

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

The Board of Supervisors of the Terra Lago Community Development District held a Regular Meeting on April 8, 2024 at 1:00 p.m., at Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955.

Present at the meeting were:

Josh Kellam	Chair
Kevin Powers	Assistant Secretary
David Powers	Assistant Secretary
Jason Dugan	Assistant Secretary

Also present:

Cindy Cerbone	District Manager
Andrew Kantarzhi (via telephone)	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 1:04 p.m.

Supervisors Kellam, Dugan, David Powers and Kevin Powers were present. Supervisor Kenny was absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2024-04, Approving a Proposed Budget(s) and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Ms. Cerbone reviewed the proposed Fiscal Year 2025 budget. The budget only consists of “Professional & administrative” costs but she will work with the District Engineer to add field operations costs.

On MOTION by Mr. Kellam and seconded by Mr. Kevin Powers, with all in favor, Resolution 2024-04, Approving a Proposed Budget(s) and Setting a Public Hearing Thereon Pursuant to Florida Law for June 10, 2024 at 1:00 p.m., at Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

Ms. Cerbone presented Resolution 2024-05. The following will be inserted into the Fiscal Year 2024/2025 Meeting Schedule:

DATES: October 14, 2024 and November 11, 2024

Ms. Cerbone stated that the Landowner or a designated proxyholder needs to attend the November 5, 2024 Landowners’ Meeting.

On MOTION by Mr. Kevin Powers and seconded by Mr. Dugan with all in favor, Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Authorizing an Individual Designated by the Board of Supervisors to Act as the District’s Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of Certain Infrastructure Improvements; Providing for the Approval of a Work Authorization; Providing for Procedural

Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date

Ms. Cerbone presented Resolution 2024-06.

Discussion ensued about processing purchase orders and obtaining a Builders Risk policy via the CDD insurance provider, Egis, versus contractors and others having the ability to add the CDD as additional insured.

Mr. Lockwood and Ms. Mackie will discuss this after the meeting and provide direction.

On MOTION by Mr. Kevin Powers and seconded by Mr. Kellam with all in favor, Resolution 2024-06, Authorizing an Individual Designated by the Board of Supervisors to Act as the District’s Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of Certain Infrastructure Improvements; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Meridian Consulting Engineers, LLC Work Authorization Number 2 Under District Engineering Services Agreement for Purchasing Agent Services

On MOTION by Mr. Kellam and seconded by Mr. Kevin Powers, with all in favor, Meridian Consulting Engineers, LLC Work Authorization Number 2 to provide Purchasing Agent Services, Under the District Engineering Services Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Personnel Leasing Agreement between Garcia Development Company, LLC, and the District

Mr. Dugan presented the Personnel Leasing Agreement that allows for the lease of an employee to help/assist with various CDD projects.

On MOTION by Mr. David Powers and seconded by Mr. Kellam, with all in favor, the Personnel Leasing Agreement between Garcia Development Company, LLC, and the District, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Work Authorization No. 1 Dated February 12, 2024, Under District Engineering Services Agreement

On MOTION by Mr. Kevin Powers and seconded by Mr. Kellam, with all in favor, Work Authorization No. 1 Dated February 12, 2024, applicable retroactively to work performed Under the Interim District Engineering Services Agreement, was ratified.

NINTH ORDER OF BUSINESS

Authorization of Request for Proposals for Construction Services for Village of Indiantown Water and Wastewater Systems Improvements

Discussion ensued about revising the documents to only reference wastewater systems improvements that will be constructed with grant or State budget funds, preparing documents specific to future water improvements and the CDD improvements consisting of three funding sources.

Ms. Cerbone reviewed items in the Request for Proposals (RFP) package.

The Board agreed with the suggestion to change the submittal location to the Indiantown Realty office and to District Staff finalizing the RFP submittal dates and times.

On MOTION by Mr. Kellam and seconded by Mr. Dugan, with all in favor, the Request for Proposals for Construction Services for the Village of Indiantown Wastewater Systems Improvements Project, as amended, was approved.

TENTH ORDER OF BUSINESS

Ratification of Design-Build Amendment for Clearing, Demolition, Site Fencing Services Under A1A Document A141-2014 Standard Form of Agreement between

Owner and Design-Builder dated January 2, 2024

Mr. Lockwood stated that this is the revised Amendment that reflects the negotiated reduced amount.

On MOTION by Mr. Kellam and seconded by Mr. Kevin Powers, with all in favor, the Design-Build Amendment for Clearing, Demolition, Site Fencing Services Under A1A Document A141-2014 Standard Form of Agreement between the Owner and the Design-Builder dated January 2, 2024, was ratified.

ELEVENTH ORDER OF BUSINESS

Consideration of Demand Note Agreement between Florida Design-Drilling, LLC, Terra Lago, LLC, and the District

On MOTION by Mr. Kellam and seconded by Mr. Dugan, with all in favor, the Demand Note Agreement between Florida Design-Drilling, LLC; Terra Lago, LLC; and the District, was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Amendment to AIA Document A141-2014 Standard Form of Agreement between Owner and Design-Builder dated January 2, 2024, Regarding Change in District Engineer

Mr. Dugan stated that this is a technical amendment to clarify the contact information of the District Engineer and the Design Builder.

On MOTION by Mr. Kellam and seconded by Mr. David Powers, with all in favor, the Amendment to the AIA Document A141-2014 Standard Form of Agreement between Owner and Design-Builder dated January 2, 2024, Regarding Change in District Engineer, was approved.

- **Work Authorization No. 3 Dated April 8, 2024, to Provide General Services Related to Construction of any District Projects, Under the District Engineering Services Agreement**

This item was an addition to the agenda.

Ms. Cerbone distributed Work Authorization No. 3, which was incorrectly identified as No. 2 on the documents; the number will be corrected.

Mr. Dugan stated that additional CEI related services were included in the scope of services that were not covered in Work Authorization No. 1, which was just ratified.

Mr. Lockwood was directed to submit backup documents first to Mr. Kellam for approval and then forward them to District Management to process for payment.

On MOTION by Mr. Kellam and seconded by Mr. Kevin Powers, with all in favor, Work Authorization No. 3 Dated April 8, 2024, to Provide General Services Related to Construction of any District Projects Under the District Engineering Services Agreement, was approved.

THIRTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of February 29, 2024

On MOTION by Mr. Kevin Powers and seconded by Mr. Kellam, with all in favor, the Unaudited Financial Statements as of February 29, 2024, were accepted.

FOURTEENTH ORDER OF BUSINESS

Approval of February 12, 2024 Regular Meeting Minutes

On MOTION by Mr. Kellam and seconded by Mr. Dugan, with all in favor, the February 12, 2024 Regular Meeting Minutes, as presented, were approved.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Dugan asked for clarification on when to present the final version of the RFP. Mr. Kellam replied sometime in May 2024.

B. District Engineer: Meridian Consulting Engineers, LLC

There was no report.

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

Ms. Cerbone reminded the Board Members to register with the Commission on Ethics in order to electronically file Form 1 by the July 1, 2024 deadline and to complete the required

four-hour ethics training by December 31, 2024. The Memorandum presented at the last meeting includes this information.

Ms. Cerbone will email links for ethics training courses and Form 1 filing.

Ms. Cerbone stated that Mr. Jason Dugan and Mr. Josh Kellam each submitted their executed Form 8B Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers.

For the record, Ms. Cerbone stated that, via Form 8B, Mr. Dugan and Mr. Kellam are acknowledging that they are a member of the Board of Supervisors of the CDD and they are an employee or business associate of an owner or Developer of a property in the CDD and, because decisions potentially affecting the owner or Developer may come before the Board from time to time, they are filing this disclosure of voting conflict in an abundance of caution and for the duration of their term; however, as an officer of independent special tax District elected on a one acre one vote basis, they are not prohibited from discussion or voting despite this disclosure.

Ms. Cerbone stated that the executed Form 8B documents will be retained by District Management.

- **NEXT MEETING DATE: May 13, 2024 at 1:00 PM**
 - **QUORUM CHECK**

The May 13, 2024 meeting will likely be rescheduled to a later date in May to approve the RFP for advertising.

SIXTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kevin Powers and seconded by Mr. David Powers, with all in favor, the meeting adjourned at 1:46 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair