

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

The Board of Supervisors of the Terra Lago Community Development District held a Regular Meeting on November 11, 2024 at 1:00 p.m., at Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34956.

Present were:

Josh Kellam
Tom Kenny
Kevin Powers
David Powers

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Cindy Cerbone
Andrew Kantarzhi
Ryan Dugan
Darin Lockwood (via telephone)
Pat Nolan
Adam Carroll (via telephone)
Mike Black
Matt Young

District Manager
Wrathell, Hunt and Associates, LLC
District Counsel
District Engineer
Village of Indiantown
The Garcia Companies
Florida Drilling
Youngquist Brothers

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 1:04 p.m.

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

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors [Seats 3, 4, 5] (the

following to be provided in a separate package)

Ms. Cerbone stated that the Oath of Office was administered to Mr. David Powers and Mr. Kevin Powers prior to the meeting. The Oath of Office will be administered to Mr. Jason Dugan at or before the next meeting. Both returning Supervisors are familiar with the following:

- A. **Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- B. **Membership, Obligations and Responsibilities**
- C. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. **Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

This item was presented following the Sixth Order of Business.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-02, Electing and Removing Officers of the District and Providing for an Effective Date

This item was presented following the Sixth Order of Business.

SIXTH ORDER OF BUSINESS

Consideration of Response(s) to Request for Proposals (RFP) for Wastewater Treatment Facility Injection Well System Improvement Project (under separate cover)

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Project Manual

C. Respondent(s)**D. Evaluation Criteria/Ranking**

Items 6B, 6C and 6D were provided for informational purposes and were separately emailed to Board Members.

On MOTION by Mr. Kellam and seconded by Mr. Kenny, with all in favor, completion of a joint ranking based on the Evaluation Criteria, was approved.

The consensus was to evaluate the proposals based on the entire scope, including the base bid plus the alternate bid.

The Board and Staff discussed the bid packages and collaboratively completed the Evaluation Criteria Ranking Sheet.

Mr. Kellam voiced his opinion that both respondents are well qualified and that both bid packages were extremely well done. He thanked the respondents for their submissions.

On a scale of 100 total possible points, the joint scores and ranking were as follows:

#1	Florida Drilling	98.71 Points
#2	Youngquist Brothers	97.00 Points

E. Authorization to Enter into Competitive Negotiations

On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor, scoring and ranking Florida Drilling as the #1 ranked respondent to the RFP for the Wastewater Treatment Facility Injection Well System Improvement Project, with a score of 98.71 points; and scoring and ranking Youngquist Brothers as the #2 ranked respondent, with a score of 97.00 points; and authorizing District Staff to negotiate an agreement with the #1 ranked respondent, Florida Drilling, and proceed to the #2 ranked respondent, Youngquist Brothers, if necessary, depending on negotiations, and authorizing the Chair or Vice Chair to execute, was approved.

- **Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

This item, previously the Fourth Order of Business, was presented out of order.

Ms. Cerbone presented Resolution 2025-01 and recapped the results of the Landowners' Election, which will be inserted into Sections 1 and 2, as follows:

Seat 3	Jason Dugan	300 Votes	Four-year Term
Seat 4	David Powers	250 Votes	Two-year Term
Seat 5	Kevin Powers	300 Votes	Four-year Term

On MOTION by Mr. Kellam and seconded by Mr. Kenny, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

- **Consideration of Resolution 2025-02, Electing and Removing Officers of the District and Providing for an Effective Date**

This item, previously the Fifth Order of Business, was presented out of order.

Ms. Cerbone presented Resolution 2025-02. Mr. Kellam nominated the following slate:

Joshua Kellam	Chair
Thomas G. Kenny III	Vice Chair
Jason Dugan	Assistant Secretary
David Powers	Assistant Secretary
Kevin Powers	Assistant Secretary

No other nominations were made.

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Andrew Kantarzhi	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Craig Wrathell	Treasurer

Jeff Pinder

Assistant Treasurer

On MOTION by Mr. Kellam and seconded by Mr. Kevin Powers, with all in favor, Resolution 2025-02, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS**Ratification Items:**

Ms. Cerbone presented the following:

- A. Agreement for Injection Well Permit Modification Services between the District and McNabb-Miller dated August 13, 2024**
- B. Meridian Consulting Engineers, LLC Work Authorization Number 4 under District Engineering Services Agreement for Procurement Related Services dated August 12, 2024**

On MOTION by Mr. Kellam and seconded by Mr. David Powers, with all in favor, the Agreement for Injection Well Permit Modification Services between the District and McNabb-Miller dated August 13, 2024, and the Meridian Consulting Engineers, LLC Work Authorization Number 4 under the District Engineering Services Agreement for Procurement Related Services dated August 12, 2024, were ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Authorization of Request for Qualifications (RFQ) for Professional Services Related to Wastewater Treatment Facility Injection Well System Improvement Project

This item was presented following the Tenth Order of Business.

NINTH ORDER OF BUSINESS

Consideration of WWTP GMP-E Wastewater Treatment Plant Design-Build Amendment between the District and Florida Design Drilling, LLC

- A. Design Build Amendment**

B. Demand Note Agreement

Mr. Dugan presented the WWTP GMP-E Wastewater Treatment Plant Design-Build Amendment between the District and Florida Design Drilling, LLC and the accompanying documents, which are consistent in form with previously utilized documents.

On MOTION by Mr. Kellam and seconded by Mr. Kenny, with all in favor, the WWTP GMP-E Wastewater Treatment Plant Design-Build Amendment between the District and Florida Design Drilling, LLC, in the total amount of \$13,580,169, was approved.

TENTH ORDER OF BUSINESS**Consideration of WWTP GMP-G Emergency Standby Diesel Engine Generator Design-Build Amendment between the District and Florida Design Drilling, LLC****A. Design Build Amendment****B. Demand Note Agreement**

Mr. Dugan presented the WWTP GMP-G Emergency Standby Diesel Engine Generator Design-Build Amendment between the District and Florida Design Drilling, LLC and the accompanying documents, which are consistent in form as previously utilized.

The need to procure the generator and to ensure it is available when needed, was noted.

On MOTION by Mr. David Powers and seconded by Mr. Kenny, with all in favor, the WWTP GMP-G Emergency Standby Diesel Engine Generator Design-Build Amendment between the District and Florida Design Drilling, LLC, in the total amount of \$939,556.50, was approved.

Mr. Kevin Powers left the meeting briefly.

Discussion ensued about a minor correction to the RFP scores. It was noted that the official scores will be included in the meeting minutes.

- **Consideration of Authorization of Request for Qualifications (RFQ) for Professional Services Related to Wastewater Treatment Facility Injection Well System Improvement Project**

This item, previously the Eighth Order of Business, was presented out of order.

- A. Evaluation Criteria (under separate cover)**
- B. Form Notice of RFQ (under separate cover)**

Mr. Dugan presented the Request for Qualifications (RFQ) for Professional Services Related to Wastewater Treatment Facility Injection Well System Improvement Project and the accompanying documents. Given the scope of the project, Staff believes that it is appropriate to advertise the RFQ.

It was noted that award of the contract will be considered at the December meeting.

Mr. Kantarzhi stated that the Evaluation Criteria, provided under separate cover, are as follows:

Ability and Adequacy of Professional Personnel	25 Points
Consultant's Past Performance	25 Points
Geographic Location	20 Points
Willingness to Meet Time and Budget Requirements	15 Points
Certified Minority Business Enterprise	5 Points
Recent, Current and Projected Workloads	5 Points
Volume of Work Previously Awarded to the Consultant by the District	5 Points

On MOTION by Mr. Kellam and seconded by Mr. David Powers, with all in favor, the Request for Qualifications (RFQ) for Professional Services Related to the Wastewater Treatment Facility Injection Well System Improvement Project and authorizing Staff to advertise the RFQ, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Ratifying the Actions of the District Manager in Redesignating the Time for Landowners' Meeting; Providing for Publication, Providing for an Effective Date

Ms. Cerbone presented Resolution 2025-03.

On MOTION by Mr. Kellam and seconded by Mr. Kevin Powers, with all in favor, Resolution 2025-03, Ratifying the Actions of the District Manager in Redesignating the Time for Landowners' Meeting; Providing for Publication, Providing for an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2024

Ms. Cerbone presented the Unaudited Financial Statements as of September 30, 2024. She noted that the Capital Projects Fund will be updated to include additional line items for revenues for a variety of projects, such as "Village of Indiantown – interlocal agreement WWTP", "Village of Indiantown – interlocal agreement WWSI", etc., to identify revenue streams and construction costs.

Discussion ensued regarding budgeting, invoicing and payment processes.

On MOTION by Mr. Kenny and seconded by Mr. Kellam, with all in favor, the Unaudited Financial Statements as of September 30, 2024, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of August 12, 2024 Regular Meeting Minutes

On MOTION by Mr. Kellam and seconded by Mr. David Powers, with all in favor, the August 12, 2024 Regular Meeting Minutes, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Dugan stated that the RFQ will likely be awarded at the December 2024 meeting. Construction of non-village improvements is progressing; the timing of bond issuance is being considered. CDD acquisition processes from the Developer are ongoing and will increase between now and 2025.

B. District Engineer: Meridian Consulting Engineers, LLC

Mr. Lockwood stated that the entrance permit was received and a preconstruction meeting was held. Some of the sewer was turned over; turnover to the CDD is not anticipated until it is complete and accepted by the municipalities. A yearly Supplemental Engineer's Report is being developed.

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

- **NEXT MEETING DATE: December 9, 2024 at 1:00 PM**
 - **QUORUM CHECK**

The next meeting will be on December 9, 2024, unless cancelled.

FIFTEENTH ORDER OF BUSINESS**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

SIXTEENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

SEVENTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Kenny and seconded by Mr. Kellam, with all in favor, the meeting adjourned at 1:40 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair