

MINUTES OF MEETING
WINDWARD
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Windward Community Development District was held Wednesday, January 20, 2021 at 2:00 p.m. at 7813 Four Seasons Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

John Kassik	Chairman
Jimmy Clark	Vice Chairman
Thomas Franklin	Assistant Secretary by telephone
Marvin Morris	Assistant Secretary
Leslie Peters	Assistant Secretary

Also present were:

Jason Showe	District Manager
Kristen Trucco	District Counsel
Steven Saha	District Engineer
William Viasalyers	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Morris stated we talked about sending an email to the people who live here about these meetings.

Mr. Showe stated we tried at the last meeting and we tried this one and because of the restrictions on capacity they did not want to send those out. Every meeting we will try to do that.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 18, 2020 Meeting

On MOTION by Mr. Kassik seconded by Mr. Morris with all in favor the minutes of the November 18, 2020 meeting were approved as presented.

Mr. Clark joined the meeting at this time.

FOURTH ORDER OF BUSINESS

Consideration of Data Sharing and Usage Agreement with the Osceola County Property Appraiser

Mr. Showe stated this is a standard agreement that we enter into with the property appraiser every year and this will allow us to put the assessments on the tax roll.

On MOTION by Mr. Franklin seconded by Mr. Kassik with all in favor the Data Sharing and Usage Agreement with the Osceola County Property Appraiser was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-03 Ratifying and Approving District's Enrollment in E-Verify System

Ms. Trucco stated the Florida Legislature recently enacted a new law on the E-Verify System that requires all public employers to enroll in the new E-Verify System in order to verify the work authorization of all its new employees. Under the law the District qualifies as a public employer so we are required to comply with this new law. As part of that we are required to execute a memorandum of understanding to enroll in the E-Verify System and then moving forward any contractor or subcontractor that the District enters into an agreement with also must prove that they have enrolled in the E-Verify System before we can enter into an agreement with them. You will see in our agreements going forward we are going to have some E-Verify System compliance language in there.

The other statute section dealing with special Districts specifies that Board members are permitted to elect up to \$200 per meeting in their role as a supervisor, not as an employee of the District. Right now the District does not have any employees itself, the District enters into agreements with someone like myself or GMS who has their own employees. As this new law is interpreted in the future that may be change, but right now this is how we are interpreting the law. This resolution today is going to approve and ratify any actions taken by the District including executing the memorandum of understanding in order to comply with the new E-Verify System and it is also going to delegate authority to District staff, the chair and the vice chair to take any actions needed in the future including signing documents, that we need to take in order to comply with the new E-Verify System.

Mr. Showe stated internally with GMS we are trying to determine the best place for us to house this because it affects every District that we manage. We need to make sure that every payment we make it to is an E-Verified vendor. GMS is now E-Verified so we are in the system, we comply but we are still trying to figure out how to roll this out to all our Districts.

On MOTION by Mr. Kassik seconded by Mr. Franklin with all in favor Resolution 2021-03 Ratifying and Approving District's Enrollment in E-Verify System was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Trucco stated we are working with the county regarding the expansion petition and we are hoping to get a response back by the end of the week and hopefully, we will be on the county commission agenda for approval. We will keep the Board updated.

B. Engineer

Mr. Saha stated the only outstanding item was the requisition that was requested and we had put together the costs for that. Many of the items were completed but they weren't all billed.

Mr. Showe stated we are working with the Engineer and Counsel and as soon as those items are finished and billed the District can seek reimbursement. In the event it is between meetings we will have the chair execute it and we will ratify it at the next meeting.

Ms. Trucco stated the Board can delegate authority now for the Chair to execute the requisition for the developer to be compensated for the completed work.

On MOTION by Mr. Kassik seconded by Mr. Morris with all in favor the Chairman was authorized to execute the requisition for completed work upon certification of the Engineer that the work has been complete in accordance with the District standards.

D. Manager

i. Approval of Check Register

On MOTION by Mr. Franklin seconded by Mr. Kassik with all in favor the check register was approved.

ii. Balance Sheet and Income Statement

A copy of the balance sheet and income statement were included in the agenda package.

iii. Field Operations

Mr. Viasalyers stated removal of the magnolia tree that was approved at the last meeting has been removed. The new contractor, Capital Land Management, has done a great job getting the property up to par and the transition from Down to Earth.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.


EIGHTH ORDER OF BUSINESS

Supervisor's Requests

There being none,

On MOTION by Mr. Morris seconded by Ms. Peters with all in favor the meeting adjourned at 2:14 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman