

**MINUTES OF MEETING  
RIVERWALK  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwalk Community Development District was held Wednesday, **November 16, 2022** at 3:30 p.m. at 6200 Lee Vista Boulevard, Suite 300, Orlando, Florida.

Present and constituting a quorum:

Chris Wrenn	Chairman
Eric Baker	Vice Chairman
Mary Burns	Assistant Secretary
Val Lescano	Assistant Secretary

Also present were:

George Flint	District Manager, GMS
Tucker Mackie	District Counsel
Ryan Dugan	District Counsel
John Townsend	Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll. Four Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present for the meeting.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Newly Elected Supervisors**

Mr. Flint administered the oaths of office to all four members of the Board.

**B. Consideration of Resolution 2023-01 Canvassing and Certifying the Results of Landowners' Election**

Mr. Flint stated that the Board sat as the canvassing board for the purpose of certifying the results of the landowner election. He added that the resolution stated that Eric Baker was nominated to seat #1 with 200 votes, Mary Burns seat #2 with 199 votes, Chris Wrenn seat #3 with 200 votes, Justin Grauer seat #4 with 199 votes, and Seat #5 was Val Lescano with 199 votes. He added that Mr. Baker and Mr. Wrenn would serve 4-year terms and the Ms. Burns, Mr. Grauer, and Mr. Lescano would serve 2-year terms. He asked for a motion to approve the resolution.

On MOTION by Mr. Baker, seconded by Mr. Wrenn, with all in favor, Resolution 2023-01 Canvassing and Certifying the Results of Landowners' Election, was approved.

**C. Election of Officers**

Mr. Flint stated that after each election, the statutes require that the Board consider the Election of Officers.

**D. Consideration of Resolution 2023-02 Electing Officers**

Mr. Flint presented the resolution, noting that the Board could either handle them individually or they could elect a slate of Officers. He also added that previously he had been Secretary, Jill Burns was Treasurer, and Katie Costa was Assistant Treasurer. The Board decided to have Mr. Wrenn as Chair, Mr. Baker as Vice Chair, and Ms. Mary Burns, Val Lescano, and Mr. Justin Grauer as Assistant Secretaries, and Mr. George Flint as Assistant Secretary, Ms. Burns and Mr. Flint as Assistant Secretaries, and Katie Costa as Treasurer.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-01 Appointing Officers with Mr. Wrenn as Chair, Mr. Baker as Vice Chair, and Ms. Mary Burns, Val Lescano, and Mr. Justin Grauer as Assistant Secretaries, and Mr. George Flint as Secretary, Ms. Burns as Treasurer, and Katie Costa as Assistant Treasurer, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the September 21, 2022 Organizational Meeting and Acceptance of the Minutes of the October 25, 2022 Landowner's Meeting**

Mr. Flint asked if there were any comments or corrections on the meeting minutes from the September 21, 2022 Organizational Meeting or the October 25, 2022 Landowner's Meeting. Hearing no changes, he asked for a motion to approve.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Minutes of the September 21, 2022 Organizational Meeting and Acceptance of the Minutes of the October 25, 2022 Landowner's Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Ranking of Proposals for District Engineering Services and Selection of District Engineer**

Mr. Flint stated that the Board had hired Donald McIntosh Associates as the interim engineer and authorized Mr. Flint to issue an RFQ for Engineering Services. He added that they received one response from Donald McIntosh Associates, and the Board chose to accept their proposal.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Ranking of Proposals for District Engineering Services and Selection of District Engineer with Donald McIntosh Associates Ranked #1, was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearings**

**A. Rules of Procedure**

Mr. Flint asked for a motion to open the public hearing.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Opening the Public Hearing, was approved.

Mr. Flint noted that there were no members of the public present.

**i. Consideration of Resolution 2023-03 Adopting the District’s Rules of Procedure**

Mr. Mackie presented the resolution, noting that it laid out the District’s rules of procedure.

Mr. Flint asked for a motion to approve.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2023-03 Adopting the District’s Rules of Procedure, was approved.

On MOTION by Mr. Baker, seconded by Mr. Wrenn, with all in favor, Closing the Public Hearing, was approved.

**B. Fiscal Year 2022 and 2023 Budget**

Mr. Flint asked for a motion to open the public hearing.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Opening the Public Hearing, was approved.

Mr. Flint noted that there were no members of the public present.

**i. Consideration of Resolution 2023-05 Adopting the Fiscal Year 2022 Budget and Relating to the Annual Appropriations**

Mr. Flint presented the resolution, noting that the Board had previously approved a proposed budget and had set the current day as the date for the public hearing for its final consideration. He presented the Fiscal Year 2022 and 2023 budget, adding that they prorated the FY 2022 budget based on the District’s formation. He asked for a motion to approve.

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Resolution 2023-05 Adopting the Fiscal Year 2022 Budget and Relating to the Annual Appropriations, was approved.

**ii. Consideration of Resolution 2023-06 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations**

Mr. Flint stated that it was the same form of resolution as the previous motion. He added that it would be funded in lieu of assessments by a Developer Funding Agreement that was executed previously. He asked for a motion to approve.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2023-06 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations, was approved.

On MOTION by Mr. Baker, seconded by Mr. Wrenn, with all in favor, Closing the Public Hearing, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04 Rescheduling the Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments**

Mr. Flint presented the resolution, noting that it rescheduled the public hearing that would allow them to use the tax bill as a collection method for O&M and debt. He added that the notice was transmitted to the paper, and the paper did not run the notice. The Board rescheduled the hearing for January 18, 2023 at 3:30 p.m. at the same location.

On MOTION by Mr. Baker, seconded by Mr. Wrenn, with all in favor, Resolution 2023-04 Rescheduling the Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments to January 18, 2023 at 3:30 p.m. at the same location, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07 Authorizing the Use of Electronic Documents and Signatures**

Mr. Mackie presented the resolution, noting that it would allow the District to utilize electronic signatures for certain documents with DocuSign. Mr. Flint asked for a motion to approve.

On MOTION by Mr. Baker, seconded by Mr. Wrenn, with all in favor, Resolution 2023-07 Authorizing the Use of Electronic Documents and Signatures, was approved.

**NINTH ORDER OF BUSINESS**

**Appointment of Audit Committee**

Mr. Flint stated that the CDD was required to have an independent audit as a government entity. He suggested the Board appoint themselves as the Audit Committee, and the Board agreed. The Board designated Mr. Baker as Chair. He asked for a motion to approve.

On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee and Appointment of Mr. Baker as Chair, was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Mackie stated he was working on finishing the Engineer’s Report.

**B. Engineer**

Mr. Townsend had nothing to report.

**C. District Manager’s Report**

Mr. Flint had nothing further to report.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Supervisor’s Requests**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman