MINUTES OF MEETING

CC COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Thursday, December 19, 2024, 11:00 a.m.
Lee County Public Library Conference Room
921 S.W. 39th Terrace
Cape Coral, FL 33914

Board Members present:

James Zboril	Chairperson
David Levinson	Vice Chairperson
Michael Christiano	Assistant Secretary

Also present were:

Jane Gaarlandt	District Manager, PFM Group Consulting LLC	
Verona Griffith	District Accountant, PFM Group Consulting LLC	(via phone)
Kwame Jackson	Asst. District Manager, PFM Group Consulting LLC	(via phone)
Gazmin Kerr	Admin. Asst., PFM Group Consulting LLC	(via phone)
Jonathan Johnson	District Counsel, Kutak Rock LLP	(via phone)
Jordan Cohen	L&L Development	

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

Ms. Gaarlandt called the Board of Supervisors meeting of the CC CDD to order at 11:31 a.m., and the roll was called.

SECOND ORDER OF BUSINESS **Public Comment Period**

There were no comments at this time.

THIRD ORDER OF BUSINESS **Consideration of the Minutes of the September 17, 2024, Board of Supervisors Meeting**

The Board reviewed the minutes.

> On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the CC CDD approved the Minutes of the September 17, 2024, Board of Supervisors Meeting.

FOURTH ORDER OF BUSINESS **Ratification of Fiscal Year 2025 Egis Insurance Proposal**

Ms. Gaarlandt noted that there was an increase in cost due to additional coverage. The proposal was reviewed and approved by the chair prior to binding coverage.

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the CC CDD ratified the Fiscal Year 2025 Egis Insurance Proposal.

FIFTH ORDER OF BUSINESS **Consideration of Funding Request Nos. 9-12**

Ms. Gaarlandt stated these are for general District expenses.

An overview was provided of the budgeted expenses for these funding requests. It was noted these are for 2024.

Ms. Griffith stated these requests are for the District website, PFM, District Counsel, and advertisement.

On MOTION by Mr. Levinson, seconded by Mr. Zboril, with all in favor, the Board of Supervisors for the CC CDD approved Funding Request Nos. 9-12.

There was a discussion regarding District meeting requirements. Today's meeting was required due to the Auditor Selection Committee Meeting. The next required meeting for the committee would be in February. There are two required budget meetings between May and August.

Ms. Gaarlandt asked for confirmation that Mr. Sebastian Rodriguez is the new contact to send correspondence to and sign invoices for approval. Mr. Levinson requested that going forward all invoices for approval also be sent to him.

SIXTH ORDER OF BUSINESS **Review of Monthly Financials**

Ms. Gaarlandt noted the financials are as of November 30, 2024. Actual expenditures are just over $14,000 as of now.

SEVENTH ORDER OF BUSINESS **Staff Reports**

District Counsel: Mr. Johnson reminded the Board of their required Ethics Training due December 31, 2024.

District Engineer: No report.

District Manager: Ms. Gaarlandt noted the next meeting is scheduled for January 21, 2025. However, based on discussions this meeting will be canceled, and the next meeting will be held in February.

Ms. Gaarlandt noted the District had received Ms. Cruz's resignation from the Board, effective immediately.

On MOTION by Mr. Levinson, seconded by Mr. Zboril, with all in favor, the Board of Supervisors for the CC CDD accepted Ms. Cruz's resignation letter.

Ms. Gaarlandt stated this now leaves Seat 2 vacant with a term expiration date of November 2025.

On MOTION by Mr. Levinson, seconded by Mr. Zboril, with all in favor, the Board of Supervisors for the CC CDD nominated Mr. Jordan Cohen to Seat 2.

Ms. Gaarlandt proceeded to swear in the new Board Member.

There was a brief discussion regarding the Auditor Selection Committee Meeting requirements and the RFP process.

Mr. Johnson recommended having both the Auditor Selection Committee meeting and the preliminary budget meeting at the February meeting in order to save cost.

There was a brief discussion regarding the qualifications necessary for the auditor and what their duties entail.

EIGHTH ORDER OF BUSINESS **Audience Comments & Supervisor Requests**

There were no further comments or requests at this time.

NINTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Zboril, seconded by Mr. Christiano, with all in favor, the Board of Supervisors for the CC CDD adjourned the December 19, 2024, Board of Supervisors' meeting.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

James L. Zboril

~~Chairperson~~

Chairman