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~~