

**BALM GROVE
COMMUNITY DEVELOPMENT DISTRICT**

March 30, 2021 Minutes of Special Organizational Meeting

Minutes of the Special Organizational Meeting

The Special Organizational Meeting of the Board of Supervisors for the Balm Grove Community Development District was held on **Friday, March 30, 2021 at 2:00 p.m.** at the Offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

1. CALL TO ORDER

Brian Lamb called the Special Organizational Meeting of the Board of Supervisors of the Balm Grove Community Development District to order on **Friday, March 30, 2021 at 2:00 p.m.**

Board Members Present and Constituting a Quorum:

Nick Dister	Supervisor
Steve Luce	Supervisor
Ryan Motko	Supervisor
Albert Viera	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
John Vericker	District Counsel, Straley Robin Vericker

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 has the signed and notarized Oaths of Office from Supervisor Dister, Supervisor Luce, Supervisor Motko, and Supervisor Viera.

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 all well-versed in Sunshine Laws, the Code of Ethics, and supervisor responsibilities. If they have any questions, they will contact Counsel.

- 47 **5. APPOINTMENT OF OFFICERS – Resolution 2021-01**
- 48 **A. Chairman**
- 49 **B. Vice Chairman**
- 50 **C. Secretary**
- 51 **D. Treasurer**
- 52 **E. Assistant Secretaries**

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54 The Board discussed the officer positions. Supervisor Hills will be the Chair, and Supervisor
 55 Dister will be the Vice-Chair. Brian Lamb with Meritus will be the Secretary, and Eric Davidson
 56 with Meritus will be the Treasurer. The rest of the Board will be Assistant Secretaries, and Brian
 57 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

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- 67 **6. APPOINTMENT OF CONSULTANTS**
- 68 **A. Consider Appointment of District Manager/Assessment Consultant– Resolution**
- 69 **2021-02**

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71 Meritus will be the District Manager/Assessment Consultant.

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

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

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

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79 Straley Robin Vericker will be District Counsel.

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- 81 **D. Consider Appointment of Interim District Engineer – By Motion**
- 82 **i. Authorize RFQ for District Engineer**

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

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- 86 **E. Consider Appointment of Bond Counsel – Gray Robinson**

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88 Gray Robinson will be Bond Counsel.

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

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93 FMS Bonds will be the Investment Banker.

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

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97 US Bank will be the Trustee.

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MOTION TO:	Approve Items 6A-G, subject to review of the Chair and/or Counsel for any necessary agreements.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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108 **7. BUSINESS MATTERS**

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- 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 2021 Regular Meeting Schedule and Location – Resolution 2021-10**
- G. Consider Landowners’ Meeting Date, Time, and Location – Resolution 2021-11**
- H. Consider Proposed FY 2021 Annual Budget & Set Public Hearing – Resolution 2021-12**
 - i. Consider FY 2021 Developer Funding Agreement**
- 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 2021-19**
- 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**

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T. Consideration of ADA Website Compliance Agreement

Mr. Lamb went over all of the Business Items with the Board. The Landowners Election will be held on May 6, 2021 at 2:00 p.m. at the office of Meritus. The public hearings for the budget, uniform method of collections, and rules of procedure will be on May 6, 2021 at 2:00 p.m. at the office of Meritus. The public hearing for the master assessments will be on June 3, 2021. The Board appointed the Board as the Audit Committee. Supervisor Dister, Supervisor Luce, Supervisor Motko, and Supervisor Viera accepted the supervisor compensation. The Board authorized obtaining general liability and public officers insurance.

MOTION TO:	Approve Business Matters 7A-T as stated.
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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8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS

A. Consideration of Report of District Engineer

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

MOTION TO:	Approve a form of the Report of the District Engineer in substantial form.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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B. Consider Bond Validation Report

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Mr. Lamb went over the Bond Validation Report with the Board.

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MOTION TO:	Approve the Bond Validation Report in substantial form.
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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C. Consider Master Assessment Methodology Report

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182 Mr. Lamb went over the Master Assessment Methodology Report.

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MOTION TO:	Approve the Master Assessment Methodology Report in substantial form.
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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D. Consider Declaring Special Assessments – Resolution 2021-22

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E. Set Public Hearing for Declaring Special Assessments – Resolution 2021-23

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195 Mr. Lamb went over Resolution 2021-22 and Resolution 2021-23 with the Board. The public
196 hearing is set for May 6, 2021 at 2:00 p.m. at the Office of Meritus.

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MOTION TO:	Approve Resolution 2021-22 and Resolution 2021-23 with the Board.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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207 **F. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution**
208 **2021-24**

209 **i. Master Trust Indenture**

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211 Mr. Vericker went over Resolution 2021-24 with the Board.
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MOTION TO:	Approve Resolution 2021-24.
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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220 **G. Consider Authorization of Chairman to Accept or Execute Certain Documents –**
221 **Resolution 2021-25**

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223 Mr. Lamb went over Resolution 2021-25 with the Board.
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MOTION TO:	Approve Resolution 2021-25.
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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232 **H. Other Matters Related to Financing**

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

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238 The Board and Mr. Lamb briefly discussed working capital.
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241 **10. STAFF REPORTS**
242 **A. District Counsel**
243 **B. District Engineer**
244 **C. District Manager**

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246 There were no further reports from staff at this time.
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250 **11. BOARD MEMBERS' COMMENTS**

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252 There were no comments from the Board.

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255 **12. PUBLIC COMMENTS**

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257 There were no public comments.

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260 **13. ADJOURNMENT**

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

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

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272 *These minutes were done in summary format.

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

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279 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
280 noticed meeting held on 08-05-2021.

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282 DocuSigned by:
283 Brian Lamb
284 Signature

282 DocuSigned by:
283 Nicholas Dister
284 Signature

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286 Brian Lamb

286 Nicholas Dister

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287 Printed Name

287 Printed Name

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289 Title:

- 290 Secretary
- 291 Assistant Secretary

289 Title:

- 290 Chairman
- 291 Vice Chairman

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Recorded by Records Administrator

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Brittany Crutchfield
Signature

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8/17/2021
Date

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Balm Grove Community Development District

SEAL

Established March 10, 2021
Hillsborough County, Florida

Official District Seal