

**MINUTES OF MEETING  
ASTONIA  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the Astonia Community Development District was held Wednesday, **March 11, 2020** at 1:15 p.m. at 4900 Dundee Rd., Winter Haven, Florida.

Present and constituting a quorum:

Reggie Baxter	Chairman
Brian Walsh	Vice Chairman
Milton Andrade	Assistant Secretary
Halsey Carson	Assistant Secretary
Brent Elliott	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Michelle Rigoni <i>via phone</i>	Hopping Green & Sams
Roy Van Wyk	Hopping Green & Sams
Dennis Wood <i>via phone</i>	Wood & Associates Engineering

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. A quorum was present.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present for the meeting.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Swearing In of Board Members**

Ms. Burns swore everyone in prior to the beginning of the meeting.

**B. Administration of Oaths of Office to Newly Elected Board Members**

Ms. Burns swore everyone in prior to the beginning of the meeting.

**C. Consideration of Resolution 2020-31 Canvassing and Certifying the Results of the Landowners' Election**

Ms. Burns stated Mr. Baxter and Mr. Carson received 150 votes each and thus serving 4-year terms. Mr. Andrade, Mr. Walsh, and Mr. Elliott each received 100 votes and will serve 2-year terms.

On MOTION by Mr. Baxter, seconded by Mr. Walsh, with all in favor, Resolution 2020-31 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**D. Election of Officers**

Ms. Burns reviewed officers with Reggie Baxter as Chairman, Brian Walsh as Vice Chairman, Ms. Burns as Secretary, Milton Andrade, Halsey Carson and Brent Elliott as Assistant Secretaries along with George Flint from GMS.

**E. Consideration of Resolution 2020-32 Electing Officers**

Ms. Burns stated the board is keeping the same officers as stated above.

On MOTION by Mr. Baxter, seconded by Mr. Walsh, with all in favor, Resolution 2020-32 Electing Officers, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the January 9, 2020 Organizational Meeting and February 13, 2020 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments or corrections to these minutes. The board had no changes to the meeting minutes.

On MOTION by Mr. Walsh, seconded by Mr. Elliott, with all in favor, Approval of Minutes of the January 9, 2020 Organizational Meeting and February 13, 2020 Board of Supervisors Meeting, was approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on Adoption of District Rules of Procedure**

On MOTION by Mr. Baxter, seconded by Mr. Elliott, with all in favor, to OPEN Public Hearing on Adoption of District Rules of Procedure, was approved.

**i. Consideration of Resolution 2020-33 Adopting the Rules of Procedure**

Ms. Burns stated the rules of procedures are in the package and the public hearing was advertised in the paper. Ms. Burns stated the rules have not changed since the last meeting and asked for any questions.

On MOTION by Mr. Baxter, seconded by Mr. Andrade, with all in favor, Resolution 2020-33 Adopting the Rules of Procedures, was approved.

On MOTION by Mr. Baxter, seconded by Mr. Walsh, with all in favor, to CLOSE Public Hearing on Adoption of District Rules of Procedure, was approved.

**B. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, & Enforcement of Non-Ad-Valorem Assessments**

On MOTION by Mr. Elliott, seconded by Mr. Andrade, with all in favor, to OPEN Public Hearing on the District's Use of the Uniform Method of Levying, Collection, & Enforcement of Non-Ad-Valorem Assessments, was approved.

**i. Consideration of Resolution 2020-34 Expressing the District's Intent to Utilize the Uniform Method of Collection**

Ms. Burns confirmed the public hearing was noticed in accordance with Florida law. She further stated the resolution mentions the District's Intent to Utilize the Uniform Method of Collection and it is in the package. Ms. Burns explained this will allow the District to use the County Tax Bill to collect their assessments. It does not require them to do so until they are ready.

On MOTION by Mr. Andrade, seconded by Mr. Baxter, with all in favor, Resolution 2020-34 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

On MOTION by Mr. Baxter, seconded by Mr. Elliott, with all in favor, to CLOSE Public Hearing on the District's Use of the Uniform Method of Levying, Collection, & Enforcement of Non-Ad-Valorem Assessments, was approved.

**C. Public Hearing on the Adoption of the Fiscal Year 2020 Budget**

On MOTION by Mr. Baxter, seconded by Mr. Walsh, with all in favor, to OPEN Public Hearing on the Adoption of the Fiscal Year 2020 Budget, was approved.

**i. Consideration of Resolution 2020-35 Adoption of the District’s Fiscal Year 2020 Budget and Appropriating Funds**

Ms. Burns stated the budget was sent to the county at least 60 days prior to this public hearing date and the public hearing was advertised in the paper. Ms. Burns explained the budget is in the package and is attached as Exhibit A. Ms. Burns stated that there are no field expenses in this budget as they do not anticipate having any landscaping or field items likely before the fiscal year. Ms. Burns stated that the budget will be developer funded and the funding agreement was approved at the previous meeting. Ms. Burns asked for any questions. The board had no questions.

On MOTION by Mr. Baxter, seconded by Mr. Elliott, with all in favor, Resolution 2020-35 Adoption of the District’s Fiscal Year 2020 Budget and Appropriating Funds, was approved.

On MOTION by Mr. Baxter, seconded by Mr. Elliott, with all in favor, to CLOSE Public Hearing on the Adoption of the Fiscal Year 2020 Budget, was approved.

**SIXTH ORDER OF BUSINESS**

**Ranking of Proposals for District Engineering Services and Selection of District Engineer**

Ms. Burns stated that they received one proposal from Wood & Associates that is included in the package. Ms. Burns recommended ranking Wood & Associates #1, authorizing staff to send a notice to intent to award, authorizing counsel to draft a form of agreement, and authorizing the Chairman to execute the contract once drafted.

On MOTION by Mr. Baxter, seconded by Mr. Walsh, with all in favor, Ranking Wood & Associates #1, Authorizing Staff to Send a Notice of Intent to Award, Authorizing Counsel to Draft a Form of Agreement, and Authorizing the Chairman to Execute the Contract, was approved.

**SEVENTH ORDER OF BUSINESS**

**Review of Proposals for Phase 1 Construction**

Ms. Burns requested Mr. Wood to go over the ranking of Phase 1 construction proposals. Mr. Wood reviewed the rankings of the proposals with the board, Tucker was the lowest bidder

and ranked number one with 96.75 points according to Mr. Wood's recommendation. Blue Ox was ranked second with 92.60 points, RIPA was ranked third with 80.45, and Jr. Davis was ranked fourth with 71 points.

Mr. Andrade asked if line items had to be removed in order to compare. Mr. Wood said yes. Mr. Andrade explained this was an issue because they need to do those items making it an incomplete bid. Mr. Wood explained that they aren't awarding on the adjusted numbers; he did that just for the point system to compare. The contract is awarded by the price provided. It was asked if all of the proposals had any deviations from the RFP. Mr. Wood explained that there were some differences, but the plans were clear enough to understand that everything listed should have been included in the bids. It was asked if the well was clearly marked in the plans and Mr. Wood wasn't sure if it was specified in the plans or not. The board will send notice of intent to award and negotiate with the number one ranked firm Tucker Paving.

On MOTION by Mr. Baxter, seconded by Mr. Andrade, with all in favor, Ranking Tucker Paving #1, Authorization of Staff to send Notice of Intent to Award and to Negotiate with Tucker Paving, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk stated the bond validation hearing is scheduled for April 14<sup>th</sup> at 2:30p.m. A notice of invite will be sent out to those who need to attend.

**B. Engineer**

There being none, the next item followed.

**C. District Manager's Report**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience  
Comments**

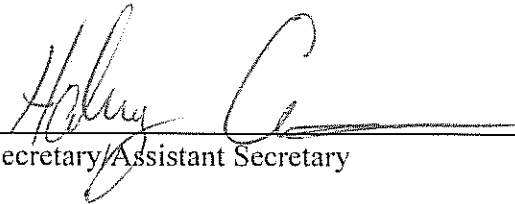
A timeline of getting the contract negotiated and sent out to Tucker was requested by board members. Mr. Van Wyk stated that Tucker has seen the form of the contract and the terms in the bid packet. The numbers and dates will be filled in and they can turn it around in 2 to 3 days. Mr. Van Wyk also stated that they will follow normal procedures for change orders and if they are done quickly enough, they can modify the terms. Ms. Burns stated the next meeting will be held on March 26th at 1:00 p.m.


**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting at 1:36 p.m.

On MOTION by Mr. Baxter, seconded by Mr. Andrade, with all in favor, the meeting was adjourned at 1:36 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman