

**MINUTES OF MEETING  
LOUCKS ISLAND  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Loucks Island Community Development District held Public Hearings and a Regular Meeting on June 12, 2025 at 12:00 p.m., at the City of Minneola City Hall, 800 N US Hwy 27, Minneola, Florida 34715.

**Present:**

|                 |                     |
|-----------------|---------------------|
| Lane Register   | Chair               |
| Michelle Dudley | Vice Chair          |
| Robert Hasse    | Assistant Secretary |
| Melanie Minihan | Assistant Secretary |
| Rob Bonin       | Assistant Secretary |

**Also present:**

|                                |                                    |
|--------------------------------|------------------------------------|
| Daniel Rom                     | District Manager                   |
| Kristen Thomas (via telephone) | Wrathell, Hunt and Associates, LLC |
| Ashley Ligas (via telephone)   | District Counsel                   |
| Christopher Germana            | Interim District Engineer          |

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 12:01 p.m. Mr. Rom noted that he administered the Oath of Office to Ms. Minihan and Mr. Bonin prior to the meeting.

All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Supervisors Rob Bonin [Seat 1] and Melanie Minihan [Seat 5] (the following will be provided in a separate package)**

This item was addressed during the First Order of Business.

**A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**

Mr. Rom reminded the Supervisors about the ethics training requirement, which must be completed by December 31, 2025. Newly appointed Supervisors are not required to complete the requirement until December 31, 2026, unless they currently serve on other Boards. The remaining items will be reviewed following the meeting.

- B. Membership, Obligations and Responsibilities**
- C. Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-31, Electing and Removing Officers of the District and Providing for an Effective Date**

Mr. Rom presented Resolution 2025-31. Mr. Register nominated the following slate:

|                     |                 |
|---------------------|-----------------|
| Chair               | Lane Register   |
| Vice Chair          | Michelle Dudley |
| Assistant Secretary | Robert Hasse    |
| Assistant Secretary | Melanie Minihan |
| Assistant Secretary | Rob Bonin       |

No other nominations were made.

The following prior appointments by the Board remain unaffected by this Resolution:

|                |                     |
|----------------|---------------------|
| Craig Wrathell | Secretary           |
| Daniel Rom     | Assistant Secretary |
| Kristen Thomas | Assistant Secretary |
| Craig Wrathell | Treasurer           |
| Jeff Pinder    | Assistant Treasurer |

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, Resolution 2025-31, Electing and Removing Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date**

**A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2025-32, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Loucks Island Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

Mr. Rom presented Resolution 2025-32.

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, Resolution 2025-32, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Loucks Island Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements**

**A. Affidavit/Proof of Publication**

**B. Mailed Notice to Property Owner(s)**

These items were included for informational purposes.

A Board Member questioned the methodology behind determining the maximum annual bond assessments. Mr. Rom stated he will discuss it during Item 6D.

**C. Engineer’s Report (for informational purposes)**

Mr. Rom stated the Engineer’s Report dated March 2025 is unchanged since it was last presented. Mr. Fisher is present to answer any questions.

A Board Member noted that the Capital Improvement Plan (CIP) Cost Estimate Table lists the CDD as the Ownership and Maintenance Entity for “Undergrounding of Conduit” but, strictly speaking, that would be owned and maintained by the power and telecommunications providers. It was noted that, while the Report indicates that the CDD may construct amenity facilities, none are anticipated at this time.

There were no further comments or questions.

**D. Master Special Assessment Methodology Report (for informational purposes)**

Mr. Rom stated the Master Special Assessment Methodology Report is unchanged since it was last presented. He reviewed Table 3, on Page 14 of the Report, reflecting the Preliminary Sources and Uses of Funds Table.

Discussion ensued regarding the maximum annual bond assessments versus actuals, the Coupon Rate, Costs of Issuance, Capitalized Interest, etc.

There were no further comments or questions.

**E. Consideration of Resolution 2025-33, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer’s Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments;**

**Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date**

Mr. Rom presented Resolution 2025-33. There were no questions.

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Public Hearing was closed.**

- **Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Public Hearing was closed.**

- **Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.**

The Board, sitting as the Equalizing Board, had no questions and made no changes to the assessment levels.

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, Resolution 2025-33, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer’s Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving,**

**Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date, was adopted.**

**SEVENTH 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 2025-34, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, Resolution 2025-34, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2024/2025 Budget**

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2025-35, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending**

**September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Rom presented Resolution 2025-35. He noted that the proposed Fiscal Year 2025 budget is unchanged since it was last presented. This is a Landowner-funded budget with expenses funded as they are incurred. A reduced monthly Management Fee of \$2,000 will be billed until bonds are issued.

The following change was made to the proposed Fiscal Year 2025 budget:

Page 1: Delete "Meeting room rental" line item

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, Resolution 2025-35, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

**A. Affidavit of Publication**

Mr. Rom distributed the affidavit/proof of publication for informational purposes.

**B. Consideration of Resolution 2025-36, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Rom presented Resolution 2025-36. He noted that the proposed Fiscal Year 2026 budget was adjusted to incorporate the potential bond issuance. This is a Landowner-funded budget with expenses funded as they are incurred. A reduced monthly Management Fee of \$2,000 will be billed until bonds are issued.

Discussion ensued regarding platting, bond issuance, when assessments will likely transition to on roll, etc.

Mr. Rom will adjust the budget line items related to bond issuance such as the Management Fee, etc., based on the potential timing of bond issuance.

The following change was made to the proposed Fiscal Year 2026 budget:

Page 1: Delete "Meeting room rental" line item

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, Resolution 2025-36, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of April 30, 2025**

Mr. Rom presented the Unaudited Financial Statements as of April 30, 2025. He will follow up on the funding requests. Ms. Minihan will be copied on correspondence.

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the Unaudited Financial Statements as of April 30, 2025, were accepted.**

**ELEVENTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. **March 20, 2025 Landowners’ Meeting**
- B. **March 20, 2025 Organizational Meeting Minutes**

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the March 20, 2025 Landowners’ Meeting Minutes and the March 20, 2025 Organizational Meeting Minutes, both as presented, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

- A. **District Counsel: Kutak Rock LLP**
- B. **District Engineer (Interim): Germana Engineering and Associates**
- C. **District Manager: Wrathell, Hunt and Associates, LLC**

There were no Staff reports.

- **NEXT MEETING DATE: July 10, 2025 at 12:00 PM**
  - **QUORUM CHECK**

The July 10, 2025 meeting will be canceled. It was noted that bonds will likely be issued in the first or second quarter of 2026. The bond validation hearing is scheduled for June 30, 2025.

**THIRTEENTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

There were no Board Members’ comments or requests.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

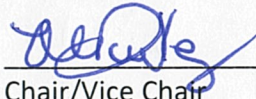
**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Register and seconded by Ms. Dudley, with all in favor, the meeting adjourned at 12:24 pm.**



Secretary/Assistant Secretary



Chair/Vice Chair