

MINUTES OF MEETING  
SIX MILE CREEK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Six Mile Creek Community Development District was held on Wednesday, February 18, 2015 at 2:00 p.m. at the offices of GMS, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Chris Kuhn	Chairman
Mike Veazy	Supervisor
Rose Bock	Supervisor
Chris O'Bannon	Supervisor
Grady Miers	Supervisor (by phone)

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Scott Wild	District Engineer
Jim Perry	GMS, LLC

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 2:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the January 21,  
2015 Meeting**

Mr. Oliver asked are there any corrections to the January 21, 2015 meeting minutes? Do we have a motion to approve?

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the minutes of the January 21, 2015 meetings were approved.

**FOURTH ORDER OF BUSINESS**

**Continuation of Public Hearing to Consider Resolution 2015-14, Equalizing and Levying Assessments Securing Series 2014 Special Assessment Bonds**

Mr. Haber stated as you know we have noticed the public hearing and have continued it for past few meetings. We are continuing to speak with the underwriter and others involved with the deal. There are more deal terms that need to be addressed. At this point we want to terminate this public hearing. We will begin that process again when we have a more defined scope of the terms of the deal. We are not going to conduct a public hearing, nor are we looking to adopt a resolution.

**FIFTH ORDER OF BUSINESS**

**Ranking of Architectural Firms (RFQ)**

Mr. Oliver stated I believe that the responses were distributed at the last meeting on January 21, 2015.

Mr. Haber stated there is a ranking sheet in the agenda package. You are reviewing the proposals and ranking them on their qualifications. You are not ranking them on price. The district would move forward with seeking to negotiate a contract with the highest ranked proposer. If we do not have success negotiating that contract we would move to the second ranked proposer. We just need to go through and score and rank the proposers. Then we would approve that ranking by motion.

Mr. Kuhn stated I went through the proposals and ranked them. I just can't find my ranking sheet right now. It is on my computer if I can get on your Internet here. That way I can walk us through what my recommendation would be. I would run through them by criteria. I think that all of the firms are generally qualified, except for maybe one given some of the things that we are considering as a district. In terms of ability and adequacy and professional personnel I had Marquis Hallback at a four, Castle Bay at a two, ELM as a five, and Genesis as a four. I had all of them at a one for certified minority business status. I do not think any of them were certified minorities. I gave them all the lowest score there.

Ms. Bock asked could you give them a zero?

Mr. Kuhn stated we could give them a zero, but the scoring said one was the lowest. Past performance I gave Marquis Hallback a three, Castle Bay a three, ELM a five, and Genesis a four. ELM and Genesis clearly have some CDD work that is relevant. For willingness to meet

time and budget requirements I gave Marquis Hallback a five, Castle Bay a three, ELM a five, and Genesis a four. For location of headquarters to project I gave Marquis Hallback a five, Castle Bay a one, ELM a five, and Genesis a four. For projected workloads I gave Marquis Hallback a four, Castle Bay a three, ELM a five, and Genesis a four. I do not think any of them have been awarded any work by this district. I gave them all fives. For totals Marquis Hallback had twenty-seven points, Castle Bay had eighteen points, ELM had thirty-one points, and Genesis had twenty-six points. My ranking would be ELM, Marquis Hallback, Genesis, and Castle Bay.

Mr. Haber stated if the board is comfortable with those rankings we can by motion approve those rankings and authorize staff to negotiate the contract.

Mr. Miers stated I would be comfortable with that.

On MOTION by Mr. Miers seconded by Mr. Kuhn with all in favor the rankings of the proposers and the authorization of staff to negotiate a contract was approved.

Mr. Haber stated in conversations with your chair prior to the meeting we discussed the fact that there is a desire to move forward with design of the recreation center. Whomever we end up negotiating a successful contract with we are looking for a motion to authorize your chair to negotiate a work authorization for the work on the amenity center at the hourly rates for whatever is negotiated on the contract between the district and the entity we end up with.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the authorization of the chair to negotiate a contract and negotiate a work authorization for the amenity center at the same hourly rates was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for Landscape and Irrigation Project**

Mr. Oliver stated before each of you are the proposals that were in response to the RFP. We have score sheets going around. We would go through a similar process to what we just did.

Mr. Haber stated it is not entirely the same process. Here we are not ranking with the expectation that we would then negotiate. Price is also one of the criteria you would be scoring. You are not scoring only on price. Price is a factor, but you look at all of the factors and take them into consideration. The company that ends up with the highest points we would notify them

of intent to award the contract to them. I know your chair has reviewed the proposals and did a proposed scoring on these as well.

Mr. Kuhn stated in terms of personnel I had Davey Tree at an eight, North Florida Landscape at a nine, Sun State at a nine, and Randy Suggs at an eight. Some of that has to do with both personnel and location. North Florida landscape is down the street and so is Sun State. In terms of experience I had Davey Tree at fifteen, North Florida Landscape at fifteen, Sun State at nineteen, and Randy Suggs at twenty. This is based on other CDD work and what they have done in the past. Understanding the scope of the work I had Davey at ten, North Florida Landscape at ten, Sun State at ten, and Randy Suggs at an eight. There was some confusion in their schedule of values that would suggest they do not understand what all is included in the initial scope of work. For financial capability I have Davey Tree at seven, North Florida Landscape at a nine, Sun State and Randy Suggs at ten. For price I had Sun State at fifteen, Randy Suggs at 14, North Florida Landscape at eleven and a half, and for Davey tree I had eleven and a half. For reasonableness of the unit prices and the pricing in the schedule values I gave Sun State a ten, Randy Suggs a nine, North Florida Landscape an eight, and Davey Tree an eight. Randy Suggs had the most expedited schedule so I gave him the full fifteen, Sun State at a twelve, North Florida Landscape at ten, and Davey Tree at six. Based on ability I had Randy Suggs at ten, Sun State at ten, North Florida Landscape at six, and Davey tree at eight. When I add up the scores I had Sun State at ninety-five points, Randy Suggs at ninety-four points, North Florida Landscape at seventy-eight and a half points, and Davey Tree at seventy-one and a half points.

Mr. Haber stated we are looking for a motion to approve the scoring and authorize staff to send a notice of intent to award.

On MOTION by Ms. Bock seconded by Mr. Veazey with all in favor the scoring of the proposals and authorization of staff to send a notice of intent was approved.
---

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Resolution 2015-17, Awarding a Contract for Construction of Entry Monument**

Mr. Haber stated the expectation for the construction of the entry monument is that it is going to fall below the bidding thresholds needed to follow the formal process that we just went

through. We are not required to go through the formal bidding process because we anticipate that it is going to cost less than the maximum to do that. We have begun to start seeking proposals for that project. We do not have them for today's meeting. We believe that we would have them in place before this board meets again. In order to facilitate and be able to expedite the process of awarding those we have prepared this resolution. This resolution provides a listing of the proposers that we are seeking proposals from. It indicates that we want to set a not to exceed threshold for the bidding threshold. It is a little over \$300,000. I could get you the exact amount. What we would be looking for is the adoption of this resolution, which would ultimately grant to your chair the authority to review the proposals that the district receives and rank and award the contract for the entry feature. The limit not to exceed is \$344,000.52. We would just be looking for a motion to approve the resolution. We can bring the contract back for ratification.

On MOTION by Mr. Veazy seconded by Ms. Bock with all in favor the Resolution 2015-17 was approved.

#### **EIGHTH ORDER OF BUSINESS**

#### **Ratification of Agreement with Environmental Services, Inc. Regarding the Provision of Phase I Environmental Site Assessment Services**

Mr. Wild stated as part of the financing that is going on currently there was the requirement for a phase one environmental assessment to be done. There was no evidence of one having been done previously. We went out and got a proposal from different companies. Environmental Services provided this proposal. It fulfilled the scope of what we needed. I would like to request that the board ratify the execution of this proposal by the chairman.

On MOTION by Mr. Veazy seconded by Mr. Kuhn with all in favor the ratification of the agreement with Environmental Services was approved.

#### **NINTH ORDER OF BUSINESS**

#### **Acceptance of Fiscal Year 2014 Audit Report**

Mr. Oliver stated you have a copy of the annual audit report in your agenda packet. You met all of the requirements and this has to be provided to the auditor general. Once you go through the notes of the financial statements you would see in the back that there is a statement regarding internal controls. On that report the auditor says we did not identify any deficiencies in

internal controls over financial reporting. On page twenty-seven it states that the district does not have any recommendations to improve financial management. On the next table you would see some findings from prior years concerning financial condition assessment. These have been ongoing. On the next page you would see the district’s responses to those findings. If and when the district accepts this letter we would provide it to the auditor general. Do we have a motion to accept?

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the Fiscal Year 2014 Audit Report was approved.

**TENTH ORDER OF BUSINESS**

**Appointment of Audit RFP Committee**

Mr. Oliver stated we wanted to appoint the audit RFP committee so that we can be ready for the FY15 audit process when the fiscal year ends on September 30. Typically we have the board serve as the audit committee so that we can coordinate the audit committee meetings with the CDD meetings. We would be looking for a motion for the board to appoint itself as the audit committee.

On MOTION by Mr. Kuhn seconded by Mr. Veazy with all in favor the self-appointment of the board as the audit committee was approved.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

Mr. Haber stated I think this board at previous meetings has authorized the undergrounding of the utilities by FP&L. Recently we were provided with the agreements by FP&L to conduct that work. I have reviewed them quickly, but have not had an opportunity to delve into them in great detail. There are a few questions that I had. I would be looking for a motion authorizing the agreements in substantial form and granting your chair the authority to negotiate.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the authorization of the agreements with FP&L in substantial form and granting chairman the authority to negotiate was approved.

**TWELTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney – Consideration of Hopping Green & Sams Rates**

Mr. Haber stated my firm typically increases rates annually. Looking at our records I have not increased our rates since 2009. My present rate for this district is \$235 an hour. My firm's rate for existing clients for me is \$275 an hour. I have spoken with your chair and what we have discussed in increasing my rate by \$20 effective in July of this year and increasing it to \$275 per hour by October 1, 2015.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the consideration of Hopping Green & Sam's rate was approved.

**B. Engineer****1. Requisition Summary**

Mr. Wild stated I have requisition numbers 189-192 totaling \$11,830 for your consideration. I would be happy to answer any questions.

On MOTION by Mr. Kuhn seconded by Mr. Veazy the Requisitions 189-192 were approved.

**2. Ratification of Partridge Well Drilling Agreement**

Mr. Wild stated behind the next tab is an agreement with Partridge Well Drilling. It is part of the landscaping and irrigation package that we just considered. We need to provide a viable irrigation source. Part of that was contemplated to be using storm water. We would need a back up for when we have drought conditions. We are exploring drilling some wells to supplement the storm water pond. We needed Partridge to do some well tests on the sight to see what kind of yield we could get from the wells. We had this executed between meetings. We are now presenting it to you for ratification of the chair's execution of this agreement.

On MOTION by Ms. Bock seconded by Mr. Veazy with all in favor the ratification of Partridge Well Drilling Agreement was approved.

**C. Manager**

There being none, the next item followed.

**D. Field Services**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Financial Statements as of January 31, 2015**

Mr. Oliver stated we have the financial statements in your agenda packet. These are unaudited through January 31, 2015. There are no unusual variances in there.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Funding Request FY15 - #5**

Mr. Oliver stated behind tab B is the Funding Request 15-5 and that is in the amount of \$14,347.42.

On MOTION by Mr. Kuhn seconded by Mr. Veazy with all in favor the Funding Request 15-5 in the amount of \$14,347.42 was approved.

**SIXTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Wednesday, March 18, 2015 @ 2:00 p.m. at the offices of GMS**

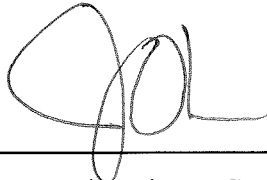
Mr. Oliver stated the next meeting would be held March 18, 2015 at 2:00 p.m.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Bock seconded by Mr. Kuhn with all in favor the Meeting was adjourned.





---

Secretary / Assistant Secretary



---

Chairman / Vice Chairman