

MINUTES OF MEETING
BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bannan Lakes Community Development District was held Tuesday, March 1, 2016 at 11:00 a.m. at the Offices of GMS St. Augustine, 475 West Town Place, Suite 114, St. Augustine, FL 32092.

Present and constituting a quorum were:

Art Lancaster	Chairperson
John Dodson	Vice Chairman
Maston Crapps	Supervisor
Karelyn Travieso	Supervisor (by phone)

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel (by phone)

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m.

SECOND ORDER OF BUSINESS

Public Comment

There were no members of the audience in attendance.

THIRD ORDER OF BUSINESS

Consideration of Disclosure of Public Finance

This item was tabled.

FOURTH ORDER OF BUSINESS

Consideration of Qualifications for Architectural Services

Mr. Oliver stated at our last meeting, the board ratified staff actions to issue a request for qualifications for architectural services. That was published in the St. Augustine Record on February 12th. It was ratified at our CDD meeting and the deadline for qualifications was February 26th at 9:00 a.m. We received submissions from three different engineering firms. Those engineering firms are Marquis Halback, PQH and Basham & Lucas. Statue provides what the selection criteria are to be considered as you review those. In connection with its selection of

an engineer, the Board assigned a weighted point to the statutory criteria and that is how I ranked the proposals that were received.

Mr. Haber stated the board previously assigned those points. It makes sense for the board to ratify the assignment of those points.

Mr. Oliver stated each of you have a copy of the score sheet in front of you.

On MOTION by Mr. Crapps seconded by Mr. Dodson with all in favor the Assignment of Evaluation Criteria Points was ratified.

Mr. Oliver stated you have the three packets of qualifications in front of you. I ranked those and I will briefly go through that. The top ranked firm with 88 points is Basham & Lucas. The second ranked firm with 85 points was Marquis Halback and third was PQH with 64 points. For ability and adequacy of professional personnel, Basham & Lucas and Marquis Halback both got 25 points. As you look through their qualifications, they have done a broad range of high quality projects, particularly residential. PQHs resume was just not as accomplished as the other two architectural firms. Then it says past performance for other CDDs or Community Development Districts and other contracts and then it talks about the amount of experience in similar projects. Overwhelmingly, Basham & Lucas has the thickest resume when it comes to work with CDDs. I gave them 25 points. I gave Marquis Halback 20 points and PQH received 15 points. For geographical location, they are all local. They all received 20 points. Third was willingness to meet time and budget requirements. I had 15 points for all of them. I didn't see anything that would indicate they would not be able to do that. The next criteria are certified minority business enterprise. PQH got five points for that. Marquis Halback received zero points, as well as Basham & Lucas. The next criteria are recent current projected workloads. Basham & Lucas got a three. They did mention in their proposal that they have time on their workload to handle this project. PQH was a little more detailed and Marquis Halback was very detailed on what their workload was, so I gave them the full five points. For volume of work previously awarded to each consultant by this District, they all received zero. None of them have ever been hired by this District. My total points are 88 for Basham & Lucas. Second was Marquis Halback with 85 points and third was PQH with 64 points.

On MOTION by Mr. Dodson seconded by Mr. Lancaster with all in favor to Accept Scoring as Presented & Authorization for Staff & Chair to Negotiate with Top Ranked Firm of Basham & Lucas was approved.

FIFTH ORDER OF BUSINESS **Update Regarding Construction Matters**
 There being none, the next item followed.

SIXTH ORDER OF BUSINESS **Selection of Audit Committee**
 Mr. Oliver stated the Florida Statute, Chapter 218 requires that the board select a committee to go through the process of starting the RFP process and select an auditor. We need to do that now. An audit committee has the same statutory requirements and noticing requirements and Sunshine requirements as the CDD board. It makes sense for us to appoint the board as the audit committee, so that way you can hold your audit committee meetings in conjunction with your CDD meetings.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Entire Board to Serve as the Audit Committee was approved.

SEVENTH ORDER OF BUSINESS **Staff Reports**

- A. District Counsel**
There being none, the next item followed.

- B. District Engineer**
There being none, the next item followed.

- C. District Manager**
There being none, the next item followed.

EIGHTH ORDER OF BUSINESS **Financial Reports**

- A. Balance Sheet and Income Statement**
Mr. Oliver stated included in your agenda package is the balance sheet and income statement.

- B. Consideration of Funding Request No. 6**
Mr. Oliver stated included in your agenda package is Funding Request No. 6.

Mr. Lancaster asked in the backup on England-Thims & Miller I noticed there is an invoice for November and at bond funding they were supposed to have all of their invoices in at bond funding?

Mr. Oliver responded I will look into that.

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor Funding Request No. 6 was approved.

NINTH ORDER OF BUSINESS

Supervisor's Request and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

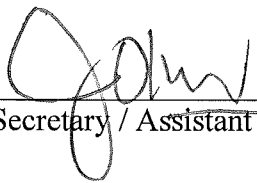
Next Scheduled Meeting – April 20, 2016 at 12:00 p.m. at the Offices of GMS

Mr. Oliver stated the next scheduled meeting is April 20, 2016 at 12:00 p.m. at the Offices of GMS.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Lancaster seconded by Mr. Crapps with all in favor the Meeting was adjourned.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson