

**MINUTES OF MEETING  
WEIBERG ROAD  
COMMUNITY DEVELOPMENT DISTRICT**

The Organizational meeting of the Board of Supervisors of the Weiberg Road Community Development District was held Wednesday, **September 21, 2022** at 9:32 a.m. at West Polk Branch Library, 305 Campus Street, Celebration, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairperson
Bobbie Henley	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KE Law
Bob Gang <i>by Zoom</i>	Bond Counsel, Greenberg Traurig
Ashton Bligh <i>by Zoom</i>	Bond Counsel, Greenberg Traurig
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Molly Banfield <i>by Zoom</i>	District Engineer, Dewberry
Lisa Kelley <i>by Zoom</i>	District Engineer, Dewberry
Daniel Arnette <i>by Zoom</i>	
Chuck Cavaretta <i>by Zoom</i>	

**FIRST ORDER OF BUSINESS**

**Introduction**

**A. Call to Order**

Ms. Burns called the meeting to order and called the roll. Three 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: Ms. Bobbie Henley, Ms. Lauren Schwenk, and Mr. Rennie Heath

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

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**A. Confirmation of Notice of Meeting**

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. Rennie Heath as Chair, Ms. Lauren Schwenk as Vice Chair, and Ms. Bobbie Henley, Mr. Daniel Arnette, and Mr. Chuck Cavaretta as Assistant Secretaries.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-01 Appointing Officers with Mr. Rennie Heath as Chair, Ms. Lauren Schwenk as Vice Chair, and Ms. Bobbie Henley, Mr. Daniel Arnette, and Mr. Chuck Cavaretta 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. Heath, seconded by Ms. Schwenk, 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**

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

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On MOTION by Mr. Heath, seconded by Ms. Schwenk, 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 Ms. Lauren Gentry was available for any questions.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, 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 Ms. Schwenk, seconded by Mr. Heath, 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 these could be taken together and stated this would appoint Dewberry as the Interim District Engineer.

**E. Consideration of Interim District Engineering Agreement**

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2022-06 Appointing Dewberry 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 Dewberry will remain the interim engineer until the District is ready to go through the RFQ process. She noted the due date for qualifications statements is October 17<sup>th</sup>.

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On MOTION by Ms. Schwenk, seconded by Mr. Heath, 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 remaining Fiscal Year 2022 and Fiscal Year 2023**

Ms. Burns stated the District is required to develop a meeting schedule. She noted that they had was the fourth Wednesday at 10:30 a.m. and the only exception was the November and December meeting dates because one falls on the week of Thanksgiving, and one falls on the week of Christmas. She explained that they set one for December 6<sup>th</sup> where they could set the public hearing on the budget, and they would cancel the other two.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Resolution 2022-07 Designation of Regular Monthly Meeting Date, Time, and Location for remaining Fiscal Year 2022 and Fiscal Year 2023 for the Fourth Wednesday at 10:30 a.m. at the Same Location, 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 October 26, 2022 at 10:30 a.m. at the same location.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2022-08 Designation of Landowner’s Meeting for October 26, 2022 at 10:30 a.m., at the Same Location, was approved.

**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 October 26, 2022 at 10:30 a.m. at the same location.

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On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-09 Setting the Public Hearing for October 26, 2022 at 10:30 a.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 Tuesday, December 6, 2022 at 9:15 a.m. at the Holiday Inn. She added that the Fiscal Year 2022 budget was minimal, and it was a prorated version of the 2023 budget.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2022-10 Setting the Public Hearing for December 6, 2022 at 9:15 a.m. at the Holiday Inn 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 GLK Lake Trask, LLC. Ms. Schwenk noted that it was just for the landings Phase 1. She added that there was a second one for Eagle Landing Phase 1. Ms. Burns stated that once they clarified the lot counts, they could do a percentage. Ms. Schwenk stated that Eagle Landing Phase 1 206 was JBMI. She noted that Eagle Landing Phase 1 404 was GLK Lake Trask. She added that the landing at Lake Trask Phase 2 would be Cassidy Holdings Group.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, As Amended to Update the Fiscal Year 2021/2022 and 2022/2023 Developer Funding Agreement Based on the Anticipated Lot Counts for Each of the Three Areas with the Developer Groups Noted, was approved.

**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**

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Ms. Burns noted that this outlined the District’s process to collect assessments using the Polk County tax bill when they were ready to do so. She suggested the public hearing for October 26, 2022 at 10:30 a.m. in the same location.

On MOTION by Mr. Heath, seconded by Ms. Henley, 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 October 26, 2022 at 10:30 a.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 Ms. Schwenk, seconded by Ms. Henley, 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 Ms. Schwenk, seconded by Mr. Heath, 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.

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

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**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 Ms. Schwenk, seconded by Mr. Heath, 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. Heath, seconded by Ms. Schwenk, 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 Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-17 Authorizing Execution of Public Depositor Report, was approved.

**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 Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-18 Designating a Policy for Public Comment, was approved.

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**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 Ms. Schwenk, seconded by Mr. Heath, 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.

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

**K. Consideration of Compensation to Board Members**

Ms. Burns reviewed the subject of Board compensation of \$200 per meeting. All Supervisors elected 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 346 E. Central Ave., Winter Haven, FL 33880.



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On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-22 Selecting District Records Office Within Polk County Located at 346 E. Central Ave., Winter Haven, FL 33880, 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 346 E. Central Ave., Winter Haven, FL 33880.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Resolution 2022-23 Designating the Primary Administrative Office in Orlando and Principal Headquarters of the District Located at 346 E. Central Ave., Winter Haven, FL 33880, 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. Heath, seconded by Ms. Schwenk, 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 1<sup>st</sup> for Polk County**

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

On MOTION by Ms. Schwenk, seconded by Ms. Henley, 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**

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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 Ms. Schwenk, seconded by Mr. Heath, 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 Ms. Schwenk, seconded by Ms. Henley, 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. Heath, seconded by Ms. Henley, 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. Heath, seconded by Ms. Henley, with all in favor, Trustee as US Bank, was approved.

**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 GLK Lake Trask, LLC. She asked for a motion to approve as amended with the three entities based on the planned number of units within each of the areas.

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

## **SEVENTH ORDER OF BUSINESS**

### **Financing Matters**

#### **A. Consideration of Engineer's Report**

Mr. Malave stated that this report was based on the original land that added on additional tracts. Ms. Burns stated that the areas that were currently in the District was 404 units in Phase 1. She added that for Phase 2 they were going to split in to 2A and 2B. She explained that 2A 124 units landing at Lake Trask Phase 2A was in the District. She further explained that 2B was landing at Lake Trask, which was 45 and part of the pending boundary amendment. She added that Eagle Landing, which was listed as Phase 3 in the report, was 206 units and was in. Alfred Ridge, which was listed as Phase 4 in the report was 178 units and was outside of the current boundary amendment. She stated that it would be 734 units currently in the District and 223 outside of the District, which totaled 957.

Mr. Malave stated that he was comprising of the District as a future one to totally modify. He noted that the District was located within Polk County. He added that the report also provided a listing of all the capital improvements, which were still also seated with the tracts that included stormwater management, public roadways, water and wastewater, utilities as well as amenities and parks. He added that they provided for undergrounding of the electrical and lighting systems, entry features, landscaping, and all the efforts to provide for approval. He stated that their current approximate total improvements for the Capital Improvement Program was \$30,323,520.05. He noted that they believed that these costs were based on current cost and were reasonable for the development of the project. Ms. Burns stated that the cost was not going to change, they were just going to change the phasing and there was going to be one more lot. She added that the cost that they were looking at would stay the same, it would just be reallocated within the Phases as would the unit counts. Ms. Gentry suggested that when they approve this, to make the approval subject to finalizing the report consistent with the changes discussed.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Engineer's Report Subject to Finalizing the Report Consistent with the Changes Discussed, was approved.

#### **B. Consideration of Assessment Methodology**

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Ms. Burns reviewed the assessment methodology stating that the version that they had would change based on the changes that Mr. Malave just discussed in the engineer's report. She noted that the assessment report allocated to the properties based on the benefits that they received from the Capital Improvement Plan. Table 1 showed the development plan and the only change to that area in addition to moving some of the lots within the Phases was that there would be one more lot to the total, which would be 957 and they would update based on the amounts that they read out during the engineer's report for 2A and 2B. Table 2 showed the master infrastructure cost improvements totaled \$27,631,246. Table 3 showed an estimated bond sizing of \$31,975,000 and she noted that the only changes to this would be to move some of the cost to split out for 2A and 2B. Table 4 showed the allocation of benefit in the improvement cost per unit. She noted that they would update based on the new unit counts for each of the phases and they are going to update to assuming the changes made in the engineer's report to a single-family product type as well. Table 5 showed the par debt per unit, and she noted that there was one addition lot so it would change slightly. She stated that the net and growth annual debt assessments per unit were listed for each of the product types as well for each of the Phases. She noted that they would update the unit counts as changed in the engineer's report. Table 7 showed the preliminary assessment roll that allocated the debt per acre was also included. She noted that the Board was going to consider a boundary amendment resolution to authorize a boundary amendment that would add areas to the District, but they just found out that they had moved some areas from the District. She stated that assuming that would be approved later, they would also update the area that would be removed from the existing District so that they were levying assessments over that property. She noted that they would update with that as well as soon as the Board approves that at the end of the meeting. She added that they would update over all the changes that Mr. Malave went over for the engineer's report and would recirculate that as well. She explained that they would be looking at the same motion to approve, as amended.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Assessment Methodology as Amended, was approved as amended.
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**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 this Resolution 2022-26 was the first step in the bond issuance process. She stated that it authorized the issuance of not to exceed of \$31,975,000 in aggregate principal amount of bonds for the District. Ms. Burns added that the total in their report should not change. She explained that it was her understanding that the cost in the engineer's report were going to change, so the unit counts in Phases were going to change. She noted that they had \$31,975,000. Ms. Bligh noted that they would provide a page to the District reflecting that. Ms. Bligh noted that they would come back to the Board with a Delegation Resolution with details describing a series of bonds that the District intended to issue at that time. She brought to the Board's attention certain sections of the Resolution starting with Chapter 190, which required any bonds to be secured by a Trust Agreement for certain projects. Next was section 5, which authorized and approved the execution and delivery of the Master Indenture, which was attached as an exhibit to this resolution. She explained that under section 7, the District was appointing US Bank Trust as the Trustee under the Trust Agreement. She added that Chapter 75 of Florida Statutes required any bonds maturing after five years to be validated. She noted that under section 8, the District authorizing and directing District counsel and bond counsel to the District to proceed with filing for validation. She noted that if anyone had any questions, she would be happy to respond. Hearing none,

<p>On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2022-26 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved as amended.</p>
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**D. Consideration of Resolution 2022-27, Declaring Special Assessments and Approval of Assessment Methodology**

Ms. Burns noted this will kick off our assessment process. The cost estimates are included with updated amounts.

<p>On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-27, Declaring Special Assessment and Approval of Assessment Methodology, was approved.</p>
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**E. Consideration of Resolution 2022-28 Setting a Public Hearing for Special Assessments**

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Ms. Burns suggested October 26, 2022 at 10:30 a.m. at the same location. She noted that with this deadline, they needed to send the mailed notices out this week. She asked Mr. Malave and Ms. Banfield if they could get that circulated by tomorrow morning, which would give them the rest of the afternoon tomorrow to do the notices and get them sent out by the end of week and still be able to go forward with the October 26<sup>th</sup> date. Ms. Banfield stated that she could do that.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2022-28, Setting a Public Hearing for Special Assessments for October 26, 2022 at 10:30 a.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 and non-continual expenses outside of a meeting.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, 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. Heath, seconded by Ms. Henley, 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 it named the District Engineer or the District manager as the purchasing agent. She also stated that it adopted forms of the direct purchase forms.

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On MOTION by Ms. Schwenk, seconded by Ms. Henley, 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. Heath, seconded by Ms. Henley, 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.

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

**F. Consideration of Resolution 2022-34 Directing Chairman and District Staff to File a Petition Amending District Boundaries**

Ms. Burns stated that the resolution in the agenda package would add 68.53 acres to the existing District. She noted that they were also going to add another parcel that would be a contraction parcel to remove roughly 26.91 acres from the District. She noted that they would verify that number.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, Resolution 2022-34 Directing Chairman and District Staff to File a Petition Amending District Boundaries, was approved as amended.

**G. Consideration of Boundary Amendment Funding Agreement**

Ms. Burns stated that this would be a motion to approve as amended to change GLK Lake Trask to CHG.

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On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Boundary Amendment Funding Agreement as Amended, was approved.

**H. Staff Reports**

**i. Attorney**

Ms. Gentry stated that they would be working with staff to make the changes to the report as stated in the record.

**ii. Manager**

Ms. Burns had nothing further to report.

**I. Supervisors Requests**

There being none, the next item followed.

**J. 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 Ms. Schwenk, seconded by Mr. Heath, with all in favor, Funding Request No. 1, was approved.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

*Jill Burns*  
Secretary/Assistant Secretary

*Rennie Heath*  
Chairman/Vice Chairman