

MINUTES OF MEETING
EAST RIDGE
COMMUNITY DEVELOPMENT DISTRICT

The Organizational meeting of the Board of Supervisors of the East Ridge Community Development District was held Monday, October 30, 2023 at 1:05 p.m. at 517 E. College Avenue, Tallahassee, Florida.

Present and constituting a quorum:

Brad Odom	Chairman
Garrison Burr <i>by phone</i>	Vice Chairman
Jamie Davenport	Supervisor
Jay Revell <i>joined late</i>	Supervisor
Peter Mettler	Supervisor

Also present:

Jim Oliver	District Manager, GMS
Jennifer Kilinski	District Counsel
Corbin deNagy	GMS
Howard McGaffney <i>by phone</i>	GMS
Chris Kuhn	

The following is a summary of the actions taken at the October 30, 2023 Organizational Meeting of the Board of Supervisors of the East Ridge Community Development District.

FIRST ORDER OF BUSINESS

Introduction

A. Call to Order

Mr. Oliver called the meeting to order.

B. Public Comment Period

Mr. Oliver stated that no one from the public was present.

C. Oath of Office

Mr. Oliver provided the oath of office for the three Board members, Brad Odom, Jamie Davenport, and Peter Mettler. The oaths of office will be signed after the meeting. Mr. Oliver noted that Mr. Garrison Burr would be sworn in before the next meeting since he wasn't present at this meeting.

SECOND ORDER OF BUSINESS**Organizational Matters****A. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190**

Mr. Oliver provided the information on Community Development Districts, the public official responsibilities, as well as the Florida Statutes Chapter 190 to the new Board members. He noted that they were now public officials and provided them with the guide to ethics and the Sunshine Law. He explained that they had to file a Form 1 Financial Disclosure with the Supervisor of Elections in the county in which they live. Ms. Kilinski also briefly explained the CDD, public official responsibilities and Florida Statutes Chapter 190 to the new Board members. She explained that they were going to send the new Board members a welcome package for review.

B. Consideration of Resolution 2024-01, Canvassing and Certifying the Results of the Landowners Election

Mr. Oliver noted that they had a Landowner Election earlier today and the proxy was executed by Mr. Brad Odom. Mr. Brad Odom executed votes for Brad Odom and Garrison Burr who get four-year terms and Jay Revell, Peter Mettler, and Jamie Davenport who get two-year terms.

On MOTION by Mr. Odom, seconded by Mr. Burr, with all in favor, Resolution 2024-01, Canvassing and Certifying the Results of the Landowners Election, was approved.

C. Election of Officers**1. Resolution 2024-02, Appointing Officers**

Mr. Oliver stated we will look to appoint a Chairman and Vice Chairman and the remaining Board members will be Assistant Secretaries and from my office. After discussion, it was decided for Brad Odom to serve as Chairman, Garrison Burr to serve as Vice Chairman, Peter Mettler, Jamie Davenport, and Jay Revell to serve as Assistant Secretaries, and Jim Oliver to serve as

Secretary. Also, it was decided for Howard McGaffney, Darrin Mossing, Marilee Giles and Daniel Laughlin to serve as Assistant Secretaries.

On MOTION by Mr. Odom, seconded by Mr. Davenport, with all in favor, Resolution 2024-02 Appointing Officers as slated above, was approved.

2. Resolution 2024-03, Appointing Treasurer and Assistant Treasurer

Mr. Oliver noted that this resolution would appoint himself as the Treasurer and Daniel Laughlin, Darrin Mossing, Marilee Giles, and Howard McGaffney as Assistant Treasurers, which allows them to sign checks and other documents.

On MOTION by Mr. Odom, seconded by Mr. Davenport, with all in favor, Resolution 2024-03 Appointing Treasurer and Assistant Treasurers, was approved.

THIRD ORDER OF BUSINESS

Retention of District Staff

A. Consideration of Agreement for District Management Services

1. Resolution 2024-04, Appointing District Manager

Mr. Oliver noted that he was with Governmental Management Services, and they have a proposal in the agenda package to serve as District Manager. He asked if that was ok with the Board. The Board agree.

On MOTION by Mr. Odom, seconded by Mr. Davenport, with all in favor, Resolution 2024-04 Appointing District Manager - GMS, was approved.

B. Consideration of Agreement for District Counsel Services

1. Resolution 2024-05, Appointing District Counsel

Mr. Oliver presented Resolution 2024-05 to the Board stating that this would be appointing Kilinski | Van Wyk PLLC for their District Counsel Services.

On MOTION by Mr. Odom, seconded by Mr. Revell, with all in favor, Resolution 2024-05 Appointing District Counsel – Kilinski | Van Wyk PLLC, was approved.

C. Resolution 2024-06, Selection of Registered Agent and Office

Mr. Oliver presented Resolution 2024-06 to the Board, which appoints the GMS office in St. Augustine, Florida as the registered office and Mr. Oliver would serve as the registered agent.

On MOTION by Mr. Odom, seconded by Mr. Revell, with all in favor, Resolution 2024-06 Selection of Registered Agent, Jim Oliver and Office, GMS, was approved.

D. Resolution 2024-07, Appointing Interim District Engineer

Mr. Oliver presented Resolution 2024-07, which appoints Moore Bass Consulting, Inc. as Interim District Engineer.

On MOTION by Mr. Davenport, seconded by Mr. Odom, with all in favor, Resolution 2024-07 Appointing Interim District Engineer – Moore Bass Consulting, Inc., was approved.

E. Consideration of Interim District Engineering Agreement and Work Authorization No. 1

Mr. Oliver presented this item to the Board. Ms. Kilinski explained this item to the Board and was happy to answer any questions the Board had on this agreement. Hearing none,

On MOTION by Mr. Odom, seconded by Mr. Revell, with all in favor, the Interim District Engineering Agreement and Work Authorization No. 1, was approved.

F. Request Authorization to Issue RFQ for Engineering Services

Mr. Oliver stated that Florida Law requires if you are going to retain a District Engineer on an ongoing basis, that you follow a public procurement process called the CCNA which is a notice in the newspaper. There are evaluation criteria that you would follow to award a contract. He noted this is a one-time one-page notice that goes in the newspaper.

On MOTION by Mr. Revell, seconded by Mr. Odom, with all in favor, the Authorization to Issue RFQ for Engineering Services, was approved.

FOURTH ORDER OF BUSINESS

Designation of Meetings and Hearing Dates

A. Consideration of Resolution 2024-08, Designation of Regular Monthly Meeting Date, Time and Location for Fiscal Year 2024

Mr. Oliver presented this item to the Board, and it was decided to table this item now and it will be considered at the November 14, 2023 meeting at 1:00 p.m.

B. Designation of Date of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes

1. Consideration of Resolution 2024-09, Setting a Public Hearing to Consider the Proposed Rules of the District

A. Rules of Procedure

Mr. Oliver presented this item to the Board, and it was decided to table this item now and it will be considered at the November 14, 2023 meeting at 1:00 p.m.

C. Designation of Dates of Public Hearing on the Budget for Fiscal Year 2024

1. Consideration of Resolution 2024-10, Setting the Public Hearing and Approving the Proposed Fiscal Year 2023/2024 Budgets

Mr. Oliver presented this item to the Board, and it was decided to table this item now and it will be considered at the November 14, 2023 meeting at 1:00 p.m.

2. Approval of the Fiscal Year 2024 Budget Funding Agreement

Mr. Oliver presented this item to the Board, and it was decided to table this item now and it will be considered at the November 14, 2023 meeting at 1:00 p.m.

3. Consideration of Funding Request No. 1

Mr. Oliver presented this item to the Board, and it was decided to table this item now and it will be considered at the November 14, 2023 meeting at 1:00 p.m.

D. Resolution 2024-11, Setting Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing No Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes

Mr. Oliver presented this item to the Board, and it was decided to table this item now and it will be considered at the November 14, 2023 meeting at 1:00 p.m.

**Jay Revell joined the meeting in person at this time.*

Mr. Oliver provided the oath of office to Jay Revell at this time.

FIFTH ORDER OF BUSINESS**Other Organizational Matters****A. Resolution 2024-12, Designating a Qualified Public Depository**

Mr. Oliver presented Resolution 2024-12 to the Board, which designates Truist Bank as the Qualified Public Depository.

On MOTION by Mr. Odom, seconded by Mr. Davenport, with all in favor, Resolution 2024-12, Designating Truist Bank as the Qualified Public Depository, was approved.

B. Resolution 2024-13, Authorization of Bank Account Signatories

Mr. Oliver noted this resolution allows the Chairman, the Vice Chairman, the Treasurer, Secretary and their Assistant Treasures and Secretaries to sign checks.

On MOTION by Mr. Revell, seconded by Mr. Odom, with all in favor, Resolution 2024-13 Authorization of Bank Account Signatories, was approved.

C. Consideration of Resolution 2024-14, Relating to Defense of Board Members

Ms. Kilinski stated that this resolution provides that if any of the Board members are sued in their compacity as a public official, as long as it's within the scope of their authority, the District will provide the defense.

On MOTION by Mr. Revell, seconded by Mr. Odom, with all in favor, Resolution 2024-14 Relating to Defense of Board Members, was approved.

D. Consideration of Resolution 2024-15, Adopting Internal Controls Policy

Ms. Kilinski stated that this was required by statute and was something that District Management Companies were doing anyway, but it was required to be formalized a couple of years ago. This provides for the way that a District management company would be directed to ensure that there is no fraud, waste, and abuse when it comes to the financial handling of District monies. She noted that she would be happy to answer any questions the Board had about the policy. Hearing none,

On MOTION by Mr. Revell, seconded by Mr. Davenport, with all in favor, Resolution 2024-15 Adopting Internal Controls Policy, was approved.

E. Resolution 2024-16, Ratifying District Counsel Recording the “Notice of Establishment” in the Property Records of Leon County in accordance with Chapter 190.0485, Florida Statutes

1. Notice of Establishment

Mr. Oliver presented Resolution 2024-16 to the Board. The Notice of Establishment was attached to the resolution.

On MOTION by Mr. Revell, seconded by Mr. Davenport, with all in favor, Resolution 2024-16 Ratifying District Counsel Recording the “Notice of Establishment” in the Property Records of Leon County in accordance with Chapter 190.0485, Florida Statute, was approved.

F. Consideration of Resolution 2024-17, Adopting Investment Guidelines

Mr. Oliver presented Resolution 2024-17 to the Board. He explained that they would use a qualified public depository as defined in Section 280.02, Florida Statutes.

On MOTION by Mr. Revell, seconded by Mr. Davenport, with all in favor, Resolution 2024-17 Adopting Investment Guidelines, was approved.

G. Consideration of Resolution 2024-18, Authorizing Execution of Public Depositor Report

Mr. Oliver stated this is authorizing the District Manager as Treasurer to execute the report which the accountants will do and then Mr. Oliver will sign off on.

On MOTION by Mr. Revell, seconded by Mr. Davenport, with all in favor, Resolution 2024-18 Authorizing Execution of Public Depositor Report, was approved.

H. Consideration of Resolution 2024-19 Designating a Policy for Public Comment

Mr. Oliver stated this is something that will not really be that effective until they have more residents, and they start attending. This sets the policy of things such as residents having three

minutes to speak and anything that would happen during these public comment sections at the beginning and end of the meetings.

On MOTION by Mr. Odom, seconded by Mr. Revell, with all in favor, Resolution 2024-19 Designating a Policy for Public Comments, was approved.

I. Consideration of Resolution 2024-20, Adopting a Travel and Reimbursement Policy

Mr. Oliver stated this is something that is required to be done whether it is taken advantage of or not, but Board members do have the right to have travel reimbursement.

On MOTION by Mr. Odom, seconded by Mr. Revell, with all in favor, Resolution 2024-20 Adopting a Travel and Reimbursement Policy, was approved.

J. Consideration of Resolution 2024-21, Adopting Prompt Payment Policy

Mr. Oliver stated that this resolution requires timely payment to vendors and contractors providing certain goods and services to the District.

On MOTION by Mr. Revell, seconded by Mr. Davenport, with all in favor, Resolution 2024-21 Adopting Prompt Payment Policy, was approved.

K. Consideration of Resolution 2024-22, Adopting a Records Retention Policy

Ms. Kilinski explained Resolution 2024-22 to the Board stating that the District was required to adopt a Public Record Retention Policy. She noted that the two options available were to keep everything or adopt a specific policy that would require staff to go through every record as it becomes available and then do a destruction schedule. She noted that most of their records were required to be kept for 30-years. She further explained this policy and that their recommendation would be to keep everything. The Board agreed.

On MOTION by Mr. Odom, seconded by Mr. Revell, with all in favor, Resolution 2024-22 Adopting a Records Retention Policy, was approved.

L. Consideration of Compensation to Board Members

Mr. Oliver stated Board members are eligible for up to \$200 a meeting up to \$4,800 per year in compensation so this will set that policy. It was noted that this was each individual Board members decision on whether they want to accept or not accept payment. All Board members accepted the compensation. Mr. Oliver noted that he would provide each Board member a W-4 Form as well as an I-9 Form.

On MOTION by Mr. Davenport, seconded by Mr. Odom, with all in favor, the Compensation to Board Members, was approved.

M. Resolution 2024-23, Designating a Local Public Records Office

Mr. Oliver stated that GMS had an office in Tallahassee. The Board agreed to designate GMS's office in Tallahassee as the local public records office.

On MOTION by Mr. Odom, seconded by Mr. Revell, with all in favor, Resolution 2024-23 Designating GMS's Office in Tallahassee as the Local Public Records Office, was approved.

N. Resolution 2024-24, Designating the Primary Administrative Office and Principal Headquarters of the District

Mr. Oliver stated that they would have their Primary Administrative Office as their office in St. Augustine and the other Principal Headquarters of the District as GMS's office in Tallahassee.

On MOTION by Mr. Davenport, seconded by Mr. Revell, with all in favor, Resolution 2024-24 Designating the Primary Administrative Office and Principal Headquarters of the District, was approved.

O. Consideration of Website Services Agreement

Mr. Oliver stated there is a proposal from Realign Web Design. They do a lot of their Districts. They are required to have a website for the District. It will be \$1,750 to create the website. There is the option of ADA compliance audit that is \$960 annually. They do not have to accept that as it is something that they offer. The websites do have to be ADA compliant. Mr. Oliver stated that they will do website creation only.

On MOTION by Mr. Davenport, seconded by Mr. Revell, with all in favor, the Website Services Agreement, was approved.

P. Authorization to Prepare Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1st for Leon County

Mr. Oliver stated that they prepare this for next August. Ms. Kilinski noted that they would likely hold until they do a bond issue.

On MOTION by Mr. Odom, seconded by Mr. Mettler, with all in favor, the Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.09 Florida Statutes to Coincide with Special District Filing Date of August 1st for Leon County, was approved.

Q. Consideration of Resolution 2024-25, Authorizing Chairperson to Execute Plats, Permits, and Conveyances

Ms. Kilinski stated that they typically do this in the beginning of the District to allow so that the Board does not have to come to approve plats, permits, or deeds. This will allow the Chairman to execute the conveyances as long as it's consistent with the District's Capital Improvement Plan. Ms. Kilinski's office reviews it, Mr. Oliver's office reviews it, and the District Engineer signs off.

On MOTION by Mr. Egger, seconded by Mr. Allen, with all in favor, Resolution 2024-25 Authorizing Chairperson to Execute Plats, Permits, and Conveyances, was approved.

R. Consideration of Resolution 2024-26, Authorizing the Disbursement of Funds

Mr. Oliver stated that this covers how things can be paid outside of meetings. He noted a lot of the items are contractual. It is what they are designating to pay for things without having to come before the Board.

On MOTION by Mr. Davenport, seconded by Mr. Revell, with all in favor, Resolution 2024-26, Authorizing the Disbursement of Funds, was approved.

S. Consideration of Resolution 2024-27, Ratifying Actions of District Staff in Noticing Landowners Meeting

Mr. Oliver stated that this Landowner's meeting was noticed in the local paper, and they met all the requirements for noticing it.

On MOTION by Mr. Revell, seconded by Mr. Davenport, with all in favor, Resolution 2024-27, Ratifying Actions of District Staff in Noticing Landowners Meeting, was approved.

T. Appointment of Audit Committee

Mr. Oliver stated that as a unit of government in Florida, they were required to have an independent financial audit conducted each year. To select the audit firm, they need to go through the RFP as required by Chapter 218. He explained that they typically have the Board members serve as members of the Audit Committee.

On MOTION by Mr. Odom, seconded by Mr. Revell, with all in favor, Appointing the Board of Supervisors as the Audit Committee, was approved.

SIXTH ORDER OF BUSINESS**Capital Improvements****A. Appointment of Financing Team****1. Bond Counsel****a. Consideration of Resolution 2024-28, Appointing Bond Counsel**

Mr. Oliver presented Resolution 2024-28 to the Board stating that this appoints Peter Dame of Akerman, LLP. Ms. Kilinski informed the Board that Akerman had provided bond counsel services on projects before. She noted that their fee would be paid out of the cost of issuance and would only come into play once bonds were issued and closed.

On MOTION by Mr. Odom, seconded by Mr. Davenport, with all in favor, Resolution 2024-28, Appointing Peter Dame of Akerman, LLP as Bond Counsel, was approved.

2. Investment Banker**a. Consideration of Resolution 2024-29, Appointing an Investment Banker**

Mr. Oliver presented Resolution 2024-29 to the Board. He stated that this resolution appoints FMS bonds, Jon Kessler, as the investment banker.

On MOTION by Mr. Odom seconded by Mr. Davenport, with all in favor, Resolution 2024-29, Appointing FMS Bonds, Jon Kessler, as the Investment Banker, was approved.

3. Assessment Administrator

Mr. Oliver stated that GMS provides these services.

On MOTION by Mr. Odom, seconded by Mr. Revell, with all in favor, GMS to be the Assessment Administrator, was approved.

4. Trustee

Mr. Oliver stated that the other Districts use US Bank to be the Trustee. The Board agreed to appoint US Bank as the Trustee.

On MOTION by Mr. Odom, seconded by Mr. Revell, with all in favor, Appointing US Bank as the Trustee, was approved.

B. Approval of Financing Team Funding Agreement

Ms. Kilinski explained that there were some pre-issuance costs that come through the District and this agreement says that they were authorized to be reimbursed as a cost of issuance upon the issuance of bonds. This is an agreement for the provision of funds to the extent that those funds are necessary pre-issuance and then a provision that the Districts agrees and will refund the developer for the costs through a cost of issuance once bonds are closed. She stated that she would be happy to answer any questions.

On MOTION by Mr. Revell, seconded by Mr. Odom, with all in favor, the Financing Team Funding Agreement, was approved.

SEVENTH ORDER OF BUSINESS Financing Matters

A. Consideration of Master Engineer's Report

Mr. Oliver presented this item to the Board, and it was decided to table this item now and it will be considered at the November 14, 2023 meeting at 1:00 p.m.

B. Consideration of Master Assessment Methodology Report

Mr. Oliver presented this item to the Board, and it was decided to table this item now and it will be considered at the November 14, 2023 meeting at 1:00 p.m.

C. Consideration of Resolution 2024-30, Declaring Special Assessments and Setting a Public Hearing

Mr. Oliver presented this item to the Board, and it was decided to table this item now and it will be considered at the November 14, 2023 meeting at 1:00 p.m.

EIGHTH ORDER OF BUSINESS Other Business

A. Staff Reports

1. Attorney

a. Presentation of E-Verify Memorandum

Ms. Kilinski explained the E-Verify memorandum stating that special Districts were now included in the requirements for E-Verify. Any District contract, they will see language in the contract that requires their contractor to submit to E-Verify for all persons that are performing services on behalf of the District. She further explained that this memorandum provides that framework so that they understand when they see those provisions, what it means in real life. She was happy to answer any questions. She noted that she looked forward to working with them on this project.

2. Manager

Mr. Oliver had nothing to report unless there were any questions. He noted that GMS was thrilled to be working on this project.

B. Supervisors Requests

There being no comments, the next item followed.

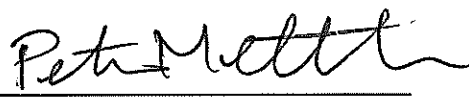
NINTH ORDER OF BUSINESS

Adjournment

Mr. Oliver stated the next scheduled meeting is November 14, 2023 at 1:00 p.m. at this location. Mr. Oliver adjourned the meeting.

On MOTION by Mr. Revell, seconded by Mr. Davenport, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman
Asst. Sec.