

# **ROAN BRIDGE**

## **COMMUNITY DEVELOPMENT DISTRICT**

**April 19, 2023**

## **BOARD OF SUPERVISORS REGULAR MEETING AGENDA**

**ROAN BRIDGE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA**  
**LETTER**

**Roan Bridge Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

April 12, 2023

**ATTENDEES:**  
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors  
Roan Bridge Community Development District

Dear Board Members:

The Board of Supervisors of the Roan Bridge Community Development District will hold a Regular Meeting on April 19, 2023 at 10:00 a.m., at the offices of KPM Franklin, 222 Church Street, Kissimmee, Florida 34741. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Acceptance of Resignation of Supervisor Tyler Benzel [SEAT 4]
4. Consider Appointment to Fill Unexpired Term of Seat 4; *Term Expires November 2024*
  - Administration of Oath of Office (*the following will be provided in a separate package*)
    - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
    - B. Membership, Obligations and Responsibilities
    - C. 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
    - D. Form 8B: Memorandum of Voting Conflict
5. Consideration of Resolution 2023-01, Designating Certain Officers of the District, and Providing for an Effective Date
6. Consideration of Resolution 2023-02, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

7. Consideration of Resolution 2023-03, District Declaring the District’s Intent to Accept Responsibility for the Perpetual Operation, Maintenance, and Funding of the Stormwater and Surface Water Management Facilities and Wetland Conservation Areas, Mitigation Areas, and Wildlife Habitats.
8. Consideration of Resolution 2023-04, 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
9. Acceptance of Unaudited Financial Statements as of February 28, 2023
10. Approval of September 22, 2022 Public Hearing and Regular Meeting Minutes
11. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*
  - B. District Engineer: *KPM Franklin*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: June 20, 2023 at 10:00 AM

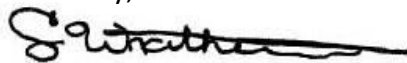
- QUORUM CHECK

SEAT 1	JAMES DICKS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	SCOTT PREWITT	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	ROCKDALE SKAIR	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	CHAD LEE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

12. Board Members’ Comments/Requests
13. Public Comments
14. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres at (904) 295-5714.

Sincerely,



Craig Wrathell  
 District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**

**CALL-IN NUMBER: 1-888-354-0094**

**PARTICIPANT PASSCODE: 782 134 6157**

# **ROAN BRIDGE**

## **COMMUNITY DEVELOPMENT DISTRICT**

**3**

**NOTICE OF TENDER OF RESIGNATION**

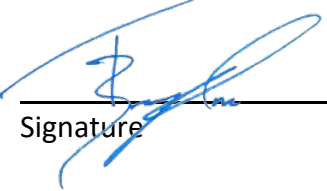
To: Board of Supervisors  
Roan Bridge Community Development District  
Attn: Craig Wrathell/Ernesto Torres, District Managers  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431

From: Tyler Benzel  
Printed Name

Date: 3/7/2023  
Date

I hereby tender my resignation as a member of the Board of Supervisors of the *Roan Bridge Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and  personally presented at a duly noticed meeting of the Board of Supervisors,  scanned and electronically transmitted to [gillyardd@whhassociates.com](mailto:gillyardd@whhassociates.com) or  faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.

  
\_\_\_\_\_  
Signature

# **ROAN BRIDGE**

## **COMMUNITY DEVELOPMENT DISTRICT**

# **5**

**RESOLUTION 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ROAN BRIDGE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Roan Bridge Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors of the District desires to designate certain Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ROAN BRIDGE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** \_\_\_\_\_ is appointed Chair.

**SECTION 2.** \_\_\_\_\_ is appointed Vice Chair.

**SECTION 3.** \_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

**Ernesto Torres** is appointed Assistant Secretary.

**SECTION 4.** This Resolution supersedes any prior appointments made by the Board for Chair, Vice Chair and Assistant Secretaries; however, prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

**SECTION 5.** This Resolution shall become effective immediately upon its adoption.

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**PASSED AND ADOPTED** this 19th day of April, 2023.

ATTEST:

**ROAN BRIDGE COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

# **ROAN BRIDGE**

## **COMMUNITY DEVELOPMENT DISTRICT**

**6**

**RESOLUTION 2023-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ROAN BRIDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has prepared and submitted to the Board of Supervisors (the **“Board”**) of the Roan Bridge Community Development District (the **“District”**) prior to June 15, 2023, the proposed budget (**“Proposed Budget”**) for the Fiscal Year 2023/2024, which commences on October 1, 2023 and concludes September 30, 2024; and

**WHEREAS**, the Board has considered the proposed budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ROAN BRIDGE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. PROPOSED BUDGET APPROVED.** The proposed budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said proposed budget.

**SECTION 2. SETTING A PUBLIC HEARING.** A public hearing on said approved proposed budget is hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_

HOUR: \_\_\_\_\_

LOCATION: KPM Franklin  
222 Church Street  
Kissimmee, Florida 34741

**SECTION 3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to City of St. Cloud and Osceola County at least 60 days prior to the hearing set above.

**SECTION 4. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two (2) days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

**SECTION 5. PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 19th day of April, 2023.

ATTEST:

**ROAN BRIDGE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** FY 2023/2024 proposed budget

**Exhibit A**  
**FY 2023/2024 proposed budget**

*[See attached]*

**ROAN BRIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2024**

**ROAN BRIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
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Definitions of General Fund Expenditures	2

**ROAN BRIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023		
<b>REVENUES</b>					
Landowner contribution	\$ 104,990	\$ 17,813	\$ 80,632	\$ 98,445	\$ 104,990
Total revenues	<u>104,990</u>	<u>17,813</u>	<u>80,632</u>	<u>98,445</u>	<u>104,990</u>
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative</b>					
Management/accounting/recording	48,000	10,000	26,000	36,000	48,000
Legal	25,000	259	24,741	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	5,000	-	5,000	5,000	5,000
Arbitrage rebate calculation	500	-	500	500	500
Dissemination agent	1,000	-	1,000	1,000	1,000
Trustee	6,000	-	6,000	6,000	6,000
Debt service fund accounting	7,500	-	7,500	7,500	7,500
Telephone	200	83	117	200	200
Postage	500	-	500	500	500
Printing & binding	500	208	292	500	500
Legal advertising	1,700	74	1,626	1,700	1,700
Annual special district fee	175	175	-	175	175
Insurance	5,500	5,000	-	5,000	5,500
Contingencies/bank charges	500	346	154	500	500
Website					
Hosting & maintenance	705	-	705	705	705
ADA compliance	210	-	210	210	210
Total expenditures	<u>104,990</u>	<u>16,145</u>	<u>76,345</u>	<u>92,490</u>	<u>104,990</u>
Net increase/(decrease) of fund balance	-	1,668	4,287	5,955	-
Fund balance - beginning (unaudited)	-	(5,955)	(4,287)	(5,955)	-
Fund balance - ending (projected)	<u>\$ -</u>	<u>\$ (4,287)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



**ROAN BRIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES**

**Professional & administrative**

Management/accounting/recording	\$ 48,000
<p><b>Wrathell, Hunt and Associates, LLC</b> (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.</p>	
Legal	25,000
<p>General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.</p>	
Engineering	2,000
<p>The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Audit	5,000
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Arbitrage rebate calculation	500
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Dissemination agent	1,000
<p>The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt &amp; Associates serves as dissemination agent.</p>	
Trustee	6,000
<p>Annual fee for the service provided by trustee, paying agent and registrar.</p>	
Debt service fund accounting	7,500
Telephone	200
<p>Telephone and fax machine.</p>	
Postage	500
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	500
<p>Letterhead, envelopes, copies, agenda packages, etc.</p>	
Legal advertising	1,700
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Annual special district fee	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Insurance	5,500
<p>The District will obtain public officials and general liability insurance.</p>	
Contingencies/bank charges	500
<p>Bank charges and other miscellaneous expenses incurred during the year.</p>	
Website	
Hosting & maintenance	705
ADA compliance	210
Total expenditures	<u><u>\$104,990</u></u>

# **ROAN BRIDGE**

**COMMUNITY DEVELOPMENT DISTRICT**

**7**

## RESOLUTION 2023-03

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ROAN BRIDGE COMMUNITY DEVELOPMENT DISTRICT DECLARING THE DISTRICT'S INTENT TO ACCEPT RESPONSIBILITY FOR THE PERPETUAL OPERATION, MAINTENANCE, AND FUNDING OF THE STORMWATER AND SURFACE WATER MANAGEMENT FACILITIES AND WETLAND CONSERVATION AREAS, MITIGATION AREAS, AND WILDLIFE HABITATS.**

**WHEREAS**, the Roan Bridge Community Development District (the "**District**") is a local unit of special-purpose government established by the City of St. Cloud, Florida pursuant to Chapter 190, *Florida Statutes* and for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is a perpetual-existing government entity that operates in the public interest and is governed by the public records laws, open government laws, and code of ethics of the State of Florida; and

**WHEREAS**, the District is authorized to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain systems, facilities, and basic infrastructures for storm water management improvements, conservation areas, mitigation areas, wildlife habitat, and any related interest in real or personal property, pursuant to its establishing ordinance and Section 190.012(1), *Florida Statutes*; and

**WHEREAS**, the District's operations and maintenance special assessments are a reliable source of funding which are enforced in the same manner as county taxes, and constitute a lien on the property against which assessed from the date of imposition thereof until paid, coequal with the lien of state, county, municipal, and school board taxes, pursuant to Section 190.021, *Florida Statutes*; and

**WHEREAS**, the owner and developer of the lands located within the District is in the process of seeking an Environmental Resource Permit from the South Florida Water Management District for the construction and development of the Roan Bridge project within the District's boundaries (the "**Permit**"), which Permit will include requirements for the construction and eventual operation and maintenance of certain stormwater and surface water management facilities and wetland conservation areas, mitigation areas, and wildlife habitat; and

**WHEREAS**, the District has declared its intent to finance, construct, acquire, operate and/or maintain stormwater and surface water management facilities (the "**Stormwater System**"), and wetland conservation areas, mitigation areas, and wildlife habitat (the "**Preserves**") as part of the District's adopted capital improvement plan;

**WHEREAS**, consistent with its adopted capital improvement plan, the District intends to assume operation and maintenance responsibility for the Stormwater System and Preserves in

accordance with applicable regulatory requirements as determined by the South Florida Water Management District and in accordance with the Permit; and

**WHEREAS**, in order to facilitate the issuance of the Permit, the District's Board of Supervisors desires to adopt this Resolution evidencing its intent relative to same.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ROAN BRIDGE COMMUNITY DEVELOPMENT DISTRICT AS FOLLOWS:**

**1. RECITALS.** The foregoing statement of background and purpose is hereby adopted as part of this Resolution for all purposes.

**2. PERPETUAL OPERATION, MAINTENANCE AND FUNDING OBLIGATION.** The District acknowledges and agrees that it will accept and cooperate in the transfer of responsibility for ownership, operation, and maintenance of the Stormwater System, Preserves, and associated real and personal property and in the transfer of the Permit for acceptance of operation and maintenance responsibilities thereunder upon transfer of the permit from the construction phase to the operation and maintenance phase. The District acknowledges and agrees that consistent with its powers and purpose, it will perpetually operate, maintain, and fund the Stormwater System and Preserves as required by the Permit.

**3. ANNUAL BUDGETING AND ALLOCATION OF FUNDS.** Upon the transfer of the Stormwater System and Preserves to the operation phase, the District shall include the anticipated associated operation and maintenance costs within its annual operations and maintenance budget in an amount sufficient to comply with the Permit. The District agrees to fund such operational and maintenance activities through landowner funding or through the annual levy of operation and maintenance special assessments as authorized under Florida law, including Section 190.021(3), *Florida Statutes*.

**4. EFFECTIVE DATE.** This Resolution shall take immediate effect upon its adoption.

**APPROVED and ADOPTED** this 19th day of April, 2023

ATTEST:

**ROAN BRIDGE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

# **ROAN BRIDGE**

**COMMUNITY DEVELOPMENT DISTRICT**

**8**

**RESOLUTION 2023-04**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE ROAN BRIDGE COMMUNITY DEVELOPMENT DISTRICT 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.**

**WHEREAS**, the Roan Bridge Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of St. Cloud, Florida; and

**WHEREAS**, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

**WHEREAS**, the District also desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

**WHEREAS**, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ROAN BRIDGE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

**SECTION 2.** The District’s principal headquarters for purposes of establishing proper venue shall be located within Osceola County, Florida.

**SECTION 3.** The District’s local records office shall be located at \_\_\_\_\_.

**SECTION 4.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 19th day of April, 2023.

**ATTEST:**

**ROAN BRIDGE COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**ROAN BRIDGE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED**  
**FINANCIAL**  
**STATEMENTS**



**ROAN BRIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
FEBRUARY 28, 2023**

**ROAN BRIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
FEBRUARY 28, 2023**

	General Fund	Debt Service Fund	Total Governmental Funds
<b>ASSETS</b>			
Cash	\$ 6,307	\$ -	\$ 6,307
Due from Landowner	4,288		4,288
Total assets	<u>\$ 10,595</u>	<u>\$ -</u>	<u>\$ 10,595</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable	\$ 4,288	\$ -	\$ 4,288
Due to Developer	-	14,098	14,098
Accrued wages payable	200	-	200
Accrued taxes payable	106	-	106
Landowner advance	6,000	-	6,000
Total liabilities	<u>10,594</u>	<u>14,098</u>	<u>24,692</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred receipts	4,288	-	4,288
Total deferred inflows of resources	<u>4,288</u>	<u>-</u>	<u>4,288</u>
Fund balances:			
Restricted			
Debt service	-	(14,098)	(14,098)
Unassigned	(4,287)	-	(4,287)
Total fund balances	<u>(4,287)</u>	<u>(14,098)</u>	<u>(18,385)</u>
Total liabilities and fund balances	<u>\$ 10,595</u>	<u>\$ -</u>	<u>\$ 10,595</u>

**ROAN BRIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Landowner contribution	\$ -	\$ 17,813	\$ 104,990	17%
Total revenues	<u>-</u>	<u>17,813</u>	<u>104,990</u>	17%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Management/accounting/recording**	2,000	10,000	48,000	21%
Legal	-	259	25,000	1%
Engineering	-	-	2,000	0%
Audit*	-	-	5,000	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	1,000	0%
Trustee*	-	-	6,000	0%
Debt service fund accounting*	-	-	7,500	0%
Telephone	16	83	200	42%
Postage	-	-	500	0%
Printing & binding	41	208	500	42%
Legal advertising	-	74	1,700	4%
Annual special district fee	-	175	175	100%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	-	346	500	69%
Website				
Hosting & maintenance	-	-	705	0%
ADA compliance	-	-	210	0%
Total professional & administrative	<u>2,057</u>	<u>16,145</u>	<u>104,990</u>	15%
Excess/(deficiency) of revenues over/(under) expenditures	(2,057)	1,668	-	
Fund balances - beginning	(2,230)	(5,955)	-	
Fund balances - ending	<u>\$ (4,287)</u>	<u>\$ (4,287)</u>	<u>\$ -</u>	

\*These items will be realized when bonds are issued.

\*\*WHA currently charges a reduced management fee of \$2,000 per month until bonds are issued.

**ROAN BRIDGE  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND  
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	<u>Current Month</u>	<u>Year To Date</u>
<b>REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 <b>EXPENDITURES</b>		
Cost of issuance	<u>-</u>	<u>-</u>
Total debt service	<u>-</u>	<u>-</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 - -	 - -
 Fund balances - beginning	 <u>(14,098)</u>	 <u>(14,098)</u>
Fund balances - ending	<u>\$ (14,098)</u>	<u>\$ (14,098)</u>

**ROAN BRIDGE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**DRAFT**

**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*)**

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

41 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

42 **B. Membership, Obligations and Responsibilities**

43 **C. Chapter 190, Florida Statutes**

44 **D. Financial Disclosure Forms**

45 **I. Form 1: Statement of Financial Interests**

46 **II. Form 1X: Amendment to Form 1, Statement of Financial Interests**

47 **III. Form 1F: Final Statement of Financial Interests**

48 **E. Form 8B - Memorandum of Voting Conflict**

49

50 **FOURTH ORDER OF BUSINESS**

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

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

54 The affidavit of publication was included for informational purposes.

55 **B. Consideration of Resolution 2022-36, Relating to the Annual Appropriations and**

56 **Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending**

57 **September 30, 2023; Authorizing Budget Amendments; and Providing an Effective**

58 **Date**

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

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

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65 No members of the public spoke.

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

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71 Mr. Torres presented Resolution 2022-36.

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**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.



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

111 DATES: Third Thursday of the month

112 TIME: 10:00 AM

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

115

**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.**

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**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**

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This item was deferred.

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**EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of August 31, 2022**

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

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**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.**

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**NINTH ORDER OF BUSINESS**

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

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

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**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.**

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149 **TENTH ORDER OF BUSINESS****Staff Reports**

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151 **A. District Counsel: *Kutak Rock LP***

152 There was no report.

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

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

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

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

163 **C. District Manager: *Wrathell, Hunt and Associates, LLC***164 • **NEXT MEETING DATE: TBD**165 ○ **QUORUM CHECK**

166 Management will email calendar invitations for the next meeting.

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

168

169 **ELEVENTH ORDER OF BUSINESS****Board Members' Comments/Requests**

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171 There were no Board Members' comments or requests.

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173 **TWELFTH ORDER OF BUSINESS****Public Comments**

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175 There were no public comments.

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177 **THIRTEENTH ORDER OF BUSINESS****Adjournment**

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

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Secretary/Assistant Secretary

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Chair/Vice Chair