

**MINUTES OF THE MEETING
SOLTERRA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Solterra Community Development District was held on Thursday, May 22, 2025, at 10:00 a.m. at 5385 N. Nob Hill Road, Sunrise, Florida.

Present and constituting a quorum were:

Mike Levak
Alex Torres
Felix Castillo

Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Ginger Wald
Juliana Duque
Rich Hans

District Counsel
District Manager
Governmental Management Services (by phone)

FIRST ORDER OF BUSINESS

Roll Call

Ms. Duque called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

**A. Consideration of Appointment to Fill Unexpired Term(s) of Office for
Seat #4 (11/2025)**

B. Oath of Office for Newly Appointed Supervisor(s)

C. Election of Officer(s)

Ms. Duque: The next item is the organizational matters, and I would like to remind the Board of Supervisors that we have an open seat for the unexpired term of office for seat #4, which will expire in November 2025. Do I have any direction from the Board? If not, we will table this item.

Mr. Levak: Table it.

Ms. Duque: Thank you.

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THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 27, 2025 Meeting

Ms. Duque: The next item is the approval of the minutes of the March 27, 2025, meeting. This is the moment to present any additions, corrections, or deletions. If there are none, a motion to approve them will take place.

On MOTION by Mr. Levak, seconded by Mr. Torres, with all in favor, the Minutes of the March 27, 2025, Meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of:

- A. Checklist for Row Permit Applications for Bridges Crossing District Canals**
- B. Amendment to Phase II - Bridge Widening for Inverrary Blvd. over C-13 Canal (Bridge NO. 868305) – Bridge Hydraulic Report (BHR) with Kimley-Horn**
- C. First Amendment to Consulting Services Agreement with Kimley-Horn and Associates, Inc.**

Ms. Duque: The next item for consideration includes two key points before we proceed with the amendment to the consulting agreement with Kimley-Horn. First, there is the checklist for applicants seeking the right-of-way occupancy permit from the District for bridge work within the right-of-way, including new bridges, bridge replacements, and bridge widenings. Second, we have the amendment to Phase II. Kimley-Horn is currently developing the widening construction plans for the bridge, which involve minor repairs. As part of the permitting process with the South Florida Water Management District (SFWMD), Kimley-Horn was requested to submit a Bridge Hydraulic Report (BHR). This amendment relates to the consulting services agreement dated June 27, 2024, for the bridge entering Inverrary Boulevard over the C-13 canal. Now, let's move forward with the first amendment to the consulting services agreement with Kimley-Horn and Associates. Ginger, would you like to provide any additional information?

Ms. Wald: What she said is what the First Amendment includes, and those two documents are exhibit thereto, and the amendment is an increase of \$41,900, and we have no choice because the South Florida Water Management District is through the county, but they require it.

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On MOTION by Mr. Levak, seconded by Mr. Torres, with all in favor, accepting the First Amendment to Consulting Services Agreement with Kimley-Horn and Associates, Inc. was approved.

D. Interlocal Agreement with City of Sunrise (Entrance Area and Perimeter Roadway Improvements)

Ms. Duque: The next item is the interlocal agreement with the City of Sunrise, entrance area and perimeter roadway improvements, Ginger.

Ms. Wald: I don't have that. Do you have that?

Ms. Duque: Yes, it's on the agenda.

Ms. Wald: Ok.

Ms. Duque: Let me give it to you now.

Ms. Wald: Anyway, I can talk about it, and you can forward it to me. We have the one interlocal agreement that you had approved a while ago with the city as to the work maintenance, part of the stormwater management system on the adjoining roadways, South Florida Water Management is requiring that there are rights, even though the CDD is going to have the responsibility over the maintenance of the stormwater management system, South Florida Water Management District saying that we need certain right so go on to the city property, even though the public goes on the city property, if we have to do any repairs specifically to their roadway, as they may require to maintain the stormwater management system, so they want an agreement in place to add that portion of it, and then it's the maintenance of everything else that was under the development agreement that the developer had agreed to and had the ability of the CDD specifically to go and provide that maintenance thereto. So, this agreement, which was sent to the city but, the city has not approved, so we're going to request to approve this in substantial final form today, and if there's any drastic changes that the city wants, then we'll bring it back to you for those changes and approval. If not, and they're minor, then we would proceed with the execution of this interlocal agreement; there's going to be a few of them, but this interlocal agreement is with the city. So, all those entry roadways and everything is part of what was agreed to in the development agreement and it would be passing on from the developer to the CDD which did anticipate this as being a maintenance item that the CDD would take on, of course it's not done yet, once it's done, then the maintenance requirements would come to the CDD, and that's what we have here.

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On MOTION by Mr. Levak, seconded by Mr. Torres, with all in favor, accepting the Interlocal Agreement with the City of Sunrise for entrance area and perimeter roadway improvements in substantial final form was approved.

FIFTH ORDER OF BUSINESS

Discussion of:

A. Remedial Action Plan Update #3 with Broward County, Florida Resilient Environment Department

Ms. Duque: Let's move forward to the next item, which is the discussion of the remedial action plan update #3. So, Broward County Environmental Department has reviewed the remedial action plan update #3, which is dated April 13, 2025. The report outlines the completed soil management activities, for example three of the affected residential units confirmed compliance but two other units are currently undergoing additional soil management measurements and the next RAP status report needs to be submitted to the division no later than August 4, 2025, and I've provided this information to Ryan already, so he's aware of it.

Mr. Levak: Ok.

B. Shapefiles for the District

Ms. Duque: Let's now move on to the shapefiles. Broward County requested GIS shapefiles within the District boundaries. The District engineer has addressed this request and has already provided the necessary information to the county. Additionally, we need to complete the groundwater declaration, which Ryan has already begun by conducting the survey and establishing the schedule. Although there is no formal description yet, shapefiles are also being provided to the county as part of this process.

SIXTH ORDER OF BUSINESS

Staff Reports

Ms. Duque: Let's move forward to the staff reports, Attorney Ginger.

A. Attorney

Ms. Wald: Oh, you have it on here, don't forget to do your Form 1s that are due on July 1st. If you see something electronically, and I was talking to some of my clients because they hadn't ever received it, and then this week everybody's saying, oh we just got it, so it's finally coming around but, she'll send you a notice, don't forget you have to do

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that. I know all of you did your ethics training before the end of the year, so that will be on there, check that box, and then you still have to do ethics training every year. So, before the end of this year, we will also send another email with the updated ones that you have to do the ethics training, and we'll continue to remind you, but it is your obligation before December 31, 2025.

Ms. Duque: Thank you, Ginger.

B. Engineer

Ms. Duque: I don't have anything to report under the engineer, and I don't see Juan Alvarez on the phone, but I do see Rich Hans. Good morning, Rich, and just for the record, Rich is also part of the meeting.

C. Manager

- 1) **Number of Registered Voters in the District – 0**
- 2) **Discussion of Financial Disclosure Report from the Commission on Ethics and Reminder to File Annual Form**
- 3) **Ratification of Letter for Confirmation of Solterra CDD Chairman Authority**

Ms. Duque: I would like to inform the Board of Supervisors that, as of now, there are zero registered voters within the District. Next, regarding the financial disclosure report from the Commission on Ethics, this was already covered by Ginger, so I have nothing further to add on that topic. I will ensure that the related email is sent to the Board of Supervisors. The following item is the ratification of the letter confirming the Solterra CDD Chairman's authority. To reiterate, the Chairman is fully authorized to execute documents and act on behalf of the District in relevant matters, including signing water and sewer applications and agreements. This authority was previously granted by the Board to help avoid delays between meetings. All documents related to District construction will be executed by the Chairman, with prior authorization from both the District Manager and District Engineer. The letter confirming this authority is attached for your reference.

Ms. Wald: Did you want a motion to ratify that?

Ms. Duque: Yes, a motion to ratify will take place. Thank you, Ginger, for that.

On MOTION by Mr. Castillo, seconded by Mr. Torres, with all in favor, ratifying the letter for confirmation of Solterra CDD chairman authority was approved.

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NINTH ORDER OF BUSINESS

Financial Reports

A. Approval of Funding Request #35

B. Acceptance of Unaudited Financials

Ms. Duque: Let's move forward to financial reports. Tab A is the approval of funding request #35, and Tab B is the acceptance of the unaudited financials. Unless there are any questions, a motion to approve them will take place.

On MOTION by Mr. Levak, seconded by Mr. Torres, with all in favor, Funding Request #35 and the Unaudited Financials were approved.

TENTH ORDER OF BUSINESS

: Supervisors' Requests and Audience Comments

Ms. Duque: Are there any Supervisor's requests?

Mr. Levak: No.

Ms. Duque: Not hearing any, there is no audience present, so no audience comments.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Duque: A motion to adjourn will take place.

On MOTION by Mr. Levak, seconded by Mr. Torres, with all in favor, the Meeting was adjourned.

DocuSigned by:


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Secretary / Assistant Secretary



Chairman / Vice Chairman