

**TWO RIVERS WEST
COMMUNITY DEVELOPMENT DISTRICT**

December 17, 2021 Minutes of Special Organizational Meeting

Minutes of the Special Organizational Meeting

The Special Organizational Meeting of the Board of Supervisors for the Two Rivers West Community Development District was held on **Friday, December 17, 2021 at 2:00 p.m.** at Springhill Suites by Marriott Tampa Suncoast Parkway located at 16615 Bexley Village Dr., Land O'Lakes, FL 34638.

1. CALL TO ORDER

Brian Lamb called the Special Organizational Meeting of the Board of Supervisors of the Two Rivers West Community Development District to order on **Friday, December 17, 2021 at 2:30 p.m.**

Board Members Present and Constituting a Quorum:

Nick Dister	Supervisor
Steve Luce	Supervisor
Ryan Motko	Supervisor
Thomas Spence	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus	
John Vericker	District Counsel, Straley Robin Vericker	<i>via conference call</i>
Jennifer Taylor	Bond Counsel, Gray Robinson	<i>via conference call</i>

There were no members of the general public in attendance.

2. PUBLIC COMMENT PERIOD

There were no public comments.

3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION

Mr. Lamb stated for the record that he had the signed and notarized Oaths of Office from Nick Dister, Steve Luce, Ryan Motko, and Thomas Spence.

4. SEAT NEW BOARD MEMBERS

A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities

Mr. Lamb went over that the Board members are well-versed in Sunshine Laws, the Code of Ethics, and supervisor responsibilities. If they have any questions, they will contact Counsel.

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5. APPOINTMENT OF OFFICERS – Resolution 2021-01

- A. Chairman**
- B. Vice Chairman**
- C. Secretary**
- D. Treasurer**
- E. Assistant Secretaries**

The Board discussed the officer positions. Supervisor Dister will be the Chair, and Supervisor Motko will be the Vice-Chair. Brian Lamb with Meritus will be the Secretary, and Eric Davidson with Meritus will be the Treasurer. The rest of the Board will be Assistant Secretaries, and Brian Howell with Meritus will be an additional Assistant Secretary.

MOTION TO:	Approve Resolution 2021-01 as stated.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

6. APPOINTMENT OF CONSULTANTS

A. Consider Appointment of District Manager/Assessment Consultant– Resolution 2021-02

Meritus will be the District Manager/Assessment Consultant.

B. Designation of Registered Agent/Office – Resolution 2021-03

Brian Lamb/Meritus will be the Registered Agent/Office.

C. Consider Appointment of District General Counsel – Resolution 2021-04

Straley Robin Vericker will be District Counsel.

D. Consider Appointment of Interim District Engineer – By Motion
i. Authorize RFQ for District Engineer

Stantec will be the Interim Engineer. The Board authorized an RFQ for District Engineer.

E. Consider Appointment of Bond Counsel – Gray Robinson

Gray Robinson will be Bond Counsel.

94 **F. Consider Appointment of Investment Banker – FMS Bonds**

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96 FMS Bonds will be the Investment Banker.

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98 **G. Consider Appointment of Trustee – US Bank**

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100 US Bank will be the Trustee.

MOTION TO:	Approve Items 6A-G.
MADE BY:	Supervisor Spence
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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7. BUSINESS MATTERS

- A. Consider Authorizing Notice of Establishment – Resolution 2021-05**
- B. Consider Policy of Compensation for Board Members – Resolution 2021-06**
- C. Consider Policy of Reimbursement of District Travel Expenses – Resolution 2021-07**
- D. Consider Designation of Primary Administrative Officer and Local Records Office – Resolution 2021-08**
- E. Consider District Records Retention Schedule – Resolution 2021-09**
- F. Consider Fiscal Year 2022 Regular Meeting Schedule and Location – Resolution 2021-10**
- G. Consider Landowners’ Meeting Date, Time, and Location – Resolution 2021-11**
- H. Consider Proposed FY 2022 Annual Budget & Set Public Hearing – Resolution 2021-12**
- I. Set Public Hearing for Uniform Method of Collections – Resolution 2021-13**
- J. Consider Rules of Procedure & Setting Public Hearing – Resolution 2021-14**
- K. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution 2021-15**
- L. Authorization to Obtain General Liability and Public Officers Insurance – By Motion**
- M. Consider Designation of a Qualified Public Depository – Resolution 2021-16**
- N. Authorization of Signatories – Resolution 2021-17**
- O. Authorization to Disburse Funds for Expenses – Resolution 2021-18**
- P. Consideration Adoption of Investment Policy – Resolution 2021-29**
- Q. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution 2021-20**
- R. Consider Provisions for Public Comments – Resolution 2021-21**
- S. Appointment of Audit Committee – By Motion**
- T. Consideration of ADA Website Compliance Agreement**

139 Mr. Lamb went over all of the Business Items with the Board. The Landowners Election will be
140 held on January 18, 2021 at 11:00 a.m. The public hearings for the budget, uniform method of
141 collections, and rules of procedure will be on February 15, 2021 at 11:00 a.m. The Board
142 appointed the Board as the Audit Committee. Supervisor Dister, Supervisor Motko, Supervisor
143 Luce, and Supervisor Spence accepted the supervisor compensation. The Board authorized
144 obtaining general liability and public officers insurance.
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146 MOTION TO: Approve Business Matters 7A-T as stated.
147 MADE BY: Supervisor Dister
148 SECONDED BY: Supervisor Motko
149 DISCUSSION: None further
150 RESULT: Called to Vote: Motion PASSED
151 4/0 - Motion Passed Unanimously

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154 **8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**
155 **A. Consideration of Master Report of Engineer**

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Mr. Lamb went over the Master Report of the Engineer with the Board.

159 MOTION TO: Approve the Master Report of the Engineer in
160 substantial form.
161 MADE BY: Supervisor Dister
162 SECONDED BY: Supervisor Luce
163 DISCUSSION: None further
164 RESULT: Called to Vote: Motion PASSED
165 4/0 - Motion Passed Unanimously

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B. Consideration of BAN Report of Engineer – Bond Anticipation Note

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Mr. Lamb went over the Bond Anticipation Note Report of the Engineer with the Board.

171 MOTION TO: Approve the Bond Anticipation Note Report of the
172 Engineer in substantial form subject to final revisions
173 as reviewed by the finance team.
174 MADE BY: Supervisor Spence
175 SECONDED BY: Supervisor Dister
176 DISCUSSION: None further
177 RESULT: Called to Vote: Motion PASSED
178 4/0 - Motion Passed Unanimously

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C. Consideration of Master Assessment Methodology Report

Mr. Lamb went over the Master Assessment Methodology Report with the Board.

MOTION TO:	Approve the Master Assessment Methodology Report in substantial form.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

D. Consideration of Bond Anticipation Note Supplemental Assessment Methodology Report

Mr. Lamb went over went over the Bond Anticipation Note Supplemental Assessment Methodology Report with the Board.

MOTION TO:	Approve the Bond Anticipation Note Supplemental Assessment Methodology Report in substantial form subject to any revisions from the finance team.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Spence
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

E. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2021-22

i. Master Trust Indenture

Mr. Lamb went over the resolution with the Board.

MOTION TO:	Approve Resolution 2021-22.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

220 **F. Consider Declaring Special Assessments – Resolution 2021-23**

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222 Mr. Lamb went over the resolution with the Board.

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224	MOTION TO:	Approve Resolution 2021-23.
225	MADE BY:	Supervisor Spence
226	SECONDED BY:	Supervisor Dister
227	DISCUSSION:	None further
228	RESULT:	Called to Vote: Motion PASSED
229		4/0 - Motion Passed Unanimously

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231 **G. Consideration of Delegated BAN Award – Resolution 2022-25**

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233 Mr. Lamb went over the resolution with the Board.

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235	MOTION TO:	Approve Resolution 2022-05.
236	MADE BY:	Supervisor Luce
237	SECONDED BY:	Supervisor Dister
238	DISCUSSION:	None further
239	RESULT:	Called to Vote: Motion PASSED
240		4/0 - Motion Passed Unanimously

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242 **H. Consider Setting Public Hearing for Special Assessments – Resolution 2022-24**

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244 Mr. Lamb went over the resolution with the Board. The public hearing will be set for January 18,
245 2021 at 11:00 a.m. at the same location.

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247	MOTION TO:	Approve Resolution 2021-24.
248	MADE BY:	Supervisor Motko
249	SECONDED BY:	Supervisor Spence
250	DISCUSSION:	None further
251	RESULT:	Called to Vote: Motion PASSED
252		4/0 - Motion Passed Unanimously

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254 **I. Consider Authorization of Chairman to Accept or Execute Certain Documents –**
255 **Resolution 2021-26**

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257 Mr. Lamb went over the resolution with the Board.

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MOTION TO:	Approve Resolution 2021-26.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

J. Consider Form of Interlocal Agreement between Two Rivers West and Two Rivers West for the Funding and Construction of Certain Offsite Improvements

Mr. Lamb went over the Interlocal Agreement with the Board.

MOTION TO:	Approve the Interlocal Agreement in substantial form subject to final review and authorization.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Spence
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

K. Other Matters Related to Financing

9. ADMINISTRATIVE MATTERS
A. Request for Working Capital – By Motion

Mr. Lamb briefly discussed requesting working capital.

10. STAFF REPORTS
A. District Counsel
B. District Engineer
C. District Manager

There were no further reports from staff at this time.

11. BOARD MEMBERS' COMMENTS

There were no comments from the Board.

302 **12. PUBLIC COMMENTS**

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304 There were no public comments.

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307 **13. ADJOURNMENT**

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MOTION TO:	Adjourn.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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317 *Please note the entire meeting is available on disc.

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319 *These minutes were done in summary format.

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321 *Each person who decides to appeal any decision made by the Board with respect to any matter
322 considered at the meeting is advised that person may need to ensure that a verbatim record of
323 the proceedings is made, including the testimony and evidence upon which such appeal is to be
324 based.

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326 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
327 noticed meeting held on 1-18-22.

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329 DocuSigned by:
330 Brian Lamb
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332 Signature

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333 Brian Lamb

334 Printed Name

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336 Title:
337 Secretary
338 Assistant Secretary

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DocuSigned by:
Jeffery S. Hills
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Signature

Jeffery S. Hills

Printed Name

Title:
 Chairman
 Vice Chairman

Recorded by Records Administrator

[Signature]
1-18-22

Date

