



**VERONA WALK
COMMUNITY DEVELOPMENT
DISTRICT**

**COLLIER COUNTY
REGULAR BOARD MEETING
APRIL 20, 2017
10:00 A.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.veronawalkcdd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
Town Center at Verona Walk
8090 Sorrento Lane
Naples, Florida 34114
REGULAR BOARD MEETING
April 20, 2017
10:00 a.m.

- A. Call to Order
- B. Pledge of Allegiance
- C. Proof of Publication.....Page 1
- D. Establish Quorum
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items not on the Agenda
- G. Approval of Minutes
 - 1. February 16, 2017 Regular Board Meeting.....Page 3
 - 2. March 16, 2017 Regular Board Meeting.....Page 9
- H. Old Business
 - 1. Update Regarding Golf Cart Storage
 - 2. Update Regarding Lake Spraying
- I. New Business
 - 1. Discussion Regarding Financial Advisor Proposals.....Page 14
 - Discussion of Presentations by MSB Capital Markets and Regional Bank
 - 2. Consider Resolution No. 2017-01 – Electronic Approval Process and Authorized Signatories.....Page 18
 - 3. Discussion Regarding Rules of Procedure.....Page 19
 - 4. Discussion Regarding Ownership of Front Lakes
- J. Administrative Matters
 - 1. District Engineer Update
 - 2. Field Inspector Update
 - 3. District Manager Update
- K. Board Members Comments
 - 1. Michael Doyle
 - a. Discussion Regarding RFP for District Manager
 - b. Statement on Protocol and Decorum
 - 2. Jack Hogan
 - a. Discussion Regarding Retention Pond Water Replacement
- L. Adjourn

Naples Daily News

NaplesNews.com

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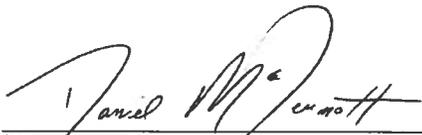
Affidavit of Publication

State of Florida
Counties of Collier and Lee

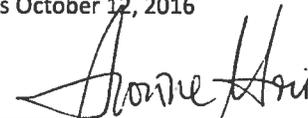
Before the undersigned they serve as the authority, personally appeared Daniel McDermott who on oath says that he serves as **Inside Sales Manager** of the Naples Daily News, a daily newspaper published at Naples, in Collier County, Florida; distributed in Collier and Lee counties of Florida; that the attached copy of the advertising was published in said newspaper on dates listed. Affiant further says that the said Naples Daily News is a newspaper published at Naples, in said Collier County, Florida, and that the said newspaper has heretofore been continuously published in said Collier County, Florida; distributed in Collier and Lee counties of Florida, each day and has been entered as second class mail matter at the post office in Naples, in said Collier County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

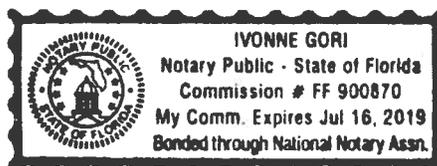
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VERONA WALK COMMUNITY DEV.	1289253	VERONA WALK COMMUNIT	

Pub Dates
October 3, 2016


(Signature of affiant)

Sworn to and subscribed before me
This October 12, 2016


(Signature of affiant)



Verona Walk Community Development
N/A
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VERONA WALK COMMUNITY

Advertiser: N/A
Agency: N/A
Section-Page-Zone(s):
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Ad Number: 1289253
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Legals
Notice

15 111-DP-JGF
IN THE CIRCUIT COURT OF
THE TWENTIETH JUDICIAL
CIRCUIT IN AND FOR COLLIER
COUNTY, FLORIDA JUVENILE
DIVISION

CASE NO. 15-111-DP-JGF
IN THE INTEREST OF
SELENA YOUNG, DOB: 02 10 00
Child

**SUMMONS FOR TERMINATION
OF PARENTAL RIGHTS
ADVISORY HEARING**
TO: Melody Young, Address
Unknown

You are hereby notified that an INVOLUNTARY PETITION under oath, a copy of which is attached, has been filed in the above-styled Court for the TERMINATION OF PARENTAL RIGHTS of the child, Selena Young.

You are commanded to appear before the Honorable Joseph G. Foster, Judge of the Circuit Court, on the 1st day of November, 2016, at 11:00 a.m. in Courtroom "4A" of the Collier County Government Center, 3315 East Tamiami Trail, Naples, Florida 34112. Service must be effected prior to 72 hours prior to the stated hearing date as per F.S. 39.562 (6) and Fla. R. Juv. P. 8.225 (1), 8.510 (a) (1).

FAILURE TO PERSONALLY APPEAR AT THIS ADVISORY HEARING CONSTITUTES CONSENT TO THE TERMINATION OF PARENTAL RIGHTS OF THIS CHILD (THESE CHILDREN), IF YOU FAIL TO APPEAR ON THE DATE AND TIME SPECIFIED, YOU MAY LOSE ALL LEGAL RIGHTS AS A PARENT TO THE CHILD OR CHILDREN NAMED IN THE PETITION ATTACHED TO THIS NOTICE. (Florida Statutes Section 39.881(3) (a), PURSUANT TO SECTIONS 39.882(4)(d) AND 63.082 (6) (c) FLORIDA STATUTES, YOU ARE HEREBY INFORMED OF THE AVAILABILITY OF PRIVATE PLACEMENT WITH CAUTIONED ENTRY, AS DEFINED IN SECTION 63.082(3), FLORIDA STATUTES.

If you are a person with a disability who needs an accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Administrative Services Manager whose office is located at 3315 Tamiami Trail East, Naples, Florida 34112, and whose telephone number is (239) 252-5884, within two working days of your receipt of this document if you are hearing or voice impaired, call 1-800-955-8771.

PLEASE BE GOVERNED ACCORDINGLY. Witness my hand and Official Seal as Clerk of the Collier County Circuit Court this 16 day of September, 2016.
Dwight Brock, Clerk of Circuit Court
Collier County, Florida (SEAL)
By: /s/ L. Deputy Clerk
September 26, And October 3, 10 & 17, 2016 No. 1279512



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Other Public Notices

QUARRY COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Quarry Community Development District will hold Regular Meetings at 11:00 a.m. in the Town Center at the Golf Lodge at the Quarry located at 8950 Weathered Stone Drive, Naples, Florida 34120, on the following dates:

- October 18, 2016
- November 15, 2016
- December 28, 2016
- January 17, 2017
- February 21, 2017
- March 21, 2017
- April 18, 2017
- May 16, 2017
- June 20, 2017
- July 18, 2017
- August 15, 2017
- September 19, 2017

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more Supervisors will participate by telephone; therefore, a speaker telephone will be present at the location of these meetings so that Supervisors can attend the meetings and be fully informed of the discussions taking place either in person or by telephone. Meetings may be continued to a date, time, and place certain to be specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

QUARRY COMMUNITY DEVELOPMENT DISTRICT
www.quarrycdd.org
October 3, 2016 No. 1289223

Other Public Notices

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Verona Walk Community Development District will hold Regular Meetings at 10:00 a.m. in the Town Center at Verona Walk located at 4809 Sorrento Lane, Naples, Florida 34114, on the following dates:

- October 26, 2016
- November 17, 2016
- December 15, 2016
- January 13, 2017
- February 14, 2017
- March 14, 2017
- April 24, 2017
- May 18, 2017
- June 15, 2017
- July 20, 2017
- August 17, 2017
- September 21, 2017

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (239) 444-3790 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Said meetings may be continued as found necessary to a date and time certain as stated on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (239) 444-3790 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
www.veronawalkcdd.org
October 3, 2016 No. 1289253

Other Public Notices

NOTICE OF PUBLIC MEETING

Notice is hereby given that the Collier Metropolitan Planning Organization (MPO) Board will conduct a roll-call vote to formally adopt an amendment to the 2040 Long-Range Transportation Plan (LRTP) on October 14th at 9 a.m. The meeting will be held in the Board of County Commissioners Chambers on the third floor of the Collier County Government Center, 3309 Tamiami Trail E., Naples, Florida 34112. The LRTP identifies highway, transit, pathways and other transportation projects in Collier County that are needed and are expected to be cost-effective over the next 25 years.

The 2040 LRTP Amendment will change the description of the future interchange project at I-75 and Everglades Blvd to read "I-75 SR 93" in the vicinity of Everglades Blvd. This change will affect any mention of the project in the 2040 LRTP. The amendment is posted on the Collier MPO's Website at www.colliermpo.com for the public to review prior to the scheduled meeting. To access the amendment, click on the "Latest News" section on the left side of the web site. A hard copy of the amendment will be provided upon request by contacting MPO Administrative Secretary Gabrielle Gonzalez at 239-252-5804.

One or more members of the following government bodies may be in attendance at the meeting: Collier County BCC, Naples City Council, Marco Island City Council, Everglades City, and the Florida Department of Transportation (FDOT). The subject matter of this meeting may be an item for discussion and action at a future meeting of those Boards, Councils or agencies.

Interested parties are invited to attend and to register to speak. All registered public speakers will be limited to three (3) minutes unless permission for additional time is granted by the chairman. Citizens can also submit their inquiries or comments, in writing, to the MPO staff prior to the meeting.

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes that he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO Executive Director Anne McLaughlin at (239) 252-8192 or by writing to Ms. McLaughlin at 2885 South Horseshoe Dr., Naples, FL 34110.

Any person requiring special accommodations at this meeting because of a disability or physical impairment and related questions should call Mrs. McLaughlin up to 72 hours prior to the meeting at 239-252-8192.

For more information, call MPO Executive Director, Anne McLaughlin, at 239-252-8192.
October 3, 2016 No. 1297296

Other Public Notices

NOTICE OF MEETING

THE NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT BOARD OF FIRE COMMISSIONERS WILL HOLD REGULAR MONTHLY MEETINGS ON THE FOLLOWING DATES COMMENCING AT 9:00 A.M. UNLESS OTHERWISE NOTED. THE MEETINGS WILL BE HELD IN THE TRAINING ROOM AT NORTH COLLIER FIRE STATION 45 LOCATED AT 1885 VETERANS PARK DRIVE, NAPLES, FL 34110.

Thursday	October 13, 2016	9:00 AM
Thursday	October 10, 2016	9:00 AM
Thursday	December 8, 2016	9:00 AM
Thursday	January 12, 2017	9:00 AM
Thursday	February 9, 2017	9:00 AM
Thursday	March 3, 2017	9:00 AM
Thursday	April 13, 2017	9:00 AM
Thursday	May 11, 2017	9:00 AM
Thursday	June 8, 2017	9:00 AM
Thursday	July 13, 2017	9:00 AM
Thursday	August 10, 2017	9:00 AM
Thursday	September 14, 2017	9:00 AM

Chairman Norman Foster
North Collier Fire Control and Rescue District
October 3, 2016 No. 1283537

Other Public Notices

NOTICE OF SITE TOUR
VASARI COMMUNITY DEVELOPMENT DISTRICT

A site tour will take place on Tuesday, October 11, 2016 immediately following the regular meeting for the Board of Supervisors of the Vasari Community Development District at the Vasari Country Club, 11250 Via Del Vasari Drive, Bonita Springs, Florida 34135. The purpose is to review the lakes.

The site tour is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. The site tour may be continued to a date and time certain which will be announced at the workshop.

Severn Trent Services District Manager
October 3, 2016 No. 1289270

Other Public Notices

VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Villagewalk of Bonita Springs Community Development District will hold Regular Meetings at 3:00 p.m. in the Town Center at Villagewalk of Bonita Springs located at 15321 Latitude Drive, Bonita Springs, Florida 34135, on the following dates:

- October 18, 2016
- November 15, 2016
- December 28, 2016
- January 17, 2017
- February 21, 2017
- March 21, 2017
- April 18, 2017
- May 16, 2017
- June 20, 2017
- July 18, 2017
- August 15, 2017
- September 19, 2017

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more Supervisors will participate by telephone; therefore, a speaker telephone will be present at the location of these meetings so that Supervisors can attend the meetings and be fully informed of the discussions taking place either in person or by telephone. Meetings may be continued to a date, time, and place certain to be specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

VILLAGEWALK OF BONITA SPRINGS COMMUNITY DEVELOPMENT DISTRICT
www.villagewalkofbonitaspringscdd.org
October 3, 2016 No. 1289238

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 16, 2017

A. CALL TO ORDER

The February 16, 2017, Regular Board Meeting of the Verona Walk Community Development District was called to order at 10:00 a.m. in the Town Center at Verona Walk located at 8090 Sorrento Lane, Naples, Florida 34114.

B. PLEDGE OF ALLEGIANCE

C. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Naples Daily News* on October 3, 2016, as part of the District's Fiscal year 2016/2017 Regular Meeting Schedule, as legally required.

D. ESTABLISH A QUORUM

It was determined that the attendance of the following Supervisors constituted a quorum and it was in order to proceed with the meeting:

Chairman	Harry Barford	Present
Vice Chairperson	Diann Cucinella	Present
Supervisor	Patrick Clifford	Present
Supervisor	Jack Hogan	Present
Supervisor	Michael J. Doyle	Present

Staff members in attendance were:

District Manager	Kathleen Dailey	Special District Services
General Counsel	Greg Urbancic	Coleman, Yovanovich & Koester
Engineer	Terry Cole	Hole Montes
Contract Field Inspector	Bohdan Hirniak	

Also present were the following District residents: Joseph Cucinella, Monte Shafer, Peter Monti, Kathy Kilijanski, Mike Lawther, Bob Koger, John Smith, Jim Sinnamon and Chris Briggs.

Also present was Frank Borowiec of the HOA.

E. ADDITIONS OR DELETIONS TO THE AGENDA

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 16, 2017

Mr. Barford read a letter into the record (attached hereto and made a part hereof) to new the Board Member, Mike Doyle and welcomed him to the Board.

Mr. Barford requested the addition of a request from resident Peter Monti to plant littorals under New Business Item #6. There was a consensus of the Board to do so.

F. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

District resident Kathy Kilijanski asked if Mr. Doyle was taking a salary. Ms. Dailey responded that he is and that all District Board Members are allowed to do this by law. Mr. Kilijanski asked where the money comes from and Ms. Dailey responded that this year it comes from District reserves since Board Members have never before taken the money, but that next fiscal year it will be a line item in the budget. Mr. Doyle asked if the money is in the budget for the entire Board and Ms. Dailey responded that it is not in a specific line item because no Board Member has previously taken the money, but the amount needed for whoever takes the stipend will be budgeted next year in a line item entitled Supervisor Fees.

District resident John Smith asked how many wells are in the development. Mr. Barford responded that there are 4 wells controlled by the HOA and that Phoenix is the consultant the HOA hired to submit reports for operation of said wells. District resident, Monte Shafer asked what the wells are for and Mr. Barford responded that they replenish the lakes.

District resident Chris Briggs stated that there are a lot of concerns on the lakes given the information that has been disseminated in the community and asked if the CDD can send information to residents to address any issues. Mr. Barford responded that permission would be needed from the HOA in order to use their email mailing list. He opined that there is nothing wrong with the community's retention areas and that the well replenishes what is used for irrigation. Ms. Briggs asked if too much water is being drawn for irrigation and why more wells cannot be built. Mr. Barford responded that that is up to the HOA, is very expensive and there are limits in permits of how much water can be produced. As he understands it, the reports from Phoenix show that the well is replenishing the lakes. Mr. Doyle responded that it is a simple fix to put in more wells; there are restrictions per the permit and deep wells have high salinity levels. Ms. Briggs asked if the reserves could be used for this purpose and Mr. Barford responded that the reserves have been built up in case of a catastrophic event so that the residents would not have to be additionally assessed. Mr. Shafer asked if water is being pumped into the lake and who monitors this. Mr. Barford responded that the HOA hires Phoenix, a management company, to monitor this and to prepare reports.

G. APPROVAL OF MINUTES
1. January 19, 2017, Regular Board Meeting

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 16, 2017

The January 19, 2017, Regular Board Meeting minutes were presented for approval. A **motion** was made by Ms. Cucinella, seconded by Mr. Hogan and passed unanimously to approve the minutes of the January 19, 2017, Regular Board Meeting, as presented.

H. OLD BUSINESS

1. Review of Financial Advisor Proposals

Ms. Dailey announced, pursuant to the Board's direction, that an RFP had been re-advertised for a financial advisor to guide the Board through the refinancing process. She stated that two responses had been received. One was from First Southwest and one was from Spectrum. Mr. Barford stated with the amount of material included in the proposals that he would like more time to review the proposals

A **motion** was made by Mr. Clifford, seconded by Mr. Doyle and passed unanimously to defer this item to allow for more review time and to bring it back to the next meeting.

2. Update Regarding Golf Cart Storage

Mr. Hirniak stated that this issue continues and with the change in community management he will be talking to them to see if a different location is available in order to store the golf cart. HOA President Frank Borowiec stated that the new manager came on two weeks ago and that the HOA has a lot on their plate right now, but they will strive to work something out.

3. Update Regarding Lake Spraying

Mr. Hirniak stated that the spraying is ongoing, but less now due to the dry season. Mr. Doyle asked about mechanically removing the torpedo grass. Mr. Hirniak responded that it has been done where accessible. Mr. Doyle stated that some areas are unsightly, particularly corners need improvement and may need to be done manually. Mr. Hirniak indicated that there has been no direction or budget from the Board to do that. He also stated that littoral zones can be unsightly, but have to be left in, as some are dormant plants that look dead, but their roots have live material. Mr. Doyle stated that he challenged the Board to do it. Mr. Hirniak noted that he had met with the Board's environmental contractors who advised the District to be extremely careful since the growth is not weeds and the permit is very specific from South Florida Water Management District and Collier County.

I. NEW BUSINESS

1. Consider Approval of 2017 Renewal Contract for the LSPA Maintenance

Mr. Hirniak explained that this is an ongoing contract with Earthtech for maintenance. Mr. Urbancic indicated that language needed to be added to the contract concerning statutory

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 16, 2017

public records requirements. Mr. Doyle asked if this included mechanical mowing and Mr. Hirniak noted that it did.

A **motion** was made by Ms. Cucinella, seconded by Mr. Hogan and passed unanimously approving contract with the addition of the language, as suggested by the District's attorney.

2. Discussion Regarding Hiring of Certified Hydrologist

Mr. Doyle indicated that he had asked for this to be on the agenda, but does not believe the Board needs to hire a hydrologist at this time.

3. Discussion Regarding Inviting a South Florida Water Management District (SFWMD) Representative to Address Surrounding Developmental Impact on Littoral System

Mr. Doyle stated that he added this item to the agenda, as he would like the Board's permission to have a representative from SFWMD make a presentation at a future meeting. He further indicated that the presentation would be specific as to Verona Walk. Ms. Cucinella asked if this presentation was to address the impact of surrounding development. Mr. Doyle indicated that it was and also how Verona Walk is impacted by the water table usage of surrounding areas. Mr. Clifford asked if this was something the Board's engineer could help with and Mr. Cole responded that he thought the Board could listen to his presentation and then decide how they wished to proceed. There was a consensus of the Board to listen to the engineer's presentation and then decide if a presentation was warranted.

4. Discussion Regarding Replacing Littoral Plants

Mr. Doyle stated that he does not believe that the District is up to snuff with replacing littorals. Mr. Hirniak responded that the process is really about chasing nature, assessing and planting during the rainier season, as during the dry season the plants lay dormant and then come back. Mr. Doyle stated that he felt that the tumbleweeds needed removing. Mr. Hirniak responded that the littoral consultant is not responsible for weeds and if desired by the Board, he can work with the landscaper on non-littoral zones. Mr. Barford thanked the HOA for working with the CDD on this issue.

5. Discussion Regarding Rules of Procedure – Agenda Items and Professionals' Time

Mr. Urbancic noted that when many districts are formed they adopt rules that cover how things get done, including the setting of agendas and the use of professionals' time. He indicated that this Board had not done this. Mr. Barford stated that he believes the Board needs some structure. Mr. Urbancic stated that the process for setting rules can take a few

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 16, 2017

meetings and he handed out a sample policy that has been used in other communities. Mr. Doyle thought the rules were restrictive, but appropriate. Mr. Doyle asked if the rules are different from Robert Rules of Order. Mr. Urbancic responded that they are incorporated into the rules, but also cover other areas such as use of professionals' time. Mr. Barford stated that he would like to digest the material and suggested that the attorney come up with proposed rules for this Board. It was the consensus of the Board that Mr. Urbancic draft a Rules of Procedure for the Board's consideration.

J. ADMINISTRATIVE MATTERS

1. District Engineer Update

Mr. Cole explained and handed out the following attachments (attached hereto and made a part hereof):

- Summary of the Verona Walk surface water management system and lake levels, including a comparison of the Lely water levels;
- Summary of the Verona Walk Water Use permit; and
- Summary of the Lely CDD

There was a Board discussion regarding the wells, reports and permit allocations for pumping water. Based on the discussions at the meeting, Mr. Cole made the following recommendations with consensus of the board:

- That the CDD Board of Supervisors request that the HOA provide information regarding the irrigation pumping and monitoring reports, which have been submitted to SFWMD. The pumping data for irrigation and recharge pumping will be analyzed and compared with the permitted rates and future recommendations will be made.
- That the CDD continue to review the Littoral Shelf Planting Area (LSPA's) maintenance and planting procedures while considering historical lake conditions in order to achieve the best success.

2. Field Inspector Update

Mr. Hirniak stated that the rainfall levels for the last 4 months are below normal.

He explained that the downspout extensions are underway and that the littoral zone mowing test had been completed for \$650 and that he will be taking a harder look at the littoral zones for further mowing.

Regarding the control structure painting, Village Manager Dennis White is taking care of power washing the structures and Mr. Hirniak will get them painted.

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
FEBRUARY 16, 2017

Mr. Hirniak stated that he was working on an erosion survey of washouts that should be completed by the next meeting.

3. District Manager Update

Ms. Dailey stated that she had spoken to Kamila Diddle at the County regarding the report she had done on Verona Walk. Part of the discussion was that one governmental entity should inform another governmental entity when doing such reports, as the report did not include the actions being taken by the CDD. Ms. Dailey stated that the County is now updating their procedures on how they will prepare reports. She indicated that they will include an addendum to the report on the actions the Board has taken, based on comments from the District's engineer and inspector. There was discussion if the Board wanted to see the comments before they were sent to the County and a consensus was to forward them directly to the County.

K. BOARD MEMBER COMMENTS

Mr. Doyle stated he thought the Board should look at giving the HOA the maintenance responsibilities of the lakes through an agreement, as was done in the past, assuming the HOA has an interest in doing so.

L. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 12:27 p.m. on a **motion** made by Ms. Cucinella, seconded by Mr. Clifford and passed unanimously.

Secretary/Assistant Secretary

Chair/Vice-Chair

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 16, 2017

A. CALL TO ORDER

The March 16, 2017, Regular Board Meeting of the Verona Walk Community Development District was called to order at 10:00 a.m. in the Town Center at Verona Walk located at 8090 Sorrento Lane, Naples, Florida 34114.

B. PLEDGE OF ALLEGIANCE

C. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Naples Daily News* on October 3, 2016, as part of the District's Fiscal year 2016/2017 Regular Meeting Schedule, as legally required.

D. ESTABLISH A QUORUM

It was determined that the attendance of the following Supervisors constituted a quorum and it was in order to proceed with the meeting:

Chairman	Harry Barford	Present
Vice Chairperson	Diann Cucinella	Present
Supervisor	Patrick Clifford	Present
Supervisor	Jack Hogan	Present
Supervisor	Michael J. Doyle (via telephone)	Present

Staff members in attendance were:

District Manager	Kathleen Dailey	Special District Services
General Counsel	Greg Urbancic (via telephone)	Coleman, Yovanovich & Koester
Engineer	Terry Cole	Hole Montes
Contract Field Inspector	Bohdan Hirniak	

Also present were: Frank Borowiec, President of the HOA; Matthew Lalla of First Southwest; and the following District residents: Marilyn & Richard Czubkowski, Debra DeBlasie.

E. ADDITIONS OR DELETIONS TO THE AGENDA

Ms. Dailey advised that Supervisor Doyle was on the telephone and there was a consensus of the Board to allow him to participate via phone.

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 16, 2017

Ms. Dailey advised that the agenda had not been publicized one week prior to the meeting, so no votes would be taken today.

Mr. Clifford requested that ownership of the front lakes be added to next month's meeting agenda.

F. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

G. APPROVAL OF MINUTES

1. February 16, 2017, Regular Board Meeting

Ms. Dailey advised that the minutes from the February 16, 2017, Regular Board Meeting would be put on next month's agenda.

Mr. Doyle asked that Item F of the minutes be changed to reflect the word "fee" instead of "stipend."

H. OLD BUSINESS

1. Update Regarding Golf Cart Storage

Mr. Hirniak indicated that there was no update and Mr. Borowiec added he is still working on this matter as President of the HOA.

2. Update Regarding Lake Spraying

Mr. Hirniak stated that spraying is ongoing and the algae in Lake 22 has had its 4th application. He continued that it is slowly dying off, but is a naturally occurring phenomenon.

I. NEW BUSINESS

1. Discussion on Financial Advisor Proposals

- **Discussion on Presentations by MSB Capital Markets and Regional Bank**

Ms. Dailey gave a background and indicated that a summary of the two proposals had been included with the packet. Mr. Barford asked about the fluctuation in interest rates and Mr. Lalla of First Southwest stated that there had been an increase this week and that two more may take place in the future. He indicated that if the intent of the Board is to issue debt, it is better to do sooner rather than later. Ms. Cucinella asked how small of a spread would be beneficial to the District and Mr. Lalla stated that a general rule of savings is 3% to 5%. Mr. Doyle stated that the bonds have a call date of April 1st and that November is the next call date, so he felt there is no way the Board can effectuate a refinance in this timeframe

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REGULAR BOARD MEETING
MARCH 16, 2017

and asked if the District could move forward with an escrow. Mr. Urbancic noted that there could be an escrow arrangement. Mr. Doyle questioned using a financial advisor and suggested that the Board obtain presentations directly from MSB Capital and Regional Bank. It was the consensus of the Board to hold off on a decision until the next meeting.

2. Consider Resolution No. 2017-01 – Electronic Approval Process and Authorized Signatories

Resolution No. 2017-01 was presented, entitled:

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERONA WALK COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

Ms. Dailey explained the resolution and noted that it would be added to next month's agenda.

3. Discussion Regarding Rules of Procedure

Mr. Urbancic stated that a draft had been included in the agenda and was quite lengthy. He indicated that the document included rules for setting an agenda, bidding, the use of legal and engineering services and other procedures. Mr. Doyle asked about holding a workshop on the rules and that he thought the document was very comprehensive. Mr. Barford suggested and there was consensus of the Board, that it be added to the rules that if a Board Member is not physically present at a meeting they would not be paid. He also suggested that this item be postponed to a future meeting to allow additional time to review in more detail.

4. Discussion Regarding the Use of Copper Sulfate for Lake Spraying

Mr. Hogan stated that the District had been using copper sulfate and that a presentation had been made to the HOA which stated not to use it. Mr. Hirniak explained that the District uses copper sulfate, particularly in Lake 22, and the type and dosage used is EPA approved.

5. Consider Sending Letter to Community Explaining Retention Basin Seasonal Water Level

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
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Mr. Urbancic noted that when many districts are formed they adopt rules that cover how things get done, including the setting of agendas and the use of professionals' time. He indicated that this Board had not done this. Mr. Barford stated that he believes the Board needs some structure. Mr. Urbancic stated that the process for setting rules can take a few meetings and he handed out a sample policy that has been used in other communities. Mr. Doyle thought the rules were restrictive, but appropriate. Mr. Doyle asked if the rules are different from Robert Rules of Order. Mr. Urbancic responded that they are incorporated into the rules, but also cover other areas such as use of professionals' time. Mr. Barford stated that he would like to digest the material and suggested that the attorney come up with proposed rules for this Board. It was the consensus of the Board that Mr. Urbancic draft a Rules of Procedure for the Board's consideration.

6. Report on Status of Downpour Connection Contract Work

Mr. Hirniak stated that Napier had worked on 27 locations and that the work had been checked. Mr. Hirniak asked the Board to approve the invoice in the amount of \$2,700. There was consensus of the Board to pay the invoice, as this approval process normally goes through the Chairman.

Mr. Urbancic arrived at the meeting location at approximately 10:28 a.m.

7. Report on Erosion Survey of Lake Banks

Mr. Barford stated that there were areas throughout the 40 lakes that are showing erosion, primarily from water run-off. He indicated that 65 locations had been identified as needing to get the banks back to their original slope and that the District's Engineer is putting an estimate together before the District goes out for proposals. Mr. Hogan asked if the run-off is due to downspouts, as he felt repairing them would just be a "Band Aid," as the erosion would return. Mr. Hogan suggested that the residents put in drains. Mr. Barford noted that many of the locations are due to sheet flow and were not due to downspouts. Mr. Hogan suggested that the Board look at long-term solutions with the District Engineer and identify specific sources of the erosion in order to determine how to remedy.

J. ADMINISTRATIVE MATTERS

1. District Engineer Update

Mr. Cole stated that he had reviewed the response to Kamila Diddle with Mr. Hirniak and that it would soon be completed. He indicated that he had inspected the low water level in Lake 28 on Monday and noted that the width is narrow. He suggested that nothing be done, as the side slopes are "okay." Mr. Doyle noted that the site has higher elevations and that the channel should be made deeper. Mr. Barford responded that it should not, as the slope side had been approved by the County. Mr. Cole added that it is not a design or construction issue, but rather that it is simply because we are currently in one of the driest of dry seasons.

VERONA WALK COMMUNITY DEVELOPMENT DISTRICT
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2. Field Inspector Update

Mr. Hirniak stated that the control structures had been power washed last week and that two of them had been painted. He thanked the HOA for their cooperation.

3. District Manager Update

Ms. Dailey reminded the Board that their proposed budget would be presented May 18, 2017, with the Public Hearing scheduled for July 20, 2017.

K. BOARD MEMBER COMMENTS

Mr. Doyle stated that per Florida Statute, year-end financials can take up to 9 months.

At approximately 10:40 a.m., Mr. Doyle's telephone connection was lost and communication was no longer available.

L. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 10:41 a.m. on a **motion** made by Ms. Cucinella, seconded by Mr. Clifford and passed unanimously.

Secretary/Assistant Secretary

Chair/Vice-Chair

**VERONA WALK
COMMUNITY DEVELOPMENT DISTRICT**

**CAPITAL IMPROVEMENT REVENUE
REFUNDING BONDS
SERIES 2017**

**SUMMARY SHEET
FOR
REQUEST FOR PROPOSALS
INDEPENDENT MUNICIPAL ADVISOR**

FirstSouthwest

(See Proposal for More Detailed Information)

A) Overall Financial Experience:

- In business for over 70 years
- Nationally ranked as the number-one financial advisor in the nation in terms of number of issues, provided 5,183 transactions totaling \$181.97 billion par amount for 5 year period ending December 31, 2016
- A division of Hilltop Securities, headquartered in Dallas, Texas
- 48 offices in 19 states
- 944 employees nationwide
- Florida offices include Orlando, Palm Beach Gardens, Miami and Ft. Lauderdale

B) Experience with Florida Community Development Districts including examples of refundings utilizing Public Bond Sales and Negotiated Commercial Bank Loans:

- Ranked #1 firm in the nation by Ipreo MuniAnalytics for financial advisory services to Special Districts based on the par amounts of issues for the five-year period ending December 31, 2016 (785 transactions totaling \$4.17 billion).
- Ranked #3 firm in Florida by Ipreo MuniAnalytics for municipal advisory services for the five-year period ending December 31, 2016.
- Served as financial advisor on 143 bank loans with a total par value of nearly \$1.4 billion.
- Clients of FirstSouthwest or their project management team while at previous employers include:

Special Assessment

- City of Punta Gorda CRA
- City of Northport Transportation Improvement Assessment Bond
- City of Hollywood Beach Community Development District Taxable Revenue Bonds
- City of Port St. Lucie Special Assessment

Bank Loan

- City of Oviedo
- City of New Smyrna Beach
- City of Ocoee
- City of Fernandina Beach

C) Qualifications of the Advisor, Description of the Advisor's Registrations with applicable governmental agencies, and the Individuals who will be responsible for the engagement (please see proposal for detailed information):

- Ed Stull, Managing Director
- Matthew Lalla, Director
- Joel Tindal, Director
- The proposed financial team has more than 72 years of combined public financial experience.

D) Estimate of Fees and Expenses:

- Fee for Publicly Offered Bond Issue
 - \$6,500 (Flat Fee)
 - \$2,500 (Transaction Fees)
 - \$9,000 Total plus out-of-pocket expenses limited to maximum \$1,200 per transaction

- Fee for Private Placement
 - \$5,000 (Flat Fee)
 - \$2,500 (Transaction Fees)
 - \$7,500 Total plus out-of-pocket expenses limited to maximum \$1,200 per transaction



Spectrum Municipal Services, Inc.
(See Proposal for More Detailed Information)

A) Overall Financial Experience:

- Founded in November 1999 by Patricia S. Bennett, who remains the sole owner
- Recognized as Small Business Enterprise by Palm Beach County

B) Experience with Florida community Development Districts including examples of Refundings Utilizing Public Bond Sales and Negotiated Commercial Bank Loans:

- Experience includes transactions in virtually every type of municipal financing including: capital facilities, infrastructure, utilities, transportation, education housing, solid waste, healthcare, pooled-finance transactions and negotiating both taxable and tax-exempt loan transactions with the commercial banking community. Clients of Spectrum Municipal Services, Inc. include:

Special Assessments

- Seacoast Utility Authority
- Palm Beach County
- Port of Palm Beach
- Northern Palm Beach County Improvement District

Bank Loan

- Palm Beach Gardens Improvement Revenue Notes Series 2013A&B

C) **Qualifications of the Advisor, Description of the Advisor's registrations with applicable governmental agencies, and the individuals who will be responsible for the engagement (please see proposal for detailed information):**

- Clark D. Bennett, Managing Director
- Mr. Bennett has approximately 48 years of experience at various firms

D) **Estimate of Fees and Expenses:**

- For any single Bond Issue or Note Issue
 - \$8,750.00 (for the first \$5.0 million in bonds or notes)
 - \$2,231.25 (for the next \$15.0 million in bonds or notes)
 - **\$10,981.25** Plus Out-of-pocket expenses (excludes travel between the offices of the Municipal Advisor and the office of the District)

DISCLOSURE: Spectrum Municipal Advisors, Inc. currently leases office space from Special District Services, Inc.

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VERONA WALK COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Verona Walk Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

WHEREAS, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

WHEREAS, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl, Kathleen Dailey and _____ to serve as the signatories, as required, on the District checking/operating account; and

WHEREAS, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VERONA WALK COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

Section 3. When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

PASSED, ADOPTED and becomes EFFECTIVE this 20th day of April, 2017.

ATTEST:

**VERONA WALK
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**MEETING AND ADMINISTRATIVE
RULES OF PROCEDURE**

**VERONA WALK
COMMUNITY DEVELOPMENT DISTRICT**

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**MEETING AND ADMINISTRATIVE
RULES OF PROCEDURE
VERONA WALK COMMUNITY DEVELOPMENT DISTRICT**

1.0 Organization

- (1) Verona Walk Community Development District (the “District”) was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for ownership, operation, maintenance, and provision of various public improvements, facilities and services within its jurisdiction. The purpose of these rules (individually, each a “**Rule**” and collectively, the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of the Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) A Rule of the District shall be effective upon adoption by affirmative vote of the District’s Board of Supervisors (“**Board**”). After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a rule if the District determines that the rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

Law Implemented: s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

1.1 Board of Supervisors: Officers and Voting.

- (1) Board of Supervisors. The Board shall consist of five (5) members. Members of the Board (“**Supervisors**”) must meet the qualifications set forth in Chapter 190, Florida Statutes. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Supervisor vacates his/her office, the remaining Supervisors shall fill the vacancies by appointment for the remainder of the term. If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Supervisors.

- (b) Three (3) Supervisors shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Supervisor shall be counted toward the quorum if physically present at the meeting, regardless of whether such Supervisor is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the Supervisors present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(9), a Supervisor participating in the Board meeting by teleconference, videoconference or other electronic means shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Supervisor may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election or appointment where the newly elected members take office, the Board shall select a Chair, Vice-Chair, Secretary, Assistant Secretary, and Treasurer.
- (a) Chair. The Chair must be a Supervisor. If the Chair resigns from the office or ceases to be a Supervisor, the Board shall select a Chair, after filling the vacancy. The Chair serves at the pleasure of the Board. The Chair or Vice-Chair shall be authorized to execute resolutions and contracts on behalf of the Board. The Chair shall convene and conduct all meetings of the Board. In the event the Chair is unable to attend a meeting, the Vice-Chair shall convene and conduct the meeting. The Chair or Vice-Chair may request the District Manager or other district staff to convene and conduct any meeting of the Board.
 - (b) Vice-Chair. The Vice-Chair shall be a Supervisor and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chair has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chair. If the Vice-Chair resigns from the office or ceases to be a Supervisor, the Board shall select a Vice-Chair, after filling the Board vacancy. The Vice-Chair serves at the pleasure of the Board.
 - (c) Secretary. The Secretary of the Board serves at the pleasure of the Board and need not be a Supervisor. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District Manager may serve as Secretary.

- (d) Treasurer. The Treasurer need not be a Supervisor but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida Statutes as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board.
 - (e) Absence of Chair and Vice-Chair. In the event that both the Chair and Vice-Chair are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chair and Vice-Chair are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
 - (f) Assignment of Additional Duties. The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
 - (g) Check Signing. The Chair, Vice-Chair, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not Supervisors. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation.
 - (4) Record Book. The Board shall keep a permanent record book entitled “Record of Proceedings”, in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at the District Office and shall be available for inspection by the public.
 - (5) Meetings. The Board shall establish each fiscal year, an annual schedule of regular meetings, which shall be submitted to the county and the state of Florida. Said schedule shall be posted and/or published to the extent required by Chapter 189, Florida Statutes. All meetings of the Board shall be open to the public in accord with the provisions of Chapter 286, Florida Statutes.

Specific Authority: s.s. 190.001, 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.006, 190.007, Fla. Stat.

1.2 Public Meetings, Hearings, and Workshops.

- (1) Notice. Pursuant to Section 189.015(1), Florida Statutes, the Board shall file quarterly, semiannually, or annually a schedule of its regular meetings with the local governing authority. The schedule shall include the date, time, and location of each scheduled meeting. The schedule shall be published quarterly, semiannually, or annually in a newspaper of general paid circulation in the manner required by Section 189.015(1), Florida Statutes. Except in emergencies or as otherwise required by Statute or these Rules, for the purpose of any meeting other than a regular meeting or any recessed and reconvened meeting of the Board, the District shall provide at least seven (7) days public notice shall be given of any public meeting, hearing, or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:
 - (a) The date, time and place of the meeting or workshop;
 - (b) A brief description of the nature, subjects and purposes of the meeting, hearing or workshop;
 - (c) The District Office address for the submission of requests for copies of the agenda;
 - (d) The following notice in substantially the following form: “Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager. If you are hearing or speech impaired, please contact Florida Relay Service at 1-800-955-8770, who can aid you in contacting the District Office.”
 - (e) The following notice in substantially the following form: “A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.”
 - (f) The following notice in substantially the following form: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Agenda. The District Manager, under the guidance of District Counsel and the Chair (or the Vice-Chair if the Chair is unavailable), shall prepare a notice and an agenda of the meeting. Except as to items approved for inclusion in the agenda by the Board pursuant to subsection (b) below, the Chair (or the Vice-Chair if the Chair

is unavailable) shall make the final determination of items to include on the agenda. The agenda and agenda back-up materials for each meeting shall be available to the public prior to the meeting in the manner and at such time as required by Florida law. For good cause, the agenda may be changed after it is first made available for distribution. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings. By a majority vote of the Board at the start of the meeting, items may be added or deleted from the agenda.

- (a) The District may, but is not required, to use the following format in preparing its agenda for its regular meetings:

Call to order
Roll call
Audience Questions and Comments on Agenda Items
Review of minutes
Specific items of old business
Specific items of new business
Staff reports
 (a) District Counsel
 (b) District Engineer
 (c) District Manager
Supervisor's requests and comments
Audience Questions and Comments
Adjournment

- (b) The agenda of each meeting shall include a section for Supervisors' requests to allow the Supervisors the opportunity to request that certain items be placed on a future agenda of the Board. The Board may accept or reject the request of a Supervisor for the placement of a particular subject matter on a future agenda. If accepted, the requested matter will be placed on the applicable future agenda by the District Manager.
- (3) Minutes. The Secretary shall be responsible for keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.
- (4) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (5) Emergency Meetings. The Chair, or Vice Chair if the Chair is unavailable, may convene an emergency meeting of the Board without first having complied with subsections (1) and (2) to act on emergency matters that may affect the public health, safety or welfare. Whenever possible, the Chair shall make reasonable

efforts to notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one major newspaper of general circulation in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

- (6) Public Comment. The public shall be provided the opportunity to be heard on any proposition that will come before the Board at a meeting pursuant to Section 286.011, Florida Statutes. The Board shall set aside a reasonable amount of time for public comment on agenda items, and the time for public comment shall be identified in the agenda. Policies governing audience or public comments may be adopted by the Board in accordance with Florida law.
- (7) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008, Florida Statutes. Once adopted in accord with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (8) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (9) Participation by Teleconference/Videoconference. District staff may participate in Board meetings teleconference, videoconference or other electronic means. Except as otherwise provided in Florida law, Board members may also participate in Board meetings by teleconference, videoconference or other electronic means if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference, videoconference or other electronic means, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist. Except as otherwise expressly determined by the Board, a supervisor participating in a meeting by teleconference, videoconference or other electronic means shall not be compensated pursuant to by Section 190.006(8), Florida Statutes.

- (10) Continuances. Any meeting of the Board or any item or matter included on the agenda for a meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the meeting where the item or matter was included on the agenda.
- (11) Duration of Board Meetings. Except as otherwise provided herein, meetings of the Board shall be limited to two (2) hours in duration. In the event the Chair believes the business on the agenda will not be completed within two (2) hours, the Chair may redirect the order of the agenda items in order to accomplish as much business as possible within the time limitations. By the affirmative vote of a majority of the Board, the Board may extend the duration of any meeting beyond the time limitation set forth herein. Any business not concluded within the time limitations set forth herein shall be carried forward to the next meeting of the Board.
- (12) Resident Committee Meetings. The Board may establish resident committees as needed. Such committee meetings shall be noticed to the public at least seven (7) days in advance.

Specific Authority: s.s. 190.005, 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.007, 190.008, 120.53, 286.0105, 286.0114, 120.54, Fla. Stat.

1.3 Conduct of Business.

The following rules for conducting meetings shall be observed by the Board. Except as herein provided questions of order and the conduct of business shall be governed by Robert's Rules of Order.

- (1) Call to Order. The meetings of the Board shall be called to order by the Chair or, in his/her absence by the Vice-Chair. In the absence of both the Chair and the Vice-Chair, the meeting shall be called to order by the District Manager for the selection of a temporary Chair.
- (2) Preservation of Order. The Chair shall preserve order and decorum; prevent attacks on personalities or the impugning of Supervisors' motives; and confine members in debate to the question under discussion.
- (3) Points of Order. The Chairman shall determine all points of order, subject to the right of any Supervisor to appeal to the Board for a decision on the point of order by majority vote. If any appeal is taken, the question shall be, "Shall the decision of the Chair be sustained?" A majority of the Board may overrule the Chair on the point of order.
- (4) Motion under Consideration. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to adjourn, to lay on the table, to postpone, or to amend until the question is decided. These

countermotions shall have preference in the order in which they are mentioned, and the first two shall be decided without debate. Final action upon a pending motion may be deferred until the next meeting by majority of the Supervisors present.

- (5) Chair Participation. The presiding Chair may move, second and debate from the chair, and shall not be deprived of any of the rights and privileges of a Supervisor by reason of being the presiding Chair.
- (6) Form of Address. Each Supervisor shall address only the Chair (or applicable presiding officer in the Chair's absence) for recognition, shall confine himself/herself to the question under debate, and shall avoid personalities and indecorous language.
- (7) Interruption. A Supervisor, once recognized, shall not be interrupted except by a call to order or as herein otherwise provided. If a Supervisor is called to order, he/she shall stop speaking until the question is determined by the Chair (or applicable presiding officer in the Chair's absence).

1.4 Board Policy Relating to Use of District Counsel for Legal Services and District Engineer for Engineering Services.

Except as otherwise provided herein, individual Supervisors may not engage or authorize District Counsel or District Engineer to perform services which are chargeable to the District. The Board declares that District Counsel or District Engineer can be engaged or authorized to provide specific services chargeable to the District in one of the following manners:

- (1) when District Counsel or District Engineer is requested or directed to provide services for a specific issue or task by an official action of the Board;
- (2) when District Counsel or District Engineer is requested or directed to provide services by the District Manager for an operational or administrative matter of the District as deemed necessary or advisable by the District Manager; or
- (3) when District Counsel or District Engineer is requested or directed to provide services upon request of any Supervisor in the event of a situation that is deemed, in the reasonable determination of the Supervisor, to be an emergency situation or where the failure of the District to timely or promptly act might jeopardize the legal rights, standing or position of the District.

2.0 Effective Date.

These Rules shall be effective _____, 2017.