MINUTES OF MEETING
ORMOND STATION COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Ormond Station Community Development District held a Public Hearing, Regular Meeting and Audit Committee Meeting on December 7, 2023 at 11:00 a.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Bldg. 2, First Floor Conference Room, Bunnell, Florida 32110.

Present at the meeting were:

Lou Avelli	Assistant Secretary
Sydney Kendrick	Assistant Secretary
Sam Macias	Assistant Secretary

Also present were:

Andrew Kantarzhi	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates LLC
Antonio Shaw	Operations Manager
Jere Earlywine (via telephone)	District Counsel
Dave Reid (via telephone)	Interim District Engineer

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 11:17 a.m.

Supervisors Avelli, Kendrick and Macias were present. Supervisors Valantasis and Stolz were not present.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD 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

B. Consideration of Resolution 2024-11, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Ormond Station Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

Mr. Kantarzhi stated this public hearing is related to the CDD's intent to have bond debt issued, which will be levied on the lands within the CDD and enable the CDD to, in turn, levy on and off-roll assessments.

The affidavit of publication was included for informational purposes.

On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, the Public Hearing was closed.

Mr. Kantarzhi presented Resolution 2024-11 and read the title.

On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, the Resolution 2024-11, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Ormond Station Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS **Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

A. Affidavit of Publication

B. RFQ Package

C. Respondent: Madden, Moorhead & Stokes, LLC

Mr. Kantarzhi stated that Madden, Moorhead and Stokes, LLC (Madden) was the sole respondent to the RFQ for Engineering Services. The response packet was received on the due date but it was a few hours after the deadline.

D. Competitive Selection Criteria/Ranking

Ms. Cerbone stated, although there was a minor deviation due to timeliness, given that Madden is the sole respondent, the Board can consider Madden the most responsive respondent, deem them the highest ranked respondent and direct District Staff to negotiate a District Engineering Services Agreement.

Asked if Madden is the Interim District Engineer, Ms. Cerbone replied affirmatively and stated Mr. Dave Reid is attending via telephone. The consensus was to accept the Madden response to the RFQ.

E. Award of Contract

On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, deeming Madden, Moorhead & Stokes, LLC, the sole respondent to the RFQ for Engineering Services, as the most responsive and #1 ranked respondent to the RFQ and authorizing District Staff to enter into contract negotiations, was approved.

FIFTH ORDER OF BUSINESS **Recess Regular Meeting/Commencement of Audit Selection Committee Meeting**

The Regular Meeting recessed and the Audit Selection Committee Meeting commenced.

SIXTH ORDER OF BUSINESS **Review of Responses to Request for Proposals (RFP) for Annual Audit Services**

A. Affidavit of Publication

B. RFP Package

C. Respondent(s)

I. Berger, Toombs, Elam, Gaines & Frank (BTEG&F)

II. Grau & Associates

Mr. Kantarzhi stated he and Ms. Cerbone have worked with both firms and they are equally well qualified. He discussed pricing and bond issuance. Essentially, there is a $500 difference between the two respondents.

D. Auditor Evaluation Matrix/Ranking

Ms. Cerbone stated Staff typically provides feedback and recommendations to the Selection Committee, who can either accept the scores and recommendation or score and rank the respondents individually.

The Board asked for Staff's recommendation.

Mr. Kantarzhi evaluated and scored the respondents; the scores were as follows:

#1	Grau & Associates	99 points
#2	Berger, Toombs, Elam, Gaines & Frank (BTEGF)	98 points

On MOTION by Mr. Macias and seconded by Mr. Avelli, with all in favor, scoring Grau & Associates 99 points and Berger, Toombs, Elam, Gaines & Frank 98 points and ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services and ranking BTEGF as the #2 ranked respondent, was approved.

SEVENTH ORDER OF BUSINESS **Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

The Audit Selection Committee terminated and the Regular meeting reconvened.

EIGHTH ORDER OF BUSINESS **Consider Recommendation of Audit Selection Committee**

A. Award of Contract

On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, accepting the scores, ranking and recommendation of the Audit Selection Committee, ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, awarding the Annual Audit Services contract to Grau & Associates and authorizing District Staff to negotiate an agreement with Grau & Associates, was approved.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2024-12, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2024-08, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date**

This item was deferred.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-09, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

This item was deferred.

TWELFTH ORDER OF BUSINESS **Consideration of SunScape Landscape Management Services, Inc. Landscape Management Agreement**

Mr. Kantarzhi presented the SunScape Landscape Management Services, Inc. Landscape Management Agreement. He noted that Exhibit B reflects the pricing at $1,025 per month, which would only be charged for months when activity occurs and is documented with a deliverable, usually a memorandum.

On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, the SunScape Landscape Management Services, Inc. Landscape Management Agreement, was approved.

Discussion ensued regarding the landscaping plans for the entranceway, monuments, irrigation and hardscape.

Mr. Shaw will confer with SunScape representatives.

THIRTEENTH ORDER OF BUSINESS **Consideration of Draft Maintenance Agreement for Hunters Ridge Roundabout**

Mr. Kantarzhi presented the Draft Maintenance Agreement for the Hunters Ridge Roundabout. Mr. Earlywine stated the Agreement obligates the CDD and the HOA of Ormond Station to maintain the roundabout improvement. He recommended approval in substantial form.

Ms. Cerbone clarified that the revised Agreement will stipulate that the Ormond Station CDD will be the entity securing and maintaining the Maintenance Agreement, insurance etc., not the HOA. She asked for a scanned copy of the fully executed Agreement.

On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, the Draft Maintenance Agreement for the Hunters Ridge Roundabout, in substantial form, was approved.

FOURTEENTH ORDER OF BUSINESS **Ratification Items**

Mr. Kantarzhi presented the following:

A. Ormond Station Homeowners Association, Inc. Facilities Management Agreement

B. The Greenery, Inc. Landscape & Irrigation Services Agreement

C. Lake Pros, LLC Agreement for Pond Maintenance Services

> **On MOTION by Mr. Macias and seconded by Mr. Avelli, with all in favor, the Ormond Station Homeowners Association, Inc. Facilities Management Agreement, The Greenery, Inc. Landscape & Irrigation Services Agreement and the Lake Pros, LLC Agreement for Pond Maintenance Services, were ratified.**

FIFTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of October 31, 2023**

> **On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, the Unaudited Financial Statements as of October 31, 2023, were accepted.**

SIXTEENTH ORDER OF BUSINESS **Approval of October 5, 2023, Public Hearings and Regular Meeting Minutes**

> **On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, the October 5, 2023, Public Hearings and Regular Meeting Minutes, as presented, were approved.**

SEVENTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

There was no report.

B. District Engineer: Madden, Moorhead & Stokes, LLC

Mr. Reid expressed appreciation for the Board's approval of the Engineering Services contract.

There was no report.

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

- **NEXT MEETING DATE: TBD**
  - **QUORUM CHECK**

D. Field Operations: Wrathell, Hunt and Associates, LLC

Mr. Shaw reported the following:

➢ The landscaper recently provided its initial service to the community. Photographs were forwarded to Mr. Avelli. They are scheduled to return tomorrow. Staff will re-adjust services based on information received regarding the monuments and the roundabouts.

➢ Lake Pros recently performed its initial service. Mr. Shaw has yet to receive a report. Upon receipt of a report, he will forward it to Mr. Avelli.

➢ The holiday decorations were installed; photographs were forwarded to Mr. Avelli.

Discussion ensued regarding pond maintenance, the fountain and if a conveyance is needed.

Ms. Cerbone clarified that the HOA owns the fountain and the CDD owns the pond. She recommended a motion and a second from the Board regarding fountain maintenance.

On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, authorizing Mr. Shaw to forward a Fountain Maintenance Agreement, for $2,500 per month, to Mr. Avelli for review and to Mr. Stolz for execution, was approved.

On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, the Holiday Decorations expenditure, in a not to exceed amount of $1,000, was approved.

EIGHTEENTH ORDER OF BUSINESS Board Members' Comments/Requests

Mr. Kantarzhi asked if the Board would prefer hard copy agendas or tablets.

The Board's preference was for hard copies. Tablets can be used when needed.

NINETEENTH ORDER OF BUSINESS Public Comments

No members of the public spoke.

TWENTIETH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Avelli and seconded by Mr. Macias, with all in favor, the meeting adjourned at 11:55 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair