Water Tank Road Community Development District

Meeting Agenda

April 1, 2025

AGENDA

Community Development District

219 E. Livingston St., Orlando, Florida 32801 Phone: 407-841-5524 – Fax: 407-839-1526

March 25, 2025

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 Tuesday, April 1, 2025 at 9:15 AM at 346 E. Central Ave., Winter Haven, Florida 33880.

Zoom Video Link: https://us06web.zoom.us/j/89025355220

Call-In Information: 1-646-876-9923 **Meeting ID:** 890 2535 5220

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

- 1. Roll Call
- 2. Public Comment Period (Public comments will be limited to three (3) minutes)
- 3. Approval of Minutes of the February 4, 2025 Board of Supervisors Meeting & February 4, 2025 Audit Committee Meeting
- Consideration of Resolution 2025-02 Approving the Proposed Fiscal Year 2025/2026 Budget (Suggested Date: July 1, 2025) and Setting the Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget
- 5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Balance Sheet & Income Statement
- 6. Other Business
- 7. Supervisors Requests and Audience Comments
- 8. Adjournment

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 Tuesday, **February 4, 2025,** at 9:24 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lindsey RodenAssistant SecretaryJessica SpencerAssistant SecretaryBobbie HenleyAssistant Secretary

Also present were:

Jill Burns District Manager, GMS

Roy Van Wyk District Counsel, Kilinski Van Wyk

Katie O'Rourke GMS

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.

THIRD ORDER OF BUSINESS

Approval of Minutes of the December 3, 2024, Board of Supervisors Meeting & December 3, 2024, Audit Committee Meeting

Ms. Burns presented the minutes from the December 3, 2024, Board of Supervisors & December 3, 2024, Audit Committee meetings. She asked for any comments, corrections, or questions. Hearing no changes to the minutes, there was a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Minutes of the December 3, 2024, Board of Supervisor's Meeting and the December 3, 2024, Audit Committee Meeting, were approved.

February 4, 2025 Water Tank Road CDD

FOURTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award

Ms. Burns stated that they had accepted the rankings of the Audit Committee meeting and authorized staff to send notice of intent to award at the Audit Committee meeting, which was held before the Board of Supervisors meeting. She stated that they had ranked Grau & Associates as the #1 proposer. Ms. Burns asked for a motion to accept that ranking and to authorize staff to send notice of intent to award Grau & Associates.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Acceptance of the Rankings of the Audit Committee with Grau & Associates Ranked #1 and Authorizing Staff to Send Notice of Intent to Award, was approved.

FIFTH ORDER OF BUSINESS

Consideration of 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns presented the 2025 Data Sharing and Usage Agreement with the Polk County property appraiser. She noted that it was the annual renewal of that agreement. She added that the agreement directs staff not to disclose any exempt parcels that may be included in the budget.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser, was approved.

SIXTH ORDER OF BUSINESS

Consideration of 2025 Contract Agreement with Polk County Property Appraiser

Ms. Burns stated this was just the annual agreement that would supply the parcels within the District.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the 2025 Contract Agreement with Polk County Property Appraiser was approved.

SEVENTH ORDER OF BUSINESS

A. Attorney

Staff Reports

Mr. Van Wyk stated that they were following the legislature's reading of the bill and would prepare a summary as they proceeded.

B. Engineer

Mr. Malave stated that he had nothing to report, unless there were questions.

C. District Manager's Report

i. Ratification of Funding Requests #5 and #6

Ms. Burns stated that Funding Requests #5 and #6 had already been approved and they just needed to be ratified by the Board.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Funding Requests #5 and #6, were ratified.

ii. Balance Sheet & Income Statement

Ms. Burns stated there was no action necessary.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked the Board for adjournment.

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

Secretary/Assistant Secretary	Chairman/Vice Chairman

MINUTES OF MEETING WATER TANK ROAD COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Water Tank Road Community Development District was held Tuesday, **February 4, 2025,** at 9:15 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lindsey Roden Jessica Spencer Bobbie Henley

Also present were:

Jill Burns District Manager, GMS

Roy Van Wyk District Counsel, Kilinski Van Wyk

Katie O'Rourke GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and stated there were three committee members present.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present.

THIRD ORDER OF BUSINESS

Review of Proposals and Tally of Audit Committee Members Rankings

- A. DiBartolomeo, McBee, Hartley & Barnes
- B. Grau & Associates

Ms. Burns stated they had received two proposals from an ad that was placed that solicited auditing services. One was from DMHB, and the other was from Grau & Associates. Ms. Burns indicated that Ms. Henley had reviewed and ranked the proposals.

Ms. Henley stated that DMHB and Grau each had 20 points for ability. She said a proposal requires experience, an understanding of the scope of work, and the ability to furnish the necessary services. Ms. Henley said they gave Grau & Associates 20 points for the price and 19 points for

February 4, 2025 Water Tank Road CDD

DMHB, making Grau & Associates 100 and DMHB 99. Grau would be ranked #1, and ranked #2 will be DMHB.

Ms. Burns stated that the audit committee could accept those that Ms. Henley had outlined or, if they chose, they could go on their rankings.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Proposals and Tally of Audit Committee Members Rankings was approved.

FOURTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked for a motion to adjourn.

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

Secretary/Assistant Secretary	Chairman/Vice Chairman

SECTION IV

RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WATER TANK ROAD COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2026 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("Board") of the Water Tank Road Community Development District ("District") prior to June 15, 2025, a proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("Fiscal Year 2026"); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

- 1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2026 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.
- 2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: Tuesday, July 1, 2025

HOUR: 9:15 AM

LOCATION: 346 E Central Avenue

Winter Haven, Florida 33880

- 3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS. The District Manager is hereby directed to submit a copy of the Proposed Budget to the Town of Lake Hamilton and Polk County at least 60 days prior to the hearing set above.
- 4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

- 5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.
- 6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.
- 7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 1ST DAY OF APRIL 2025.

ATTEST:	WATER TANK ROAD COMMUNITY DEVELOPMENT DISTRICT
	By:
Secretary	Its:

Exhibit A: Proposed Budget for Fiscal Year 2026

Community Development District

Proposed Budget FY2026



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1	General Fund
2-4	General Fund Narrative

Community Development District

Proposed Budget General Fund

Description	Adopted Budget FY2025		Actuals Thru 2/28/25		Projected Next 7 Months		Projected Thru 9/30/25	Proposed Budget FY2026		
Revenues										
Developer Contributions	\$	271,260	\$ 30,000	\$	73,632	\$	103,632	\$	391,120	
Total Revenues	\$	271,260	\$ 30,000	\$	73,632	\$	103,632	\$	391,120	
<u>Expenditures</u>										
General & Administrative										
Supervisor Fees	\$	12,000	\$ 1,400	\$	7,000	\$	8,400	\$	12,000	
Employee FICA Expense	\$	-	\$ 46	\$	536	\$	581	\$	918	
Engineering	\$	15,000	\$ 470	\$	7,500	\$	7,970	\$	15,000	
Attorney	\$	25,000	\$ 3,377	\$	14,583	\$	17,961	\$	25,000	
Annual Audit	\$	-	\$ -	\$	-	\$	3,100	\$	3,200	
Assessment Administration	\$	-	\$ -	\$	-	\$	5,000	\$	5,000	
Arbitrage	\$	-	\$ -	\$	-	\$	450	\$	450	
Dissemination	\$	-	\$ -	\$	-	\$	5,000	\$	5,000	
Trustee Fees	\$	-	\$ -	\$	-	\$	4,042	\$	4,042	
Management Fees	\$	37,500	\$ 15,625	\$	21,875	\$	37,500	\$	38,000	
Information Technology	\$	1,800	\$ 750	\$	1,050	\$	1,800	\$	1,800	
Website Maintenance	\$	1,200	\$ 500	\$	700	\$	1,200	\$	1,200	
Telephone	\$	300	\$ -	\$	175	\$	175	\$	300	
Postage & Delivery	\$	1,000	\$ 46	\$	250	\$	296	\$	1,000	
Insurance	\$	5,000	\$ 5,000	\$	-	\$	5,000	\$	5,750	
Printing & Binding	\$	1,000	\$ -	\$	250	\$	250	\$	1,000	
Legal Advertising	\$	15,000	\$ 1,011	\$	2,800	\$	3,811	\$	15,000	
Other Current Charges	\$	5,000	\$ 153	\$	224	\$	377	\$	5,000	
Office Supplies	\$	625	\$ 3	\$	156	\$	159	\$	625	
Travel Per Diem	\$	660	\$ -	\$	385	\$	385	\$	660	
Dues, Licenses & Subscriptions	\$	175	\$ 175	\$	-	\$	175	\$	175	
Total General & Administrative:	\$	121,260	\$ 28,556	\$	57,484	\$	103,632	\$	141,120	
<u>Field Expenditures</u>										
Contingencies	\$	150,000	\$ -	\$	-	\$	-	\$	250,000	
Total Field Expenditures:	\$	150,000	\$ -	\$	-	\$	-	\$	250,000	
Total Expenditures	\$	271,260	\$ 28,556	\$	57,484	\$	103,632	\$	391,120	
Excess Revenues/(Expenditures)	\$	-	\$ 1,444	\$	16,148	\$	-	\$	-	

Water Tank Road Community Development District General Fund Narrative

Revenues:

Developer Contributions

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

Expenditures:

General & Administrative:

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting paid to each Supervisor for the time devoted to District business and meetings.

FICA Expenditures

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisor checks.

Engineering

The District's engineer, Dewberry Engineers, Inc., provides general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

<u>Attorney</u>

The District's legal counsel, Kilinski|Van Wyk, PLLC, provides general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

Assessment Administration

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

<u>Arbitrage</u>

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

Water Tank Road Community Development District General Fund Narrative

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance.

Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

Information Technology

Represents various cost of information technology for the District such as video conferencing, cloud storage and servers, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Postage & Delivery

The District incurs charges for mailing, overnight deliveries, correspondence, etc.

Insurance

The District's general liability and public official's liability insurance coverages.

Copies

Printing agenda materials for board meetings, printing of computerized checks, stationary, envelopes, etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Water Tank Road Community Development District General Fund Narrative

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175. This is the only expense under this category for the District.

Field Expenditures:

Field Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year for field related items.

SECTION V

SECTION C

SECTION 1

Community Development District

Unaudited Financial Reporting

February 28, 2025



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1	Balance Sheet
2	General Fund
3	Month to Month

Community Development District Combined Balance Sheet February 28, 2025

	General Fund				
Assets:					
Cash:					
Operating Account	\$	15,373			
Total Assets	\$	15,373			
Liabilities:					
Accounts Payable	\$	2,166			
Total Liabilites	\$	2,166			
Fund Balance:					
Unassigned	\$	13,206			
Total Fund Balances	\$	13,206			
Total Liabilities & Fund Balance	\$	15,373			

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	,	Adopted	Pror	ated Budget		Actual		
		Budget	Thr	u 02/28/25	Thru	ı 02/28/25	/ariance	
Revenues:								
Developer Contributions	\$	271,260	\$	30,000	\$	30,000	\$ -	
Total Revenues	\$	271,260	\$	30,000	\$	30,000	\$ -	
Expenditures:								
General & Administrative:								
Supervisor Fees	\$	12,000	\$	8,571	\$	1,400	\$ 7,171	
Employee FICA Expense	\$	-	\$	-	\$	46	\$ (46)	
Engineering	\$	15,000	\$	10,714	\$	470	\$ 10,244	
Attorney	\$	25,000	\$	17,857	\$	3,377	\$ 14,480	
Management Fees	\$	37,500	\$	26,786	\$	15,625	\$ 11,161	
Information Technology	\$	1,800	\$	1,286	\$	750	\$ 536	
Website Maintenance	\$	1,200	\$	857	\$	500	\$ 357	
Telephone	\$	300	\$	214	\$	-	\$ 214	
Postage & Delivery	\$	1,000	\$	714	\$	46	\$ 668	
Insurance	\$	5,000	\$	5,000	\$	5,000	\$ -	
Printing & Binding	\$	1,000	\$	714	\$	_	\$ 714	
Legal Advertising	\$	15,000	\$	10,714	\$	1,011	\$ 9,704	
Other Current Charges	\$	5,000	\$	3,571	\$	153	\$ 3,418	
Office Supplies	\$	625	\$	446	\$	3	\$ 443	
Travel Per Diem	\$	660	\$	471	\$	-	\$ 471	
Dues, Licenses & Subscriptions	\$	175	\$	175	\$	175	\$ -	
Total General & Administrative	\$	121,260	\$	88,093	\$	28,556	\$ 59,537	
Operations & Maintenance								
Field Contingency	\$	150,000	\$	68,182	\$	-	\$ 68,182	
Total Operations & Maintenance	\$	150,000	\$	68,182	\$	-	\$ 218,182	
Total Expenditures	\$	271,260	\$	156,275	\$	28,556	\$ 456,091	
Excess (Deficiency) of Revenues over Expenditures	\$				\$	1,444		
Fund Balance - Beginning	\$	-			\$	11,762		
Fund Balance - Ending	\$				\$	13,206		

Community Development District Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ - \$	10,000 \$	- \$	20,000 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	30,000
Total Revenues	\$ - \$	10,000 \$	- \$	20,000 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	30,000
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ - \$	- \$	800 \$	- \$	600 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	1,400
Employee FICA Expense	\$ - \$	- \$	- \$	- \$	46 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	46
Engineering	\$ - \$	- \$	470 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	470
Attorney	\$ 277 \$	158 \$	1,148 \$	420 \$	1,375 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	3,377
Management Fees	\$ 3,125 \$	3,125 \$	3,125 \$	3,125 \$	3,125 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	15,625
Information Technology	\$ 150 \$	150 \$	150 \$	150 \$	150 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	750
Website Maintenance	\$ 100 \$	100 \$	100 \$	100 \$	100 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	500
Telephone	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Postage & Delivery	\$ 3 \$	2 \$	34 \$	1 \$	7 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	46
Insurance	\$ 5,000 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	5,000
Printing & Binding	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Legal Advertising	\$ - \$	307 \$	378 \$	326 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	1,011
Other Current Charges	\$ 30 \$	30 \$	30 \$	30 \$	32 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	153
Office Supplies	\$ 0 \$	0 \$	0 \$	3 \$	0 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	3
Travel Per Diem	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Dues, Licenses & Subscriptions	\$ 175 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	175
Total General & Administrative	\$ 8,860 \$	3,872 \$	6,235 \$	4,154 \$	5,435 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	28,556
Operations & Maintenance													
Field Contingency	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Total Operations & Maintenance	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Total Emenditures	\$ - \$	*	- \$	<u></u>	- \$		- \$	- \$	- \$	<i>b</i>	<i>c</i>	- \$	20.554
Total Expenditures	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	28,556
Excess (Deficiency) of Revenues over Expenditures	\$ (8,860) \$	6,128 \$	(6,235) \$	15,846 \$	(5,435) \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	1,444