

**MINUTES OF MEETING  
LAKE MATTIE PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lake Mattie Preserve Community Development District was held Wednesday, **July 19, 2023** at 11:30 a.m. at 2235 Crump Road, Winter Haven, Florida.

Present and constituting a quorum:

Wes Donley	Chairman
Lee Moore	Assistant Secretary
Rocky Owen	Assistant Secretary
Tom Franklin	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Grace Kobitter <i>by Zoom</i>	District Counsel, KVV Law

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Four Supervisors were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 19, 2023  
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the April 19, 2023 Board of Supervisors meeting and asked for any questions, corrections or comments. There being no changes, there was a motion of approval.

On MOTION by Mr. Franklin, seconded by Mr. Donley, with all in favor, the Minutes of the April 19, 2023 Board of Supervisors Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award**

Ms. Burns stated the Audit Committee is making recommendations to the Board since you are the Audit Committee and the Board you are actually making the recommendation to yourself but the contract has to be awarded from the Board. The Audit Committee meeting just met prior and approved the rankings to rank Grau #1, so we are looking for a motion for the Board to accept those rankings from the Audit Committee and to send the Notice of Intent to Award.

On MOTION by Mr. Franklin, seconded by Mr. Moore, with all in favor, Accepting the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award Grau & Associates, was approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of the Fiscal Year 2024 Budget**

Ms. Burns stated this public hearing has been advertised in the paper. Do we have a motion to open?

On MOTION by Mr. Franklin, seconded by Mr. Owen, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns asked for a motion to close the public hearing.

On MOTION by Mr. Franklin, seconded by Mr. Owen, with all in favor, Closing the Public Hearing, was approved.

**i. Consideration of Resolution 2023-10 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds**

Ms. Burns stated this is included in the agenda package for review. She noted this budget is developer funded for the upcoming year largely admin expenses same as the current year. She noted the legal advertisement was reduced down now that most of the assessments have been done. Other than that, it is the same as the current year. She stated these costs will only be billed as they are incurred.

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On MOTION by Mr. Donley, seconded by Mr. Franklin, with all in favor, Resolution 2023-10 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

**ii. Consideration of Fiscal Year 2023/2024 Developer Funding Agreement**

Ms. Burns stated this is with DLD Development, LLC. Under the terms of that agreement that entity will fund the operations and maintenance of the District based on the budget that the Board just adopted.

On MOTION by Mr. Donley, seconded by Mr. Franklin, with all in favor, the Fiscal Year 2023/2324 Developer Funding Agreement with DLD Development, LLC, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-11  
Appointing an Assistant Treasurer**

Ms. Burns stated this would appoint Darrin Mossing in our office as an Assistant Treasurer for the District. He is actually the owner and president of GMS but previously was not a Florida resident so was based out of Tennessee and wasn’t able to be listed. She stated he is now a Florida resident and being added to all of our accounts so there is another signer in the office in the event an extra is needed.

On MOTION by Mr. Moore, seconded by Mr. Franklin, with all in favor, Resolution 2023-11 Appointing Darrin Mossing as Assistant Treasurer, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-12  
Designation of a Regular Monthly Meeting  
Date, Time, and Location for Fiscal Year  
2024**

Ms. Burns stated the schedule that is in the agenda package will be the same as we currently meet. We will advertise for the same schedule if it still works for everyone, if not we can definitely change it.

On MOTION by Mr. Owen, seconded by Mr. Donley, with all in favor, Resolution 2023-12 Designation of a Regular Monthly

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Meeting, Date, Time and Location for Fiscal Year 2024, was approved.

## **EIGHTH ORDER OF BUSINESS**

## **Staff Reports**

### **A. Attorney**

#### **i. Memo Regarding Ethics Training for Elected Officials**

Ms. Kobitter stated in the agenda package is a memo regarding the new ethics requirements that are now in place for Supervisors as a result of the last legislative session. Beginning in January of 2024, Supervisors are now required to complete four hours of ethics training yearly. She noted the Florida Commission on Ethics has provided optional courses, some that are free and some that have a fee. She noted our firm is also putting together an ethics training that Boards can choose to do if they would like and can be done either in conjunction with a Board meeting or at a workshop to help the Board members meet their four-hour requirement. She asked for any questions, otherwise no other updates.

### **B. Engineer**

There being no comments, the next item followed.

### **C. District Manager's Report**

#### **i. Approval of Check Register**

Ms. Burns noted that the check register was from the May through July 5th. She asked if anyone had any questions on the invoices. Hearing none.

On MOTION by Mr. Franklin, seconded by Mr. Owen, with all in favor, the Check Register, was approved.

#### **ii. Balance Sheet and Income Statement**

Ms. Burns noted the financial statements through May were included in the agenda package for review if anyone has questions on those. There was no action necessary from Board.

#### **iii. Presentation of Number of Registered Voters – 0**

Ms. Burns stated we are required to determine the number of registered voters within the District as of April 15<sup>th</sup> of each year and that number is zero. She stated that is used to track turnover eventually to residents where there has to be at 250 registered voters within the District

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and the District has to be established for six years. Once we hit that threshold then the next landowner’s election two of those seats have to be filled by residents.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Franklin, seconded by Mr. Owen, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:

*Wes Donley*

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Chairman/Vice Chairman