

**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 on **Tuesday, March 3, 2026**, at 10:17 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairperson
Lindsey Roden	Assistant Secretary
Jessica Spencer	Assistant Secretary
Bobbie Shockley	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Megan Birnholz-Couture <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that there were no members of the public present, and none via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the July 8, 2025,  
Board of Supervisors Meeting**

Ms. Burns presented the minutes from the July 8, 2025, Board of Supervisors meeting and asked for any comments, corrections, or questions. The Board had no changes to the minutes.

On MOTION by Ms. Shockley seconded by Ms. Roden, with all in favor, the Minutes of the July 8, 2025, Board of Supervisors Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Presentation of Memo Regarding  
Amendments to District Rules of  
Procedure**

**A. Consideration of Resolution 2026-01 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District**

Ms. Burns suggested setting the public hearing on June 2, 2026.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2026-01 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District on June 2, 2026, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-02  
Spending Authorization Resolution**

Ms. Burns stated Resolution 2026-02 outlines spending authorizations for the Chair or Vice Chair, the District Manager, and both the Chair or Vice Chair and the District Manager outside of a meeting.

On MOTION by Ms. Shockley, seconded by Ms. Schwenk, with all in favor, Resolution 2026-02 Spending Authorization Resolution, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-03  
Approving the Proposed Fiscal Year  
2026/2027 Budget and Setting the Public  
Hearing on the Adoption of the Fiscal Year  
2026/2027 Budget (Suggested Date: June  
2, 2026)**

Ms. Burns suggested setting the public hearing to approve the Fiscal Year 2026/2027 budget for June 2, 2026. This will be developer funded, so expenses will only be billed if they are incurred.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Resolution 2026-03 Approving the Proposed Fiscal Year 2026/2027 Budget and Setting the Public Hearing on the Adoption of the Fiscal Year 2026/2027 Budget on June 2, 2026, was approved.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of 2026 Contract Agreement with Polk County Property Appraiser**

Ms. Burns asked for a motion to approve the 2026 Contract Agreement.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the 2026 Contract Agreement with Polk County Property Appraiser, was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of 2026 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns asked for a motion to ratify the 2026 Data Sharing and Usage Agreement.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the 2026 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

**NINTH ORDER OF BUSINESS**

**Ratification of Audit Engagement Letter for Fiscal Year 2025 Audit**

Ms. Burns stated this is an engagement letter on a previously awarded contract that has already been signed.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Audit Engagement Letter for Fiscal Year 2025 Audit, was ratified.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock had nothing to report so the next item followed.

**B. Engineer**

**i. Ratification of Work Authorization 2026-01 for FY 2026 District Engineering Services for Dewberry**

Mr. Arrington stated this is for all typical services. The hourly billing rate is on page 107 for reference. Estimating a budget of \$15,000 plus other direct costs.

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On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Work Authorization 2026-01 for FY 2026 District Engineering Services for Dewberry, was ratified.

**C. District Manager’s Report**

**i. Ratification of Funding Request #8**

Ms. Burns stated that this funding request had already been approved and needed to be ratified by the Board.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Funding Request #8, was ratified.

**ii. Balance Sheet & Income Statement**

Ms. Burns presented the balance sheet & income statements and stated there was no action necessary.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked for a motion to adjourn the meeting.

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

*Jill Burns*

Secretary/Assistant Secretary

Signed by:

*Rennie Heath*

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Chairman/Vice Chairman