

*White Clay  
Community Development District*

*Meeting Agenda*

*April 1, 2025*

# AGENDA

# *White Clay*

## *Community Development District*

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219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

March 25, 2025

### **Board of Supervisors Meeting** **White Clay Community Development District**

Dear Board Members:

A Board of Supervisors Meeting of the **White Clay Community Development District** will be held on **Tuesday, April 1, 2025 at 10:45 AM at 346 East Central Avenue, Winter Haven, FL 33880.**

**Zoom Video Link:** <https://us06web.zoom.us/j/89025355220>

**Call-In Information:** 1-646-876-9923

**Meeting ID:** 890 2535 5220

Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period (Public Comments will be limited to three (3) minutes)
3. Organizational Matters
  - A. Acceptance of Resignation of Lauren Durham
  - B. Appointment to Fill Vacant Board Seat #5
  - C. Administration of Oath to Newly Appointed Supervisor
  - D. Consideration of Resolution 2025-39 Appointing an Assistant Secretary
4. Approval of Minutes of the February 4, 2025 Board of Supervisors Meeting and February 4, 2025 Landowners' Meeting
5. Consideration of Resolution 2025-40 Approving the Proposed Fiscal Year 2025/2026 Budget (Suggested Date: July 1, 2025) and Setting the Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget
6. Ratification of 2025 Contract Agreement with Polk County Property Appraiser
7. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet & Income Statement

8. Other Business
9. Supervisors Requests and Audience Comments
10. Appointment of Audit Committee
11. Adjournment

### **Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Audit Services
  - A. Approval of Request for Proposals and Selection Criteria
  - B. Approval of Notice of Request for Proposals for Audit Services
  - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

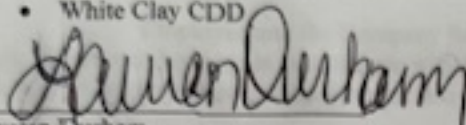
## SECTION III

# SECTION A

To Whom It May Concern:

Please let this notice serve as my resignation from the following Community Development District Board of Supervisors, effective immediately:

- Eden Hills CDD
- White Clay CDD



Lauren Durham

Date:

2/14/25

# SECTION D



**RESOLUTION NO. 2025-39**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WHITE CLAY  
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING AN  
ASSISTANT SECRETARY OF THE DISTRICT, AND PROVIDING FOR  
AN EFFECTIVE DATE.**

**WHEREAS**, White Clay Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within the City of Haines City, Polk County, Florida; and

**WHEREAS**, the Board of Supervisors of the District desires to appoint Assistant Secretaries.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF WHITE CLAY COMMUNITY DEVELOPMENT  
DISTRICT:**

**SECTION 1.** \_\_\_\_\_ is appointed Assistant Secretary.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 1st day of April 2025.

ATTEST:

**WHITE CLAY COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

# MINUTES

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

The regular meeting of the Board of Supervisors of the White Clay Community Development District was held Tuesday, **February 4, 2025** at 10:45 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Warren K. “Rennie” Heath	Chairman
Lindsey Roden	Assistant Secretary
Bobbie Henley	Assistant Secretary
Lauren Durham	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Katie O’Rourke	GMS
Roy Van Wyk	District Counsel, Kilinski   Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 10:45 a.m. and called roll. Four Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Board Members**

Ms. Burns administered the oath of office to the new Supervisors present.

**B. Consideration of Resolution 2025-32 Canvassing and Certifying the Results of the Landowners’ Election**

Ms. Burns stated Mr. Heath and Ms. Schwenk received 90 votes and Ms. Henley, Ms. Roden and Ms. Durham received 80 votes. Mr. Heath and Ms. Schwenk will serve 4-year terms. Ms. Durham, Ms. Henley, and Ms. Roden will serve 2-year terms.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-32 Canvassing and Certifying the Results of the Landowner's Election, was approved.

**C. Election of Officers**

**D. Consideration of Resolution 2025-33 Electing Officers**

Ms. Burns stated the previous officers were Mr. Heath as Chairman, Ms. Schwenk as Vice Chair, and the remaining Supervisors and George Flint as Assistant Secretaries.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-33 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the December 3, 2024 Organizational Meeting**

Ms. Burns presented the minutes of the December 3, 2024, organizational meeting. She asked for any questions or changes to the minutes. Hearing no changes from the Board, she asked for a motion to approve the minutes as presented.

On MOTION by Ms. Henley, seconded by Ms. Durham, with all in favor, the Minutes of the December 3, 2024 Organizational Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-34 Ratifying the Actions of the District Manager and District Staff in Noticing the Landowners' Meeting**

Ms. Burns stated that the District Manager had noticed the Landowners' election to comply with statutory requirements. This resolution will ratify the actions of staff in placing the ad.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-34 Ratifying the Actions of the District Manager and District Staff in Noticing the Landowners' Meeting, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Public Hearings**

#### **A. Public Hearing on the Imposition of Special Assessments**

Ms. Burns stated this public hearing was advertised and asked for a motion to open the public hearing.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Opening the Public Hearing, was approved.

##### **i. Presentation of Engineer's Report**

Mr. Arrington reviewed the Engineer's Report. He stated this report details the public improvements for the White Clay CDD located in Haines City and consists of 184 acres with 167 residential lots. He noted the report details the components of the capital improvements that will be made and the legal description of the lands to be served. He stated the estimated cost of the District's public improvements will be \$37,122,800. He stated they believe those funds will be sufficient to fund the construction of the District.

Mr. Van Wyk asked Mr. Arrington if he believed the costs outlined in the report are fair and reasonable for the types of improvements that are outlined therein. Mr. Arrington answered yes. Mr. Van Wyk asked if there was any reason they could not build the infrastructure improvements as outlined in the report. Mr. Arrington answered no, there should not be.

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

##### **ii. Presentation of Master Assessment Methodology Report**

Ms. Burns stated that this report had not changed since the last time the Board had seen it. She added this report allocates debt to the properties and it will be supplemented with one or more reports that reflect terms of each series of bonds that the District issues. Ms. Burns noted there are two product types; a single family 42' lot and a single family 52' lot for a total of 764 lots planned for the District. She added the single family 42' lot has been assigned an ERU of 0.8 and the 52'

lot has assigned an ERU of 1.0. She stated table 3 shows an estimated bond size of \$48,650,000. She noted table 4 shows the allocation of benefit and the improvement cost per unit for the 42' and 52' lots. Table 5 shows the debt per unit; the 42' lot is \$55,458 and the 52' lot \$68,662. Table 6 shows the net and gross annual debt assessment per unit; the 42' lot is \$4,566 and the 52' lot is \$5,654. Table 7 is the preliminary assessment roll that allocates the debt by acre to all the parcels listed.

Mr. Van Wyk asked Ms. Burns if the assessments as outlined in the report are fairly and reasonably apportioned across the property. Ms. Burns answered yes. Mr. Van Wyk asked Ms. Burns is it your opinion that the benefit received by the parcels for the improvements is equal to or greater than the burden placed upon the properties by the assessment as outlined in the report. Ms. Burns answered yes.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the Master Assessment Methodology Report, was approved.

**iii. Consideration of Resolution 2025-35 Levying Special Assessments**

Mr. Van Wyk reviewed the findings that were included in the resolution. He asked for any questions, and hearing none he asked for a motion to approve the resolution.

On MOTION by Ms. Henley, seconded by Ms. Durham, with all in favor, Resolution 2025-35 Levying Special Assessments, was approved.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Closing the Public Hearing, was approved.

**B. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments**

Ms. Burns stated this public hearing was advertised and asked for a motion to open the public hearing.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2025-36 Expressing the District’s Intent to Utilize the Uniform Method of Collection**

Ms. Burns stated this resolution will be sent to Polk County and will allow the District to use the procedures of Chapter 197, FS to levy and collect special assessments and the property appraiser and tax collector’s office to collect the assessments on the tax bill when they are ready to do so.

On MOTION by Ms. Roden, seconded by Ms. Durham, with all in favor, Resolution 2025-36 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Closing the Public Hearing, was approved.

**C. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget**

Ms. Burns stated this public hearing was advertised and asked for a motion to open the public hearing.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2025-37 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds**

Ms. Burns stated that budget had not changed since the last time the Board approved it and the budget will be developer funded and will only be billed as incurred.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-37 Adopting the District’s Fiscal Year 2024/2025 Budget and Appropriating Funds, was approved.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Closing the Public Hearing, was approved.

**D. Public Hearing on the Adoption of District Rules of Procedure**

Ms. Burns stated this public hearing was advertised and asked for a motion to open the public hearing.

On MOTION by Ms. Roden, seconded by Ms. Durham, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2025-38 Adopting the Rules of Procedure for the District**

Ms. Burns stated that these rules are general rules and guidelines the District will follow to operate.

On MOTION by Ms. Henley, seconded by Ms. Durham, with all in favor, Resolution 2025-38 Adopting the Rules of Procedure for the District, was approved.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Closing the Public Hearing, was approved.

**SEVENTH ORDER OF BUSINESS**

**Review and Ranking of Proposals for District Engineer**

Ms. Burns stated at the last meeting they issued an RFQ for the District engineer and they received one response from Dewberry.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Ranking of Proposals for District Engineer with Dewberry Ranked #1 and Authorization for Staff to send a Notice of Intent to Award, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns stated that this agreement outlines that District staff will not disclose any exempt parcels that come through the office.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, the 2025 Data Sharing and Usage with Polk County Property Appraiser, was approved.



**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk stated there is a validation hearing set for March 31<sup>st</sup>.

**B. Engineer**

Mr. Arrington had nothing additional to report.

**C. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns noted the check register is in the agenda package for review and asked for any questions or comments.

On MOTION by Ms. Durham, seconded by Ms. Henley, with all in favor, the Check Register, was approved.
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**ii. Balance Sheet & Income Statement**

Ms. Burns stated there was no action needed.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

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Chairman/Vice Chairman

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

The Landowners' meeting of the Board of Supervisors of the White Clay Community Development District was held Tuesday, **February 4, 2025** at 10:45 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Warren K. "Rennie" Heath	Chairman
Lindsey Roden	Assistant Secretary
Bobbie Henley	Assistant Secretary
Lauren Durham	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Katie O'Rourke	GMS
Roy Van Wyk	District Counsel, Kilinski   Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Determination of Number of Voting Units  
Represented**

Ms. Burns stated that Lindsey Roden was the proxy holder representing CH Dev, LLC which owns 94.4 acres allowing Ms. Roden to cast up to 95 votes for the seats that are up for election.

**SECOND ORDER OF BUSINESS**

**Call to Order**

Ms. Burns called the meeting to order.

**THIRD ORDER OF BUSINESS**

**Election of Chairman for the Purpose of  
Conducting the Landowners' Meeting**

Ms. Burns was elected as Chairman to conduct the Landowners' meeting.

**FOURTH ORDER OF BUSINESS**

**Nominations for the Position of Supervisor**

Ms. Burns stated that Warren K. “Rennie” Heath, Lauren Schwenk, Lindsey Roden, Bobbie Henley, and Lauren Durham were nominated.

**FIFTH ORDER OF BUSINESS**

**Casting of Ballots**

Ms. Burns stated Mr. Heath received 90 votes, Ms. Schwenk received 90 votes, Ms. Roden received 80 votes, Ms. Henley received 80 votes and Ms. Durham received 80 votes.

**SIXTH ORDER OF BUSINESS**

**Ballot Tabulation**

Ms. Burns stated Mr. Heath and Ms. Schwenk will serve 4-year terms. Ms. Durham, Ms. Henley, and Ms. Roden will serve 2-year terms.

**SEVENTH ORDER OF BUSINESS**

**Landowner’s Questions and Comments**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## SECTION V

## RESOLUTION 2025-40

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WHITE CLAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2026 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the White Clay Community Development District (“**District**”) prior to June 15, 2025, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**Fiscal Year 2026**”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WHITE CLAY COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2026 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE:	Tuesday, July 1, 2025
HOUR:	10:45AM
LOCATION:	346 E Central Avenue Winter Haven, Florida 33880

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Haines City and Polk County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 1<sup>ST</sup> DAY OF APRIL 2025.**

ATTEST:

**WHITE CLAY COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit A:** Proposed Budget for Fiscal Year 2026

***White Clay***  
***Community Development District***

***Proposed Budget***  
***FY2026***



# Table of Contents

**1** General Fund

**2-4** General Fund Narrative



**White Clay**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY2025	Actuals Thru 2/28/25	Projected Next 7 Months	Total Thru 9/30/25	Proposed Budget FY2026
<b><u>Revenues</u></b>					
Developer Contributions	\$ 115,573	\$ 58,606	\$ 50,943	\$ 109,549	\$ 392,192
<b>Total Revenues</b>	<b>\$ 115,573</b>	<b>\$ 58,606</b>	<b>\$ 50,943</b>	<b>\$ 109,549</b>	<b>\$ 392,192</b>
<b><u>Expenditures</u></b>					
<b><u>General &amp; Administrative</u></b>					
Supervisor Fees	\$ 11,000	\$ 1,200	\$ 6,417	\$ 7,617	\$ 12,000
FICA Expense	\$ 825	\$ 92	\$ 481	\$ 573	\$ 900
Engineering	\$ 13,750	\$ 115	\$ 8,021	\$ 8,136	\$ 15,000
Attorney	\$ 22,917	\$ 3,781	\$ 19,136	\$ 22,917	\$ 25,000
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ 450
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ 4,042
Management Fees	\$ 36,667	\$ 10,000	\$ 23,333	\$ 33,333	\$ 40,000
Information Technology	\$ 1,650	\$ 450	\$ 1,050	\$ 1,500	\$ 1,800
Website Maintenance	\$ 2,850	\$ -	\$ 700	\$ 700	\$ 1,200
Postage & Delivery	\$ 917	\$ 160	\$ 535	\$ 694	\$ 1,000
Insurance	\$ 5,000	\$ 3,740	\$ -	\$ 3,740	\$ 5,000
Copies	\$ 917	\$ 53	\$ 535	\$ 588	\$ 1,000
Legal Advertising	\$ 13,750	\$ 18,427	\$ 8,021	\$ 26,448	\$ 15,000
Other Current Charges	\$ 4,583	\$ 143	\$ 2,674	\$ 2,817	\$ 5,000
Office Supplies	\$ 573	\$ 3	\$ 334	\$ 337	\$ 625
Dues, Licenses & Subscriptions	\$ 175	\$ 150	\$ -	\$ 150	\$ 175
<b>Total General &amp; Administrative:</b>	<b>\$ 115,573</b>	<b>\$ 38,313</b>	<b>\$ 71,236</b>	<b>\$ 109,549</b>	<b>\$ 142,192</b>
<b><u>Operations &amp; Maintenance</u></b>					
Field Contingency	\$ -	\$ -		\$ -	\$ 250,000
<b>Total Operations &amp; Maintenance:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
<b>Total Expenditures</b>	<b>\$ 115,573</b>	<b>\$ 38,313</b>	<b>\$ 71,236</b>	<b>\$ 109,549</b>	<b>\$ 392,192</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 20,292</b>	<b>\$ (20,292)</b>	<b>\$ -</b>	<b>\$ -</b>

# White Clay

## Community Development District

### General Fund Budget

#### **Revenues:**

##### **Developer Contributions**

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

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#### **Expenditures:**

##### **General & Administrative:**

##### **Supervisor Fees**

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

##### **FICA Expense**

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisor checks.

##### **Engineering**

The District's engineer, Honeycutt & Associates, Inc provides general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

##### **Attorney**

The District's legal counsel, Cob Cole, provides general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

##### **Annual Audit**

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

##### **Assessment Administration**

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District. Governmental Management Services – Central Florida, LLC provides these services.

##### **Arbitrage**

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

# **White Clay**

## **Community Development District**

### **General Fund Budget**

#### Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance. Governmental Management Services – Central Florida, LLC provides these services.

#### Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

#### Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

#### Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc. Governmental Management Services – Central Florida, LLC provides these systems.

#### Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. Governmental Management Services – Central Florida, LLC provides these services.

#### Postage & Delivery

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

#### Insurance

The District's general liability and public official's liability insurance coverage is provided by the Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

#### Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes, etc.

#### Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

**White Clay**  
**Community Development District**  
**General Fund Budget**

*Other Current Charges*

Bank charges and any other miscellaneous expenses incurred during the year.

*Office Supplies*

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

*Dues, Licenses & Subscriptions*

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

**Operation & Maintenance:**

*Contingency*

Represents estimated cost for any expense not budgeted in other line items.

## SECTION VI

# CONTRACT AGREEMENT

This Agreement made and entered into on Tuesday, March 18, 2025 by and between the White Clay Community Development District, a local unit of special purpose government of the State of Florida hereinafter referred to as the 'Special District', and Neil Combee, Polk County Property Appraiser, a Constitutional Officer of the State of Florida, whose address is 255 North Wilson Ave., Bartow, FL 33830, hereinafter referred to as the 'Property Appraiser'.

1. Section [197.3632](#) Florida Statutes, provides that special assessments of non-ad valorem taxes levied by the Special District may be included in the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. Pursuant to that option, the Property Appraiser and the Special District shall enter into an agreement providing for reimbursement to the Property Appraiser of administrative costs, including costs of inception and maintenance, incurred as a result of such inclusion.
2. The parties herein agree that, for the 2025 tax year assessment roll, the Property Appraiser will include on the assessment rolls such special assessments as are certified to her by the White Clay Community Development District.
3. The term of this Agreement shall commence on January 1, 2025 or the date signed below, whichever is later, and shall run until December 31, 2025, the date of signature by the parties notwithstanding. This Agreement shall not automatically renew.
4. The Special District shall meet all relevant requirements of Section [197.3632](#) & [190.021](#) Florida Statutes.
5. The Special District shall furnish the Property Appraiser with up-to-date data concerning its boundaries and proposed assessments, and other information as requested by the Property Appraiser to facilitate in administering the non-ad valorem assessment in question. Specifically, if assessments will be included on the 2025 TRIM Notice, the Special District shall provide **proposed assessments no later than Friday, July 11, 2025**. The Special District's assessments shall, as far as practicable, be uniform (e.g. one uniform assessment for maintenance, etc.) to facilitate the making of the assessments by the mass data techniques utilized by the Property Appraiser.
6. The Special District shall certify to the Property Appraiser the Special District's annual installment and levy **no later than Monday, September 15, 2025**. The Property Appraiser shall, using the information provided by the Special District, place the Special District's non ad-valorem special assessments on properties within the district for inclusion on the 2025 tax roll.
7. The Property Appraiser shall be compensated by the Special District for the administrative costs incurred in carrying out this Agreement at the rate of 1% of the amount levied on the TRIM Notice or if the TRIM Notice is not used, the rate shall be 1% of the amount levied on the 2025 tax roll. For the TRIM Notice, the Property Appraiser will require **payment on or before Monday, September 15, 2025** for processing within the Property Appraiser budget year (October 1st – September 30th).
8. If the actual costs of performing the services under this agreement exceed the compensation provided for in Paragraph 7, the amount of compensation shall be the actual costs of performing the services under this agreement.
9. If tax roll corrections are requested by the Special District, the Property Appraiser shall be compensated by the Special District for the administrative costs incurred at the rate of \$5.00 for each tax roll correction exceeding ten (10) corrections per tax year.

The Special District shall indemnify and hold harmless, to the extent permitted by Florida law and without waiving its right of any applicable sovereign immunity, the Property Appraiser and all respective officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the Property Appraiser and all respective officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the negligent or intentional acts or omissions of the Special District or its employees, agents, servants, partners, principals, or subcontractors arising out of, relating to, or resulting from the performance of the Agreement. The Special District shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Property Appraiser where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon.

EXECUTED By:

Signed by:  
  
0CDADF4CFD22489...

Special District Representative

Jill Burns

Print name

District Manager

Title

3/18/2025

Date

Neil Combee  
Polk County Property Appraiser  
By:



Neil Combee, Property Appraiser

## SECTION VII

# SECTION C



# SECTION 1

# White Clay Community Development District

## Summary of Check Register

February 1, 2025 through March 18, 2025

Fund	Date	Check No.'s	Amount
General Fund	2/14/25	5	\$ 3,665.22
	2/21/25	6-8	\$ 22,108.70
			<hr/>
			\$ 25,773.92
Payroll	February 1, 2025 through March 18, 2025		
	BOBBIE HENLEY	50000/50003	\$ 369.40
	LAUREN DURHAM	50001/50004	\$ 369.40
	LINDSEY RODEN	50002/50005	\$ 369.40
			<hr/>
			\$ 1,108.20
Total Amount			<hr/>
			\$ 26,882.12

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/14/25	00005	2/12/24 2396965	202402 310-51300-31100	ENGINEERING FEES- FEB24	*	3,377.72	
		4/26/24 22405286	202404 310-51300-31100	ENGINEERING FEES- APR24	*	172.50	
		5/30/24 22409443	202405 310-51300-31100	ENGINEERING FEES- MAY24	*	115.00	
DEWBERRY ENGINEERS INC.							3,665.22 000005
2/21/25	00005	11/20/24 22428232	202411 310-51300-31100	ENGINEERING FEES- NOV24	*	115.00	
DEWBERRY ENGINEERS INC.							115.00 000006
2/21/25	00006	11/01/24 00068193	202411 310-51300-48000	BOS MEETING- 12/03/24	*	354.46	
		1/01/25 00069322	202501 310-51300-48000	BOS MEEITNG 2/04/25	*	18,072.53	
GANNETT MEDIA CORP							18,426.99 000007
2/21/25	00002	1/01/25 2	202501 310-51300-34000	MANAGEMENT FEES- JAN25	*	3,333.33	
		1/01/25 2	202501 310-51300-35100	INFO TECH- JAN25	*	150.00	
		1/01/25 2	202501 310-51300-51000	OFFICE SUPPLIES- JAN25	*	2.65	
		1/01/25 2	202501 310-51300-42000	POSTAGE- JAN25	*	80.73	
GOVERNMENTAL MANAGEMENT SERVICES-CF							3,566.71 000008
TOTAL FOR BANK A						25,773.92	
TOTAL FOR REGISTER						25,773.92	

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## SECTION 2

***White Clay***  
***Community Development District***

***Unaudited Financial Reporting***  
***February 28, 2025***



# Table of Contents

1	<hr/>	Balance Sheet
2	<hr/>	General Fund
3	<hr/>	Month to Month

**White Clay**  
**Community Development District**  
**Combined Balance Sheet**  
**February 28, 2025**

	<i>General Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>		
<u>Cash:</u>		
Operating Account	\$ 2,409	\$ 2,409
Due From Developer	\$ 20,000	\$ 20,000
<b>Total Assets</b>	<b>\$ 22,409</b>	<b>\$ 22,409</b>
<b>Liabilities:</b>		
Accounts Payable	\$ 5,599	\$ 5,599
FICA Payable	\$ 184	\$ 184
<b>Total Liabilites</b>	<b>\$ 5,782</b>	<b>\$ 5,782</b>
<b>Fund Balance:</b>		
Unassigned	\$ 16,627	\$ 16,627
<b>Total Fund Balances</b>	<b>\$ 16,627</b>	<b>\$ 16,627</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 22,409</b>	<b>\$ 22,409</b>

**White Clay**  
**Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending February 28, 2025**

	Proposed	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
<b>Revenues:</b>				
Developer Contributions	\$ 115,573	\$ 58,606	\$ 58,606	\$ -
<b>Total Revenues</b>	<b>\$ 115,573</b>	<b>\$ 58,606</b>	<b>\$ 58,606</b>	<b>\$ -</b>
<b>Expenditures:</b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 11,000	\$ 4,583	\$ 1,200	\$ 3,383
FICA Expense	\$ 825	\$ 344	\$ 92	\$ 252
Engineering	\$ 13,750	\$ 5,729	\$ 115	\$ 5,614
Attorney	\$ 22,917	\$ 9,549	\$ 3,781	\$ 5,768
Management Fees	\$ 36,667	\$ 15,278	\$ 10,000	\$ 5,278
Information Technology	\$ 1,650	\$ 688	\$ 450	\$ 238
Website Maintenance	\$ 2,850	\$ 1,188	\$ -	\$ 1,188
Postage & Delivery	\$ 917	\$ 382	\$ 160	\$ 222
Insurance	\$ 5,000	\$ 5,000	\$ 3,740	\$ 1,260
Printing & Binding	\$ 917	\$ 382	\$ 53	\$ 329
Legal Advertising	\$ 13,750	\$ 5,729	\$ 18,427	\$ (12,698)
Other Current Charges	\$ 4,583	\$ 1,910	\$ 143	\$ 1,767
Office Supplies	\$ 573	\$ 239	\$ 3	\$ 236
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 150	\$ 25
<b>Total Expenditures</b>	<b>\$ 115,573</b>	<b>\$ 51,174</b>	<b>\$ 38,313</b>	<b>\$ 12,861</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ 20,292</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ (3,665)</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 16,627</b>	



**White Clay**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Developer Contributions	\$ -	\$ 26,750	\$ -	\$ 3,665	\$ 28,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,606
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 26,750</b>	<b>\$ -</b>	<b>\$ 3,665</b>	<b>\$ 28,191</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,606</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200
FICA Expense	\$ -	\$ -	\$ -	\$ -	\$ 92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92
Engineering	\$ -	\$ 115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115
Attorney	\$ -	\$ -	\$ 1,798	\$ 1,983	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,781
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ -	\$ -	\$ 3,333	\$ 3,333	\$ 3,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Information Technology	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450
Website Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ -	\$ -	\$ -	\$ 81	\$ 79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160
Insurance	\$ -	\$ -	\$ -	\$ 3,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,740
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ 53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53
Legal Advertising	\$ -	\$ 354	\$ -	\$ 18,073	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,427
Other Current Charges	\$ -	\$ -	\$ -	\$ 105	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143
Office Supplies	\$ -	\$ -	\$ -	\$ 3	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3
Dues, Licenses & Subscriptions	\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 469</b>	<b>\$ 5,431</b>	<b>\$ 27,467</b>	<b>\$ 4,945</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,313</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ 26,281</b>	<b>\$ (5,431)</b>	<b>\$ (23,802)</b>	<b>\$ 23,245</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,292</b>

# Audit Committee Meeting

## SECTION III

# SECTION A

**WHITE CLAY COUNTY COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2025  
Polk County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Monday, April 28, 2025 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns/Samantha Ham, District Manager, 219 East Livingston Street, Orlando, Florida 32801.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) original hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “**Auditing Services – White Clay Community Development District**” on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The cost of the provision of the services under the proposal for Fiscal Year 2025, plus the cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

**SECTION 13. PROTESTS.** In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**1. Ability of Personnel. (20 Points)**

**2. *Proposer's Experience.* (20 Points)**

3. *Understanding of Scope of Work.* (20 Points)

**4. *Ability to Furnish the Required Services.* (20 Points)**

**5. Price. (20 Points)**

**TOTAL** **(100 Points)**

## SECTION B



**WHITE CLAY COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The White Clay Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2025, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Haines City, Polk County, Florida. The District currently has an operating budget of approximately \$142,192. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2025, be completed no later than June 1, 2026.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Jill Burns/Samantha Ham, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – White Clay Community Development District.**"

Proposals must be received by **5:00 PM on Monday, April 28, 2025**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Jill Burns, District Manager  
Governmental Management Services – Central Florida, LLC

Run Date: **Monday, April 14, 2025**