

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

The Board of Supervisors of the Terra Lago Community Development District held a Regular Meeting on December 9, 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
Jason Dugan

Chair
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Cindy Cerbone
Andrew Kantarzhi
Chris Conti (via telephone)
Ryan Dugan (via telephone)
Darin Lockwood
Pat Nolan
Adam Carroll (via telephone)

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 1:04 p.m.

All Supervisors were present. Mr. Kantarzhi stated that the Oath of Office was administered to Mr. Jason Dugan before the meeting.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Jason Dugan [Seat 3] (the following to be provided in a separate package)

The item was addressed during the First Order of Business.

- 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

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

The slate of officers previously adopted is as follows;

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

FIFTH ORDER OF BUSINESS**Discussion Regarding of Protest of Award
of Wastewater Treatment Facility Injection
Well System Improvements Project**

Mr. Dugan recalled that the contract was awarded at the last meeting and, subsequently, a protest was received from Youngquist Brothers, LLC (YB). The CDD's Rules of Procedure provides for formal or informal proceedings in this situation. District Counsel's recommendation is to commence informal proceedings, first. This will give the protesting party a chance to be heard.

Mr. Dugan discussed the merits of the protest that was filed. The primary basis of the protest was YB's disagreement with the way the Board scored the bids; specifically, how the Board awarded points, based on the experience criteria. He recalled that the Board previously reviewed and approved the Evaluation Criteria for purposes of protest. Different points are available based on the categories, with a total of 100 points available. One of the categories was Proposer's Experience, which was worth 20 points.

Mr. Dugan stated that the Board followed the process to award points to both proposers; one of the proposers had prior experience with the CDD, Village, utility system, etc., and, based on that experience, the Board adequately reviewed and considered the factors and awarded additional points to the other proposer.

Mr. Dugan stated that Boards have wide discretion in allocating points or scoring bids. There are no issues with formality of some bids, the Board did not reject any bids, etc.; the Board followed the process, as set forth. As long as the Board made a decision based on the relevant factors that were included in the proposals, the Boards discretion should not be challenged or overturned, based on the allegation.

Mr. Dugan explained the recommended process for the informal proceeding.

On MOTION by Mr. Kevin Powers and seconded by Mr. Kellam, with all in favor, determining that there were no issues of material fact with the protest, was approved.
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On MOTION by Mr. Kellam and seconded by Mr. Dugan, with all in favor, choosing to proceed with informal proceedings and directing District Staff to prepare a formal rejection/written memorandum of such and transmit it to the protestor, Youngquist Brothers, LLC, was approved.

On MOTION by Mr. Kellam and seconded by Mr. Kevin Powers, with all in favor, directing District Staff to schedule the informal proceeding on December 16, 2024 at 11:00 a.m., at this location, in the manner set forth in District Counsel's Memorandum and authorizing Staff to effectuate the same, was approved.

On MOTION by Mr. Kellam and seconded by Mr. Kenny, with all in favor, offering to return the \$10,000 protest bond to Youngquist Brothers, LLC, if they withdraw the protest, was approved.

Mr. Dugan stated that work on responding to a public records request from the protestor is underway; some materials and information requested is not relevant to the protest but he is working to provide them with the information they need. A Board Member suggested that, if the requests, etc., continue, the CDD should keep the bond. Mr. Dugan stated that, if the cost to respond to a broad and cumbersome public records request becomes costly, the CDD can charge the requestor for the expenses and fees related thereto.

SIXTH ORDER OF BUSINESS

Consideration of Response(s) to Request for Qualifications (RFQ) for Professional Services for Wastewater Treatment Facility Injection Well System Improvements Project

Mr. Kantarzhi stated that McNabb-Miller was the sole respondent to the RFQ. He stated that the bid package was received timely and contained the required documents and items. He explained the evaluation categories and the number of points allotted to each category; for a total of 100 points.

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

The Board and Staff discussed the bid package and collaboratively completed the Evaluation Criteria Ranking Sheet, scoring the respondents, as follows:

Category	Value	Score
Ability and Adequacy of Professional Personnel	25 Points	24 Points
Consultant's Past Performance	25 Points	25 Points
Geographic Location	20 Points	20 Points
Willingness to Meet Time and Budget Requirements	15 Points	15 Points
Certified Minority Business Enterprise	5 Points	0 Points
Recent, Current and Projected Workloads	5 Points	5 Points
Volume of Work Previously Awarded to Consultant by District	5 Points	0 Points
TOTALS	100 Points	89 Points

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

#1 McNabb-Miller 89 Points

On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor, scoring and ranking McNabb-Miller as the #1 ranked and most responsive respondent to the RFP for Professional Services for Wastewater Treatment Facility Injection Well System Improvements Project, with a score of 89 points; and authorizing District Counsel to negotiate an agreement with the #1 ranked respondent, McNabb-Miller, and authorizing the Chair or Vice Chair to execute, was approved.

SEVENTH ORDER OF BUSINESS

Ratification Items:

Mr. Kantarzhi presented the following:

- A. Direct Purchase Order #1 under GMP-E [Florida Aquastore, Inc.]**
- B. Florida Design Drilling, LLC Change Order Number 1 for GMP-E**
- C. Direct Purchase Order #1 under GMP-G [Florida Detroit Diesel-Allison]**
- D. Florida Design Drilling, LLC Change Order Number 1 for GMP-G**

On MOTION by Mr. Kellam and seconded by Mr. Kenny, with all in favor, Florida Aquastore, Inc. Direct Purchase Order #1 under GMP-E; Florida Design Drilling, LLC Change Order Number 1 for GMP-E; Florida Detroit Diesel-Allison Direct Purchase Order #1 under GMP-G and Florida Design Drilling, LLC Change Order Number 1 for GMP-G, were ratified.

EIGHTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of October 31, 2024**

Mr. Kantarzhi presented the Unaudited Financial Statements as of October 31, 2024.

On MOTION by Mr. Kellam and seconded by Mr. Dugan, with all in favor, the Unaudited Financial Statements as of October 31, 2024, were accepted.

NINTH ORDER OF BUSINESS**Approval of Minutes**

- A. November 5, 2024 Landowners' Meeting**
- B. November 8, 2024 Special Meeting**
- C. November 11, 2024 Regular Meeting**

On MOTION by Mr. Kenny and seconded by Mr. David Powers, with all in favor, the November 5, 2024 Landowners' Meeting, the November 8, 2024 Special Meeting and the November 11, 2024 Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel: Kutak Rock LLP**

Mr. Dugan stated that the RFQ today is strictly for professional services related to the well project. It was necessary to pause the contract for construction services based on the Rules of Procedure, until the protest is resolved. The final permit is likely 30 to 45 days out.

- B. District Engineer: Meridian Consulting Engineers, LLC**

There was no report.

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

- **NEXT MEETING DATE: January 13, 2025 at 1:00 PM [Adoption of Delegation Resolution]**
 - **QUORUM CHECK**

The next meeting will be the Continued Meeting on December 16, 2024, at 11:00 a.m.
The January 13, 2025 meeting will likely be cancelled.

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

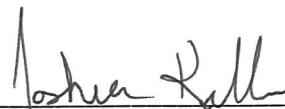
Adjournment

On MOTION by Mr. Kenny and seconded by Mr. Kellam, with all in favor, the meeting recessed at 1:36 p.m., and was continued to December 16, 2024, at 11:00 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair