

Armstrong
Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development meeting was held Tuesday, September 27, 2016 at 12:05 p.m. at the Eagle Landing Sales Center, 3973 Eagle Landing Parkway, Orange Park, Florida.

Present and constituting a quorum were:

Marilyn Ayers	Vice Chairperson
Nancy Klock	Supervisor
Michael Carlo	Supervisor

Also present were:

Jim Oliver	District Manger
Katie Buchanan	District Counsel (by telephone)

Mr. Oliver stated we had a landowners' election today, we have an audit committee meeting and we have a regular meeting today with some public hearings. Because we have already had the landowners election I would like to seat the new board and then we will recess and have an audit committee meeting then we will go back into the regular meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 12:05 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Affidavits of Publication

Mr. Oliver stated in the agenda package there are copies of the affidavits of publication for the several public hearings.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Oliver being a notary public of the State of Florida administered the oath of office to Ms. Ayers, Ms. Klock and Mr. Carlo.

B. Canvassing and Certifying the Results of the Landowners Election, Resolution 2016-18

Mr. Oliver stated in the blanks in section 1 of the resolution would be the results of the election, Mr. Arrowsmith, Ms. Ayers and Ms. Dubis all received 100 votes and Ms. Klock and Mr. Carlo each received 50 votes and in section 2 I will fill in the terms with Nancy and Michael getting two-year terms and the others getting four-year terms.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor Resolution 2016-18 was approved.

C. Election of Officers, Resolution 2016-19

Mr. Oliver stated currently Rogers serves as chairman, you don't have a vice chairman right now and the other supervisors serve as assistant secretaries so they can execute documents on behalf of the district and a number of staff members serve as treasurer, secretary and assistant treasurer and assistant secretaries. We are looking for a motion to appoint a chairman and vice chairman today and you can leave the rest of the slate as is if that is what you want to do.

On MOTION by Ms. Ayers seconded by Mr. Carlo with all in favor Resolution 2016-19 was approved with Mr. Arrowsmith as chair, Ms. Ayers as vice chair and the remainder of the officers to remain the same.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the August 10, 2016 Meeting

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor the minutes of the August 10, 2016 meeting were approved.

SIXTH ORDER OF BUSINESS

Public Hearing to Consider Adopting the Rules of Procedure, Resolution 2016-20

Mr. Oliver stated the next item is a public hearing to consider adoption of the rules of procedure, Resolution 2016-20 and these were presented to the board at a previous meeting and we noticed the public hearing that we are having today. I would like a motion to open the public hearing then counsel will briefly describe the rules, we will close the public hearing and then take a vote.

On MOTION by Mr. Carlo seconded by Ms. Ayers with all in favor the public hearing was opened.

Ms. Buchanan stated these are our standard rules of procedure that we suggest that every district we present adopt and you will see in Section 1 it provides generally for procedures related to officers and voting, public records requests, and meetings, hearings and workshops. Section 2 describes how we would have rulemaking proceedings and Section 3 describes the various ways we complete public procurement and purchases under Florida Law.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor Resolution 2016-20 was approved.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor the public hearing was closed.

SEVENTH ORDER OF BUSINESS

Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Collection, Resolution 2016-21

On MOTION by Ms. Klock seconded by Ms. Ayers with all in favor the public hearing was opened.

Ms. Buchanan stated this is a resolution that is required by Florida Law should the district ever desire to utilize the uniform method and that is collecting assessments via the tax roll. It is not something we intend to do in the immediate future but it is something that we always try to do at the establishment of any district so we don't forget about it later when we actually want to do it.

On MOTION by Mr. Carlo seconded by Ms. Klock with all in favor Resolution 2016-21 was approved.

On MOTION by Ms. Ayers seconded by Mr. Carlo with all in favor the public hearing was closed.

EIGHTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2016 and Fiscal Year 2017 Budgets

Mr. Oliver stated this is a public hearing to adopt the fiscal year 2016 and 2017 budgets. This budget was approved two meetings ago and it is a very truncated budget, it is developer funded, there won't be assessments the developer funds the budget and it is the estimated administrative costs for running the district. Fiscal year 2016, which ends at the end of this month is for a partial year and fiscal year 2017 is for a full year. These numbers are fluid, the developer only pays the actual costs that are incurred not the budgeted costs.

On MOTION by Ms. Ayers seconded by Mr. Carlo with all in favor the public hearing was opened.

A. Resolution 2016-22 Relating to the Annual Appropriations and Adopting the Fiscal Year 2016 Budget

Ms. Buchanan stated these resolutions are basically in the same form and they address the two different years. Essentially they adopt the budget, provide for how the district will retain the budget and also provide for the appropriations. As Jim mentioned there is only the general fund that we have in place right now. This resolution authorizes the district manager to move amounts between line items so long as it is \$10,000 or less.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor Resolution 2016-22 was approved.

B. Resolution 2016-23 Relating to the Annual Appropriations and Adopting the Fiscal year 2017 Budget

Mr. Oliver stated this is the same resolution but is for the fiscal year 2017 budget.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor Resolution 2016-23 was approved.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor the public hearing was closed.

NINTH ORDER OF BUSINESS

Consideration of Agreement with Hadden Engineering, Inc. for Engineering Services on Tynes Boulevard Extension

Mr. Oliver stated item nine is consideration of agreement with Hadden Engineering for engineering services on Tynes Boulevard Extension.

Ms. Buchanan stated as you will recall we did give a request for qualifications for engineering services and we ranked the engineers' proposals at the last board meeting, we delegated authority to the chairman to finalize the form of the agreement. I believe this has been reviewed and approved by both Keith and the chairman but it is essentially the form of agreement that was provided in the request for qualifications. We haven't made any substantial deviations. The one thing you will want to note is that moving forward with this is just for an umbrella agreement, the district will still be required to authorize any work orders under this agreement going forward.

On MOTION by Ms. Klock seconded by Ms. Ayers with all in favor the agreement with Hadden Engineer, Inc. for engineering services on Tynes Boulevard Extension was approved.

Mr. Oliver stated we will recess this meeting for a few minutes to conduct the audit committee meeting then we will reconvene the regular meeting and complete the rest of the agenda items.

The board took a short recess after which the meeting reconvened.

TENTH ORDER OF BUSINESS

Approval of Audit Criteria and Authorization for Staff to Publish an RFP for Fiscal Year 2016 Audit Services

Mr. Oliver stated the next item for the board is to approve the audit criteria and authorize staff to publish an RFP for fiscal year 2016 audit services. The audit committee met and

approved the audit criteria and I'm looking for a motion to approve the criteria and authorize staff to issue the RFP.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor the recommendation of the audit committee on the audit criteria was accepted and staff was authorized to issue an RFP for audit services.

ELEVENTH ORDER OF BUSINESS Staff Reports

A. District Counsel

There being none, the next item followed.

B. Interim Engineer – Work Order No. 1 for Professional Engineering Services

Mr. Oliver stated the next item is work authorization no. 1 for professional engineering services submitted by Hadden Engineering.

Ms. Buchanan stated this was reviewed by the developer and you will see on the work order that Hadden Engineering has provided a scope of work for the entirety of Phase 1B and 2 so that begins the master planning, surveying, environmental services and goes all the way through to construction phase services. At this point we would like to move forward only with Tasks 1 – 5 and you will see in the cover letter the work order no. 1 for Tasks 1 – 5 for Tynes Boulevard Phase 1B and this has been reviewed by the developer as well.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor work order no. 1 for professional engineering services was approved.

C. District Manger

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

Mr. Oliver asked Michael did you have an agenda package sent to you?

Mr. Carlo stated I don't unless it is an email.

Mr. Oliver stated if you would like we can provide a hard copy in the future.

Mr. Carlo stated that would be great thank you.

THIRTEENTH ORDER OF BUSINESS Financial Statements as of August 31, 2016

Mr. Oliver stated the financial statements are in the agenda packets behind Tab 13, these are unaudited and will be audited at the end of the fiscal year. They are pretty thin at this point because there hasn't been much in terms of activity.

FOURTEENTH ORDER OF BUSINESS Consideration of Funding Request No. 3

Mr. Oliver stated next is funding request no. 3 in the amount of \$9,697.63 and you will see several of those are notices for the meetings and public hearings that we covered today. The other two invoices are from GMS and Hopping Green.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor funding request no. 3 in the amount of \$9,697.63 was approved.

FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 10/5/16 at 3:30 p.m. at the Eagle Landing Sales Center

Mr. Oliver stated the next scheduled meeting is October 5, 2016 at 3:30 p.m. at this location.

Ms. Buchanan stated I suggest we leave this on the schedule and I will check and if we don't need it we can cancel it.

On MOTION by Ms. Klock seconded by Ms. Ayers with all in favor the meeting adjourned at 12:25 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson