

**MINUTES OF MEETING
WILLOWS
COMMUNITY DEVELOPMENT DISTRICT**

The Willows Community Development District Board of Supervisors held Multiple Public Hearings and a Regular Meeting on December 7, 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
Christine Cardelle	Wrathell, Hunt and Associates, LLC
Tucker Mackie (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 10:08 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 (*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 Hear Comments and Objection on the Adoption of the District's Final Budget for Fiscal Year 2017/2018, Pursuant to Florida Law

A. Affidavit/Proof of Publication

The affidavit of publication was provided for informational purposes.

B. Consideration of Resolution 2019-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2018; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Cerbone stated that it was necessary to adopt a Fiscal Year 2018 budget because expenses were incurred during Fiscal Year 2018.

Ms. Cerbone opened the Public Hearing.

No members of the public spoke.

Ms. Cerbone closed the Public Hearing.

Ms. Cerbone presented Resolution 2019-07 and read the title.

On MOTION by Mr. Conoley and seconded by Mr. Fischer, with all in favor, Resolution 2019-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2018; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objection on the Adoption of the District's

**Final Budget for Fiscal Year 2018/2019,
Pursuant to Florida Law**

A. Affidavit/Proof of Publication

The affidavit of publication was provided behind Tab 4A.

B. Consideration of Resolution 2019-08, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2019; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Cerbone presented the Fiscal Year 2019 budget and reviewed the line items. The Fiscal Year 2018 budget reflected a partial year but the Fiscal Year 2019 budget reflected a full year budget. The District would remain Developer-funded and expenses would be funded once they are incurred.

Ms. Cerbone opened the Public Hearing.

No members of the public spoke.

Ms. Cerbone closed the Public Hearing.

Ms. Cerbone presented Resolution 2019-08 and read the title.

On MOTION by Mr. Fischer and seconded by Mr. Conoley, with all in favor, Resolution 2019-08, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2019; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Staff Reports

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

Ms. Mackie stated that the bond validation hearing was held this week and the bonds were successfully validated. Staff is finalizing supplemental reports that will be the subject of a future financing, potentially in the first quarter of 2019.

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

There being no report, the next item followed.

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

- **NEXT MEETING DATE: January 4, 2019 at 10:00 a.m.**

The meeting scheduled for January 4, 2019 would be cancelled; therefore the next meeting would be held on February 1, 2019 at 10:00 a.m., if necessary. Ms. Mackie stated that it may be necessary to schedule a Special Meeting in January to address matter related to issuing bonds.

SEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

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

EIGHTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Fischer and seconded by Mr. Conoley, with all in favor, the meeting adjourned at 10:19 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair