

**MINUTES OF MEETING
WOODLAND RANCH ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

The Organizational meeting of the Board of Supervisors of the Woodland Ranch Estates Community Development District was held Thursday, **September 14, 2022** at 1:35 p.m. at 4900 Dundee Road, Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott	Chairman
Wendy Kerr	Vice Chairperson
Halsey Carson	Assistant Secretary
Dottie Mobley	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law
Bob Gang	Greenberg Traurig
Ashton Bligh	Greenberg Traurig
Bryan Hunter	Hunter Engineering

FIRST ORDER OF BUSINESS

Introduction

A. Call to Order

Ms. Burns called the meeting to order and called the roll. Four Board members were present constituting a quorum.

B. Public Comment Period

There were no members of the public present for the meeting.

C. Oath of Office

Ms. Burns swore in all Supervisors: Mr. Brent Elliot, Ms. Wendy Kerr, Ms. Halsey Carson and Ms. Dottie Mobley.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Confirmation of Notice of Meeting

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Ms. Burns confirmed that the meeting had been properly noticed as required by the statutes.

B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190

Ms. Burns stated that since the Supervisors were familiar with the Sunshine Law, they would not cover this item in detail.

C. Election of Officers

1. Resolution 2022-01 Appointing Officers

Ms. Burns stated that the Board is required to elect officers. Ms. Burns asked that she be appointed Secretary, Mr. George Flint be appointed as an Assistant Secretary. The Board nominated Mr. Brent Elliot as Chair, Ms. Wendy Kerr as Vice Chair, and Ms. Halsey Carson, and Ms. Dottie Mobley as Assistant Secretaries.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-01 Appointing Officers with Mr. Brent Elliot as Chair, Ms. Wendy Kerr as Vice Chair, and Ms. Halsey Carson, and Ms. Dottie Mobley as Assistant Secretaries, Ms. Burns as Secretary, and Mr. George Flint as Assistant Secretary, was approved.

2. Resolution 2022-02 Appointing Treasurer and Assistant Treasurer

Ms. Burns stated that the Board is required to elect officers and asked that Mr. George Flint be named the Treasurer, and Ms. Katie Costa as Assistant Treasurer.

On MOTION by Mr. Elliott, seconded by Ms. Kerr, with all in favor, Resolution 2022-02 Appointing Treasurer and Assistant Treasurer with Mr. George Flint as Treasurer and Ms. Katie Costa as Assistant Treasurer, was approved.

THIRD ORDER OF BUSINESS Retention of District Staff

A. Consideration of Contract for District Management Services

i. Resolution 2022-03 Appointing District Manager

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Ms. Burns reported that this resolution would appoint GMS as the District Manager. She noted the fee schedule was attached.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-03 Appointing GMS as the District Manager, was approved.

B. Consideration of Contract for District Counsel Services

i. Resolution 2022-04 Appointing District Counsel

Ms. Burns stated that this resolution will appoint KE Law Group as District Counsel. She noted that Mr. Van Wyk was available for any questions.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-04 Appointing KE Law Group as District Counsel, was approved.

C. Resolution 2022-05 Selection of Registered Agent and Office

Ms. Burns stated that it is required by the state to have a registered agent and designate the office of this agent. Ms. Burns noted this would name her as a registered agent and her office address as the registered office location.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-05 Selecting Ms. Burns as the Registered Agent and her office as the Registered Office, was approved.

D. Resolution 2022-06 Appointing Interim District Engineer

Ms. Burns noted that the agreement was included and stated this would appoint Hunter Engineering as the Interim District Engineer.

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E. Consideration of Interim District Engineering Agreement

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-06 Appointing Hunter Engineering as the Interim District Engineer, and Approving the District Engineering Agreement, was approved.

F. Request Authorization to Issue RFQ for Engineering Services

Ms. Burns stated she was looking for an authorization for staff to issue and that the proposals would be due back on October 14th.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Authorization to Allow Staff to Issue RFQ for Engineering Services, was approved.

FOURTH ORDER OF BUSINESS

Designation of Meetings and Hearing Dates

A. Consideration of Resolution 2022-07 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023

Ms. Burns stated the District is required to develop a meeting schedule. Ms. Burns noted that the schedule was set for the second Wednesday of each month at 2 p.m. She asked for a motion to approve.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-07 Designation of Regular Monthly Meeting for the 2nd Wednesday of Every Month at 2 p.m. for Fiscal Year 2023, was approved.

B. Consideration of Resolution 2022-08 Designation of Landowner’s Meeting Date, Time, and Location

Ms. Burns recommended that the Landowner meeting be held on November 9, 2022 at 2 p.m. at the same location.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-08 Designation of Landowner’s Meeting for November 9, 2022 at 2:00 p.m., at same location, was approved.

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C. Designation of Dates of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes

1. Consideration of Resolution 2022-09 Setting a Public Hearing to Consider the Proposed Rules of the District

a. Rules of Procedure

Ms. Burns noted the Rules of Procedure were included in the agenda package. She suggested the public hearing be November 9, 2022 at 2:00 p.m. at the same location.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-09 Setting the Public Hearing for November 9, 2022 at 2:00 p.m. at the Same Location, was approved.

D. Designation of Dates of Public Hearing on the Budgets for Fiscal Year 2022 and 2023

1. Consideration of Resolution 2022-10 Setting the Public Hearing and Approving the Proposed Fiscal Year 2021/2022 and 2022/2023 Budgets

Ms. Burns noted this was included in the package. She suggested the meeting be set for Wednesday, December 14, 2022 at 2:00 p.m. at the same location. She added the budget is Developer funded.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-10 Setting the Public Hearing for December 14, 2022 at 2:00 p.m. at the same location and Approving the Proposed Budget for Fiscal Years 2021/2022 and 2022/2023 Budgets, was approved.

2. Approval of the Fiscal Year 2021/2022 and 2022/2023 Developer Funding Agreement

Ms. Burns presented the Budget Funding Agreement with Woodland Ranch Estates, LLC. They agree to fund on the 2022/2023 budget that was just approved. She noted it includes operations and maintenance.

On MOTION Mr. Elliott, seconded by Ms. Mobley, with all in favor, the Fiscal Year 2022 and 2023 Developer Funding Agreement, was approved.

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E. Resolution 2022-11 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes

Ms. Burns noted this outlines the District’s process to collect assessments using the Polk County tax bill when we are ready to do so. She suggested the public hearing for November 9, 2022, at 2:00 p.m. in the same location.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-11 Setting the Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in Accordance with Section 197.3632, Florida Statutes for November 9, 2022, at 2:00 p.m. in the same location, was approved.

FIFTH ORDER OF BUSINESS

Other Organizational Matters

A. Resolution 2022-12 Designating a Qualified Public Depository

Ms. Burns stated that this would appoint the depository as Truist which is used at all of the Districts.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-12 Designating Truist Bank as the District Depository, was approved.

B. Resolution 2022-13 Authorization of Bank Account Signatories

Ms. Burns asked that the signatories be herself, George Flint, and Katie Costa.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-13 Authorizing Jill Burns, George Flint and Katie Costa as Bank Account Signatories, was approved.

C. Consideration of Resolution 2022-14 Relating to Defense of Board Members

Ms. Burns noted that this resolution outlines legal support to Board members and staff as outlined in the resolution when acting in their capacity as Board members.

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On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-14, Relating to Defense of Board Members, was approved.

D. Consideration of Resolution 2022-15 Authorizing District Counsel to Record in the Property Records of Polk County the “Notice of Establishment” in accordance with Chapter 190.0485, Florida Statutes

1. Notice of Establishment

Ms. Burns noted that this is a statutory requirement.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-15 Authorizing District Counsel to Record in the Property Records of Polk County the Notice of Establishment in Accordance with Chapter 190.0485, Florida Statutes, was ratified.

E. Consideration of Resolution 2022-16 Adopting Investment Guidelines

Ms. Burns stated was included in the package and this an alternative investment guideline for investment of public funds that are in excess of the amounts needed to make current operating expenses. She explained the four options.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-16 Adopting Alternative Investment Guidelines, was approved.

F. Consideration of Resolution 2022-17 Authorizing Execution of Public Depositor Report

Ms. Burns reported that this authorizes the District Manager or Treasurer to file the report with the Treasurer of the State of Florida. The Board had no questions.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-17 Authorizing Execution of Public Depositor Report, was approved.

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G. Consideration of Resolution 2022-18 Designating a Policy for Public Comment

Ms. Burns stated that this resolution sets forth guidelines and rules to govern public comment at public meetings. Florida Statute required that members be given a reasonable opportunity to be heard on any proposition.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-18 Designating a Policy for Public Comment, was approved.

H. Consideration of Resolution 2022-19 Adopting a Travel and Reimbursement Policy

Ms. Burns stated that the Florida statutes establish travel reimbursement rates, applicable to all public officers, employees, and authorized persons who are authorized to travel on behalf of a public agency, and this adopts those rates. The Board had no questions.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-19 Adopting a Travel and Reimbursement Policy, was approved.

I. Consideration of Resolution 2022-20 Adopting Prompt Payment Policy

Ms. Burns noted Florida statutes require timely payment to vendors and contractors and this policy outlines the terms attached to the resolution.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-20 Adopting Prompt Payment Policy, was approved.

J. Consideration of Resolution 2022-21 Adopting a Records Retention Policy

Ms. Burns stated that Resolution 2022-21 provides two options for retaining records and they recommend option one allowing staff to dispose of records as needed by the statutory schedule and the Board agreed. She suggested the Board adopt Option 1.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor Resolution 2022-21 Adopting a Records Retention Policy of Option 1, was approved.

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K. Consideration of Compensation to Board Members

Ms. Burns reviewed the subject of Board compensation of \$200 per meeting. All Supervisors elected not to receive compensation.

L. Resolution 2022-22 Selecting District Records Office Within Polk County

Ms. Burns stated the District office would be the office in St. Cloud at 4900 Dundee Road.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor Resolution 2022-22 Selecting District Records Office Within Polk County as 4900 Dundee Road, was approved.

M. Resolution 2022-23 Designating the Primary Administrative Office and Principal Headquarters of the District

Ms. Burns stated the Primary Administrative Office would be GMS's office in Orlando at 219 East Livingston Street. The principal headquarters for establishing a venue would be 4900 Dundee Road.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-23 Designating the Primary Administrative Office in Orlando and Principal Headquarters of the District as 4900 Dundee Road, was approved.

N. Consideration of Website Services Agreement

Ms. Burns stated this agreement would be with ReAlign Web Design and noted the fee for \$1,750 is a one-time fee.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, the Agreement with ReAlign Web Design for \$1,750, was approved.

O. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1st for Polk County

Ms. Burns stated this will authorize staff to prepare a Public Facilities Report to be filed in Polk County.

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On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Authorization for staff to prepare a Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing in Polk County, was approved.

SIXTH ORDER OF BUSINESS

Capital Improvements

A. Appointment of Financing Team

Ms. Burns noted this appoints a financing team.

1. Consideration of Resolution 2022-24 Appointing Bond Counsel

Ms. Burns noted this would be for Greenberg Traurig as Bond Counsel and the agreement is in the packet. Ms. Bligh and Mr. Gang were present via phone.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-24, Appointing Bond Counsel as Greenberg Traurig, was approved.

2. Consideration of Resolution 2022-25 Appointing an Investment Banker

Ms. Burns noted FMS Bond Specialist would be the investment banker.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-25, Appointing an Investment Banker as FMS Bond Specialist, was approved.

3. Assessment Administrator

Ms. Burns noted this would be with GMS and has been previously approved. She added the fee is included in the GMS contract already approved.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, the Assessment Administrator as GMS, was approved.

4. Trustee

Ms. Burns noted this proposal in the packet is with US Bank.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Trustee as US Bank, was approved.

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B. Approval of Financing Team Funding Agreement

Ms. Burns explained that under the terms of this agreement any funds provided as part of this agreement would be reimbursed under the future bond issuance. This is with Woodland Ranch Estates, LLC.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, the Financing Team Funding Agreement, was approved.

SEVENTH ORDER OF BUSINESS**Financing Matters****A. Consideration of Engineer's Report**

Mr. Hunter presented his report to the Board, explaining that the purpose was to provide funding amounts for the public infrastructure necessary for the project. He then gave the statistics of Woodland Ranch Estates CDD. He also noted that the costs provided in the report for the project were reasonable for the size and scope and that there was no reason he was aware of the project could not be completed as outlined in his report. The Capital Improvement Plan Cost Estimate for the project was \$15,060,100.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, the Engineer's Report, was approved.

B. Consideration of Assessment Methodology

Ms. Burns reviewed the Assessment Methodology, noting that it would be supplemented with one or more Assessment Methodology Reports, which would reflect the actual terms and conditions of each service of bonds at the time of issuance. The Assessment Methodology allocates debt to properties based on the benefits each receives from the Capital Improvement Plan outlined in the Engineer's Report. The Master Assessment Methodology estimates a bond sizing of \$18,380,000.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, the Assessment Methodology, was approved.

C. Consideration of Resolution 2022-26 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings

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Ms. Bligh noted that Resolution 2022-26 was the first step in the bond issuance process and authored the issuance of not-to-exceed of \$18,380,000 aggregate principal amount of bonds for the District. She added that they will come back to the Board with a Delegation Resolution that will detail a series of bonds that the District will issue. The bonds must be secured with a trust agreement for certain projects, and these are reviewed and attached. She added US Bank Trust as the Trustee under the master trust indenture. She stated the must be validated and under Section 8 the District will authorize and direct District Counsel and Bond Counsel to file for validation.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-26 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved as amended.

D. Consideration of Resolution 2022-27, Declaring Special Assessments and Approval of Assessment Methodology

Ms. Burns noted this will kick off the District's assessment process and the resolution will be published in accordance with Florida Statutes. The District determined that the assessments to be levied will not exceed the benefit to the property improved.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-27, Declaring Special Assessment and Approval of Assessment Methodology, was approved.

E. Consideration of Resolution 2022-28 Setting a Public Hearing for Special Assessments

Ms. Burns suggested November 9, 2022 at 2:00 p.m. at the same location. Mailed notices will be sent to all landowners within the District and a published notice will be placed.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-28, Setting a Public Hearing for Special Assessments for November 9, 2022 at 2:00 p.m., was approved.

EIGHTH ORDER OF BUSINESS

Other Business

A. Consideration of Resolution 2022-29 Authorizing the Disbursement of Funds

Ms. Burns presented the resolution which outlines and authorizes the Chair and Manager to approve continual or non-continual expenses outside of a meeting.

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On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-29 Authorizing the Disbursement of Funds, was approved.

B. Consideration of Resolution 2022-30 Granting the Chairperson and Vice Chairperson the Authority to Execute Plats and Documents Related to the Development of the District's Improvements

Ms. Burns stated this authorizes the Chair and Vice Chair to execute plats and other documents.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-30 Granting the Chairperson and Vice Chairperson Authority to Execute Plats and Documents Related to the Development of the District's Improvements, was approved.

C. Consideration of Resolution 2022-31 Direct Purchase Resolution

Ms. Burns noted this allows the District to directly purchase construction materials since they are tax exempt. She added this is in the packet and names the District Engineer or the District manager as the purchasing agent.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-31 Direct Purchase Resolution, was approved.

D. Consideration of Resolution 2022-32 Authorizing the Use of Electronic Documents

Ms. Burns presented the resolution and noted it allows DocuSign for most items.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-32 Authorizing the Use of Electronic Documents, was approved.

E. Consideration of Resolution 2022-33 Adopting an Internal Controls Policy

Ms. Burns presented the resolution. This is a requirement for detecting fraud and/or waste.

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On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Resolution 2022-33 Adopting an Internal Controls Policy, was approved.

F. Staff Reports

i. Attorney

District counsel noted that the validation complaint will be filed as soon as possible.

ii. Manager

Ms. Burns had nothing further to report.

G. Supervisors Requests

There being none, the next item followed.

H. Approval of Funding Request No. 1

Ms. Burns noted this request was in the package for review. This is an initial startup cost for ads, public hearings, and insurance.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Funding Request No. 1, was approved.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Brent Elliott

Chairman/Vice Chairman