

DAYTONA WEST

**COMMUNITY DEVELOPMENT
DISTRICT**

April 8, 2025

BOARD OF SUPERVISORS

SPECIAL MEETING

AGENDA

DAYTONA WEST

COMMUNITY DEVELOPMENT DISTRICT

AGENDA

LETTER

Daytona West Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

April 1, 2025

Board of Supervisors
Daytona West Community Development District

Dear Board Members:

The Board of Supervisors of the Daytona West Community Development District will hold a Special Meeting on April 8, 2025 at 10:30 a.m., at the office of Cobb Cole, 231 North Woodland Boulevard, DeLand, Florida 32720. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Acceptance of Resignation of Augustine “Trey” Fragala, III [Seat 5]
4. Consider Appointment to Fill Unexpired Term of Seat 5; *Term Expires November 2026*
 - Administration of Oath of Office to Appointed Supervisor *(the following will be provided under separate cover)*
 - A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1
 - B. Membership, Obligations and Responsibilities
 - C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers
5. Consideration of Resolution 2025-01, Electing and Removing Officers of the District and Providing for an Effective Date
6. Consideration of Resolution 2025-02, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date
7. Consideration of Fiscal Year 2025/2026 Budget Funding Agreement

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

8. Consideration of Resolution 2025-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date
9. Acceptance of Unaudited Financial Statements as of February 28, 2025
10. Approval of May 14, 2024 Public Hearing, Regular Meeting and Audit Committee Meeting Minutes
11. Staff Reports
 - A. District Counsel: *Cobb Cole*
 - B. District Engineer: *England-Thims & Miller, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: TBD

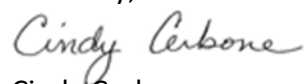
○ QUORUM CHECK

SEAT 1	MARYBEL DEFILLO	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	ROSS HALLE	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	ERIC WILLS	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	STEPHANIE LERRET	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5		☐ IN PERSON	☐ PHONE	☐ NO

12. Board Members' Comments/Requests
13. Public Comments
14. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294 or Chris Conti at (724) 971-8827.

Sincerely,



Cindy Cerbone
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 801 901 3513

DAYTONA WEST

COMMUNITY DEVELOPMENT DISTRICT

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NOTICE OF TENDER OF RESIGNATION

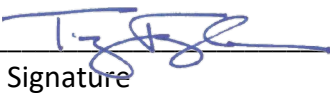
To: Board of Supervisors
Daytona West Community Development District
Attn: Cindy Cerbone, District Manager
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

From: Augustine (Trey) Fragala, III
Printed Name

Date: 01.21.2025
Date

I hereby tender my resignation as a member of the Board of Supervisors of the *Daytona West Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accept it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and ☐ personally presented at a duly noticed meeting of the Board of Supervisors, ☐ scanned and electronically transmitted to gillyardd@whhassociates.com or ☐ faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.



Signature

DAYTONA WEST

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
DAYTONA WEST COMMUNITY DEVELOPMENT DISTRICT ELECTING
AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR
AN EFFECTIVE DATE.**

WHEREAS, the Daytona West Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors desires to elect and remove Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF DAYTONA WEST COMMUNITY DEVELOPMENT
DISTRICT THAT:**

SECTION 1. The following is/are elected as Officer(s) of the District effective April 8, 2025:

_____ is elected Chair
_____ is elected Vice Chair
_____ is elected Assistant Secretary
_____ is elected Assistant Secretary
_____ is elected Assistant Secretary
Chris Conti is elected Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of April 8, 2025:

Augustine “Trey” Fragala Assistant Secretary

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Cindy Cerbone is Assistant Secretary

Andrew Kantarzi is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 8TH DAY OF APRIL, 2025.

ATTEST:

**DAYTONA WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

DAYTONA WEST

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DAYTONA WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2025/2026 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Daytona West Community Development District ("**District**") prior to June 15, 2025, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2025 and ending September 30, 2026 ("**Fiscal Year 2025/2026**"); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DAYTONA WEST COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2025/2026 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: _____

LOCATION: Office of Cobb Cole
231 North Woodland Boulevard
DeLand, Florida 32720.

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Volusia County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 8TH DAY OF APRIL, 2025.

ATTEST:

**DAYTONA WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2025/2026 Proposed Budget

Exhibit A: Fiscal Year 2025/2026 Proposed Budget

**DAYTONA WEST
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2026**

**DAYTONA WEST
COMMUNITY DEVELOPMENT DISTRICT
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**DAYTONA WEST
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2026**

	Fiscal Year 2025				Proposed
	Adopted Budget FY 2025	Actual through 2/28/25	Projected through 09/30/25	Total Actual & Projected	Budget FY 2026
REVENUES					
Landowner contribution	\$32,790	\$ 8,625	\$ 24,127	\$ 32,782	\$ 34,290
Interest	-	8	-	8	-
Total revenues	<u>32,790</u>	<u>8,633</u>	<u>24,127</u>	<u>32,790</u>	<u>34,290</u>
EXPENDITURES					
Professional & administrative					
Management/accounting/recording**	9,000	3,750	5,250	9,000	9,000
Legal	7,500	-	7,500	7,500	7,500
Engineering	1,000	-	1,000	1,000	1,000
Audit*	5,000	-	5,000	5,000	5,000
Telephone	200	83	117	200	200
Postage	500	26	474	500	500
Printing & binding	500	208	292	500	500
Legal advertising	1,750	-	1,750	1,750	1,750
Annual special district fee	175	175	-	175	175
Insurance	5,500	5,200	300	5,500	6,000
Contingencies/bank charges	750	-	750	750	1,750
Website hosting & maintenance	705	705	-	705	705
Website ADA compliance	210	-	210	210	210
Total expenditures	<u>32,790</u>	<u>10,147</u>	<u>22,643</u>	<u>32,790</u>	<u>34,290</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	(1,514)	1,484	-	-
Fund balance - beginning (unaudited)	-	30	(1,484)	-	-
Fund balance - ending	<u>\$ -</u>	<u>\$ (1,484)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

* These items will be realized when bonds are issued

** WHA will charge a reduced management fee of \$750 per month during semi-dormancy period.

**DAYTONA WEST
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording**	\$ 9,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	7,500
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	1,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	5,000
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages	
Legal advertising	1,750
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	6,000
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	1,750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$ 34,290</u></u>

DAYTONA WEST

COMMUNITY DEVELOPMENT DISTRICT

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**DAYTONA WEST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2025/2026 BUDGET FUNDING AGREEMENT**

This Agreement ("**Agreement**") is made and entered into this 8th day of April, 2025, by and between:

Daytona West Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and with an address of c/o Wrathell, Hunt and Associates LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("**District**"), and

Avalon Park Daytona Land Holding, LP, a Florida limited partnership, and the developer of the lands in the District ("**Developer**") with a mailing address of 3801 Avalon Park Blvd. East, Suite 400, Orlando, Florida 32828.

RECITALS

WHEREAS, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District, pursuant to Chapter 190, Florida Statutes, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

WHEREAS, Developer presently is developing the majority of all real property ("**Property**") within the District, which Property will benefit from the timely construction and acquisition of the District's facilities, activities and services and from the continued operations of the District; and

WHEREAS, the District is adopting its general fund budget for Fiscal Year 2025/2026, which year concludes on September 30, 2026; and

WHEREAS, this general fund budget, which the parties recognize may be amended from time to time in the sole discretion of the District, is attached hereto and incorporated herein by reference as **Exhibit A**; and

WHEREAS, the District has the option of levying non-ad valorem assessments on all land, including the Property owned by the Developer, that will benefit from the activities, operations and services set forth in the Fiscal Year 2025/2026 budget, or utilizing such other revenue sources as may be available to it; and

WHEREAS, in lieu of levying assessments on the Property, the Developer is willing to provide such funds as are necessary to allow the District to proceed with its operations as described in **Exhibit A**; and

WHEREAS, the Developer agrees that the activities, operations and services provide a special and peculiar benefit equal to or in excess of the costs reflected on **Exhibit A** to the Property; and

WHEREAS, the Developer has agreed to enter into this Agreement in lieu of having the District levy and collect any non-ad valorem assessments as authorized by law against the Property located within the District for the activities, operations and services set forth in **Exhibit A**;

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **FUNDING.** The Developer agrees to make available to the District the monies ("**Funding Obligation**") necessary for the operation of the District as called for in the budget attached hereto as **Exhibit A** (and as **Exhibit A** may be amended from time to time pursuant to Florida law, but subject to the Developer's consent to such amendments to incorporate them herein), within thirty (30) days of written request by the District. The funds shall be placed in the District's general checking account. These payments are made by the Developer in lieu of taxes, fees, or assessments which might otherwise be levied or imposed by the District. Nothing contained herein shall constitute or be construed as a waiver of the District's right to levy assessments in the event of a funding deficit.

2. **ENTIRE AGREEMENT.** This instrument shall constitute the final and complete expression of the agreement among the parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

3. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all of the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

4. **ASSIGNMENT.** This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other. Any purported assignment without such consent shall be void.

5. **DEFAULT.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance.

6. **ENFORCEMENT.** In the event that any party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be

entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

7. **THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

8. **CHOICE OF LAW.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

9. **ARM'S LENGTH.** This Agreement has been negotiated fully among the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

10. **EFFECTIVE DATE.** The Agreement shall be effective after execution by the parties hereto.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties execute this Agreement the day and year first written above.

**DAYTONA WEST COMMUNITY
DEVELOPMENT DISTRICT**

Chair/Vice Chair, Board of Supervisors

**AVALON PARK DAYTONA LAND HOLDING,
LP**

By: _____
Its: _____

Exhibit A: Fiscal Year 2025/2026 General Fund Budget

DAYTONA WEST

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DAYTONA WEST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2025/2026 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Daytona West Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2025/2026 meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DAYTONA WEST COMMUNITY DEVELOPMENT DISTRICT:

1. **ADOPTING FISCAL YEAR 2025/2026 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2023/2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 8th day of April, 2025.

ATTEST:

**DAYTONA WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

DAYTONA WEST COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION		
<i>office of Cobb Cole, 231 North Woodland Boulevard, DeLand, Florida 32720</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October __, 2025	Regular Meeting	__:__ AM/PM
November __, 2025	Regular Meeting	__:__ AM/PM
December __, 2025	Regular Meeting	__:__ AM/PM
January __, 2026	Regular Meeting	__:__ AM/PM
February __, 2026	Regular Meeting	__:__ AM/PM
March __, 2026	Regular Meeting	__:__ AM/PM
April __, 2026	Regular Meeting	__:__ AM/PM
May __, 2026	Regular Meeting	__:__ AM/PM
June ____, 2026	Regular Meeting	__:__ AM/PM
July __, 2026	Regular Meeting	__:__ AM/PM
August __, 2026	Regular Meeting	__:__ AM/PM
September __, 2026	Regular Meeting	__:__ AM/PM

DAYTONA WEST

COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED FINANCIAL STATEMENTS

**DAYTONA WEST
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 28, 2025**

**DAYTONA WEST
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 28, 2025**

	General Fund	Total Governmental Funds
ASSETS		
Cash	\$ 8,471	\$ 8,471
Due from Landowner	1,522	1,522
Total assets	<u>9,993</u>	<u>9,993</u>
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 3,955	\$ 3,955
Landowner advance	6,000	6,000
Total liabilities	<u>9,955</u>	<u>9,955</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	1,522	1,522
Total deferred inflows of resources	<u>1,522</u>	<u>1,522</u>
Fund balances:		
Unassigned	(1,484)	(1,484)
Total fund balances	<u>(1,484)</u>	<u>(1,484)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 9,993</u>	<u>\$ 9,993</u>

**DAYTONA WEST
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED FEBRUARY 28, 2025**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 808	\$ 8,625	\$ 32,790	26%
Interest	3	8	-	N/A
Total revenues	<u>811</u>	<u>8,633</u>	<u>32,790</u>	26%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	750	3,750	9,000	42%
Legal	-	-	7,500	0%
Engineering	-	-	1,000	0%
Audit	-	-	5,000	0%
Telephone	16	83	200	42%
Postage	9	26	500	5%
Printing & binding	42	208	500	42%
Legal advertising	-	-	1,750	0%
Annual special district fee	-	175	175	100%
Insurance	-	5,200	5,500	95%
Contingencies/bank charges	-	-	750	0%
Website hosting & maintenance	705	705	705	100%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>1,522</u>	<u>10,147</u>	<u>32,790</u>	31%
Total expenditures	<u>1,522</u>	<u>10,147</u>	<u>32,790</u>	31%
Excess/(deficiency) of revenues over/(under) expenditures	(711)	(1,514)	-	
Fund balances - beginning	(773)	30	-	
Fund balances - ending	<u>\$ (1,484)</u>	<u>\$ (1,484)</u>	<u>\$ -</u>	

DAYTONA WEST

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**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
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#2	Alliant Engineering, Inc (Alliant)	85 points
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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.

ELEVANTH 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.

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Secretary/Assistant Secretary

Chair/Vice Chair