

**TWO RIVERS NORTH
COMMUNITY DEVELOPMENT DISTRICT**

December 17, 2021 Minutes of Special Organizational Meeting

Minutes of the Special Organizational Meeting

The Special Organizational Meeting of the Board of Supervisors for the Two Rivers North Community Development District was held on **Friday, December 17, 2021 at 2:00 p.m.** at Springhill Suites by Marriott Tampa Suncoast Parkway located at 16615 Bexley Village Dr., Land O'Lakes, FL 34638.

1. CALL TO ORDER

Brian Lamb called the Special Organizational Meeting of the Board of Supervisors of the Two Rivers North Community Development District to order on **Friday, December 17, 2021 at 2:00 p.m.**

Board Members Present and Constituting a Quorum:

Nick Dister	Supervisor
Steve Luce	Supervisor
Ryan Motko	Supervisor
Thomas Spence	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus	
John Vericker	District Counsel, Straley Robin Vericker	<i>via conference call</i>
Jennifer Taylor	Bond Counsel, Gray Robinson	<i>via conference call</i>

There were no members of the general public in attendance.

2. PUBLIC COMMENT PERIOD

There were no public comments.

3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION

Mr. Lamb stated for the record that he had the signed and notarized Oaths of Office from Nick Dister, Steve Luce, Ryan Motko, and Thomas Spence.

4. SEAT NEW BOARD MEMBERS

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

Mr. Lamb went over that the Board members are well-versed in Sunshine Laws, the Code of Ethics, and supervisor responsibilities. If they have any questions, they will contact Counsel.

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5. APPOINTMENT OF OFFICERS – Resolution 2021-01

- A. Chairman**
- B. Vice Chairman**
- C. Secretary**
- D. Treasurer**
- E. Assistant Secretaries**

The Board discussed the officer positions. Supervisor Dister will be the Chair, and Supervisor Motko will be the Vice-Chair. Brian Lamb with Meritus will be the Secretary, and Eric Davidson with Meritus will be the Treasurer. The rest of the Board will be Assistant Secretaries, and Brian Howell with Meritus will be an additional Assistant Secretary.

MOTION TO:	Approve Resolution 2021-01 as stated.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

6. APPOINTMENT OF CONSULTANTS

A. Consider Appointment of District Manager/Assessment Consultant– Resolution 2021-02

Meritus will be the District Manager/Assessment Consultant.

B. Designation of Registered Agent/Office – Resolution 2021-03

Brian Lamb/Meritus will be the Registered Agent/Office.

C. Consider Appointment of District General Counsel – Resolution 2021-04

Straley Robin Vericker will be District Counsel.

D. Consider Appointment of Interim District Engineer – By Motion
i. Authorize RFQ for District Engineer

Stantec will be the Interim Engineer. The Board authorized an RFQ for District Engineer.

E. Consider Appointment of Bond Counsel – Gray Robinson

Gray Robinson will be Bond Counsel.

F. Consider Appointment of Investment Banker – FMS Bonds

FMS Bonds will be the Investment Banker.

G. Consider Appointment of Trustee – US Bank

US Bank will be the Trustee.

MOTION TO:	Approve Items 6A-G.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

7. BUSINESS MATTERS

- A. Consider Authorizing Notice of Establishment – Resolution 2021-05**
- B. Consider Policy of Compensation for Board Members – Resolution 2021-06**
- C. Consider Policy of Reimbursement of District Travel Expenses – Resolution 2021-07**
- D. Consider Designation of Primary Administrative Officer and Local Records Office – Resolution 2021-08**
- E. Consider District Records Retention Schedule – Resolution 2021-09**
- F. Consider Fiscal Year 2022 Regular Meeting Schedule and Location – Resolution 2021-10**
- G. Consider Landowners’ Meeting Date, Time, and Location – Resolution 2021-11**
- H. Consider Proposed FY 2022 Annual Budget & Set Public Hearing – Resolution 2021-12**
- I. Set Public Hearing for Uniform Method of Collections – Resolution 2021-13**
- J. Consider Rules of Procedure & Setting Public Hearing – Resolution 2021-14**
- K. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution 2021-15**
- L. Authorization to Obtain General Liability and Public Officers Insurance – By Motion**
- M. Consider Designation of a Qualified Public Depository – Resolution 2021-16**
- N. Authorization of Signatories – Resolution 2021-17**
- O. Authorization to Disburse Funds for Expenses – Resolution 2021-18**
- P. Consideration Adoption of Investment Policy – Resolution 2021-29**
- Q. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution 2021-20**
- R. Consider Provisions for Public Comments – Resolution 2021-21**
- S. Appointment of Audit Committee – By Motion**
- T. Consideration of ADA Website Compliance Agreement**

139 Mr. Lamb went over all of the Business Items with the Board. The Landowners Election will be
140 held on January 18, 2021 at 11:00 a.m. The public hearings for the budget, uniform method of
141 collections, and rules of procedure will be on February 15, 2021 at 11:00 a.m. The Board
142 appointed the Board as the Audit Committee. Supervisor Dister, Supervisor Motko, Supervisor
143 Luce, and Supervisor Spence accepted the supervisor compensation. The Board authorized
144 obtaining general liability and public officers insurance.
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146	MOTION TO:	Approve Business Matters 7A-T as stated.
147	MADE BY:	Supervisor Dister
148	SECONDED BY:	Supervisor Luce
149	DISCUSSION:	None further
150	RESULT:	Called to Vote: Motion PASSED
151		4/0 - Motion Passed Unanimously

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154 **8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**
155 **A. Consideration of Master Report of Engineer**

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157 Mr. Lamb went over the Master Report of the Engineer with the Board.
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159	MOTION TO:	Approve the Master Report of the Engineer in 160 substantial form.
161	MADE BY:	Supervisor Dister
162	SECONDED BY:	Supervisor Spence
163	DISCUSSION:	None further
164	RESULT:	Called to Vote: Motion PASSED
165		4/0 - Motion Passed Unanimously

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167 **B. Consideration of BAN Report of Engineer – Bond Anticipation Note**

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169 Mr. Lamb went over the Bond Anticipation Note Report of the Engineer with the Board.
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171	MOTION TO:	Approve the Bond Anticipation Note Report of the 172 Engineer in substantial form.
173	MADE BY:	Supervisor Motko
174	SECONDED BY:	Supervisor Dister
175	DISCUSSION:	None further
176	RESULT:	Called to Vote: Motion PASSED
177		4/0 - Motion Passed Unanimously

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179 **C. Consideration of Master Assessment Methodology Report**
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181 Mr. Lamb went over the Master Assessment Methodology with the Board. He noted that there is
182 a revision to include that there is a second owner, and the notice of assessments has been
183 reflected to update this change as well.
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185	MOTION TO:	Approve the Master Assessment Methodology Report
186		in substantial form, subject to changes from Bond
187		Counsel or other members of the finance team.
188	MADE BY:	Supervisor Motko
189	SECONDED BY:	Supervisor Luce
190	DISCUSSION:	None further
191	RESULT:	Called to Vote: Motion PASSED
192		4/0 - Motion Passed Unanimously

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194 **D. Consideration of Bond Anticipation Note Supplemental Assessment**
195 **Methodology Report**
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197 Mr. Lamb went over the Bond Anticipation Note Supplemental Assessment Methodology Report
198 with the Board.
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200	MOTION TO:	Approve the Bond Anticipation Note Supplemental
201		Assessment Methodology Report.
202	MADE BY:	Supervisor Spence
203	SECONDED BY:	Supervisor Luce
204	DISCUSSION:	None further
205	RESULT:	Called to Vote: Motion PASSED
206		4/0 - Motion Passed Unanimously

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208 **E. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution**
209 **2021-22**

210 **i. Master Trust Indenture**
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212 Mr. Lamb went over the resolution with the Board. Ms. Taylor noted that it also authorizes and
213 directs District Counsel to proceed with the validation of the bond issuance.
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MOTION TO:	Approve Resolution 2021-22.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Spence
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

F. Consider Declaring Special Assessments – Resolution 2021-23

Mr. Lamb went over the resolution with the Board.

MOTION TO:	Approve Resolution 2021-23.
MADE BY:	Supervisor Spence
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

G. Consideration of Delegated BAN Award – Resolution 2022-25

Ms. Taylor went over the resolution with the Board.

MOTION TO:	Approve Resolution 2022-05.
MADE BY:	Supervisor Spence
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

H. Consider Setting Public Hearing for Special Assessments – Resolution 2022-24

Mr. Lamb went over the resolution with the Board. The public hearing will be set for January 18, 2021 at 11:00 a.m. at the same location.

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MOTION TO:	Approve Resolution 2021-24.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

I. Consider Authorization of Chairman to Accept or Execute Certain Documents – Resolution 2021-26

Mr. Lamb went over the resolution with the Board.

MOTION TO:	Approve Resolution 2021-26.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

J. Consider Form of Interlocal Agreement between Two Rivers North and Two Rivers West for the Funding and Construction of Certain Offsite Improvements

Mr. Lamb went over the Interlocal Agreement with the Board.

MOTION TO:	Approve the Interlocal Agreement in substantial form subject to final review and authorization.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Spence
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

K. Other Matters Related to Financing

9. ADMINISTRATIVE MATTERS
A. Request for Working Capital – By Motion

Mr. Lamb briefly discussed requesting working capital.

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10. STAFF REPORTS

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

There were no further reports from staff at this time.

11. BOARD MEMBERS' COMMENTS

There were no comments from the Board.

12. PUBLIC COMMENTS

There were no public comments.

13. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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

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322 *These minutes were done in summary format.

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

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329 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
330 noticed meeting held on 2-15-22.

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Signature

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Rick Lab

Printed Name

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Title:

Secretary

Assistant Secretary

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Signature

Nicholas J. Disper

Printed Name

Title:

Chairman

Vice Chairman

Recorded by Records Administrator



Signature

2-23-22

Date

