

*Westside Haines City
Community Development District*

Meeting Agenda

October 20, 2021

AGENDA

Westside Haines City

Community Development District

219 E. Livingston St., Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

October 13, 2021

**Board of Supervisors
Westside Haines City
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Westside Haines City Community Development District** will be held on **Wednesday, October 20, 2021**, at **1:00 PM** at **346 East Central Ave., Winter Haven, FL 33880**.

Zoom Video Link: <https://us06web.zoom.us/j/83053702040>

Call-In Information: 1-646-876-9923
Meeting ID: 830 5370 2040

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the August 19, 2021 Board of Supervisors Meeting
4. Consideration of Disclosure of Public Financing
5. Consideration of Resolution 2022-01 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings
6. Staff Reports
 - A. Attorney
 - i. Memorandum Regarding Wastewater Services and Stormwater Management Needs Analysis
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement

¹ Comments will be limited to three (3) minutes

iii. Ratification of Summary of Series 2021 AA1 Requisitions #9; #12 to #38

7. Other Business
8. Supervisors Requests and Audience Comments
9. Adjournment

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Audit Services
 - A. Approval of Request for Proposals and Selection Criteria
 - B. Approval of Notice of Request for Proposals for Audit Services
 - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

MINUTES

**MINUTES OF MEETING
WESTSIDE HAINES CITY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Westside Haines City Community Development District was held Thursday, **August 19, 2021** at 10:00 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Justin Frye	Assistant Secretary
Rob Bonin	Assistant Secretary
Christine Aviles	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group
Rey Malave <i>via Zoom</i>	Dewberry
Margie Lloyd <i>via Zoom</i>	Dewberry
Patrick Marone	

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Three Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted no members of the public were present in person or via Zoom.

THIRD ORDER OF BUSINESS

**Ratification of Joint Letter from Hopping,
Green & Sams and KE Law Group
Regarding District Counsel
Representation**

Ms. Burns stated that this was signed outside of the meeting and approved. She said it just needed to be ratified by the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Joint Letter from Hopping Green & Sams and KE Law Group Regarding District Counsel Representation, was ratified.
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FOURTH ORDER OF BUSINESS

Consideration of Fee Agreement with KE Law Group

Ms. Burns stated the fees in the agreement were the same as they were previously for counsel's services. She offered to answer any questions.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Fee Agreement with KE Law Group, was approved.

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignations from Patrick Marone and April Payeur

Ms. Burns stated that they received two resignations from Patrick Marone and April Payeur which leaves two vacancies. Both of the terms were set to end in November 2023.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Accepting the Resignations from Patrick Marone and April Payeur, was approved.

B. Appointment of Individuals to Fulfill Board Vacancies with Terms Ending November 2023

Ms. Schwenk nominated Christine Aviles and Rob Bonin to fill the vacant seats. Ms. Aviles for seat 4 and Mr. Bonin for seat 5. Mr. Bonin and Ms. Aviles were both sworn in.

C. Administration of Oaths to Newly Appointed Supervisors

Ms. Burns swore in the new Board members.

D. Consideration of Resolution 2021-37 Electing Officers

Ms. Burns stated that when seats change on the Board, they usually elect new officers. The Board decided to keep the officers the same.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-37 Electing Officers, was approved.

SIXTH ORDER OF BUSINESS

Approval of Minutes of the July 15, 2021 Board of Supervisors Meeting

Ms. Burns presented the July 15, 2021 Board of Supervisors meeting minutes. She asked if there were any questions, comments, or changes, and hearing none asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Minutes of the July 15, 2021 Board of Supervisors Meeting, were approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-38 Ratifying, Confirming, and Approving the Actions of the Board and Staff Regarding the Sale and Closing of the Series 2021 Assessment Area One Bonds

Ms. Burns stated that this was regarding the closing on the Assessment Area One bonds and the resolution ratifies the actions of the officers and staff for the closing and issuance of those bonds. She offered to answer any questions.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-38 Ratifying, Confirming and Approving the Actions of the Board and Staff Regarding the Sale and Closing of the Series 2021 Assessment Area One Bonds, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2021-39 Re-Designating the Registered Agent for the District

Ms. Burns stated that Mr. Van Wyk and Hopping Green & Sams were previously the registered agent, and this resolution would change the registered agent to Ms. Burns and her office. She elaborated that this meant that any correspondence with the state would get sent to her office.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, Resolution 2021-39 Re-Designating the Registered Agent for the District, was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2021-40 Re-Designating Date, Time, and Location for Fiscal Year 2022 Meetings

Ms. Burns stated that the proposed schedule was the third Wednesday of each month at 1:00 p.m.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-40 Re-Designating Date, Time, and Location for Fiscal Year 2022, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated that he did not have anything further to report to the Board.

B. Engineer

Mr. Malave introduced Margie Lloyd to the Board and stated she was new to their firm.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns stated that the current check register was \$31,744.93 and that it was through August 11, 2021.

On MOTION by Mr. Heath, seconded by Mr. Bonin, with all in favor, the Check Register totaling \$31,744.93, was approved.

i. Balance Sheet & Income Statement

Ms. Burns had nothing new to report to the Board. She stated that Financial Statements were included in the Board's package through the month of July. There was no action needed.

ii. Ratification of Summary of Series 2021 AA1 Requisitions #1-8; #10 and #11

Ms. Burns stated that these had already been approved and just needed to be ratified by the Board.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Summary of Series 2021 AA1 Requisitions #1-8; #10 and #11, were ratified.

ELEVENTH ORDER OF BUSINESS

Other Business

Ms. Burns stated there was no other business to discuss.

TWELTH ORDER OF BUSINESS

**Supervisors Requests and
Audience Comments**

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Mr. Bonin, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

Upon recording, this instrument should be returned to:

(This space reserved for Clerk)

Westside Haines City Community Development District
c/o Governmental Management Services –
Central Florida, LLC
219 E. Livingston St.
Orlando, Florida 32801

**DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE
OF IMPROVEMENTS TO REAL PROPERTY UNDERTAKEN BY
THE WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT**

Board of Supervisors¹

Westside Haines City Community Development District

Warren K. (Rennie) Heath, II
Chairperson

Rob Bonin
Assistant Secretary

Lauren Schwenk
Vice Chairperson

Justin Frye
Assistant Secretary

Christine Aviles
Assistant Secretary

Governmental Management Services – Central Florida, LLC
District Manager
219 E. Livingston St.
Orlando, Florida 32801
(407) 841-5524

District records are on file at the offices of Governmental Management Services – Central Florida, LLC, located at 219 E. Livingston St., Orlando, Florida 32801, and at the District's local records office at 346 East Central Avenue, Winter Haven, Florida 33880, and are available for public inspection upon request during normal business hours.

¹ This list reflects the composition of the Board of Supervisors as of October 20, 2021. For a current list of Board Members, please contact the District Manager's office.

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WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT

INTRODUCTION

The Westside Haines City Community Development District (“**District**”) is a local unit of special-purpose government created pursuant to and existing under the provisions of Chapter 190, *Florida Statutes*. Under Florida law, community development districts are required to take affirmative steps to provide for the full disclosure of information relating to the public financing and maintenance of improvements to real property undertaken by such districts. Unlike city and county governments, the District has only certain limited powers and responsibilities. These powers and responsibilities include, for example, construction and/or acquisition, as well maintenance, of roadways, utilities, earthwork, stormwater management, landscape, irrigation, entry features, street lighting, underground electric, conservation and mitigation, an amenity facility, and other related public infrastructure.

**DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE
OF IMPROVEMENTS TO REAL PROPERTY UNDERTAKEN BY
THE WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT**

Under Florida law, community development districts are required to take affirmative steps to provide for the full disclosure of information relating to the public financing and maintenance of improvements to real property undertaken by such districts. The law specifically provides that this information shall be made available to all persons currently residing within the District and to all prospective District residents. The following information describing the Westside Haines City Community Development District and the assessments, fees and charges that may be levied within the District to pay for certain community infrastructure is provided to fulfill this statutory requirement.

What is the District and how is it governed?

The District is an independent special taxing district, created pursuant to and existing under the provisions of Chapter 190, *Florida Statutes* (the “Act”), and established by Ordinance No. 21-017 duly enacted by the Board of County Commissioners for Polk County, Florida, on March 16, 2021 (the “Ordinance”). The District encompasses approximately 613.43 acres of land, more or less, located within the city limits of Haines City, Florida (the “City”) and unincorporated Polk County (the “County”). As a local unit of special-purpose government, the District provides an alternative means for planning, financing, constructing, operating, and maintaining various public improvements and community facilities within its jurisdiction.

The District is governed by a five-member Board of Supervisors, the members of which must be residents of the State and citizens of the United States. Within ninety (90) days of appointment of the initial board, members were elected on an at-large basis by the owners of property within the District, each landowner being entitled to one vote for each acre of land with fractions thereof rounded upward to the nearest whole number. Elections are then held every two years in November. Commencing when both six years after the initial appointment of Supervisors have passed and the District has attained a minimum of two hundred and fifty (250) qualified electors, Supervisors whose terms are expiring will begin to be elected by qualified electors of the District. A “qualified elector” in this instance is any person at least eighteen (18) years of age who is a citizen of the United States, a legal resident of Florida and of the District, and who is also registered with the Supervisor of Elections to vote in Polk County. Notwithstanding the foregoing, if at any time the Board proposes to exercise its ad valorem taxing power, it shall, prior to the exercise of such power, call an election at which all members of the Board shall be elected by qualified electors of the District.

Board meetings are noticed in a local newspaper and conducted in a public forum in which public participation is permitted. Consistent with Florida’s public records laws, the records of the District are available for public inspection during normal business hours. Elected members of the Board are similarly bound by the State’s open meetings law and are generally subject to the same disclosure requirements as other elected officials under the State’s ethics laws.

**What infrastructure improvements does the District provide
and how are the improvements paid for?**

The District is comprised of approximately 613.43 acres of land located within Haines City and unincorporated Polk County, Florida. The legal description of the lands encompassed within the District is attached hereto as Exhibit “A.” The public infrastructure necessary to support the District’s development program includes, but is not limited to, roadways, stormwater management system facilities, off-site improvements; water and wastewater facilities, recreational facilities, entry feature, landscaping, hardscaping and irrigation, and street lighting. These infrastructure improvements are more fully detailed below. To plan the infrastructure improvements necessary for the District, the District adopted the *Westside Haines City Community Development District Engineer’s Report*, March 29, 2021 (the “Engineer’s Report”), which details all of the improvements contemplated for the completion of the infrastructure of the District (the “Capital Improvement Plan”). Copies of the Engineer’s Report are available for review in the District’s public records.

These public infrastructure improvements have been and will be funded by the District’s sale of bonds. On June 7, 2021, the Circuit Court for the Tenth Judicial Circuit, in and for Polk County, entered a Final Judgment validating the District’s ability to issue an aggregate principal amount not to exceed \$110,000,000 in Special Assessment Bonds for infrastructure needs of the District.

On July 17, 2021, the District issued a series of bonds for purposes of partially financing the construction and acquisition costs of infrastructure for the improvements to the District associated with the development of Assessment Area One (the “Series 2021 Project”) of the District. On that date, the District issued its Westside Haines City Community Development District Special Assessment Bonds, Series 2021, in the principal amount of \$19,810,000 (the “Series 2021 Bonds”). The Series 2021 Project is more specifically set forth in the Engineer’s Report. Proceeds of the Series 2021 Bonds are being used to finance the cost of a portion of the acquisition, construction, installation, and equipping of the Series 2021 Project.

Stormwater Management Facilities

Stormwater Management facilities consisting of storm conveyance systems and retention/detention ponds are contained within the District boundaries. Stormwater will be discharged via roadway curb and gutter and storm inlets. Storm culverts convey the runoff into the proposed retention ponds for water quality treatment and attenuation. The proposed stormwater systems will utilize dry retention and wet retention for biological pollutant assimilation to achieve water quality treatment. The design criteria for the District’s stormwater treatment systems are regulated by the City, the County, and SWFWMD. There are various conservation areas throughout the District that will be preserved in their existing condition and will accept stormwater discharges from the District’s ponds. There is not a requirement for an Army Corps of Engineer (ACOE) Permit.

Federal Emergency Management Agency Flood Insurance Rate Map (FEMA FIRM) Panel No. 12105C0225G, effective date December 22, 2016, demonstrates that the property is located within Flood Zones X, A, and AE. Based on this information and the site topography, it appears that 100-year compensation will be done in areas where development will impact existing depressions. The 100-year flood volumes will be compensated as is required by the City, County, and FEMA.

During the construction of stormwater management facilities, utilities, and roadway improvements, the contractor will be required to adhere to a *Stormwater Pollution Prevention Plan* (SWPPP) as required by Florida Department of Environmental Protection (FDEP) as delegated by the Environmental Protection Agency (EPA). The SWPPP will be prepared to depict for the contractor the proposed locations of required erosion control measures and staked turbidity barriers specifically along the down gradient side of any proposed construction activity. The site contractor will be required to provide the necessary reporting on various forms associated with erosion control, its maintenance and any rainfall events that occur during construction activity.

Public Roadways

The proposed public roadway sections are to be 50' rights-of-way with 22' of asphalt and Miami curb or Type F curb and gutters on both sides. The proposed roadway section will consist of stabilized subgrade, lime rock, crushed concrete or cement treated base and asphalt wearing surface. The proposed curb is to be 2' wide and placed along the edge of the proposed roadway section for purposes of protecting the integrity of the pavement and also to provide stormwater runoff conveyance to the proposed stormwater inlets.

The proposed roadways will also require signing and pavement markings within the public rights-of-way, as well as street signs depicting street name identifications, and addressing, which will be utilized by the residents and public. As stated above, the District's funding of roadway construction will occur for all public roadways within the development.

Water and Wastewater Facilities

A potable water system inclusive of water main, gate valves, fire hydrants and appurtenances will be installed for the development. The water service provider will be Polk County Public Utilities for Brentwood Phase 1, Cascades Phase 2 and most of Cascades Phase 1. Within Cascades Phase 1, Haines City will provide water services for 54 out of 597 lots. The water system will be designed to provide an equally distributed system that provides redundancy to the system. These facilities will be installed within the District's public rights-of-way and will provide the potable (domestic) and fire protection services which will serve the lands within the District.

A domestic wastewater collection system inclusive of gravity sanitary sewer mains and sewer laterals will be installed. The gravity sanitary sewer mains will be 8" diameter PVC. The gravity sanitary sewer lines will be placed inside of the proposed public rights-of-way, under the proposed paved roadways. Branching off from these sewer lines will be laterals to serve the individual lots. Lift stations are anticipated for this development. Flow from the lift station shall be connected to a proposed force main that will interconnect the District's three (3) lift stations. The lift stations will discharge to a master lift station that will pump through a force main which connects to the City's water treatment facility located north of the development.

Polk County Public Utilities will provide the reclaimed water to be used for all irrigation within the District. The reclaimed water will be funded by the District and installed onsite within the roadways to provide for irrigation within the public right-of-way or any areas needing irrigation. Any water, sewer, or reclaim water pipes or facilities placed on private property will not be publicly funded.

Off-Site Improvements

The District will provide funding for the anticipated turn lanes at the development entrance. The site construction activities associated with the development are anticipated for completion by villages and phases based on the estimated schedule for each village and phase. Upon completion of each phase within each village, the required inspection/certifications will be obtained from the SWFWMD; the Polk County Health Department (water distribution system), Florida Department of Environmental Protection (FDEP) (wastewater collection) and the City/County, respectively.

Amenities and Parks

The District will provide funding for an amenity center to include the following: parking area, pavilion with restroom facilities, pool, all-purpose playfields, and walking trails between the phases and villages to provide connectivity to the various amenity centers within the development. In addition, there will be passive parks throughout the development which will include benches and walking trails. All paths, parks, etc. discussed in this paragraph are available to the general public.

Electric and Lighting

The electric distribution system serving the development is currently planned to be underground. The District presently intends to fund the cost of the electric conduit, transformer/cabinet pads, and electric manholes required by Duke Energy (“Duke”). Electric facilities will be maintained by Duke after the dedication, with Duke providing underground electrical service to the District. The District presently intends to purchase and install the street lighting along the internal roadways within the District. These lights will be operated and maintained by Duke after completion, with the District funding maintenance costs.

Entry Feature, Landscaping, and Irrigation

Landscaping, irrigation, entry features, and walls at the entrances and along the outside boundary of the development will be provided by the District. The City requires the walls as a buffer for the development. The irrigation system will use reclaimed water or an irrigation well. The well and irrigation watermain to the various phases of the development will be constructed or acquired by the District with District funds and operated and maintained by the District. Landscaping for the roadways will consist of sod, annual flowers, shrubs, ground cover, and trees for the internal roadways within the development. Perimeter fencing will be provided at the site entrances and perimeters. These items will be funded, owned and maintained by the District.

Assessments, Fees and Charges

A portion of the master infrastructure improvements of the Series 2021 Project, identified in the District’s Capital Improvement Plan, will be financed by the District from the proceeds of the sale of its Series 2021 Bonds. The amortization schedules for the Series 2021 Bonds are available in the District’s public records. The annual debt service obligations of the District must be defrayed by annual assessments on benefited property. Copies of the District’s *Master Assessment Methodology* dated March 29, 2021, as further supplemented by that *Supplemental Assessment Methodology* –

Assessment Area One, dated July 7, 2021 (together, the “Assessment Report”), are available for review in the District’s public records.

The Series 2021 Bonds and associated interest are payable solely from and secured by non-ad valorem special assessments levied against those lands within the District that benefit from the design, construction, and/or acquisition and operation of the District’s Series 2021 Project (the “Series 2021 Special Assessments”). The Series 2021 Special Assessments have been levied on a portion of the lands currently located within the District consisting of three (3) phases within two (2) villages. The Series 2021 Project is anticipated to have 226 townhomes in Brentwood Phase 1, 597 single-family homes Cascades Phase 1, and 74 single-family homes in Cascades Phase 2. The Series 2021 Special Assessments are typically billed in the same manner as are county ad valorem taxes but may be billed directly by the District. The Series 2021 Special Assessments are levied in accordance with the District’s Assessment Report and represent an allocation of the costs of the Series 2021 Project to those lands within the District benefiting from the Series 2021 Project.

The Series 2021 Special Assessments described above exclude any operations and maintenance assessments (“O&M Assessments”), which may be determined and calculated annually by the District’s Board of Supervisors and are levied against all benefitted lands in the District. A detailed description of all costs and allocations which result in the formulation of assessments, fees, and charges is available for public inspection upon request.

The Capital Improvement Plan and financing plan of the District as presented herein reflect the District’s current intentions, and the District expressly reserves the right in its sole discretion to change those plans at any time. Additionally, the District may undertake the construction, reconstruction, acquisition, or installation of future improvements and facilities, which may be financed by bonds, notes, or other methods authorized by Chapter 190, *Florida Statutes*.

Method of Collection

The District’s Series 2021 Special Assessments and/or O&M Assessments may appear on that portion of the annual Polk County Tax Notice entitled “non-ad valorem assessments,” and will be collected by the Polk County Tax Collector in the same manner as county ad valorem taxes. Each property owner must pay both ad valorem and non-ad valorem assessments at the same time. Property owners will, however, be entitled to the same discounts as provided for ad valorem taxes. **As with any tax notice, if all taxes and assessments due are not paid within the prescribed time limit, the tax collector is required to sell tax certificates which, if not timely redeemed, may result in the loss of title to the property. The District may also elect to collect the assessment directly.**

This description of the Westside Haines City Community Development District’s operation, services and financing structure is intended to provide assistance to landowners and purchasers concerning the important role that the District plays in providing maintenance and infrastructure improvements essential to the use and development of this community. If you have any questions or would simply like additional information about the District, please write to or call the: District Manager, Westside Haines City Community Development District, 219 E. Livingston St., Orlando, Florida 32801, or call (407) 841-5524.

The information provided herein is a good faith effort to accurately and fully disclose information regarding the public financing and maintenance of improvements to real property undertaken by the District and should only be relied upon as such. The information contained herein

is, and can only be, a status summary of the District's public financing and maintenance activities and is subject to supplementation and clarification from the actual documents and other sources from which this information is derived. In addition, the information contained herein may be subject to change over time, in the due course of the District's activities and in accordance with Florida law. Prospective and current residents and other members of the public should seek confirmation and/or additional information from the District Manager's office with regard to any questions or points of interest raised by the information presented herein.

[SIGNATURES SET FORTH ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, this Disclosure of Public Financing and Maintenance of Improvements to Real Property Undertaken has been approved and executed as of the 20th day of October, 2021, and recorded in the Official Records of Polk County, Florida.

**WESTSIDE HAINES CITY
COMMUNITY DEVELOPMENT DISTRICT**

Warren K. (Rennie) Heath II
Chairperson, Board of Supervisors

Witness

Witness

Print Name

Print Name

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of October, 2021, by Warren K. (Rennie) Heath II, as Chairperson of the Board of Supervisors of the Westside Haines City Community Development District.

[notary seal]

(Official Notary Signature)
Name: _____
Personally Known _____
OR Produced Identification _____
Type of Identification _____

Exhibit A
Legal Description

SECTION V

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT MAKING CERTAIN FINDINGS; WAIVING A PORTION OF RULE 1.3(1), RULES OF PROCEDURE; PROVIDING FOR REASONABLE NOTICE OF BOARD MEETINGS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Westside Haines City Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated partially within in the City of Haines City Florida, and partially within unincorporated Polk County, Florida; and

WHEREAS, the District’s Board of Supervisors (“Board”) holds public meetings, hearings, and workshops (together, “meetings”) for the purpose of conducting District business; and

WHEREAS, Section 189.015, *Florida Statutes*, requires that the District file quarterly, semiannually, or annually a schedule of its regular meetings with the local governing authority or authorities, and publish said notice in accordance with statutory requirements, and such regularly scheduled meetings are required to be listed on the District’s website by Section 189.069(2)(a), *Florida Statutes*; and

WHEREAS, Section 286.011(1), *Florida Statutes*, requires the District to provide reasonable notice of all meetings of its Board; and

WHEREAS, the District previously adopted Rule 1.3(1) of its Rules of Procedure providing, among other things, that “Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board,” and that “Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located”; and

WHEREAS, the Board finds that providing the published notice required by Section 189.015, *Florida Statutes*, together with posting meeting dates, times, and locations on the District’s website, constitutes reasonable notice for purposes of Section 286.011(1), *Florida Statutes*; and

WHEREAS, the Board accordingly finds that it is in the District’s best interests to waive the requirement of Rule 1.3(1) that published notice of meetings may not be published more than thirty (30) days before the meeting, and to set forth alternative minimum standards for reasonable notice of Board meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. RECITALS. The above stated recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. FINDINGS. The Board hereby finds providing the published notice required by Section 189.015, *Florida Statutes*, together with posting meeting dates, times, and locations on the District's website, constitutes reasonable notice for purposes of Section 286.011(1), *Florida Statutes*.

SECTION 3. WAIVER. The Board hereby waives the provision of Rule 1.3(1) of the District's Rules of Procedure that the required published notice of meetings may not be published more than thirty (30) days before the meeting. Publication of the quarterly, semiannual, or annual meeting notice as required by Section 189.015, *Florida Statutes*, is deemed to satisfy the requirement for published notice in Rule 1.3(1) of the District's Rules of Procedure for those meetings included in the quarterly, semiannual, or annual notice. This Resolution does not supersede any requirements of the Florida Statutes as to additional published notice required for any meeting or hearing of the District.

SECTION 4. REASONABLE NOTICE.

- A. **Regular meetings.** The District Manager is directed to (a) file quarterly, semiannually, or annually a schedule of its regular meetings with the local governing authority or authorities, and publish said notice in accordance with statutory requirements; (b) post the date, time, and location of all regular meetings on the District's website at least seven (7) days prior to each meeting; and (c) take any other actions as are reasonable under the circumstances to provide notice of meetings.
- B. **Special meetings.** For any meeting not included in the quarterly, semiannual, or annual notice, the District Manager is directed to (a) publish an additional notice at least seven (7) days before said meeting in the manner specified in Rule 1.3(1), and (b) post the date, time, and location on the District's website at least seven (7) days prior to each meeting, and (c) take any other actions as are reasonable under the circumstances to provide notice of meetings.
- C. **Statutorily required notice.** Where the Florida Statutes require published notice of certain meetings or hearings, including but not limited to budget hearings, assessment hearings, rulemaking hearings, and others, the District Manager is directed to strictly comply with such requirements.

SECTION 5. SEVERABILITY. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 20th day of October 2021.

ATTEST:

**WESTSIDE HAINES CITY
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

SECTION VI

SECTION A

SECTION 1



MEMORANDUM

To: District Manager, District Engineer
From: District Counsel
Date: August 31, 2021
Subject: Wastewater Services and Stormwater Management Needs Analysis
(Chapter 2021-194, Laws of Florida/HB53)

We are writing to inform you of a new law requiring special districts that either own or operate stormwater management systems, stormwater management programs or wastewater services to create a 20-year needs analysis of such system(s). The requirements relating to wastewater services are found in Section 4 of Chapter 2021-194, Laws of Florida, creating Section 403.9301, Florida Statutes, and the requirements relating to stormwater management programs and systems are found in Section 5 of Chapter 2021-194, Laws of Florida, creating Section 403.9302, Florida Statutes (attached hereto for reference).

A brief summary of the new law and its requirements is set forth below. Please feel free to contact us with any questions.

What is required?

The Office of Economic and Demographic Research (“OEDR”) is expected to promulgate additional details about the requirements of the needs analyses. However, certain general requirements are set forth in the new law.

For wastewater services, the needs analysis must include:

- a) A detailed description of the facilities used to provide wastewater services.
- b) The number of current and projected connections and residents served calculated in 5-year increments.
- c) The current and projected service area for wastewater services.
- d) The current and projected cost of providing wastewater services calculated in 5-year increments.
- e) The estimated remaining useful life of each facility or its major components.
- f) The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.
- g) The local government’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap.

For stormwater management programs and stormwater management systems, the needs analysis must include:

- a) A detailed description of the stormwater management program or stormwater management system and its facilities and projects.
- b) The number of current and projected residents served calculated in 5-year increments.



- c) The current and projected service area for the stormwater management program or stormwater management system.
- d) The current and projected cost of providing services calculated in 5-year increments.
- e) The estimated remaining useful life of each facility or its major components.
- f) The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.
- g) The local government's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap.

When is the deadline?

For both wastewater and stormwater, the first analysis must be created by **June 30, 2022**, and the analysis must be updated every five (5) years thereafter. The needs analysis, along with the methodology and any supporting data necessary to interpret the results, must be submitted to the county in which the largest portion of the service area or stormwater system is located.

What steps should districts take?

District engineers and district managers should begin by evaluating what information is already available to the district, and what new information may need to be gathered. Each district should approve a work authorization for their district engineer to create the needs analysis report and should consider proposals for any outside consulting or evaluation that may be necessary, though in most cases we expect this will not be required. In order to provide ample time for completion of the necessary needs analysis reports, we recommend presenting these items for board consideration no later than the first quarter of 2022, or as soon thereafter as is practical. OEDR is anticipated to provide further guidelines for the reporting requirements, none of which we expect to be particularly burdensome, and which will likely include information readily available to districts' engineering and/or environmental professionals. Once we receive further guidance, we will supplement this informational memorandum.

CHAPTER 2021-194

Committee Substitute for Committee Substitute for Committee Substitute for House Bill No. 53

An act relating to public works; amending s. 255.0991, F.S.; revising a prohibition relating to any solicitation for construction services paid for with state appropriated funds; amending s. 255.0992, F.S.; revising the definition of the term “public works project”; prohibiting the state or any political subdivision that contracts for a public works project from taking specified action against certain persons that are engaged in a public works project or have submitted a bid for such a project; providing applicability; amending s. 403.928, F.S.; requiring the Office of Economic and Demographic Research to include an analysis of certain expenditures in its annual assessment; creating s. 403.9301, F.S.; providing definitions; requiring counties, municipalities, and special districts that provide wastewater services to develop a needs analysis that includes certain information by a specified date; requiring municipalities and special districts to submit such analyses to a certain county; requiring the county to file a compiled document with the coordinator of the Office of Economic and Demographic Research by a specified date; requiring the office to evaluate the document and include an analysis in its annual assessment; providing applicability; creating s. 403.9302, F.S.; providing definitions; requiring counties, municipalities, and special districts that provide stormwater management to develop a needs analysis that includes certain information by a specified date; requiring municipalities and special districts to submit such analyses to a certain county; requiring the county to file a compiled document with the Secretary of Environmental Protection and the coordinator of the Office of Economic and Demographic Research by a specified date; requiring the office to evaluate the document and include an analysis in its annual assessment; providing applicability; providing a determination and declaration of important state interest; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (2) of section 255.0991, Florida Statutes, is amended to read:

255.0991 Contracts for construction services; prohibited local government preferences.—

(2) For any a competitive solicitation for construction services paid for with any in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation, a state college, county, municipality, school district, or other political subdivision of the state may not use a local ordinance or regulation to prevent a certified, licensed, or registered contractor,

subcontractor, or material supplier or carrier, from participating in the bidding process that provides a preference based upon:

- (a) ~~The contractor's~~ Maintaining an office or place of business within a particular local jurisdiction;
- (b) ~~The contractor's~~ Hiring employees or subcontractors from within a particular local jurisdiction; or
- (c) ~~The contractor's~~ Prior payment of local taxes, assessments, or duties within a particular local jurisdiction.

Section 2. Paragraph (b) of subsection (1) and subsections (2) and (3) of section 255.0992, Florida Statutes, are amended to read:

255.0992 Public works projects; prohibited governmental actions.—

(1) As used in this section, the term:

(b) “Public works project” means an activity exceeding \$1 million in value that is of which 50 percent or more of the cost will be paid for with any from state-appropriated funds that were appropriated at the time of the competitive solicitation and which consists of the construction, maintenance, repair, renovation, remodeling, or improvement of a building, road, street, sewer, storm drain, water system, site development, irrigation system, reclamation project, gas or electrical distribution system, gas or electrical substation, or other facility, project, or portion thereof that is owned in whole or in part by any political subdivision.

(2)(a) Except as required by federal or state law, the state or any political subdivision that contracts for a public works project may not take the following actions:

(a) Prevent a certified, licensed, or registered contractor, subcontractor, or material supplier or carrier, from participating in the bidding process based on the geographic location of the company headquarters or offices of the contractor, subcontractor, or material supplier or carrier submitting a bid on a public works project or the residences of employees of such contractor, subcontractor, or material supplier or carrier.

(b) Require that a contractor, subcontractor, or material supplier or carrier engaged in a public works such project:

1. Pay employees a predetermined amount of wages or prescribe any wage rate;
2. Provide employees a specified type, amount, or rate of employee benefits;
3. Control, limit, or expand staffing; or

4. Recruit, train, or hire employees from a designated, restricted, or single source.

~~(c)(b) The state or any political subdivision that contracts for a public works project may not~~ Prohibit any contractor, subcontractor, or material supplier or carrier able to perform such work that who is qualified, licensed, or certified as required by state or local law to perform such work from receiving information about public works opportunities or from submitting a bid on the public works project. This paragraph does not apply to vendors listed under ss. 287.133 and 287.134.

(3) This section does not apply to the following:

(a) Contracts executed under chapter 337.

(b) A use authorized by s. 212.055(1) which is approved by a majority vote of the electorate of the county or by a charter amendment approved by a majority vote of the electorate of the county.

Section 3. Paragraph (e) is added to subsection (1) of section 403.928, Florida Statutes, to read:

403.928 Assessment of water resources and conservation lands.—The Office of Economic and Demographic Research shall conduct an annual assessment of Florida's water resources and conservation lands.

(1) WATER RESOURCES.—The assessment must include all of the following:

(e) Beginning with the assessment due January 1, 2022, an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure. As part of this analysis, the office shall periodically survey public and private utilities.

Section 4. Section 403.9301, Florida Statutes, is created to read:

403.9301 Wastewater services projections.—

(1) The Legislature intends for each county, municipality, or special district providing wastewater services to create a 20-year needs analysis.

(2) As used in this section, the term:

(a) "Domestic wastewater" has the same meaning as provided in s. 367.021.

(b) "Facility" means any equipment, structure, or other property, including sewerage systems and treatment works, used to provide wastewater services.

(c) "Treatment works" has the same meaning as provided in s. 403.031(11).

(d) “Wastewater services” means service to a sewerage system, as defined in s. 403.031(9), or service to domestic wastewater treatment works.

(3) By June 30, 2022, and every 5 years thereafter, each county, municipality, or special district providing wastewater services shall develop a needs analysis for its jurisdiction over the subsequent 20 years. In projecting such needs, each local government shall include the following:

(a) A detailed description of the facilities used to provide wastewater services.

(b) The number of current and projected connections and residents served calculated in 5-year increments.

(c) The current and projected service area for wastewater services.

(d) The current and projected cost of providing wastewater services calculated in 5-year increments.

(e) The estimated remaining useful life of each facility or its major components.

(f) The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.

(g) The local government’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap.

(4) Upon completing the requirements of subsection (3), each municipality or special district shall submit its needs analysis, as well as the methodology and any supporting data necessary to interpret the results, to the county within which the largest portion of its service area is located. Each county shall compile all analyses submitted to it under this subsection into a single document and include its own analysis in the document. The county shall file the compiled document with the coordinator of the Office of Economic and Demographic Research no later than July 31, 2022, and every 5 years thereafter.

(5) The Office of Economic and Demographic Research shall evaluate the compiled documents from the counties for the purpose of developing a statewide analysis for inclusion in the assessment due January 1, 2023, pursuant to s. 403.928.

(6) This section applies to a rural area of opportunity as defined in s. 288.0656 unless the requirements of this section would create an undue economic hardship for the county, municipality, or special district in the rural area of opportunity.

Section 5. Section 403.9302, Florida Statutes, is created to read:

403.9302 Stormwater management projections.—

(1) The Legislature intends for each county, municipality, or special district providing a stormwater management program or stormwater management system to create a 20-year needs analysis.

(2) As used in this section, the term:

(a) “Facility” means any equipment, structure, or other property, including conveyance systems, used or useful in connection with providing a stormwater management program or stormwater management system.

(b) “Stormwater management program” has the same meaning as provided in s. 403.031(15).

(c) “Stormwater management system” has the same meaning as provided in s. 403.031(16).

(3) By June 30, 2022, and every 5 years thereafter, each county, municipality, or special district providing a stormwater management program or stormwater management system shall develop a needs analysis for its jurisdiction over the subsequent 20 years. In projecting such needs, each local government shall include the following:

(a) A detailed description of the stormwater management program or stormwater management system and its facilities and projects.

(b) The number of current and projected residents served calculated in 5-year increments.

(c) The current and projected service area for the stormwater management program or stormwater management system.

(d) The current and projected cost of providing services calculated in 5-year increments.

(e) The estimated remaining useful life of each facility or its major components.

(f) The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.

(g) The local government’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap.

(4) Upon completing the requirements of subsection (3), each municipality or special district shall submit its needs analysis, as well as the

methodology and any supporting data necessary to interpret the results, to the county within which the largest portion of its stormwater management program or stormwater management system is located. Each county shall compile all analyses submitted to it under this subsection into a single document and include its own analysis in the document. The county shall file the compiled document with the Secretary of Environmental Protection and the coordinator of the Office of Economic and Demographic Research no later than July 31, 2022, and every 5 years thereafter.

(5) The Office of Economic and Demographic Research shall evaluate the compiled documents from the counties for the purpose of developing a statewide analysis for inclusion in the assessment due January 1, 2023, pursuant to s. 403.928.

(6) This section applies to a rural area of opportunity as defined in s. 288.0656 unless the requirements of this section would create an undue economic hardship for the county, municipality, or special district in the rural area of opportunity.

Section 6. The Legislature determines and declares that this act fulfills an important state interest.

Section 7. This act shall take effect July 1, 2021.

Approved by the Governor June 29, 2021.

Filed in Office Secretary of State June 29, 2021.

SECTION C

SECTION 1

Westside Haines City

Community Development District

Summary of Checks

August 12, 2021 to October 12, 2021

Bank	Date	Check No.'s	Amount	
General Fund	8/24/21	27-31	\$	1,000.00
	8/30/21	32	\$	500.00
	9/2/21	33	\$	400.00
	9/20/21	34	\$	311.35
	9/30/21	35-38	\$	326,225.47
	10/11/21	39-40	\$	5,175.00
			\$	333,611.82
			\$	333,611.82

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
8/24/21	00015	8/19/21 CA081920	202108 310-51300-11000	SUPERVISOR FEE 8/19/21	*	200.00	
				CHRISTINE AVILES			200.00 000027
8/24/21	00005	8/19/21 JF081920	202108 310-51300-11000	SUPERVISOR FEE 8/19/21	*	200.00	
				JUSTIN KEITH FRYE			200.00 000028
8/24/21	00002	8/19/21 LS081920	202108 310-51300-11000	SUPERVISOR FEE 8/19/21	*	200.00	
				LAUREN SCHWENK			200.00 000029
8/24/21	00016	8/19/21 RB081920	202108 310-51300-11000	SUPERVISOR FEE 8/19/21	*	200.00	
				PATRICK ROBERT BONIN			200.00 000030
8/24/21	00003	8/19/21 RH081920	202108 310-51300-11000	SUPERVISOR FEE 8/19/21	*	200.00	
				RENNIE HEATH			200.00 000031
8/30/21	00008	8/27/21 2008091-	202107 310-51300-31100	GENERAL ENG SERVICE JUL21	*	500.00	
				DEWBERRY ENGINEERS, INC			500.00 000032
9/02/21	00006	6/17/21 PM061720	202106 310-51300-11000	SUPERVISOR FEES 6/17/21	*	200.00	
		7/15/21 PM071520	202107 310-51300-11000	SUPERVISOR FEES 7/15/21	*	200.00	
				PATRICK MARONE			400.00 000033
9/20/21	00014	9/20/21 4039942	202108 310-51300-48000	NOT OF MEETING 8/12/21	*	311.35	
				CA FLORIDA HOLDINGS, LLC			311.35 000034
9/30/21	00018	8/16/21 DEDUCTMA	202109 300-20700-10100	FY21 SER21 FR#1	*	226,585.60	
		8/23/21 DEDUCTMA	202109 300-20700-10100	FY21 SER21 FR#1	*	88,845.00	
				FORTILINE WATERWORKS INC			315,430.60 000035
9/30/21	00007	8/01/21 6	202108 310-51300-34000	MANAGEMENT FEES AUGUST21	*	2,916.67	
		8/01/21 6	202108 310-51300-35200	WEBSITE ADMINIST AUG21	*	100.00	
		8/01/21 6	202108 310-51300-35100	INFORMATION TEC AUG21	*	150.00	

WHCD WESTSIDE HAINES KCOSTA

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		8/01/21 6	202108 310-51300-51000		*	2.50	
		OFFICE SUPPLIES					
		8/01/21 6	202108 310-51300-42000		*	28.98	
		POSTAGE					
		8/01/21 6	202108 310-51300-42500		*	13.05	
		COPIES					
		9/01/21 7	202109 310-51300-34000		*	2,916.67	
		MANAGEMENT FEES SEP 21					
		9/01/21 7	202109 310-51300-35200		*	100.00	
		WEBSITE ADMIN SEP 21					
		9/01/21 7	202109 310-51300-35100		*	150.00	
		INFORMATION TEC SEP 21					
		9/01/21 7	202109 310-51300-31300		*	416.67	
		DISSEMINATION SVC SEP 21					
		9/01/21 7	202109 310-51300-51000		*	2.98	
		OFFICE SUPPLIES					
		9/01/21 7	202109 310-51300-42000		*	37.70	
		POSTAGE					
		9/01/21 7	202109 310-51300-42500		*	6.60	
		COPIES					
GOVERNMENTAL MANAGEMENT SERVICES							6,841.82 000036
9/30/21 00011		8/27/21 124844	202107 310-51300-31500		*	2,766.55	
		GENERAL COUNSEL-JULY 21					
HOPPING GREEN & SAMS							2,766.55 000037
9/30/21 00017		9/08/21 288	202108 310-51300-31500		*	1,186.50	
		GENERAL COUNSEL AUG 21					
KE LAW GROUP, PLLC							1,186.50 000038
10/11/21 00010		10/01/21 85561	202110 310-51300-54000		*	175.00	
		SPECIAL DISTRICT FEE FY22					
DEPARTMENT OF ECONOMIC OPPORTUNITY							175.00 000039
10/11/21 00004		9/13/21 14361	202110 310-51300-45000		*	5,000.00	
		INSURANCE PREMIUM-FY22					
EGIS INSURANCE ADVISORS, LLC							5,000.00 000040
TOTAL FOR BANK A						333,611.82	
TOTAL FOR REGISTER						333,611.82	

WHCD WESTSIDE HAINES KCOSTA

SECTION 2

Westside Haines City
Community Development District

Unaudited Financial Reporting
September 30, 2021



Table of Contents

1	<hr/> Balance Sheet
2	<hr/> General Fund
3	<hr/> Series 2021 Debt Service Fund
4	<hr/> Series 2021 Capital Projects Fund
5	<hr/> Month to Month
6	<hr/> Long Term Debt Report

Westside Haines City
Community Development District
Combined Balance Sheet
September 30, 2021

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Total Governmental Funds</i>
Assets:				
Cash	\$ 10,481	\$ -	\$ -	\$ 10,481
<u>Series 2021</u>				
Reserve	\$ -	\$ 1,097,950	\$ -	\$ 1,097,950
Revenue	\$ -	\$ 12	\$ -	\$ 12
Interest	\$ -	\$ 547,168	\$ -	\$ 547,168
Construction - Cascades Phase 1 & 2	\$ -	\$ -	\$ 7,348,417	\$ 7,348,417
Cost of Issuance	\$ -	\$ -	\$ 0	\$ 0
Escrow - Cascades	\$ -	\$ -	\$ 6,173,470	\$ 6,173,470
Escrow - Brentwood	\$ -	\$ -	\$ 3,148,609	\$ 3,148,609
Total Assets	\$ 10,481	\$ 1,645,130	\$ 16,670,496	\$ 18,326,107
Liabilities:				
Due to Developer	\$ -	\$ -	\$ 315,431	\$ 315,431
Total Liabilities	\$ -	\$ -	\$ 315,431	\$ 315,431
Fund Balances:				
Assigned				
Unassigned	\$ 10,481	\$ -	\$ -	\$ 10,481
Assigned for Debt Service - Series 2021	\$ -	\$ 1,645,130	\$ -	\$ 1,645,130
Assigned for Capital Projects - Series 2021	\$ -	\$ -	\$ 16,355,065	\$ 16,355,065
Total Fund Balances	\$ 10,481	\$ 1,645,130	\$ 16,355,065	\$ 18,010,676
Total Liabilities & Fund Balance	\$ 10,481	\$ 1,645,130	\$ 16,670,496	\$ 18,326,107

Westside Haines City
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget*	Thru 09/30/21	Thru 09/30/21	Variance
<u>Revenues</u>				
Developer Contributions	\$ 69,933	\$ 69,933	\$ 70,000	\$ 67
Total Revenues	\$ 69,933	\$ 69,933	\$ 70,000	\$ 67
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 7,000	\$ 7,000	\$ 6,400	\$ 600
Engineering	\$ 8,750	\$ 8,750	\$ 500	\$ 8,250
Attorney	\$ 10,000	\$ 10,000	\$ 15,432	\$ (5,432)
Dissemination	\$ -	\$ -	\$ 417	\$ (417)
Management Fees	\$ 20,417	\$ 20,417	\$ 17,500	\$ 2,917
Information Technology	\$ 1,050	\$ 1,050	\$ 900	\$ 150
Website Maintenance	\$ 2,450	\$ 2,450	\$ 2,350	\$ 100
Telephone	\$ 175	\$ 175	\$ -	\$ 175
Postage & Delivery	\$ 583	\$ 583	\$ 137	\$ 447
Insurance	\$ 5,000	\$ 5,000	\$ 2,548	\$ 2,452
Printing & Binding	\$ 583	\$ 583	\$ 75	\$ 509
Legal Advertising	\$ 10,000	\$ 10,000	\$ 13,074	\$ (3,074)
Other Current Charges	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
Office Supplies	\$ 365	\$ 365	\$ 62	\$ 303
Travel Per Diem	\$ 385	\$ 385	\$ -	\$ 385
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 125	\$ 50
Total Expenditures	\$ 69,933	\$ 69,933	\$ 59,519	\$ 10,414
Excess Revenues (Expenditures)	\$ -		\$ 10,481	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 10,481	

* Budget is prorated from March 2021 to September 2021.

Westside Haines City
Community Development District
Debt Service Fund Series 2021

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/21	Thru 09/30/21	Variance
<u>Revenues</u>				
Interest	\$ -	\$ -	\$ 12	\$ 12
Total Revenues	\$ -	\$ -	\$ 12	\$ 12
<u>Expenditures:</u>				
Interest - 11/1	\$ -	\$ -	\$ -	\$ -
Interest - 5/1	\$ -	\$ -	\$ -	\$ -
Principal - 5/1	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
<u>Other Sources/(Uses)</u>				
Bond Proceeds	\$ -	\$ -	\$ 1,645,118	\$ 1,645,118
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ 1,645,118	\$ 1,645,118
Excess Revenues (Expenditures)	\$ -		\$ 1,645,130	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 1,645,130	

Westside Haines City
Community Development District
Debt Service Fund Series 2021

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/21	Thru 09/30/21	Variance
<u>Revenues</u>				
Interest	\$ -	\$ -	\$ 124	\$ 124
Total Revenues	\$ -	\$ -	\$ 124	\$ 124
<u>Expenditures:</u>				
Capital Outlay - Cascades	\$ -	\$ -	\$ 1,325,412	\$ (1,325,412)
Capital Outlay - Brentwood	\$ -	\$ -	\$ 315,431	\$ (315,431)
Capital Outlay - Cost of Issuance	\$ -	\$ -	\$ 610,675	\$ (610,675)
Total Expenditures	\$ -	\$ -	\$ 2,251,518	\$ (2,251,518)
<u>Other Sources/(Uses)</u>				
Bond Proceeds	\$ -	\$ -	\$ 18,164,882	\$ 18,164,882
Bond Premium	\$ -	\$ -	\$ 441,578	\$ 441,578
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ 18,606,459	\$ 18,606,459
Excess Revenues (Expenditures)	\$ -		\$ 16,355,065	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 16,355,065	

Westside Haines City

Community Development District

Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Revenues													
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 15,000	\$ 70,000
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 15,000	\$ 70,000
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 800	\$ 1,000	\$ 1,800	\$ 800	\$ 1,000	\$ -	\$ 6,400
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500
Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,638	\$ 2,230	\$ 1,241	\$ 2,371	\$ 2,767	\$ 1,187	\$ -	\$ 15,432
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417
Management Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 17,500
Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 900
Website Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 1,850	\$ 100	\$ 100	\$ 2,350
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 10	\$ 22	\$ 35	\$ 29	\$ 38	\$ 137
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,548	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,548
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35	\$ 2	\$ 12	\$ 6	\$ 13	\$ 7	\$ 75
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 505	\$ 7,097	\$ 4,066	\$ 712	\$ 383	\$ 311	\$ -	\$ 13,074
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 3	\$ 3	\$ 48	\$ 3	\$ 3	\$ 62
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,816	\$ 13,751	\$ 9,488	\$ 8,085	\$ 9,456	\$ 5,709	\$ 3,214	\$ 59,519
Excess Revenues (Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,184	\$ (13,751)	\$ (9,488)	\$ (8,085)	\$ 10,544	\$ (5,709)	\$ 11,786	\$ 10,481

Westside Haines City
Community Development District
Long Term Debt Report

Series 2021, Special Assessment Revenue Bonds		
Interest Rate:	2.500%, 3.000%, 3.250%, 4.000%	
Maturity Date:	5/1/2052	
Reserve Fund Definition	Maximum Annual Debt Service	
Reserve Fund Requirement	\$1,097,950	
Reserve Fund Balance	\$1,097,950	
Bonds Outstanding - 7/19/21		\$19,810,000
Current Bonds Outstanding		\$19,810,000

SECTION 3

Requisition	Payee/Vendor	Amount
9	GLK Real Estate, LLC	\$ 761,374.20
12	Hopping Green & Sams	\$ 7,546.77
13	Hopping Green & Sams	\$ 7,159.00
14	Absolute Engineering, Inc.	\$ 2,820.00
15	Horner Environmental Professionals	\$ 18,313.75
16	Innovations Design Group	\$ 6,500.00
17	Absolute Engineering, Inc.	\$ 3,275.50
18	Hopping Green & Sams	\$ 141.65
19	KE Law Group	\$ 51.00
20	GLK Real Estate, LLC	\$ 3,000.00
21	Hopping Green & Sams	\$ 6,098.92
22	Dewberry Engineering, Inc.	\$ 4,520.00
23	Greenberg Traurig	\$ 1,304.50
24	Hopping Green & Sams	\$ 670.67
25	Horner Environmental Professionals	\$ 2,212.50
26	Absolute Engineering, Inc.	\$ 12,177.31
27	GLK Real Estate, LLC	\$ 3,000.00
28	Raysor Transportation Consulting	\$ 2,750.00
29	Hopping Green & Sams	\$ 2,503.48
30	Absolute Engineering, Inc.	\$ 1,835.00
31	KE Law Group	\$ 153.00
32	QGS Development, Inc.	\$ 268,342.65
33	GLK Real Estate, LLC	\$ 3,000.00
34	Dewberry Engineering, Inc.	\$ 765.00
35	Duke Energy	\$ 17,506.64
36	Innovations Design Group	\$ 29,250.00
37	Horner Environmental Professionals	\$ 1,867.50
38	GeoPoint Surveying, Inc.	\$ 350.00
	TOTAL	\$ 1,168,489.04

Audit Committee Meeting

SECTION III

SECTION A

**WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2021
City of Haines City, Polk County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than Tuesday, November 9, 2021 at 5:00 p.m., at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) original hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “**Auditing Services – Westside Haines City Community Development District**” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2021, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.*

(20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

2. *Proposer's Experience.*

(20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work.*

(20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.*

(20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price.

(20 Points)

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

TOTAL

(100 Points)

SECTION B

WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Westside Haines City Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2021, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Haines City, Polk County, Florida. The District currently has an operating budget of approximately \$69,933. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2021, be completed no later than June 1, 2022.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC, Attn: Jill Burns, District Manager, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Westside Haines City Community Development District.**" Proposals must be received by 5:00 p.m. on Tuesday, November 9, 2021, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Jill Burns, District Manager
Governmental Management Services – Central Florida, LLC

Run date: Monday, October 25, 2021