

**TROUT CREEK
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING
May 5, 2015**

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT AGENDA May 5, 2015 at 3:00 p.m.

Offices of Freehold Capital Management, located at 322 Paseo Reyes Drive
St. Augustine, FL. 32095

District Board of Supervisors	Andy Smith Don Davis Doug Davis Michael Gruber Henry Green	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Melissa Dobbins	Rizzetta & Company, Inc.
District Counsel	Jonathan Johnson Katie Buchanan	Hopping Green & Sams, P.A. Hopping Green & Sams, P.A.
Interim District Engineer	Brad Davis	Prosser Inc.

All Cellular phones and pagers must be turned off while in the meeting room.

The District Agenda is comprised of four different sections:

The meeting will begin promptly at **3:00 p.m.** with the first section which is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The second section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (904) 436-6270 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The third section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three **(3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (904) 436-6270, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 2806 North 5th Street Suite 403 • St. Augustine, FL. 32084 • 904-436-6270

April 30, 2015

Board of Supervisors
**Trout Creek Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Trout Creek Community Development District will be held on **May 5, 2015, at 3:00 p.m.** at the Offices of Freehold Capital Management, located at 322 Paseo Reyes Drive St. Augustine, FL. 32095. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors’
Special Meeting held April 21, 2015 Tab 1
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 5. BUSINESS ITEMS**
 - A. Consideration of Proposals Received in Response to the RFP
(under separate cover)
 - 1.) Landscape
 - 2.) Streetlights and Electrical
 - B. Consideration of Resolution 2015-35, Approving the
Fiscal Year 2015/2016 Proposed Budget and Setting
the Public Hearing..... Tab 2
- 6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at 904-436-6270.

Very truly yours,

Melissa Dobbins
Trout Creek Community
Development District

Tab 1

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**

<p>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.</p>

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

Tab 2

RESOLUTION 2015-35

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2015/2016 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of the Trout Creek Community Development District ("**Board**") prior to June 15, 2015, proposed budgets for Fiscal Year 2015/2016; and

WHEREAS, the Board has considered the proposed budgets and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT:

1. **BUDGETS APPROVED.** The budgets proposed by the District Manager for Fiscal Year 2015/2016 attached hereto as **Exhibit A** are hereby approved as the basis for conducting a public hearing to adopt said budgets.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved budgets is hereby declared and set for the following date, hour and location:

DATE: _____, 2015

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF BUDGETS TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the proposed budgets to St. Johns County at least 60 days prior to the hearing set above.

4. **POSTING OF BUDGETS.** In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved budgets on the District's website at least two days before the budget hearing date as set forth in Section 2. If the District does not yet have its own website, the District's Secretary is directed to transmit the approved budgets to the manager or administrator of St. Johns County for posting on its website.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 5th DAY OF MAY, 2015.

ATTEST:

**TROUT CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

By: _____
Its: _____

Exhibit “A”

The Proposed budget will be presented under separate cover.