

**TWO RIVERS EAST
COMMUNITY DEVELOPMENT DISTRICT**

October 12, 2022, Minutes of the Special Organization Meeting

MINUTES OF THE SPECIAL ORGANIZATION MEETING

The Special Organization Meetings of the Board of Supervisors for the Two Rivers East Community Development District was held on **Wednesday, October 12, 2022, at 11:00 a.m.** at Springhill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O'Lakes, FL 34638.

1. CALL TO ORDER

Brian Lamb called the Special Organization Meeting of the Board of Supervisors of the Two Rivers East Community Development District to order on **Wednesday, October 12, 2022, at 11:00 a.m.**

Board Members Present and Constituting a Quorum:

- | | |
|---------------|------------|
| Nick Dister | Vice-Chair |
| Kelly Evans | Supervisor |
| Ryan Motko | Supervisor |
| Thomas Spence | Supervisor |

Staff Members Present:

- | | |
|------------|--|
| Brian Lamb | District Manager, Inframark |
| Kyle | District Manager, Inframark |
| Dana | District Counsel, Straley Robin Vericker (via conference call) |

There were no members of the general public in attendance.

2. PUBLIC COMMENT PERIOD

There were no public comments.

3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION

Mr. Lamb stated for the record that he had the signed and notarized Oaths of Office from Nick Dister, Steve Luce, Ryan Motko, and Thomas Spence.

4. SEAT NEW BOARD MEMBERS

A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities

Mr. Lamb went over that the Board members are well-versed in Sunshine Laws, the Code of Ethics, and supervisor responsibilities. If they have any questions, they will contact the District Counsel.

49 **5. APPOINTMENT OF OFFICERS – Resolution 2023-01**

- 50 **A. Chairman**
- 51 **B. Vice Chairman**
- 52 **C. Secretary**
- 53 **D. Treasurer**
- 54 **E. Assistant Secretaries**

55
56 The Board discussed the officer positions. Supervisor Hill will be the Chair, and Supervisor
57 Dister will be the Vice-Chair. Brian Lamb with Inframark will be the Secretary, and Eric
58 Davidson with Inframark will be the Treasurer. The rest of the Board will be Assistant
59 Secretaries.
60

61	MOTION TO:	Approve Resolution 2023-01 as stated.
62	MADE BY:	Supervisor Dister
63	SECONDED BY:	Supervisor Luce
64	DISCUSSION:	None further
65	RESULT:	Called to Vote: Motion PASSED
66		4/0 - Motion Passed Unanimously

67
68 **6. APPOINTMENT OF CONSULTANTS**

69 **A. Consider Appointment of District Manager/Assessment Consultant– Resolution**
70 **2023-02**

71
72 Inframark will be the District Manager/Assessment Consultant.
73

74 **B. Designation of Registered Agent/Office – Resolution 2023-03**

75
76 Brian Lamb/Inframark will be the Registered Agent/Office.
77

78 **C. Consider Appointment of District General Counsel – Resolution 2023-04**

79
80 Straley Robin Vericker will be District Counsel.
81

82 **D. Consider Appointment of Interim District Engineer – By Motion**
83 **i. Authorize RFQ for District Engineer**

84
85 Stantec will be the Interim Engineer. The Board authorized an RFQ for District Engineer.
86

87 **E. Consider Appointment of Bond Counsel – Gray Robinson**

88
89 Gray Robinson will be Bond Counsel.
90
91

92 **F. Consider Appointment of Investment Banker – FMS Bonds**

93
94 FMS Bonds will be the Investment Banker.

95
96 **G. Consider Appointment of Trustee – US Bank**

97
98 US Bank will be the Trustee.

99

100	MOTION TO:	Approve Items 6A through G.
101	MADE BY:	Supervisor Dister
102	SECONDED BY:	Supervisor Motko
103	DISCUSSION:	None further
104	RESULT:	Called to Vote: Motion PASSED
105		4/0 - Motion Passed Unanimously

106

107 **7. BUSINESS MATTERS**

108

A. Consider Authorizing Notice of Establishment – Resolution 2023-05

109

B. Consider Policy of Compensation for Board Members – Resolution 2023-06

110

C. Consider Policy of Reimbursement of District Travel Expenses – Resolution 2023-07

111

D. Consider Designation of Primary Administrative Officer and Local Records Office – Resolution 2023-08

112

E. Consider District Records Retention Schedule – Resolution 2023-09

113

F. Consider Fiscal Year 2023 Regular Meeting Schedule and Location – Resolution 2023-10

114

G. Consider Landowners' Meeting Date, Time, and Location – Resolution 2021-11

115

H. Consider Proposed FY 2023 Annual Budget & Set Public Hearing – Resolution 2023-12

116

I. Set Public Hearing for Uniform Method of Collections – Resolution 2023-13

117

J. Consider Rules of Procedure & Setting Public Hearing – Resolution 2023-14

118

K. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution 2023-15

119

L. Authorization to Obtain General Liability and Public Officers Insurance – By Motion

120

M. Consider Designation of a Qualified Public Depository – Resolution 2023-16

121

N. Authorization of Signatories – Resolution 2023-17

122

O. Authorization to Disburse Funds for Expenses – Resolution 2023-18

123

P. Consideration Adoption of Investment Policy – Resolution 2023-19

124

Q. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution 2023-20

125

R. Consider Provisions for Public Comments – Resolution 2023-21

126

S. Appointment of Audit Committee – By Motion

127

T. Consideration of ADA Website Compliance Agreement

128

129

130

131

132

133

134

135

136 Mr. Lamb went over all the Business Items with the Board. The Landowners Election will be
137 held on November 15, 2022, at 11:00 a.m. The public hearings for the budget, uniform method
138 of collections, and rules of procedure will be on December 20, 2022, at 11:00 a.m. The Board
139 appointed the Board as the Audit Committee. Supervisor Dister, Supervisor Motko, Supervisor
140 Luce, and Supervisor Spence accepted the supervisor compensation. We will verify with Jeffrey
141 Hill whether he accepts or denies compensation. The Board authorized obtaining general
142 liability and public officers' insurance.
143

144	MOTION TO:	Approve Business Matters 7A through T as stated.
145	MADE BY:	Supervisor Spence
146	SECONDED BY:	Supervisor Luce
147	DISCUSSION:	None further
148	RESULT:	Called to Vote: Motion PASSED
149		4/0 - Motion Passed Unanimously

150

151 **8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**

152

152 **A. Consider Bond Validation Report of Engineer**

153

154 Mr. Lamb went over the Bond Validation Report of the Engineer with the Board.
155

155

156	MOTION TO:	Approve the Bond Validation Report of the Engineer
157		in substantial form.
158	MADE BY:	Supervisor Luce
159	SECONDED BY:	Supervisor Spence
160	DISCUSSION:	None further
161	RESULT:	Called to Vote: Motion PASSED
162		4/0 - Motion Passed Unanimously

163

164 **B. Consider Bond Validation Report of Assessment Consultant**

165

166 Mr. Lamb went over the Bond Validation Report of the Assessment Consultant with the Board.
167

167

168	MOTION TO:	Approve the Bond Validation Report of the
169		Assessment Consultant in substantial form.
170	MADE BY:	Supervisor Dister
171	SECONDED BY:	Supervisor Motko
172	DISCUSSION:	None further
173	RESULT:	Called to Vote: Motion PASSED
174		4/0 - Motion Passed Unanimously

175

176 **C. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution**
177 **2023-22**

178 **i. Master Trust Indenture**
179

180 Mr. Lamb went over the resolution with the Board.

181
182 He noted that there is a revision, and the notice of assessments has been reflected to update this
183 change as well.
184

185	MOTION TO:	Approve Resolution 2023-22 in substantial form.
186	MADE BY:	Supervisor Dister
187	SECONDED BY:	Supervisor Motko
188	DISCUSSION:	None further
189	RESULT:	Called to Vote: Motion PASSED
190		4/0 - Motion Passed Unanimously

191
192 **D. Other Matters Relating to Financing**
193

194 Mr. Lamb briefly discussed the conversation ensue with Tom regarding to expand the boundaries
195 of the district. On the next month meeting which will be in December will include the resolution
196 of the expansion as well as the assessment process.
197

198 **9. ADMINISTRATIVE MATTERS**

199 **A. Request for Working Capital – By Motion**
200

201 Mr. Lamb briefly discussed requesting working capital.
202

203 **10. STAFF REPORTS**

204 **A. District Counsel**

205 **B. District Manager**

206 **C. District Engineer**
207

208 There were no staff reports currently.
209

210 **11. SUPERVISOR REQUESTS AND COMMENTS**
211

212 There were no supervisor requests or comments.
213

214 **12. AUDIENCE COMMENTS**
215

216 There were no audience comments.
217
218
219
220

221 **13. ADJOURNMENT**
222

223	MOTION TO:	Adjourn.
224	MADE BY:	Supervisor Luce
225	SECONDED BY:	Supervisor Dister
226	DISCUSSION:	None further
227	RESULT:	Called to Vote: Motion PASSED
228		4/0 - Motion Passed Unanimously

229
230
231 **Please note the entire meeting is available on disc.*

232
233 **These minutes were done in summary format.*

234
235 **Each person who decides to appeal any decision made by the Board with respect to any matter*
236 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
237 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*
238

239 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
240 **noticed meeting held on 4/18/2023.**

241
242
243
244 **Signature**

245
246
247 **Printed Name**

248
249 **Title:**

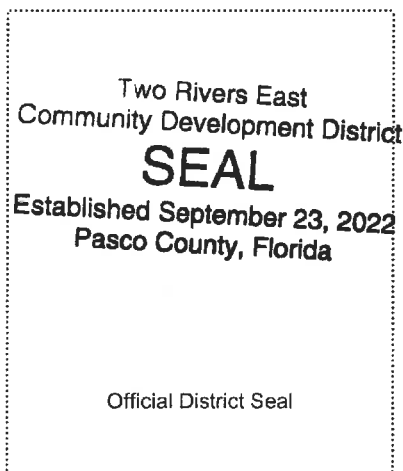
- 250 Secretary
251 Assistant Secretary

241
242
243
244 **Signature**

245
246
247 **Printed Name**

248
249 **Title:**

- 250 Chairman
251 Vice Chairman



Recorded by Records Administrator

Signature
4/19/2023
Date