

Sunbridge Stewardship District

12051 Corporate Boulevard, Orlando, FL 32817; 407-382-3256

<https://www.sunbridgestewardshipdistrict.com/>

The following is the proposed agenda for the meeting of the Board of Supervisors for the Sunbridge Stewardship District, scheduled to be held **Tuesday, November 1, 2018 at 3:30 p.m. at the Narcoossee Community Center, 5354 Rambling Road, St. Cloud, FL 34771**. Questions or comments on the Board Meeting or proposed agenda may be addressed to Carol Harris at CarolH@Fishkind.com or (407) 382-3256. A quorum (consisting of at least three of the five Board Members) will be confirmed prior to the start of the Board Meeting.

If you would like to attend the Board Meeting by phone, you may do so by dialing:

Dial-In: **1-866-398-2885**

Code: **656827**

BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
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- 1. **Consideration of the Minutes of the September 25, 2018 Board of Supervisors Meeting**
- 2. **Consideration of Amended Website Agreement (provided under separate cover)**
- 3. **Consideration of Resolution 2019-01, Appointing Interim Registered District Engineer (provided under separate cover)**

Business Matters

- 4. **Consideration of Poulous & Bennett Agreement for GIS Services (provided under separate cover)**
- 5. **Review of Monthly Financials**

Other Business

- A. Staff Reports
 - District Counsel
 - Interim Engineer –
 - District Manager - **Next Meeting 12/6**
- B. Supervisor Requests and Audience Comments

Adjournment

Sunbridge Stewardship District

**Consideration of the Minutes
of the September 25, 2018
Board of Supervisors Meeting**

MINUTES OF MEETING

SUNBRIDGE STEWARDSHIP DISTRICT BOARD OF SUPERVISORS' MEETING

Tuesday, September 25, 2018 at 9:30 a.m.

**Narcoossee Community Center, 5354 Rambling Road,
St. Cloud, FL 34771**

Board Members Present:

Christyann Courtney	Board Member
Richard Levey	Board Member
Rob Adams	Board Member

Also Present:

Hank Fishkind	Fishkind & Associates, Inc.	
Sonali Patil	Fishkind & Associates, Inc.	
Graig Collins	Tavistock Development	
Carol Harris	Fishkind & Associates, Inc.	(via phone)
Clint Beaty	Tavistock Development	(via phone)
Jonathan Johnson	Hopping Green & Sams, P.A	(via phone)

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order. The Board Members, staff, and public in attendance are outlined above.

SECOND ORDER OF BUSINESS Collins

Swearing in Craig

Ms. Patil began to administer the oath of office to Mr. Collins who was appointed to the Board at the last meeting. Mr. Collins stated that he is not an American Citizen. He is a Canadian Citizen. Dr. Fishkind stated that Mr. Collins cannot serve because he is not qualified. The District cannot have a valid meeting without a quorum.

Mr. Levey asked if there is anything on the agenda that cannot wait till a reschedule. Mr. Johnson stated that the budget must be adopted by September 30, 2018 and if the District is not able to do that then a meeting will need to be rescheduled as soon as possible.

Dr. Fishkind asked if the District can continue this meeting even though they did not have a quorum until a time certain or do they need to re-advertise. Mr.

Johnson stated that the District cannot do that because they must have a valid meeting to continue it and this is not a valid meeting since there is no quorum. Mr. Johnson asked if there is anyone else from the Tavistock Team who might serve for a meeting on the Board. Mr. Adams mentioned Mr. Ireland but he is not present.

Dr. Fishkind asked if he could join the meeting later on today. Mr. Levey tried to get cell service to call Mr. Ireland. Dr. Fishkind asked if District staff could put a notice on the door. Mr. Johnson stated that if the meeting is conducted today he can put a notice on the door that the meeting is delayed due to quorum issues and will reconvene at, and then list a specific time.

Mr. Levey called Clint Beaty and asked if he could come down to be sworn into the Board to be present for this meeting. He said that he was prepping for a different meeting but he would ask Ms. Courtney. Ms. Courtney stated that she could be there.

THIRD ORDER OF BUSINESS
Courtney

Swearing in Christyann

Dr. Fishkind noted that the meeting is back on the record and Ms. Courtney will be sworn onto the Board. Ms. Patil administered the oath of office to Ms. Courtney.

Dr. Fishkind explained the Sunshine Law for the record.

FOURTH ORDER OF BUSINESS

Public Comment Period

There were no public comments.

FIFTH ORDER OF BUSINESS

**Consideration of the Minutes of
the July 5, 2018 Board of
Supervisors' Meeting**

The Board reviewed the minutes of the July 5, 2018 Board of Supervisors Meeting.

On MOTION by Mr. Adams, seconded by Mr. Levey, with all in favor, the Board approved the Minutes of the July 5, 2018 Board of Supervisors' Meeting.

SIXTH ORDER OF BUSINESS

**Consideration of Appointment
of a replacement for Seat 5 and
Administering Oath of Office**

Dr. Fishkind announced the Board just did that by administering Ms. Courtney to the Board.

Note: This will need to be amended. Christyann was filling the seat for Craig Collin – Seat 3.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution
2018-07, Electing Officers**

Dr. Fishkind suggested adding Ms. Courtney as an Assistant Secretary in Liew of Mr. Collins and make a small change to add Ms. Harris as Assistant Secretary.

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board approved Resolution 2018-07, Electing Officers, as amended.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution
2018-08, Adopting the Fiscal
Year 2018-2019**

Mr. Levey explained that the Board currently meets on the first Thursday of each month at 3:30 p.m. Dr. Fishkind proposed a change to see if the Board could meet on October 11, 2018 at 3:30 p.m. so the District could have a little time for the advertisement in Liew of October 4, 2018.

On MOTION by Ms. Courtney, seconded by Mr. Adams, with all in favor, the Board approved Resolution 2018-08, Adopting the Fiscal Year 2018-2019, as amended.

Mr. Levey requested that the Board gets meeting invites for the year sent to them by the District Manager.

NINTH ORDER OF BUSINESS

**Consideration of Resolution
2018-09, Ratifying the Actions
of the District Manager to**

Amend Resolution 2018-06 to Reschedule the Public Hearing Date Related to the Adoption of the Fiscal Year 2018-2019 Budget

Dr. Fishkind stated that District management moved the public hearing date to today because the advertisement was not able to be published as intended.

On MOTION by Ms. Courtney, second by Mr. Adams, with all in favor, the Board approved Resolution 2018-09, Ratifying the Actions of the District Manager to Amend Resolution 2018-06 to Reschedule the Public Hearing Date Related to the Adoption of the Fiscal Year 2018-2019 Budget.

TENTH ORDER OF BUSINESS

Public Hearing on the Adoption of the District's Fiscal Year 2018-2019 Budget

- a) **Public Comments and Testimony**
- b) **Board Comments**
- c) **Consideration of Resolution 2018-10, Adopting the Fiscal Year 2018-2019 Budget and Appropriating Funds**

Dr. Fishkind mentioned that the Board needs to open the Public hearing. Mr. Levey requested a motion to open the public hearing.

On MOTION by Mr. Adams, second by Ms. Courtney, with all in favor, the Board opened the Public Hearing.

Mr. Levey noted for the record that there are no members of the public present. Dr. Fishkind explained that the Fiscal Year 2019 budget is the same as last year and that through the current fiscal year the District is underbudget in their expenses. There were no comments from the Board. Mr. Levey requested a motion to close the public hearing.

On MOTION by Mr. Adams, second by Ms. Courtney, with all in favor, the Board closed the Public Hearing.

Mr. Levey requested a motion to consider Resolution 2018-10.

On MOTION by Mr. Adams, second by Ms. Courtney, with all in favor, the Board approved Resolution 2018-10, Adopting the Fiscal Year 2018-2019 Budget and Appropriating Funds.

ELEVENTH ORDER OF BUSINESS

Consideration of Funding Agreement for Fiscal Year 2018-2019

Mr. Levey stated that this agreement is between the Developer and the District. Dr. Fishkind stated that it is in standard form and is the same as last year.

On MOTION by Mr. Adams, second by Ms. Courtney, with all in favor, the Board approved the Funding Agreement for Fiscal Year 2018-2019.

TWELFTH ORDER OF BUSINESS

Ratification of Funding Request No. 3

The Board reviewed Funding Request No. 3.

On MOTION by Mr. Adams, second by Ms. Courtney, with all in favor, the Board ratified Funding Request No. 3.

THIRTEENTH ORDER OF BUSINESS

Ratification of Payment Authorizations Nos. 26 - 29

The Board reviewed Payment Authorizations Nos. 26 – 29.

On MOTION by Mr. Adams, second by Ms. Courtney, with all in favor, the Board ratified Payment Authorization Nos. 26 – 29.

FOURTEENTH ORDER OF BUSINESS

Review of Monthly Financials

There was no action required by the Board.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel- No Report.

District Manager- Dr. Fishkind explained that in consultation with Mr. Levey, the Chair, he authorized expenditures so that District staff could cover the Board for General Liability and protection of the Board. Dr. Fishkind stated that there is no action required.

Dr. Fishkind explained that the District Manager's Office has updated the District's website because there have been attempts to sue District's and governments do to their websites not being ADA compliant. Dr. Fishkind stated that this District is now compliant because the District Manager has taken proactive steps with all of their District's.

Mr. Levey asked if District Management was working on Board emails.

Ms. Harris explained that there will be a landowners' Election on November 6, 2018 and Seats 1, 3, and 5 will be up for election. Dr. Fishkind asked who is in Seat 1 and Ms. Harris responded that Mr. Levey is in Seat 1, Ms. Courtney is in Seat 3, and Seat 5 is vacant.

NOTE: Seats 4 & 5 are up for re-election.

SIXTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss. Mr. Levey requested a motion to adjourn.

ON MOTION by Mr. Adams, second by Ms. Courtney, the meeting September 25, 2018 meeting of the Sunbridge Stewardship District was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Sunbridge Stewardship District

**Consideration of Amended Website
Agreement
(provided under separate cover)**

Sunbridge Stewardship District

**Consideration of Resolution 2019-01,
Appointing Interim District Engineer
And
District Engineer Agreement**

Sunbridge Stewardship District

**Consideration of Poulous & Bennett
Agreement for GIS Services
(provided under separate cover)**

Sunbridge Stewardship District

Review of Monthly Financials

Sunbridge Stewardship District

Statement of Activities

As of 9/30/2018

General Fund

Revenues

Developer Contributions	\$100,000.00
Other Income & Other Financing Sources	10.00
Total Revenues	<u>\$100,010.00</u>

Expenses

Management	\$45,000.00
District Counsel	18,466.48
Travel and Per Diem	35.91
Telephone	13.24
Postage & Shipping	68.38
Copies	315.45
Legal Advertising	1,085.03
Miscellaneous	25.00
Web Site Maintenance	1,862.50
Dues, Licenses, and Fees	175.00
Total Expenses	<u>\$67,046.99</u>

Other Revenues (Expenses) & Gains (Losses)

Total Other Revenues (Expenses) & Gains (Losses)	<u>\$0.00</u>
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Change In Net Assets \$32,963.01

Net Assets At Beginning Of Year (\$13,087.94)

Net Assets At End Of Year \$19,875.07

Sunbridge Stewardship District
Statement of Financial Position
As of 9/30/2018

General Fund

Assets

Current Assets

General Checking Account	\$20,414.07
Total Current Assets	<u>\$20,414.07</u>

Total Assets

\$20,414.07

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$539.00
Total Current Liabilities	<u>\$539.00</u>

Total Liabilities

\$539.00

Net Assets

Net Assets - General Government	(\$13,087.94)
Current Year Net Assets - General Government	32,963.01

Total Net Assets

\$19,875.07

Total Liabilities and Net Assets

\$20,414.07

Sunbridge Stewardship District
 Budget to Actual
 For the Month Ending 9/30/2018

	Year To Date			FY 2018 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
Developer Contributions	\$ 100,000.00	\$ 178,200.00	\$ (78,200.00)	\$ 178,200.00
Other Income & Other Financing Sources	10.00	-	10.00	-
Net Revenues	\$ 100,010.00	\$ 178,200.00	\$ (78,190.00)	\$ 178,200.00
<u>General & Administrative Expenses</u>				
Trustee Services	\$ -	\$ 6,000.00	\$ (6,000.00)	\$ 6,000.00
Management	45,000.00	45,000.00	-	45,000.00
Engineering	-	12,000.00	(12,000.00)	12,000.00
Dissemination Agent	-	5,000.00	(5,000.00)	5,000.00
District Counsel	18,466.48	25,000.00	(6,533.52)	25,000.00
Audit	-	6,000.00	(6,000.00)	6,000.00
Travel and Per Diem	35.91	500.00	(464.09)	500.00
Telephone	13.24	200.00	(186.76)	200.00
Postage & Shipping	68.38	300.00	(231.62)	300.00
Copies	315.45	500.00	(184.55)	500.00
Legal Advertising	1,085.03	8,000.00	(6,914.97)	8,000.00
Bank Fees	-	250.00	(250.00)	250.00
Miscellaneous	25.00	-	25.00	-
Web Site Maintenance	1,862.50	1,200.00	662.50	1,200.00
Dues, Licenses, and Fees	175.00	250.00	(75.00)	250.00
General Insurance	-	6,000.00	(6,000.00)	6,000.00
Landscaping Maintenance & Material	-	55,000.00	(55,000.00)	55,000.00
Contingency	-	7,000.00	(7,000.00)	7,000.00
Total General & Administrative Expenses	\$ 67,046.99	\$ 178,200.00	\$ (111,153.01)	\$ 178,200.00
Total Expenses	\$ 67,046.99	\$ 178,200.00	\$ (111,153.01)	\$ 178,200.00
Net Income (Loss)	\$ 32,963.01	\$ -	\$ 32,963.01	\$ -