

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

The Board of Supervisors of the Roan Bridge Community Development District held Multiple Public Hearings and a Regular Meeting on June 15, 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 (via telephone)	Chair
Scott Prewitt	Vice Chair
Rockdale Skair	Assistant Secretary
Tyler Benzel	Assistant Secretary

**Also present were:**

Ernesto Torres	Wrathell, Hunt and Associates, LLC (WHA)
Wes Haber (via telephone)	District Counsel
Javier E Omana (via telephone)	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 10:00 a.m. Supervisors Prewitt, Benzel and Skair were present. Supervisor Dicks attended via telephone. Supervisor-Elect Chad Lee was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Supervisors Tyler Benzel and Chad Lee *(the following will be provided in a separate package)***

Mr. Torres, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Benzel. The Oath of Office would be administered to Mr. Lee at another time. Mr. Torres provided and explained the following items:

- 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 to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes**

**A. Affidavits of Publication**

The affidavits of publication were included for informational purposes.

**B. Consideration of Resolution 2022-34, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

Mr. Haber stated that the Rules of Procedure are primarily based on Florida Statutes and set forth how the CDD operates and conducts its day-to-day business and operations. The CDD must follow very specific procedures in connection with competitive purchases for goods and services. He discussed the Request for Proposals (RFP) and Request for Qualifications (RFQ) processes for various types of goods or services, awarding of contracts, contract protests, etc.

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

No member of the public spoke.

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

Mr. Torres presented Resolution 2022-30.

**On MOTION by Mr. Dicks and seconded by Mr. Prewitt, with all in favor, Resolution 2022-34, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Public Hearing on the Adoption of the Fiscal Year 2021/2022 Budget**

**A. Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2022-35, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2021 and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date**

**On MOTION by Mr. Benzel and seconded by Mr. Dicks, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

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

Mr. Torres presented Resolution 2022-35. He reviewed the proposed Fiscal Year 2022 budget, which will be Landowner-funded.

Mr. Dicks asked about the funding process. Mr. Haber stated the CDD typically enters into a Funding Agreement with the Landowner/Developer, whereby actual expenses are funded month-to-month, as they arise. Mr. Dicks asked when the Landowner/Developer-funded expenses are reimbursable to the Landowner/Developer. Mr. Haber stated some expenses, such as for day-to-day operations, are not be reimbursable but those related to capital improvements, bond issuance, etc., will be reimbursable from bond proceeds, once bonds are issued. Mr. Dicks asked when the CDD will levy assessments. Mr. Haber stated it depends on the Landowner/Developer. Once the decision is made to levy assessments, the assessments must be paid in full, based on the budget, rather than the Landowner/Developer funding just the actual expenses. Generally, before transitioning to assessments, consideration should be

given to when there will be enough homeowners or builders for it to make sense to assess to fund the entire budget, as opposed to having the flexibility to only pay the actual expenses as they are incurred. Mr. Dicks stated the majority of the property will likely be sold to builders in the fourth quarter of calendar year 2022, which would be in Fiscal Year 2023. Mr. Haber stated, if so, it might make sense to consider levying assessments for the Fiscal Year 2023 budget. Mr. Dicks asked if the funds received from the Landowner/Developer to fund the actual expenses are treated as “income” by the CDD. Mr. Haber stated the funds are treated as “income” for the purpose of paying the ongoing O&M expenses of the CDD.

**On MOTION by Mr. Prewitt and seconded by Mr. Skair, with all in favor, Resolution 2022-35, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2021 and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SIXTH 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 presented the proposed Fiscal Year 2023 budget. Based on the earlier discussion, Mr. Haber stated that the Board needs to determine whether to amend the proposed Fiscal Year 2023 budget to reflect both Landowner contributions and assessments and, if assessments will be imposed for maintenance services, then those services must also be included in the budget. Mr. Dicks stated that the specifics are not known but so there will be improvements, as all infrastructure will be completed in Fiscal Year 2023. Based on Mr. Dicks’ comments, Mr. Haber’s recommendation was to open the Public Hearing and continue it so that the Fiscal Year 2023 budget can be finalized with regard to Landowner funding, imposing assessments, administrative expenses and O&M expenses.

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

No members of the public spoke.

**On MOTION by Mr. Dicks and seconded by Mr. Prewitt, with all in favor, continuing the Public Hearing to August 17, 2022 at 10:00 a.m., at the Hampton Inn & Suites by Hilton, 4971 Calypso Cay Way, Kissimmee, Florida 34746, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Update: Request for Proposals (RFP) for Annual Audit Services**

- A. Affidavit of Publication**
- B. RFP Package**

These items were included for informational purposes.

**C. Respondents**

- I. Berger, Toombs, Elam, Gaines & Frank**
- II. Grau & Associates**

Mr. Torres stated both firms are well-qualified. He reviewed the pricing and noted that, for both, the fee increases if bonds are issued. Berger, Toombs, Elam, Gaines & Frank (BTEGF) proposed \$3,175 for the first year, with an option for additional renewals. Grau & Associates (Grau) proposed \$3,000 for the first year, and \$3,200 and \$3,400 for the second and third years, respectively. The Board preferred not to enter into a three-year contract.

**D. Auditor Evaluation Matrix/Ranking**

The scores and ranking were as follows:

#1	BTEGF	100 points
#2	Grau	99 points

**E. Award of Contract**

**On MOTION by Mr. Benzel and seconded by Mr. Prewitt, with all in favor, ranking Berger, Toombs, Elam, Gaines & Frank as the #1 ranked respondent to the RFP for Annual Audit Services, and awarding the contract for Annual Audit Services to Berger, Toombs, Elam, Gaines & Frank, was approved.**

**Update: Request for Qualifications (RFQ) for Engineering Services [No Responses Received]**

- **Affidavit of Publication**

Mr. Haber stated there were no responses to the RFQ for Engineering Services by the due date. CPH, Inc., will remain the Interim District Engineer and the RFQ will be re-published.

**NINTH 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**

This item was deferred.

**TENTH 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.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date**

This item was deferred.

**TWELFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of April 30, 2022**

Mr. Torres presented the Unaudited Financial Statements as of April 30, 2022

On MOTION by Mr. Prewitt and seconded by Mr. Skair, with all in favor, the Unaudited Financial Statements as of April 30, 2022, were approved.

**THIRTEENTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. May 17, 2022 Landowners’ Meeting
- B. May 17, 2022 Public Hearings and Regular Meetings

On MOTION by Mr. Skair and seconded by Mr. Prewitt, with all in favor, the May 17, 2022 Landowners’ Meeting and May 17, 2022 Public Hearings and Regular Meeting Minutes, as presented, were approved.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: *Kutak Rock LP*

There was no report.

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

Mr. Omana stated they are working on plans and waiting on information from the City.

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

- NEXT MEETING DATE: TBD
  - QUORUM CHECK

A Continued Public Hearing will be held on August 17, 2022.

**FIFTEENTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

There were no Board Members’ comments or requests.

**SIXTEENTH ORDER OF BUSINESS**

**Public Comments**


No members of the public spoke.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Prewitt and seconded by Mr. Benzal, with all in favor, the meeting adjourned at 10:38 a.m.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair