

**MINUTES OF MEETING
WILLOWS
COMMUNITY DEVELOPMENT DISTRICT**

The Willows Community Development District Board of Supervisors held a Public Hearing and Regular Meeting on November 30, 2018 at 10:00 a.m., at the office of ZNS Engineering, 201 5th Ave., Dr. E, Bradenton, Florida 34208.

Present at the meeting were:

Les Basnight	Chair
Charles Conoley	Assistant Secretary
Clifton Fischer	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Michal Szymonowicz (via telephone)	Wrathell, Hunt and Associates, LLC
Tucker Mackie	District Counsel
Nathan Kragt	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 10:06 a.m. Supervisors Basnight, Conoley and Fischer were present in person. Supervisor Johnson was not present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Consider Appointment to Seat 5: Term Expires 9/18/2020

- **Administration of Oath of Office to Initial Board of Supervisors (*the following will also 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. Chapter 190, Florida Statutes
- D. 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
- E. Form 8B: Memorandum of Voting Conflict

This item was deferred to a future meeting.

FOURTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements

- *Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.*

Mr. Kragt provided an overview of the Engineer’s Report that was approved at the September 18, 2018 meeting.

Mr. Szymonowicz provided an overview of the Master Special Assessment Methodology Report that was approved at the September 18, 2018 meeting.

Ms. Cerbone opened the Public Hearing.

No members of the public spoke.

Ms. Cerbone closed the Public Hearing.

- A. **Affidavit/Proof of Publication**
The affidavit of publication was provided for informational purposes.
- B. **Consideration of Resolution 2019-06, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special**

Assessments by the Methods Provided for by Chapters 170, 190, and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Revenue Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date

Ms. Mackie reviewed Resolution 2019-06.

On MOTION by Mr. Conoley and seconded by Mr. Basnight, with all in favor, Resolution 2019-06, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special Assessments by the Methods Provided for by Chapters 170, 190, and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Revenue Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of October 31, 2018

Ms. Cerbone presented the Unaudited Financial Statements as of October 31, 2018.

On MOTION by Mr. Fischer and seconded by Mr. Conoley, with all in favor, the Unaudited Financial Statements as of October 31, 2018, were approved.

SIXTH ORDER OF BUSINESS

Consideration of November 2, 2018 Public Hearings and Regular Meeting Minutes

Ms. Cerbone presented the November 2, 2018 Public Hearings and Regular Meeting Minutes.

On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, the November 2, 2018 Public Hearings and Regular Meeting Minutes, as presented, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Hopping Green & Sams, P.A.*

There being nothing additional to report, the next item followed.

B. District Engineer (Interim): *ZNS Engineering, L.C.*

There being nothing additional to report, the next item followed.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

- **NEXT MEETING DATE: December 7, 2018 at 10:00 a.m.**

The next meeting will be held on December 7, 2018 at 10:00 a.m.

EIGHTH ORDER OF BUSINESS

Board Members' Comments/Requests

There being no Board Members' comments or requests, the next item followed.

NINTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

TENTH ORDER OF BUSINESS


Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Conoley and seconded by Mr. Basnight, with all in favor, the meeting adjourned at 10:30 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair