

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**TROUT CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The **special** meeting of the Board of Supervisors of Trout Creek Community Development District was held on **Wednesday, April 21, 2015 at 1:30 p.m.** at the offices of Freehold Capital Management located at 352 Paseo Reyes Drive, St. Augustine, FL. 32095.

Present and constituting a quorum:

Andy Smith	Board Supervisor, Chairman
Don Davis	Board Supervisor, Vice Chairman
Henry Green	Board Supervisor, Assistant Secretary
Michael Gruber	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams
Michael McCollum	Freehold Capital Management
Brad Davis	District Engineer, Prosser, Inc.

Audience

FIRST ORDER OF BUSINESS

Call to Order

Ms. Dobbins called the meeting to order at 1:32 p.m.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments on agenda items.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Special Meeting held
February 25, 2015**

On a motion by Mr. Green, seconded by Mr. Don Davis, with all in favor, the Board approved the minutes of the Board of Supervisors' special meeting held February 25, 2015 for Trout Creek Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Audit Committee Meeting held February 25, 2015

On a motion by Mr. Green, seconded by Mr. Gruber with all in favor, the Board approved the minutes of the Audit Committee meeting held February 25, 2015 for Trout Creek Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held March 3, 2015

On a motion by Mr. Don Davis, seconded by Mr. Green with all in favor, the Board approved the minutes of the Board of Supervisors' regular meeting held March 3, 2015 for Trout Creek Community Development District.

SIXTH ORDER OF BUSINESS

Ratification of the Operation and Maintenance Expenditures for February 2015 and March 2015

On a motion by Mr. Green, seconded by Mr. Smith, with all in favor, the Board ratified the operation and maintenance expenditures for February 2015 in the amount of \$8,022.50 and March 2015 for \$10,923.17 for Trout Creek Community Development District.

SEVENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No report.
- B. District Engineer
Mr. Davis reviewed Work Authorization 1A (Exhibit "A") for Prosser's construction Administration Services with an amount not to exceed \$5,000 per month and Work Authorization 2A (Exhibit "B") for Prosser's General Meeting Services with an amount not to exceed \$5,000 per month. The Board of Supervisors approved both work authorizations.

On a motion by Mr. Green, seconded by Mr. Gruber, with all in favor, the Board approved Work Authorization 1A and 2A for Trout Creek Community Development District.

Mr. Davis also requested that Rizzetta & Company's office generate future requisitions to circulate for execution and then to be presented at the board meetings for ratification of payment.

- C. District Manager
Ms. Dobbins noted that the next regularly scheduled Board of Supervisors meeting will be held May 5, 2015 at the offices of Freehold Capital Management located at 352 Paseo Reyes Drive, St. Augustine, FL. 32095.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals Received in Response to the Amenity Center RFP

The Board of Supervisors discussed and evaluated the bids received (marked as Exhibit "C").

The Board of Supervisors approved Dicky Smith as the top ranked bid for the amenity center.

On a motion by Mr. Smith, seconded by Mr. Don Davis, with all in favor, the Board approved Dicky Smith as the top ranked bid for the amenity center for Trout Creek Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Proposal Received in Response to the Monuments and Hardscapes RFP

The Board of Supervisors discussed and evaluated the bids received (marked as Exhibit "D").

The Board of Supervisors approved Dicky Smith as the top ranked bid for the monuments and hardscapes.

On a motion by Mr. Smith, seconded by Mr. Gruber, with all in favor, the Board approved Dicky Smith as the top ranked bid for monuments and hardscapes for Trout Creek Community Development District.

TENTH ORDER OF BUSINESS

Consideration of Engagement Letter for Auditing Services

The Board of Supervisors approved the McDirmit Davis Engagement Letter for Auditing Services.

On a motion by Mr. Smith, seconded by Mr. Green, with all in favor, the Board approved the McDirmit Davis Engagement Letter for Auditing Services for Trout Creek Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of St. Johns County Tax Collector Agreement

On a motion by Mr. Smith, seconded by Mr. Gruber, with all in favor, the Board of Supervisors approved the St. Johns County Tax Collector Agreement for Trout Creek Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of Disclosure of Public Finance

The Board of Supervisors approved the Disclosure of Public Finance in substantial form and authorized the Chairman to finalize with the District Engineer.

On a motion by Mr. Don Davis, seconded by Mr. Green, with all in favor, the Board of Supervisors approved the Disclosure of Public Finance in substantial form and authorized the Chairman to finalize with the District Engineer for Trout Creek Community Development District.

THIRTEENTH ORDER OF BUSINESS

Consideration of Resolution 2015-34, Resolution Ratifying the Sale of Series 2015 Bonds

On a motion by Mr. Green, seconded by Mr. Gruber, with all in favor, the Board of Supervisors approved Resolution 2015-34, Resolution Ratifying the Sale of Series 2015 Bonds for Trout Creek Community Development District.

FOURTEENTH ORDER OF BUSINESS

Consideration of Agreement for Technology Services

After discussion, the Board of Supervisors approved the new design fee and \$100 monthly fee and email services for five Board of Supervisors.

On a motion by Mr. Smith, seconded by Mr. Green, with all in favor, the Board of Supervisors approved the Rizzetta Technologies Agreement for a new design fee and \$100 monthly fee and email services for five Board of Supervisors for Trout Creek Community Development District.

FIFTEENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no audience members present.

There were no Supervisor comments.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Smith, seconded by Mr. Don Davis, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 2:11 p.m. at for Trout Creek Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman

DRAFT

Exhibit “A”

WORK AUTHORIZATION NO. 1A
Construction Services
Trout Creek Community Development District
April 21, 2015

SCOPE OF SERVICES:

This work authorization is provided to the Trout Creek Community Development District in response to your request for construction services as they become necessary for the Phase I Master Improvements. We propose the following tasks to complete our services:

TASK 1 – Construction Administration


Our services will include the following:

- A. Provide construction contract administration.
- B. Routine site visits to inspect the contractor's work, interpretation of the plans and assist with resolution of field issues.
- C. Review and process shop drawings, RFIs and applications for payments
- D. Provide final walk-through and punchlist.
- E. Finalize contract close-out.

Task 1. – Construction Administration

Fee: NTE \$5,000.00 per month

All expenses will be billed separately and at a factor of 1.0.



J. Bradford Davis, PE
Principal

4/21/15

Date

APPROVAL:

Trout Creek Community Development District



Signature

4-21-15

Date

Exhibit “B”

WORK AUTHORIZATION NO. 2A
Meetings and Project Consulting
Trout Creek Community Development District
April 21, 2015

SCOPE OF SERVICES:

This work authorization is provided to the Trout Creek Community Development District in response to your request for general engineering services as outlined in Article 1 of the Engineering Agreement. Because this work will be somewhat variable per month, we propose a time and materials task not to exceed \$5,000.00 per month without prior approval from the board.

All expenses will be billed separately and at a factor of 1.0.



J. Bradford Davis, PE
Principal

4/21/15

Date

APPROVAL:

Trout Creek Community Development District



Signature

4-21-15

Date

Exhibit “C”

SHEARWATER AMENITY CENTER - EVALUATION MATRIX

	Personnel	Experience	Understanding Scope	Financial Capability	Schedule	Price	Total
	E.g., geographic locations of the firm's headquarters; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.	E.g., past record and experience of the respondent in self performing similar projects; past performance on this District in other contracts; character, integrity, reputation of respondent, etc.	Demonstration of the Proposer's understanding of the project requirements.	Extent to which the proposal demonstrates the adequacy of the Proposer's financial resources and stability as a business entity, necessary to complete the services required.	Demonstration of Proposer's understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates. Consideration will be given to proposers that indicate an ability to credibly complete the project in advance of the required substantial and final completion dates without a premium cost for accelerated work.	15 Points will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low bid. 10 Points are allocated for the reasonableness of unit prices and balance of bid.	
Total Points	5	25	20	10	15	25	100
Auld & White Constructors, LLC	5	25	20	10	15	18	93
Dicky Smith & Company, Inc.	5	25	20	10	15	25	100
Edwards Construction Services, Inc.	4	25	20	10	15	17	91

Exhibit “D”

SHEARWATER MONUMENTS AND HARDSCAPE - EVALUATION MATRIX

	Personnel	Experience	Understanding Scope	Financial Capability	Schedule	Price	Total
	E.g., geographic locations of the firm's headquarters; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.	E.g., past record and experience of the respondent in self performing similar projects; past performance for this District in other contracts; character, integrity, reputation of respondent, etc.	Demonstration of the Proposer's understanding of the project requirements.	Extent to which the proposal demonstrates the adequacy of the Proposer's financial resources and stability as a business entity, necessary to complete the services required.	Demonstration of Proposer's understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates. Consideration will be given to proposers that indicate an ability to credibly complete the project in advance of the required substantial and final completion dates without a premium cost for accelerated work.	15 Points will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low bid. 10 Points are allocated for the reasonableness of unit prices and balance of bid.	
Total Points	5	25	20	10	15	25	100
Dicky Smith & Company, Inc.	5	25	20	10	15	25	100
Edwards Construction Services, Inc.	4	25	20	10	12	18	89
Rollings Construction, Inc.	4	25	20	9	14	19	91