NORTHLAKE **STEWARDSHIP DISTRICT** November 9, 2023 **BOARD OF SUPERVISORS REGULAR MEETING** AGENDA

AGENDA LETTER

Northlake Stewardship District OFFICE OF THE DISTRICT MANAGER 2300 Glades Road, Suite 410W•Boca Raton, Florida 33431 Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

November 2, 2023

ATTENDEES: Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors Northlake Stewardship District

Dear Board Members:

The Board of Supervisors of the Northlake Stewardship District will hold a Regular Meeting on November 9, 2023 at 5:00 p.m., or as soon thereafter as the matter may be heard, at 6102 162nd Ave E., Parrish, Florida 34219. The agenda is as follows:

- 1. Call to Order/Roll Call
- 2. Public Comments
- 3. Acceptance of Resignation of Jeff Cerven [Seat 4]; *Term Expires November 2024*
- 4. Consider Appointment of Roger Aman to Fill Unexpired Term of Seat 4
 - Administration of Oath of Office to Appointed Supervisor (the following will be provided in a separate package)
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - D. Form 8B Memorandum of Voting Conflict
- 5. Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date
- 6. Consideration of Resolution 2024-02, Adopting an Amended General Fund Budget for Fiscal Year 2023/2024, Providing for Appropriations; Addressing Conflicts and Severability; and Providing for an Effective Date

- 7. Update: Merger with Rye Ranch CDD
- 8. Acceptance of Unaudited Financial Statements as of September 30, 2023
- 9. Approval of September 27, 2023 Public Hearing and Regular Meeting Minutes
- 10. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer: ZNS Engineering, L.C.
 - C. District Manager: Wrathell, Hunt and Associates, LLC
 - NEXT MEETING DATE: November 15, 2023 at 5:00 PM

SEAT 1	STEPHEN J CERVEN	IN PERSON	PHONE	No
SEAT 2	A JOHN FALKNER	IN PERSON	PHONE	No
SEAT 3	SCOTT FALKNER	IN PERSON	Phone	No
Seat 4	Roger Aman	IN PERSON	PHONE	No
SEAT 5	Roy Cohn	IN PERSON	PHONE	No

• QUORUM CHECK

- 11. Board Members' Comments/Requests
- 12. Public Comments
- 13. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Cindy Cerbone at (561) 346-5294.

Sincerely, Swither

Craig Wrathell District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE CALL-IN NUMBER: 1-888-354-0094 PARTICIPANT PASSCODE: 801 901 3513



NOTICE OF TENDER OF RESIGNATION

Board of Supervisors Northlake Stewardship District Attn: Craig Wrathell/Cindy Cerbone, District Managere 2300 Glades Road, Suite 410W Boca Raton, Florida 33431



To:



11/7/2023

Date:

I hereby tender my resignation as a member of the Board of Supervisors of the Northlake Stewardship District. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and personally presented at a duly noticed meeting of the Board of Supervisors, scanned and electronically transmitted to gillyardd@whhassociates.com of [__] faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.

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RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NORTHLAKE STEWARDSHIP DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Northlake Stewardship District (the "District") is a local unit of specialpurpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District's Board of Supervisors desires to appoint and remove Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF NORTHLAKE STEWARDSHIP DISTRICT THAT:

SECTION 1. The following is/are appointed as Officer(s) of the District effective November 9, 2023:

		is appointed Chair
		is appointed Vice Chair
		is appointed Assistant Secretary
		is appointed Assistant Secretary
		is appointed Assistant Secretary
SECTION 2.	The following C	Officer(s) shall be removed as Officer(s) as of November 9,

2023:

Jeff Cerven	Assistant Secretary

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Cindy Cerbone is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 9TH DAY OF NOVEMBER, 2023.

ATTEST:

NORTHLAKE STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors



RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF NORTHLAKE STEWARDSHIP DISTRICT ADOPTING AN AMENDED GENERAL FUND BUDGET FOR FISCAL YEAR 2023/2024, PROVIDING FOR APPROPRIATIONS; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on September 27, 2023, the Board of Supervisors of Northlake Stewardship District ("Board"), adopted Resolution 2023-10 providing for the adoption of the District's Fiscal Year 2023/2024 annual budget ("Budget"), along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Chapter 2021-197, Laws of Florida, and Chapter 189, *Florida Statutes*; and

WHEREAS, the District Manager, at the direction of the Board, has prepared an amended Budget, to reflect changes in the actual and anticipated appropriations of the Budget; and

WHEREAS, Chapter 189, *Florida Statutes*, and Section 3 of Resolution 2023-10 authorize the Board to amend the Budget at any time within Fiscal Year 2023/2024 or within sixty (60) days following the end of the Fiscal Year 2023/2024; and

WHEREAS, the Board finds that it is in the best interest of the District and its landowners to amend the Budget to reflect the actual appropriations; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF NORTHLAKE STEWARDSHIP DISTRICT:

1. BUDGET AMENDMENT.

- The Board has reviewed the District Manager's proposed amended Budget, copies of which are on file with the office of the District Manager and at the District's Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The amended Budget attached hereto as **Exhibit A** and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of section 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, "**Adopted Annual Budget**") may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for Fiscal Year 2023/2024.

c. The Adopted Annual Budget shall be maintained in the office of the District Manager and the District Records Office and identified as "The Adopted Budget for Northlake Stewardship District for the fiscal year ending September 30, 2024, as amended and adopted by the Board of Supervisors effective November 9, 2023".

2. APPROPRIATIONS. There is hereby appropriated out of the revenues of Northlake Stewardship District, for the fiscal year beginning October 1, 2023, and ending September 30, 2024, the sums set forth in Exhibit A, to be raised by the levy of assessments, a funding agreement and/or otherwise. Such sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the amounts set forth in Exhibit A.

3. CONFLICTS. This Resolution is intended to amend, in part, Resolution 2023-10, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2023-10 that are not amended by this Resolution apply to the Adopted Annual Budget as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

4. 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.

5. **EFFECTIVE DATE.** This Resolution shall take effect upon its adoption.

Introduced, considered favorably, and adopted this 9th day of November, 2023.

ATTEST:

NORTHLAKE STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Amended Fiscal Year 2023/2024 Budget

Exhibit A Amended Fiscal Year 2023/2024 Budget

NORTHLAKE STEWARDSHIP DISTRICT AMENDED BUDGET FISCAL YEAR 2024

NORTHLAKE STEWARDSHIP DISTRICT GENERAL FUND BUDGET FISCAL YEAR 2024

	Adopted Budget FY 2024 Change				
REVENUES	• 405.040	• • • • • • •	• 100.001		
Landowner contribution - Pod A	\$ 165,642	\$ 2,692	\$ 168,334		
Landowner contribution - Pod B-1	29,668	(1,893)	27,775		
Landowner contribution - Pod B-2	23,575	(1,509)	22,066		
Landowner contribution - Pod C	76,905	710	77,615		
Total revenues	295,790		295,790		
EXPENDITURES					
Professional & administrative					
Managament/accounting/recording	48,000	-	48,000		
Legal	25,000	-	25,000		
Engineering	2,000	-	2,000		
Audit	6,000	-	6,000		
Arbitrage rebate calculation*	-	-	-		
Dissemination agent**	-	-	-		
Trustee***	-	-	-		
Telephone	200	-	200		
Postage	500	-	500		
Printing & binding	500	-	500		
Legal advertising	6,500	-	6,500		
Annual special district fee	175	-	175		
Insurance	5,500	-	5,500		
Contingencies/bank charges	500	-	500		
Website					
Hosting & maintenance	705	-	705		
ADA compliance	210	-	210		
Total professional & administrative	95,790	-	95,790		
Field operations					
Field operations, repair & maintenance	200,000	-	200,000		
Total field operations	200,000	-	200,000		
Total expenditures	295,790	-	295,790		
Net increase/(decrease) of fund balance	-	-	-		
Fund balance - beginning (unaudited)	-	-	-		
Fund balance - ending (projected)	\$ -	\$ -	\$ -		
·					

Note: Landowner contribution cost-share: Pod A 56.91%, Pod B-1 9.39%, Pod B-2 7.46%, and Pod C 26.24%.

Please note some (and in some cases all) of the revenues (landowner contribution and/or off roll assessments) and expenses (including debt) are contingent upon the dissolution and merger of Rye Ranch CDD into Northlake SD at some point in FY24.

*This expense will be realized the year after the issuance of bonds.

**This expense will be realized when bonds are issued.

***This expense is paid from the costs of issuance in the initial year. Thereafter, this will be a budgeted expense.

UNAUDITED FINANCIAL STATEMENTS

NORTHLAKE STEWARDSHIP DISTRICT FINANCIAL STATEMENTS UNAUDITED SEPTEMBER 30, 2023

NORTHLAKE STEWARDSHIP DISTRICT BALANCE SHEET GOVERNMENTAL FUNDS SEPTEMBER 30, 2023

ASSETS	General Fund)ebt rvice und	Total Governmental Funds	
Cash Due from Landowner Prepaid expense	\$	800 7,577 5,200	\$	- -	\$	800 7,577 5,200
Total assets LIABILITIES AND FUND BALANCES Liabilities:	\$	13,577	\$	-	\$	13,577
Accounts payable Due to Landowner Landowner advance Total liabilities	\$	2,377 - 6,000 8,377	\$	- 179 - 179	\$	2,377 179 6,000 8,556
DEFERRED INFLOWS OF RESOURCES Deferred receipts Unearned revenue Total deferred inflows of resources		2,377 5,200 7,577				2,377 5,200 7,577
Fund balances: Restricted for: Debt service Unassigned Total fund balances		(2,377) (2,377)		(179) - (179)		(179) (2,377) (2,556)
Total liabilities and fund balances	\$	13,577	\$	-	\$	13,577

NORTHLAKE STEWARDSHIP DISTRICT GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES FOR THE PERIOD ENDED SEPTEMBER 30, 2023

	Current Month		Year to Date		Budget		% of Budget	
REVENUES								
Landowner contribution	\$	-	\$	41,239	\$	83,432	49%	
Total revenues		-		41,239		83,432	49%	
EXPENDITURES								
Professional & administrative								
Management/accounting/recording*	\$	2,000	\$	24,000	\$	40,000	60%	
Legal		319		3,990		25,000	16%	
Engineering		-		1,906		2,000	95%	
Dissemination agent**		-		-		667	0%	
Telephone		16		200		200	100%	
Postage		-		-		500	0%	
Printing & binding		42		500		500	100%	
Legal advertising		-		350		6,500	5%	
Annual special district fee		-		-		175	0%	
Insurance		-		5,000		5,500	91%	
Contingencies/bank charges		-		388		500	78%	
Website								
Hosting & maintenance		-		1,645		1,680	98%	
ADA compliance		-		210		210	100%	
Total expenditures		2,377		38,189		83,432	46%	
Excess/(deficiency) of revenues								
over/(under) expenditures		(2,377)		3,050		-		
Fund balances - beginning		-		(5,427)		-		
Fund balances - ending	\$	(2,377)	\$	(2,377)	\$	-		
*WHA will charge a reduced management fee of \$2 000 p	er mo	, ź		, í				

*WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**These items will be realized when bonds are issued.

NORTHLAKE COMMUNITY DEVELOPMENT DISTRICT STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES DEBT SERVICE FUND SERIES 2021 FOR THE PERIOD ENDED SEPTEMBER 30, 2023

	Current Month		Year To Date	
REVENUES				
Developer contribution		-		-
Total revenues		_		-
EXPENDITURES				
Debt service				
Cost of issuance	\$	-	\$	179
Total debt service				179
Excess/(deficiency) of revenues				
over/(under) expenditures		-		(179)
Net change in fund balances		-		(179)
Fund balances - beginning		(179)		
Fund balances - ending	\$	(179)	\$	(179)

MINUTES

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1 2 3	MINUTES OF MEETING NORTHLAKE STEWARDSHIP DISTRICT						
4	The Board of Supervisors of the Northlake Stewardship District held a Public Hearing and						
5	Regular Meeting on September 27, 2023 at 5:00 p.m., or as soon thereafter as the matter may						
6	be heard, at 6102 162nd Ave E., Parrish, Florid	da 34219.					
7							
8 9	Present at the meeting were:						
10	Stephen (Steve) Cerven	Chair					
11	A. John Falkner	Vice Chair					
12 13	Scott Falkner	Assistant Secretary					
13 14 15	Also present were:						
16	Cindy Cerbone	District Manager					
17	Craig Wrathell	Wrathell, Hunt and Associates, LLC (WHA)					
18 19 20	Sarah Sandy (via telephone)	District Counsel					
21 22	FIRST ORDER OF BUSINESS	Call to Order/Roll Call					
23	Ms. Cerbone called the meeting to orc	der at 5:44 p.m.					
24	Supervisors Steve Cerven, A. John Fal	kner and Scott Falkner were present. Supervisors					
25	Cohn and Jeff Cerven were not present.						
26							
27 28	SECOND ORDER OF BUSINESS	Public Comments					
29	No members of the public spoke.						
30							
 31 32 33 34 35 36 37 38 39 	THIRD ORDER OF BUSINESS	Consideration of Resolution 2023-09, Amending Resolution 2023-07 To Reset the Public Hearing Regarding Proposed Budget for Fiscal Year 2023/2024, Ratifying the Actions of the District Manager and Chair In Resetting Such Public Hearing; Providing a Severability Clause; and Providing an Effective Date					

40		Ms. Cerbone presented Resolution 2023-09.
41		
42		On MOTION by Mr. A. John Falkner and seconded by Mr. Steve Cerven, with all
43 44		in favor, Resolution 2023-09, Amending Resolution 2023-07 To Reset the Public Hearing Regarding Proposed Budget for Fiscal Year 2023/2024, Ratifying the
44 45		Actions of the District Manager and Chair In Resetting Such Public Hearing;
46		Providing a Severability Clause; and Providing an Effective Date, was adopted.
47 48		
49 50	FOUR	RTH ORDER OF BUSINESS Public Hearing on Adoption of Fiscal Year 2023/2024 Budget
51 52	Α.	Proof/Affidavit of Publication
53	В.	Consideration of Resolution 2023-10, Relating to the Annual Appropriations and
54		Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending
55		September 30, 2024; Authorizing Budget Amendments; and Providing an Effective
56		Date
57		Ms. Cerbone presented Resolution 2023-10. The Fiscal Year 2024 budget will mirror the
58	Rye R	Ranch CDD budget that was amended and adopted at the Rye Ranch CDD meeting so all
59	chang	ges to the Rye Ranch CDD Fiscal Year 2024 budget will be made to this budget. Each page
60	of the	e Northlake CDD Fiscal Year 2024 budget will have a footnote about this.
61		Discussion ensued regarding the Fiscal Year 2023/2023 funding agreement and inserting
62	the s	tatement: "Upon the merger with Rye Ranch CDD, the Northlake Stewardship District
63	Fiscal	Year 2023/2024 Funding Agreement becomes null and void and will be replaced with the
64	Rye R	anch CDD Fiscal Year 2024 Funding Agreement."
65		The following changes were made to the Fiscal Year 2024 budget:
66		Where necessary: Insert all the same changes made to the Rye Ranch CDD Fiscal Year
67	2024	budget
68		Each page: Insert footnote "Please note some, and in some cases all of the revenues,
69	lando	owner contribution and/or off-roll assessments and expenses, including debt, are
70	contii	ngent upon the dissolution and merger of Rye Ranch CDD into Northlake Stewardship
71	Distri	ct at some point in Fiscal Year 2024."

2

72			
73 74		On MOTION by Mr. Steve Cerven favor, the Public Hearing was ope	and seconded by Mr. Scott Falkner, with all in ned.
75 76 77		No members of the public spoke.	
78			
79 80		On MOTION by Mr. Steve Cerven in favor, the Public Hearing was cl	and seconded by Mr. A. John Falkner, with all osed.
81 82			
82 83 84 85 86 87		favor, Resolution 2023-10, Relatin the Budget for the Fiscal Year	and seconded by Mr. Scott Falkner, with all in g to the Annual Appropriations and Adopting r Beginning October 1, 2023, and Ending ed; Authorizing Budget Amendments; and dopted.
88 89 90 91 92	FIFTH	ORDER OF BUSINESS	Consideration of Fiscal Year 2023/2024 Funding Agreement
93		Ms. Cerbone presented Fiscal Y	ear 2023/2024 Funding Agreement. The following
94	chang	e was made:	
95		Insert statement: "Upon the mer	ger with Rye Ranch CDD, the Northlake Stewardship
96	Distric	ct Fiscal Year 2023/2024 Funding Ag	reement becomes null and void and will be replaced
97	with t	he Rye Ranch CDD Fiscal Year 2024 F	unding Agreement."
98			
99 100 101 102 103 104		in favor, the Fiscal Year 2023/20 substantial form and further am Ranch CDD, the Northlake Stewa	and seconded by Mr. A. John Falkner, with all 24 Funding Agreement, as amended and in rended to add "Upon the merger with Rye rdship District Fiscal Year 2023/2024 Funding id and will be replaced with the Rye Ranch rement.", was approved.
105 106 107 108	SIXTH	ORDER OF BUSINESS	Update: Merger with Rye Ranch CDD
108		This item was discussed during the	Fourth Order of Business.

110				
111 112 113 114	SEVEN	ITH OR	DER OF BUSINESS	Acceptance of Unaudited Financial Statements as of August 31, 2023
115 116 117			, the Unaudited Financia	n and seconded by Mr. Scott Falkner, with all in I Statements as of August 31, 2023, were
 118 119 120 121 122 122 	EIGHT	'H ORD	ER OF BUSINESS	Approval of May 31, 2023 Regular Meeting Minutes
123 124 125 126 127			vor, the May 31, 2023 R	en and seconded by Mr. Scott Faulkner, with all egular Meeting Minutes, as presented, were
128 129 130	NINTH		R OF BUSINESS	Staff Reports
131	Α.	Distri	ct Counsel: Kutak Rock LLP	
132	В.	Distri	ct Engineer: ZNS Engineeri	ng, L.C.
133	C.	Distri	ct Manager: Wrathell, Hun	t and Associates, LLC
134		•	Registered Voters in	District as of April 15, 2023
135		•	NEXT MEETING DATE: Oc	tober 18, 2023 at 5:00 PM
136			• QUORUM CHECK	
137		There	e were no reports.	
138				
139 140 141	TENTH		e were no Board Members'	Board Members' Comments/Requests comments or requests.
142				
143 144	ELEVE	NTH O	RDER OF BUSINESS	Public Comments
145		No m	embers of the public spoke	
146				

147	TWELFTH ORDER OF BUSINESS Adjournment
148	
149	
150	On MOTION by Mr. Steve Cerven and seconded by Mr. Scott Falkner, with all in
151	favor, the meeting adjourned at 6:02 p.m.
152	
153	
154	
155	
156	
157	[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

158		
159		
160		
161		
162		
163	Secretary/Assistant Secretary	Chair/Vice Chair

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STAFF REPORTS

Nor	THLAKE STEWARDSHIP DISTRICT			
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE				
	LOCATION			
6102 162nd Avenue E, Parrish, Florida 34219				
DATE	POTENTIAL DISCUSSION/FOCUS	TIME		
October 18, 2023 CANCELED	Regular Meeting	5:00 PM*		
November 9, 2023	Regular Meeting	5:00 PM*		
November 15, 2023	Regular Meeting	5:00 PM*		
December 20, 2022	De culou Me etia c			
December 20, 2023	Regular Meeting	5:00 PM*		
January 17, 2024	Regular Meeting	5:00 PM*		
February 21, 2024	Regular Meeting	5:00 PM*		
March 20, 2024	Regular Meeting	5:00 PM*		
April 17, 2024	Regular Meeting	5:00 PM*		
May 15, 2024	Regular Meeting	5:00 PM*		
June 19, 2024**	Regular Meeting	5:00 PM*		
July 17, 2024	Regular Meeting	5:00 PM*		
August 21, 2024	Regular Meeting	5:00 PM*		
September 18, 2024	Regular Meeting	5:00 PM*		

*Meetings will occur at 5:00 PM, or immediately following the adjournment of Aviary at Rutland Ranch Community Development District and Rye Ranch Community Development District meetings.

**Exception/Note

June 19, 2024 is the Juneteenth holiday