

**PBR**  
**Community Development District**  
**Minutes of Meeting**

**The Board of Supervisors Meeting for the PBR Community Development District, was called to order at 11:00 a.m. on August 25, 2017 at 3615 Lionel Road, Mims, Florida 32754.**

Wayne Bohl	Board Member
Michael Bohl	Board Member
Brian Fredley	Board Member

**Also present were:**

Jane Gaarlandt	Fishkind & Associates	
Joe MacLaren	Fishkind & Associates	(via phone)
Jennifer Glasgow	Fishkind & Associates	(via phone)

**FIRST ORDER OF BUSINESS**

**Roll Call**

The Board of Supervisors meeting for the PBR Community Development District was called to order with the Supervisors in attendance listed above constituting quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present at this time.

**THIRD ORDER OF BUSINESS**

**Consideration of the  
Minutes from the June 9,  
2017 Board of Supervisors'  
Meeting**

The Board Members reviewed the Minutes from the June 9, 2017 Board of Supervisors' Meeting.

**ON MOTION** by Mr. W. Bohl, and Second by Mr. M. Bohl, with all in favor, the Board of Supervisors for the PBR Community Development District approved the Minutes from the June 9, 2017 Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Fiscal  
Year 2017-2018 Meeting  
Schedule**

Ms. Gaarlandt recommended keeping the meeting schedule on the 4<sup>th</sup> Friday of each month at 11:00 a.m. She noted that also listed in the notice is a recommendation for the public to call and check with the District Manager to see if the meeting is occurring before they attempt to attend.

**ON MOTION** by Mr. M. Bohl, and Second by Mr. Fredley, with all in favor, the Board of Supervisors for the PBR Community Development District approved the Fiscal Year 2017-2018 meeting Schedule.

**FIFTH ORDER OF BUSINESS**

**Review of Public  
Infrastructure Fee Fiscal  
Year 2017 Summary**

Included in the agenda packet is a summary of the PIF collections for 2017. Ms. Gaarlandt noted that at the last meeting there was a question about what happened for the January numbers, she noted that they were not added and there was a transition between the accountants at that point in time and it was not recorded. There was no action required by the Board.

**SIXTH ORDER OF BUSINESS**

**Public Hearing on the  
Adoption of an Annual  
Budget; Consideration of  
Resolution 2017-05,  
Adopting an Annual  
Budget and Appropriating  
Funds for the Fiscal Year  
2017-2018**

Ms. Gaarlandt requested a motion to open the public hearing.

**ON MOTION** by Mr. W. Bohl, and Second by Mr. Fredley, with all in favor, the Board of Supervisors for the PBR Community Development District opened the Public Hearing.

Ms. Gaarlandt noted for the record that no members of the public are present. She requested a motion to close the public hearing.

**ON MOTION** by Mr. W. Bohl, and Second by Mr. Fredley, with all in favor, the Board of Supervisors for the PBR Community Development District closed the Public Hearing.

Ms. Gaarlandt noted that the actual budget will be updated to reflect the proposed budget attached and requested a motion approving Resolution 2017-05.

**ON MOTION** by Mr. W. Bohl, and Second by Mr. M. Bohl, with all in favor, the Board of Supervisors for the PBR Community Development District approved Resolution 2017-05, Adopting a Budget and Appropriating Funds for the Fiscal Year 2017-2018.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Fiscal  
Year 2017-2018 General  
Fund Funding Agreement**

The Board reviewed the Fiscal Year 2017-2018 General Fund Funding Agreement. It is the same form of agreement as was used in previous years. Ms. Gaarlandt explained that the District is funded on an as incurred cost basis by the Developer.

**ON MOTION** by Mr. W. Bohl, and Second by Mr. M. Bohl, with all in favor, the Board of Supervisors for PBR Community Development District approved The Funding Agreement for Fiscal Year 2017-2018.

**EIGHTH ORDER OF BUSINESS**

**Consideration of FY 2015-  
2016 Annual Financial  
Report**

Mr. MacLaren explained that the financial statements that are reflected in the Audit are found to be in order but the District needed the Auditors help in finalizing the Audit Statements. Page 24 of the report indicates that the Auditors did identify a problem that the District had not properly booked some funds that should have been booked in the District's fiscal year and the Auditors worked with the District manager to help get those booked. Mr. MacLaren noted that he has Ms. Glasgow, the head of accounting, on the line in case the Board had any questions. Ms. Glasgow is paying more attention to this District now to be sure that everything gets taken care of and Mr. MacLaren does not think that the District will have any issues in the future and everything has been corrected

with the help of the Auditors. The District's financial statements are all in order now. Ms. Glasgow explained that there were some user fees that were not booked properly and it was due to the timing of when they were received and the timing they should have been booked. She noted that there was a 60-day delay but it has been corrected. Mr. W. Bohl asked if it was a timing issue and Mr. MacLaren said yes and that the accountant should have noticed they were late and should not have closed out the year and waited to receive them before the year was closed out but the accountant was following the standard procedure of closing out 60 days after and the District manager's office received them more than 60 days later after the end of the fiscal year. Ms. Glasgow mentioned that she thinks that she was doing it this time and took responsibility for the mistake adding that the accountants are going through better closing procedures now because of this. Mr. MacLaren requested a motion to accept the Audit.

**ON MOTION** by Mr. W. Bohl, and Second by Mr. M. Bohl, with all in favor, the Board of Supervisors for the PBR Community Development District accepted the Fiscal Year 2015-2016 Annual Financial Audit Report.

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Financial Advisory Agreement with Fishkind & Associates, Inc.**

Mr. MacLaren explained that there are some new SCC regulations. Fishkind & Associates currently serves as the District's Financial Advisor and there has been some new legislation related to financial advisors where their attorney has advised them to get a formal agreement in place that the Financial Advisor can provide to the SCC should they request information on their advisory relationship with the District. Mr. MacLaren noted that he will off-set the management fee so there will be no net increase to the District's expenses because of the approval of this agreement. He recommended approval with the addition to Section 3.2 of a sentence that states "no work will be done towards this agreement without the prior approval of the District's Board of Supervisors".

**ON MOTION** by Mr. W. Bohl, and Second by Mr. M. Bohl, with all in favor, the Board of Supervisors for the PBR Community Development District approved the Financial Advisory Agreement with Fishkind & Associates with the addition to Section 3.2 of a sentence that states "no work will be done towards this agreement without the prior approval of the District's Board of Supervisors".

**TENTH ORDER OF BUSINESS**

**Ratification of Funding  
Request Numbers 108-109**

Ms. Gaarlandt presented for the Board Members' review funding requests 108-109. They were previously approved by the Chair and funded.

**ON MOTION** by Mr. W. Bohl, and Second by Mr. Fredley, with all in favor, the Board of Supervisors for the PBR Community Development District ratified Funding Requests 108-109.

**ELEVENTH ORDER OF BUSINESS**

**Review of District's  
Financial Position**

The Board Members reviewed the statements of the District's Financial Position. No action was required by the Board at this time.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports  
Audience Comments  
Supervisor Requests**

- 1. District Counsel – No Report
- 2. District Manager – No Report

There were no Supervisor requests.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

**ON MOTION** by Mr. W. Bohl, and Second by Mr. M. Bohl, with all in favor the August 25, 2017 Board of Supervisors meeting for the PBR Community Development District was adjourned.

  
Secretary/Assistant Secretary

  
Chairman