or special district providing a stormwater management program or stormwater management system shall develop a needs analysis for its jurisdiction over the subsequent 20 years. In projecting such needs, each local government shall include the following:*

*(a) A detailed description of the stormwater management program or stormwater management system and its facilities and projects.*

*(b) The number of current and projected residents served calculated in 5-year increments.*

*(c) The current and projected service area for the stormwater management program or stormwater management system.*

*(d) The current and projected cost of providing services calculated in 5-year increments.*

- (e) The estimated remaining useful life of each facility or its major components.*
- (f) The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.*
- (g) The local government's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap.*
- (4) Upon completing the requirements of subsection (3), each municipality or special district shall submit its needs analysis, as well as the methodology and any supporting data necessary to interpret the results, to the county within which the largest portion of its stormwater management program or stormwater management system is located. Each county shall compile all analyses submitted to it under this subsection into a single document and include its own analysis in the document. The county shall file the compiled document with the Secretary of Environmental Protection and the coordinator of the Office of Economic and Demographic Research no later than July 31, 2022, and every 5 years thereafter.*
- (5) The Office of Economic and Demographic Research shall evaluate the compiled documents from the counties for the purpose of developing a statewide analysis for inclusion in the assessment due January 1, 2023, pursuant to s. 403.928.*
- (6) This section applies to a rural area of opportunity as defined in s. 288.0656 unless the requirements of this section would create an undue economic hardship for the county, municipality, or special district in the rural area of opportunity.*

## **II. Scope of Work**

The District will engage the services of the Engineer to perform general engineering services as follows:

### Task 1 - Analysis

The Engineer will assist the District with the analysis required in 403.9302, Florida Statutes, Section (3) as requested by the Office of Economic and Demographic Research (EDR). Information will be collected by the Engineer from its own records and publicly available sources. Analysis of system components will be presented in a narrative and use tables and exhibits as necessary to convey the information in an effective manner. A typical lifespan will be created for each asset along with the existing age and remaining lifespan. Replacement/retrofit costs will be developed for each asset acknowledging that actual asset life will vary from the typical. Revenue determinations (past, present, and future) will require assistance from the District Manager or designee.

### Task 2 - Report

The Engineer will compile the narrative, graphs, and tables from Task 1 and populate the spreadsheets created by EDR to be sent to Hillsborough County. Hillsborough County will be responsible to compile this report with others and their own information and transmit it to the EDR.

**III. Fees**

Oaks at Shady Creek Community Development District will compensate Johnson Engineering, Inc. on a lump sum basis as follows:

Task 1 – Analysis	\$ 2,090.00
Task 2 – Report	<u>\$ 1,520.00</u>
<b>Total Compensation</b>	<b>\$ 3,610.00</b>

This proposal, together with the Engineering Agreement, represents the entire understanding between the Oaks at Shady Creek Community Development District and Johnson Engineering, Inc., with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Thank you for considering Johnson Engineering, Inc. We look forward to helping you create a quality project.

Sincerely,  
JOHNSON ENGINEERING, INC.



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Phil Chang, P.E.

APPROVED AND ACCEPTED

By: \_\_\_\_\_  
Authorized Representative of  
Oaks at Shady Creek Community Development District

Date: \_\_\_\_\_