

MINUTES OF MEETING
DOWDEN WEST
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Dowden West Community Development District was held on Thursday, July 20, 2017 at 9:00 a.m. at the Offices of GMS-CF, LLC, 135 W. Central Blvd., Suite 320, Orlando, FL.

Present and constituting a quorum:

Andrew Abel	Chairman
Keith Trace	Vice Chairman
Thomas Franklin	Assistant Secretary

Also present were:

George Flint	District Manager
Andrew d'Adesky	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order at 9:03 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

Mr. Flint: A landowners' Meeting was held prior to this meeting.

A. Administration of Oaths of Office to Newly Elected Supervisors

Mr. Flint, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Abel, Mr. Trace and Mr. Franklin.

Mr. Flint: I will notarize the Oaths. We will swear in the remaining Supervisors at the next meeting, or send it to them and they can have a notary administer the Oath to them.

B. Consideration of Resolution 2017-19 Canvassing and Certifying the Results of the Landowners' Election

Mr. Flint: Resolution 2017-19 canvasses and certifies the results of the Landowners' Election. It will reflect that Andrew Abel and Keith Trace will serve four-year terms and

Gregory Clark, Steven Kalberer and Thomas Franklin will serve two-year terms. Are there any questions on the resolution? Not hearing any, the next item followed.

On MOTION by Mr. Trace, seconded by Mr. Abel, with all in favor, Resolution 2017-19 Canvassing and Certifying the Results of the Landowners' Election was adopted.

C. Election of Officers

D. Consideration of Resolution 2017-20 Electing Officers

Mr. Flint: We need to re-elect officers, so we provided you with a resolution to do that. Currently Mr. Abel is Chairman, Mr. Trace is Vice Chairman and Gregory Clark, Steven Kalberer and Thomas Franklin are Assistant Secretaries. I'm Secretary, Ariel Lovera is Treasurer and Teresa Viscarra is Assistant Treasurer. If you want to keep the same officers, you can make a motion, or we can change it.

On MOTION by Mr. Abel, seconded by Mr. Franklin, with all in favor, Resolution 2017-20 Electing Officers as stated above was adopted.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the June 15, 2017 Meeting

Mr. Flint: I have one point of clarification. I asked Mr. Franklin if he wanted to accept the compensation and he said no. I believe he meant to say that he didn't want to waive the compensation. For the record, I will clarify that.

Mr. Franklin: You had no money allocated for compensation in the budget. You need to add that.

Mr. Flint: We have that addressed on the record. Are there any other comments on the minutes? If not, we need a motion to approve them.

On MOTION by Mr. Trace, seconded by Mr. Abel, with all in favor, the minutes of the June 15, 2017 meeting were approved, as amended.

FIFTH ORDER OF BUSINESS

**Public Hearing to Adopt the Fiscal Year
2017 Budget**

**A. Consideration of Resolution 2017-21 Adopting the Fiscal Year 2017 Budget
and Relating to the Annual Appropriations**

Mr. Flint: Because the District was just formed, we need to officially adopt the Fiscal Year 2017 budget. At this time, we will open the public hearing. You approved a proposed budget previously and designated the date, place and time for the hearing to consider its final adoption. Resolution 2017-21 was included in your agenda package with the proposed budget attached to it. I will open the public hearing, and note that no members of the public are present to provide comments. Are there any questions on the proposed budget? It contemplates that it will be funded through a Developer Funding Agreement, in lieu of imposing assessments. Mr. Franklin pointed out no Supervisor fees are budgeted.

Mr. Franklin: The amount should be \$215.30 or something a month.

Mr. Flint: We can budget that for 12 months, if we meet six times. You are only funding what we actually do. If you want, the Board can propose a motion to adopt the budget, contingent upon including 12 months of Supervisor fees.

Mr. Franklin: Was anyone else looking for compensation?

Mr. Flint: Not out of the current budget.

Mr. Trace: I don't think Mr. Clark did.

Mr. Flint: He waived it.

Mr. Franklin: It's only \$2,500.

Mr. Flint: Do you want to anticipate compensation for two Board Members?

Mr. Abel: Yes, just in case.

Mr. Flint: You can anticipate \$5,000, and you are only going to pay for whatever it actually is.

Mr. Trace: Yes. Just make it \$5,000.

Mr. Franklin: It's easier to go down, than up.

Mr. Trace: Make it \$5,000 and the total budget would be \$40,000.

Mr. Flint: For the current year, it's only going to be a couple of months.

Mr. Trace: We are not approving the proposed budget for FY 2018. You are just showing that.

Mr. Flint: The only thing that you are approving with this resolution is the first column. There will be a second public hearing on the FY 2018 budget.

Mr. Trace: In September.

Mr. Flint: It's either next month or September. Because we had time, we met the 60-day requirement to designate the public hearing 60 days in advance, and send it to the City of Orlando. We complied with those provisions.

Mr. Abel: Do we want to add \$1,000 or \$2,000 and remember to do it for 2018?

Mr. Flint: Yes, it is \$200 a meeting, plus FICA. You have August and September, so you only have a couple of months. Do you want to increase the budget by \$1,000?

Mr. Abel: That should cover it.

Mr. Flint: The total amount of the budget is now \$36,039. Are there any other comments on the budget? Not hearing any,

On MOTION by Mr. Trace, seconded by Mr. Abel, with all in favor, Resolution 2017-21 adopting the Fiscal Year 2017 budget and the annual appropriations was adopted, as amended.

Mr. Flint: We will close the public hearing.

SIXTH ORDER OF BUSINESS

Ranking of Proposals for District Engineering Services and Selection of District Auditor

Mr. Flint: At the organizational meeting, the Board designated Dewberry as the Interim District Engineer, while the District went through the Consultants Competitive Negotiation Act (CCNA) process, and approved the form of the notice that was published. We published that notice and received one response, which was from Dewberry. Since you received one response, you could choose to reject it and rebid, or accept the one response.

Mr. Franklin: I never noticed any Rate Schedule. I saw the qualifications, but somewhere in their proposal, there was a Rate Schedule.

Mr. Flint: We don't ask for that because the decision is supposed to be on qualifications. It's a Request for Qualifications (RFQ), so the selection process is supposed to be based on qualifications. Then once you select the firm, you negotiate.

Mr. Trace: We usually have you negotiate, right?

Mr. Flint: Yes. They included their Rate Schedule in their Interim Agreement, but we will bring back an agreement with them as District Engineer, which will have the Rate Schedule. At that point, you can decide whether you agree with it or not.

Mr. Franklin: Usually it's not a big deal because it's handled afterwards. Sometimes after you vote on something like this and selected them, they provide a Rate Schedule later, but it had higher prices. Normally a company the size of this has a standard Rate Schedule.

Mr. Flint: They provided us one already in their Interim Agreement. If there were games being played, we would be able to tell.

Mr. Franklin: For the record, their qualification statement is nice.

Mr. Trace: It's one of the most complete RFQs I have ever seen.

Mr. d'Adesky: I haven't seen one for Dewberry before. They really haven't proposed any other Districts.

Mr. Flint: They serve on some of our existing Districts.

Mr. Franklin: It's a nice presentation.

Mr. Flint: If the Board is comfortable with the one response you received, a motion to authorize staff to negotiate a contract with them, which will be provided to the Board at the next meeting, would be in order.

On MOTION by Mr. Abel, seconded by Mr. Franklin, with all in favor, selecting Dewberry to provide District engineering services, and authorizing staff to negotiate the contract, was approved.

SEVENTH ORDER OF BUSINESS

Other Business

A. Attorney

Mr. d'Adesky: I will work with George on the contract for the District Engineer. That's the only item that I have outstanding, at this time.

B. Engineer

There not being any, the next item followed.

C. District Manager's Report

i. Consideration of Funding Request #2

Mr. Flint: We have Funding Request #2. Both invoices are ours. One is for the partial month for June, and the other is for the full month of July for the management fee. We just

received the funding for the first Funding Request. We opened the bank account earlier this week, but we don't have any financials yet. In next month's agenda, you should have Financial Statements.

On MOTION by Mr. Franklin, seconded by Mr. Abel, with all in favor, Funding Request #2 was approved.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

Mr. Trace: Did we set future meetings?

Mr. Flint: Yes, on the third Tuesday of the month at 9:00 a.m. The August meeting is August 17th and the September meeting will be held on September 21st.

Mr. Trace: Will we definitely have to have those meetings for budget hearings in August?

Mr. Flint: Yes. We have both public hearings set. I can check and let you know. I'm fairly sure that we have a meeting scheduled for August.

NINTH ORDER OF BUSINESS

Other Business

There not being any, the next item followed.

TENTH ORDER OF BUSINESS

Next Meeting Date

Mr. Flint: The next meeting is August 17, 2017. Does this date work for everybody?

Mr. Trace: Yes.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Abel, seconded by Mr. Franklin, with all in favor, the meeting was adjourned at 9:15 a.m.



Secretary / Assistant Secretary



Chairman / Vice Chairman