

**MINUTES OF MEETING  
DEERING PARK CENTER  
COMMUNITY DEVELOPMENT DISTRICT**

A Special Meeting of the Deering Park Center Community Development District was held on **Wednesday, April 18, 2016 at 2:30 p.m.**, at the **Storch Law Firm**, located at **420 S. Nova Road, Daytona Beach, Florida 32114-4514.**

**Present at the meeting were:**

Glenn Storch	Chair
Mark Dowst	Assistant Secretary
Catherine Storch	Assistant Secretary
R. Sans Lassiter	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Mark Watts	District Counsel
Pat Gagliardi ( <i>via telephone</i> )	Miami Corp.
Helen Hutchens ( <i>via telephone</i> )	Miami Corp.

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 2:31 p.m., and noted, for the record, that Supervisors Glenn Storch, Mark Dowst, Catherine Storch and R. Sans Lassiter were present, in person. Supervisor Michael Brown was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments (*3 minutes per speaker*)**

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. The primary purpose of the meeting was to approve the proposed Fiscal Year 2017 budget, prior to June 15, and set the Public Hearing date. The “Website” line item, on Page 1, increased from \$500 to \$600, due to new legislative requirements related to posting documents on the CDD website and frequency of posting.

The following change was made:

Paragraphs 3 and 4: Change “Flagler” to “Volusia”

Mr. Wrathell stated that the District was landowner-funded; therefore, the landowner would fund expenses, as incurred.

Ms. Cerbone pointed out that the “Insurance” line item, on Page 1, increased from \$2,250 to \$2,500.

In response to Mr. Storch’s question, Mr. Wrathell confirmed that the proposed Fiscal Year 2017 budget was for the fiscal year starting October 1, 2016 and ending September 31, 2017. Mr. Storch noted that the District would have additional expenditures, such as road improvements. Mr. Watts stated those improvements would be under Capital Improvement Projects; this was the proposed Fiscal Year 2017 Operations budget; however, the Board may want to include additional funding for those projects.

Mr. Wrathell stated that the proposed Fiscal Year 2017 budget could be adjusted now, or amended, once activities commenced.

**On MOTION by Mr. Storch and seconded by Mr. Dowst, with all in favor, Resolution 2016-1, Approving a Proposed Budget for Fiscal Year 2016/2017 and Setting a Public Hearing Thereon for July 25, 2016 at 2:00 p.m., at this location, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Response from *Mark Dowst & Associates, Inc.*, to Request for Qualifications for District Engineering Services**

• **Request for Qualifications**

Mr. Wrathell recalled the Request for Qualifications (RFQ) for District Engineering Services. Mark Dowst & Associates, Inc., (MDA), currently served as Interim District Engineer

but a permanent District Engineer must be engaged. Through the RFQ process, a response was received from MDA; there were no other responses.

o **Proof of Publication**

The Proof of Publication was included for informational purposes.

o **Ranking Criteria**

Mr. Wrathell stated that the ranking process was qualification-based, not price-based, and reviewed the Ranking Criteria form and associated point allocations for each ranking category.

*\*\*\*Ms. Pat Gagliardi and Ms. Helen Hutchens, of Miami Corp., joined the meeting, via telephone.\*\**

Mr. Storch briefly recapped the meeting, thus far.

The only respondent, MDA, received 285 out of 300 points. Mr. Dowst recused himself from the process and completed Form 8B, Conflict of Interest, which would be entered into the District’s records.

**On MOTION by Mr. Lassiter and seconded by Mr. Storch, with Mr. Lassiter, Mr. Storch and Mrs. Storch in favor and Mr. Dowst abstaining, acceptance of the ranking, as presented, and ranking Mark Dowst & Associates, Inc., as the number one ranked firm for District Engineering Services, were approved.**

**On MOTION by Mr. Storch and seconded by Mrs. Storch, with Mr. Storch, Mrs. Storch and Mr. Lassiter in favor and Mr. Dowst abstaining, authorizing Staff to negotiate with Mark Dowst & Associates, Inc., the number one ranked firm, prepare a Continuing Services Agreement and for the Chair and Vice Chair to execute the Agreement, were approved.**

**FIFTH ORDER OF BUSINESS**

**Approval of August 5, 2015 Public Hearing and Regular Meeting Minutes**

Mr. Wrathell presented the August 5, 2015 Public Hearing and Regular Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. Storch and seconded by Mr. Lassiter, with all in favor, the August 5, 2015 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being no other business, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being no report, the next item followed.

**B. Interim District Engineer**

There being no report, the next item followed.

**C. District Manager**

**i. Approval of Unaudited Financial Statements as of February 29, 2016**

Mr. Wrathell presented the Unaudited Financial Statements as of February 29, 2016.

Mr. Storch asked if revenue carried over from one year to the next year. Mr. Wrathell replied that unspent cash would flow over into the following fiscal year but, typically, in this situation, the only excess cash the District would have would be the money initially deposited to open the bank account and a small cushion budgeted for advertising. In response to Mr. Storch's question, Mr. Wrathell confirmed that expenses would be paid by the landowner, as invoices are submitted.

**On MOTION by Mr. Storch and seconded by Ms. Lassiter, with all in favor, the Unaudited Financial Statements as of February 29, 2016, were approved.**

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Comments/Requests**

There being no Supervisors' comments or requests, the next item followed.

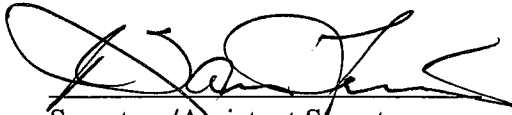
**NINTH ORDER OF BUSINESS**

**Adjournment**

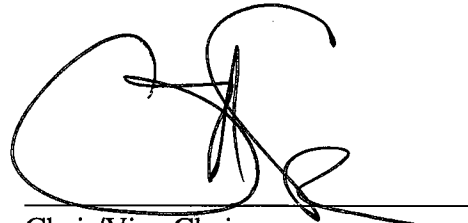
There being no further business to discuss, the meeting adjourned.

**On MOTION by Mrs. Storch and seconded by Mr. Lassiter,  
with all in favor, the meeting adjourned at 2:47 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair