

***EPPERSON RANCH
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Business Meeting***

***Tuesday
April 5, 2016***

9:00 a.m.

At:

***Residence Inn
2101 Northpointe Parkway
Lutz, Florida***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Epperson Ranch Community Development District

Development Planning and Financing Group
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

Board of Supervisors
**Epperson Ranch Community
Development District**

Dear Board Members:

The Regular Meeting of the Board of Supervisors of Epperson Ranch Community Development District is scheduled for **Tuesday April 5, 2016 at 9:00 a.m.** at the Residence Inn 2101 Northpointe Parkway, Lutz Florida

The advanced copy of the agenda for the meeting is attached along with associated documentation for your consideration. Any additional support material will be forward to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. In the meantime if you have any questions, please contact me.

Sincerely,

Bruce St. Denis

Bruce St. Denis
District Manager

EPPERSON RANCH COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday April 5, 2016
Time: 9:00 a.m.
Location: Residence Inn
2101 Northpoint Pkwy.
Lutz, Florida
Conference Call No: 712.432.1500
Code: 434537#

Business Meeting Agenda

	Exhibit(s)
I. Roll Call	
II. Audience Comments	
III. Administrative Matters	
a. Approval of the Minutes of the March 1, 2016 Meeting	1
b. Acceptance of the Financials	2
IV. Business Matters	
a. Ratification of Development Acquisition Agreement and Promissory Note	
b. Ratification of Budget Funding Agreement and Promissory Note	
V. Staff Reports	
a. Manager	
b. Attorney	
c. Engineer	

Exhibit(s)

VI. Public Comments

VII. Supervisor Requests

VIII. Adjournment

EXHIBIT 1

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**MINUTES OF MEETING
EPPERSON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

10 The Regular Meeting of the Board of Supervisors of the Epperson Ranch Community
11 Development District was held on Tuesday, March 1, 2016 at 9:00 a.m. at the Residence Inn, 2101
12 Northpointe Parkway, Lutz, Florida.

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FIRST ORDER OF BUSINESS - Roll Call

20 Mr. St. Denis called the meeting to order.

21 Present and constituting a quorum were:

22 Mike Lawson Board Supervisor, Chairman
23 Doug Draper Board Supervisor, Vice Chairman
24 Lori Price Board Supervisor, Assistant Secretary

25 Also present were:

26 Bruce St. Denis District Manager
27 Nandra Ramnarine District Manager
28 Tonja Stewart District Engineer (via telephone)
29 Mark Straley District Counsel (via telephone)

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SECOND ORDER OF BUSINESS - Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS – Administrative Matters

A. Approval of the Minutes of the February 2, 2016 Regular Meeting

Mr. St. Denis presented the minutes of the February 2, 2016 Regular Meeting and asked for comments, questions, or corrections.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved February 2, 2016 minutes of the Board of Supervisors meeting, for the Epperson Ranch Community Development District.

B. Approval of the February 2, 2016 Audit Committee Meeting.

Mr. St. Denis presented the February 2, 2016 Audit Committee Meeting and asked for comments, questions, or corrections.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the minutes of the February 2, 2016 Audit Committee Meeting for the Epperson Ranch Community Development District.

C. Acceptance of the January 2016 Financial Statements

Mr. St. Denis presented the January 2016 Financial Statements and asked for comments or questions.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board accepted the January 2016 Financial Statements for the Epperson Ranch Community Development District.

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2 **D. Appointment of a Supervisor for the Vacant Seat #5, Expires 11-2016**
3 **E. Oath of Office**
4 **F. Resolution 2016-01Officer**

5 **FIFTH ORDER OF BUSINESS-Business Matters**

6 **A. Development Acquisition Agreement and Promissory Note (under separate cover)**

7 Mr. Straley explained the Development Acquisition Agreement and Promissory Note and asked

8 for comments or questions.

9 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved
10 the Development Acquisition Agreement and Promissory Note, and authorizing the Chair to finalize and
11 execute for the Epperson Ranch Community Development District.

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13 **B. Budget Funding Agreement and Promissory Note (under separate cover)**

14 Mr. Straley explained the Budget Funding Agreement and Promissory Note and asked for

15 comments or questions.

16 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
17 approved the Budget Funding Agreement and Promissory Note, and authorizing the Chair to finalize and
18 execute for the Epperson Ranch Community Development District.

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20 **SIXTH ORDER OF BUSINESS - Staff Reports**

21 **A. Manager**

22 There being none, next item followed.

23 **B. Attorney**

24 There being none, next item followed.

25 **C. Engineer**

26 There being none, next item followed.

27 **SEVENTH ORDER OF BUSINESS - Public Comments**

28 There being none, next item followed.

29 **EIGHTH ORDER OF BUSINESS - Supervisors Requests**

30 There being none, next item followed.

31 **NINTH ORDER OF BUSINESS – Adjournment**

32 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board
33 adjourned the meeting for the Epperson Ranch Community Development District.

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35 **Each person who decides to appeal any decision made by the Board with respect to any matter*
36 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
37 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*
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2 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
3 meeting held on _____.

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6 **Signature**

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6 **Signature**

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9 **Printed Name**

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8 _____
9 **Printed Name**

10 **Title:** **Secretary** **Assistant Secretary**

10 **Title:** **Chairman** **Vice Chairman**

EXHIBIT 2

Epperson Ranch Community Development District

Financial Statements
(Unaudited)

Period Ending
February 29, 2016

Epperson Ranch CDD
Balance Sheet
February 29, 2016

	<u>GENERAL FUND</u>	<u>DS2015 FUND</u>	<u>CAPITAL PROJECTS</u>	<u>TOTAL</u>
<u>ASSETS:</u>				
CASH	\$ 1,392			\$ 1,392
TRUST INVESTMENTS:				
RESERVE A-1	-	436,495		436,495
CAPITAL INTEREST A-1	-	369,473		369,473
COST OF ISSUANCE	-	100		100
RESERVE A-2	-	411,080		411,080
CAPITAL INTEREST A-2	-	411,093		411,093
RESERVE A-3	-	161,146		161,146
CAPITAL INTEREST A-3	-	320,529		320,529
CAPITAL PROJECTS	-	-	8,762,973	8,762,973
ACCOUNTS RECEIVABLE		-	-	-
TOTAL ASSETS	<u>\$ 1,392</u>	<u>\$ 2,109,915</u>	<u>\$ 8,762,973</u>	<u>\$ 10,874,280</u>
<u>LIABILITIES:</u>				
ACCOUNTS PAYABLE	\$ -		\$ -	\$ -
DUE TO DEVELOPER	1,250		-	1,250
<u>FUND BALANCE:</u>				
NONSPENDABLE:	-			-
RESTRICTED FOR: DS & CAP PROJ	-	2,109,915	8,762,973	10,872,888
UNASSIGNED:	142		-	142
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 1,392</u>	<u>\$ 2,109,915</u>	<u>\$ 8,762,973</u>	<u>\$ 10,874,280</u>

Epperson Ranch CDD
General Fund
Statement of Revenues, Expenses and Changes in Fund Balances
For The Period From October 1, 2015 through February 29, 2016

	<u>ADOPTED BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES				
DEVELOPER FUNDING	\$ 112,418	\$ 65,047	\$ 65,047	\$ -
MISCELLANEOUS REVENUE	-	-	131	131
INTEREST REVENUE	-	-	-	-
TOTAL O&M REVENUES	<u>112,418</u>	<u>65,047</u>	<u>65,178</u>	<u>131</u>
EXPENDITURES				
ADMINISTRATIVE:				
BOARD OF SUPERVISORS	12,000	5,000	2,600	2,400
PAYROLL TAXES	916	382	199	183
PAYROLL SERVICES FEE	600	250	360	(110)
TRAVEL PER DIEM	500	208	-	208
DISTRICT MANAGER	21,000	8,750	8,750	-
ACCOUNTING SERVICES	9,000	3,750	-	3,750
AUDITING SERVICES	3,200	1,333	-	1,333
LEGAL ADVERTISING	1,500	625	601	24
BANK FEES	300	125	-	125
DUES, LICENSES & FEES	175	175	175	-
ENGINEERING SERVICES	4,000	1,667	1,790	(123)
LEGAL SERVICES	7,500	3,125	5,456	(2,331)
WEBSITE DEVELOPMENT & HOSTING	2,500	1,042	558	483
MISCELLANEOUS	500	208	720	(512)
TOTAL ADMINISTRATIVE	<u>63,691</u>	<u>26,640</u>	<u>21,209</u>	<u>5,431</u>
INSURANCE:				
INSURANCE (PO, Liability, Property & Casualty)	3,000	3,000	2,363	637
TOTAL INSURANCE	<u>3,000</u>	<u>3,000</u>	<u>2,363</u>	<u>637</u>
BOND SERVICE ADMINISTRATION				
BOND DISSEMINATION FEES	5,000	-	-	-
TRUSTEE FEES	4,227	-	-	-
ARBITRAGE REPORTING	500	-	-	-
TOTAL BOND SERVICE ADMINISTRATION	<u>9,727</u>	<u>-</u>	<u>-</u>	<u>-</u>
FIELD OPERATIONS				
FIELD - PLANNING & COORDINATION SVC	36,000	15,000	15,000	-
FIELD MISCELLANEOUS- Wildlife Removal	-	-	28,000	(28,000)
TOTAL FIELD OPERATIONS	<u>36,000</u>	<u>15,000</u>	<u>43,000</u>	<u>(28,000)</u>
TOTAL EXPENDITURES	<u>112,418</u>	<u>44,640</u>	<u>66,572</u>	<u>(21,932)</u>
EXCESS OF REVENUE OVER (UNDER) EXPEND.	-	20,407	(1,395)	(21,802)
NET CHANGE IN FUND BALANCE	-	20,407	(1,395)	(21,802)
FUND BALANCE - BEGINNING	-	-	1,537	1,537
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ 20,407</u>	<u>\$ 142</u>	<u>\$ (20,265)</u>

Epperson Ranch CDD
Debt Service - Series 2015
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2015 through February 29, 2016

	<u>ADOPTED BUDGET</u>	<u>ACTUAL YEAR-TO-DATE</u>
REVENUE		
OFF ROLL ASSESSMENT - DEVELOPER	\$ -	\$ -
INTEREST--INVESTMENT	-	34
TOTAL REVENUE	<u>-</u>	<u>34</u>
 EXPENDITURES		
COI - LEGAL & OTHER EXPENSES	-	172,785
INTEREST EXPENSE	-	-
OTHER COI EXPENSES	-	-
TOTAL EXPENDITURES	<u>-</u>	<u>172,785</u>
 EXCESS OF REVENUE OVER (UNDER) EXPEND.	-	(172,751)
 OTHER FINANCING SOURCES (USES)		
2015A BOND PROCEEDS	-	2,282,666
TRANSFER IN	-	-
TRANSFER OUT (USES)	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>2,282,666</u>
 NET CHANGE IN FUND BALANCE	-	2,109,915
 FUND BALANCE - BEGINNING	-	-
 FUND BALANCE - ENDING	<u><u>\$ -</u></u>	<u><u>\$ 2,109,915</u></u>

EPPERSON RANCH CDD
Capital Projects
Statement of Revenues, Expenses and Changes in Fund Balances
For The Period From October 1, 2015 through February 29, 2016

	ACTUAL YEAR-TO-DATE
REVENUE	
DEVELOPER FUNDING	\$ 488,531
INTEREST REVENUE	161
DISCOUNT (ASSESSMENTS)	
TOTAL REVENUE	488,692
EXPENDITURES	
CONSTRUCTION IN PROGRESS - (Paid from GF)	488,531
CONSTRUCTION IN PROGRESS - (Paid fm Trust Fund)	1,637,190
TOTAL EXPENDITURES	2,125,721
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(1,637,029)
OTHER FINANCING SOURCES (USES)	
BOND PROCEEDS	10,400,001
TRANSFER-IN	-
TRANSFER-OUT	-
TOTAL OTHER FINANCING SOURCES (USES)	10,400,001
NET CHANGE IN FUND BALANCE	8,762,973
FUND BALANCE - BEGINNING	-
FUND BALANCE - ENDING	\$ 8,762,973

EPPERSON RANCH CDD
Bank Reconciliation -General Fund
February 29, 2016

	New BU Acct
Balance Per Bank Statement - BU	\$ 30,933.79
Less: Outstanding Checks	(29,541.70)
<i>Adjusted Bank Balance</i>	<u><u>\$ 1,392.09</u></u>
Beginning Balance - BU	\$ 2,135.54
Cash Receipts	33,750.00
Cash Disbursements	(34,493.45)
<i>Balance Per Books</i>	<u><u>\$ 1,392.09</u></u>

EPPERSON RANCH CDD
Check Register
FY 2016

Date	Num	Name	Memo	Deposits	Disbursements	New Acct Balance
			BOY Balance			1,656.40
10/01/2015		Deposit	GF 2015-13 & 14	7,113.00		8,769.40
10/01/2015	2053	Egis Insurance & Risk Advisors	Insurance FY 2016		2,363.00	6,406.40
10/02/2015	2054	DPFG	CDD/Field Mgmt - Oct		4,750.00	1,656.40
10/02/2015	ACH10022015	ADP PAYROLL SERVICES	P/R Fee Mtg 9/22/15		72.00	1,584.40
10/09/2015		Deposit	Refund SUTA	130.53		1,714.93
10/09/2015	2055	ATLAS PROFESSIONAL SERVICES, INC	Web Site - Oct		60.00	1,654.93
10/09/2015	2056	TIMES PUBLISHING COMPANY	Legal Ad		119.66	1,535.27
10/19/2015	2062	FLORIDA DEPT OF ECONOMIC OPPORTUNITY	Annual Filing Fee FY 2016		175.00	1,360.27
10/27/2015	2065	RESIDENCE INN TAMPA NORTHPOINTE	Meeting Room 11/3/15		180.00	1,180.27
EOM Balance				7,243.53	7,719.66	1,180.27
11/10/2015	ACH111015	PAYCHEX	EIB Paychex		10.00	1,170.27
11/13/2015	2068	RESIDENCE INN TAMPA NORTHPOINTE	Copies - Mtg 11/3/15		0.00	1,170.27
11/13/2015	2069	ATLAS PROFESSIONAL SERVICES, INC	Web Site Hosting - Nov		60.00	1,110.27
11/13/2015		Deposit	CF 2015-24, 26	176,115.00		177,225.27
11/13/2015	2066	Faulkner Engineering Services, Inc.	2015-26 CF		1,715.00	175,510.27
11/13/2015	2067	W.R.E.C.	2015-24 CF		174,400.00	1,110.27
11/19/2015	2070	RESIDENCE INN TAMPA NORTHPOINTE	Meeting Room - 12/1/15		180.00	930.27
11/25/2015		Deposit	CF 2015-25	13,942.50		14,872.77
11/25/2015	2071	Florida Design Consultants	2015-25 CF		13,942.50	930.27
EOM Balance				190,057.50	190,307.50	930.27
		VOID	Void Ck 2068		0.00	930.27
12/14/2015	2072	ATLAS PROFESSIONAL SERVICES, INC	Web Site Set Up/ Domain Name		258.17	672.10
12/17/2015		Deposit	GF 2016-01	18,752.78		19,424.88
12/22/2015	2073	DPFG	CDD Mgmt		9,500.00	9,924.88
12/22/2015	2074	IMAGE MASTER	Imaging		1,250.00	8,674.88
12/22/2015	2075	Stantec Consulting Services, Inc	Engineering Svcs thru 11/6/15		540.15	8,134.73
12/22/2015	2076	Straley & Robin	Legal Svcs		5,775.27	2,359.46
12/22/2015	2077	TIMES PUBLISHING COMPANY	Legal Ad		97.36	2,262.10
12/30/2015	ACH12302015	PAYCHEX	BOS Mtg - 10/6, 11/3 Fees		49.95	2,212.15
12/30/2015	5003DD	ANTHONY BRANNAN	BOS Mtg - 10/6/15		184.70	2,027.45
12/30/2015	5004	IRA DRAPER	BOS Mtg - 10/6, 11/3		369.40	1,658.05
12/30/2015	5006DD	LORI PRICE	BOS Mtg - 10/6, 11/3		348.57	1,309.48
12/30/2015	5005	MICHAEL LAWSON	BOS Mtg - 10/6, 11/3		369.40	940.08
12/30/2015	ACH12302015	PAYCHEX	BOS Mtg - 10/6, 11/3		235.03	705.05
	ACH12102015	PAYCHEX	Payroll services fee		54.00	651.05
EOM Balance				18,752.78	19,032.00	651.05
01/11/2016	ACH01112016	PAYCHEX	P/R Fee		54.00	597.05
01/21/2016			GF 2016-02, 03	7,583.10		8,180.15
01/22/2016	2078	ATLAS PROFESSIONAL SERVICES, INC	Web Site Hosting - Dec		60.00	8,120.15
01/22/2016	2079	DPFG	CDD Mgmt - Jan		4,750.00	3,370.15
01/22/2016	2080	Stantec Consulting Services, Inc	Engineering Svcs thru 12/4/15		356.00	3,014.15
01/22/2016	2081	Straley & Robin	Legal Svcs thru 12/15/15		267.20	2,746.95
01/22/2016	2082	TIMES PUBLISHING COMPANY	Legal Ads		439.90	2,307.05
01/25/2016	2083	ATLAS PROFESSIONAL SERVICES, INC	Web Site Hosting - Jan		60.00	2,247.05
01/25/2016	2084	RESIDENCE INN TAMPA NORTHPOINTE	Room Rental - 2/2/16		180.00	2,067.05
01/25/2016	2085	Stantec Consulting Services, Inc	Engineering Svcs thru 1/15/16		250.00	1,817.05
01/25/2016	2086	Straley & Robin	Legal Svcs thru 1/15/16		151.50	1,665.55
01/25/2016	2087	TIMES PUBLISHING COMPANY	Legal Ad		64.16	1,601.39
01/27/2016	ACH01272016	PAYCHEX	P/R Fees		69.95	1,531.44
01/27/2016	5007	IRA DRAPER	BOS Mtg - 12/1/2015		184.70	1,346.74
01/27/2016	5009DD	LORI PRICE	BOS Mtg - 12/1/2015		183.45	1,163.29
01/27/2016	5008	MICHAEL LAWSON	BOS Mtg - 12/1/2015		184.70	978.59
01/27/2016	ACH01272016	PAYCHEX	BOS Mtg - 12/1/2015		93.05	885.54
01/29/2016			Refund - Dupl. Payment	1,250.00		2,135.54
EOM Balance				8,833.10	7,348.61	2,135.54
02/12/2016			GF 2016-04, 05	33,750.00		35,885.54
02/15/2016	2088	DPFG	GF 2016-04 CDD/Field Mgmt - Feb		4,750.00	31,135.54
02/15/2016	2089	Ecological Consulting Solutions	GF 2016-05 Tortoise Removal		28,000.00	3,135.54
02/15/2016	2090	ATLAS PROFESSIONAL SERVICES, INC	Web Site Hosting - Feb		60.00	3,075.54
02/23/2016	2091	RESIDENCE INN TAMPA NORTHPOINTE	Meeting Room - 3/1/16		180.00	2,895.54
02/25/2016	2093	Straley & Robin	Legal Svcs thru 2/15/16		163.60	2,731.94
02/25/2016	ACH02252016	PAYCHEX	P/R Fees		49.95	2,681.99
02/25/2016	5010	IRA DRAPER	BOS Mtg - 2/2/16		184.70	2,497.29
02/25/2016	5011DD	LORI PRICE	BOS Mtg - 2/2/16		183.45	2,313.84
02/25/2016	ACH02252016	PAYCHEX	BOS Mtg - 2/2/16		93.05	2,220.79
02/25/2016	5012	THEODORE SANDERS	BOS Mtg - 2/2/16		184.70	2,036.09
02/25/2016	2092	Stantec Consulting Services, Inc	Engineering Svcs thru 2/12/16		644.00	1,392.09
EOM Balance				33,750.00	34,493.45	1,392.09



Real Estate Consulting Services:

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Redevelopment District
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Orange County, CA

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Sacramento, CA 95841
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F: (916) 480-0499

Las Vegas, NV

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Suite 100
Las Vegas, NV 89120
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Boise, ID

950 West Bannock, 11th Floor
Boise, ID 83702
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Phoenix, AZ

3302 East Indian School Road
Phoenix, AZ 85018
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4000 S. Faber Place Drive, Suite 300
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