

**MINUTES OF MEETING  
LAKE FLORES  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Lake Flores Community Development District held a Special Meeting on November 30, 2023 at 11:00 a.m., at ZNS Engineering, 1023 Manatee Avenue West, 7th Floor, Bradenton, Florida 34205.

**Present at the meeting were:**

Gary Walker	Chair
David Brasher	Vice Chair
Reggie Tisdale	Assistant Secretary
Walter Preston	Assistant Secretary

**Also present:**

Kristen Suit	District Manager
Jonathan Johnson (via telephone)	District Counsel
Jeb Mulock	District Engineer
Ed Hill	Developer Representative
Whiting Preston	Landowner

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 11:02 a.m.

Supervisors Walker, Brasher, Tisdale and Preston were present. Supervisor Parsons was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Approval of Lake Flores Outfall DS-3 RFP  
Evaluation Criteria and Appointment of  
Evaluation Committee**

The Evaluation Criteria Sheet was included for informational purposes.

Mr. Walker recalled earlier decision to appoint David Brasher, Reggie Tisdale and Karen Wilson as the Evaluation Committee members. He asked if the evaluation criteria point system is standard. Mr. Mulock replied affirmatively and stated it is typical for a project of this size and scope.

**On MOTION by Mr. Tisdale and seconded by Mr. Walker, with all in favor, the Lake Flores Outfall DS-3 RFP Evaluation Criteria and Appointment of David Brasher, Reggie Tisdale and Karen Wilson as the Evaluation Committee members, was approved.**

**FOURTH ORDER OF BUSINESS**

**Discussion/Consideration: RFP Evaluation Committee Meeting and Special Board Meeting**

Ms. Suit stated that both meetings will be held on the same day. The Committee will evaluate the bid responses and present its recommendation to the CDD Board at the Special meeting immediately following the Committee meeting. The Board will make the final decision about awarding the contract.

Discussion ensued about extending the bid response deadline to December 11, 2023, scheduling the meetings on December 12, 2023 and whether there will be sufficient time to review the bids.

Management will advertise the Evaluation Committee meeting on December 12, 2023 at 1:00 p.m., at 8116 Cortez Road West, Bradenton, Florida 34210. The Special meeting will then commence immediately following the adjournment of the Evaluation Committee meeting. Supervisors Walker, Brasher and Tisdale confirmed their attendance and Supervisor Preston was unsure of his availability.

**FIFTH ORDER OF BUSINESS**

**Ratification of Assignment of Construction Agreement & Acquisition of Completed Improvements (Lake Flores Phase 1B Mass Grading and Phase 1B-1 Infrastructure)**

Mr. Tisdale asked why Exhibit A-2 reflects \$0.00 amounts. It was noted that the first payout went directly to the CDD; the CDD will pay the contractor directly.

**On MOTION by Mr. Tisdale and seconded by Mr. Walker, with all in favor, the Assignment of the Construction Agreement & Acquisition of Completed Improvements related to Lake Flores Phase 1B Mass Grading and Phase 1B-1 Infrastructure), was ratified.**

**SIXTH ORDER OF BUSINESS**

**Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022, Prepared by Berger, Toombs, Elam, Gaines & Frank**

Ms. Suit presented the Audited Financial Report for the Fiscal Year Ended September 30, 2022. It was a clean, unmodified audit. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance.

Mr. Walker referred to the \$12,012 “Due to developer” amount, on Page 9, and asked for the details to be sent to him.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022**

**On MOTION by Mr. Walker and seconded by Mr. Brasher, with all in favor, Resolution 2024-01, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. September 14, 2023 Special Meeting**
- B. September 28, 2023 Special Meeting**

**On MOTION by Mr. Walker and seconded by Mr. Brasher, with all in favor, the September 14, 2023 Special Meeting and the September 28, 2023 Special Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**NEXT MEETING DATE: December 12, 2023**

○ **QUORUM CHECK**

The Evaluation Committee meeting will be on December 12, 2023 at 1:00 p.m., at 8116 Cortez Road West Bradenton, Florida 34210 and the Special Board meeting will commence immediately following the adjournment of the Evaluation Committee meeting.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Mr. Tisdale asked how the CDD can file a Notice of Commencement, for the contractor, for the Outfall DS-3 Project, if the CDD does not own the property and only has a construction easement. Mr. Johnson stated that the CDD does not file the Notice of Commencement; under the contract, the contractor must file a bond with the County, per Florida Statute §255.05.

Mr. Tisdale asked if the western mitigation property was transferred to the CDD, since Cardno, now Stantec, is completing punch list items before the maintenance contract expires next week.

Discussion ensued regarding preparing documents to transfer the mitigation, combined lake and the DS-2 property to the CDD; the sending of maintenance proposals to the CDD, as it is already part of the Operations and Maintenance (O&M) budget and a contractor cleaning up the hurricane-damaged conservation area next week.

Mr. Johnson asked for assurance that someone will send an addendum to the RFP to clarify the bid response deadline. It was confirmed that there will be an addendum to the schedule indicating that bids are due December 11, 2023, not December 5, 2023.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

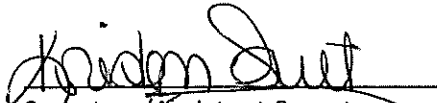
No members of the public spoke.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Walker and seconded by Mr. Tisdale, with all in favor, the meeting adjourned at 11:32 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair