

**MINUTES OF MEETING  
TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Terra Lago Community Development District held a Public Hearing and Regular Meeting on August 14, 2023 at 1:00 p.m., at Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955.

**Present at the meeting were:**

Joshua Kellam	Chair
Thomas Kenny	Vice Chair
Kevin Powers	Assistant Secretary
David Powers (via telephone)	Assistant Secretary
Jason Dugan	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Andrew Kantarzhi (via telephone)	Wrathell, Hunt and Associates, LLC
Tucker Mackie	District Counsel
Ryan Dugan	Kutak Rock LLP
Melissa Corbett	Interim District Engineer
Taryn Kryzda	Village Manager, Village of Indiantown
Chris Saliba	US Water
Brad LaBella	US Water

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 1:11 p.m. Supervisors Kellam, Dugan and Kevin Powers were present. Supervisor David Powers attended via telephone. Supervisor Kenny was not present at roll call.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of First Amended and Restated Interlocal Agreement Relating to the Construction of Water Distribution and Wastewater Collection and Treatment System Project**

Ms. Mackie recalled that it was previously determined that it is necessary to go through a design-build procurement process, with respect to a certain component of the wastewater treatment plant renovations as opposed to separately procuring design services and subsequently procuring construction services. Because that was not to the letter of the Interlocal Agreement, it was determined that it is necessary to go back and prepare an Amended and Restated Interlocal Agreement. She worked with Counsel to the Village of Indiantown to update the Agreement and have it approved and signed.

**On MOTION by Mr. Kevin Powers and seconded by Mr. Kellam, with all in favor, the First Amended and Restated Interlocal Agreement Relating to the Construction of Water Distribution and Wastewater Collection and Treatment System Project, was approved.**

**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(s): Haley Ward, Inc.**

Ms. Cerbone stated Staff re-advertised the RFQ and there was only one respondent. The Chair conferred with the District Engineer.

**Mr. Kenny arrived at the meeting.**

- D. Competitive Selection Criteria/Ranking**

**On MOTION by Mr. Kellam and seconded by Mr. Kenny, with all in favor, ranking Haley Ward, the sole respondent, as the #1 ranked respondent to the RFQ for Engineering Services, was approved.**

- E. Award of Contract**

**On MOTION by Mr. Kellam and seconded by Mr. Kenny, with all in favor, authorizing Staff to enter into an agreement with Haley Ward for Engineering Services, was approved.**

Consideration of Response(s) to Request  
for Qualifications (RFQ) for Design-Build  
Services for Wastewater Treatment Plant  
Improvements (*under separate cover*)

**A. Affidavit of Publication**

**B. Project Manual**

**C. Respondent(s)**

**I. Florida Design Drilling, LLC**

**II. US Water Services Corporation**

Ms. Corbone listed the two respondents and stated representatives from US Water Services Corporation are in attendance.

**D. Selection Criteria/Ranking**

Ms. Corbett stated both respondents submitted very thorough and complete packages and both are well-qualified to implement the design-build project. The only difference is that Florida Design Drilling is MBE-certified, which increases their total score by 5 points.

Ms. Mackie stated, while it is not required, the Board may find it helpful to hear from the representatives from US Water and from the Village, as both are present.

Ms. Kryzda stated she concurs with Ms. Corbett's assessment of the two firms.

Mr. Saliba stated US Water is an employee-owned, Florida-based company in the Tampa Bay area and 70% of its revenue is from work in Florida. US Water has engineering, construction and underground utility experience and has completed projects in Martin County since 2003.

Mr. LaBella stated, in terms of the MBE, US Water is always committed to using local subcontractors whenever possible.

Ms. Corbett reviewed her scoring on the Selection Ranking Criteria and explained the reasons for the scoring. The Board used a group ranking approach.

The final scores were as follows:

Florida Design Drilling, LLC            93 points

US Water Services Corporation        90 points

**On MOTION by Mr. Kellam and seconded by Mr. Kevin Powers, with Mr. Kellam, Mr. Kevin Powers, Mr. Dugan and Mr. David Powers in favor, and Mr. Kenny dissenting, ranking Florida Design Drilling, LLC as the #1 ranked respondent to the RFQ for Design-Build Services for Wastewater Treatment Plant Improvements, with 93 points, was approved. (Motion passed 4-1)**

**E. Authorization to Enter into Competitive Negotiations**

**On MOTION by Mr. Kellam and seconded by Mr. Dugan, with all in favor, authorizing Staff to enter into competitive negotiations with Florida Design Drilling, LLC, was approved.**

**SIXTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2023/2024 Budget**

**On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor, the Public Hearing was opened.**

**A. Affidavit of Publication**

**B. Consideration of Resolution 2023-36, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Cerbone presented the Resolution 2023-36. She reviewed the proposed Fiscal Year 2024 budget, which will be Landowner-funded.

No members of the public spoke.

**On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Kellam and seconded by Mr. Kenny, with all in favor, Resolution 2023-36, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2023/2024 Budget Funding Agreement**

Ms. Cerbone presented the Fiscal Year 2023/2024 Budget Funding Agreement.

**On MOTION by Mr. Kellam and seconded by Mr. Kevin Powers, with all in favor, the Fiscal Year 2023/2024 Budget Funding Agreement, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Construction Funding Agreement between the District and Terra Lago, LLC**

Ms. Mackie presented the Construction Funding Agreement. The Agreement is an alternative funding source until the CDD is able to pay for its CIP.

**On MOTION by Mr. Kellam and seconded by Mr. Kenny, with all in favor, the Construction Funding Agreement between the District and Terra Lago, LLC, was approved.**

Ms. Mackie and Ms. Cerbone responded to questions about the bond issuance process, on-roll and off-roll assessments, lot sales, debt service, the public hearing and the tax rolls.

**NINTH ORDER OF BUSINESS**

**Consideration of Agreement between the District and Terra Lago, LLC, Regarding the Acquisition of Certain Work Product, Improvements and Real Property**

Ms. Mackie presented the Agreement Regarding the Acquisition of Certain Work Product, Improvements and Real Property.

**On MOTION by Mr. Kellam and seconded by Mr. Kenny, with all in favor, the Agreement between the District and Terra Lago, LLC, Regarding the Acquisition of Certain Work Product, Improvements and Real Property, was approved.**

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of June 30, 2023**

Ms. Cerbone presented the Unaudited Financial Statements as of June 30, 2023.

**On MOTION by Mr. Kevin Powers and seconded by Mr. Dugan, with all in favor, the Unaudited Financial Statements as of June 30, 2023, was accepted.**

Ms. Cerbone presented the June 12, 2023 Regular Meeting Minutes.

**On MOTION by Mr. Kellam and seconded by Mr. Kevin Powers, with all in favor, the June 12, 2023 Regular Meeting Minutes, was approved.**

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kutak Rock LLP**

Ms. Mackie stated as a follow-up to the actions taken today, Staff will provide written notice of the rankings and, with the Chair and District Engineer, enter into negotiations with the highest-ranked respondents with the goal of having documents prepared for approval by the next meeting. On the understanding that the wastewater treatment plant will largely be funded by the Village, Staff will work with them to ensure the form of agreement is acceptable to Village officials.

Ms. Mackie that the Board previously authorized undertaking an RFQ for wastewater collection. She would like to coordinate with the Chair regarding proceeding with this item. Staff will present it at the next meeting, after further discussions.

Discussion ensued regarding the verbiage in the project manual, whether to modify the criteria, if an RFQ for design will be needed, timing associated with an RFP, the Village and the next meeting.

**B. District Engineer (Interim): Haley Ward, Inc.**

There was no report.

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

- **NEXT MEETING DATE: September 11, 2023 at 1:00 PM**
  - **QUORUM CHECK**

**THIRTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Asked to go over the Request for Proposals (RFP) Selection Criteria, Ms. Mackie stated, typically, the categories that Staff suggests to a Board for an RFP for construction is to consider personnel and equipment (10 points), experience (20 points), understanding the scope of work (20 points), evidence of bonding capacity and or financials (10 points), price (15 points),

reasonableness of price (10 points), schedule (10 points) and reasonableness of schedule (10 points).

Discussion ensued regarding the RFP components, minimum qualifications, location, upcoming meetings and the goal date to award the contract.

**On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor, the modified RFP Selection Criteria for Construction Services, as stated, was approved.**

Staff will coordinate with the District Engineer to assemble the modified criteria, develop the project manual and advertise the RFP.

The Board instructed the District Engineer to meet with the Developer’s Engineer and the Village’s Engineer to develop the project manual.

Staff will include the RFP for construction services on the next agenda.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments**

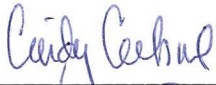
No members of the public spoke.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Kenny and seconded by Mr. Kellam, with all in favor, the meeting adjourned at 2:24 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair