

CLEAR SPRINGS STEWARDSHIP DISTRICT

May 29, 2024

**BOARD OF SUPERVISORS
PUBLIC HEARING AND
REGULAR MEETING
AGENDA**

**CLEAR SPRINGS
STEWARDSHIP DISTRICT**

**AGENDA
LETTER**

Clear Springs Stewardship District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

May 22, 2024

Board of Supervisors
Clear Springs Stewardship District

Dear Board Members:

The Board of Supervisors of the Clear Springs Stewardship District will hold a Public Hearing and Regular Meeting on May 29, 2024 at 1:00 p.m., at 6105 Spirit Lake Rd., Winter Haven, Florida 33880. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Public Hearing on Adoption of Fiscal Year 2024/2025 Budget
 - A. Affidavit of Publication
 - B. Consideration of Resolution 2024-28, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date
4. Consideration of Resolution 2024-29, Amending Resolution 2024-27 to Re-Set the Date, Time and Location of the Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date
5. Consideration of Resolution 2024-30, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date
6. Consideration of Resolution 2024-31, Designating a Date, Time and Location for a Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date
7. Consideration of Resolution 2024-13, Adopting the Annual Meeting Schedule for Fiscal Year 2023-2024; and Providing for an Effective Date
8. Acceptance of Unaudited Financial Statements as of April 30, 2024

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

9. Approval of March 25, 2024 Public Hearings, Regular Meeting and Audit Committee Minutes

10. Staff Reports

A. District Counsel: *Kutak Rock LLP*

B. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: TBD

- QUORUM CHECK

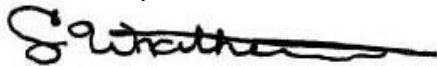
SEAT 1	PATRICK CARROLL	☐	IN-PERSON	☐	PHONE	☐	NO
SEAT 2	KYLE GASHAW	☐	IN-PERSON	☐	PHONE	☐	NO
SEAT 3	CRAIG UNDERHILL	☐	IN-PERSON	☐	PHONE	☐	NO
SEAT 4	BLAKE GOODMAN	☐	IN-PERSON	☐	PHONE	☐	NO
SEAT 5	MICHAEL STRAHAN	☐	IN-PERSON	☐	PHONE	☐	NO

11. Public Comments

12. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres at (904) 295-5714.

Sincerely,



Craig Wrathell
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 782 134 6157

**CLEAR SPRINGS
STEWARDSHIP DISTRICT**

3A

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Daphne Gillyard
Clear Springs Stewardship District
2300 Glades RD # 410W
Boca Raton FL 33431-8556

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The Ledger-News Chief, published in Polk County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Polk County, Florida, or in a newspaper by print in the issues of, on:

05/12/2024, 05/19/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 05/19/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$663.02

Order No: 10164875

Customer No: 1191555

PO #:

of Copies:

1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

CLEAR SPRINGS STEWARDSHIP DISTRICT

**NOTICE OF PUBLIC HEARING
TO CONSIDER THE ADOPTION
OF THE FISCAL YEAR 2024/2025
BUDGET; AND NOTICE OF
REGULAR BOARD OF SUPERVI-
SORS' MEETING.**

The Board of Supervisors ("Board") of the Clear Springs Stewardship District ("District") will hold a public hearing on May 29, 2024 at 1:00 p.m., at 6105 Spirit Lake Rd., Winter Haven, Florida 33880 for the purpose of hearing comments and objections on the adoption of the budget of the District for the fiscal year beginning October 1, 2024 through September 30, 2025 ("Fiscal Year 2024/2025"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it.

A copy of the agenda and proposed budget may be obtained at the offices of the District Manager, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 5174-0010 ("District Manager's Office"), during normal business hours.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Craig Wrathell
District Manager
5/12, 5/19/2024 #10164875

KAITLYN FELTY
Notary Public
State of Wisconsin

**CLEAR SPRINGS
STEWARDSHIP DISTRICT**

3B

RESOLUTION 2024-28

THE ANNUAL APPROPRIATION RESOLUTION OF THE CLEAR SPRINGS STEWARDSHIP DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has submitted to the Board of Supervisors (“**Board**”) of the Clear Springs Stewardship District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year ending September 30, 2025 (“**Fiscal Year 2024/2025**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Chapter 2023-346, Laws of Florida, and Chapter 189, *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Chapter 2023-346(6)(4)(c), Laws of Florida and Chapter 189, *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Chapter 2023-346 and Chapter 189, *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, the Board, by passage of the Annual Appropriation Resolution, is required to adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CLEAR SPRINGS STEWARDSHIP DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown below.

- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Chapter 2023-346(6)(4)(b), Laws of Florida and Section 189.016, *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Clear Springs Stewardship District for the Fiscal Year Ending September 30, 2025."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2024/2025, the sums set forth in **Exhibit A** to be raised by the levy of assessments, a funding agreement and/or otherwise. Such sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, and are to be divided and appropriated in the amounts set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2024/2025 or within 60 days following the end of the Fiscal Year 2024/2025 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$15,000 or 15% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 29TH DAY OF MAY, 2024.

ATTEST:

CLEAR SPRINGS STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2024/2025 Budget

Exhibit A: Fiscal Year 2024/2025 Budget

**CLEAR SPRINGS
STEWARDSHIP DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**CLEAR SPRINGS
STEWARDSHIP DISTRICT
TABLE OF CONTENTS**

Description	Page Number(s)
General Fund Budget	1
Definitions of General Fund Expenditures	2

**CLEAR SPRINGS
STEWARDSHIP DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed Budget FY 2025
	Adopted Budget FY 2024	Actual through 2/29/2024	Projected through 9/30/2020	Total Actual & Projected	
REVENUES					
Landowner contribution	\$ 24,915	1,273	23,642	24,915	\$ 29,190
Total revenues	24,915	1,273	23,642	24,915	29,190
EXPENDITURES					
Professional & administrative					
Management/accounting/recording**	5,500	2,000	3,500	5,500	6,000
Legal	7,500	215	7,285	7,500	7,500
Engineering	1,000	-	1,000	1,000	1,000
Audit	-	-	-	-	-
Arbitrage rebate calculation*	-	-	-	-	-
Dissemination agent*	-	-	-	-	-
Trustee*	-	-	-	-	-
Telephone	100	33	67	100	100
Postage	500	-	500	500	500
Printing & binding	250	83	167	250	250
Legal advertising	1,750	-	1,750	1,750	6,500
Annual special district fee	175	-	175	175	175
Insurance	5,500	-	5,500	5,500	5,500
Contingencies/bank charges	750	-	750	750	750
Website hosting & maintenance	1,680	-	1,680	1,680	705
Website ADA compliance	210	210	-	210	210
Total expenditures	24,915	2,541	22,374	24,915	29,190
Excess/(deficiency) of revenues over/(under) expenditures	-	(1,268)	1,268	-	-
Fund balance - beginning (unaudited)	-	-	(1,268)	-	-
Fund balance - ending	\$ -	\$ (1,268)	\$ -	\$ -	\$ -

* These items will be realized when bonds are issued

** WHA will charge a reduced management fee of \$500 per month during semi-dormancy stage

**CLEAR SPRINGS
STEWARDSHIP DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording**	\$ 5,500
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	7,500
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	1,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	-
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation*	-
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent*	-
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Trustee	-
Annual fee for the service provided by trustee, paying agent and registrar.	
Telephone	100
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	250
Letterhead, envelopes, copies, agenda packages	
Legal advertising	1,750
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,500
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	1,680
Website ADA compliance	210
Total expenditures	<u><u>\$ 24,915</u></u>

**CLEAR SPRINGS
STEWARDSHIP DISTRICT**

4

RESOLUTION 2024-29

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CLEAR SPRINGS STEWARDSHIP DISTRICT AMENDING RESOLUTION 2024-27 TO RE-SET THE DATE, TIME AND LOCATION OF THE PUBLIC HEARING REGARDING THE DISTRICT’S INTENT TO USE THE UNIFORM METHOD FOR THE LEVY, COLLECTION, AND ENFORCEMENT OF NON-AD VALOREM SPECIAL ASSESSMENTS AS AUTHORIZED BY SECTION 197.3632, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Clear Springs Stewardship District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 203-346, Laws of Florida, and Chapter 189, Florida Statutes; and

WHEREAS, on March 25, 2024, at a duly noticed public meeting, the District’s Board of Supervisors (“Board”) adopted Resolution 2024-27, setting a public hearing regarding the District’s intent to use the uniform method for the levy, collection, and enforcement of non-ad valorem special assessments for 1:00 p.m. on May 29, 2024, at 6105 Spirit Lake Road, Winter Haven, Florida 33880; and

WHEREAS, the Board desires to ratify the action of District staff to change the date of the public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CLEAR SPRINGS STEWARDSHIP DISTRICT :

SECTION 1. PUBLIC HEARING DATE RE-SET. Resolution 2024-27 is hereby amended to reflect that the public hearing as declared in Resolution 2024-27 is re-set to:

_____:_____.m.

SECTION 2. RESOLUTION 2024-27 OTHERWISE REMAINS IN FULL FORCE AND EFFECT. Except as otherwise provided herein, all of the provisions of Resolution 2024-27 continue in full force and effect.

SECTION 3. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect upon its passage and adoption by the Board.

PASSED AND ADOPTED this 29th day of May, 2024.

ATTEST:

CLEAR SPRINGS STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

By: _____

Its: _____

**CLEAR SPRINGS
STEWARDSHIP DISTRICT**

5

RESOLUTION 2024-30

**A RESOLUTION OF THE CLEAR SPRINGS STEWARDSHIP DISTRICT
DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR
MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR
FISCAL YEAR 2024/2025 AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Clear Springs Stewardship District("District") is a local unit of special-purpose government created and existing pursuant to Chapter 2023-346, Laws of Florida and Chapter 189, *Florida Statutes*, being situated entirely within the City of Bartow, Polk County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2024-2025 annual meeting schedule attached as **Exhibit A**.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE
CLEAR SPRINGS STEWARDSHIP DISTRICT:**

SECTION 1. The Fiscal Year 2024-2025 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this ____ day of _____, 2024.

Attest:

CLEAR SPRINGS STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

CLEAR SPRINGS STEWARDSHIP DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
TBD		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October __, 2024	Regular Meeting	__:__ AM/PM
November 5, 2024	Landowners' Meeting	__:__ AM/PM
November __, 2024	Regular Meeting	__:__ AM/PM
December __, 2024	Regular Meeting	__:__ AM/PM
January __, 2025	Regular Meeting	__:__ AM/PM
February __, 2025	Regular Meeting	__:__ AM/PM
March __, 2025	Regular Meeting	__:__ AM/PM
April __, 2025	Regular Meeting	__:__ AM/PM
May __, 2025	Regular Meeting	__:__ AM/PM
June __, 2025	Regular Meeting	__:__ AM/PM
July __, 2025	Regular Meeting	__:__ AM/PM
August __, 2025	Regular Meeting	__:__ AM/PM
September __, 2025	Regular Meeting	__:__ AM/PM

**CLEAR SPRINGS
STEWARDSHIP DISTRICT**

6

RESOLUTION 2024-31

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CLEAR SPRINGS STEWARDSHIP DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Clear Springs Stewardship District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 2023-346, Laws of Florida, being situated within the City of Bartow, Polk County, Florida; and

WHEREAS, the District's Board of Supervisors ("**Board**") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on the first Tuesday after the first Monday in November, which shall be noticed pursuant to Chapter 2023-346(5), Laws of Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CLEAR SPRINGS STEWARDSHIP DISTRICT:

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Patrick Carroll	November 17, 2026
2	Kyle Gashaw	November 17, 2026
3	Craig Underhill	November 17, 2026
4	Blake Goodman	November 19, 2024
5	Michael Strahan	November 19, 2024

This year, Seat 4, currently held by Blake Goodman, and Seat 5, currently held by Michael Strahan, are subject to election by landowners on November 5, 2024. Each supervisor elected shall serve a term of four (4) years. The term of office for each successful candidate shall commence election.

2. **LANDOWNERS' ELECTION.** In accordance with Chapter 2023-346(5), Laws of Florida, the meeting of the landowners to elect two (2) supervisors of the District, shall be held on November 5, 2024, at ____:____ .m., at _____.

3. **PUBLICATION.** The District's Secretary is hereby directed to publish notice of this landowners' meeting in accordance with the requirements of Chapter 2023-346(5), Laws of Florida.

4. **FORMS.** Pursuant to Chapter 2023-346(5), Laws of Florida, the landowners' meeting and election has been announced by the Board at its May 29, 2024 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, Wrathell, Hunt and Associates, LLC, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

5. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

6. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 29th day of May, 2024.

Attest:

CLEAR SPRINGS STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF
SUPERVISORS OF THE CLEAR SPRINGS STEWARDSHIP DISTRICT**

Notice is hereby given to the public and all landowners within Clear Springs Stewardship District (the "**District**"), located within Polk County, Florida, advising that a meeting of landowners will be held for the purpose of electing two (2) persons to the District Board of Supervisors. Immediately following the landowners' meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: Tuesday, November 5, 2024

TIME: ____:_____.m.

PLACE: _____

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010 ("District Manager's Office"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Craig Wrathell
District Manager

Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
CLEAR SPRINGS STEWARDSHIP DISTRICT FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **Tuesday, November 5, 2024**

TIME: ____:_____.m.

LOCATION: _____

Pursuant to Chapter 2023-346(5)(2)(b), Laws of Florida, after the Clear Springs Stewardship District ("District") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors every two years until the District qualifies to have its board members elected by the qualified electors of the district. The following instructions on how all landowners may participate in the election are intended to comply with Chapter 2023-346(5)(2)(b), Laws of Florida.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, two (2) seats on the Board will be up for election by landowners. Each successful candidate shall be elected for a term of four (4) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY
CLEAR SPRINGS STEWARDSHIP DISTRICT
POLK COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 5, 2024

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ ("**Proxy Holder**") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Clear Springs Stewardship District to be held at

_____, on Tuesday, November 5, 2024, at ____:____ .m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

Printed Name of Legal Owner

By: _____
Title: _____

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
---------------------------	----------------	-------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

Pursuant to Chapter 2023-346(5)(2)(b), Laws of Florida, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
CLEAR SPRINGS STEWARDSHIP DISTRICT
POLK COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 5, 2024

For Election (2 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4)-year term, with the term of office for each successful candidate commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Clear Springs Stewardship District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____
_____ (Landowner) pursuant to the Landowner's Proxy attached hereto,
do cast my votes as follows:

SEAT	NAME OF CANDIDATE	NUMBER OF VOTES
4		
5		

Date: _____

Signed: _____

Printed Name: _____

**CLEAR SPRINGS
STEWARDSHIP DISTRICT**

7

RESOLUTION 2024-13

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CLEAR SPRINGS
STEWARDSHIP DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR
FISCAL YEAR 2023-2024; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Clear Springs Stewardship District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 203-346, Laws of Florida and Chapter 189, Florida Statutes, being situated entirely within the City of Bartow, Polk County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2023-2024 annual meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE
CLEAR SPRINGS STEWARDSHIP DISTRICT:**

SECTION 1. The Fiscal Year 2023-2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this ____ day of _____, 2024.

ATTEST:

CLEAR SPRINGS STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2023-2024 Annual Meeting Schedule

EXHIBIT "A"

CLEAR SPRINGS STEWARDSHIP DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
TBD		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
June __, 2024	Regular Meeting	__:__ AM/PM
July __, 2024	Regular Meeting	__:__ AM/PM
August __, 2024	Regular Meeting	__:__ AM/PM
September __, 2024	Regular Meeting	__:__ AM/PM

**CLEAR SPRINGS
STEWARDSHIP DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**CLEAR SPRINGS
STEWARDSHIP DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
APRIL 30, 2024**

**CLEAR SPRINGS
STEWARDSHIP DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
APRIL 30, 2024**

	General Fund	Total Governmental Funds
ASSETS		
Cash	\$ 7,219	\$ 7,219
Undeposited funds	1,418	1,418
Due from Landowner	3,314	3,314
Total assets	<u>11,951</u>	<u>11,951</u>
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 5,951	\$ 5,951
Landowner advance	6,000	6,000
Total liabilities	<u>11,951</u>	<u>11,951</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	3,314	3,314
Total deferred inflows of resources	<u>3,314</u>	<u>3,314</u>
Fund balances:		
Unassigned	(3,314)	(3,314)
Total fund balances	<u>(3,314)</u>	<u>(3,314)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 11,951</u>	<u>\$ 11,951</u>

**CLEAR SPRINGS
STEWARDSHIP DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED APRIL 30, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 1,947	\$ 3,959	\$ 24,915	16%
Total revenues	<u>1,947</u>	<u>3,959</u>	<u>24,915</u>	16%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	500	3,000	5,500	55%
Legal	440	1,174	7,500	16%
Engineering	-	-	1,000	0%
Telephone	8	50	100	50%
Postage	-	-	500	0%
Printing & binding	21	125	250	50%
Legal advertising	2,345	2,345	1,750	134%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	369	750	49%
Website hosting & maintenance	-	-	1,680	0%
Website ADA compliance	-	210	210	100%
Total expenditures	<u>3,314</u>	<u>7,273</u>	<u>24,915</u>	29%
Excess/(deficiency) of revenues over/(under) expenditures	(1,367)	(3,314)	-	
Fund balances - beginning	(1,947)	-	-	
Fund balances - ending	<u>\$ (3,314)</u>	<u>\$ (3,314)</u>	<u>\$ -</u>	

**CLEAR SPRINGS
STEWARDSHIP DISTRICT**

MINUTES

DRAFT

**MINUTES OF MEETING
CLEAR SPRINGS STEWARDSHIP DISTRICT**

The Board of Supervisors of the Clear Springs Stewardship District held Public Hearings, a Regular Meeting and Audit Committee Meeting on March 25, 2024 at 1:00 p.m., at 6105 Spirit Lake Road, Winter Haven, Florida 33880.

Present were:

Patrick Carroll	Chair
Kyle Gashaw	Vice Chair
Craig Underhill	Assistant Secretary
Blake Goodman (via telephone)	Assistant Secretary
Michael Strahan (via telephone)	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Jonathan Johnson (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 1:01 p.m.

All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Public Hearing to Hear Public Comments
and Objections to the Adoption of the
Rules of Procedure, Pursuant to Sections
120.54 and 190.035, Florida Statutes**

A. Affidavits of Publication

The affidavits of publication were included for informational purposes.

B. Consideration of Resolution 2024-24, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Mr. Torres and Mr. Johnson discussed the Rules of Procedure, which were introduced during the Organizational meeting. The rules comply with the Florida Statutes and include best practices for various District activities, such matters as public procurement.

On MOTION by Mr. Carroll and seconded by Mr. Gashaw, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Carroll and seconded by Mr. Gashaw, with all in favor, the Public Hearing was closed.

Mr. Torres presented Resolution 2024-24.

In response to a Board Member's question, Mr. Johnson stated that, should a change be desired, the Rules of Procedure can be amended in the future, after following the public notice and public hearing process.

On MOTION by Mr. Carroll and seconded by Mr. Underhill, with all in favor, Resolution 2024-24, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2023/2024 Budget**

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2024-25, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Torres presented Resolution 2024-25. He reviewed the proposed Fiscal Year 2024 budget, which is a partial-year, Landowner-funded budget with expenses funded as they are incurred.

On MOTION by Mr. Gashaw and seconded by Mr. Underhill, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Underhill and seconded by Mr. Gashaw, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Carroll and seconded by Mr. Underhill, with all in favor, Resolution 2024-25, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-26, Approving the Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Torres presented Resolution 2024-26. He reviewed the proposed Fiscal Year 2025 budget, which is similar to the Fiscal Year 2024 budget. This is a Landowner-funded budget with expenses funded as they are incurred.

Mr. Carroll asked about the process to amend the budget in the event development begins. Mr. Johnson stated that the budget can be amended at a District meeting without another public hearing; however, the window to place any portion of the budget on the tax roll will be missed after the public hearing adopting the Fiscal Year 2025 budget. It was noted that the public hearing can be rescheduled if necessary.

On MOTION by Mr. Carroll and seconded by Mr. Gashaw, with all in favor, Resolution 2024-26, Approving the Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law for May 29, 2024 at 1:00 p.m., at 6105 Spirit Lake Road, Winter Haven, Florida 33880; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

The Regular Meeting recessed at 1:13 p.m., and the Audit Selection Committee Meeting convened.

SEVENTH ORDER OF BUSINESS**Review of Response to Request for
Proposals (RFP) for Annual Audit Services****A. Affidavit of Publication****B. RFP Package**

The above items were included for informational purposes.

C. Respondents**I. Berger, Toombs, Elam, Gaines & Frank****II. Grau & Associates**

Mr. Torres stated that, as the District Manager of many Districts, his firm has worked with both respondents. In his opinion, both are qualified to perform the audit. He noted that cost is the factor that sets the firms apart.

Berger, Toombs, Elam, Gaines & Frank (BTEGF) bid \$3,275 for the first year and \$4,550 with bond issuance. Grau & Associates (Grau) bid \$3,100 for the first year, \$3,200 for the second year, \$3,300 for the third year, \$3,400 for the fourth year and \$3,500 for the fifth year, plus an additional \$1,500 fee increase if bonds are issued.

D. Auditor Evaluation Matrix/Ranking

Mr. Torres discussed the Evaluation Matrix and the ranking process.

The Board and Staff discussed the bids and rankings and the requirement for a third-party audit, once bonds have been issued.

Mr. Carroll stated that Grau is the lowest priced respondent. He presented the Audit Selection Committee's jointly agreed upon scores and ranking, as follows:

- | | | |
|----|--------------------------------------|------------|
| 1. | Grau & Associates | 100 points |
| 2. | Berger, Toombs, Elam, Gaines & Frank | 98 points |

EIGHTH ORDER OF BUSINESS**Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

The Audit Selection Committee Meeting terminated at 1:21 p.m., and the Regular Meeting reconvened.

NINTH ORDER OF BUSINESS**Consider Recommendation of Audit Selection Committee**

- Award of Contract**

On MOTION by Mr. Underhill and seconded by Mr. Gashaw, with all in favor, accepting the scores, ranking and recommendation of the Audit Selection Committee, ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, as its own scores and ranking, and authorizing District Staff to negotiate an agreement with Grau & Associates, was approved.

TENTH ORDER OF BUSINESS**Consideration of Resolution 2024-27, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date**

Mr. Torres presented Resolution 2024-27.

On MOTION by Mr. Carroll and seconded by Mr. Underhill, with all in favor, Resolution 2024-27, Designating a Date, Time, and Location of May 29, 2024 at 1:00 p.m., at 6105 Spirit Lake Road, Winter Haven, Florida 33880, for a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS**Update: Required Ethics Training and Disclosure Filing**

- Sample Form 1/Instructions**

Mr. Torres presented the Ethics Training Memorandum about completing the requirement and discussed the new process of filing Form 1 electronically and reporting completion of the ethics training requirement when filing Form 1 in Fiscal Year 2025.

Mr. Johnson stated that an electronic version of the Memorandum, which has clickable links to the Florida Commission on Ethics and the Florida Attorney General websites, can be emailed to the Board. Courses must be completed by December 31, 2024.

TWELFTH ORDER OF BUSINESS**Consideration of Resolution 2024-13, Adopting the Annual Meeting Schedule for Fiscal Year 2023-2024; and Providing for an Effective Date**

The Board and Staff agreed to schedule meetings on an as-needed basis.

This item was deferred.

THIRTEENTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of February 29, 2024**

Mr. Torres presented the Unaudited Financial Statements as of February 29, 2024. Mr. Carroll stated that he followed up with Accounts Payable regarding a check that was not received and asked to be advised if it was not received, so that it can be reissued.

On MOTION by Mr. Carroll and seconded by Mr. Gashaw, with all in favor, the Unaudited Financial Statements as of February 29, 2024, were accepted.

FOURTEENTH ORDER OF BUSINESS**Approval of Minutes**

Mr. Torres presented the following:

- A. November 13, 2023 Landowners' Meeting
- B. November 13, 2023 Organizational Meeting

On MOTION by Mr. Carroll and seconded by Mr. Underhill, with all in favor, the November 13, 2023 Landowners' Meeting and Organizational Meeting Minutes, as presented, were approved.

FIFTEENTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel: Kutak Rock LLP

There was no report.

- B. District Manager: Wrathell, Hunt and Associates, LLC

- NEXT MEETING DATE: TBD

Supervisors Carroll, Gashaw, Goodman and Strahan confirmed their attendance at the May 29, 2024 meeting. Supervisor Underhill will attend via telephone.

SIXTEENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

SEVENTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Carroll and seconded by Mr. Gashaw, with all in favor, the meeting adjourned at 1:29 p.m.

247

248

249

250

251

252 _____
Secretary/Assistant Secretary

Chair/Vice Chair