

**MINUTES OF MEETING
ROAN BRIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Roan Bridge Community Development District held a Public Hearing and Regular Meeting on September 22, 2022, at 10:00 A.M., at the Hampton Inn & Suites by Hilton, 4971 Calypso Cay Way, Kissimmee, Florida 34746.

Present at the meeting were:

James Dicks	Chair
Scott Prewitt	Vice Chair
Rockdale Skair	Assistant Secretary
Chad Lee	Assistant Secretary

Also present were:

Ernesto Torres	District Manager
Craig Wrathell	Wrathell, Hunt and Associates, LLC (WHA)
Joseph Brown (via telephone)	District Counsel
Murry Bullion	KPM Franklin
Greg Nixon	KPM Franklin

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 10:00 a.m.

Supervisors Dicks, Prewitt, Lee and Skair were present. Supervisor Benzel was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Supervisor, Chad Lee (*the following will be provided in a separate package*)

Mr. Torres stated that the Oath of Office was administered to Mr. Lee prior to the meeting and the following items were reviewed with him:

- 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**

FOURTH ORDER OF BUSINESS

**Public Hearing on the Adoption of the
Fiscal Year 2022/2023 Budget**

- A. **Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

- B. **Consideration of Resolution 2022-36, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Torres reviewed the proposed Fiscal Year 2023 Landowner-funded budget.

On MOTION by Mr. Prewitt and seconded by Mr. Skair, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Prewitt and seconded by Mr. Skair, with all in favor, the Public Hearing was closed.

Mr. Torres presented Resolution 2022-36.

On MOTION by Mr. Prewitt and seconded by Mr. Skair, with all in favor, Resolution 2022-36, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Responses from KPM Franklin to Request for Qualifications (RFQ) for Engineering Services

A. Affidavit of Publication

B. RFQ Package

These items were included for informational purposes.

C. Competitive Selection Criteria/Ranking

Mr. Torres stated that KPM Franklin is the sole respondent to the RFQ for Engineering Services.

Mr. Brown stated it is not necessary to have more than one respondent. As long as KPM Franklin meets the basic criteria and qualifications set forth in the RFQ, they can be awarded the contract. If the respondent does not meet the desired criteria and qualifications, the CDD will have to readvertise the RFQ.

D. Award of Contract

On MOTION by Mr. Dicks and seconded by Mr. Lee, with all in favor, ranking KPM Franklin as the #1 ranked respondent to the RFQ for Engineering Services, authorizing Staff to negotiate a contract with KPM Franklin, including a proposal of the fee structure and authorizing the Chair to approve and execute, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-37, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

Mr. Torres presented Resolution 2022-37.

The following will be inserted into the Fiscal Year 2022/2023 Meeting Schedule:

DATES: Third Thursday of the month

TIME: 10:00 AM

LOCATION: The Hampton Inn & Suites by Hilton, 4971 Calypso Cay Way, Kissimmee, Florida 34746

On MOTION by Mr. Prewitt and seconded by Mr. Lee, with all in favor, Resolution 2022-37, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-07, Designating the Primary Administrative Office and Principal Headquarters of the District; Designating the Location of the Local District Records Office; and Providing an Effective Date

This item was deferred.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of August 31, 2022

Mr. Torres presented the Unaudited Financial Statements as of August 31, 2022.

On MOTION by Mr. Prewitt and seconded by Mr. Skair, with all in favor, the Unaudited Financial Statements as of August 31, 2022, were accepted.

NINTH ORDER OF BUSINESS

Approval of June 15, 2022 Public Hearings and Regular Meeting Minutes

Mr. Torres presented the June 15, 2022 Public Hearings and Regular Meeting Minutes.

On MOTION by Mr. Dicks and seconded by Mr. Prewitt, with all in favor, the June 15, 2022 Public Hearings and Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock LP*

There was no report.

Discussion ensued regarding the legal costs, Kutak Rock’s role as District Counsel, Bond Counsel’s role related to bond issuance and all bond fees being funded from bond proceeds.

B. District Engineer (Interim): *CPH, Inc.*

Discussion ensued regarding the District Engineer’s function, the Developer going out to bid for a Master Site Contractor and coordinating the language with District Counsel, contact assignment and the transfer and acquisition processes.

Mr. Bullion stated that, upon successful execution of the contract, CDD meetings can be held at KPM Franklin’s office, subject to the schedule. Once confirmed, the meeting location in the adopted Fiscal 2023 Meeting Schedule will be changed to KPM Franklin, 222 Church Street, Kissimmee, Florida 34741.

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

- **NEXT MEETING DATE: TBD**
 - **QUORUM CHECK**

Management will email calendar invitations for the next meeting.

Mr. Brown was asked to check the status of the bond offering package.

ELEVENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

TWELFTH ORDER OF BUSINESS

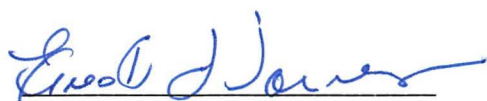
Public Comments

There were no public comments.

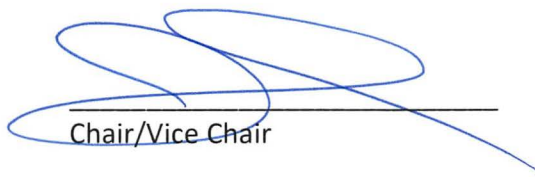
THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Prewitt and seconded by Mr. Lee, with all in favor, the meeting adjourned at 10:24 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair