

**MINUTES OF MEETING**

**LONGLEAF PINE COMMUNITY DEVELOPMENT  
DISTRICT BOARD OF SUPERVISORS MEETING**

**Thursday, January 20, 2022**

**12:00 p.m. at the St. Augustine**

**Outlets located at 500 Outlet Mall**

**Blvd Suite 500, St. Augustine, FL**

**32084**

Board Members present at roll call in person or via phone:

Kelly White	Chairperson
James Stowers	Vice Chairperson
Andy Hagan	Assistant Secretary

Also, Present in person or via phone:

Vivian Carvalho	District Manager-	PFM
Group Consulting LLC		
Venessa Ripoll	Assistant District Manager-	(via phone)
	PFM Group Consulting LLC	
Kevin Plenzler	PFM Financial Advisors LLC	(via phone)
Katie Buchanan	District Counsel-	(via phone)
	Kutak Rock LLP	
Sete Zare	Underwriter- MBS Capital Markets	(via
phone)		
Ken Artin	Bond Counsel- Bryant Miller Olive	
	(via phone)	
Vince Dunn	Dunn & Associates, Inc.	(via phone)

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order at 12:15 p.m. Ms. Carvalho proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

**Public Comment Period**

There were no other public comments.

**SECOND ORDER OF BUSINESS**

**Administrative Matters**

**Review of Auditor Selection  
Committee Rankings &  
Selection of Auditor**

Ms. Carvalho requested a motion from the Board to approve Grau & Associates as the No. 1 ranking for Auditor and to proceed in entering into an agreement with them for auditing services.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board accepted the recommended rankings from the Auditor Selection Committee with Grau & Associates as No. 1 ranking for Auditor and to proceed in entering into an agreement with them for auditing services.

**Consideration of the Minutes of the November 18, 2021, Board of Supervisors' Meeting**

The Board reviewed the minutes of the November 18, 2021, Board of Supervisors' Meeting.

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board approved the Minutes of the November 18, 2021, Board of Supervisors' Meeting.

**Consideration of the Minutes of the November 18, 2021, Landowner Election Meeting**

The Board reviewed the minutes of the November 18, 2021, Landowner Election Meeting.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the Minutes of the November 18, 2021, Landowner Election Meeting.

**Consideration of the Minutes of the November 18, 2021 Auditor Selection Committee Meeting**

The Board reviewed the minutes of the November 18, 2021, Auditor Selection Committee Meeting.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved the Minutes of the November 18, 2021, Auditor Selection Committee Meeting.

**THIRD ORDER OF BUSINESS**

**General Business Matters**

**Consideration of the Assessment Methodology Report**

Mr. Plenzler reviewed the Assessment Methodology Report for Longleaf Pine to the Board. He stated Table 1 and 2 were consistent with the information provided by the District Engineer.

A recent change to capital improvement costs was made by the District Engineer in which was reflected in the latest Methodology Report. Table 3 contained the 2022 estimated Bond par amount and construction acquisition fund. Currently, the bond principal is estimated at \$10,210,000.00. Table 4 and 5 reflected the estimated principal per unit and annual assessment levels estimated for the project. PFM analyzed the assessments and find them to be reasonable and equitable.

Ms. Carvalho requested a motion to approve the Assessment Methodology Report in substantial form.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved the Assessment Methodology Report in substantial form.

**Consideration of the Supplemental Engineer's Report**

Mr. Plenzler stated the changes that were incorporated into the Engineer Report is related to the Stormwater cost, which was updated from \$14,994,200.00 to \$15,526,200.00 that is the only substantial change to the CIP. The updated cost is reflected in the Assessment Methodology Report.

Ms. Buchanan requested a motion to approve the Supplemental Engineer's Report in substantial form.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved the Supplemental Engineer's Report in substantial form.

**Consideration of Resolution 2022-32, Bond Delegation Resolution**

Mr. Artin presented Resolution 2022-32, Bond Delegation Resolution. This Resolution is necessary to authorize the documents for the sale of the bonds to finance the infrastructure. This Resolution authorizes a not-to-exceed amount of \$12,000,000.00 and the Chair is being delegated authority to sign the Bond Purchase Agreement (BPA) so if the BPA comes back within the parameters that are set forth in Section 6 the District can proceed with the bond issuance.

Ms. Carvalho requested a motion to approve the Resolution 2022-32, Bond Delegation Resolution in substantial form.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved Resolution 2022-32, Bond Delegation Resolution in substantial form and authorizes the Chair to execute.

**Public Hearing on the Adoption of the District's Annual Budget Fiscal Year 2022**

**a) Public Comments and Testimony**

- b) Board Comments
- c) Consideration of Resolution 2022-33, Adopting the Fiscal Year 2022 Budget and Appropriating Funds

Ms. Carvalho requested a motion to open the Public Hearing.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board opened the Public Hearing.

Ms. Carvalho stated this finalizes the FY 2022 Budget process.

Ms. Carvalho requested a motion to close the Public Hearing.

ON MOTION by Mr. Stowers, seconded by Ms. White, with all in favor, the Board closed the Public Hearing.

Ms. Carvalho stated this Resolution formalize the Budget Process and adopts the FY 2022 Budget which will be funded by the Developer.

Ms. Carvalho requested motion to approve Resolution 2022-33 as presented.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved Resolution 2022-33, Adopting the Fiscal Year 2022 Budget and Appropriating Funds.

#### **Ratification of E-Verification Application for the District**

Ms. Carvalho requested a motion to ratify the E-Verify application.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board ratified the E-Verification Application for the District.

#### **Review of District Financial Statements**

Ms. Carvalho noted these are through November 30, 2021.

#### **Review and Consideration of the District Engineer RFQ Proposal**

Ms. Carvalho notated for the record only one proposal received was from Dunn & Associates for District Engineer services. Mr. Dunn stated he has been doing this for many years and thoroughly enjoys it.

Ms. Carvalho requested a motion to approve the District Engineer RFQ Proposal and enter into an Engagement Letter with Dunn & Associates, Inc. for District Engineer Services for Longleaf Pine CDD.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved entering into an Engagement Letter with Dunn & Associates for District Engineer Services.

**FOURTH ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

District Counsel – Ms. Buchanan stated at the November meeting the Board incorrectly adopted Assessment Resolution 2022-29, in the wrong form. Ms. Buchanan requested to rescind Resolution 2022-29 and replace with Resolution 2022-33 which will be attached to the Minutes as Exhibit A.

Ms. Carvalho requested a motion to approve the replacement of Resolution 2022-29 with 2022-33.

ON MOTION by Mr. White, seconded by Mr. Hagan, with all in favor, the Board Approved Resolution 2022-33, Equalizing, Approving, Confirming, and Levying Special Assessment.

**FIFTH ORDER OF BUSINESS**

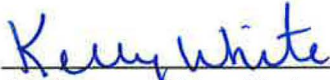
**Adjournment**

Ms. Carvalho noted the next meeting is scheduled to take place February 17, 2022 and asked if we need to hold this meeting. Ms. Zare responded that this meeting is needed to finalize the Bonds Issuance and also the pre-closing will take place.

As there are no additional items to come before the Board, Ms. Carvalho requested a motion to adjourn the meeting.

ON MOTION by Mr. Hagan, seconded by Ms. White, with all in favor, the Thursday, January 20, 2022 Board of Supervisors' Meeting of Longleaf Pine CDD was adjourned at 12:39 p.m.

  
Secretary / Assistant Secretary

  
Chairperson / Vice Chairperson