



**NEWFIELD
COMMUNITY DEVELOPMENT
DISTRICT**

MARTIN COUNTY

**REGULAR BOARD MEETING
JANUARY 25, 2023
9:30 A.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

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AGENDA
NEWFIELD
COMMUNITY DEVELOPMENT DISTRICT
2400 SE Federal Highway, #203
Stuart, Florida 34994
REGULAR BOARD MEETING
January 25, 2023
9:30 A.M.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Consider Appointment to Seat 5
- D. Administer Oath of Office & Review Board Member Responsibilities and Duties
- E. Establish Quorum
- F. Election of Officers
 - Chairman
 - Vice Chairman
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public
- I. Approval of Minutes
 - 1. December 7, 2022 Regular Board Meeting & Public Hearing Minutes.....Page 2
- J. Old Business
- K. New Business
 - 1. Consider Resolution No. 2023-01 – Adopting a Fiscal Year 2022/2023 Meeting Schedule.....Page 7
 - 2. Consider Resolution No. 2023-02 – Adopting a Revised Public Records Policy.....Page 9
 - 3. Matters Relating to Issuance of Bonds:
 - a. Consider Resolution No. 2023-03 – Bond Resolution.....Page 11
 - b. Consider Approval of Preliminary Master Engineer’s Report.....Page 12
 - c. Consider Approval of Preliminary Master Assessment Report.....Page 13
 - d. Consider Resolution No. 2023-04 – Declaring Special Assessments.....Page 14
 - e. Consider Resolution No. 2023-05 – Setting Public Hearing on Special Assessments.....Page 15
- L. Administrative Matters
- M. Board Members Comments
- N. Adjourn

**NEWFIELD COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING**

The Board of Supervisors ("**Board**") of the Newfield Community Development District ("**District**") will hold a Regular Board of Supervisors' Meeting ("Meeting") on January 25, 2023, at 9:30 a.m. at 2400 SE Federal Highway, #203, Stuart, Florida 34994, where the Board may consider any business that may properly come before it. A copy of the agenda may be obtained at the offices of the District Manager, Special District Services, Inc., The Oaks Center, 2501A Burns Road, Palm Beach Gardens, Florida 33410, (561) 630-4922 ("**District Manager's Office**"), during normal business hours, or by visiting the District's website at www.newfieldcdd.org.

The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The Meeting may be continued to a date, time, and place to be specified on the record at the Meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Andrew Karmaris
District Manager

NEWFIELD COMMUNITY DEVELOPMENT DISTRICT

www.newfieldcdd.org

PUBLISH: STUART NEWS 01/18/23

**NEWFIELD COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
DECEMBER 7, 2022**

A. CALL TO ORDER

The December 7, 2022, Regular Board Meeting of the Newfield Community Development District (the “District”) was called to order at 2:09 p.m. in Suite 203 of 2400 SE Federal Highway, Stuart, Florida 34994 and via Zoom at: <https://us02web.zoom.us/j/81690499495> Dial In: (929) 436-2866 - Meeting ID: 816 9049 9495

B. PROOF OF PUBLICATION

Proof of publication was presented which showed that notice of the Regular Board Meeting and Public Hearing had been published in *The Press Journal* on November 15, 2021, & November 22, 2022 as legally required.

C. CONSIDER RESIGNATION OF MICHAEL BUSHA

Mr. Sakuma informed the Board that Supervisor Michael Busha (Seat 5) had submitted his resignation and seat 5 was now vacant.

D. CONSIDER APPOINTMENT TO VACANT SEAT 5

The Board determined the vacancy would be addressed at a future meeting.

E. ADMINISTER OATH OF OFFICE & REVIEW BOARD MEMBER RESPONSIBILITIES AND DUTIES

No action was taken on this item.

F. ESTABLISH QUORUM

A quorum was established with the following Supervisors in attendance: Chairman Frank Covelli, Vice Chairman Steven Dassa, and Supervisor Jason Corp.

Also in attendance were: District Managers Andrew Karmeris (via Zoom) and Frank Sakuma of Special District Services, Inc.; District Counsel Lindsay Whelan of Kutak Rock LLP (via Zoom).

G. ELECTION OF OFFICERS

Election of officers was not necessary during this meeting.

H. ADDITIONS OR DELETIONS TO AGENDA

Staff requested that New Business #5 be removed from the Agenda.

A **motion** was made by Mr. Dassa, seconded by Mr. Covelli and passed unanimously approving the agenda as amended.

I. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

J. APPROVAL OF MINUTES

1. July 28, 2022 Regular Board Meeting

The July 28, 2022, Regular Board Meeting minutes were presented for Board consideration.

A **motion** was made by Mr. Covelli, seconded by Mr. Dassa and passed unanimously approving the minutes of the July 28, 2022, Regular Board Meeting, as presented.

K. OLD BUSINESS

There were no Old Business items to come before the Board.

L. NEW BUSINESS

1. Consider Resolution No. 2022-03 – Resetting Public Hearing Date to Adopt Fiscal Year 2022/2023 Final Budget

Mr. Sakuma presented.

RESOLUTION 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEWFIELD COMMUNITY DEVELOPMENT DISTRICT RATIFYING THE ACTIONS OF THE DISTRICT MANAGER IN RESETTING THE DATE AND LOCATION OF THE PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2022/2023; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

After discussion among the Board and staff, a **motion** was made by Mr. Covelli, seconded by Mr. Dassa and passed unanimously approving Resolution No. 2022-03 – Resetting Public Hearing Date to Adopt Fiscal Year 2022/2023 Final Budget, as presented.

2. Consider Resolution No. 2022-04 – Adopting a Fiscal Year 2022/2023 Meeting Schedule

Mr. Sakuma presented.

RESOLUTION 2022-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEWFIELD COMMUNITY DEVELOPMENT DISTRICT

ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2022/2023 AND PROVIDING FOR AN EFFECTIVE DATE.

The Board determined to adopt a meeting schedule at a future meeting, no further action was taken.

3. Consider Resolution No. 2022-05 – Extending Terms of Office

Mr. Sakuma presented.

RESOLUTION 2022-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEWFIELD COMMUNITY DEVELOPMENT DISTRICT EXTENDING THE TERMS OF OFFICE OF ALL CURRENT SUPERVISORS TO COINCIDE WITH THE GENERAL ELECTION PURSUANT TO SECTION 190.006, *FLORIDA STATUTES*; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

After discussion among the Board and staff, a **motion** was made by Mr. Covelli, seconded by Mr. Dassa and passed unanimously approving Resolution No. 2022-05 – Extending Terms of Office, as presented.

4. Consider Approval of Fiscal Year 2022/2023 Budget Funding Agreement

Mr. Sakuma presented the Funding Agreement for Board consideration. After discussion among the Board and staff, a **motion** was made by Mr. Dassa, seconded by Mr. Corp and passed unanimously approving the Fiscal Year 2022/2023 Budget Funding Agreement, as presented.

6. Consider Resolution No. 2022-07 – Adopting a Fiscal Year 2021/2022 Amended Budget

Mr. Sakuma presented.

RESOLUTION NO. 2022-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEWFIELD COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, *FLORIDA STATUTES*; AND PROVIDING AN EFFECTIVE DATE.

After discussion among the Board and staff, a **motion** was made by Mr. Covelli, seconded by Mr. Dassa and passed unanimously approving Resolution No. 2022-07 – Adopting a Fiscal Year 2021/2022 Amended Budget, as presented.

7. Accept and Receive Fiscal Year 2021 Audit Report

Mr. Karmeris confirmed to the Board the Fiscal Year 2021 Audit Report has been received, distributed and posted as required by law. A **motion** was made by Mr. Corp, seconded by Mr. Covelli and passed unanimously approving the acceptance and receipt of the Fiscal Year 2021 Audit Report.

M. PUBLIC HEARING – FISCAL YEAR 2022/2023 FINAL BUDGET

The Public Hearing on Adopting a Fiscal Year 2022/2023 Final Budget was opened at 2:20 p.m.

1. Proof of Publication

Proof of publication was presented which showed that notice of the Public Hearing had been published in *The Press Journal* on November 15, 2021, & November 22, 2022 as legally required.

2. Receive Public Comments on Fiscal Year 2022/2023 Final Budget

There were no comments from the public.

3. Consider Resolution No. 2022-06 – Adopting a Fiscal Year 2022/2023 Final Budget

RESOLUTION 2022-06

THE ANNUAL APPROPRIATION RESOLUTION OF THE NEWFIELD COMMUNITY DEVELOPMENT DISTRICT 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.

A **motion** was made by Mr. Covelli, seconded by Mr. Corp and passed unanimously approving Resolution No. 2022-06 – Adopting a Fiscal Year 2022/2023 Final Budget, as presented.

The Public Hearing on the Fiscal Year 2022/2023 Final Budget was closed at 2:21 p.m.

N. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

O. BOARD MEMBER COMMENTS

There were no further Board member comments.

P. ADJOURNMENT

There being no further business to come before the Board, Mr. Covelli adjourned the meeting at 2:22 p.m.

ATTESTED BY:

Secretary/Assistant Secretary

Chairperson/Vice-Chair

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEWFIELD COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2022/2023 AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2022/2023 annual meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NEWFIELD COMMUNITY DEVELOPMENT DISTRICT:

1. The Fiscal Year 2022/2023 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.
2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 25th day of January, 2023.

ATTEST:

NEWFIELD COMMUNITY DEVELOPMENT DISTRICT

Secretary

Chairman, Board of Supervisors

Exhibit A: Fiscal Year 2022/2023 Annual Meeting Schedule

**NEWFIELD COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023 MEETING SCHEDULE**

The Board of Supervisors of the Newfield Community Development District will hold their regular meetings for Fiscal Year 2022/2023 at 2400 SE Federal Highway #203, 2nd Floor Conference Room, Stuart, Florida 34994, at 2:00 p.m., unless otherwise indicated as follows:

March 23, 2023
April 27, 2023
May 25, 2023
June 22, 2023
July 27, 2023
August 24, 2023
September 28, 2023

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from The Oaks Center, 2501A Burns Road, Palm Beach Gardens, Florida 33410 or by calling (561) 630-4922.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (561) 630-4922 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Meetings may be cancelled from time to time without advertised notice.

District Manager

NEWFIELD COMMUNITY DEVELOPMENT DISTRICT

www.newfieldcdd.org

PUBLISH: STUART NEWS 00/00/2023

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF NEWFIELD COMMUNITY DEVELOPMENT DISTRICT ADOPTING CERTAIN AMENDMENTS TO THE DISTRICT’S RECORD RETENTION POLICY; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Chapter 190, Florida Statutes, authorizes the Newfield Community Development District (“**District**”) to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, on April 28, 2021, the Board of Supervisors of the Newfield Community Development District (“**Board**”), adopted Resolution 2021-05 providing for the adoption of the District’s Record Retention Policy (“**Policy**”); and

WHEREAS, the Policy requires the District “retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same”; and

WHEREAS, the Board finds that it is in the best interest of the District to amend the Record Retention Policy as described in more detail in paragraph 2 below; and

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

1. CONFLICTS. This Resolution is intended to amend, in part, Resolution 2021-05, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2021-05 that are not amended by this Resolution apply as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

2. AMENDMENT. The Records Retention Policy is hereby amended by inserting the language indicated in single underlined text (indicated textually in the same manner as the following example: underlined text) and by deleting the language indicated by strikethrough text (indicated textually in the same manner as the following example: ~~stricken text~~) as set forth herein:

The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State (“**Division**”) pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum

retention guidelines contained in the General Records Schedules so that the District will retain ~~all~~ public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with the General Records Schedule for State and Local Government Agencies, Item #146, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. The District hereby determines the electronic record shall be considered the official record of all public records relating to District business and any paper originals are designated as duplicates which may be disposed of unless prohibited by any law, rule or ordinance. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

3. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

PASSED AND ADOPTED this 25th day of January, 2023.

ATTEST:

NEWFIELD COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

**CONSIDER RESOLUTION
NO. 2023-03 – BOND RESOLUTION**

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**

**CONSIDER APPROVAL OF
PRELIMINARY MASTER
ENGINEER'S REPORT**

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**

**CONSIDER APPROVAL OF
PRELIMINARY MASTER
ASSESSMENT REPORT**

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**

**CONSIDER RESOLUTION
NO. 2023-04 – DECLARING
SPECIAL ASSESSMENTS**

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**

**CONSIDER RESOLUTION
NO. 2023-05 – SETTING PUBLIC
HEARING ON SPECIAL ASSESSMENTS**

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**