

**MINUTES OF MEETING  
TWIN CREEKS NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

A Special Meeting of the Board of Supervisors of the Twin Creeks North Community Development District was held on Thursday, February 16, 2017 at 11:30 a.m., at the offices of Rogers Towers, P.A., located at 100 Whetstone Place, Suite 200, St. Augustine, Florida 32086.

**Present at the meeting were:**

John Kinsey	Chair
Robert Furlong	Vice Chair
Bryan Kinsey	Assistant Secretary
Cora DiFiore ( <i>via telephone</i> )	Assistant Secretary
Jared Bouskila ( <i>via telephone</i> )	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Neil Brockmeier	District Engineer
Gerry Knight	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 11:40 a.m., and noted, for the record, that Supervisors John Kinsey, Robert Furlong and Bryan Kinsey were present, in person. Supervisors Jared Bouskila and Cora DiFiore were attending via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Award of Project  
Construction Contracts**

**A. Waterfall Way Electrical Infrastructure Improvements**

Mr. Brockmeier presented three bids:

- Allstate Electric Contractors Inc. - \$641, 450
- James D. Hinson Electrical Contracting Co. Inc. - \$813,308.75

- Miller Electric Company - \$ 1,254,886.83

Mr. Brockmeier stated that Allstate Electric Contractors Inc., received the highest qualified ranking score of 96, James D. Hinson Electrical Contracting Co. Inc., ranked second with a score of 89 and Miller Electric Company ranked third with a score of 86.

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, acceptance of the District Engineer's ranking recommendation of Allstate Electrical Contractors, Inc., as the number-one ranked bidder, was approved.**

**On MOTION by Mr. John Kinsey and seconded by Mr. Brian Kinsey, with all in favor, authorizing District Officials to enter into a contract with Allstate Electrical Contractors, Inc., for Waterfall Way Electrical Infrastructure Improvements, in the amount of \$641,450, was approved.**

#### **B. Waterfall Way Landscape Improvements**

Mr. Brockmeier stated that, of the three contractors who submitted bids for the Waterfall Way Landscape and Irrigation improvements, one bid was identified unresponsive because it was submitted late, incomplete and lacked the required forms. The bids were:

- Sun State Nursery & Landscaping, Inc. - \$2,199,661.97
- Randy Suggs Landscaping - \$2,258,871.88
- West Orange Nursery - \$2.7 million- unresponsive

Sun State Nursery & Landscaping, Inc., (SunState) received a score of 96.8 and ranked first. Randy Suggs Landscaping ranked second with a score of 90.8. In response to a question, Mr. Brockmeier confirmed that Sun State was contracted for the landscaping at Creekside at Twin Creeks CDD. In response to Mr. John Kinsey's questions regarding cost per item adjustments and specified plant sets, Mr. Brockmeier stated that, if changes to the quantities were substantial, a new unit price figure would be negotiated. As long as all of the infrastructure improvements, associated with Waterfall Way, in place within the master improvement limits of Waterfall Way, were for the benefit of the CDD, the Board would have the option to make changes to the Agreement.

**\*\*\*The meeting recessed at 11:48 a.m.\*\*\***

**\*\*\*The meeting reconvened at 11:50 a.m.\*\*\***

**On MOTION by Mr. John Kinsey and seconded by Mr. Brian Kinsey, with all in favor, acceptance of the District Engineer’s rankings of Sun State Nursery & Landscaping, Inc., as the number-one ranked bidder, Randy Suggs Landscaping ranked second and West Orange Nursery as unresponsive, were approved.**

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, authorizing District Officials to enter into a contract with Sun State Nursery & Landscaping, Inc., for the Waterfall Way Landscape and Irrigation Improvements, in the amount of \$2,199,661.97, was approved.**

**FOURTH ORDER OF BUSINESS**

**Consideration of St. John’s County Tax Collector Uniform Collection Method Agreement**

Mr. Wrathell stated that there would be a 2% Tax Collector fee, contemplated as part of the original Assessment Methodologies, and included in the District’s assessments.

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, the of St. John’s County Tax Collector Uniform Collection Method Agreement, was approved.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Partial Assignment and Assumption of Master Agreement for Professional Engineering Services (Kimley-Horn & Associates)**

Mr. Wrathell stated that the Partial Assignment and Assumption Agreement for Professional Engineering Services with Kimley Horn & Associates, Inc., (Kimley-Horn) was related to construction and engineering work and would enable Management to compensate Kimley-Horn for work assigned from the Developer to the District. Mr. Knight stated that the Partial Assignment of the Kimley-Horn contract and allocation of the Kimley-Horn costs, between the District’s projects and the Developer’s projects, would be approved by the District Engineer. The contract would be effective as of December 16, 2016, the date the bonds were issued, and would cover the cost of expenses related to the CDD projects from the beginning. In

response to a question regarding reimbursement, in relation to the effective date, Mr. Knight stated that, as long as the work performed was related to the CDD, the contractor would be eligible for reimbursement.

**On MOTION by Mr. John Kinsey and seconded by Mr. Brian Kinsey, with all in favor, the Partial Assignment and Assumption of Master Agreement for Professional Engineering Services (Kimley Horn & Associates), from the Developer to the District, with an effective date of December 16, 2016, was approved.**

**SIXTH ORDER OF BUSINESS**

**Approval of Unaudited Financial Statements as of December 31, 2016**

Mr. Wrathell presented the Unaudited Financial Statements as of December 31, 2016. On Pages 3 and 4, respectively, “Debt Service Fund BAN Series 2016” would be amended to “Debt Service Fund Bond Series 2016” and “Capital Projects Fund BAN Series 2016” would be amended to “Capital Projects Fund Bond Series 2016”.

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, the Unaudited Financial Statements as of December 31, 2016, as amended, were approved.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of January 4, 2017 Special Meeting Minutes**

Mr. Wrathell presented the January 4, 2016 Special Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. John Kinsey and seconded by Mr. Brian Kinsey, with all in favor, the January 4, 2017 Special Meeting Minutes, as presented, were approved.**

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being no report, the next item followed.

**B. District Engineer**

There being no report, the next item followed.

**C. District Manager**

There being no report, the next item followed.

**NINTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

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

**TENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

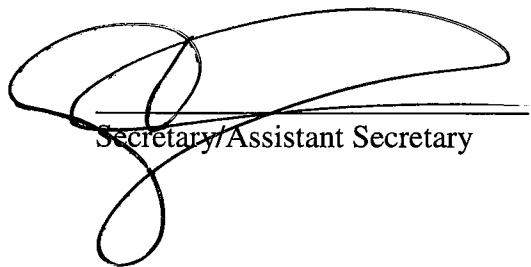
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, the meeting adjourned at 11:58 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair