

**MINUTES OF MEETING
WHITE CLAY
COMMUNITY DEVELOPMENT DISTRICT**

The Organizational meeting of the Board of Supervisors of the White Clay Community Development District was held Tuesday, **December 3, 2024** at 10:30 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk <i>joined late</i>	Vice Chairperson
Lindsey Roden	Assistant Secretary
Bobbie Henley	Assistant Secretary
Lauren Durham	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Ashton Bligh <i>by Zoom</i>	Bond Counsel, Greenberg Traurig

FIRST ORDER OF BUSINESS

Introduction

A. Call to Order

Ms. Burns called the meeting to order at 10:38 a.m. and called roll. Three Board members were present constituting a quorum.

B. Public Comment Period

There were no members of the public present for the meeting.

C. Oath of Office

Ms. Burns read the oath of office and swore in Lindsey Roden, Bobbie Henley, and Lauren Durham. Rennie Heath and Lauren Schwenk will be sworn in at a later date as they were no present at the meeting. She did not go over the Sunshine Law update as all Board members have previously served on Boards.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Confirmation of Notice of Meeting

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B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190

C. Election of Officers

1. Consideration of Resolution 2025-01 Appointing Officers

Ms. Burns asked the Board if they would like to appoint Mr. Heath as Chairman, Ms. Schwenk as Vice chair and all other Board members as Assistant Secretaries. She asked that She be named Secretary and that George Flint from the GMS officed be named an Assistant Secretary as well. They agreed and there was a motion of approval.

**Ms. Burns stated for the record that Ms. Schwenk joined the meeting and she administered her oath of office.*

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-01 Appointing Officers as slated above, was approved.

2. Consideration of Resolution 2025-02 Appointing Treasurer and Assistant Treasurer

Ms. Burns stated this would appoint GMS employees George Flint, Darrin Mossing, and Katie Costa as the officers outlined and she asked for a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-02 Appointing George Flint, Katie Costa, and Darrin Mossing as Treasurer and Assistant Treasures, was approved.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Consideration of Contract for District Management Services**
 - 1. Consideration of Resolution 2025-03 Appointing District Manager**
- B. Consideration of Contract for District Counsel Services**
 - 1. Consideration of Resolution 2025-04 Appointing District Counsel**
- C. Consideration of Resolution 2025-05 Selection of Registered Agent and Office**
- D. Consideration of Resolution 2025-06 Appointing Interim District Engineer**
- E. Consideration of Interim District Engineering Agreement**
- F. Request Authorization to Issue RFQ for Engineering Services**
- G. Consideration of Resolution 2025-07 Designating a Qualified Public Depository**
- H. Consideration of Resolution 2025-08 Authorization of Bank Account Signatories**
- I. Consideration of Resolution 2025-09 Relating to Defense of Board Members**

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- J. Consideration of Resolution 2025-10 Authorizing District Counsel to Record in the Property Records of Polk County the “Notice of Establishment” in accordance with Chapter 190.0485, Florida Statutes**
 - 1. Notice of Establishment (*to be provided under separate cover*)**
- K. Consideration of Resolution 2025-11 Adopting Investment Guidelines**
- L. Consideration of Resolution 2025-12 Authorizing Execution of Public Depositor Report**
- M. Consideration of Resolution 2025-13 Designating a Policy for Public Comment**
- N. Consideration of Resolution 2025-14 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County**
- O. Consideration of Resolution 2025-15 Adopting a Prompt Payment Policy**
- P. Consideration of Resolution 2025-16 Adopting a Records Retention Policy**
- Q. Consideration of Compensation to Board Members**
- R. Consideration of Resolution 2025-17 Selecting District Records Office Within Polk County**
- S. Consideration of Resolution 2025-18 Designating the Primary Administrative Office and Principal Headquarters of the District**
- T. Consideration of Website Services Agreement**
- U. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date for Polk County**
- V. Consideration of Resolution 2025-19 Authorizing the Disbursement of Funds**
- W. Consideration of Resolution 2025-20 Granting the Chairperson and Vice Chairperson the Authority to Execute Plats and Documents Related to the Development of the District’s Improvements**
- X. Consideration of Resolution 2025-21 Direct Purchase Resolution**
- Y. Consideration of Resolution 2025-22 Authorizing the Use of Electronic Documents and Signatures**
- Z. Consideration of Resolution 2025-23 Adopting an Internal Controls Policy**
- AA. Adopting Goals and Objectives for the District**

Ms. Burns asked for a motion to approve items A-Z and AA noting that in under P Resolution 2025-16 adopting a records retention plan that the Board go with option 1 and that all Board members agree to receive compensation.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Items A-Z and AA, were approved.
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FOURTH ORDER OF BUSINESS

New Business

- A. Consideration of Resolution 2025-24 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025 Meetings**

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Ms. Burns stated the meetings will be held the first Tuesday of each month at 10:45 a.m. which follows in line with the rest of their meetings.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Resolution 2025-24 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025 Meetings for the first Tuesday of the month at 10:45 a.m., was approved.

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

1. Consideration of Resolution 2025-25 Setting a Public Hearing to Consider the Proposed Rules of the District

a. Rules of Procedure

Ms. Burns noted that Mr. Heath joined the meeting, and she administered his oath of office. She then presented Resolution 2025-25 and noted that it was included in the agenda package for Board review. The public hearing will be held Tuesday, February 4th at the regularly scheduled meeting.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Resolution 2025-25 Setting a Public Hearing for February 4, 2025 to Consider Proposed Rules of the District, was approved.

C. Designation of Date of Public Hearing on the Budget for Fiscal Year 2024/2025

1. Consideration of Resolution 2025-26 Setting the Public Hearing and Approving the Proposed Fiscal Year 2024/2025 Budget

Ms. Burns noted that Resolution 2025-26 setting that public hearing is included in the agenda package along with a copy of the proposed budget and she is suggesting the same date of February 4th at 10:45 a.m. The Board agreed and there was a motion of approval.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Resolution 2025-26 Setting a Public Hearing and Approving the Proposed Fiscal Year 2024-2025 Budget, was approved.

2. Approval of Fiscal Year 2024/2025 Developer Funding Agreement

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Ms. Burns noted that this agreement is with CH Dev LLC and that entity will fund the operations and maintenance of the District. There being no questions, there was a motion of approval.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the Fiscal Year 2024/2025 Developer Funding Agreement with CH Dev LLC, was approved.

D. Consideration of Resolution 2025-27 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad Valorem Assessments in accordance with Section 197.3632, Florida Statutes

Ms. Burns presented the resolution and suggested the same date as the other public hearings on February 4th at 10:00 a.m. The Board agreed and there was a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Schwenk, with all in favor, Resolution 2025-27 Setting February 4, 2025 for Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad Valorem Assessments in Accordance with Section 197.3632, Florida Statutes, was approved.

FIFTH ORDER OF BUSINESS

Capital Improvements

A. Appointing a Financing Team

1. Consideration of Resolution 2025-28 Appointing Bond Counsel

Ms. Burns stated this resolution would appoint GreenbergTraurig as bond counsel. Bond counsel representative was available on the line to answer any Board questions. There being none, there was a motion of approval.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Resolution 2025-28 Appointing GreenbergTraurig as Bond Counsel, was approved.

2. Consideration of Resolution 2025-29 Appointing Investment Banker

Ms. Burns stated Resolution 2025-39 appoints FMS as the investment banker and underwriter.

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On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, Resolution 2025-29 Appointing FMS as the Investment Banker, was approved.

3. Assessment Administrator

Ms. Burns noted the fees contemplated in the GMS agreement are already approved but looking for a motion to appoint GMS as the assessment administrator.

On MOTION by Ms. Henley, seconded by Ms. Schwenk, with all in favor, Appointment of GMS as Assessment Administrator, was approved.

4. Trustee

Ms. Burns stated there is an agreement from US Bank in the agenda package for Board review and asked if there were any questions. Hearing none, there was a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Durham, with all in favor, US Bank as Trustee, was approved.

B. Approval of Financing Team Funding Agreement

Ms. Burns stated the financing team funding agreement is with CH Dev LLC and that entity will fund expenses related the Bond issuant prior to the Bonds being issued and those fund will be reimbursed from the future bond issuant.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the Financing Team Funding Agreement with CH Dev LLC, was approved.

SIXTH ORDER OF BUSINESS

Financing Matters

A. Consideration of Engineer’s Report

Mr. Malave reviewed the Engineer’s Report for the Board with the latest version dated December 3, 2024. The report outlines all the capital improvements proposed for the development. The property consists of approximately 184 acres with total units divided into two phases for a total of 767 units. The total costs of the improvements are approximated at \$37,122,800 indicating

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costs are based on current pricing and the figure is adequate for the construction of the improvements. He offered to answer any questions before there was a motion of approval.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, the Engineer's Report, was approved.

B. Consideration of Master Assessment Methodology

Ms. Burns reviewed the methodology allocates the debt to properties based on the benefits that each receive from the District's Capital Improvement Plan.

On MOTION by Ms. Schwenk, seconded by Ms. Durham, with all in favor, the Master Assessment Methodology, was approved.

C. Consideration of Resolution 2025-30 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings

Bond counsel reviewed the resolution for the Board and noted that this is the first step in the issuance of the bonds required by Florida statute based on the engineer's report. The maximum amount is recorded at \$48,650,000. He offered to answer any Board questions after highlighting some of the section in the validation proceedings. Hearing no questions from the Board, there was a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Durham, with all in favor, Resolution 2025-30 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation proceedings, was approved.

D. Consideration of Resolution 2025-31 Declaring Special Assessments and Setting a Public Hearing on Special Assessments

Ms. Burns presented the resolution stating that this will kick off the assessment process suggesting the same date as the other public hearings as February 4th.

On MOTION by Ms. Henley, seconded by Ms. Schwenk, with all in favor, Resolution 2025-31 Declaring Special Assessments and Setting a Public Hearing for February 8, 2025 at 10:45 p.m. on Special Assessments, was approved.

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SEVENTH ORDER OF BUSINESS

Other Business

A. Presentation of Funding Request No. 1

Ms. Burns noted Funding Request No. 1 is the initial request to open the account, pay for the ads, and pay for District insurance to get everything moving.

On MOTION by Ms. Henley, seconded by Ms. Durham, with all in favor, Funding Request No. 1, was ratified.

B. Staff Reports

i. Attorney

a) E-Verify Memorandum

Ms. Hancock noted this is a memo that describes the E-Verify requirements for vendors that the District does business with.

ii. Manager

Ms. Burns had nothing further to report.

C. Supervisors Requests

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the meeting was adjourned.

Jill Burns
Secretary/Assistant Secretary

Signed by:
Rennie Heath
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Chairman/Vice Chairman