

**MINUTES OF MEETING  
LAKE DEER  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lake Deer Community Development District was held Wednesday, **February 15, 2023** at 2:25 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairperson
Daniel Arnette	Assistant Secretary
Chuck Cavaretta <i>by Zoom</i>	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, KVV Law
Molly Banfield <i>by Zoom</i>	District Engineer, Dewberry
Lisa Kelley <i>by Zoom</i>	District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Three Board members were present at roll call constituting a quorum. Mr. Cavaretta joined the meeting via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that no members of the public were in attendance or on Zoom. Ms. Burns closed the public comment period.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the September 6, 2022  
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the September 6, 2022 Board of Supervisors meeting and asked for any comments or corrections from the Board. There being no changes, there was a motion of approval.

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On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the Minutes of the September 6, 2022 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Approval of Change Orders and Bid Comparison**

- A. Offsite Potable Water**
- B. Offsite Reclaimed Water & Force Main**
- C. Bid Comparison from Wood & Associates Engineering**

Mr. Arnette noted that this was for offsite utilities. Mr. Heath questioned if this would be reimbursed. Mr. Arnette stated that Mr. Van Wyk was verifying that. Mr. Van Wyk noted that they were out of construction funds. Mr. Heath asked if this was upsizing because of Toho, and Mr. Arnette stated that this was being upsized due to Toho requirements for other developments that are coming down the road.

Mr. Cavaretta explained that when they executed the developer agreement in January, that included certain amounts of upsizing reimbursements. They modified that reimbursement request for some additional upsizing costs associated with this change order. Mr. Van Wyk stated that any of the upsizing credits that come back, whether they are in the form of impact or direct payment, those would roll back to the developer.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Change Orders, were approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Revised Engagement Letter for Fiscal Year 2022 Audit Services with Grau & Associates**

Ms. Burns noted that this engagement letter did have an increased amount, when they did the original RFP, they had not issued bonds at that time. The price is higher than the contracted amount that they previously had. Ms. Burns noted that they had \$4,000 in the budget for the audit and Grau & Associates upped their price to \$5,400. Discussion ensued on rebidding for audit proposals.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the Revised Engagement Letter for Fiscal Year 2022 Audit Services with Grau & Associates, was ratified.

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**SIXTH ORDER OF BUSINESS**

**Ratification of Contract Agreement with Polk County Property Appraiser**

Ms. Burns presented the Contract Agreement with Polk County Property Appraiser. The Board had no questions.

**SEVENTH ORDER OF BUSINESS**

**Ratification of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser**

Ms. Burns reviewed the 2023 Data Sharing and Usage Agreement and noted that they could ratify both agreements with the Polk County Property Appraiser in one motion.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Contract Agreement and 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser, were ratified.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk had nothing further to report.

**B. Engineer**

Ms. Banfield and Ms. Kelley had nothing further to report to the Board.

**C. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns reviewed the check register for the Board. She noted that the total amount was \$1,288,234.18 for August 1<sup>st</sup> through December 31<sup>st</sup>.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, the Check Register, was approved.

**ii. Balance Sheet & Income Statement**

Ms. Burns stated that the financial statements were included in the agenda package for review.

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**iii. Ratification of Summary of Series 2022 Requisitions #8 to #34**

Ms. Burns noted that these requisitions had already been signed and approved, and they were just looking for ratification from the Board.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the Series 2022 Requisitions #8 to #34, were ratified.

**iv. Ratification of Fiscal Year 2023 Funding Request #6**

Ms. Burns noted that this has already been funded, and she was just seeking ratification from the Board.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Fiscal Year 2023 Funding Request #6, was ratified.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Mr. Arnette, with all in favor, the meeting was adjourned at 2:31 p.m.

*Jill Burns*

Secretary/Assistant Secretary

*Rennie Heath*

Chairman/Vice Chairman