

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 Friday, September 28, 2018 at 3615 Lionel Road, Mims, Florida 32754.

Sans Lassiter
Brian Fredley

Board Member
Board Member

Also present were:

Renee Milza
Kristina Circelli
Vincent Lacerenza
Jane Gaarlandt
Mark Watts, District Counsel

CBL Properties
CBL Properties
ERMC
Fishkind & Associates
Cobb-Cole, P.A. (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.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Gaarlandt noted for the record that there were no public comments.

THIRD ORDER OF BUSINESS

**Consideration of
Resignation from the Board
of Supervisors**

Ms. Gaarlandt noted that District staff received a resignation from Wayne Bohl from the Board. Mr. Lassiter noted that his resignation did not name this particular CDD. Ms. Gaarlandt noted that District staff will reach out to him and get that updated for the record but it is the understanding of staff that his intention was to resign from all three Board's. Mr. Watts stated that is correct and added that based on the District's Rules of Procedure the District received a nomination from the Landowner to replace Mr. W. Bohl on the Board with Renee Milza. He recommended that the two remaining Board Members accept that recommendation and appoint Ms. Milza to the seat so that the Board has a quorum for this meeting.

ON MOTION by Mr. Fredley, and Second by Mr. Lassiter, with all in favor, the Board of Supervisors for the PBR Community Development District elected Renee Milza to the Board of Supervisors.

Ms. Gaarlandt administered the oath of office to Ms. Milza.

FOURTH ORDER OF BUSINESS

**Consideration of the
Minutes from the May 25,
2018 Board of Supervisors'
Meeting**

The Board Members reviewed the Minutes from the May 25, 2018 Board of Supervisors' Meeting.

Mr. Lassiter asked Mr. Watts if Christy Fisher followed up with him on any of her comments at the May meeting. Mr. Watts stated that he thinks there have been follow up conversations with her and the indication that he had from Mr. W. Bohl, who represented the property owner, was that it was not anything that was budgeted at this point. Mr. Lassiter asked if anyone responded back to her and if she responded to that. Mr. Watts stated that he was not sure but he will reach out to Ms. Fisher to make sure she got that message back and that the issue is closed.

ON MOTION by Mr. Lassiter, and Second by Mr. Fredley, with all in favor, the Board of Supervisors for the PBR Community Development District approved the Minutes from the May 25, 2018 Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

**Consideration of Fiscal
Year 2018-2019 Meeting
Schedule**

Ms. Gaarlandt stated that the meeting dates are listed as the 4th Friday of the month. There are only three meeting dates listed, March, May and August. The Board might not need to meet in March and staff will re-notice the actual meeting dates as they come up. The annual meeting schedule is not set in stone and the Board has flexibility on meeting dates.

ON MOTION by Mr. Lassiter and Second by Mr. Fredley, with all in favor, the Board of Supervisors for the PBR Community Development District approved the Fiscal Year 2018-2019 Meeting Schedule.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution
2018-02, Rescheduling the
Public Hearing on the FY
2018-2019 Budget Adoption**

Ms. Gaarlandt explained that the when the Board approved the preliminary budget, they set the date for the public hearing on August 10, 2018 and this resolution reschedules that date for today.

ON MOTION by Mr. Lassiter, and Second by Ms. Milza, with all in favor, the Board of Supervisors for the PBR Community Development District approved Resolution 2018-02, Rescheduling the Public Hearing on the FY 2018-2019 Budget Adoption.

SEVENTH ORDER OF BUSINESS

**Review of Public
Infrastructure Fee Fiscal
Year 2018 Summary**

Included is the agenda packet is a summary of the PIF collections for 2018. Ms. Gaarlandt noted that this is up to and including September of this year. There was no action required by the Board.

EIGHTH ORDER OF BUSINESS

**Public Hearing on the
Adoption of an Annual
Budget; Consideration of
resolution 2018-03,
Adopting a Budget and
Appropriating Funds for
the Fiscal Year 2018-2019**

Ms. Gaarlandt stated that District staff advertised and noticed a public hearing for today's meeting. She requested a motion to open the public hearing.

ON MOTION by Ms. Milza, and Second by Mr. Lassiter, with all in favor, the Board of Supervisors for the PBR Community Development District opened the Public Hearing.

Ms. Gaarlandt called for public comments. Hearing none, she requested a motion to close the public hearing.

ON MOTION by Ms. Milza, and Second by Mr. Lassiter, with all in favor, the Board of Supervisors for the PBR Community Development District closed the Public Hearing.

Ms. Gaarlandt called for Board comments. She noted that there was no change to the budget and it is funded by the Landowner via a funding agreement on an as incurred expense basis.

ON MOTION by Ms. Milza, and Second by Mr. Fredley, with all in favor, the Board of Supervisors for the PBR Community Development District approved Resolution 2018-03, Adopting a Budget and Appropriating Funds for the Fiscal Year 2018-2019.

NINTH ORDER OF BUSINESS

**Consideration of Fiscal
Year 2018-2019 General
Fund Funding Agreement**

Ms. Gaarlandt explained that this is in the same form as the Board has seen in previous years. It will be forwarded to the Landowner for execution.

ON MOTION by Ms. Milza, and Second by Mr. Lassiter, with all in favor, the Board of Supervisors for PBR Community Development District approved the Fiscal Year 2018-2019 General Fund Funding Agreement.

TENTH ORDER OF BUSINESS

**Consideration of FY 2016-
2017 Annual Financial
Report**

Ms. Gaarlandt explained that the Auditors found that the financial statements were presented fairly in all material respects and presented fairly, the activities of the District. The Auditor identified approximately \$70,000.00 of user fee amounts receivable that were not recorded on the District's financial statements. The user fee amounts were for September 2017 and were collected by the District subsequent to year-end.

It was the recommendation of the Auditor to review the financial statement closing procedures to ensure all noncash items are properly recorded. The accounting department has taken steps to implement the aforementioned recommendation.

Mr. Watts stated that this was around the time of a turnover or transitional period with the Management Staff and it is something that everyone has been paying attention to since then.

ON MOTION by Ms. Milza, and Second by Mr. Lassiter, with all in favor, the Board of Supervisors for PBR Community Development District accepted the FY 2016-2017 Annual Financial Report.

ELEVENTH ORDER OF BUSINESS

Ratification of Funding Request Numbers 115-117

Ms. Gaarlandt presented for the Board Members' review funding requests 115-117. They were previously approved by the Chair and funded.

Mr. Lassiter stated that the balance of the funds is approximately \$25,000.00 that was not accounted for previously and there is at least \$40,000.00 left in the budget so it appears there are no issues with meeting these obligations.

ON MOTION by Mr. Fredley, and Second by Ms. Milza, with all in favor, the Board of Supervisors for the PBR Community Development District ratified Funding Requests 115-117.

Ms. Gaarlandt asked if, going forward, she can send these to Ms. Milza. Ms. Milza replied yes.

TWELFTH 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.

Mr. Lassiter stated that the Fiscal Year 2018 adopted budget and the budget shown here are two different numbers. He asked if there was a reason for that variance. Ms.

Gaarlandt will ask the accountant why that is and have it verified because the two numbers should be the same.

THIRTEENTH ORDER OF BUSINESS

Staff Reports
Audience Comments
Supervisor Requests

1. District Counsel – No Report
2. District Manager – Ms. Gaarlandt noted that the District does not have a Chair as Mr. W. Bohl served as Chair. Mr. Fredley is the Vice-Chair of this Board. She noted that this District has a Landowners’ Election scheduled for November 16, 2018. At the previous meeting the landowner’ Meeting for this District was also approved to be held at the Mall in Daytona however that location does not work as the Landowners’ Meeting will need to be held in Brevard County. SWI has their meeting at 10:00 a.m. at the Mall so she suggested that the landowners Election for PBR take place at 11:00 a.m. at the current location.

Mr. watts requested a motion to approve he change of date and location of the Landowner’s Election.

ON MOTION by Mr. Lassiter, and Second by Mr. Fredley, with all in favor, the Board of Supervisors for the PBR Community Development District approved the change in Location of the Landowners Election to be held on November 16, 2018 at 11:00 a.m. at 3615 Lionel Road, Mims, FL 32754.

Ms. Gaarlandt explained that District Management staff is in the process of updating the District’s website so that all the documents are ADA compliant. This means that reader programs for the visually impaired can read all documents and graphics on the District’s website. District Management negotiated with the website provider and these upgrades can be accomplished for a cost to the District of \$500.00.

Ms. Gaarlandt noted that there is a disclaimer on the website stating that the website is in the process of being updated to become ADA compliant.

3. Supervisor Requests: There were no Supervisor comments.
4. Audience Comments: There were no audience requests.

FOURTEENTH ORDER OF BUSINESS

Adjournment

ON MOTION by Mr. Fredley, and Second by Mr. Lassiter, with all in favor the September 28, 2018 Board of Supervisors meeting for the PBR Community Development District was adjourned.


Secretary/Assistant Secretary


Chair/Vice-Chair