

**MINUTES OF MEETING  
HILLS OF MINNEOLA  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Hills of Minneola Community Development District held multiple Public Hearings and a Regular Meeting on November 18, 2019, at 11:30 a.m., at Minneola City Hall, "Café Room", 800 US-27 Minneola, Florida 34715.

**Present at the meeting were:**

|                 |                     |
|-----------------|---------------------|
| Richard Jerman  | Chair               |
| Denver Marlow   | Vice Chair          |
| Jennifer Jerman | Assistant Secretary |

**Also present were:**

|                  |                           |
|------------------|---------------------------|
| Craig Wrathell   | District Manager          |
| Kristen Schalter | District Counsel          |
| Marc Stehli      | Interim District Engineer |

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 11:32 a.m. Supervisors Richard Jerman, Denver Marlow and Jennifer Jerman were present, in person. Supervisor Gardner was not present. One seat remained vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on the Adoption of the District's Final Budget for Fiscal Year 2018/2019, Pursuant to Florida Law**

**A. Affidavit of Publication**

The proof of publication was included for informational purposes.

**B. Consideration of Resolution 2020-01, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2019; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Wrathell reviewed the proposed Fiscal Year 2019 budget, which was Developer-funded. Management’s fee was lowered until bond issuance.

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, the Public Hearing was closed.**

Mr. Wrathell presented Resolution 2020-01 and read the title.

**On MOTION by Mr. Marlow and seconded by Ms. Jerman, with all in favor, Resolution 2020-01, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2019; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on the Adoption of the District’s Final Budget for Fiscal Year 2019/2020, Pursuant to Florida Law**

**A. Affidavit of Publication**

The proof of publication was included for informational purposes.

**B. Consideration of Resolution 2020-02, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2020; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Wrathell discussed the proposed Fiscal Year 2020 budget, which would be Developer-funded. Management’s fee would remain at \$2,000 per month, until bond issuance. When bonds are issued, a prorated “Dissemination agent\*” fee, normally \$1,000 annually, would be added.

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

No members of the public spoke.

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

Mr. Wrathell presented Resolution 2020-02 and read the title.

On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, Resolution 2020-02, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2020; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

**FIFTH ORDER OF BUSINESS**

**Review/Discussion/Ranking of Response to Request for Qualifications for Engineering Services**

Mr. Wrathell stated that, per Florida Statute, the District could engage a District Engineer on an interim basis provided the expenses do not exceed \$30,000 per year; however, given the District’s significant Capital Improvement Plan (CIP), the recommendation was to engage a District Engineer with a continuing services agreement. The District advertised a Request for Qualifications (RFQ) for Engineering Services and Poulos & Bennett (P&B), the Interim District Engineer, was the only respondent. Per Florida Statute, the selection process must be qualifications-based and not price-based.

**A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**B. RFQ Package**

The RFQ was included for informational purposes.

**C. Respondent**

- Poulos & Bennett, LLC

**D. Ranking**

Ms. Schalter stated, because the statutory requirement for advertising the RFQ was met and only one response was received, the Board could designate P&B as the number-one ranked firm.

**On MOTION by Mr. Marlow and seconded by Mr. Jerman, with all in favor, designating Poulos & Bennett as the number-one ranked firm, was approved.**

**E. Engagement of District Engineer**

**On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, authorizing Staff to prepare a Continuing Services Agreement and negotiate the terms of the Agreement and authorizing the Chair or Vice Chair to execute the Agreement, was approved.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Responses to RFP for Annual Audit Services**

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. RFP Package**

The Request for Proposals (RFP) was provided for informational purposes.

**C. Respondents**

Mr. Wrathell stated the auditor selection was price-based.

**I. Berger, Toombs, Elam, Gaines & Frank**

Berger, Toombs, Elam, Gaines & Frank (BTEGF) bid \$3,060, which would increase with bond issuance.

**II. Carr, Riggs & Ingram, LLC**

Carr, Riggs & Ingram (CRI) bid \$4,500.

**III. McDirmit Davis & Company, LLC**

McDirmit Davis & Company (MDI) bid \$3,500 with a \$900 increase with a bond issuance, which was very reasonable.

**D. Auditor Evaluation Matrix/Ranking**

Mr. Wrathell presented the points received, as follows:

- |    |       |     |
|----|-------|-----|
| 1. | MD    | 300 |
| 2. | CRI   | 260 |
| 3. | BTEGF | 260 |

**On MOTION by Mr. Marlow and seconded by Mr. Jerman with all in favor, accepting the rankings and designating McDirmit Davis & Company as the number-one ranked firm, was approved.**

**E. Award of Contract/Authorization to Negotiate with Number-One Ranked Firm**

**On MOTION by Mr. Jerman and seconded by Mr. Marlow with all in favor, authorizing District Staff to negotiate an agreement with the number-one ranked firm and authorizing the Chair or Vice Chair to execute the Agreement, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Presentation of Engineer's Report: *Poulos & Bennett, LLC***

Mr. Stehli presented the Engineer's Report.

**On MOTION by Mr. Marlow and seconded by Mr. Jerman, with all in favor, the Engineer's Report, in substantial form, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Presentation of Master Special Assessment Methodology Report**

Mr. Wrathell presented the Master Special Assessment Methodology Report.

**On MOTION by Mr. Marlow and seconded by Ms. Jerman, with all in favor, the Master Special Assessment Methodology Report, in substantial form, was approved.**

Ms. Schalter stated the bond validation hearing was scheduled for February 4, 2020 at 3:15 p.m.

**NINTH ORDER OF BUSINESS**

Consideration of Resolution 2020-03, Declaring Non-Ad Valorem Special Assessments; Indicating the Location, Nature and Estimated Cost of the Public Improvements Which Cost is To Be Defrayed in Whole or in Part By the Special Assessments; Providing the Portion of the Estimated Cost of the Public Improvements To Be Defrayed in Whole or In Part By the Special Assessments; Providing the Manner in Which Such Special Assessments Shall Be Made; Providing When Such Special Assessments Shall Be Made; Designating Lands Upon Which the Special Assessments Shall Be Levied; Providing for an Assessment Plat; Authorizing the Preparation of a Preliminary Assessment Roll; and Providing for an Effective Date

Mr. Wrathell presented Resolution 2020-03 and read the title.

On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, Resolution 2020-03, Declaring Non-Ad Valorem Special Assessments; Indicating the Location, Nature and Estimated Cost of the Public Improvements Which Cost is To Be Defrayed in Whole or in Part By the Special Assessments; Providing the Portion of the Estimated Cost of the Public Improvements To Be Defrayed in Whole or In Part By the Special Assessments; Providing the Manner in Which Such Special Assessments Shall Be Made; Providing When Such Special Assessments Shall Be Made; Designating Lands Upon Which the Special Assessments Shall Be Levied; Providing for an Assessment Plat; Authorizing the Preparation of a Preliminary Assessment Roll; and Providing for an Effective Date, was adopted.

**TENTH ORDER OF BUSINESS**

Consideration of Resolution 2020-04, Setting a Public Hearing To Be Held on the \_\_\_ Day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.M. at the Café Room of Minneola City Hall, 800 U.S. Hwy 27, Minneola, Florida 34715, for the Purpose of Hearing Public Comment on Imposing a Special Assessment on Certain Property Within the District Generally Described as Hills Of Minneola Community Development

District in Accordance With Chapters 170, 190 and 197, Florida Statutes

Mr. Wrathell presented Resolution 2019-04 and read the title. The Public Hearing date and time of January 27, 2020 at 11:00 A.M., would be added to Resolution 2019-04.

On MOTION by Mr. Marlow and seconded by Mr. Gardner, with all in favor, Resolution 2020-04, Setting a Public Hearing To Be Held on the 27<sup>th</sup> Day of January, 2020 at 11:00 A.M. at the Café Room of Minneola City Hall, 800 U.S. Hwy 27, Minneola, Florida 34715, for the Purpose of Hearing Public Comment on Imposing a Special Assessment on Certain Property Within the District Generally Described as Hills Of Minneola Community Development District in Accordance With Chapters 170, 190 and 197, Florida Statutes, was adopted.

ELEVENTH ORDER OF BUSINESS

Continued Discussion: Board Member Compensation: 190.006 (8), F.S.

This item was deferred.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2020-05, To Designate the Date, Time and Place of a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing for an Effective Date

A. Rules of Procedure

Mr. Wrathell stated the proposed Rules of Procedure set forth the District’s processes and procedures for meetings, agendas, competitive bidding, etc., consistent with the State Statutes.

B. Notices

I. Notice of Rule Development

II. Notice of Rulemaking

Sample notices were provided for informational purposes.

Mr. Wrathell presented Resolution 2020-05 and read the title.

On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, Resolution 2020-05, To Designate the Date, Time and Place of a Public Hearing for January 27, 2020 at 11:00 a.m., and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing for an Effective Date, was adopted.

**THIRTEENTH ORDER OF BUSINESS**

Consideration of Resolution 2020-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District, and Providing for an Effective Date

This item was deferred.

**FOURTEENTH ORDER OF BUSINESS**

Discussion: District’s Local Records Office

This item was deferred.

**FIFTEENTH ORDER OF BUSINESS**

Continued Discussion: Wrathell, Hunt and Associates, LLC Fee Schedule

Mr. Wrathell presented the Wrathell, Hunt and Associates, LLC Fee Schedule.

On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, the Wrathell, Hunt and Associates, LLC Fee Schedule, was approved.

**SIXTEENTH ORDER OF BUSINESS**

Acceptance of Unaudited Financial Statements as of September 30, 2019

Mr. Wrathell presented the Unaudited Financial Statements as of September 2019.

On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, the Unaudited Financial Statements as of September 30, 2019, were accepted.

**SEVENTEENTH ORDER OF BUSINESS**

Consideration of Minutes

- A. September 9, 2019 Landowners’ Meeting
- B. September 9, 2019 Organizational Meeting



On MOTION by Mr. Jerman and seconded by Mr. Marlow, with all in favor, the September 9, 2019 Landowners' Meeting and the September 9, 2019 Organizational Meeting Minutes, as presented, were approved.

**EIGHTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Straley Robin Vericker***

There being no report, the next item followed.

**B. District Engineer (Interim): *Poulos & Bennett, LLC***

There being no report, the next item followed.

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

- **NEXT MEETING DATE: January 27, 2020 at 1:00 PM**
  - **QUORUM CHECK**

Mr. Wrathell stated that the next meeting would be held January 27, 2020 at 11:00 a.m., rather than at 1:00 p.m.

**NINETEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There being no Board Members' comments or requests, the next item followed.

**TWENTIETH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**TWENTY-FIRST ORDER OF BUSINESS**

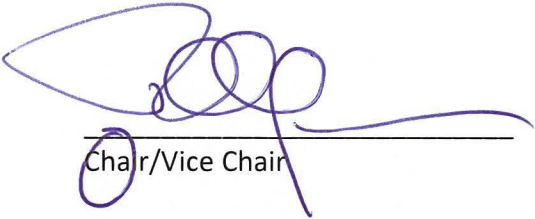
**Adjournment**

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Marlow and seconded by Ms. Jerman, with all in favor, the meeting adjourned at 12:18 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair