

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

The Board of Supervisors of the Terra Lago Community Development District held a Regular Meeting on February 12, 2024 at 1:00 p.m., at Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955.

Present at the meeting were:

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

Also present:

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| Cindy Cerbone | District Manager |
| Andrew Kantarzhi | Wrathell, Hunt and Associates, LLC |
| Tucker Mackie (via telephone) | District Counsel |
| Ryan Dugan (via telephone) | Kutak Rock LLP |
| Darin Lockwood | Interim District Engineer |
| Taryn Kryzda | Village Manager, Village of Indiantown |
| Adam Carroll (via telephone) | The Garcia Companies |

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 1:01 p.m. Supervisors Kenny, Dugan, David Powers and Kevin Powers were present. Supervisor Kellam attended via telephone.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Review of Response to Request for
Qualifications (RFQ) for Engineering
Services**

- A. Affidavit of Publication**
- B. RFQ Package**
- C. Respondent(s):**
 - I. Higgins Engineering, Inc.**

II. Meridian Consulting Engineers, LLC

D. Ranking

Ms. Cerbone noted the two responses to the Request for Qualifications (RFQ) for Engineering Services were sent to the Board for review prior to the meeting. The Board chose to evaluate and rank the respondents as a group instead of submitting individual ranking forms.

The Board discussed scoring for each respondent in each category.

Ms. Cerbone recapped the overall group scores and ranking, as follows:

- #1 Meridian Consulting Engineers, LLC 89 Points
- #2 Higgins Engineering, Inc. 86 Points

On MOTION by Mr. Kellam and seconded by Mr. Kevin Powers, with all in favor, the group scores and ranking, ranking Meridian Consulting Engineers, LLC as the #1 ranked respondent to the RFQ for Engineering Services, was approved.

District Counsel was asked to include in the Notice of Intent to Award letter language thanking Higgins Engineering, Inc., for participating in the RFQ process.

• Award of Engineering Services Contract

The Board agreed with the request for Mr. Kellam to participate in negotiating the Agreement with Meridian Consulting Engineers, LLC.

On MOTION by Mr. Kevin Powers and seconded by Mr. Kellam, with all in favor, awarding the Engineering Services Contract to Meridian Consulting Engineers, LLC, the #1 ranked respondent to the RFQ for Engineering Services, and authorizing Staff and the Chair to negotiate the Agreement and rates with Meridian Consulting Engineers, LLC, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Appointing and Removing Officers of the District and Providing for an Effective Date

Ms. Cerbone presented Resolution 2024-02. Mr. Kellam nominated the following slate:

- Josh Kellam Chair
- Tom Kenny Vice Chair
- Jason Dugan Assistant Secretary

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| David Powers | Assistant Secretary |
| Kevin Powers | Assistant Secretary |
| Andrew Kantarzhi | Assistant Secretary |

No other nominations were made. Prior appointments for Secretary, Treasurer, Assistant Treasurer and Assistant Secretary Cindy Cerbone, remain unaffected by this Resolution.

On MOTION by Mr. Kellam and seconded by Mr. Kenny, with all in favor, Resolution 2024-02, Appointing, as nominated, and Removing Officers of the District, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Designating a Date, Time, and Location for Landowners’ Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date

Ms. Cerbone presented Resolution 2024-03. Seats 3, 4 and 5, currently held by Jason Dugan, David Powers and Keven Powers, respectively, will be up for election by the Landowners in November 2024. She stated that, if the Landowner wishes, she or Mr. Kantarzhi can be the designated proxyholder to cast votes on behalf of the Landowner.

The following change was made to Resolution 2024-03.

Page 1, Section 2, and all documents: Change “1:00 p.m.” to “8:30 a.m.”

On MOTION by Mr. Kevin Powers and seconded by Mr. David Powers, with all in favor, Resolution 2024-03, as amended, Designating Date, Time, and Location of November 5, 2024 at 8:30 a.m., at Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955 for the Landowners’ Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Update: Required Ethics Training and Disclosure Filing

District Counsel highlighted key information in the Memorandum regarding what Board Members must do to fulfill the four-hours of ethics training requirement, which includes a link to online courses and information on reporting this next year on the financial disclosure Form 1.

Ms. Cerbone stated that Supervisors will receive email instructions to register with the Commission on Ethics in order to electronically file their financial disclosure form to the Commission on Ethics, as it is no longer submitted to the local Supervisor of Elections. She will forward her email from the Commission on Ethics and these items in this agenda.

SEVENTH ORDER OF BUSINESS

Consideration of Martin County Tax Collector Agreement for Uniform Collection of Non-Ad Valorem Special Assessments

On MOTION by Mr. Kenny and seconded by Mr. Dugan, with all in favor, the Martin County Tax Collector Agreement for Uniform Collection of Non-Ad Valorem Special Assessments, was approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2023

On MOTION by Mr. Kevin Powers and seconded by Mr. Kellam, with all in favor, the Unaudited Financial Statements as of December 31, 2023, were accepted.

NINTH ORDER OF BUSINESS

Approval of December 11, 2023 Regular Meeting and Audit Committee Meeting Minutes

On MOTION by Mr. Kenny and seconded by Mr. Dugan, with all in favor, the December 11, 2023 Regular Meeting and Audit Committee Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

District Counsel reported the following:

- The Village and the design build firm are working on getting the design portion operational; a kick off meeting is scheduled to go over responsibilities.
- The District Engineer is reviewing the first payout requisition. He is working with the Village on straightening out the funding process.

➤ The CDD is required to submit a Public Facilities Report to the State, along with updates every seven years. Examples of the Report were sent to Mr. Lockwood; this will require work authorization approval in the future. The initial Report will be based on the District’s Capital Improvement Plan (CIP), since nothing has been constructed yet.

B. District Engineer:

There was no report.

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

- **NEXT MEETING DATE: March 11, 2024 at 1:00 PM**

- **QUORUM CHECK**

Discussion ensued regarding agenda items for the next meeting.

Staff will research if the ranking forms for the Force Main Design and the Lift Station projects need to be approved, if they were approved at a prior meeting or in order to advertise the Request for Proposals (RFP) package once Mr. Lockwood submits the final designs.

Regarding bond financing, District Counsel noted that Mr. Carroll is taking the lead on bond financing. He reviewed the bond issuance process to lock in the bond rate with the intent of securing the lowest rate available.

Discussion ensued regarding the cap limits in the Master CIP, intent to issue multiple bonds and issue the 1A bonds by the end of 2024 and 1B bonds “for reimbursement” by the end of 2025.

The next meeting will be held on March 11, 2024, unless canceled. Mr. Kenny is unable to attend the April meeting, if one is held.

ELEVENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

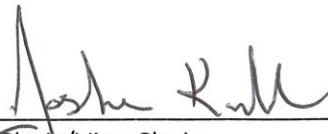
THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kevin Powers and seconded by Mr. Kenny, with all in favor, the meeting adjourned at 1:38 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair