

**MINUTES OF MEETING
WILLOW HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Willow Hammock Community Development District held a Public Hearing and Regular Meeting on March 6, 2020, at 10:00 a.m., at the office of ZNS Engineering, 201 5th Ave., Dr. E, Bradenton, Florida 34208.

Present at the meeting were:

Ryan Zook	Chair
Anne Mize (via telephone)	Assistant Secretary
Hal Lutz	Assistant Secretary
Greg Mundell	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Daniel Rom	Wrathell Hunt and Associates LLC
Tucker Mackie (via telephone)	District Counsel
Nathan Zagt	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 10:02 a.m. Supervisors Zook, Lutz and Mundell were present, in person. Supervisor Mize was attending via telephone. Supervisor Snyder was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

Ms. Cerbone made the following general comments:

- This is the first of four consecutive CDD Meetings with the same Boards and same Staff.
- Items addressed at this meeting may be repeated at the next three meetings.
- Additional details would be disclosed in this meeting; therefore, when a similar item is broached at a subsequent meeting, it would be noted that it was previously addressed and, if there are no questions, the next agenda item would be considered.

WILLOW HAMMOCK CDD**March 6, 2020****▪ Water Use Permit****This item was an addition to the agenda.**

Ms. Cerbone stated District Staff recently received a request from Mr. Joseph Haber, of Progressive Water Resources (PWR), regarding submittal of water use permit applications and related correspondence to the Southwest Florida Water Management District (SWFWMD).

Ms. Mackie stated, generally, it is not atypical for the Willow Hammock and Evergreen CDDs (WHCDD and EGDD) to review the water use system in advance of permits being transferred to the Districts for operation and maintenance (O&M), to make sure that Staff has a chance to review the permits and address any issues that might be present, in advance of transitioning them. The permit would be submitted to the SWFWMD for approval and, in doing so, Mr. Zagt noted that there were no issues with the report prepared by the company that prepared the application. Unless Mr. Zagt had any additional comments, the Chair could be authorized to review and execute the application and, once the SWFWMD completes its review, the permit would transfer to the District for O&M.

Mr. Zagt voiced his understanding that the report was from PWR, who already obtained a water use permit from the District to encompass Willow Hammock and Silver Stone North. The permit is a modification of what was previously submitted and approved and the report is simply a review of what was submitted.

Ms. Mize summarized that the water use permit was on the site, in the Developer's name. A water use permit must be in accordance with whoever owns the land and there are currently two entities for ownership; WHCDD and, in the future, Willows CDD (WILCDD). The permit would be divided and the regulatory agencies are studying the future uses for each CDD. She believed that the permit would be transferred to WHCDD and another entity and then, once Willows is platted and the CDD owns the land, the permit would be transferred again to that WILCDD for that portion. Mr. Zagt stated that the report also contained technical revisions and ownership language. Ms. Cerbone asked if the permit application was for both WHCDD and WILCDD. Mr. Zagt stated the application was for the CDD currently in place. He stated that Mr. Haber requested authorization to execute for the other CDD application. Ms. Mackie stated the Board could authorize the Chair to review and sign off, upon District Staff's sign off, and have the permit application ratified at a subsequent Board Meeting, as timing was an issue. Ms. Mize

motioned to authorize the Chair to coordinate and sign off on applications and reporting, since reporting would be required as part of the SWFWMD permit.

On MOTION by Ms. Mize and seconded by Mr. Zook, with all in favor, subject to appropriate District Staff review, authorizing the Chair to execute documents related to the water use permit and to ratify at a subsequent meeting, was approved.

Mr. Zagt left the meeting.

THIRD ORDER OF BUSINESS

Public Hearing to Hear Public Comments and Objections to the Adoption of the Amended and Restated Rules of Procedure, Pursuant to Sections 190.11(5), 190.011(15) and 190.035, Florida Statutes

Ms. Cerbone stated that the same amended rules of procedure would be used for the following meeting and this meeting would be used as a basis for subsequent meetings.

A. Affidavits of Publication

- **Notice of Rule Development**
- **Notice of Rulemaking**

The affidavits of publication were included for informational purposes.

B. Consideration of Resolution 2020-06, Adopting Amended and Restated Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Ms. Mackie stated the Rules of Procedure are periodically reviewed and updated. Most of the current changes are helpful, for efficiency, such as identifying what agenda materials must be posted on CDD websites and changes in the Auditor Selection process.

Ms. Mackie presented Resolution 2020-06.

On MOTION by Mr. Mundell and seconded by Mr. Lutz, with all in favor, Resolution 2020-06, Adopting Amended and Restated Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

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FOURTH ORDER OF BUSINESS

Consideration of Resolution 2020-07, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

Ms. Cerbone presented Resolution 2020-07. She reviewed the WHCDD Internal Controls Policy and summarized that the internal controls are essentially Best Practices, from an accounting, finance and risk-aversion perspective.

On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, Resolution 2020-07, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of January 31, 2020

Ms. Cerbone presented the Unaudited Financial Statements as of January 31, 2020.

On MOTION by Ms. Mize and seconded by Mr. Zook, with all in favor, the Unaudited Financial Statements as of January 31, 2020, were accepted.

SIXTH ORDER OF BUSINESS

Approval of December 6, 2019 Regular Meeting Minutes

Ms. Cerbone presented the December 6, 2019 Regular Meeting Minutes.

On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the December 6, 2019 Regular Meeting Minutes, as presented, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Hopping Green & Sams, PA*

There being nothing to report, the next item followed.

B. District Engineer: *ZNS Engineering, L.C.*

There being nothing to report, the next item followed.

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C. District Manager: *Wrathell, Hunt and Associates, LLC*

Ms. Cerbone reported the following:

- The April meeting could be cancelled if there would be a quorum at the May Meeting, when the proposed Fiscal Year 2021 budget would be presented.
- The proposed Fiscal Year 2021 budget must be presented and approved by June 15th.
- She would coordinate with Ms. Mize to determine if the “Engineering” line item amount should be adjusted.

Mr. Zook stated that the maintenance agreement between the CDD and the HOA would remain in place for the upcoming fiscal year.

- **NEXT MEETING: April 3, 2020 at 10:00 a.m.**
 - **QUORUM CHECK**

EIGHTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There being no Board Members’ comments or requests, the next item followed.

NINTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment


There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Lutz and seconded by Mr. Zook, with all in favor, the meeting adjourned at 10:26 a.m.

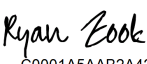
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Secretary/Assistant Secretary

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Chair/Vice Chair