

*Water Tank Road  
Community Development District*

*Meeting Agenda*

*July 24, 2024*

# AGENDA

# *Water Tank Road*

## *Community Development District*

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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 (<sup>1</sup>Speakers 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 (*to be provided under separate cover*)
    - ii. Balance Sheet & Income Statement (*to be provided under separate cover*)
7. Other Business
8. Supervisors Requests and Audience Comments
9. Adjournment

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<sup>1</sup> 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 24<sup>th</sup> 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

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**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 1<sup>st</sup> 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

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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

*Item will be  
provided under  
separate cover.*

# SECTION 2

*Item will be  
provided under  
separate cover.*