

**MINUTES OF MEETING
WEST PORT
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the West Port Community Development District held a Regular Meeting on March 9, 2021 at 12:00 p.m., at the Centennial Park Recreation Center, 1120 O'Donnell Boulevard, Port Charlotte, Florida 33953.

Present were:

Jim Harvey	Chair
Christian Cotter	Assistant Secretary
Paul Martin	Assistant Secretary
Candice Smith	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Jere Earlywine	District Counsel
Steve Sanford	Bond Counsel
Matthew Morris	District Engineer
Tim Martin	Forestar

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 12:00 p.m. Supervisors Paul Martin, Smith and Cotter were present, in person. Supervisor Harvey was not present at roll call. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 2; Term Expires November, 2024

- **Administration of Oath of Office to Newly Appointed Supervisor *(the following to be provided in a separate package)***

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **Financial Disclosure Forms**
 - I. **Form 1: Statement of Financial Interests**
 - II. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. **Form 1F: Final Statement of Financial Interests**
- D. **Form 8B – Memorandum of Voting Conflict**

This item was deferred.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-05, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the West Port Community Development District, and Providing for an Effective Date

Mr. Wrathell presented Resolution 2021-05.

Mr. Paul Martin nominated the following slate of officers:

Chair	Jim Harvey
Vice Chair	Christian Cotter
Secretary	Craig Wrathell
Assistant Secretary	Candice Smith
Assistant Secretary	Paul Martin
Assistant Secretary	Vacant
Assistant Secretary	Chesley E. (Chuck) Adams, Jr.
Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

No other nominations were made.

On MOTION by Mr. Paul Martin and seconded by Mr. Cotter, with all in favor, Resolution 2021-05, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the West Port Community Development District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consider Grant of Authority to the Vice Chair to Execute Bond Requisitions for Assessment Area 2

Mr. Wrathell discussed granting authority to the Vice Chair to execute bond requisitions for Assessment Area 2, change orders, small contracts, etc., for ratification at future meetings.

On MOTION by Mr. Paul Martin and seconded by Ms. Smith, with all in favor, authorizing the Vice Chair to execute Bond Requisitions and other documents, as discussed, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-08, Authorizing the Issuance of Not Exceeding \$12,000,000 West Port Community Development District, Special Assessment Bonds, Series 2021 (Assessment Area Three) (The "Bonds") To Finance Certain Public Infrastructure Within Assessment Area Three Within the District; Determining the Need for a Negotiated Limited Offering of the Bonds and Providing for a Delegated Award of Such Bonds; Approving the Underwriter for the Limited Offering of the Bonds; Approving the Form of and Authorizing the Execution and Delivery of a Bond Purchase Contract With Respect to the Bonds; Authorizing the Use of That Certain Master Trust Indenture Dated as of March 1, 2020 With Respect to the Bonds and Approving the Form of and Authorizing the Execution and Delivery of a Third Supplemental Trust Indenture Governing the Bonds; Approving the Form of and Authorizing the Distribution of a

Preliminary Limited Offering Memorandum; Approving the Execution and Delivery of a Final Limited Offering Memorandum; Approving the Form of and Authorizing the Execution of a Continuing Disclosure Agreement, and Appointing a Dissemination Agent; Approving the Application of Bond Proceeds; Authorizing Certain Modifications to the Assessment Methodology Report and Engineer's Report; Making Certain Declarations; Providing for the Registration of the Bonds Pursuant to the DTC Book-Entry Only System; Authorizing the Proper Officials to Do All Things Deemed Necessary in Connection With the Issuance, Sale and Delivery of the Bonds; and Providing for Severability, Conflicts and an Effective Date

Mr. Sanford presented Resolution 2021-08 and the accompanying Exhibits. This Resolution accomplishes the following:

- Delegates authority to the Chair or Vice Chair to proceed with the financing, subject to the parameters set forth.
- Sets certain parameters in connection with the sale of the bonds.
- Ensures that the maximum amount of the bonds issued does not exceed \$12,000,000 and that the arbitrage yield does not exceed 4.5%.
- Authorizes the Underwriter's compensation.
- Requires that the Board to approve the accompanying Exhibits.
- Authorizes any necessary modifications to the Engineer's and the Methodology Reports.
- **Exhibit A: Form of Bond Purchase Contract**
- **Exhibit B: Draft Copy of Preliminary Limited Offering Memorandum**
- **Exhibit C: Form of Continuing Disclosure Agreement**
- **Exhibit D: Form of Third Supplemental Trust Indenture**

On MOTION by Mr. Paul Martin and seconded by Mr. Cotter, with all in favor, Resolution 2021-08, Authorizing the Issuance of Not Exceeding \$12,000,000 West Port Community Development District, Special Assessment Bonds, Series 2021 (Assessment Area Three) (The "Bonds") To Finance Certain Public Infrastructure Within Assessment Area Three Within the District; Determining the Need for a Negotiated Limited Offering of the Bonds and Providing for a Delegated Award of Such Bonds; Approving the Underwriter for the Limited Offering of the Bonds; Approving the Form of and Authorizing the Execution and Delivery of a Bond Purchase Contract With Respect to the Bonds; Authorizing the Use of That Certain Master Trust Indenture Dated as of March 1, 2020 With Respect to the Bonds and Approving the Form of and Authorizing the Execution and Delivery of a Third Supplemental Trust Indenture Governing the Bonds; Approving the Form of and Authorizing the Distribution of a Preliminary Limited Offering Memorandum; Approving the Execution and Delivery of a Final Limited Offering Memorandum; Approving the Form of and Authorizing the Execution of a Continuing Disclosure Agreement, and Appointing a Dissemination Agent; Approving the Application of Bond Proceeds; Authorizing Certain Modifications to the Assessment Methodology Report and Engineer's Report; Making Certain Declarations; Providing for the Registration of the Bonds Pursuant to the DTC Book-Entry Only System; Authorizing the Proper Officials to Do All Things Deemed Necessary in Connection With the Issuance, Sale and Delivery of the Bonds; and Providing for Severability, Conflicts and an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Restated Master Engineer's Report and 2021 Supplemental Engineer's Report (Assessment Area Three) (for informational purposes)

Mr. Morris stated some textual revisions would be added. These Reports were included for informational purposes only.

EIGHTH ORDER OF BUSINESS

Preliminary Restated Master Special Assessment Methodology Report and Third Supplemental Special Assessment Methodology Report (Assessment Area Three) (for informational purposes)

Mr. Wrathell stated these Reports were included for informational purposes.

NINTH ORDER OF BUSINESS

Consideration of Integra Realty Resources Appraisal of Real Property for Land Acquisition

Mr. Wrathell presented the Integra Realty Resources Appraisal of Real Property related to land acquisition. Mr. Earlywine stated acquisition would occur after the land is platted. Discussion ensued regarding the map of assessment areas, utilization of bond proceeds and whether Assessment Area 3 bond proceeds could be used in Assessment Area 1 for ongoing construction in Areas H2 and B2.

Mr. Harvey arrived at approximately 12:17 p.m.

Mr. Earlywine stated he would request further clarification about funding ongoing construction during a call later today. Regarding an upcoming contract to be issued for Parcels C and E1, Mr. Earlywine stated these costs could be documented via a change order. Requisitions would identify the appropriate assessment area to be charged.

On MOTION by Mr. Paul Martin and seconded by Mr. Cotter, with all in favor, the Integra Realty Resources Appraisal of Real Property for Land Acquisition, was accepted.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2021-09, Amending the Fiscal Year 2021 Budget; and Providing for an Effective Date

Mr. Wrathell presented Resolution 2021-09. He reviewed the amended budget and the Assessment Comparison, which referenced the Deficit Funding Agreement approved at the last meeting. Wrathell, Hunt and Associates (WHA) would waive additional charges related to Debt Service Fund accounting until the next fiscal year.

On MOTION by Mr. Paul Martin and seconded by Mr. Cotter, with all in favor, Resolution 2021-09, Amending the Fiscal Year 2021 Budget; and Providing for an Effective Date, was adopted.

Mr. Harvey left the meeting at approximately 12:30 p.m.

ELEVENTH ORDER OF BUSINESS

Ratification of Change Orders

- A. **No. 1: Morris Engineering and Consulting, LLC [West Port Tract B]**
- B. **No. 2: Morris Engineering and Consulting, LLC [West Port Tract H/I]**

Mr. Wrathell presented Morris Engineering and Consulting, LLC, Change Orders No. 1 and No. 2, previously executed by Mr. Harvey.

On MOTION by Mr. Paul Martin and seconded by Mr. Cotter, with all in favor, Morris Engineering and Consulting, LLC, Change Orders No. 1 and No. 2, were ratified.

TWELFTH ORDER OF BUSINESS

Ratification of Agreements

- A. **GeoPoint Surveying, Inc., Amendment to Agreement for Professional Services [West Port - Hammock & Isles - Tracts B & H]**
- B. **Evergreen Lifestyles Management, LLC, Field Operations Agreement**

Mr. Wrathell presented the GeoPoint Surveying, Inc., Amendment to Agreement for Professional Services and the Evergreen Lifestyles Management, LLC, Field Operations Agreement, previously executed by Mr. Harvey.

On MOTION by Mr. Paul Martin and seconded by Mr. Cotter, with all in favor, the GeoPoint Surveying, Inc., Amendment to Agreement for Professional Services for West Port - Hammock & Isles - Tracts B & H, and the Evergreen Lifestyles Management, LLC, Field Operations Agreement, were ratified.

THIRTEENTH ORDER OF BUSINESS

Ratification of Acquisition of Work Product [Waldrop Engineering, P.A.]

Mr. Earlywine presented documentation pertaining to acquisition of the Waldrop Engineering, P.A., work product for Assessment Area 2, totaling approximately \$300,000.

On MOTION by Mr. Paul Martin and seconded by Mr. Cotter, with all in favor, acquisition of the Waldrop Engineering, P.A. work product, as presented and described, was ratified.

FOURTEENTH ORDER OF BUSINESS

Ratification of GeoPoint Surveying, Inc., Proposal/Authorization for Work Services [West Port - Tracts D & F]

Mr. Wrathell presented the GeoPoint Surveying, Inc., Proposal/Authorization for Work related to West Port Tracts D and F, previously executed by Mr. Harvey.

Discussion ensued regarding the Waldrop Engineering work product acquisition and the breakdown of engineering costs for public versus private roads.

On MOTION by Mr. Paul Martin and seconded by Mr. Cotter, with all in favor, the GeoPoint Surveying, Inc., Proposal/Authorization for Work related to West Port Tracts D and F, was ratified.

FIFTEENTH ORDER OF BUSINESS

Consideration of FMSbonds, Inc., Rule G-17 Disclosure

Mr. Wrathell presented the FMSbonds, Inc., Rule G-17 Disclosure.

On MOTION by Mr. Paul Martin and seconded by Mr. Cotter, with all in favor, the FMSbonds, Inc., Rule G-17 Disclosure, was approved.

SIXTEENTH ORDER OF BUSINESS

Consideration of RFP for Landscape & Irrigation Maintenance Services

Mr. Earlywine stated the Request for Proposals (RFP) for Landscape & Irrigation Maintenance Services was advertised and an interim contract was in effect. Given the bid submittal deadline of March 31, 2021, scoring may occur in April, with a new contract issued in May.

The next meeting would be held on April 6, 2021 at 12:00 p.m.

TWENTIETH ORDER OF BUSINESS

Board Members' Comments/Requests

There being no Board Members' comments or requests, the next item followed.

TWENTY-FIRST ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

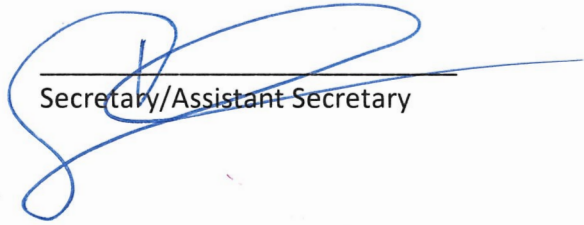
TWENTY-SECOND ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Ms. Smith and seconded by Mr. Paul Martin, with all in favor,
the meeting adjourned at 12:45 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair