

MINUTES OF MEETING
WESTWOOD/OCC
COMMUNITY DEVELOPMENT DISTRICT

The Regular meeting of the Board of Supervisors of the Westwood/OCC Community Development District was held Tuesday, June 9, 2020 at 3:00 p.m. via Zoom Teleconference.

Present and constituting a quorum were:

Randall Greene	Chairman
Duane Owen	Vice Chairman
Dutch Holt	Assistant Secretary
Andrew Gorrill	Assistant Secretary

Also present were:

George Flint	District Manager
Michael Eckert	District Counsel
Rey Malavè	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called roll, four supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: For the record, this meeting was advertised as a Zoom meeting in accordance with the Governor's requirement and we have received no public comments prior to the meeting and no members of the public are on the Zoom call. The executive order expires at the end of June and we should be back to meeting in person.

THIRD ORDER OF BUSINESS

Approval of Minutes of the October 8, 2019 Meeting

Mr. Flint: You have approval of the minutes of the October 8th, 2019 meeting. Did the Board have any comments or corrections? Hearing none, I would ask for a motion to approve.

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, the Minutes of the October 8, 2019 Meeting, was approved.
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FOURTH ORDER OF BUSINESS

**Ratification of Agreement with Dewberry
for Professional Engineering Services**

Mr. Flint: Next you have ratification of the agreement with Dewberry as the District Engineer. We have services in accordance with the District's rules and the Consultants Competitive Negotiations Act. The Board selected Dewberry and we authorized the contract to be executed, today we are just having that ratified. The agreement has already been signed.

On MOTION by Mr. Greene seconded by Mr. Holt, with all in favor, the Agreement with Dewberry for Professional District Engineering Services, was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Work Authorization #1 with Dewberry

Mr. Flint: Next is Work Authorization #1, this is for general services in the Engineer's agreement you just ratified. It's for an estimated budget of \$10,000 and it provides for Rey's time and attending meetings and other general services. It's a budget of \$10,000 but it based on the hourly rate schedule that is attached to the agreement. Any questions on the work? If not is there a motion to approve it?

On MOTION by Mr. Holt, seconded by Mr. Greene, with all in favor, Work Authorization #1 with Dewberry, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-05 Adopting an Internal Controls Policy

Mr. Flint: Mike do you want to introduce Resolution 2020-05 the Internal Controls Policy?

Mr. Eckert: Yes, the Florida Legislature recently adopted a new law that requires all local governments to adopt written Internal Controls to prevent fraud, waste, and abuse. Most, if not all, of these Internal Control Policies are things that your District Manager already does for you but they were not written out as a District Policy. We have worked with the different District Management Companies and auditing companies throughout the state to come up with these Internal Controls, so that when we did adopt something that the auditors wouldn't find that they were insufficient at the end of the year when they do your audit. We feel pretty comfortable with what we've put before you. Again, it's not really a change in how the District is doing business, but it's compliance with the new statute that's gone into effect. I would be happy to answer any questions anybody has.

Mr. Flint: Any questions? If not, is there a motion to approve Resolution 2020-05?

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, Resolution 2020-05 Adopting an Internal Controls Policy, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-06 Approving the Proposed Fiscal Year 2021 Budget and Setting a Public Hearing

Mr. Flint: Resolution 2020-06 is approving the Proposed Budget for Fiscal Year 2021 and setting the date, place and time for the public hearing. We are suggesting August 11th at 10:00 a.m. for the public hearing and final adoption. We do have language in here in the event it still needs to be held remotely, it gives us the option of either doing a remote meeting or doing a physical location. We anticipate a change between now and then that we would have it at our offices here in downtown Orlando. The Board is required to approved a proposed budget by June 15th of each year. This is not a binding document on the Board. It can be changed between now and the public hearing, and since you aren't currently operating under assessments, your concern if the budget goes up or down between now and August. So this is really a document you need to approve to meet that statutory time frame, and it needs to be transmitted to the Orlando, in Orange County and posted on our website. There are some notice requirements we would need to follow. Exhibit A to the Resolution is the proposed budget. It is a really standard, administrative CDD budget. It contemplates the Supervisor fees, your professionals, your audit, your advertising, all the basic expenses. It does not include anything related to dues, debt, and there will some additional fees in here for the Trustee and Dissemination Agent. Arbitrage calculation is not in here, but this can be amended if and when we move forward with the financing. Any questions on the resolution or the budget? You will see this again at the August meeting for final adoption, you are just setting a public hearing at this point. If there aren't any questions, is there a motion to approve Resolution 2020-06?

On MOTION by Mr. Holt, seconded by Mr. Greene,, with all in favor, Resolution 2020-06 Approving the Proposed Fiscal Year 2021 Budget and Setting the Public Hearing for August 11th at 10:00 a.m., was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Flint: Mike, anything else for the Board?

Mr. Eckert: No report, thank you.

B. Engineer

Mr. Flint: Rey, anything on Engineering?

Mr. Malavè: No, I'm just waiting for any comments or issues that we have with the Engineer's Report. Other than that nothing else to report.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. Flint: The Board has the unaudited financials through May 31st. There is no action required. If the Board has any questions we can discuss those. We're running a pretty tight ship here. Looks like we've got \$6,800 in the bank.

Mr. : How much did you say we have?

Mr. Flint: \$6,800.

ii. Ratification of Funding Request #1 - #8

Mr. Flint: We have funding requests #1 through #8. Those are in your agenda. We are just asking the Board to ratify those. If you have any questions we can discuss them, otherwise I'm asking for a motion to ratify funding requests #1 through #8.

On MOTION by Mr. Greene, seconded by Mr. Owen, with all in favor, Funding Request #1 through #8, were ratified.

iii. Presentation of Number of Registered Voters-0

Mr. Flint: Each year we are required to announce the number of register voters as of April 15th, and Orange County stopped sending us letters, but they send us a spreadsheet that shows each of the Districts. The spreadsheet indicates there are 0 registered voters with the Westwood/OCC CDD.

NINTH ORDER OF BUSINESS

Supervisors' Requests & Audience Comments

Mr. Flint: Were there any Supervisor Requests or Audience Comments?

Mr. Greene: George, I wanted to ask you a question in regards to an issue with CDD websites across the state being ADA compliant. Has that issue kind of gone away?

Mr. Flint: No, it's still a requirement and for each of the Districts. You all approved an agreement with VGlobalTech organization meeting to create a website for Westwood. That website is ADA compliant.

Mr. Greene: Ok.

Mr. Eckert: There is one development in the Florida Legislature that would have an impact on this and that is Senate Bill 1466. It has passed the legislature, but has not been sent to the Governor for signature yet, it would reduce the amount of documents that we have to keep on our website. Specifically, it would eliminate our requirement to have the audit on our website, the Public Facilities Report on our website, and it would eliminate the requirement that we have all of our meeting materials on the website as well. If it gets signed by the Governor, that would reduce to the costs for Districts to maintain their websites.

Mr. Greene: Okay.

Mr. Flint: That would basically reduce the number of pages of information on the websites, which may have an impact on the cost to maintain them as ADA compliant. If it's executed, it would give you the ability to pull that stuff off of the CDD website.

Mr. Greene: Thank you. You answered my question.

Mr. Flint: Anything else from the Board?

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Greene seconded by Mr. Holt, with all in favor,
the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman

RAWSON F. GREENE