

**MINUTES OF MEETING  
CREEKSIDE AT TWIN CREEKS  
COMMUNITY DEVELOPMENT DISTRICT**

A Special Meeting of the Board of Supervisors of the Creekside at Twin Creeks Community Development District were held on **Monday, December 12, 2016 at 11:30 a.m.**, at the **offices of Rogers Towers, P.A., 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
Jared Bouskila ( <i>via telephone</i> )	Assistant Secretary
Cora DiFiore ( <i>via telephone</i> )	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Mark Watts ( <i>via telephone</i> )	District Counsel
Neal Brockmeier ( <i>via telephone</i> )	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 12:40 p.m., and noted, for the record, that Supervisors John Kinsey, Bryan Kinsey and Robert Furlong were present, in person. Supervisors Jared Bouskila and Cora DiFiore were attending via telephone. Due to a conflict in today's schedule, the meeting time was delayed.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Responses to Requests  
for Proposals for Annual Audit Services**

**A. RFP Package**

Mr. Wrathell presented the RFP for Annual Audit Services, which was previously authorized.

**B. Affidavit of Publication**

The affidavit of publication was provided for informational purposes.

**C. Respondents**

- i. Berger, Toombs, Elan, Gaines & Frank**
- ii. Carr, Riggs & Ingram, LLC**
- iii. Grau & Associates**
- iv. McDirmit Davis**

Mr. Wrathell stated that proposals were received from four highly qualified firms, Berger, Toombs, Elan, Gaines & Frank (Berger Toombs), Carr, Riggs & Ingram, LLC (Carr Riggs), Grau & Associates and McDirmit Davis.

**D. Proposal Evaluation/Ranking**

Mr. Wrathell stated that the two lowest bids were from Berger Toombs and McDirmit Davis. Berger Toombs' fee was \$3,350, for two years, and McDirmit Davis' fee was \$3,200 for Fiscal Year 2016, \$3,300 for Fiscal Year 2017 and \$3,400 for Fiscal Year 2018. Carr Riggs' fee was \$5,000, for two years, and Grau's fee was \$3,800, for Fiscal Year 2016, \$3,900 for Fiscal Year 2017 and \$4,000 for Fiscal Year 2018. Berger, Toombs was engaged by the Twin Creeks North CDD and District Management recommended the firm.

**On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the District Manager's recommendation of Berger, Toombs, Elan, Gaines & Frank, for Annual Audit Services, was approved.**

**E. Award of Contract**

The Board agreed to award the contract to Berger, Toombs, Elan, Gaines & Frank for audit services.

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, Awarding the Annual Audit Services Contract to Berger, Toombs, Elan, Gaines & Frank, was approved.**

**FOURTH ORDER OF BUSINESS**

**Ratification of Change Orders Associated to Revisions to Sun State Nursery & Landscaping, Inc., Master Infrastructure Landscaping Improvements**

- A. Change Order Number 001: \$176,717.96**
- B. Change Order Number 002: \$7,149.57**

Mr. Wrathell presented change order Number 001, in the amount of \$176,717.96 and change order Number 002, in the amount of \$7,149.57, for ratification. Mr. Kinsey stated that the change orders were for the oak trees and Sylvester palms at the CDD entrance.

**On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Change Order Number 001, in the amount of \$176,717.96 and Change Order Number 002, in the amount of \$7,149.57, were ratified.**

**FIFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of October 31, 2016**

Mr. Wrathell presented the Unaudited Financial Statements as of October 31, 2016. In response to a question from Mr. Brockmeier, Mr. Bryan Kinsey stated that, since assessments were low, the bonds would never fully fund the improvements; a portion must be paid by the Developer, which was incorporated into the model. Mr. Wrathell stated that the District was contractually obligated to pay contractors based on the amount of funds available; once all funds are depleted, the Developer funds the balance, per the completion agreement.

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

**SIXTH ORDER OF BUSINESS**

**Approval of September 21, 2016 Public Hearing and Regular Meeting Minutes**

Mr. Wrathell presented the September 21, 2016 Regular Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the September 21, 2016 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

With regard to the October 1, 2016 notice requirements for posting an agenda, Mr. Watts stated that all items must be posted and a reminder email should be sent. Several easements and an Interlocal Agreement were discussed at the last meeting, after the deadline had passed. Mr. Wrathell stated that those particular items were financing related and the documents could be executed and ratified at a future meeting. Mr. Watts stated that the documents were required in the execution of the financing plan for the project; therefore, the Chair may execute and the documents may be ratified at the next meeting. Mr. Wrathell suggested scheduling a special meeting for January 4, 2017.

**B. District Engineer**

There being no report, the next item followed.

**C. District Manager**

There being no report, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

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

**NINTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**TENTH ORDER OF BUSINESS**


**Adjournment**

There being no further business to discuss, the meeting adjourned.

**On MOTION by Mr. Robert Furlong and seconded by Mr. Bryan Kinsey, with all in favor, the meeting adjourned at 12:55 p.m.**



Secretary/Assistant Secretary



Chair/Vice Chair