

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

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

MINUTES OF MEETING

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

Thursday, November 18, 2021

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:

Venessa Ripoll	Assistant District Manager- PFM Group Consulting LLC	
Kevin Plenzler	PFM Financial Advisors LLC	(via phone)
Katie Buchanan	District Counsel- Kutakrock	
Vince Dunn	Interim District Engineer- Dunn Associates, Inc.	(via phone)
Sete Zare	MBS Capital Markets	
Lo Etienne	Bryant Miller Olive	(via phone)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order at 12:06 p.m. Ms. Ripoll 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.

**Administration of the Oath of
Office to Office to New
Members of the Board of
Supervisors**

Ms. Ripoll administered the oath of office to the new members of the Board of Supervisors Ms. Kelly White, Mr. Andy Hagan, and Mr. James Stowers. She asked each Board Member if they would like to receive or waive compensation. They each chose to waive compensation.

Teri Hansen and Joanne Schmieder will be administered the oath of office at the next meeting.

Consideration of the Minutes of the October 7, 2021 Organizational Board of Supervisors' Meeting.

The board reviewed the minutes of the October 7, 2021 Organizational Board of Supervisors' Meeting.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the Minutes of the October 7, 2021 Organizational Board of Supervisors' Meeting.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of Resolution 2022-30, Canvassing and Certifying the Landowner Election Results

Ms. Ripoll stated, prior to this meeting the District had the Landowners' Election Meeting. The results of which are as follows:

1. Kelly White -500 votes
2. James Stowers 500 votes
3. Joanne Schmieder- 400 votes
4. Teri Hanson-400 votes
5. Andy Hagan- 450 votes

Ms. White and Mr. Stowers will each serve a 4-year term and Ms. Schmieder, Ms. Hanson, and Mr. Hagan will each serve a 2-year term.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved Resolution 2022-30, Canvassing and Certifying the Landowner Election Results.

**Consideration of Resolution
2022-31, Electing Officers**

Ms. Ripoll requested a motion to approve a slate of officers.
Ms. Carvalho presented Resolution 2022-02, Designating Treasurer and Assistant Treasurer. She recommended Ms. Jennifer Glasgow be appointed as Treasurer and Ms. Amanda Lane be appointed as Assistant Treasurer.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved Resolution 2022-31, Electing Officers, as follows; Ms. Kelly White as Chairperson, Mr. James Stowers as Vice Chairperson, Ms. Vivian Carvalho as Secretary, Ms. Venessa Ripoll, Mr. Andy Hagan, Ms. Teri Hanson, Ms. Joanne Schmieder as Assistant Secretary, Ms. Jennifer Glasgow as Treasurer and Ms. Amanda Lane as Assistant Treasurer.

**Consideration of Resolution
2022-04, Designating the
Primary Administrative Office
and Principal Headquarters**

This is before the Board because PFM has a new location and moved offices and needs to update the records. Ms. White requested to table this agenda item for now.

**Ratification of Transition Letter
of District Counsel Firm
Representation**

Ms. Buchanan informed the Board that her legal practice group from Hopping Green & Sams transitioned to the law firm of Kutak Rock. The Chairman signed the Transition Letter in the interim to avoid a lapse in legal coverage. Ms. Buchanan requested the Board delegate authority to the Chair to sign the Retainer Agreement on the same terms that were previously incorporated with Hopping Green & Sams.

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board ratified the Transition Letter of District Counsel Firm Representation and delegated authority to the Chair to sign the Retainer Agreement.

**Public Hearing on the District's
Use of the Uniform Method of
Levy, Collection and
Enforcing Non-Ad Valorem
Assessments**

- a) Public Comments and Testimony
- b) Board Comments
- c) Consideration of Resolution 2022-28, Adopting the Uniform Method

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

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

Ms. Buchanan stated the Florida Statute requires the District to designate its intent to use the Uniform Method, which is the Tax Roll Process, in advance of putting it in place. The District will provide this Resolution to the County to implement.

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

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

The Board reviewed Resolution 2022-28, Adopting the Uniform Method.

ON MOTION by Mr. White, seconded by Mr. Stowers with all in favor, the Board approved Resolution 2022-28, Adopting the Uniform Method.

- Public Hearing on Equalizing, Approving, Confirming, and Levying Special Assessments**
- a) **Public Comments and Testimony**
- b) **Board Comments**
- c) **Consideration of Resolution 2022-29, Equalizing, Approving, Confirming, and Levying Special Assessment**

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

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

Ms. Buchanan stated the District will adopt the Assessment Methodology Report which is attached as an exhibit to the Resolution and finalize the description of the project which is attached as an exhibit to the Resolution.

There have been some minor changes as contemplated at the last Board meeting to the Engineer's Report truing up the cost estimates. Ms. Buchanan asked Mr. Dunn to confirm that the cost estimates in the Engineer's Report are reasonable and accurate understanding that in today's market everything changes. Mr. Dunn stated that is correct. He updated Exhibit 7 effective the October 12, 2021 version of the Engineer's Report. When he made that update on the written report, page 4, he did not update the roadway cost and it remained slightly below \$2 Million. It was an oversight, however Exhibit 7 took the total costs are reasonable and largely based on current bids and projected for future development. Ms. Buchanan asked Mr. Dunn to correct the Report to make sure the Exhibit number is the one used in the text. Mr. Dunn stated that Exhibit 7 total cost is \$18,078,170.00 is correct and he will update Report Page 4 and

issue a new report and circulate it to everyone.

Ms. Buchanan asked Mr. Plenzler to confirm that the assessments are going to be either equal to or less than the benefit that will be provided by the improvement plan. Mr. Plenzler said they are. Ms. Buchanan asked Mr. Plenzler to confirm that the Assessment Methodology fairly allocated the assessments. Mr. Plenzler said yes. Ms. Buchanan asked him if the levy of assessments in this manner is in the best interest of the District to his knowledge and belief. Mr. Plenzler said yes.

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

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

The Board reviewed Resolution 2022-29, Equalizing, Approving, Confirming, and Levying Special Assessments.

ON MOTION by Mr. White, seconded by Mr. Hagan, with all in favor, the Board approved Resolution 2022-29, Equalizing, Approving, Confirming, and Levying Special Assessments.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – Ms. Buchanan stated the District has the Bond Validation Hearing on December 2, 2021. The District should have the Certificate of No Appeal at the beginning of January. At that point, the District will be able to move forward with the issuance of bonds.

Ms. White asked if there is any action the Board needs to take today to continue moving forward with that process. Ms. Zara replied to the Board will be asked to approve a Delegation Resolution at a future meeting. The December Board meeting is scheduled or the District can hold a December meeting depending on timing.

District Manager – No report.

General Manager – Ms. Ripoll noted the next meeting is scheduled for December 2, 2021 and the District will have an Audit Selection Committee meeting right after this meeting as well.

FOURTH ORDER OF BUSINESS

Adjournment

Ms. Ripoll requested a motion to adjourn the meeting of the Board of Supervisors at 12:20 p.m.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Thursday, November 18, 2021 Board of Supervisors' Meeting of Longleaf Pine CDD was adjourned at 12:20 p.m.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson