

**GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT**

August 27, 2019 Minutes of Audit Committee Meeting, Public Hearing & Regular Meeting

Minutes of the Audit Committee Meeting, Public Hearing & Regular Meeting

The Audit Committee Meeting, Public Hearing & Regular Meeting of the Board of Supervisors for the Grand Oaks Community Development District was held on **Tuesday, August 27, 2019 at 10:00 a.m.** at The Smith Ranch located at 4185 State Road 16, St. Augustine, FL 32092.

1. CALL TO ORDER

Brian Lamb called the Audit Committee Meeting, Public Hearing & Regular Meeting of the Board of Supervisors of the Grand Oaks Community Development District to order on **Tuesday, August 27, 2019 at 10:00 a.m.**

Board Members Present and Constituting a Quorum:

Keith Hyatt Chair
Dennis Smith Vice Chair
Marc Harris Supervisor

Staff Members Present:

Brian Lamb Meritus
Tricia Victory Meritus
Jonathan Johnson Hopping Green & Sams

There were no members of the general public in attendance.

2. PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

3. RECESS TO PUBLIC HEARING

Mr. Lamb directed the Board to recess to the public hearing.

4. PUBLIC HEARING ON ADOPTING PROPOSED FISCAL YEAR 2020 BUDGET

A. Open Public Hearing on Proposed Fiscal Year 2020 Budget

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Hyatt
SECONDED BY:	Supervisor Smith
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91

B. Staff Presentations

Mr. Lamb reviewed the budget line items with the Board. The operating budget is \$1.2 million.
Mr. Lamb also went over the debt service 2019 bonds.

C. Public Comments

There were no public comments.

D. Consideration of Resolution 2020-12; Adopting Fiscal Year 2020 Budget

Mr. Lamb reviewed the resolution with the Board.

MOTION TO:	Approve Resolution 2020-12.
MADE BY:	Supervisor Smith
SECONDED BY:	Supervisor Harris
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

E. Close Public Hearing on Proposed Fiscal Year 2020 Budget

The public hearing was closed.

5. PUBLIC HEARING ON LEVYING O&M ASSESSMENTS

A. Open Public Hearing on Levying O&M Assessments

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Hyatt
SECONDED BY:	Supervisor Smith
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

B. Staff Presentations

Mr. Lamb went over the assessments.

C. Public Comments

There were no public comments.

92 **D. Consideration of Resolution 2019-13; Levying O&M Assessments**

93
94 The Board reviewed the resolution.

96	MOTION TO:	Approve Resolution 2019-13.
97	MADE BY:	Supervisor Harris
98	SECONDED BY:	Supervisor Smith
99	DISCUSSION:	None further
100	RESULT:	Called to Vote: Motion PASSED
101		3/0 - Motion passed unanimously

102
103 **E. Close Public Hearing on Levying O&M Assessments**

105	MOTION TO:	Close the public hearings.
106	MADE BY:	Supervisor Smith
107	SECONDED BY:	Supervisor Hyatt
108	DISCUSSION:	None further
109	RESULT:	Called to Vote: Motion PASSED
110		3/0 - Motion passed unanimously

111
112
113 **6. RETURN TO REGULAR MEETING**

114
115 Mr. Lamb directed the Board to return to the regular meeting.

116
117
118 **7. AUDIT COMMITTEE MEETING**

119 **A. Call to Order**

120
121 Mr. Lamb called the Audit Committee meeting to order.

122
123 **B. Appoint Chairman**

124
125 The Committee appointed Brian Lamb as Chair.

126
127 **C. Selection of Criteria for Evaluation of Proposals**

128
129 Mr. Lamb went over the selection of criteria with the Board. Mr. Lamb and Mr. Johnson
130 recommended using price, size of firm, time and service, experience with special districts, and
131 experience of personnel.

132
133

134
135
136
137
138
139
140

MOTION TO:	Accept the five items as described.
MADE BY:	Supervisor Hyatt
SECONDED BY:	Supervisor Smith
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

141
142
143
144
145

- D. Determine Date, Time, and Location, RFP Required**
 - i. Consider Notice of Request for Proposals for Audit Services**
- E. Consider Sending RFP to Interested Firms**
- F. Determine Date of Next Committee Meeting**

146
147
148

8. RETURN TO REGULAR MEETING

149
150

Mr. Lamb directed the Board to return to the regular meeting.

151
152
153

9. BUSINESS ITEMS

154

A. Acceptance of Phase 1 Common Areas

155
156
157

Mr. Lamb went over the acceptance of Phase 1 common areas with the Board.

158
159
160
161
162
163
164
165

MOTION TO:	Authorize staff subject to John Bailey’s review and other necessary professionals to ensure that, that real property is transferred to the District as intended.
MADE BY:	Supervisor Smith
SECONDED BY:	Supervisor Hyatt
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

166
167
168

B. Consideration of Resolution 2019-14; Setting FY 2020 Meeting Schedule

169
170

The Board reviewed the resolution and discussed the meeting schedule.

171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213

MOTION TO:	Approve Resolution 2019-14.
MADE BY:	Supervisor Hyatt
SECONDED BY:	Supervisor Smith
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

C. General Matters of the District

Mr. Johnson stated that there have been some legislative changes, and he will work on sending a draft to District management in the next month.

10. CONSENT AGENDA

- A. Consideration of Board of Supervisors Meeting Minutes August 27, 2019**
- B. Consideration of Operations and Maintenance Expenditures May 2019**
- C. Consideration of Operations and Maintenance Expenditures June 2019**
- D. Consideration of Operations and Maintenance Expenditures July 2019**
- E. Review of Financial Statements July 31, 2019**

The Board reviewed the Consent Agenda items. Mr. Johnson mentioned an invoice that should not have been billed. It was the April 30, 2019 HG&S invoice 10763.

MOTION TO:	Approve the Consent Agenda with the revision to the billing as stated.
MADE BY:	Supervisor Smith
SECONDED BY:	Supervisor Harris
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

11. SUPERVISOR REQUESTS

Mr. Lamb noted that the Audit Committee will need to meet before the end of the year. Mr. Johnson noted that a supplemental resolution is needed and a meeting would need to be scheduled in September. Mr. Johnson will reach out to Peter Dame. The Board decided to schedule a special meeting on September 10, 2019 at 10:00 a.m. There was also a brief update on construction management.

214 **12. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

215

216 There were no audience comments.

217

218

219 **13. ADJOURNMENT**

220

221

MOTION TO: Adjourn.

222

MADE BY: Supervisor Hyatt

223

SECONDED BY: Supervisor Smith

224

DISCUSSION: None further

225

RESULT: Called to Vote: Motion PASSED

226

3/0 - Motion Passed Unanimously

227

228

229 *Please note the entire meeting is available on disc.

230

231 *These minutes were done in summary format.

232

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

237

238 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
239 noticed meeting held on 2-06-20.

240

241

242

243 Signature

244

245

246 Printed Name

247

248 Title:

249 Secretary

250 Assistant Secretary

251

252

253

254

255

256

257

258

259

260

261

262

Signature

Printed Name

Title:

Chairman

Vice Chairman

Recorded by Records Administrator

Signature

Date

Grand Oaks Community Development District

SEAL

Established August 24, 2018
St. Johns County, Florida

St. Johns County, Florida
Established August 24, 2018

SEAL

Grand Oaks Community Development District

Official District Seal