

LIBERTY COVE

COMMUNITY DEVELOPMENT

DISTRICT

October 26, 2022

BOARD OF SUPERVISORS

REGULAR MEETING

AGENDA

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Liberty Cove Community Development 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

October 19, 2022

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

Board of Supervisors
Liberty Cove Community Development District

Dear Board Members:

The Board of Supervisors of the Liberty Cove Community Development District will hold a Regular Meeting on October 26, 2022 at 1:00 p.m., at the Nassau County Chamber of Commerce, 961687 Gateway Blvd., Suite 101-G, Fernandina Beach, Florida 32034. The agenda is as follows:

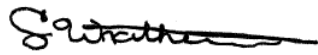
1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2023-01, Designating the Primary Administrative Office and Principal Headquarters of the District; Designating the Location of the Local District Records Office; and Providing an Effective Date
4. Ratification of Letter to Nassau County Regarding Stormwater Management Needs Analysis
5. Acceptance of Unaudited Financial Statements as of September 30, 2022
6. Approval of July 27, 2022 Public Hearing and Regular Meeting Minutes
7. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer (Interim): *Prosser, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: May 24, 2023 at 1:00 P.M.
 - QUORUM CHECK

GREGORY MATOVINA	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
MATT ROBERTS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
CHRIS WOOD	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
BRENDAN MORAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
WILLIAM R HOWELL, II	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

8. Board Members' Comments/Requests
9. Public Comments
10. 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: 413 553 5047

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2023-01

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE LIBERTY COVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT; DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Liberty Cove Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Nassau County, Florida; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District also desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LIBERTY COVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

SECTION 2. The District’s principal headquarters for purposes of establishing proper venue shall be located within Nassau County, Florida.

SECTION 3. The District’s local records office shall be located at _____.

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

PASSED AND ADOPTED this 26th day of October, 2022.

ATTEST:

**LIBERTY COVE COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

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Liberty Cove Community Development 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 27, 2022

Clay County Public Works Department
Attn: Teresa Gardner
5 Esplanade Avenue
Green Cove Springs, FL 32043

Re: Stormwater Management Needs Analysis
(Chapter 2021-194, Laws of Florida/HB53)

Dear Public Works Director:

The Liberty Cove Community Development District Board of Supervisors ("District") is hereby advising you that it currently has no applicable facilities or programs subject to the needs analysis under sections 403.9301 and 403.9302 and, accordingly, will not be submitting a report for the current reporting period deadline in June 2022. The new law requiring special districts that either own or operate stormwater management systems to create a 20-year needs analysis ("Needs Analysis") of such system(s), with the first analysis due to Clay County by June 30, 2022. Pursuant to its establishing ordinance and Section 190.012(1)(f), Florida Statutes, the District does not and/or will not own and/or operate a stormwater management system prior to the June 30, 2022, submission deadline.

The District acknowledges and agrees that, upon transfer of a stormwater system from the construction to operation phase, the District will perpetually operate, maintain and fund the stormwater system and intends to fund such operational and maintenance activities through the annual levy of maintenance special assessments as authorized under Section 190.021(3), *Florida Statutes*. Moreover, the District agrees that, upon transfer of a stormwater system, the District will create and submit a Needs Analysis of such system(s).

Should you require additional communications regarding this matter, please contact Ernesto J. Torres, torrese@whhassociates.com or at (904) 295-5714.

Sincerely,


Craig Wrathell
District Manager

cc: Chairperson, Board of Supervisors
District Engineer
District Counsel

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Liberty Cove Community Development District held a Public Hearing and a Regular Meeting on July 27, 2022, at 1:00 P.M., at the Nassau County Chamber of Commerce, 961687 Gateway Blvd., Suite 101-G, Fernandina Beach, Florida 32034.

Present at the meeting were:

Gregory Matovina	Chair
Chris Wood	Vice Chair
Matt Roberts	Assistant Secretary
William Howell	Assistant Secretary

Also present were:

Ernesto Torres	District Manager
Wes Haber (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. Supervisors Matovina, Wood, Roberts and Howell were present, in person. Supervisor Moran was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget**

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2022-12, Relating to the Annual Appropriations and Adopting the Budget for the fiscal year Beginning October 1, 2022, and Ending

38 **September 30, 2023; Authorizing Budget Amendments; and Providing an Effective**
39 **Date**

40 Mr. Wrathell presented the proposed Fiscal Year 2023 budget, which is a Landowner-
41 funded budget, with expenses funded as they are incurred.

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**On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor,
the Public Hearing was opened.**

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No members of the public spoke.

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**On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor,
the Public Hearing was closed.**

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Mr. Torres presented Resolution 2022-12.

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**On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor,
Resolution 2022-12, Relating to the Annual Appropriations and Adopting the
Budget for the Fiscal Year Beginning October 1, 2022, and Ending September
30, 2023; Authorizing Budget Amendments; and Providing an Effective Date,
was adopted.**

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FOURTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2022/2023
Funding Agreement**

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Mr. Torres presented the Fiscal Year 2023 Funding Agreement.

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**On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor,
the Fiscal Year 2022/2023 Funding Agreement, was approved.**

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FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2022-11,
Designating Dates, Times and Locations for
Regular Meetings of the Board of
Supervisors of the District for Fiscal Year**

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75 **2022/2023 and Providing for an Effective**
76 **Date**

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78 Mr. Torres presented Resolution 2022-11. The Fiscal Year 2023 Meeting Schedule will be
79 updated to include the following:

80 DATES: October 26, 2022, May 24, 2023 and July 26, 2023

81 TIME: 1:00 PM

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83 **On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor,**
84 **Resolution 2022-11, Designating Dates, Times and Locations for Regular**
85 **Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023,**
86 **as amended, and Providing for an Effective Date, was adopted.**

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89 **SIXTH ORDER OF BUSINESS**

Consideration of Resolution 2022-04,
Designating the Primary Administrative
Office and Principal Headquarters of the
District; Designating the Location of the
Local District Records Office; and Providing
an Effective Date

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91 This item was deferred.

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93 **SEVENTH ORDER OF BUSINESS**

Update: Letter to County Regarding 20-
Year Stormwater Management Needs
Analysis

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98 Mr. Torres presented the letter to the County acknowledging the requirement and
99 explaining that the CDD did not own or operate any stormwater facilities as of June 30, 2022
100 but will comply with the requirement once it does.

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102 A Board Member noted that the letter should have been sent to Nassau County, rather
103 than Clay County. Mr. Torres stated that the letter will be transmitted to Nassau County and
104 presented for ratification at the next meeting.

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106 **EIGHTH ORDER OF BUSINESS**

Acceptance of Unaudited Financial
Statements as of June 30, 2022

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Mr. Torres presented the Unaudited Financial Statements as of June 30, 2022

On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, the Unaudited Financial Statements as of June 30, 2022, were accepted.

NINTH ORDER OF BUSINESS **Approval of May 25, 2022 Regular Meeting Minutes**

Mr. Torres presented the May 25, 2022 Regular Meeting Minutes.

On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, the May 25, 2022 Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: *Kutak Rock LLP*

There was no report.

B. District Engineer (Interim): *Prosser, Inc.*

There was no report.

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

I. 0 Registered Voters in District as of April 15, 2022

There were no registered voters in the CDD as of April 15, 2022.

II. NEXT MEETING DATE: TBD

o QUORUM CHECK

The next meeting will be on October 26, 2022.

ELEVENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS **Public Comments**

146 There were no public comments.

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148 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

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150 There being nothing further to discuss, the meeting adjourned.

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152 **On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor,**
153 **the meeting adjourned at 1:10 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS

LIBERTY COVE COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE

LOCATION

*Nassau County Chamber of Commerce
961687 Gateway Blvd., Suite 101-G, Fernandina Beach, Florida 32034*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 26, 2022	Regular Meeting	1:00 PM
May 24, 2023	Regular Meeting	1:00 PM
July 26, 2023	Regular Meeting	1:00 PM