

Sunbridge Stewardship District

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

<https://www.sunbridgesd.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, October 1, 2020 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 Lynne Mullins at mullinsl@pfm.com or (407) 723-5935. A quorum (consisting of at least three of the five Board Members) will be confirmed prior to the start of the Board Meeting.

Please use the following information to join the telephonic conferencing:

Phone: 1-844-621-3956 **Participant Code:** 796 761 297#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. Consideration of the Minutes of the September 3, 2020 Board of Supervisors' Meeting

Business Matters

2. Consideration of Amended Fiscal Year 2021 Proposed Budget
3. Consideration of Cyrils Drive Mobility Fee Credit Agreement (*provided under separate cover*)
4. Consider of Mobility Free Credit Administration Agreement (*provided under separate cover*)
5. Ratification of Payment Authorization Nos. 102 - 105
6. Review of District's Financial Position and Budget to Actual YTD (*provided under separate cover*)

Other Business

- A. Staff Reports
 1. District Counsel
 2. District Manager
 3. District Engineer
- B. Supervisor Requests

Adjournment



Sunbridge Stewardship District

**Minutes of the September 3, 2020
Board of Supervisors' Meeting**

MINUTES OF MEETING

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

Thursday, September 3, 2020 at 3:30 p.m.

Via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-193.

Board Members Present:

Richard Levey	Chair
Brent Schademan	Assistant Secretary
Julie Salvo	Assistant Secretary
Frank Paris	Assistant Secretary

Also Present:

Lynne Mullins	PFM
Jennifer Walden	PFM
Kevin Plenzler	PFM Financial Advisors, LLC
Johnathan Johnson	District Counsel
Clint Beaty	Tavistock
Cristyann Courtney	Tavistock
Christie Baxter	Poulos & Bennett

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

Dr. Levey noted for the record there were no members of the public present.

THIRD ORDER OF BUSINESS

**Discussion regarding Executive
Orders 20-52, 20-69, & 20-193**

Ms. Mullins stated Executive Orders 20-52, 20-69 and 20-179 included in the packet are these executive orders which state that the District is able to hold their meetings via telephonic conferencing due to the COVID-19 situation. Also, included is a proof of the ad that was placed for today's meeting which notes those executive orders as well as the telephonic conferencing information. No action is required by happy to answer any questions.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes from the August 21, 2020 Board of Supervisors' Meeting

The Board reviewed the minutes for the August 21, 2020 Board of Supervisors' Meeting.

On MOTION by Mr. Schademan, seconded by Mr. Paris, with all in favor, the Board approved the minutes for the August 21, 2020 Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

Consideration of Lighting Installation, Upgrade and Service Agreement (Cyrils Drive Phase 1)

Mr. Johnson stated this is an agreement with the Orlando Utilities Commission which will provide for the installation, upgrade and service elements of street lighting along Cyrils Drive Phase 1. Staff has reviewed and is recommending approval.

Dr. Levy asked Ms. Mullins if this item was covered in the budget. Ms. Mullins stated this was not included in the Fiscal Year 2021 Budget but there are a few line items we could move around. Mr. Beaty stated he believes the monthly amount is under \$1,000.00. Dr. Levey requested that we bring a proposed amended budget back before the Board including a lighting line item.

On MOTION by Ms. Salvo, seconded by Mr. Paris, with all in favor, the Board approved the Lighting Installation, Upgrade and Service Agreement (*Cyrils Dive Phase 1*).

SIXTH ORDER OF BUSINESS

Consideration of Cyrils Drive Mobility Fee Credit Agreement - Tabled

Mr. Johnson asked that this item be table till next month.

SEVENTH ORDER OF BUSINESS

Consideration of Mobility Free Credit Administration Agreement - Tabled

Mr. Johnson asked that this item be table till next month.

EIGHTH ORDER OF BUSINESS

**Ratification of Payment Authorization
No. 101**

The Board reviewed Payment Authorization 101. Dr. Levey noted this has been approved, paid, and needs to be ratified by the Board.

On MOTION by Mr. Paris, seconded by Mr. Schademan, with all in favor, the Board ratified Payment Authorization No. 101.

NINTH ORDER OF BUSINESS

**Review of District’s Financial Position
and Budget to Actual YTD**

The Board reviewed the monthly financials as of August 31, 2020. Ms. Mullins noted the District is currently running under budget. There was no action required by the Board

TENTH ORDER OF BUSINESS

Staff Reports

District Counsel- No report

District Manager- No Report

Engineer- No Report

ELEVENTH ORDER OF BUSINESS

Adjournment

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

ON MOTION by Mr. Schademan, seconded by Mr. Paris, the meeting September 3, 2020 meeting of the Sunbridge Stewardship District was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Sunbridge Stewardship District

Amended Fiscal Year 2021 Proposed Budget

Sunbridge Stewardship District
 FY 2021 O&M Proposed Amended Budget

	FY 2020 Adopted Budget	FY 2021 Proposed Amended Budget
<u>Revenues</u>		
On-roll Assessments	\$ -	\$ 206,875.00
Developer Contributions	178,200.00	-
Net Revenues	\$ 178,200.00	\$ 206,875.00
<u>General & Administrative Expenses</u>		
D&O Insurance	\$ 2,475.00	\$ 2,700.00
Trustee Services	6,000.00	6,000.00
Management	50,000.00	70,000.00
Engineering	12,000.00	12,000.00
Dissemination Agent	5,000.00	5,000.00
District Counsel	25,000.00	25,000.00
Assessment Administration	-	7,500.00
Reamortization Schedules	125.00	125.00
Audit	6,000.00	6,000.00
Travel and Per Diem	500.00	500.00
Telephone	200.00	200.00
Postage & Shipping	300.00	300.00
Copies	500.00	500.00
Legal Advertising	8,000.00	8,000.00
Web Site Maintenance	2,400.00	2,400.00
Lighting	-	12,000.00
Dues, Licenses, and Fees	200.00	175.00
General Insurance	3,025.00	3,200.00
Landscaping Maintenance & Material	50,000.00	38,000.00
Quickbooks Subscription	-	800.00
Contingency	6,475.00	6,475.00
Total General & Administrative Expenses	\$ 178,200.00	\$ 206,875.00
Total Expenses	\$ 178,200.00	\$ 206,875.00
Net Income (Loss)	\$ -	\$ -

Sunbridge Stewardship District

Cyrils Drive Mobility Fee Agreement
(provided under separate cover)

Sunbridge Stewardship District

Mobility Fee Credit Agreement
(provided under separate cover)

**Sunbridge
Stewardship District**


**Payment Authorization
Nos. 102 - 105**

SUNBRIDGE STEWARDSHIP DISTRICT

Payment Authorization No. 102

8/28/2020

Item No.	Vendor	Invoice Number	General Fund
1	Hopping Green & Sams		
	General Counsel Through 05/31/2020	115436	\$ 3,740.00
	General Counsel Through 07/31/2020	116775	\$ 7,064.46
2	Poulos & Bennett		
	Engineering Services Through 07/31/2020	18-203(17)	\$ 50.00
	Engineering Services Through 07/31/2020	18-203(18)	\$ 300.00
TOTAL			\$ 11,154.46



Board Member

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

Received via email on August 29, 2020 - ALane

SUNBRIDGE STEWARDSHIP DISTRICT

Payment Authorization No. 103

9/4/2020

Item No.	Vendor	Invoice Number	General Fund
1	Osceola News-Gazette Legal Advertising on 08/27/2020 (Ad: 32033)	243052	\$ 107.05
TOTAL			\$ 107.05



Board Member

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RECEIVED

By Amanda Lane at 1:36 pm, Sep 08, 2020

SUNBRIDGE STEWARDSHIP DISTRICT

Payment Authorization No. 104

9/11/2020

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	PFM Group Consulting			
	FY 2021 Tax Roll Preparation and Submission	FY21-TR-0025	\$ 7,500.00	FY 2021
2	VGlobalTech			
	ADA Website Maintenance: August	1838	\$ 100.00	FY 2020
	ADA Website Maintenance: September	1898	\$ 100.00	FY 2020

TOTAL \$ 7,700.00

200.00	FY 2020
7,500.00	FY 2021



Board Member

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RECEIVED
By Amanda Lane at 12:01 pm, Sep 15, 2020

SUNBRIDGE STEWARDSHIP DISTRICT

Payment Authorization No. 105

9/18/2020

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	Egis Insurance Advisors FY 2021 Insurance	11666	\$ 5,381.00	FY 2021
2	Irrigation Systems 6200 Even Cyrils Dr Irr; Service 08/03/2020 - 09/02/2020	--	\$ 1,894.48	FY 2020
3	Osceola News-Gazette Legal Advertising on 09/24/2020 (Updated Ad) Legal Advertising on 09/24/2020	32200 32200	\$ 58.80 \$ 60.30	FY 2021 FY 2021
4	PFM Group Consulting DM Fee: September 2020 Postage: July 2020 Reimburseables: August 2020	DM-09-2020-0037 OE-EXP-01032 OE-EXP-01091	\$ 4,166.63 \$ 13.45 \$ 10.99	FY 2020 FY 2020 FY 2020
			\$ 11,585.65	
TOTAL			\$ 11,585.65	
			6,085.55	FY 2020
			5,500.10	FY 2021



Board Member

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Received via email on Sunday, September 20, 2020 - ALane

Sunbridge Stewardship District

**District's Financial Position and
Budget to Actual YTD**
(provided under separate cover)