

MINUTES OF MEETING
AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Amelia Walk Community Development District was held Tuesday, September 15, 2015 at 2:30 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Circle, Fernandina Beach, FL 32034.

Present and constituting a quorum were:

Chris Kuhn	Chairperson
Chris O'Bannon	Vice Chairman
Chris Hill	Assistant Secretary
Rose Bock	Assistant Secretary

Also present were:

Dave deNagy	District Manager
Jason Walters	District Counsel (by phone)
Dan McCranie	District Engineer
Wesley Hunt	Evergreen Lifestyles Management
Vicki Bratvold (Guest)	AV Homes

FIRST ORDER OF BUSINESS

Roll Call

Mr. deNagy called the meeting to order at 2:30 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members in attendance.

THIRD ORDER OF BUSINESS

Affidavit of Publication

Mr. deNagy stated the affidavit is included in the agenda package.

FOURTH ORDER OF BUSINESS

Organization Matters

A. Acceptance of Resignation from Grady Miars

Mr. deNagy stated in the agenda package is a resignation letter from Grady Miars. I would look for a motion to accept that resignation.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor to accept the resignation of Grady Miars, Seat #3, was approved.

B. Appointment of New Supervisor to Fill Unexpired Term of Office (11/20/16)

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor to appoint Rose Bock to fill Seat #3 was approved.

C. Oath of Office of Newly Appointed Supervisor

Mr. deNagy administered the Oath of Office to Rose Bock, and Ms. Bock responded I do. Ms. Bock accepted compensation. Mr. deNagy gave Ms. Bock paperwork to fill out and mentioned the Sunshine Law.

D. Election of Officers Resolution 2015-11

Mr. deNagy stated right now we have Chris Kuhn as Chair, Greg Matovina as Vice-Chair, Chris Hill as Assistant Secretary, and Chris O'Bannon as Assistant Secretary. Mr. Miars did serve as Assistant Secretary. Does the board want to leave Rose as Assistant Secretary or do you want to change the slate of officers?

Mr. Kuhn stated have Rose as Assistant Secretary, and I propose a change to Chris O'Bannon as Vice Chair.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor of Resolution 2015-11 naming Chris Kuhn as Chair, Chris O'Bannon as Vice Chair, and Chris Hill, Greg Matovina and Rose Bock as Assistant Secretaries was approved.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the August 18, 2015 Meeting

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the Minutes of the August 18, 2015 meeting were approved.

SIXTH ORDER OF BUSINESS

Public Hearing to Consider the Imposition of Special Assessments

A. Consideration of Resolution 2015-12, Imposing Assessments for Phase II

Mr. deNagy stated you have handed out in front of you a slightly revised copy of Resolution 2015-12. We will open the public hearing, close the public hearing, and look for a motion to consider Resolution 2015-12.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the Public Hearing is Open.
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Mr. deNagy asked Mr. Walters do you want to go through briefly Resolution 2015-12.

Mr. Walters stated just by way of discussing any changes that Dave alluded to in the resolution that is in front of you, the only change is the reference to the assessment area. Change the North Assessment Area to the 2015A Assessment Area to be consistent with the methodology. Other than that, everything is the same as the resolution in your package. This resolution would levy the actual assessments. Over the last couple of months you recall we started the process to approve the draft preliminary methodology, and we set this public hearing. This only affect the 2015A for Phase II assessment areas. This will not impact any of the current homeowners living in the District. This is just the undeveloped section we refer to as Phase II or the 2015A assessment area. In addition, you will not later on the agenda we have the consideration of proposals for the construction contract for this phase. This resolution will levy the assessments based off of the original engineer's estimates that were prepared by Dan and methodology that was drawn based upon that. We expect over the next 30 days or so to refine those numbers based on the award of that contract to getting all the final numbers for work that is not included in that contract so that when we go to issue the bonds, we can issue a very specific number to somewhat near those costs. Today we are going to be levying the assessments based on the original engineer's estimate, which will probably be slightly higher than what we actually issue. We will then come back with what we call a supplemental resolution to bids, which will refine the numbers further to match what we are going to issue. Resolution 2015-12 is the actual resolution that will levy these assessments. There are a number of findings required by Chapter 190 and 197 that we go through with respect to the benefit of that project and the viability of assessments to support that project. Exhibits to the resolution include methodology report and engineer's report. These are documents you have seen before. Unless you have questions, the action we would look for today is the approval of Resolution 2015-12.

Mr. deNagy stated on the signature pages for this resolution, I want to note that Jim Perry updated the assessment methodology to take the word "Draft" that was watermarked off of it and re-dated the assessment methodology to September 15, 2015. The Engineer's Report is still dated June 12, 2015, so the signature page in that resolution will have the assessment methodology dated September 15, 2015.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the Public Hearing is Closed.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor Resolution 2015-12 – Phase II assessments was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Ranking Phase II Construction Proposals

Mr. Kuhn stated I am happy to walk through my part, and Dan can do the color commentary. If the board agrees, we can adopt what we came up with or if you want to alter it along the way, we can discuss that. We will go by category. Starting with personnel, AJ Johns was scored with a 10 based on personnel they have, years of experience, and the work they perform. Vallencourt similarly I gave them a 10. Both companies have quite a bit of neighborhood infrastructure related work. Watson Civil I also gave a 10. JB Coxwell I gave a 9, and Petticoat-Schmitt I gave a 9. This gets pretty subjective when you go through it, but when you look at the type of work they perform, some of that is more municipal based, which is a little bit different than the work we do here.

Mr. McCranie stated I will give you my commentary so the rest of the board can hear. For AJ Johns, I gave them a 9; Vallencourt an 8; Watson a 7 – just knowing that Watson is slightly newer than some of the other firms. I gave Coxwell a 9 and Petticoat-Schmitt a 9 for personnel. I felt all five companies have good personnel that can do this project.

Mr. Kuhn stated going on to experience, I scored AJ Johns a 19 out of 20. Vallencourt was a 17, which was mostly geographic based, just looking at where they do a lot of their work. I gave Watson Civil a 17. I gave Coxwell a 15 based on experience with the CDDs, which was none. They are also more of a roadway contractor. I gave Petticoat-Schmitt a 17.

Mr. McCranie stated for AJ Johns I gave an 18, Vallencourt a 16, Watson a 17, and Coxwell and Petticoat-Schmitt I gave a 16. A lot of this is for the reasoning you gave and more for the experience they have in Nassau County. I gave extra points to Watson and AJ Johns for the number of projects they have done here in Nassau knowing you have to deal with the inspectors and everything else. I know AJ Johns has done more than Watson, so that is why I gave different points.

Mr. Kuhn stated understanding the scope of work, I gave AJ Johns a 10, Vallencourt a 10, and Watson Civil a 10. That is based on they have all delivered a number of finished lots for different developers or districts in NE Florida. I am sure they are familiar with what needs to be done to execute the scope of work. I scored Coxwell lower based on experience and familiarity with this work and also based on price. I felt like their price was so far out of line that it might indicate that maybe there was something they didn't understand about the scope or maybe wasn't clear to them. I gave Petticoat a 6.

Mr. McCranie stated very similar to your scoring, I gave everyone a 9 except for Coxwell, which I gave a 7. Their earthwork numbers seem to be so far out of line that they must not have completely studied the plans or understood exactly what we wanted.

Mr. Kuhn stated on the finance side, I think we are lucky to have a lot of firms that are growing, but they are stable. They have been around for a while. Their financial ability seems to be pretty good. I have pretty even numbers across the board. I did take into account bonding capacity, work in progress, and looked at the Worker's Compensation and claim issues they might have open. With that I gave AJ Johns a 9, Vallencourt a 9, Watson Civil a 9, Coxwell has just a massive bonding capacity so I gave them a 10, and I gave Petticoat-Schmitt a 9.

Mr. McCranie stated I based these on size. It looks as if AJ Johns and Watson were slightly smaller than Vallencourt, Coxwell, and Petticoat-Schmitt. I gave AJ Johns an 8, Vallencourt 9, Watson 8, Coxwell 9, and Petticoat-Schmitt a 9.

Mr. Kuhn stated price using the total scoring amount of 25 available points with 15 going to the lowest bidder and then the points being distributed on a percentage basis to the other bidders as a percentage of the low bid. Within the balance of the 25 is a 10-point scale for reasonableness, so for price on AJ John I had a 15 and 10 for a total of 25. For Vallencourt, the percentage came out to a 13, and I gave them a 9 on reasonableness for a total of 22 points.

For Watson Civil, their competitive bid yielded a 14 as a percentage. I also gave them a 9 for reasonableness. For Coxwell, the percentage yielded an 8, and I gave them a 5 for reasonableness for a total of 13. For Petticoat-Schmitt, the percentage would yield a 14, and I gave them a 9 on reasonableness. So it is 25 for AJ Johns, 22 for Vallencourt, 23 for Watson, 13 for Coxwell, and 23 for Petticoat.

Mr. McCranie stated what I did with the 15 points is I gave the first place 15, and then I just dropped 2 points, so I didn't do a whole percentage calculation. I did 15 and 13, and I have two at 13 because they were so close, and then I have a 9 and a 7. I had AJ Johns at 15, Vallencourt at 9, Watson at 13, Coxwell at 7, and Petticoat-Schmitt at 13. This is out of the 15. It breaks down for the reasonableness as follows: AJ Johns an 8 because some of their numbers were slightly out of average, I gave Vallencourt and Watson a 10 because all of their line items were in line, I gave Coxwell a 5 because of a couple of numbers that were way high, and I gave Petticoat-Schmitt a 10 because everything they had hit our averages. That would be for AJ a total of 23, and then 19 for Vallencourt, 23 for Watson, 12 for Coxwell, and 23 for Petticoat-Schmitt.

Mr. Kuhn stated I used the same approach on the schedule, so it was a percentage basis. Based on the fastest schedule, I was working on 15 and 10. I had AJ Johns at 25, and Vallencourt with almost the same total duration also got a 25. For Watson Civil, I had a 14 and a 9 for a total of 23. Coxwell had an 11 and a 6 for a total of 17. Petticoat had a 13 and a 7 for a total of 20.

Mr. McCranie stated I gave AJ Johns a 15 and 9 for a total of 24, Vallencourt a 15 and 9 for a total of 24, Watson a 13 and 9 for a total of 22, Coxwell a 7 and 10 for a total of 17, and Petticoat-Schmitt a 13 and 9 for a total of 22. When you add up mine, I have AJ ranked #1 with a 91. I had Petticoat-Schmitt #2 with an 88. Watson is #3 with an 86. Vallencourt is #4 with 85, and Coxwell is #5 with a 70. The top two had a 91 and an 88.

Mr. Kuhn stated Petticoat is a slightly higher bid than Watson, what are your thoughts there?

Mr. McCranie responded they are a stronger and bigger company. On the overall numbers, Petticoat was 2.458 versus a 2.439, so in effect they are really close to the same number. If we take away the alternate bid, Petticoat was less than Watson – 2.268 versus 1.950.

Mr. Kuhn stated my numbers came out with AJ Johns and then Vallencourt, Watson, Petticoat, and Coxwell. In looking at your scoring and listening to what you have shared, your approach is a little more discerning than mine. I am comfortable going with the engineer's ranking with AJ John #1, Petticoat-Schmitt #2, Watson #3, Vallencourt #4, and Coxwell #5.

Mr. deNagy asked is there any discussion from any of other board members?

There were no questions.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor to rank the Phase II construction proposals with AJ Johns as #1, Petticoat-Schmitt #2, and Watson Civil #3 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Proposal from Lake Doctors, Inc. for Lake Maintenance Services for FY16

Mr. deNagy stated the \$525 you see in your agenda package is consistent with what we have in our FY16 budget. That is what we paid them in FY15, so there was no increase. I need a motion to approve the proposal from Lake Doctors to authorize staff to enter into an agreement.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the proposal from Lake Doctors for lake maintenance for FY16 was approved.

NINTH ORDER OF BUSINESS

Consideration of Advertising for Design Professional Services

Mr. Kuhn stated to the extent that we have some design-related scopes that are outside of civil engineering and landscape architecture, and some things we will need to complete in order to deliver Phase II neighborhood improvements, I would like to get authorization to go out for proposals for design services to allow the District to procure those professional design services.

Mr. deNagy asked are there any thoughts on who would be doing that?

Mr. Kuhn responded it would be a landscape architecture firm or somebody that would do scopes of work that are complimentary to what Dan has done. There are a number of local landscape architecture firms that would be interested in that. I have had a couple that have expressed interest.

Mr. deNagy asked Mr. Walters is that something we can just solicit bids from companies for or do we have to publish notice for this type of service?

Mr. Walters stated I think what Chris is looking for is authorization to have staff receive essentially Request for Qualification sheets from interested firms if we want to take that route.

Mr. Kuhn stated we are going to need to engage some design professionals to complete some of the hardscape and landscape design that will go along with Dan's drawings that complete Phase II of the neighborhood.

Mr. Walters responded given the time frame we are on and that we are looking to award that contract, I think it would be wise, if the board is comfortable, to delegate that authority to the chairman to help finalize those documents in terms of the scope and ranking criteria and so forth.

On MOTION by Mr. Kuhn seconded by Mr. Hill with all in favor to have staff obtain qualification sheets from Hardscape/Landscape contractors for work in Phase II was approved.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated I don't have any additional items for the board. From here we will send notices to all the proposers letting them know the board's evaluation and action. There is a short protest period in which any non-awarded contractor can file a protest. Then the plan is to look to finance and have the funds available around the time we receive the first application on that contract. The contracting and the funding and financing are on a parallel route. I will prepare the notices and proceed from there.

B. Engineer

Mr. McCranie stated I have nothing else.

C. Manager

Mr. deNagy stated as you know we have a website compliance requirement that is new under Florida law that is effective October 1. GMS is working on a website for the District, and it will have a link to the community website. We will have that up and running by October 1.

D. Community Manager - Report

Mr. deNagy stated I have handed out, and you should have received by email Wesley's report.

Mr. Hunt stated regarding CDD violations, this month was good. We did have a couple of legal issues that came up. Mr. Hunt asked Mr. Walters if he got a call from the Nassau County Sheriff's Department?

Mr. Walters responded I had a call from one of the detectives over there, and we have played phone tag.

Mr. Hunt stated he was one of the ones that was in on the event that occurred on Sunday in which three individuals were here and using drugs on the property after closing hours. I will get a report from public records request and get the full report. We also had a glass tabletop that was defaced with swastikas and all kinds of other things. We have had that replaced. Jason, a question to you about Mosquito Authority that I brought up at the last meeting. That event is going to happen October 10. Have you started on the waiver or contract that you wanted to design for them? You were saying you were going to write something up so if they damage any of the property it is on them.

Mr. Walters responded I will follow up with you on that.

Mr. Hunt stated I am looking to get some proposals on getting some pressure washing and painting of this facility, not the whole facility, just areas that need touched up.

TWELFTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Kuhn stated I would like to acknowledge and express my thanks to Grady Miars for his service to the board.

There were no audience members present.

THIRTEENTH ORDER OF BUSINESS Financial Reports

- A. Balance Sheet & Income Statement**
- B. Approval of Check Register**
- C. Special Assessment Receipts Schedule**

Mr. deNagy stated a copy of your financial statements is included in your agenda package as of August 31, 2015. The total of the check register is \$19,298.09.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the check register as of August 31, 2015 in the amount of \$19,298.09 was approved.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting for October 20, 2015, at 2:30 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Circle, Fernandina Beach

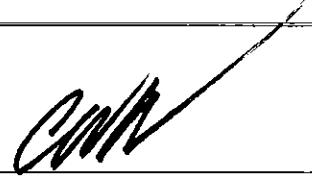
Mr. deNagy stated the next scheduled meeting is October 20, 2015 at 2:30 p.m. at this location.

FIFTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the Meeting was Adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman