

**MINUTES OF MEETING
TOMOKA TOWN CENTER
COMMUNITY DEVELOPMENT DISTRICT**

A Special Meeting of the Tomoka Town Center Community Development District was held on **Monday, April 18, 2016, at 11:00 a.m.**, at the **offices of Consolidated-Tomoka Land Co., 1530 Cornerstone Boulevard, Daytona Beach, Florida 32117.**

Present at the meeting were:

Steven R. Greathouse	Chair
Mark E. Patten	Vice Chair
John P. Albright	Assistant Secretary
Helal Ismail	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Mark Watts	District Counsel
Parker Mynchenberg	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 11:01 a.m., and noted, for the record, that Supervisors Greathouse, Patten, Albright and Ismail were present, in person. Supervisor Bullock was not present.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2016-1, Approving a Proposed Budget for Fiscal Year 2016/2017 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date

Mr. Wrathell presented Resolution 2016-1 for the Board’s consideration. Each year, prior to June 15, the proposed fiscal year budget must be presented. This Resolution approves the proposed Fiscal Year 2017 budget and sets the public hearing date. The proposed budget could be modified between now and the public hearing. A description for the “Website” line item, from Page 1, must be added to Page 2, along with the \$600 amount budgeted. The “Total expenditures amount, on Pages 1 and 2, must be changed to “\$89,175”.

Mr. Patten asked why \$89,175 was budgeted for Fiscal Year 2017 when the Fiscal Year 2016 expenditures were \$70,407. Mr. Wrathell stated that the proposed budget for Fiscal Year 2017 contained projections about Fiscal Year 2016. It was projected that \$70,407 would be spent, through the end of Fiscal Year 2016. The projected Fiscal Year 2017 budget contained line items for “Audit*”, “Arbitrage rebate calculation*”, “Dissemination agent*”, and “Trustee*”, which could be removed because bonds would likely not be issued in Fiscal Year 2017. If those line items remained, they would be developer-funded expenses, if incurred. Mr. Watts stated that, typically, proposed budgets are set conservatively high but expenses could be much lower than budgeted; budgeting higher eliminates the need for budget amendments. Mr. Wrathell stated that the District would not be billed for any services that are not incurred. Mr. Patten questioned budgeting \$4,500 for “Legal advertising” when only \$750 has been expended in Fiscal Year 2016. Mr. Watts stated if additional meetings were necessary, the meetings must be advertised. More meetings were anticipated for Fiscal Year 2017. Mr. Mynchenberg confirmed that many items would be completed during Fiscal Year 2017. Mr. Watts reiterated that the proposed Fiscal Year 2017 budget presented was preliminary; changes could be made up to the public hearing. Mr. Wrathell stated that, statutorily, an independent audit would not be required when a District has a low level of financial activity; however, once funds come in to acquire infrastructure, the District would meet that threshold and an audit would be required. Funds should be budgeted for an independent audit.

On MOTION by Mr. Patten and seconded by Mr. Albright, with all in favor, Resolution 2016-1, Approving a Proposed Budget for Fiscal Year 2016/2017 and Setting a Public Hearing for July 25, 2016 at 11:00 a.m., at this location, as amended, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Response from Parker Mynchenberg & Associates, Inc., to Request for Qualification for District Engineering Services

• **Request for Qualifications**

A copy of the Request for Qualifications (RFQ) was provided for informational purposes.

○ **Proof of Publication**

The Proof of Publication was provided for informational purposes.

○ **Ranking Criteria**

Mr. Wrathell noted that Parker Mynchenberg & Associates, Inc., (PMA) was the only respondent to the RFQ and directed the Board Members to complete their Ranking Criteria forms.

Mr. Wrathell stated that PMA was the number one ranked firm for District Engineering Services.

On MOTION by Mr. Albright and seconded by Mr. Greathouse, with all in favor, accepting the rankings and ranking Parker Mynchenberg & Associates, Inc., as the number one ranked firm, were approved.

On MOTION by Mr. Greathouse and seconded by Mr. Ismail, with all in favor, authorizing Staff to negotiate with Parker Mynchenberg & Associates, Inc., for District Engineering Services, and for the Chair to execute an agreement, were approved.

FIFTH ORDER OF BUSINESS

Approval of September 14, 2015 Public Hearing and Regular Meeting Minutes

Mr. Wrathell presented the September 14, 2015 Public Hearing and Regular Meeting Minutes and asked for any additions, deletions, or corrections. The following change was made:

Line 35 and throughout: Change “Patton” to “Patten”

On MOTION by Mr. Albright and seconded by Mr. Greathouse, with all in favor, the September 14, 2015 Public Hearing and Regular Meeting Minutes, as amended, were approved.

SIXTH ORDER OF BUSINESS

Other Business

- **Reconsideration of Resolution 2015-15, Canvassing and Certifying the Results of the Landowners' Election**

****This item was an addition to the agenda.****

Mr. Wrathell explained that Resolution 2015-15 identified three Board Members receiving the same highest number of votes and all serving four-year terms; however, only the two highest vote recipients would serve four-year terms. Mr. Bullock agreed to serve a two-year term.

On MOTION by Mr. Albright and seconded by Mr. Greathouse, with all in favor, reconsideration of Resolution 2015-15, was approved.

On MOTION by Mr. Albright and seconded by Mr. Patten, with all in favor, modifying and certifying the results of the last Landowners' Election, reducing Mr. Bullock's term from a four-year term to a two-year term, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Watts stated that the District was registered as a vendor with Volusia County, per the County's request, so that the County could process checks. An acquisition agreement was previously approved but must be circulated and prepared, in final form, closer to the closing. Mr. Patten asked if the same process was necessary with the City. Mr. Watts checked with the City but did not receive a response. Discussion ensued regarding certifying work and conveying items to the CDD.

B. Interim District Engineer

i. SJRWMD ERP

Mr. Mynchenberg stated that, at the last meeting, the process of modifying the ERP was underway. The modification was received and the infrastructure for the CDD roadway improvements were ongoing and on schedule.

C. District Manager

i. Approval of Unaudited Financial Statement as of February 29, 2016

Mr. Wrathell presented the Unaudited Financial Statements as of February 29, 2016. Expenditures were under budget.

On MOTION by Mr. Patten and seconded by Mr. Albright, with all in favor, the Unaudited Financial Statements as of February 29, 2016, were approved.

EIGHTH ORDER OF BUSINESS

Board Members' Comments/Requests

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

NINTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed


TENTH ORDER OF BUSINESS

Adjournment


There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Albright and seconded by Mr. Greathouse, with all in favor, the meeting adjourned at 11:24 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair