

**MINUTES OF MEETING
STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stonegate Preserve Community Development District held a Regular Meeting and Audit Committee on January 20, 2023 at 11:30 a.m., at The Harrison Ranch Clubhouse, 5755 Harrison Ranch Blvd., Parrish, Florida 34219.

Present were:

Kelly Evans	Chair
Laura Coffey	Vice Chair
Christopher Smith	Assistant Secretary

Also present, were:

Kristen Suit	District Manager
Lindsay Whelan (via telephone)	District Counsel
Strickland Smith (via telephone)	District Engineer
Barry Mazzone	Field Operations Manager

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:32 a.m.

Supervisors Evans, Coffey and Smith were present, in person. Supervisors Campagna and Gainer were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2023-02, Adopting Certain Amendments to the District's Record Retention Policy; Addressing Conflicts and Severability; and Providing for Severability and an Effective Date

Ms. Whelan reviewed the amendments to the CDD’s Record Retention Policy.

Ms. Suit presented Resolution 2023-02.

On MOTION by Ms. Evans and seconded by Ms. Coffey, with all in favor, Resolution 2023-02, Adopting Certain Amendments to the District’s Record Retention Policy; Addressing Conflicts and Severability; and Providing for Severability and an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Recess Regular Meeting/Commencement of Audit Selection Committee Meeting

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

FIFTH ORDER OF BUSINESS

Review of Response to Request for Proposals (RFP) for Annual Audit Services

- A. Affidavits of Publication**
- B. RFP Package**

The above items were included for informational purposes.

- C. Respondent: Berger, Toombs, Elam, Gaines & Frank**

Ms. Suit presented the Berger, Toombs, Elam, Gaines & Frank (BTEGF) proposal and fee schedule, which includes an option for annual renewals. Ms. Evans stated she will approve the proposal with the understanding that any future fee increase must be approved by the Board.

- D. Auditor Evaluation Matrix/Ranking**

The Committee collectively ranked BTEGF as the #1 ranked firm.

On MOTION by Ms. Evans and seconded by Ms. Coffey, with all in favor, the Audit Selection Committee ranked Berger, Toombs, Elam, Gaines & Frank as the #1 ranked respondent to the RFP for Annual Audit Services.

SIXTH ORDER OF BUSINESS

Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting

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

SEVENTH ORDER OF BUSINESS

Consider Recommendation of Audit Selection Committee

- **Award of Contract**

On MOTION by Ms. Evans and seconded by Mr. Smith, with all in favor, accepting the Audit Selection Committee's recommendation, ranking Berger, Toombs, Elam, Gaines & Frank as the #1 ranked respondent to the RFP for Annual Audit Services, authorizing engagement of Berger, Toombs, Elam, Gaines & Frank and authorizing the Chair to execute, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-01, Designating the Primary Administrative Office and Principal Headquarters of the District; Designating the Location of the Local District Records Office; and Providing an Effective Date

This item was deferred.

NINTH ORDER OF BUSINESS

Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services

- A. Affidavit of Publication**
- B. RFQ Package**

These items were included for informational purposes.

- C. Respondent: Heidt Design, LLC**

Ms. Suit stated that Heidt Design, LLC was the only respondent to the RFQ.

D. Competitive Selection Criteria/Ranking

Ms. Suit stated that, as the sole respondent, the Board can rank Heidt Design, LLC as the #1 ranked respondent.

E. Award of Contract

On MOTION by Ms. Evans and seconded by Ms. Coffey, with all in favor, ranking Heidt Design, LLC as the #1 ranked respondent to the RFQ for District Engineering Services and authorizing Staff to negotiate and prepare a Continuing Services Agreement with Heidt Design, LLC and for the Chair to execute, was approved.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of November 30, 2022

Ms. Suit presented the Unaudited Financial Statements as of November 30, 2022.

On MOTION by Ms. Evans and seconded by Mr. Smith, with all in favor, the Unaudited Financial Statements as of November 30, 2022, were accepted.

ELEVENTH ORDER OF BUSINESS

Approval of August 19, 2022 Public Hearings and Regular Meeting Minutes

Ms. Suit presented the August 19, 2022 Public Hearings and Regular Meeting Minutes.

On MOTION by Ms. Evans and seconded by Mr. Smith, with all in favor, the August 19, 2022 Public Hearings and Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock LLP*

Ms. Whelan stated the bond validation hearing was successful and the 30-day appeal period ended. When the Board is ready to begin the bond issuance process, Staff will be able to issue the bonds expeditiously.

Ms. Evans stated the intent is to issue bonds in the fourth quarter.

B. District Engineer (Interim): *Heidt Design, LLC*

Ms. Suit noted that “(Interim)” will be removed, going forward.

Ms. Evans asked if Version 3 of the comments to the plat were addressed and resubmitted or if it is still being prepared. Mr. Strickland Smith stated it is still in progress; two responses are pending and he expects to submit it at the beginning of next week. Responses should be received within two weeks. Ms. Evans hoped it will be presented at the next meeting. Mr. Smith stated that seemed reasonable.

Supervisor Smith asked if addresses were issued during construction plan review. The District Engineer stated they were requested from the County; he will follow up.

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

- **NEXT MEETING DATE: February 17, 2023 at 11:30 A.M.**

- **QUORUM CHECK**

The next meeting will be February 17, 2023, unless cancelled.

The Board welcomed Mr. Mazzoni and discussed construction timelines.

THIRTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments


There were no public comments.


FIFTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Ms. Evans and seconded by Ms. Campagna, with all in favor, the meeting adjourned at 11:48 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair