MINUTES OF MEETING
DAYTONA WEST COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Daytona West Community Development District held a Public Hearing, Regular Meeting and Audit Committee Meeting on May 14, 2024 at 10:00 a.m., at the office of Cobb Cole, 231 North Woodland Boulevard, DeLand, Florida 32720.

Present at the meeting were:

Ross Preston Halle (via telephone)	Chair
Marybel Defillo (via telephone)	Vice Chair
Eric Wills	Assistant Secretary
Stephanie Lerret	Assistant Secretary
Augustine "Trey" Fragala, III	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC (WHA)
Mark Watts	District Counsel
Chris Warshaw (via telephone)	Interim District Engineer

FIRST ORDER OF BUSINESS — **Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 10:08 a.m. Supervisors Wills, Lerret and Fragala were present. Supervisor Defillo attended via telephone. Supervisor Halle was not present at roll call.

SECOND ORDER OF BUSINESS — **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS — **Public Hearing on Adoption of Fiscal Year 2024/2025 Budget**

A. Affidavit of Publication

B. Consideration of Resolution 2024-04, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Kantarzhi presented Resolution 2024-04. He reviewed the proposed Fiscal Year 2025 budget, which is unchanged since it was last presented. This is a Landowner-funded budget with expenses funded as they are incurred. A reduced monthly Management Fee of $750 will be billed during the semi-dormancy period.

Ms. Defillo asked if an audit will be necessary in Fiscal Year 2025. Ms. Cerbone stated that issuing bonds will not trigger an audit. The milestones would be the expenditure level or the requirement not to go more than two years without an audit. The footnote will be updated to reflect additional milestones for an audit.

Mr. Halle joined the meeting via telephone.

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

No affected property owners or members of the public spoke.

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

On MOTION by Mr. Fragala and seconded by Ms. Lerret, with all in favor, Resolution 2024-04, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2024-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date**

This item was deferred.

FIFTH ORDER OF BUSINESS **Recess Regular Meeting/Commencement of Audit Selection Committee Meeting**

On MOTION by Ms. Lerret and seconded by Mr. Wills, with all in favor, the Regular Meeting recessed and the Audit Selection Committee Meeting commenced.

SIXTH ORDER OF BUSINESS **Review of Response to Request for Proposals (RFP) for Annual Audit Services**

A. Affidavit/Proof of Publication

B. RFP Package

C. Respondents

I. Berger, Toombs, Elam, Gaines & Frank

II. Grau & Associates

Mr. Kantarzhi stated that District Management has worked with both respondents and both are extremely qualified.

D. Auditor Evaluation Matrix/Ranking

Mr. Kantarzhi presented his scores and ranking and stated the Auditor Selection Committee can accept his scores and ranking or perform its own. Cost is the factor that set the respondents. Grau & Associates is the lowest priced respondent.

#1	Grau & Associates	100
#2	Berger, Toombs, Elam, Gaines & Frank	99

On MOTION by Ms. Lerret and seconded by Ms. Defillo, with all in favor, accepting Mr. Kantarzhi's overall scores and ranking as the Audit Selection Committee's scores and ranking, was approved.

SEVENTH ORDER OF BUSINESS **Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

On MOTION by Ms. Lerret and seconded by Mr. Wills, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

EIGHTH ORDER OF BUSINESS **Consider Recommendation of Audit Selection Committee**

- **Award of Contract**

On MOTION by Ms. Lerret and seconded by Mr. Wills, with all in favor, accepting the Audit Selection Committee scores, ranking and recommendation of Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, as the Board's own, and awarding the Annual Audit Services contract to Grau & Associates, the #1 ranked respondent, was approved.

NINTH ORDER OF BUSINESS **Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

A. Affidavit of Publication

B. RFQ Package

C. Respondents

I. Alliant Engineering, Inc.

II. England- Thims & Miller, Inc.

D. Competitive Selection Criteria/Ranking

The Board and Staff discussed the respondents and qualifications-based selection.

Based on discussions, Mr. Watts recommended scores for each Competitive Selection Criteria, which resulted in the following overall scores and ranking:

#1	England-Thims & Miller, Inc. (ETM)	95 points
#2	Alliant Engineering, Inc (Alliant)	85 points

The Board Members accepted the recommended scores and rankings.

E. Award of Contract

On MOTION by Mr. Wills and seconded by Ms. Lerret, with all in favor, accepting Mr. Watts' scores, ranking and recommendation ranking England-Thims & Miller, Inc. as the #1 ranked respondent to the RFQ for Engineering Services, as the Board's own scores and ranking and awarding the Engineering Services contract to England-Thims & Miller, Inc., the #1 ranked respondent, and directing Staff to negotiate a contract, was approved.

TENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of March 31, 2024**

On MOTION by Ms. Lerret and seconded by Ms. Defillo, with all in favor, the Unaudited Financial Statements as of March 31, 2024, were accepted.

ELEVENTH ORDER OF BUSINESS **Approval of March 12, 2024 Regular Meeting Minutes**

On MOTION by Ms. Lerret and seconded by Mr. Fragala, with all in favor, the March 12, 2024 Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Cobb Cole

Mr. Watts stated that Staff will negotiate a contract with ETM.

B. District Engineer (Interim): England-Thims & Miller, Inc.

Mr. Warshaw voiced his hope that construction will begin within one year.

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

- **Required Ethics Training and Form 1 Disclosure Filing**

Mr. Kantarzhi discussed filing Form 1 online and the requirement to complete four hours of ethics training by December 31, 2024 and reported when filing Form 1 in 2025. Supervisors are advised to retain records and documentation of course completion.

Asked when the CDD might come out of the semi-dormancy period, Mr. Warshaw stated that complicated work related to traffic and utilities is being done; he is hesitant to speculate on the timing.

- **NEXT MEETING DATE: TBD**
  - **QUORUM CHECK**

THIRTEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Fragala and seconded by Ms. Lerret, with all in favor, the meeting adjourned at 10:45 a.m.

____
Secretary/Assistant Secretary

____
Chair/Vice Chair