

MINUTES OF MEETING
PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Tuesday, November 17, 2020 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL.

Present and constituting a quorum were:

Matt Biagetti	Chairman
Jeff Arp <i>via phone</i>	Vice Chairman
Jerry Ritchie	Supervisor
Jeff Lewis	Supervisor
Nelson Nazario	Supervisor

Also present were:

Ernesto Torres	District Manager
Wes Haber	District Counsel (via telephone)
Maria Cranford	Amenity Manager
Larry Edmiston	Operations Manager
Pat Szozda	RMS

The following is a summary of the actions taken at the November 17, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Torres called the meeting to order at 6:00 p.m., and a quorum was present.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Torres asked for any public comments on agenda items from anyone attending via Zoom. Hearing no audience comments, the next item followed.

THIRD ORDER OF BUSINESS

**Consideration of Resolution 2021-01,
Election of Officers**

Mr. Torres stated that this places those elected to Chairman, Vice Chairman, and Assistant Secretary positions and this is done after every election. Currently the Chairman is Mr. Biagetti, Vice Chair is Mr. Arp, and the rest of the Board acts as Assistant Secretaries. To keep the slate as is, Mr. Torres asked for a motion to approve.

On MOTION by Mr. Nazario, seconded by Mr. Lewis, with all in favor, Resolution 2021-01 Election of Officers, was approved.

FOURTH ORDER OF BUSINESS

**Approval of the Minutes of the August 24,
2020 Special Meeting and the September
15, 2020 Meeting**

Mr. Torres presented the minutes from the August 24, 2020 Board of Supervisor meeting. Mr. Torres asked for any comments, corrections, or changes to the minutes. The Board had no changes to the meeting minutes.

On MOTION by Mr. Lewis seconded by Mr. Nazario, with all in favor, the Minutes of the August 24, 2020 Special Meeting and September 15, 2020 Meeting, were approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2021-02,
Amending the Reserve Fund Budget for
Fiscal Year 2020**

Mr. Torres stated at the end of each year minor adjustments are made to the budget lines. There were no questions concerning the amendment of the reserved budget, so Mr. Torres asked for a motion of approval.

On MOTION by Mr. Biagetti seconded by Mr. Arp, with all in favor, Resolution 2021-02 Amending the Reserve Fund Budget for Fiscal Year 2020, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2021-03,
Redesignating Registered Agent**

Mr. Torres noted that this is naming the new District Counsel Wes Haber. He is the registered agent for the District.

On MOTION by Mr. Lewis seconded by Mr. Biagetti, with all in favor, Resolution 2021-03 Redesignating Agent, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Proposals Received in
Response to RFQ for Architectural Services**

Mr. Torres stated that this agenda item is to discuss the responses for architectural services. This was noticed in the newspaper back in September and this is the next step in the process. Steps that have already been completed include refunding and issuing of new bond, the engineer report and methodology, and surveying of residents. It is at the point where the architect needs to be included. Two responses were received, Basham & Lucas Design Group, Inc. and Borrelli & Partners. Both firms are competent to handle the services. A score sheet was provided in the agenda package and has been used in previous evaluations for this kind of selection. It is broken down into seven evaluation categories and include, ability and adequacy of professional personnel (25 points), consultant's past performance (25 points), geographic location (20 points), willingness to meet time and budget requirements (15 points), certified minority business enterprise (5 points), recent current and project workloads (5 points), and volume of work previously awarded to consultant by District (5 points).

Mr. Haber, District Counsel, noted that the criteria they are using are statutorily required. Those are set forth by Florida Statute and they are unable to vary from the evaluation criteria. He continued to explain to the Board that what they are doing is ranking the proposals with the score, not necessarily awarding it. The company that gets the highest score is not automatically awarded the contract.

Mr. Nazario asked if staff did the due diligences to provide the Board with the two companies' responses. Mr. Torres responded by telling him these were the responses received from the ad in the paper and they are the ones they have to choose from.

The Board discussed if the architectural design firms will design and build, and if there is there a separation of the design stage and the building contracts. Mr. Torres answered that

the architect designs it, along with a lot of other services that they can render including all the services the Board asks of them. Once the estimated construction cost is laid out between Mr. Haber and the architect, they will then publish a notice for contracting companies to move forward with the project.

Mr. Haber adds that there is a design/build process that CDDs can take advantage of, although it is largely not taken advantage of because under Florida law the extent of the design needs to be so far advanced before the procurement can be advertised for response. By the time the amount of money is spent for the design before the proposal process, often times it is not economically efficient to follow the process.

Mr. Ritchie asked staff if they have had experience with the firms. Mr. Torres has had experience with Basham & Lucas and had a positive experience. Mr. Haber stated he has no experience Borrelli & Partners but does have experience with Basham & Lucas.

Mr. Biagetti leads the group to go forward with scoring the firms together to come to a ranking conclusion.

Mr. Nazario had a question about the certified minority business enterprise category and stated that he looked at both the documents and there were no females on either of the prospects teams, he asked if there was a possibility because there are no women if that will come back to haunt the decision making process in the future. Mr. Haber continued that the reason the certified minority business enterprise goes back to what he mentioned earlier as to what is required to be used by units of government who are procuring these types of services. There is no control over the responses that are received. For both companies, the number of points they would get for that particular category would be zero, because neither meet the standard. There is no liability to the Board because that is the way the proposals were received.

Mr. Biagetti continued with the scoring process and lead the Board in collecting their rankings of the two firms. Each Board member shared their personal scores they believed should be awarded for each criterion. For the first category, 120 points were awarded to Basham and 105 points were awarded to Borrelli. The second category, 125 points for Basham and 110 for Borrelli. On the next category, 120 to Basham and 88 to Borrelli. For the fourth category both firms were awarded 75 points. In the fifth category, both firms are awarded zero points. In the sixth category, both firms were awarded 25 points. Lastly, Basham was awarded

25 points and Borrelli was awarded 10. Totaling the scores, Basham had 490 points and Borrelli was awarded 413 points.

Mr. Nazario mentioned that Borelli and partners has a statement in their RFP that says they are a state certified MBE, minority-based entity. That being the case they are awarded 25 additional points, making their total 438. (It seems odd that they were awarded 25 points when this criterion is only worth five points. May make sense to check the actual scoring just to make sure the minutes are consistent.)

Mr. Torres continued that there be a motion to approve the rankings based on those scores and authorize staff to send letters advising the companies of the ranking.

On MOTION by Mr. Biagetti seconded by Mr. Nazario, with all in favor, the Proposals Received in Response to RFQ for Architectural Services, were ranked with Basham and Lucas being the first ranked and Borelli and Partners being the second.

EIGHTH ORDER OF BUSINESS

Consideration of Proposed Maintenance Contract from Down to Earth to Include Weekly Cleanup of Pond

Mr. Szozda noted that the consideration would be adding the pond in the back, lefthand side of the community to the Down to Earth contract as well as implementing lake maintenance. Lake Doctors sent an additional \$100 proposal to treat the lake, and he says it is just time before the lake gets any worse. Down to Earth has had a few problems and have lost some of their top people and had a crew change over, but they seem to be diligent and working at it. If there is no objection from the Board, he would recommend them. The price increase is approximately \$500 a month. Mr. Szozda believes they were very reasonable with the approach to the added responsibilities.

Mr. Nazario had some concerns with the new crew and their ability to do the work as diligently as the old Down to Earth crew, but Mr. Szozda assured the Board that there is a learning curve and that he is on top of communicating the proper procedures and they have been very responsive.

Mr. Torres addresses Mr. Haber and stated that they had recently gone through the RFP process where Down to Earth was selected less than a year ago. Typically, this would be treated as an amendment to the contract to add areas that were not included in the initial RFP.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber noted that the executive order which allowed boards to meet virtually had expired. There is a push by CDDs, cities, and counties, around the state to have the Governor reinstate or issue a new executive order to allow virtual meetings to continue. It is unlikely, but if that executive order does get reissued the Board will be informed. Unrelated, now that the RFQ for the architect is in place, the next step will be to have improvements designed and depending upon the estimated cost of those improvements you may have to go through a formal procurement process and RFP and those determinations can be made once there is a better idea of what those improvements are and their estimated costs.

Mr. Lewis asked what kind of time frame they need to expect, and Mr. Torres responded that they hope to bring back the agreement to the District by the January meeting. After the engineer is on board, he'll have a better idea of a construction start time.

A conversation was then had about adding a December meeting to better further the process. The Board collectively decided to meet on Monday, December 14th, at 11:00 am to discuss the terms of the architect firm.

B. District Manager

Mr. Torres had nothing further, so the next item followed.

C. Engineer

There being none, the next item followed.

D. Operations Manager

1. Report

Mr. Szozda noted due to grass growth, the original sprinkler heads are 4 inches, and has a proposal to raise them to 6 inches. It is not a pressing matter but for the future the idea should be entertained. Continuing he states that there is some compromise to the entry wall. Again, not a pressing issue something that will need to be mitigated in the future.

2. Chair Lift Proposal

Mr. Szozda reported three proposals for a chair lift which are presented in the agenda package. The current chair has not worked for a couple years and to comply with the ADA standards, it needs to be replaced eventually. It was talked about that it would be a good time to get it installed because of low pool usage. There was also a discussion of the chair brand and possibility of a warranty or repair. Mr. Szozda noted that the chair was taken apart and it was completely rusted on the inside without a possibility of repair. He also noted that from other professional opinion, it is recommended to replace the chair.

It was decided to table this discussion until they can look further into the options of warranties and pricings. It was also brought up that a monthly maintenance should be added to be sure the chair will continue to function properly. Staff will look into adding a task that may include covering the chair and uncovering the chair between uses.

E. Amenity Manager

Ms. Cranford reported that the Halloween event went well with an estimate of six or seven hundred people to go through. Kids loved their treat bags, and they are already looking forward to next year. Christmas is currently being planned for December 19th at 6-8:30 and will include Santa Claus, horse drawn hayride, and back drops for family photos. Food trucks are continuing every week.

TWELTH ORDER OF BUSINESS

**Audience Comments / Supervisor's
Requests**

Audience Comments:

There being none, the next item followed.

Supervisor Requests:

Mr. Ritchie asked Mr. Torres why he does not share Board members request with other Board members. He thinks it would be helpful if anything is brought to Mr. Torres, for it to be shared with the other Board members. Mr. Torres said he typically tries to share most information, but also wants to be sure to not violate any of the terms of the Sunshine Law. The information they are referring to has to do with an email Mr. Ritchie sent to Mr. Torres about

the basketball courts. In turn, a conversation about communication between Board members and staff ensued.

The basketball court correspondence consisted of Mr. Ritchie wanting Mr. Torres's opinion on communities with basketball courts, and the problems that may come with it. Mr. Torres had three topic points. First being they are often used by nonresidents. Second, there is usually a large presence of police due to harassment or assault. Thirdly, vandalism is usually an issue. These are trends that are common from other communities with basketball courts, but of course, does not mean that all basketball courts will attract these issues. Then a conversation of gates, cameras, and keycard access followed.

Mr. Arp added that Down to Earth is getting into the habit of missing edging trails being on week four or five. The growing season is slowing down, and it's is not a huge eyesore, but it should be addressed. Mr. Szozda mentioned that he will bring it up with Down to Earth and remind them to familiarize themselves with the property and to especially pay attention to the common areas.

THIRTEENTH ORDER OF BUSINESS Financial Statements

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2020

Mr. Torres stated included in your agenda package is the general fund. This is the end of year. On page six of the financials the capital reserve balance is \$327,282.

B. Assessment Receipts Schedule

Mr. Torres noted that the Assessment Receipts Schedule shows that they are over 100% collected.

C. Approval of Check Register

Mr. Torres stated the check register was \$60,903, from all of September.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie, with all in favor, the Check Register, was approved.

FOURTEENTH ORDER OF BUSINESS **Next Scheduled Special Meeting – 12/14/20**
@ 11:00 a.m. at the Pine Ridge Plantation
Amenity Center

Mr. Torres stated there will be a few items on that agenda and he will see everyone unless there is an executive order to approve virtual meetings again.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Nazario seconded by Mr. Biagetti, with all in favor, the meeting was adjourned.


Secretary / Assistant Secretary


Chairman / Vice Chairman