

**MINUTES OF MEETING
LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the Live Oak Lake Community Development District was held on Wednesday, **September 2, 2020** at 2:30 p.m. via Zoom Teleconference, pursuant to Executive Order 20-69, issued by Governor DeSantis, as amended and supplemented.

Present and constituting a quorum:

Scott Stearns	Chairman
Jose Rios	Vice Chairman
Lee Moore	Assistant Secretary

Also present were:

Jill Burns	District Manager/GMS
Sarah Sandy	HGS
Nicole Stalder	Dewberry
Emma Gregory	HGS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order. Three Supervisors were present by phone/zoom teleconference constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted that the Governor issued an executive order allowing District's to conduct meetings remotely via Zoom without having a physical quorum present. Access for the meeting was provided in the District's meeting notice, on the District's website, and by contacting the District Manager's' Office in advance. There are two opportunities for public comment, at the beginning of the meeting on agenda items and at the end of the meeting on any other items not listed on the agenda. There are additional public hearings today that allow for comments for those related items. Ms. Burns explained how to access the raise hand feature for public comments.

There were no comments received prior to the meeting. No members of the public had comments on agenda items.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the August 5, 2020
Board of Supervisors Meeting**

Ms. Burns asked for any comments, questions, or corrections on the August 5, 2020 meeting minutes. The Board had no changes.

On MOTION by Mr. Moore, seconded by Mr. Stearns, with all in favor, the Minutes of the August 5, 2020 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Matters Pertaining to the Issuance of the
Series 2020 Bonds**

- A. Presentation of Second Supplemental Engineer's Report**
- B. Presentation of Second Supplemental Assessment Report**
- C. Consideration of Resolution 2020-17 Delegated Award Resolution**
 - i. Bond Purchase Agreement**
 - ii. Second Supplemental Trust Indenture**
 - iii. Preliminary Limited Offering Memorandum**
 - iv. Continuing Disclosure Agreement**

The above items were deferred to the continued meeting, to be held on September 24, 2020.

On MOTION by Mr. Stearns, seconded by Mr. Moore, with all in favor, the Matters Pertaining to the Issuance of the Series 2020 Bonds being Deferred to the Continued Meeting for September 24th, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Construction Funding
Agreement**

Ms. Burns noted this agreement was with Narcoossee Land Ventures, LLC and enables the CDD to proceed with construction outlined in the Engineer's Report. Ms. Sandy noted this would be used for projects if they do not have bond funds in time. In that case, the Developer would fund that until they have bond funds. Ms. Sandy outlined several changes and asked for motion to approve.

On MOTION by Mr. Stearns, seconded by Mr. Moore, with all in favor, the Construction Funding Agreement subject to Final Review from Counsel, was approved in substantial form subject to finalization by District Counsel.

SIXTH ORDER OF BUSINESS

Consideration of Project Funding Agreement

Ms. Burns stated this was with Narcoossee Land Ventures, LLC. The District does not have on-site personnel to supervise, and this allows for a Project Manager to be on site. Ms. Sandy noted this would ask the Developer, acting on behalf of the District, to oversee the project on site and give authority to make decisions in the field. Ms. Sandy outlined minor changes including potentially increasing some of the District's insurance coverage, which Ms. Burns is getting a quote for. This also allows to identify the Developer for claims related to accidents under the agreement, except for gross negligent and willful misconduct. Ms. Sandy noted this was being provided at almost no cost, except expenses, to the District and she recommended Board approval.

On MOTION by Mr. Stearns, seconded by Mr. Rios, with all in favor, the Project Funding Agreement subject to Final Review by Counsel, was approved in substantial form subject to finalization by District Counsel.

SEVENTH ORDER OF BUSINESS

Consideration of Requests for Proposals for Construction Services for the Spine Road Project

Ms. Burns asked Ms. Sandy to bring up the timeline for the Board to review. The proposed timelines included the bid pick up for Monday, September 14th, proposals open on October 14th, and end of October for consideration of proposals. Ms. Stalder confirmed the plan would be ready for pick up on Friday. They would need 30 days from advertisement to when proposals would be due.

On MOTION by Mr. Moore, seconded by Mr. Rios, with all in favor, Approve the Selection Criteria and Authorize Staff to Issue the RFP based on the timeline provided, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Agreement with HOA for Improvement Maintenance Management

Ms. Burns stated this is with the HOA of Twin Lakes and the District would enter into this agreement to allow for management operations and maintenance of improvements. Section 2 outlines the services of landscaping maintenance, lake maintenance, and coordination of vendors on site to ensure that contracts are complied with. Currently there is a Cost Share Agreement in place where the CDD pays a proportional share. The discussion regarded putting contracts directly with the CDD and having the HOA oversee the contracts. Ms. Sandy noted this would be a cost saving to the District. A motion was needed to terminate the current Cost Share Agreement with the HOA.

On MOTION by Mr. Stearns, seconded by Mr. Rios, with all in favor, the Agreement with HOA for Improvement Maintenance Management and Termination of the Cost Share Agreement with the HOA, was approved.

NINTH ORDER OF BUSINESS

Consideration of Agreement Regarding Landscape Maintenance

Ms. Burns stated the quotes were approved at last meeting and puts those existing Landform contracts into the District's name. This would be a District agreement as opposed to the existing agreement with the HOA the Board was paying a share of.

On MOTION by Mr. Moore, seconded by Mr. Stearns, with all in favor, the Agreement Regarding Landscape Maintenance, was approved in substantial form subject to finalization by District Counsel.

TENTH ORDER OF BUSINESS

Consideration of Agreement Regarding Aquatic Maintenance

Ms. Burns stated the agreement with Lake and Wetland Management was approved at the last meeting. Ms. Sandy noted some additional proposals would need to be added.

On MOTION by Mr. Moore, seconded by Mr. Stearns, with all in favor, the Agreement Regarding Aquatic Maintenance, was

approved in substantial form subject to finalization by District Counsel.

ELEVENTH ORDER OF BUSINESS

Consideration of FY 2020 Audit Engagement Letter

Ms. Burns stated the fee for Fiscal Year 2020 was \$3,500 and this is part of a three year agreement that's in place with Grau & Associates for 2020. Ms. Sandy noted this should be approved pending final review from Counsel.

On MOTION by Mr. Moore, seconded by Mr. Rios, with all in favor, the FY2020 Audit Engagement Letter pending Final Review from Counsel, was approved.

TWELTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Sandy noted that the executive order to hold meetings remotely has been extended through October 1st at this time.

B. Engineer

Ms. Stalder had nothing additional to report.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns noted that the check register was included in the agenda package for the general fund for \$14,701.71. The Impact Fee Fund was \$148,913.50.

On MOTION by Mr. Rios, seconded by Mr. Stearns, with all in favor, the Check Register totaling \$14,701.71 and the Impact Fee Fund for \$148,913.50 was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated there was no action needed on this item.

THIRTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS Supervisors Requests and Audience
Comments**

There was discussion of the continued Board meeting date and time and to make sure if there was time allowed for bonds and documents attached for delegation resolution. There were no general public comments.

FIFTEENTH ORDER OF BUSINESS Continuation of Meeting

The meeting was continued to Thursday, September 24, at 9:00 a.m.

On MOTION by Mr. Stearns, seconded by Mr. Rios, with all in favor, the meeting was continued to Thursday, September 24, 2020 at 9:00 a.m., to be held via Zoom.


Secretary / Assistant Secretary


Chairman / Vice Chairman