

**MINUTES OF MEETING
PARKLAND COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Parkland Community Development District held a Public Hearing and Regular Meeting on February 7, 2023 at 2:00 p.m. (Central Time), at Adams Homes Sales Office, 6148 Old Bagdad Hwy., Milton, Florida 32583.

Present at the meeting were:

Chad Willard	Chair
Dan Dubose	Vice Chair
Mike Patterson	Assistant Secretary
Kyle Nicholas	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Jonathan Johnson (via telephone)	District Counsel
Kyle Magee (via telephone)	Kutak Rock, LLP
David Fitzpatrick	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 2:01 p.m. Supervisors Willard, Dubose, Patterson and Nicholas were present. One Seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 3; Term Expires November 2024

- A. Administration of Oath of Office (*the following will be provided in a separate package*)**
- I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
 - II. Membership, Obligations and Responsibilities**
 - III. Financial Disclosure Forms**

- a. Form 1: Statement of Financial Interests
- b. Form 1X: Amendment to Form 1, Statement of Financial Interests
- c. Form 1F: Final Statement of Financial Interests

IV. Form 8B: Memorandum of Voting Conflict

B. Consideration of Resolution 2023-04, Removing & Designating Certain Officers of the District and Providing for an Effective Date

These items were deferred.

FOURTH ORDER OF BUSINESS

Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes

A. Affidavits of Publication

B. Consideration of Resolution 2023-08, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Ms. Cerbone presented the Rules of Procedure.

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

No members of the public spoke.

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

On MOTION by Mr. Willard and seconded by Mr. Patterson, with all in favor, Resolution 2023-08, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Response to Request for Qualifications (RFQ) for Engineering Services

- A. Affidavit of Publication
- B. RFQ Package
- C. Respondent: David W. Fitzpatrick P.E., P.A.
- D. Competitive Selection Criteria/Ranking

Ms. Cerbone stated that Interim District Engineer David Fitzpatrick P.E., P.A., was the sole respondent to the RFQ for Engineering Services. She considered the RFQ responsive with one material irregularity in that Management received the hard copy after the due date. Mr. Johnson stated he did not view this as an issue wherein the Board would have to reject the bid and, since there are no other respondents who will be prejudiced, the Board can waive the irregularity and proceed with awarding the contract.

- E. Award of Contract

On MOTION by Mr. Willard and seconded by Mr. Patterson, with all in favor, the scoring and ranking of Davis W. Fitzpatrick P.E., P.A. as the #1 ranked respondent to the Request for Qualifications for Engineering Services, awarding the contract for District Engineering Services to David W. Fitzpatrick P.E., P.A., authorizing District Counsel to draft an Agreement and authorizing the Chair or Vice Chair, in the absence of the Chair, to review and execute, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Responses to Request for Proposals (RFP) for Annual Audit Services

- A. Affidavit of Publication
- B. RFP Package
- C. Respondents
 - I. Berger, Toombs, Elam, Gains & Frank
 - II. Carr, Riggs & Ingram, LLC
 - III. Grau & Associates
- D. Auditor Evaluation Matrix/Ranking

Ms. Cerbone stated that all three respondents are qualified; therefore, she would base the decision on price. She reviewed each firm’s bid and shared her scores and rankings, as follows:

#1	Berger, Toombs, Elam, Gaines & Frank	100 Points
#2	Grau & Associates	99 Points
#3	Carr, Riggs & Ingram, LLC	98 Points

The Board accepted Ms. Cerbone’s scores and rankings.

On MOTION by Mr. Willard and seconded by Mr. DuBose, with all in favor, accepting Ms. Cerbone’s scores and rankings, and ranking Berger, Toombs, Elam, Gaines & Frank as the #1 ranked respondent to the Request for Proposals for Annual Audit Services, was approved.

E. Award of Contract

On MOTION by Mr. Willard and seconded by Mr. Nicholas, with all in favor, awarding the contract for Annual Audit Services to Berger, Toombs, Elam, Gaines & Frank, the #1 ranked respondent to the Request for Proposals for Annual Audit Services, authorizing District Counsel to draft an Agreement and authorizing the Chair to execute, was approved.

SEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31 2022

Ms. Cerbone presented the Unaudited Financial Statements as of December 31, 2022.

On MOTION by Mr. Willard and seconded by Mr. Patterson, with all in favor, the Unaudited Financial Statements as of December 31, 2022, were accepted.

EIGHTH ORDER OF BUSINESS

Approval of November 1, 2022 Public Hearings and Meeting Regular Minutes

Ms. Cerbone presented the November 1, 2022 Public Hearing and Regular Meeting Minutes.

On MOTION by Mr. Willard and seconded by Mr. Patterson, with all in favor, the November 1, 2022 Public Hearings and Meeting Regular Minutes, as presented, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock LLP*

There was no report.

▪ District Engineer (Interim): *David W. Fitzpatrick P.E., P.A*

This item was an addition to the agenda.

This agenda item was omitted in error. "Interim" will be removed from future agendas.

Mr. Fitzpatrick discussed the status of outstanding construction items, which he hopes to present at the April meeting.

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

- **NEXT MEETING Date: March 7, 2023 at 2:00 PM (Central Time)**

- **QUORUM CHECK**

The next meeting will be held on March 7, 2023, unless canceled.

Discussion ensued regarding the bond issuance and whether contract assignments and acquisition agreements are needed.

Ms. Cerbone, District Counsel and the District Engineer will collaborate on the agenda for the next meeting. Ms. Cerbone will work with Mr. Henderson on potential Fiscal Year 2024 budget items.

TENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

ELEVENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.


TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Willard and seconded by Mr. Nicholas, with all in favor, the meeting adjourned at 2:27 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair