

**MINUTES OF MEETING
VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Varrea South Community Development District held Multiple Public Hearings and a Regular Meeting on December 11, 2020 at 10:00 a.m., at the offices of Stantec, 777 S. Harbour Island Blvd., Suite 600, Tampa, Florida.

Present were:

Ryan Zook	Chair
Brian Mihelich	Vice Chair
Teddianne Sherman	Assistant Secretary
William (Bill) Conerly (via telephone)	Assistant Secretary
Ryan Hoppe (via telephone)	Assistant Secretary

Also present, were:

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell Hunt and Associates, LLC (WHA)
Jere Earlywine	District Counsel
Tonja Stewart	Interim District Engineer
Ed Fleming	The Wolton Group

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 10:09 a.m. Supervisors Zook, Mihelich and Sherman were present. Supervisors Conerly and Hoppe were attending via telephone.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes

A. Affidavits of Publication

The affidavits of publication were included for informational purposes.

B. Consideration of Resolution 2021-28, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Mr. Wrathell discussed the Rules of Procedure.

On MOTION by Mr. Zook and seconded by Mr. Mihelich, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Zook and seconded by Ms. Sherman, with all in favor, the Public Hearing was closed.

Mr. Wrathell presented Resolution 2021-28.

On MOTION by Mr. Zook and seconded by Ms. Sherman, with all in favor, Resolution 2021-28, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

A. Affidavit/Proof of Publication

The proof of publication was included for informational purposes.

B. Consideration of Resolution 2021-29, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Varrea South Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

Mr. Wrathell presented Resolution 2021-29.

On MOTION by Mr. Zook and seconded by Ms. Sherman, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Zook and seconded by Ms. Sherman, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Zook and seconded by Ms. Sherman, with all in favor, Resolution 2021-29, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Varrea South Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

Mr. Conerly left the meeting at 10:17 a.m.

FIFTH ORDER OF BUSINESS

Consideration of Responses to Request for Proposals (RFP) for Annual Audit Services

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. RFP Package

The RFP package was included for informational purposes.

C. Respondents

I. Berger, Toombs, Elam, Gaines & Frank

II. Carr, Riggs & Ingram, LLC

Mr. Wrathell stated that Management has worked with the audit firms and both are very well qualified; therefore, pricing was the factor that set the firms apart.

D. Auditor Evaluation Matrix/Ranking

Mr. Wrathell stated that Berger, Toombs, Elam, Gaines & Frank (BTEGF) proposed the lowest price. He scored the respondents on the Auditor Selection Evaluation Criteria as follows:

- 1. Berger, Toombs Elam, Gaines & Frank 100 points
- 2. Carr, Riggs & Ingram, LLC 98 points

On MOTION by Mr. Zook and seconded by Ms. Sherman, with all in favor, accepting Staff’s recommended rankings and naming Berger, Toombs, Elam, Gaines & Frank as the #1 ranked firm, was approved.

E. Award of Contract

On MOTION by Mr. Zook and seconded by Ms. Sherman, with all in favor, authorizing District Staff to engage Berger, Toombs, Elam, Gaines & Frank for District Audit Services, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Response to Request for Qualifications (RFQ) for Engineering Services

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. RFQ Package

The RFQ package was included for informational purposes.

C. Respondents

- I. Stantec
- II. Pennoni Associates Inc.

D. Competitive Selection Criteria/Ranking

Ms. Cerbone joined the meeting at 10:31 a.m.

Mr. Wrathell tallied the Supervisors’ rankings and stated, based on the selection/ranking criteria in the RFQ, the respondents ranked as follows:

- 1. Stantec 380 points
- 2. Pennoni Associates, Inc. 285 points

On MOTION by Mr. Zook and seconded by Ms. Sherman, with all in favor, ranking Stantec as the #1 ranked firm, was approved.

E. Award of Contract

On MOTION by Mr. Zook and seconded by Mr. Mihelich, with all in favor, authorizing Staff to negotiate the terms and prepare a Continuing Services Agreement with Stantec for District Engineering Services and authorizing the Chair or Vice Chair to execute the Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

This item was deferred.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2021-15, Adopting the Annual Meeting Schedule for Fiscal Year 2020-2021 and Providing for an Effective Date

This item was deferred.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of October 31, 2021

Mr. Wrathell presented the Unaudited Financial Statements as of October 31, 2021.

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the Unaudited Financial Statements as of October 31, 2021, were accepted.

TENTH ORDER OF BUSINESS

Consideration of Minutes

- A. **October 16, 2020 Landowners’ Meeting**
- B. **October 16, 2020 Organizational Meeting**

Mr. Wrathell presented the October 16, 2020 Landowners’ Meeting and Organizational Meeting Minutes.

On MOTION by Mr. Zook and seconded by Ms. Sherman, with all in favor, the October 16, 2020 Landowners’ Meeting and Organizational Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

- A. **District Counsel: *Hopping Green & Sams, P.A.***

Mr. Earlywine stated he was working with the Landowners regarding property that was not yet sold to DR Horton. The assessment process may begin in January. Discussion ensued regarding properties subject to liens and assessments.

- B. **District Engineer (Interim): *Stantec***

There being nothing to report, the next item followed.

- C. **District Manager: *Wrathell, Hunt and Associates, LLC***

There being nothing to report, the next item followed.

TWELFTH ORDER OF BUSINESS

Board Members’ Comments/Requests

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

THIRTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.


FOURTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Zook and seconded by Mr. Mihelich, with all in favor, the meeting adjourned at 10:39 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair