

*Water Tank Road
Community Development District*

Meeting Agenda

July 24, 2024

AGENDA

Water Tank Road

Community Development District

219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

July 17, 2024

Board of Supervisors Meeting

Water Tank Road Community Development District

Dear Board Members:

A meeting of the Board of Supervisors of the **Water Tank Road Community Development District** will be held on **Wednesday, July 24, 2024 at 9:15 AM at 346 E. Central Ave., Winter Haven, Florida 33880.**

Zoom Video Link: <https://us06web.zoom.us/j/83223082942>

Call-In Information: 1-646-876-9923

Meeting ID: 832 2308 2942

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the May 22, 2024 Board of Supervisors Meeting
4. Consideration of Resolution 2024-40 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024/2025
5. Consideration of the Adoption of Goals and Objectives for the District
6. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Ratification of Funding Request #2 and #3
 - ii. Balance Sheet & Income Statement
7. Other Business
8. Supervisors Requests and Audience Comments
9. Adjournment

¹ Comments will be limited to three (3) minutes

MINUTES

**MINUTES OF MEETING
WATER TANK ROAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Water Tank Road Community Development District was held Wednesday, **May 22, 2024** at 9:20 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lindsey Roden	Assistant Secretary
Jessica Petrucci	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present in person for the meeting and no members joining via Zoom.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members (Seat #1 — Rennie Heath and Seat #4 — Daniel Arnette)

Ms. Burns swore in Mr. Rennie Heath prior to the start of this meeting. Mr. Daniel Arnette is not attending the meeting today, so he will be sworn in at a later date

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the April 24, 2024
Landowners' Meeting and Board Meeting**

Ms. Burns presented the minutes from the April 24, 2024 landowners’ meeting and Board meeting. She asked for any comments, corrections, or questions. Hearing none, there was a motion of approval.

On MOTION by Mr. Heath, seconded by Ms. Petrucci, with all in favor, the Minutes of the April 24, 2024 Landowners’ Meeting and Board Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of the Fiscal Year 2023/2024 and Fiscal Year 2024/2025 Budgets

i. Consideration of Resolution 2024-39 Adopting the District’s Fiscal Year 2023/2024 and Fiscal Year 2024/2025 Budgets and Appropriating Funds

Ms. Burns stated this public hearing was advertised in the paper. She asked to open the public hearing.

On MOTION by Ms. Petrucci, seconded by Mr. Heath, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted there were no members of the public present at this time. She asked to close the public hearing.

On MOTION by Ms. Petrucci, seconded by Mr. Heath, with all in favor, Closing the Public Hearing, was approved.

Ms. Burns presented Resolution 2024-39 to the Board of Supervisors. She noted this resolution is included in the agenda package for review. She explained that this resolution adopts the budget for the remainder of this fiscal year as well as Fiscal Year 2025. She noted this budget is developer funded.

On MOTION by Mr. Heath, seconded by Ms. Roden, with all in favor, Resolution 2024-39 Adopting the District’s Fiscal Year 2023/2024 and Fiscal Year 2024/2025 Budgets and Appropriating Funds, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing to report to the Board of Supervisors.

B. Engineer

Mr. Malave introduced Joey Duncan to Board and staff.

C. District Manager’s Report

Ms. Burns had nothing to report to the Board of Supervisors.

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked the Board for adjournment.

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2024-40

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WATER TANK ROAD COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2024/2025; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Water Tank Road Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the Town of Lake Hamilton, Polk County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2024/2025 annual meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WATER TANK ROAD COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Fiscal Year 2024/2025 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 24th day of July 2024.

ATTEST:

**WATER TANK ROAD COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2024/2025 Annual Meeting Schedule

Exhibit A: Fiscal Year 2024/2025 Annual Meeting Schedule

**BOARD OF SUPERVISORS MEETING DATES
WATER TANK ROAD COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025**

The Board of Supervisors of the Water Tank Road Community Development District will hold their regular meetings for Fiscal Year 2024/2025 at 346 East Central Avenue, Winter Haven, Florida 33880, on the 1st Tuesday of every month at 9:15 AM unless otherwise indicated as follows:

**October 1, 2024
November 5, 2024
December 3, 2024
January 7, 2025
February 4, 2025
March 4, 2025
April 1, 2025
May 6, 2025
June 3, 2025
July 1, 2025
August 5, 2025
September 2, 2025**

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services - Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that 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 such appeal is to be based.

District Manager

SECTION V



Memorandum

To: Board of Supervisors

From: District Management

Date: July 24, 2024

RE: HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

Exhibit A:
Goals, Objectives and Annual Reporting Form

Water Tank Road Community Development District Performance Measures/Standards & Annual Reporting Form

October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least three regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of three board meetings were held during the Fiscal Year.

Achieved: Yes No

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised in accordance with Florida Statutes, on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes No

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes No

2. Financial Transparency and Accountability

Goal 2.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes No

Goal 2.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

Standard: CDD website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes No

Goal 2.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes No

Chair/Vice Chair: _____

Date: _____

Print Name: _____

Water Tank Road Community Development District

District Manager: _____

Date: _____

Print Name: _____

Water Tank Road Community Development District

SECTION VI

SECTION C

SECTION 1

Water Tank Road
Community Development District

Bill to: Cassidy Land Development, LLC

Funding Request #2
May 28,2024

Payee	General Fund FY24
1 Operations & Maintenance Funding	\$ 20,000.00
	\$ 20,000.00
<hr/>	
Total:	\$ 20,000.00

Please make check payable to:

Water Tank Road Community Development District
6200 Lee Vista Blvd
Suite 300
Orlando, FL 32822

Water Tank Road
Community Development District

Funding Request #3
June 26,2024

Bill to: Cassidy Land Development, LLC

	Payee		General Fund FY24
1	Operations & Maintenance Funding	\$	20,000.00
		\$	20,000.00
		Total:	\$ 20,000.00

Please make check payable to:

Water Tank Road Community Development District
6200 Lee Vista Blvd
Suite 300
Orlando, FL 32822

SECTION 2

Water Tank Road
Community Development District

Unaudited Financial Reporting
June 30, 2024



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1	<hr/>	<u>Balance Sheet</u>
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Water Tank Road
Community Development District
Combined Balance Sheet
June 30, 2024

		<i>General Fund</i>
Assets:		
<u>Cash:</u>		
Operating Account	\$	6,228
Due from Developer	\$	20,000
Total Assets	\$	26,228
Liabilities:		
Accounts Payable	\$	6,860
Total Liabilites	\$	6,860
Fund Balance:		
Unassigned	\$	19,368
Total Fund Balances	\$	19,368
Total Liabilities & Fund Balance	\$	26,228

Water Tank Road
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2024

	Adopted Budget	Prorated Budget Thru 06/30/24	Actual Thru 06/30/24	Variance
Revenues:				
Developer Contributions	\$ 74,641	\$ 31,989	\$ 61,750	\$ 29,761
Total Revenues	\$ 74,641	\$ 31,989	\$ 61,750	\$ 29,761
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 7,000	\$ 4,000	\$ 1,200	\$ 2,800
Engineering	\$ 8,750	\$ 5,000	\$ 115	\$ 4,885
Attorney	\$ 14,583	\$ 8,333	\$ 9,293	\$ (959)
Management Fees	\$ 21,875	\$ 12,500	\$ 11,391	\$ 1,109
Information Technology	\$ 1,050	\$ 600	\$ 547	\$ 53
Website Maintenance**	\$ 2,450	\$ 1,400	\$ 2,115	\$ (715)
Telephone	\$ 175	\$ 100	\$ -	\$ 100
Postage & Delivery	\$ 583	\$ 333	\$ 104	\$ 229
Insurance	\$ 5,000	\$ 5,000	\$ 2,780	\$ 2,220
Printing & Binding	\$ 583	\$ 333	\$ -	\$ 333
Legal Advertising	\$ 8,750	\$ 8,750	\$ 14,682	\$ (5,932)
Other Current Charges	\$ 2,917	\$ 1,667	\$ -	\$ 1,667
Office Supplies	\$ 365	\$ 208	\$ 6	\$ 203
Travel Per Diem	\$ 385	\$ 220	\$ -	\$ 220
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 150	\$ 25
Total General & Administrative	\$ 74,641	\$ 48,620	\$ 42,382	\$ 6,238
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 19,368	
Net Change in Fund Balance	\$ -		\$ 19,368	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 19,368	

Water Tank Road
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	21,750	\$ -	20,000	20,000	\$ -	\$ -	\$ -	61,750
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	21,750	\$ -	20,000	20,000	\$ -	\$ -	\$ -	61,750
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	600	600	\$ -	\$ -	\$ -	\$ -	1,200
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	115	\$ -	\$ -	\$ -	\$ -	\$ -	115
Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	5,546	2,853	894	\$ -	\$ -	\$ -	\$ -	9,293
Management Fees	\$ -	\$ -	\$ -	\$ -	\$ -	2,016	3,125	3,125	3,125	\$ -	\$ -	\$ -	11,391
Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	97	150	150	150	\$ -	\$ -	\$ -	547
Website Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	65	1,850	100	100	\$ -	\$ -	\$ -	2,115
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	51	54	\$ -	\$ -	\$ -	104
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	2,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,780
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	1,653	12,225	805	\$ -	\$ -	\$ -	\$ -	14,682
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3	3	\$ -	\$ -	\$ -	6
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	150
Total General & Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	12,306	20,918	5,727	3,432	\$ -	\$ -	\$ -	42,382
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	42,382
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	9,444	(20,918)	14,273	16,568	\$ -	\$ -	\$ -	19,368