PALM COAST 145

COMMUNITY DEVELOPMENT DISTRICT

January 28, 2025

BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

PALM COAST 145

COMMUNITY DEVELOPMENT DISTRICT

AGENDA LETTER

Palm Coast 145 Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W●Boca Raton, Florida 33431

Phone: (561) 571-0010●Toll-free: (877) 276-0889●Fax: (561) 571-0013

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

January 21, 2025

Board of Supervisors
Palm Coast 145 Community Development District

Dear Board Members:

The Board of Supervisors of the Palm Coast 145 Community Development District will hold a Regular Meeting on January 28, 2025 at 2:00 p.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Bldg. 2, 1st Floor Conference Room, Bunnell, Florida 32110. The agenda is as follows:

1. Call to Order/Roll Call

2. Public Comments

3. Consideration of Resolution 2025-04, Regarding the Rejection of All Proposals Related to the Provision of Construction Services Within the District; Providing a Severability Clause; and Providing an Effective Date

4. Authorization of RFP for Construction Services; Approval of Evaluation Criteria

5. Consideration of Resolution 2025-02, Designating the Location of the Local District Records Office and Providing an Effective Date

6. Acceptance of Unaudited Financial Statements as of December 31, 2024

7. Approval of December 17, 2024 Special Meeting Minutes

8. Staff Reports

   A. District Counsel: *Kutak Rock LLP*

   B. District Engineer: *Terra-Max Engineering, Inc.*

   C. District Manager: *Wrathell, Hunt and Associates, LLC*

      - NEXT MEETING DATE: February 25, 2025 at 2:00 PM

        - QUORUM CHECK

SEAT 1	MICHAEL BEEBE	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	ROBERT ATACK	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	FRANKLIN J GREEN	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	DAVID HANSEN	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5	GREG ULMER	☐ IN PERSON	☐ PHONE	☐ NO

9. Board Members' Comments/Requests

10. Public Comments

11. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at Andrew Kantarzhi at 415-516-2161.

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 867 327 4756

Sincerely,

Andrew Kantarzhi
District Manager

PALM COAST 145

COMMUNITY DEVELOPMENT DISTRICT

3

RESOLUTION 2025-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALM COAST 145 COMMUNITY DEVELOPMENT DISTRICT REGARDING THE REJECTION OF ALL PROPOSALS RELATED TO THE PROVISION OF CONSTRUCTION SERVICES WITHIN THE DISTRICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Palm Coast 145 Community Development District (the "District") is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, as amended, to plan, construct, install, acquire, finance, manage and operate public improvements and community facilities for the lands within the District; and

WHEREAS, the District has solicited proposals from contractors interested in providing construction services for comprehensive site development within the District (the "RFP"); and

WHEREAS, in response to its RFP, the District received two (2) proposals from contractors interested in providing such services; and

WHEREAS, the Instructions to Proposers included within the RFP provide that the District may reject any and all proposals if it determines that it is in its best interests to do so; and

WHEREAS, the Board of Supervisors of the District (the "Board") has determined that it is in the District's best interest to reject all proposals submitted in response to the RFP and desires to competitively solicit new proposals through a new Request for Proposals process.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PALM COAST 145 COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Board hereby rejects all proposals submitted for the provision of construction services for comprehensive site development services with respect to the District's RFP. District staff is hereby authorized to give notice of this rejection to all proposers who submitted a proposal to the District in response to the District's RFP.

SECTION 2. The Board hereby authorizes the solicitation of proposals for the provision of construction services for comprehensive site development services pursuant to a new Request for Proposals process.

SECTION 3. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 28th day of January, 2025.

ATTEST:

PALM COAST 145 COMMUNITY DEVELOPMENT DISTRICT

____
Secretary/Assistant Secretary

____
Chair/Vice Chair, Board of Supervisors

PALM COAST 145

COMMUNITY DEVELOPMENT DISTRICT

4

PALM COAST 145

MASS GRADING

Request for Proposals

Evaluation Criteria	**EVALUATION SCORE**
1. *Personnel.* (10 Points) (E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)	
2. *Proposer's Experience.* (35 Points) (E.g. past record and experience of the respondent in similar type and size of projects; volume of work previously performed by the firm; past performance for other developers in the region; character, integrity, reputation, of respondent, etc.)	
3. *Understanding of Scope of Work.* (5 Points) The extent to which the proposal demonstrates an understanding of the developer's needs for the services requested.	
4. *Financial & Physical Assets (Equipment) Capabilities* (20 Points) The extent to which the proposal demonstrates the adequacy of Proposer's financial resources, equipment resources, and stability as a business entity, necessary to complete the specific services required.	
5. *Price.* (30 Points) Points available for the price will be allocated as follows: <u>20 Points</u> will be awarded to the Proposer submitting the lowest cost proposal, (i.e., the summation of the unit price extensions using quantity estimates provided, the allowances shown, plus the proposal contractor's fee) for completing the work. All other proposals will receive a percentage of this amount based upon the difference between the Proposer's bid and the low bid. <u>10 Points</u> are allocated for the reasonableness of unit prices and the balance of bid.	

Evaluator:______________________________

Date: ________________________________

TOTAL:

PALM COAST 145

COMMUNITY DEVELOPMENT DISTRICT

5

RESOLUTION 2025-02

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE PALM COAST 145 COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Palm Coast 145 Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within the City of Palm Coast, Flagler County, Florida; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District's records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PALM COAST 145 COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District's local records office shall be located at: ____________________ ____.

SECTION 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this ___ day of ______________________, 2025.

ATTEST:

PALM COAST 145 COMMUNITY DEVELOPMENT DISTRICT

____
Secretary/Assistant Secretary

____
Chair/Vice Chair, Board of Supervisors

PALM COAST 145
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED FINANCIAL STATEMENTS

PALM COAST 145
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
DECEMBER 31, 2024

PALM COAST 145
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2024

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	$ 4,813	$ -	$ -	$ 4,813
Due from Landowner	7,235	-	-	7,235
Total assets	$ 12,048	$ -	$ -	$ 12,048
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	$ 6,053	$ -	$ 1,232	$ 7,285
Due to Landowner	-	14,630	-	14,630
Landowner advance	6,000	-	-	6,000
Total liabilities	12,053	14,630	1,232	27,915
DEFERRED INFLOWS OF RESOURCES				
Deferred receipts	7,235	-	-	7,235
Total deferred inflows of resources	7,235	-	-	7,235
Fund balances:				
Restricted for:				
Debt service	-	(14,630)	-	(14,630)
Unassigned	(7,240)	-	-	(7,240)
Total fund balances	(7,240)	(14,630)	(1,232)	(23,102)
Total liabilities, deferred inflows of resources and fund balances	$ 12,048	$ -	$ -	$ 12,048

PALM COAST 145
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED DECEMBER 31, 2024

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	$ -	$ 6,645	$ 108,219	6%
Total revenues	-	6,645	108,219	6%
EXPENDITURES				
Professional & administrative				
Supervisors	-	-	6,459	0%
Management/accounting/recording	1,000	3,000	48,000	6%
Legal	715	715	25,000	3%
Engineering	-	-	5,000	0%
Audit	-	-	4,000	0%
Arbitrage rebate calculation*	-	-	750	0%
Dissemination agent*	-	-	1,000	0%
Trustee*	-	-	5,500	0%
Telephone	17	50	200	25%
Postage	11	11	500	2%
Printing & binding	42	125	500	25%
Legal advertising	2,505	3,680	2,000	184%
Annual special district fee	-	175	175	100%
Insurance	-	5,408	5,720	95%
Contingencies/bank charges	4	12	500	2%
Website hosting & maintenance	705	705	705	100%
Meeting room	-	-	2,000	0%
Website ADA compliance	-	-	210	0%
Total expenditures	4,999	13,881	108,219	13%
Excess/(deficiency) of revenues over/(under) expenditures	(4,999)	(7,236)	-	
Fund balances - beginning	(2,241)	(4)	-	
Fund balances - ending	$ (7,240)	$ (7,240)	$ -	

*These items will be realized when bonds are issued

PALM COAST 145
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND
FOR THE PERIOD ENDED DECEMBER 31, 2024

	Current Month	Year To Date
REVENUES	$ -	$ -
Total revenues	-	-
EXPENDITURES		
Debt service	-	-
Total debt service	-	-
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Fund balances - beginning	(14,630)	(14,630)
Fund balances - ending	$ (14,630)	$ (14,630)

PALM COAST 145
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND
FOR THE PERIOD ENDED DECEMBER 31, 2024

	Current Month	Year To Date
REVENUES	$ -	$ -
Total revenues	-	-
EXPENDITURES		
Capital outlay	1,232	1,232
Total expenditures	1,232	1,232
Excess/(deficiency) of revenues over/(under) expenditures	(1,232)	(1,232)
Fund balances - beginning	-	-
Fund balances - ending	$ (1,232)	$ (1,232)

PALM COAST 145

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

MINUTES OF MEETING
PALM COAST 145
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Palm Coast 145 Community Development District held a Special Meeting on December 17, 2024 at 2:00 p.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Bldg. 2, 1st Floor Conference Room, Bunnell, Florida 32110.

Present were:

David Hansen	Chair
Michael Beebe	Vice Chair
Robert Atack	Assistant Secretary
Greg Ulmer	Assistant Secretary
Franklin Green	Assistant Secretary

Also present:

Andrew Kantarzhi	District Manager
Jonathan Johnson (via telephone)	District Counsel
Momtaz Barq	District Engineer
Chelsea Herbert	4C's Construction
John Amm	M-R Development & Construction, Inc.
Austin Schatz	JW Site Development Inc.
Clint Smith	Member of the Public

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 2:05 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Administration of Oath of Office to Elected Supervisors [Michael Beebe – Seat 1, Robert Atack – Seat 2, Greg Ulmer – Seat 5] (the following to be provided in separate package)**

Mr. Kantarzhi stated that the Oath of Office were administered to Mr. Beebe, Mr. Atack and Mr. Ulmer prior to the meeting. He provided and explained the following:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligation and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2025-03, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Mr. Kantarzhi recapped the results of the Landowners' Election, as follows:

Seat 1	Micheel Beebe	140 Votes	4-Year Term
Seat 2	Robert Atack	140 Votes	4-Year Term
Seat 5	Greg Ulmer	130 Votes	2-Year Term

On MOTION by Mr. Atack and seconded by Mr. Hansen, with all in favor, Resolution 2025-03, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2025-01, Electing and Removing Officers of the District and Providing for an Effective Date**

Mr. Kantarzhi presented Resolution 2025-01.

Mr. Atack nominated the following slate:

David Hansen	Chair
Michael Beebe	Vice Chair
Robert Atack	Assistant Secretary
Franklin Green	Assistant Secretary
Greg Ulmer	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Clifton Fischer	Assistant Secretary

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Cindy Cerbone	Assistant Secretary
Andrew Kantarzhi	Assistant Secretary
Craig Wrathell	Treasurer
Jeffrey Pinder	Assistant Treasurer

On MOTION by Mr. Atack and seconded by Mr. Green, with all in favor, Resolution 2025-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS **Review of Responses to RFP for Comprehensive Site Development: Earthwork, Roadway Construction, Stormwater Management, and Utility Infrastructure Systems Packages**

A. Respondents

Mr. Kantarzhi stated that Halifax Paving, Inc. and JW Site Development Inc. responded to the Request for Proposals (RFP) for Construction Services.

Mr. Kantarzhi stated that, prior to his arrival at Terra-Max to retrieve the RFP responses, the JW Site Development Representative contacted him about road construction delays in the area. The JW Representative emailed a PDF file of its bid package to Management's Office prior to the bid deadline but delivered the physical bid package a few minutes late but prior to him leaving Terra-Max's office. All sealed bid packages were opened on schedule, at 2:00 p.m., without any delay. Board approval is necessary in order to deem JW Site Development Inc.'s late delivery of its physical bid submittal as a minor deviation.

Mr. Johnson stated that, based on Florida law and given Mr. Kantarzhi's account of the facts, it would be appropriate for the Board to waive this as a minor irregularity.

On MOTION by Mr. Hansen and seconded by Mr. Beebe, with all in favor, deeming the late delivery of the JW Site Development Inc. response to the Request for Proposals (RFP) for Construction Services, as a minor irregularity and waiving the deficiency, was approved.

B. Evaluation/Ranking

Mr. Kantarzhi asked if the Board prefers to individually or jointly score and rank the respondents.

On MOTION by Mr. Ulmer and seconded by Mr. Hansen, with all in favor, jointly scoring and ranking the respondents to the Request for Proposals (RFP) for Construction Services, was approved.

Mr. Barq stated the price discrepancy between the respondents is due to a typographical error in the RFP. Line A-2 "Earth Work" on the Bid Schedule was written in cubic yards but was supposed to be in acres. One respondent based its costs on cubic yards and the other submitted a lump sum amount.

Mr. Barq stated, if the Board chooses, it can exclude the line item from the bids and proceed with reviewing the resulting amounts. The Board reviewed the Bid Schedule, the responses to Lines A-2 and A-12 and agreed to exclude both from the bid calculations.

Mr. Barq recalculated the bid totals, which resulted in the following:

JW Site Development Inc.	Bid Total: $12,959,787.57
Halifax Paving, Inc.	Bid Total: $13,522,502.32

The Board discussed scoring and their reasoning for the scores for each respondent in each category.

Mr. Kantarzhi recapped the Board's overall scores and rankings as follows:

#1	JW Site Development Inc.	100.00 Points
#2	Halifax Paving, Inc.	99.17 Points

On MOTION by Mr. Ulmer and seconded by Mr. Hansen, with all in favor, accepting the Board's joint scorings of 100 points to JW Site Development Inc., and 99.17 points to Halifax Paving, Inc.; and ranking JW Site Development Inc., as the #1 ranked respondent to the Request for Proposals for Construction Services, was approved.

C. Authorization to Negotiate and Finalize Contract

Mr. Johnson stated he will send the Notice of Intent to Award letters to Mr. Kantarzhi to mail to the respondents.

On MOTION by Mr. Ulmer and seconded by Mr. Hansen, with all in favor, awarding the contract for Construction Services to JW Site Development Inc., the #1 ranked respondent to the Request for Proposals for Construction Services, and authorizing District Staff to negotiate and finalize a contract, was approved.

SEVENTH ORDER OF BUSINESS Consideration of Resolution 2025-02, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

EIGHTH ORDER OF BUSINESS Acceptance of Unaudited Financial Statements as of October 31, 2024

On MOTION by Mr. Atack and seconded by Mr. Hansen, with all in favor, the Unaudited Financial Statements as of October 31, 2024, were accepted.

NINTH ORDER OF BUSINESS Approval of Minutes

A. October 29, 2024 Regular Meeting

B. November 5, 2024 Landowners' Meeting

On MOTION by Mr. Green and seconded by Mr. Atack, with all in favor, the October 29, 2024 Regular Meeting Minutes and the November 5, 2024 Landowners' Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS Staff Reports

A. District Counsel: Kutak Rock LLP

B. District Engineer: Terra-Max Engineering, Inc.

District Counsel and District Engineer had nothing further to report.

C. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: January 28, 2025 at 2:00 P.M.**
  - **QUORUM CHECK**

The next meeting will be held on January 28, 2025, unless cancelled.

Mr. Kantarzhi reminded the Board Members to complete the required ethics training by December 31, 2024. Completion of the requirement will be noted when filing Form 1 in 2025.

ELEVENTH ORDER OF BUSINESS Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS Public Comments

Mr. Amm, of M-R Development & Construction, Inc., asked if the Board will be involved in negotiating the contract with JW Site Development Inc.

Mr. Johnson stated he typically coordinates this with the District Engineer; it would be the Board's decision to designate a Board Member to participate in the process.

THIRTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Beebe and seconded by Mr. Hansen, with all in favor, the meeting adjourned at 2:57 p.m.

______________________________ ______________________________

Secretary/Assistant Secretary Chair/Vice Chair

PALM COAST 145

COMMUNITY DEVELOPMENT DISTRICT

STAFF

REPORTS

PALM COAST 145 COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE

LOCATION

Flagler County Government Services Building

1769 E. Moody Blvd., Bldg. 2, 1st Floor Conference Room, Bunnell, Florida 32110

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 22, 2024 CANCELED	**Regular Meeting**	**2:00 PM**
October 29, 2024	**Regular Meeting**	**10:00 AM**
November 5, 2024	**Landowners' Meeting**	**1:30 PM**
December 12, 2024	**Bid Opening** Comprehensive Site Development: Earthwork, Roadway Construction, Stormwater Management, and Utility Infrastructure Systems	**2:00 PM**
December 17, 2024	**Special Meeting**	**2:00 PM**
January 28, 2025	**Regular Meeting**	**2:00 PM**
February 25, 2025	**Regular Meeting**	**2:00 PM**
March 25, 2025	**Regular Meeting**	**2:00 PM**
April 22, 2025	**Regular Meeting**	**2:00 PM**
May 27, 2025	**Regular Meeting**	**2:00 PM**
June 24, 2025	**Regular Meeting**	**2:00 PM**
July 22, 2025	**Regular Meeting**	**2:00 PM**
August 26, 2025	**Regular Meeting**	**2:00 PM**
September 23, 2025	**Regular Meeting**	**2:00 PM**