

**VENTANA
COMMUNITY DEVELOPMENT DISTRICT**

April 22, 2016 Minutes of Special Organizational Meeting

Minutes of Special Organizational Meeting

The Special Organizational Meeting of the Ventana Community Development District was held on **Friday, April 22, 2016 at 12:30 p.m.** at Meritus, 2005 Pan Am Circle Suite 120, Tampa, FL 33607.

Appointed Supervisors Present and Constituting a Quorum at the onset of the meeting:

Jeff Hills	Supervisor (<i>via speakerphone</i>)
Ryan Motko	Supervisor
Gary Jernigan	Supervisor
Albert Viera	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
John Vericker	District Counsel
Tonja Stewart	District Engineer, Interim (<i>via speakerphone</i>)

1. CALL TO ORDER

Mr. Lamb called the Special Organizational Meeting of the Ventana Community Development District to order on **Friday, April 22, 2016 at 12:30 p.m.** and identified the three appointed supervisors present constituting a quorum.

2. PUBLIC COMMENT PERIOD

3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION

Mr. Lamb administered the Oaths of Office to the Board members present.

4. SEAT NEW BOARD MEMBERS

A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities

5. APPOINTMENT OF OFFICERS - RESOLUTION 2016-01

MOTION TO:	Approve Resolution 2016-01.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

- A. Chairman – Jeff Hills
- B. Vice Chairman – Ryan Motko
- C. Secretary – Brian Lamb
- D. Treasurer – Walter Morales
- E. Assistant Secretaries - Brian Howell, Gary Jernigan, Albert Viera, and Phil DiRosa

6. APPOINTMENT OF CONSULTANTS

A. Consider Appointment of District Manager/Financial Advisor/Investment Representative – Resolution 2016-02

Mr. Lamb went over this with the Board.

B. Designation of Registered Agent/Office – Resolution 2016-03

Mr. Lamb went over this Resolution with the Board.

C. Consider Appointment of District General Counsel – Resolution 2016-04

Mr. Lamb went over this with the Board with Straley & Robin being appointed District General Counsel.

D. Consider Appointment of Interim District Engineer – By Motion

i. Authorize RFQ for District Engineer

Mr. Lamb explained to the Board that they could appoint an interim District Engineer, but they would have to advertise an RFQ. The Board agreed to appoint Tonja Stewart with Stantec as District Engineer and the Board authorized the RFQ for District Engineer.

E. Consider Appointment of Bond Counsel

The Board agreed to appoint Mike Williams at Akerman as Bond Counsel.

F. Consider Appointment of Investment Banker

The Board agreed to appoint FMS Bonds as Investment Banker and authorize the Chair to sign associated agreement/engagement letter.

G. Appointment of Trustee-By Motion

The Board agreed to appoint US Bank as Trustee

MOTION TO:	Approve Appointment of Consultants A – G as stated subject to review by Chairman.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

7. BUSINESS MATTERS

A. Consider Plat Approval – By Motion

B. Approve Notice of Establishment – Resolution 2016-05

Mr. Lamb went over Resolution 2016-05 and asked the Board to authorize Counsel to record as Public Record.

C. Consider Policy of Compensation for Board Members – Resolution 2016-06

The Board members will waive compensation.

D. Consider Policy of District Travel Reimbursement for Board Members – Resolution 2016-07

Mr. Lamb explained Resolution 2016-07 with the Board Members.

E. Consider Designation of Local Records Office – Resolution 2016-08

Meritus will be the local records office.

F. Consider District Records Retention Schedule – Resolution 2016-09

Mr. Lamb reviewed Resolution 2016-09 with the Board.

G. Consider Fiscal Year 2016 Regular Meeting Schedule and Location – Resolution 2016-10

Mr. Lamb recommended meeting May 26th at 1:00, June 23rd at 12:30 and then the first Thursday of July, August and September at 1:45.

H. Consider Landowner's Meeting Date, Time and Location – Resolution 2016-11

This was set for May 26, 2016 at 1:00.

I. Consider Proposed FY 2016 Annual Budget & Set Public Hearing – Resolution 2016-12

This was discussed and set for July 7, 2016 at 1:45 pm.

J. Consider 2016 Budget Funding Agreement

Mr. Lamb went over this with the Board.

K. Consider Proposed FY 2017 Annual Budget & Set Public Hearing – Resolution 2016-13

This was discussed and set for July 7, 2016 at 1:45 p.m.

L. Consider 2017 Budget Funding Agreement

Mr. Lamb went over this with the Board.

M. Set Public Hearing for Uniform Methodology – Resolution 2016-14

Mr. Lamb discussed this with the Board and the date was set for July 7, 2016 at 1:45 p.m.

N. Consider Rules of Procedure & Setting Public Hearing – Resolution 2016-15

Mr. Lamb discussed this with the Board and the date was set for July 7, 2016 at 1:45 p.m.

O. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution 2016-16

Mr. Lamb reviewed this Resolution 2016-16 with the Board.

P. Authorization to obtain General Liability and Public Officers Insurance – By Motion

Authorize staff to obtain general liability and public officers insurance.

Q. Consider Designation of Qualified Public Depository – Resolution 2016-17

Suntrust will be the Qualified Public Depository.

R. Authorization of Signatories – Resolution 2016-18

The Board decided the Chair, Secretary, and Treasure would be the signatories.

S. Authorization to Disburse Funds for Expenses – Resolution 2016-19

Mr. Lamb explained Resolution 2016-19 with the Board.

T. Consider Adoption of Investment Policy – Resolution 2016-20

Mr. Lamb went over Resolution 2016-20 with the Board.

U. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution 2016-21

Mr. Lamb went over Resolution 2016-21 with the Board.

V. Consider for Provision of Public Comments – Resolution 2016-22

Mr. Lamb explained Resolution 2016-22 with the Board.

MOTION TO:	Approve Business Matters B – V as stated subject to review by Chairman.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

8. PRELIMINARY REPORT PRESENTATION – ASSESSMENTS/BONDS

A. Preliminary Report of Engineer

Ms. Stewart went over her report with the Board.

MOTION TO:	Approve Preliminary Report of Engineer in Substantial Form.
MADE BY:	Supervisor Jernigan
SECONDED BY:	Supervisor Motko
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

B. Preliminary Special Assessment Allocation (Methodology) Report

Mr. Lamb went over with the Board.

MOTION TO:	Approve Preliminary Special Assessment Allocation (Methodology) Report in Substantial Form.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

C. Consider Declaring Special Assessments – Resolution 2016-23

MOTION TO:	Approve Resolution 2016-23.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

D. Set Public Hearing for Declaring Special Assessments – Resolution 2016-24

MOTION TO:	Approve Resolution 2016-24 with the Public Hearing on May 26, 2016 at 12:30.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

E. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2016-25

i. Master Trust Indenture

Mr. Lamb went over this Resolution with the Board.

MOTION TO:	Approve Resolution 2016-25.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

**F. Consider Authorization of Chairman to Accept or Execute Certain Documents –
Resolution 2016-26**

Mr. Lamb reviewed this with the Board.

MOTION TO:	Approve Resolution 2016-26.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

G. Other Matters Relating to Financing

9. ADMINISTRATIVE MATTERS

A. Request for Working Capital – By Motion

Mr. Lamb went over this with the Board.

10. STAFF REPORTS

- A. District Counsel**
- B. District Manager**
- C. District Engineer**

11. BOARD MEMBERS COMMENTS

12. PUBLIC COMMENTS

13. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

**Please note the entire meeting is available on disc.*

**These minutes were done in a summary format.*

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on 3/26/2016

Signature

Brian Lamb

Printed Name

Title:

☒ Chair

☐ Vice Chair

Signature

JEFF HILLIS

Printed Name

Title:

☐ Secretary

☐ Assistant Secretary

Recorded by Records Administrator

Signature

Date

