

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

The Board of Supervisors of the Varrea South Community Development District held a Public Hearing and Regular Meeting on August 11, 2023 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610.

Present at the meeting were:

Ryan Zook	Chair
Ryan Hoppe	Assistant Secretary
Brian Janek	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC (WHA)
Tucker Mackie (via telephone)	District Counsel
Ryan Dugan (via telephone)	Kutak Rock LLP

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 10:23 a.m. Supervisors Zook, Janek and Hoppe were present. Supervisors Snyder and Conerly were not present.

SECOND ORDER OF BUSINESS

Public Comments

Mr. Kantarzhi stated that there are no members of the public present.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2023/2024 Budget**

A. Proof/Affidavit of Publication

This item was included for informational purposes.

B. Consideration of Resolution 2023-10, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Kantarzhi stated that this version of the proposed Fiscal Year 2024 budget is unchanged since presented at the June meeting.

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

No member of the public or affected property owners spoke.

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

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, Resolution 2023-10, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Fiscal Year 2023/2024 Budget Funding Agreement

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the Fiscal Year 2023/2024 Budget Funding Agreement with D.R. Horton, Inc., was approved.

FIFTH ORDER OF BUSINESS

Consideration of Agreement to Install and Maintain Improvement in the County Right of Way [Boardwalk Maintenance Agreement]

This item was presented following the Sixth Order of Business.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2023

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the Unaudited Financial Statements as of June 30, 2023, were accepted.

- **Consideration of Agreement to Install and Maintain Improvement in the County Right of Way [Boardwalk Maintenance Agreement]**

This item, previously the Fifth Order of Business, was presented out of order.

Ms. Mackie presented the Boardwalk Maintenance Agreement and accompanying exhibits. The Agreement, included in the revised agenda, was prepared in conjunction with D. R. Horton, upon advisement that the County is requiring the property owner benefiting from certain boardwalks along Midway Road to maintain it in perpetuity.

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the Agreement to Install and Maintain Improvements “pedestrian boardwalk” within the County Right-of-Way, was approved.

SEVENTH ORDER OF BUSINESS

Approval of June 9, 2023 Regular Meeting Minutes

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the June 9, 2023 Regular Meeting Minutes, as presented, were approved.

Mr. Kantarzhi asked to amend the agenda to add other items.

On MOTION by Mr. Hoppe and seconded by Mr. Janek, with all in favor, amending the agenda to add other items for consideration, was approved.

- **Consideration of Evaluation Criteria Sheet Related to the Request for Proposals (RFP) for Landscaping and Irrigation Maintenance Services**

This item was an addition to the agenda.

Mr. Kantarzhi distributed a draft Evaluation Criteria Sheet.

Ms. Mackie noted that to start the RFP process, the Evaluation Criteria Sheet must be approved. District Counsel will work with the Developer and CDD Staff to finalize the Project Manual and finalize the dates for submittals, questions and the response due date, prior to advertising the RFP. The goal is to engage a service provider for Fiscal Year 2024.

Regarding the status of the Agreement to engage Access Management, Ms. Mackie stated she needs information on the annual cost. In response to Mr. Zook’s request to have

Access Management in place to manage field operations at the beginning of the Fiscal Year, on October 1, 2023 and other related contracts, Ms. Mackie stated she will work with him to develop the scope of services and present that contract at the September meeting. Ms. Mackie asked Mr. Zook to email the existing maintenance agreements to District Management’s group to distribute to District Counsel to prepare the CDD forms of Agreement.

Mr. Zook requested engaging Access Management on September 1, 2023 instead of in October.

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, authorizing Staff to commence the RFP process, was approved.

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, authorizing Staff to commence engagement of Access Management to manage the CDD field operations, in a not-to-exceed amount of \$53,712, and authorizing the Chair or Vice Chair to execute, was approved.

▪ **Continuation of Consideration of Evaluation Criteria Sheet Related to the Request for Proposals (RFP) for Landscaping and Irrigation Maintenance Services**

Mr. Kantarzhi presented the draft Evaluation Criteria Sheet, which outlines the scores for each category. He pointed out that the price category is broken down into the two scoring categories of price and reasonableness of price.

Discussion ensued regarding possibly changing scores in the Evaluation Criteria Sheet, revising language in the Technical Capability category for this and future RFPs, etc.

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, authorizing Staff to advertise the RFP for Landscaping and Irrigation Maintenance Services, with changes to the Evaluation Criteria as discussed and stated to include Technical Capability 30 points, Experience 40 points, Understanding of Scope of Work 10 points, Overall Price 20 points split into Reasonableness of Pricing 10 points and Lowest Respondent 10 points, was approved.

Mr. Kantarzhi will work with Mr. Dugan on the notice for RFP.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock, LLP

Ms. Mackie stated the Boundary Amendment petition was filed with the Court. The anticipated public hearing date is September 25, 2023. She expects to present acquisition documents for the utilities in Phase 2A at the next meeting.

Mr. Zook asked when debt service reserve funds can be accessed. Ms. Mackie stated there are release conditions; the first is when the lots are fully platted.

B. District Engineer: Stantec Consulting Services, Inc.

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

There were no District Engineer or District Manager reports.

- **NEXT MEETING DATE: September 8, 2023 at 10:00 A.M.**
 - **QUORUM CHECK**

The next meeting will be on September 8, 2023, unless cancelled. Mr. Hoppe and Mr. Conerly noted they cannot attend the September meeting.

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, authorizing District Staff to engage with the Developer for purposes of acquiring Phase 2A Utility Infrastructure, in the not-to-exceed amount of the estimate identified in the Engineer’s Report, was approved.

NINTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

TENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the meeting adjourned at 11:04 a.m.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Secretary/Assistant Secretary

A handwritten signature in blue ink, featuring a large, sweeping initial and a long horizontal line extending to the right.

Chair/Vice Chair