

Sunbridge Stewardship District

12051 Corporate Boulevard, Orlando, FL 32817; 407-723-5900

<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 **Thursday, September 5, 2019 3:30 a.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 HarrisCa@PFM.COM or (407) 723-5900. 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

- 1) Consideration of the Minutes from the August 1, 2019 Board of Supervisors' Meeting,
- 1) Ratification of Payment Authorizations 60-62
- 2)
- 3) Review of Monthly Financials

Other Business

- A. Staff Reports
 - o District Counsel
 - o Interim Engineer
 - o District Manager **October 3, 2019 3:30 p.m.**
- B. Supervisor Requests and Audience Comments

Adjournment

Sunbridge Stewardship District

**Consideration of the Minutes
From the August 1, 2019
Board of Supervisors' Meeting**

MINUTES OF MEETING

**SUNBRIDGE STEWARDSHIP DISTRICT
CONTINUED BOARD OF SUPERVISORS' MEETING**

Thursday, August 1, 2019 at 3:30 p.m.

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

Board Members Present:

Richard Levey	Chair
Cristyann Courtney	Assistant Secretary
Heather Isaacs	Assistant Secretary

Also Present:

Lynne Mullins	PFM	
Jennifer Walden	PFM	(via phone)
Lindsay Whelan	Hopping, Green & Sams	(via phone)
J.D. Humpherys	Suburban Land Reserve	(via phone)
Lance Bennett	Poulos & Bennett	(via phone)
Clint Beaty	Tavistock Development	(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

Public Comment Period

There were no public comments.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes
a) Board of Supervisors' Meeting
May 2, 2019**

The Board reviewed the minutes for the May 2, 2019 Board of Supervisors' Meeting. Ms. Courtney provided edits.

On MOTION by Ms. Isaacs, seconded by Ms. Courtney, with all in favor, the Board approved the minutes for the May 2, 2019 Board of Supervisors' Meeting, as amended.

b) Board of Supervisors' Continued Meeting, May 24, 2019

The Board reviewed the minutes for the May 24, 2019 Board of Supervisors' Continued Meeting.

On MOTION by Ms. Isaacs, seconded by Ms. Courtney, with all in favor, the Board approved the minutes for the May 24, 2019 Board of Supervisors' Continued Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2019-07, Adopting the Fiscal Year 2019-2020 Annual Meeting Schedule

District staff recommended keeping the current schedule of the first Thursday of the month at 3:30 p.m. at this location. The actual dates are shown in exhibit A.

On MOTION by Ms. Isaacs, seconded by Ms. Courtney, with all in favor, the Board approved Resolution 2019-07, adopting the Fiscal Year 2019-2020 Annual Meeting Schedule.

FIFTH ORDER OF BUSINESS

Review and Accept the FY 2018 Audit

Ms. Mullins noted that it was considered a clean audit. There were no deficiencies internal controls that would be considered material weaknesses. Ms. Whelan stated that this should have been submitted at the end of June so this motion should be a ratification of the Audit Report.

On MOTION by Ms. Isaacs, seconded by Ms. Courtney, with all in favor, the Board ratified the Fiscal Year 2018 Audit.

SIXTH ORDER OF BUSINESS

Public Hearing on Adopting the District's Fiscal Year 2019-2020 Budget

- a) Public Comments and Testimony**
- b) Board Comments**
- c) Consideration of Resolution 2019-08, Adopting the Fiscal Year 2019-2020 Budget and Appropriating Funds**

Ms. Mullins noted for the record that the budget has been sent to the County at least 60 days prior to the public hearing. The public hearing has been advertised in the newspaper as required by Florida Statute. Ms. Mullins requested a motion to open the public hearing.

On MOTION by Ms. Isaacs, seconded by Ms. Courtney, with all in favor, the Board opened the Public Hearing.

There are no members of the public present at this time. There were no Board comments on the budget.

On MOTION by Ms. Courtney, seconded by Ms. Isaacs, with all in favor, the Board approved Resolution 2019-08, Adopting the Fiscal Year 2019-2020 Budget and Appropriating Funds.

Dr. Levey requested a motion to close the public hearing.

On MOTION by Ms. Isaacs, seconded by Ms. Courtney, with all in favor, the Board closed the Public Hearing.

SEVENTH ORDER OF BUSINESS

Consideration of Fiscal Year 2019-2020 Funding Agreement

Ms. Mullins explained that this agreement is with Tavistock East Services, LLC to fund the O&M Budget that was just approved by the Board.

Ms. Whelan stated that there have not been any changes to the form of this agreement. It is the same agreement that the Board has approved in prior years.

On MOTION by Ms. Isaacs, seconded by Ms. Courtney, with all in favor, the Board approved the Fiscal Year 2019-2020 Funding Agreement.

EIGHTH ORDER OF BUSINESS

**Ratification of Payment
Authorizations 51-59**

Ms. Mullins explained that these have been approved and paid and just need to be ratified by the Board.

On MOTION by Ms. Isaacs, seconded by Ms. Courtney, with all in favor, the Board ratified Payment Authorizations 51-59.

NINTH ORDER OF BUSINESS

Ratification of Funding Request 7-8

The Board reviewed Funding Request 7-8.

On MOTION by Ms. Courtney, seconded by Ms. Isaacs, with all in favor, the Board ratified Funding Request 7-8.

TENTH ORDER OF BUSINESS

Review of Monthly Financials

Ms. Mullins noted that the District is currently running under budget. No action is required by the board at this time.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel- Ms. Whelan stated that the District had a bond validation mid-June. The District successfully received a final judgement validating the District proposed issuance of bonds. District Counsel is waiting on the receipt of a certificate of no appeal.

Interim Engineer- No Report

District Manager- Ms. Mullins stated that the next meeting is scheduled for September 5, 2019 at 3:30 p.m. at this location.

TWELFTH ORDER OF BUSINESS

**Supervisor Requests & Audience
Comments**

There were no Supervisor requests or audience comments.

THIRTEENTH ORDER OF BUSINESS

Continuation

There was no further business to discuss.

ON MOTION by Ms. Isaacs, second by Ms. Courtney, the August 1, 2019 meeting of the Sunbridge Stewardship District was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Sunbridge Stewardship District

Ratification of Payment Authorizations 60-62

**Sunbridge Stewardship District
Payment Authorizations
Nos. 60-62**

<u>PA #</u>	<u>Date</u>	<u>Vendors</u>	<u>General Fund</u>	<u>Capital Fund</u>	<u>Total</u>
		Hopping Green & Sams			
		General Counsel Thru 06/30/2019 (GF)	2,090.00		
		Bond Validation Thru 06/30/2019 (CP)	18,128.64		
60	7/26/2019	Osceola News-Gazette			
		Legal Advertising			
		07/13/2019 & 07/20/2019	123.64		
		PFM Group Consulting			
		DM Fee: July 2019	\$ 3,750.00		
		Website Fee: July 2019	\$ 100.00		
			\$6,063.64	\$18,128.64	\$24,192.28
		Poulos & Bennett			
		Engineer Services Thru 06/30/2019	18323.25		
		PFM			
61	8/2/2019	May Copies	60.90		
		March Postage	1.50		
		April Postage	4.00		
		May Postage	.50		
			\$66.90	\$18,323.25	\$18,390.15
62	8/9/2019	PFM			
		June Reimbursibles	42.32		
			\$42.23	\$0.00	\$42.23
Total			\$6,172.77	\$36,451.89	\$42,624.66

SUNBRIDGE STEWARDSHIP DISTRICT

Payment Authorization No. 060

7/26/2019

Item No.	Vendor	Invoice Number	General Fund	Capital Projects
1	Hopping Green & Sams General Counsel Through 06/30/2019 Bond Validation Through 06/30/2019	108745	\$ 2,090.00	
		108746		\$ 18,128.64
2	Osceola News-Gazette Legal Advertising on 07/13/2019 & 07/20/2019	103601	\$ 123.64	
3	PFM Group Consulting DM Fee: July 2019 Website Fee: July 2019	DM-07-2019-0061	\$ 3,750.00	
		DM-07-2019-0062	\$ 100.00	
			\$ 6,063.64	\$ 18,128.64
TOTAL			\$ 24,192.28	



Board Member

Please Return To:
Sunbridge Stewardship District
c/o Fishkind & Associates
12051 Corporate Boulevard
Orlando, FL 32817

RECEIVED JUL 27 2019

SUNBRIDGE STEWARDSHIP DISTRICT

Payment Authorization No. 061

8/2/2019

Item No.	Vendor	Invoice Number	General Fund	Capital Projects
1	PFM Group Consulting			
	May Copies	OE-EXP-00057	\$ 60.90	
	March Postage	OE-EXP-00058	\$ 1.50	
	April Postage	OE-EXP-00059	\$ 4.00	
	May Postage	OE-EXP-00060	\$ 0.50	
2	Poulos & Bennett			
	Engineer Services Through 06/30/2019	18-203(8)		\$ 18,323.25

\$ 66.90 \$ 18,323.25

TOTAL \$ 18,390.15



Board Member

Please Return To:
Sunbridge Stewardship District
c/o Fishkind & Associates
12051 Corporate Boulevard
Orlando, FL 32817

RECEIVED AUG 04 2019

SUNBRIDGE STEWARDSHIP DISTRICT

Payment Authorization No. 062

8/9/2019

Item No.	Vendor	Invoice Number	General Fund
1	PFM Group Consulting June Reimbursables	OE-EXP-00261	\$ 42.32
		TOTAL	\$ 42.32



Board Member

Please Return To:
Sunbridge Stewardship District
c/o Fishkind & Associates
12051 Corporate Boulevard
Orlando, FL 32817

RECEIVED AUG 10 2019

Sunbridge Stewardship District

Review of Monthly Financials

Sunbridge Stewardship District
Statement of Activities
As of 7/31/2019

	General Fund	Capital Projects Fund	Total
<u>Revenues</u>			
Developer Contributions	\$39,096.60		\$39,096.60
Developer Contributions		\$60,903.40	60,903.40
Total Revenues	<u>\$39,096.60</u>	<u>\$60,903.40</u>	<u>\$100,000.00</u>
<u>Expenses</u>			
D&O Insurance	\$2,250.00		\$2,250.00
Management	37,500.00		37,500.00
District Counsel	17,902.03		17,902.03
Audit	3,000.00		3,000.00
Travel and Per Diem	58.03		58.03
Telephone	108.13		108.13
Postage & Shipping	7.26		7.26
Copies	219.60		219.60
Legal Advertising	986.17		986.17
Web Site Maintenance	1,000.00		1,000.00
Dues, Licenses, and Fees	175.00		175.00
General Insurance	2,750.00		2,750.00
Engineering		\$43,593.20	43,593.20
District Counsel		58,607.72	58,607.72
Total Expenses	<u>\$65,956.22</u>	<u>\$102,200.92</u>	<u>\$168,157.14</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>			
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change In Net Assets	(\$26,859.62)	(\$41,297.52)	(\$68,157.14)
Net Assets At Beginning Of Year	<u>\$18,905.33</u>	<u>\$0.00</u>	<u>\$18,905.33</u>
Net Assets At End Of Year	<u><u>(\$7,954.29)</u></u>	<u><u>(\$41,297.52)</u></u>	<u><u>(\$49,251.81)</u></u>

Sunbridge Stewardship District
Statement of Financial Position
As of 7/31/2019

	General Fund	Capital Projects Fund	Total
<u>Assets</u>			
<u>Current Assets</u>			
General Checking Account	\$1,669.26		\$1,669.26
Total Current Assets	\$1,669.26	\$0.00	\$1,669.26
Total Assets	\$1,669.26	\$0.00	\$1,669.26
<u>Liabilities and Net Assets</u>			
<u>Current Liabilities</u>			
Accounts Payable	\$9,623.55		\$9,623.55
Accounts Payable		\$41,297.52	41,297.52
Total Current Liabilities	\$9,623.55	\$41,297.52	\$50,921.07
Total Liabilities	\$9,623.55	\$41,297.52	\$50,921.07
<u>Net Assets</u>			
Net Assets - General Government	\$18,905.33		\$18,905.33
Current Year Net Assets - General Government	(26,859.62)		(26,859.62)
			\$0.00
Current Year Net Assets, Unrestricted		(41,297.52)	(41,297.52)
Total Net Assets	(\$7,954.29)	(\$41,297.52)	(\$49,251.81)
Total Liabilities and Net Assets	\$1,669.26	\$0.00	\$1,669.26

Sunbridge Stewardship District
 Budget to Actual
 For the Month Ending 7/31/2019

	Year To Date			FY 2019 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
Developer Contributions	\$ 39,096.60	\$ 148,500.00	\$ (109,403.40)	\$ 178,200.00
Net Revenues	\$ 39,096.60	\$ 148,500.00	\$ (109,403.40)	\$ 178,200.00
<u>General & Administrative Expenses</u>				
D&O Insurance	\$ 2,250.00	\$ -	\$ 2,250.00	\$ -
Trustee Services	-	5,000.00	(5,000.00)	6,000.00
Management	37,500.00	37,500.00	-	45,000.00
Engineering	-	10,000.00	(10,000.00)	12,000.00
Dissemination Agent	-	4,166.70	(4,166.70)	5,000.00
District Counsel	17,902.03	20,833.30	(2,931.27)	25,000.00
Audit	3,000.00	5,000.00	(2,000.00)	6,000.00
Travel and Per Diem	58.03	416.70	(358.67)	500.00
Telephone	108.13	166.70	(58.57)	200.00
Postage & Shipping	7.26	250.00	(242.74)	300.00
Copies	219.60	416.70	(197.10)	500.00
Legal Advertising	986.17	6,666.70	(5,680.53)	8,000.00
Bank Fees	-	208.30	(208.30)	250.00
Web Site Maintenance	1,000.00	1,000.00	-	1,200.00
Dues, Licenses, and Fees	175.00	208.30	(33.30)	250.00
General Insurance	2,750.00	5,000.00	(2,250.00)	6,000.00
Landscaping Maintenance & Material	-	45,833.30	(45,833.30)	55,000.00
Contingency	-	5,833.30	(5,833.30)	7,000.00
Total General & Administrative Expenses	\$ 65,956.22	\$ 148,500.00	\$ (82,543.78)	\$ 178,200.00
Total Expenses	\$ 65,956.22	\$ 148,500.00	\$ (82,543.78)	\$ 178,200.00
Net Income (Loss)	\$ (26,859.62)	\$ -	\$ (26,859.62)	\$ -