MINUTES OF MEETING
CAYMAN LAKES
COMMUNITY DEVELOPMENT DISTRICT

An Organizational Meeting of the Cayman Lakes Community Development District was held on April 4, 2024, immediately following the adjournment of the Landowners' Meeting, scheduled to commence at 12:00 p.m., at the Holiday Inn Express & Suites Arcadia, 2709 Southeast Highway 70, Arcadia, Florida 34266.

Present were:

Landon Thomas	Chair
Chris Quarles	Vice Chair
Patrick Timmons	Assistant Secretary
John Buzzy	Assistant Secretary

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC
Jere Earlywine (via telephone)	District Counsel

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Rom called the meeting to order at 12:04 p.m. He noted that the Landowners' Election was held just prior to this meeting.

Supervisors-Elect Buzzy, Timmons, Thomas and Quarles, were present. Supervisor-Elect Everett was not present.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public were present.

PART 1: GENERAL DISTRICT ITEMS

GENERAL DISTRICT ITEMS

THIRD ORDER OF BUSINESS **Administration of Oath of Office to Elected Board of Supervisors (the following will be provided in a separate package)**

Ms. Thomas, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Buzzy, Mr. Timmons, Mr. Thomas and Mr. Quarles.

Mr. Rom and Mr. Earlywine provided and discussed the following:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligations and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

Mr. Rom reviewed the guidelines for interactions among Supervisors, CDD emails, recordkeeping, public records requests and avoiding conflicts of interest.

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

Mr. Earlywine noted that civil and criminal penalties are associated with Sunshine Law and public records law violations. He discussed public records laws, email procedures and the requirement that Supervisors discuss all business that may come before the Board only at public meetings. He discussed ethics laws, financial disclosures, conflicts of interest, required disclosure of gifts in excess of $100 from a non-relative and the prohibition of gifts from lobbyists. Prohibitions include use of a public office for one's own personal gain, disclosing confidential information obtained through one's role as a public official, employing, appointing or promoting relatives in a CDD position, and doing business with the CDD. He discussed the new requirement for Supervisors to complete four hours of ethics continuing education every year and recommended that certificates and/or proof of courses completed be retained.

Mr. Earlywine recommended that all Supervisors submit an initial Form 8B to disclose the continuing conflict due to being a Landowner representative/employee serving on the CDD Board; thereby eliminating the need to declare a conflict at every vote. Each Supervisor's completed Form 8B can be kept on file and available to be attached to future meeting minutes should there be a voting conflict.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2024-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-01 and recapped the results of the Landowners' Election, which will be inserted into Sections 1 and 2, as follows:

Seat 1	John Buzzy	309 votes	4-Year Term
Seat 2	Patrick Timmons	309 votes	4-Year Term
Seat 3	Landon Thomas	307 votes	2-Year Term
Seat 4	Chris Quarles	307 votes	2-Year Term
Seat 5	Wayne Everett	307 votes	2-Year Term

On MOTION by Mr. Thomas and seconded by Mr. Quarles, with all in favor, Resolution 2024-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2024-02, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-02. Mr. Thomas nominated the following:

Chair	Landon Thomas
Vice Chair	Chris Quarles
Secretary	Craig Wrathell
Assistant Secretary	Patrick Timmons
Assistant Secretary	John Buzzy
Assistant Secretary	Daniel Rom
Treasurer	Craig Wrathell
Assistant Treasurer	Jeffrey Pinder

No other nominations were made.

On MOTION by Mr. Thomas and seconded by Mr. Timmons, with all in favor, Resolution 2024-02, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

PART 2: CONSENT AGENDA (ORGANIZATIONAL MATTERS, BANKING MATTERS & BUDGETARY MATTERS)

ORGANIZATIONAL MATTERS

SIXTH ORDER OF BUSINESS **Consideration of the Following Organizational Matters**

Mr. Rom presented the Consent Agenda Items, as follows:

A. Resolution 2024-03, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; Providing an Effective Date

- **Agreement for District Management Services**

B. Resolution 2024-04, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date

- **Fee Agreement: Kutak Rock LLP**

C. Resolution 2024-05, Designating a Registered Agent and Registered Office of the District; and Providing for an Effective Date

Mr. Craig Wrathell will be the Registered Agent and the Boca Raton office of Wrathell, Hunt and Associates will be the Registered Office.

D. Resolution 2024-06, Appointing an Interim District Engineer for the Cayman Lakes Community Development District, Authorizing its Compensation and Providing for an Effective Date.

- **Interim Engineering Services Agreement: Banks Engineering, Inc.**

E. Authorization of Request for Qualifications (RFQ) for Engineering Services

F. Board Member Compensation: 190.006 (8), F.S.

G. Resolution 2024-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date.

The Boca Raton office of Wrathell, Hunt and Associates, will be the Primary Administrative Office.

H. Resolution 2024-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers and Providing for an Effective Date

- **Authorization to Obtain General Liability and Public Officers' Insurance**

I. Resolution 2024-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date

J. **Resolution 2024-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date**

K. **Resolution 2024-11, Authorizing Actions to Implement Capital Improvement Plan, Including the Conveyance and/or Acquisition of Real and Personal Property, Execution of Plats, Transfer of Permits, Execution of Contracts and Change Orders, Payment of Requisitions, and Other Actions as Described Herein, Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date**

L. **Resolution 2024-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment of the District**

M. **Authorization of Request for Proposals (RFP) for Annual Audit Services**

- **Designation of Board of Supervisors as Audit Committee**

N. **Strange Zone, Inc., Quotation #M24-1002 for District Website Design, Maintenance and Domain Web-Site Design Agreement**

O. **ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit**

P. **Resolution 2024-13, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

Q. **Memorandum to District Manager Regarding E-Verify Requirements**

BANKING MATTERS

SEVENTH ORDER OF BUSINESS **Consideration of the Following Banking Matter:**

A. **Resolution 2024-14, Directing the District Manager to Establish a Local Bank Account and Appoint Signors on the Account; and Providing an Effective Date**

BUDGETARY MATTERS

EIGHTH ORDER OF BUSINESS **Consideration of the Following Budgetary Matters:**

A. **Budget Funding Agreements**

- **I.** **Fiscal Year 2023/2024**
- **II.** **Fiscal Year 2024/2025**

B. Resolution 2024-15, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes

C. Resolution 2024-16, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date

D. Resolution 2024-17, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date

E. Resolution 2024-18, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

F. Resolution 2024-19, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

On MOTION by Mr. Thomas and seconded by Mr. Timmons, with all in favor, the Consent Agenda Items listed in the Sixth, Seventh and Eighth Orders of Business, were approved and/or adopted.

<u>PART 3: NON-CONSENT AGENDA (ORGANIZATIONAL MATTERS, BANKING MATTERS & BUDGETARY MATTERS)</u>

ORGANIZATIONAL MATTERS

NINTH ORDER OF BUSINESS **Consideration of the Following Non-Consent Organizational Matters:**

A. Resolution 2024-20, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

B. Resolution 2024-21, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

I. Rules of Procedure

II. Notices of Rule Development and Rulemaking

These items were included for informational purposes.

Mr. Rom presented Resolution 2024-21 and the accompanying Exhibits.

On MOTION by Mr. Timmons and seconded by Mr. Buzzy, with all in favor, Resolution 2024-21, To Designate June 27, 2024 at 12:00 p.m., at the Holiday Inn Express & Suites Arcadia, 2709 Southeast Highway 70, Arcadia, Florida 34266, as the Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

C. Resolution 2024-22, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

This item was deferred.

BANKING MATTERS

TENTH ORDER OF BUSINESS **Consideration of the Following Non-Consent Banking Matter(s):**

A. Resolution 2024-23, Designating a Public Depository for Funds of the District and Providing an Effective Date

On MOTION by Mr. Thomas and seconded by Mr. Timmons, with all in favor, Resolution 2024-23, Designating Truist Bank as Public Depository for Funds of the District and Providing an Effective Date, was adopted.

BUDGETARY MATTERS

ELEVENTH ORDER OF BUSINESS **Consideration of the Following Non-Consent Budgetary Matter(s):**

A. Resolution 2024-24, Approving a Proposed Budget for Fiscal Year 2023/2024 and Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

Mr. Rom presented Resolution 2024-24 and the proposed Fiscal Year 2024 and Fiscal Year 2025 budgets, which are Landowner-funded, with expenses funded as incurred. He noted that the most up to date versions of the budgets are not in the agenda, as the Management fee will be limited to $2,000 while the CDD is in dormant status. When the bond issuance process begins, the Management fee will increase to $2,000 per month, and when bonds are issued, the Management fee will increase to $4,000 per month.

Mr. Earlywine stated that his fees are hourly; while the CDD is in dormant status he will work with the Board accordingly.

Mr. Rom stated that the new total expenditures amount projected for Fiscal Year 2024 is $14,915. The new total expenditures amount projected for Fiscal Year is $13,940. The footnote regarding the reduced Management Fee will be updated accordingly.

Funding requests will be sent to Mr. Everett.

On MOTION by Mr. Thomas and seconded by Mr. Timmons, with all in favor, Resolution 2024-24, Approving a Proposed Budget for Fiscal Year 2023/2024, as amended; and Fiscal Year 2024/2025, as amended; and Setting a Public Hearing Thereon Pursuant to Florida Law on June 27, 2024 at 12:00 p.m., at the Holiday Inn Express & Suites Arcadia, 2709 Southeast Highway 70, Arcadia, Florida 34266; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.

PART 4: BOND FINANCING & PROJECT RELATED MATTERS

BOND FINANCING RELATED MATTERS

TWELFTH ORDER OF BUSINESS **Consideration of the Following Bond Financing Related Matters:**

A. Resolution 2024-25, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date

Mr. Rom presented Resolution 2024-25. This Resolution enables placement of the assessments on the tax bill utilizing the services of the Property Appraiser and Tax Collector.

On MOTION by Mr. Quarles and seconded by Mr. Timmons, with all in favor, Resolution 2024-25, Designating a Date, Time, and Location of June 27, 2024 at 12:00 p.m., at the Holiday Inn Express & Suites Arcadia, 2709 Southeast Highway 70, Arcadia, Florida 34266, for a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

Mr. Earlywine stated that some of the preliminary actions needed for bonds are ongoing but the bond validation process and the assessment process will not be authorized today. In terms of a timeline, if the Board were to authorize bond issuance today, bonds would likely not be issued for four to five months.

Discussion ensued regarding construction, the financing timeline and permitting.

B. District Engineer (Interim): Banks Engineering, Inc.

C. District Manager: Wrathell, Hunt and Associates, LLC

There were no District Engineer or District Manager reports.

FOURTEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board members' comments or requests.

FIFTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

SIXTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Thomas and seconded by Mr. Timmons, with all in favor, the meeting adjourned at 12:36 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair