

**MINUTES OF MEETING  
LAKE FLORES  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Lake Flores Community Development District held Multiple Public Hearings and a Regular Meeting on March 28, 2022 immediately following the Landowners’ Meeting, scheduled to Commence at 11:00 A.M., at Holiday Inn Express & Suites Bradenton East- Lakewood Ranch, 5464 Lena Rd, Lakewood Ranch, Florida 34211.

**Present at the meeting were:**

Gary Walker	Chair
David Brasher	Vice Chair
Krystal Parsons	Assistant Secretary
Reggie Tisdale	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Kristen Suit	Wrathell, Hunt and Associates, LLC
Meredith Hammock	District Counsel
Jere Earlywine (via telephone)	KE Law Group, PLLC
Jeb Mulock	Interim District Engineer- ZNS Engineering
Whiting Preston	Landowner – LF Manatee, LLC
Ed Hill	Developer Representative

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 11:13 a.m. He recapped the Landowners’ Election results as follows:

Seat 1	Gary Walker	1,176 votes	4-Year Term
Seat 2	David Brasher	1,176 votes	4-Year Term
Seat 3	Reggie Tisdale	1,175 votes	2-Year Term
Seat 4	Krystal Parsons	1,175 votes	2-Year Term
Seat 5	Walter Preston	1,175 votes	2-Year Term

Supervisors Walker, Brasher, Parsons and Tisdale were present. Supervisor Preston was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**GENERAL DISTRICT ITEMS**

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Elected Supervisors *(the following will be provided in a separate package)***

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Walker, Mr. Brasher, Ms. Parsons and Mr. Tisdale. He provided and briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. Financial Disclosure Forms**
  - I. Form 1: Statement of Financial Interests**
  - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - III. Form 1F: Final Statement of Financial Interests**
- E. Form 8B: Memorandum of Voting Conflict**

Ms. Hammock discussed the ethics laws, which have both prohibitions and disclosures. Prohibitions include use of a public office for one’s own private gain or benefit, lobbying the CDD within two years of leaving office and accepting or soliciting a gift in exchange for a vote. She encouraged Board Members to contact her office with any questions or concerns.

**Mr. Earlywine joined the meeting at 11:17 a.m.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-30, 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. Wrathell presented Resolution 2022-30.

The results of the Landowners' Election results were read into the record during the First Order of Business.

**On MOTION by Ms. Parsons and seconded by Mr. Walker, with all in favor, Resolution 2022-30, 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 2022-31,  
Designating Certain Officers of the District,  
and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2022-31. Mr. Walker nominated the following slate of officers:

- |                 |                     |
|-----------------|---------------------|
| Gary Walker     | Chair               |
| David Brasher   | Vice Chair          |
| Craig Wrathell  | Secretary           |
| Krystal Parsons | Assistant Secretary |
| Walter Preston  | Assistant Secretary |
| Reggie Tisdale  | Assistant Secretary |
| Cindy Cerbone   | Assistant Secretary |
| Kristen Suit    | Assistant Secretary |

No other nominations were made.

Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

**On MOTION by Ms. Parsons and seconded by Mr. Tisdale, with all in favor, Resolution 2022-31, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date was adopted.**

**SIXTH ORDER OF BUSINESS**

**Pubic Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District’s Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date**

Mr. Wrathell stated that this Resolution is related to the CDD’s intent to utilize the Uniform Method of levying and collecting special assessments using the services of the Property Appraiser and Tax Collector.

**A. Affidavit/Proof of Publication**

The affidavit of publication was provided for informational purposes.

**B. Consideration of Resolution 2022-32, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Lake Flores Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Mr. Walker and seconded by Mr. Tisdale, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Walker and seconded by Mr. Tisdale, with all in favor, the Public Hearing was closed.**

Mr. Wrathell presented Resolution 2022-32 and read the title.

Mr. Tisdale questioned the gross land area measurement of 402.367 acres. Discussion ensued regarding the County pond, easements and parcels. Mr. Wrathell stated all property that could be assessed must be included.

Mr. Earlywine stated the Legal Description had a scrivener’s error; the original ordinance included extra easements and the amount of acreage was listed incorrectly. This is being updated and corrected with the County and the reports were updated accordingly.

Mr. Wrathell stated the Legal Description in Exhibit A is the document in question and expressed his concern that the 197 Public Hearing covered all property within the CDD boundaries. Mr. Earlywine stated the body of the Legal Description is accurate and describes the correct property; it was the easements listed and the acreage were inaccurate.

Mr. Wrathell stated an updated Exhibit A would be inserted into the Resolution.

**On MOTION by Mr. Walker and seconded by Mr. Brasher, with all in favor, Resolution 2022-32, with updated Exhibit A, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Lake Flores Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes**

**A. Affidavit/Proof of Publication**

The affidavit of publication was provided for informational purposes.

**B. Consideration of Resolution 2022-33, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell stated the Rules of Procedure set forth the CDD’s processes and procedures for meetings, officers, competitive bidding, etc., consistent with Florida Statutes.

**On MOTION by Mr. Walker and seconded by Mr. Tisdale, with all in favor, the Public Hearing was opened.**

Mr. Preston asked if the Rules can be amended through Resolutions. Mr. Wrathell discussed the processes for publicizing and amending Rules.

**On MOTION by Mr. Walker and seconded by Mr. Brasher, with all in favor, the Public Hearing was closed.**

Mr. Wrathell presented Resolution 2022-33.

**On MOTION by Mr. Walker and seconded by Mr. Tisdale, with all in favor, Resolution 2022-33, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2021/2022 Budget**

**A. Affidavit/Proof of Publication**

The affidavit of publication was provided for informational purposes.

**B. Consideration of Resolution 2022-34, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Wrathell presented the proposed Fiscal Year 2022 budget, which was unchanged since it was last presented. He noted that the budget is Landowner-funded.

**On MOTION by Ms. Parsons and seconded by Mr. Walker, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Walker and seconded by Mr. Tisdale, with all in favor, the Public Hearing was closed.**

Mr. Wrathell presented Resolution 2022-34.

**On MOTION by Ms. Parsons and seconded by Mr. Walker, with all in favor, Resolution 2022-34, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

**A. Affidavit of Publication**

The affidavit of publication was provided for informational purposes.

**B. RFQ Package**

The RFQ package was provided for informational purposes.

**C. Respondent(s): *ZNS Engineering***

Mr. Wrathell stated ZNS Engineering (ZNS) was the only respondent to the RFQ.

**D. Competitive Selection Criteria/Ranking**

Mr. Wrathell stated, and Ms. Hammock confirmed, that, as the sole respondent, the Board could rank ZNS as the #1 ranked respondent, if the Board finds the proposal to be responsive. The District Manager’s recommendation was to name ZNS as the #1 ranked firm.

**On MOTION by Mr. Tisdale and seconded by Mr. Brasher, with all in favor, accepting the District Manager’s ranking recommendation and ranking ZNS Engineering as the #1 ranked respondent to the RFQ for District Engineering Services, was approved.**

**E. Award of Contract**

**On MOTION by Ms. Parsons and seconded by Mr. Brasher, with all in favor, authorizing Staff to negotiate and prepare a Continuing Services Agreement with ZNS Engineering, the #1 ranked respondent to the RFQ for District Engineering Services, and for the Chair or Vice Chair to execute, was approved.**

**TENTH ORDER OF BUSINESS**

**Consideration of Responses to Request for Proposals (RFP) for Annual Audit Services**

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. RFP Package**

The Request for Proposals (RFP) was provided for informational purposes.

**C. Respondents**

- I. Berger, Toombs, Elam, Gaines & Frank**
- II. Carr, Riggs & Ingram, LLC**
- III. Grau & Associates**

Mr. Wrathell stated that, as District Manager of many CDDs, he has worked with all of the respondents and, in his opinion, all are qualified to perform the audit. He discussed each respondent’s ability to perform audit services and their fee schedule.

**D. Auditor Evaluation Matrix/Ranking**

Mr. Wrathell presented the Auditor Evaluation Matrix/Ranking form and discussed his reasons for how he scored each respondent in each category.

The Board accepted Mr. Wrathell’s scores and ranking, as follows:

#1	Berger, Toombs, Elam, Gaines & Frank	99 points
#2	Grau & Associates	98 points



#3 Carr, Riggs & Ingram, LLC

94 points

On MOTION by Mr. Walker and seconded by Mr. Tisdale, with all in favor, accepting the District Manager’s scores, rankings and recommendation, designating Berger, Toombs, Elam, Gaines & Frank as the #1 ranked respondent to the RFP for Annual Audit Services, was approved.

**E. Award of Contract**

On MOTION by Ms. Parsons and seconded by Mr. Walker, with all in favor, authorizing District Staff to engage Berger, Toombs, Elam, Gaines & Frank, the #1 ranked respondent for Annual Audit Services, and authorizing the Chair to execute an Agreement, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date**

This item was deferred.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Work Authorization/ Proposal for Stormwater Management Needs Analysis**

Mr. Mulock stated a proposal was submitted for consideration. This item would be included on the next meeting agenda.

**THIRTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of February 28, 2022**

Mr. Wrathell presented the Unaudited Financial Statements as of February 28, 2022.

**On MOTION by Mr. Walker and seconded by Mr. Brasher, with all in favor, the Unaudited Financial Statements as of February 28, 2022, were accepted.**

**FOURTEENTH ORDER OF BUSINESS****Approval of Minutes**

Mr. Wrathell presented the following Meeting Minutes:

- A. January 24, 2022 Organizational Meeting**
- B. March 4, 2022 Special Meeting**

**On MOTION by Ms. Parsons and seconded by Mr. Walker, with all in favor, the January 24, 2022 Organizational Meeting and the March 4, 2022 Special Meeting Minutes, as presented, were approved.**

**FIFTEENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: *KE Law Group, PLLC.***

Ms. Hammock stated the bond validation hearing is scheduled for June 6, 2022. Bonds would be issued following the 30-day appeal period.

Mr. Earlywine requested a construction status update.

Mr. Brasher stated a contract was executed for earthwork, equipment would be mobilized this week and clearing and grubbing would begin next week.

Mr. Wrathell discussed the benefits and procedures for assignment of contract to the CDD, direct purchase of materials and oversight of construction requisitions.

**B. District Engineer (Interim): *ZNS Engineering***

There was nothing further to report.

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

- **NEXT MEETING Date: April 29, 2022 at 11:00 A.M.**
  - **QUORUM CHECK**

The next meeting would be held on April 29, 2022.

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

There were no Board Members' comments or requests.

**SEVENTEENTH ORDER OF BUSINESS**

**Public Comments**

Mr. Preston asked if voting rights are provided for accessory units. The consensus was that voting rights are not provided to accessory units. Mr. Wrathell stated that, for Landowners' Election, the Property Appraiser would record one vote per parcel under one acre. In General Elections, all qualified electors can cast one vote. Discussion ensued regarding voting rights and transition from the Landowners' Election process to the General Election process.


Ms. Hammock stated the CDD must be in operation for six years or more and have 250 qualified electors in order to transition to General Elections.

**EIGHTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Walker and seconded by Mr. Brasher, with all in favor, the meeting adjourned at 12:11 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair