

Armstrong  
Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development meeting was held Wednesday, August 10, 2016 at 9:30 a.m. at the Eagle Landing Sales Center, 3973 Eagle Landing Parkway, Orange Park, Florida.

Present and constituting a quorum were:

Roger Arrowsmith	Chairman
Marilyn Ayers	Supervisor
Nancy Klock	Supervisor
Michael Carlo	Supervisor

Also present were:

Katie Buchanan	District Counsel
James Perry	District Manger
Dean Vincent	East/West Partners

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 9:30 a.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Oath of Office for Supervisor Arrowsmith  
and Supervisor Carlo**

Mr. Perry being a notary public of the State of Florida administered the oath of office to Mr. Arrowsmith and Mr. Carlo.

Mr. Perry stated I don't know if either of you are currently serving on another district but you do have to file a form 1 with the supervisor of elections in the county in which you reside within 30 days. If you don't file it they will fine you. Make a copy for your own records before you file it.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the July 21, 2016 Meeting**

Mr. Perry stated the next item is approval of the minutes of the July 21, 2016 meeting.

On MOTION by Mr. Arrowsmith seconded by Ms. Ayers with all in favor the minutes of the July 21, 2016 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-07 Electing Rich Hans as an Office of the District**

Mr. Perry stated item five is consideration of Resolution 2016-07 and that is appointing in addition to the officers that were appointed at the last meeting, Rich Hans of GMS in South Florida as an assistant treasurer in case we need to sign checks down there he will have that ability. We will keep the slate that was approved at the last meeting and just add Rich Hans as assistant treasurer.

On MOTION by Mr. Arrowsmith seconded by Ms. Ayers with all in favor Resolution 2016-07 was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Qualifications for Tynes Boulevard Extension**

Mr. Perry stated item six is consideration of qualifications for Tynes Boulevard Extension.

Ms. Buchanan stated in your agenda package was the one proposal that we received in response to our request for qualifications for construction, engineering design and services related to the Tynes Boulevard Extension. As the District has entered into an interlocal agreement with Clay County to fund this project, we are using their RFP package and their qualification and criteria. The sheet we passed out to you highlights the scoring criteria that we adopted. The notes section is where I have gone through and confirmed that Hadden did in fact meet the criteria set forth in the evaluation package. He provided a copy of his license, staff information, sub-consultant information and a description of comparable projects. The only thing that I will point out that was not included that was requested was a budget for referenced projects, however, you may be familiar with Keith's work given your past experience. I don't think it is a disqualification; I just want to point that out.

Mr. Arrowsmith stated in looking over all of this and knowing what is involved and the experience we have with him over the last 25 years I don't have anything differing than what the top score would be on any of these things other than with time and budget and I think it is that way with everybody. You always want things sooner than you get them. Watching his work with Eagle Landing CDD and what all is going on in here and a lot of issues and changes that have gone on over the years I don't have anything different than the top score in all these.

Mr. Arrowsmith stated he and his firm have done all of the design work on all of the roads for my company except the very first main parkway at Eagle Harbor. We have gotten compliments from the county as far as the quality of our finished roads. I know a lot of that has been our philosophy but you have to have in the beginning design and engineering.

On MOTION by Mr. Arrowsmith seconded by Ms. Ayers with all in favor Hadden Engineering was ranked no. 1 and the chairman was authorized to negotiate a form of agreement, including a budget and fees, with Hadden Engineering to be brought back to the next meeting for board consideration.

**SEVENTH ORDER OF BUSINESS**

**Authorization of RFQ for District Engineer**

Mr. Perry stated item seven is authorization of the board for an RFQ for district engineer.

Ms. Buchanan asked do we have any other engineering projects that you anticipate other than Tynes Boulevard Extension?

Mr. Arrowsmith asked what if we did later?

Ms. Buchanan stated we could do it later. There is no functional difference between doing it now and doing it later.

Mr. Arrowsmith stated as of today this is all that will be done from a district standpoint.

Ms. Buchanan discussed the implications of having only one respondent. Florida laws states that the district we should short list no less than three vendors for consideration for these sorts of things. Strict compliance is appropriate there when the District has three or more responses. However, in situations where there are less than three responses, the District could be stuck a perpetual cycle where if you don't get three you have to go back out to bid over and over. As this would be impediment to the District purpose and ability to provide infrastructure improvements, the District seeks to comply as best as it can.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Buchanan stated the county did approve the interlocal agreement.

**B. Interim Engineer**

There being none, the next item followed.

**C. District Manager – Discussion of Meeting Schedule for Fiscal Year 2017 and Setting a Landowners Election Date**

Mr. Perry stated we need to schedule our meetings and also set a landowners election.

Mr. Arrowsmith asked what do we have to have? In looking at the budget we have to figure out how to cut that down and have less meetings. The only difficulty when you do that is we need to have some vehicle to make sure something doesn't get held up or we have to have a special meeting or something like that.

Ms. Buchanan stated when you have an active construction contract there are a couple of things that I can do as far as resolutions and conveyances to make it easier to function between meetings. The first is that we can do a resolution that authorizes the chairman to do real estate conveyance between meetings if necessary for easement dedications and things like that so long as counsel and the engineer agree it is necessary for the project. The second thing is a resolution that allows you to have some flexibility with change orders so that you could have the authority approve such things between meetings in a relatively low amount, usually 5%. Ultimately you are going to have to meet eventually to discuss change orders and approve pay requests.

Mr. Arrowsmith stated I'm thinking like now nothing is going to be happening here until next year.

Ms. Buchanan stated we can put them on the books and cancel them.

Mr. Perry stated that might be the best.

Ms. Buchanan stated you have to meet to approve a proposed budget and adopt the final budget and you can get by with two until your project starts going. We have things that probably have to happen.

Mr. Arrowsmith stated between now and the end of the year it is just a matter of preparing plans and going through the county approval process. I really see the next substantive

step would be looking at an advertisement for the project in the first quarter of next year, January or February. Beyond that I think it is receipt of the engineer's proposal.

Ms. Buchanan stated I don't think we have to meet for that we can delegate the authority to the chairman to finalize the form. We have a standard form Keith has seen. We will probably need to meet ultimately when you pick up to do your construction administration proposal, we will probably have some sort of funding agreement with the developer that should there be an overage on this cost that they are willing to cover it because we don't have any additional funds.

Mr. Arrowsmith asked as far as replacing Bev is there any urgency?

Ms. Buchanan stated not as long as you can keep quorum.

Mr. Perry stated our next meeting is for adoption of the budget.

Ms. Buchanan stated we will try to do as much as we can at that meeting.

Mr. Perry stated we will set the schedule for the first Wednesday of each month and we will advertise that and we also individually advertise each meeting but we will hold off on that pending moving forward and that will save some money. We can cancel at any time and if we have to do a special meeting we typically need 10 days.

Mr. Arrowsmith asked if we wanted to add the amenity what is the process if the CDD were to put in the amenity.

Ms. Buchanan stated first you would pick an engineer, identify a project, then prepare a preliminary assessment methodology based on the cost of the project and how much you actually wanted to fund with bond proceeds. You would work with your underwriter to figure out the sort of equity you have in the project and how much he thought you could do as far as bonding capacity. Once you have that pinned down we would start the assessment process and the landowner would get noticed. Then you have a hearing and typically have bond pricing and closing shortly thereafter. Your first move is to decide what kind of projects you want then before we start assessments give the underwriter a call to figure out numbers.

<p>On MOTION by Ms. Ayers seconded by Mr. Arrowsmith with all in favor the meetings will be held the first Wednesday of each month at 3:30 p.m. in the same location.</p>
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**NINTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Consideration of Funding Request No. 2**

Mr. Perry stated item ten is consideration of funding request no. 2 in the amount of \$8,382.57.

On MOTION by Mr. Arrowsmith seconded by Ms. Ayers with all in favor funding request no. 2 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 09/27/16 @11:00 a.m. at the Eagle Landing Sales Center**

Mr. Perry stated we need to have a motion to approve the landowners' election for September 27<sup>th</sup> at 11:00 a.m.

On MOTION by Mr. Arrowsmith seconded by Ms. Ayers with all in favor the landowners meeting was scheduled for September 27, 2016 at 11:00 a.m. in the same location.

Mr. Perry stated our next scheduled meeting will be September 27, 2016 at 11:00 a.m. immediately following the landowners meeting and future meetings will be at 3:30 p.m.

On MOTION by Ms. Ayers seconded by Mr. Arrowsmith with all in favor the meeting adjourned at 9:58 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson