

**MINUTES OF MEETING
DEERING PARK STEWARDSHIP DISTRICT**

The Board of Supervisors of the Deering Park Stewardship District held a Regular Meeting on June 25, 2024 at 2:30 p.m., in-person at Storch Law Firm, located at 420 S. Nova Road, Daytona Beach, Florida 32114 and via Teams Meeting ID: 213 938 298 297 Passcode: h3jQc3.

Present were:

Glenn Storch
Robbie Lee
Bill Fife
Joey Posey
James Boyd

Chair
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Andrew Kantarzhi
Cindy Cerbone (via telephone)
Jonathan Johnson (via telephone)
Chris Warshaw (via telephone)
Helen Hutchens (via telephone)

District Manager
Wrathell, Hunt and Associates LLC (WHA)
District Counsel
District Engineer
Miami Corporation Management, LLC

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 2:30 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consideration of Resolution 2024-08,
Authorizing an Individual Designated by
the Board of Supervisors to Act as the
District's Purchasing Agent for the Purpose
of Procuring, Accepting, and Maintaining
Any and All Construction Materials**

Necessary for the Construction, Installation, Maintenance or Completion of the District's Infrastructure Improvements as Provided in the District's Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving The Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date

Mr. Kantarzhi presented Resolution 2024-08. The District Engineer will be the designated Purchasing Agent.

On MOTION by Mr. Storch and seconded by Mr. Fife, with all in favor, Resolution 2024-08, in substantial form, Authorizing an Individual Designated by the Board of Supervisors to Act as the District's Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District's Infrastructure Improvements as Provided in the District's Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving The Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date, was adopted.

Mr. Boyd stated that Attachment 2, which is the Purchase Order, will be updated to include a blank line for the Purchase Order number, a line for the Purchase Order dollar amount and notation that it excludes sales tax and include a breakdown of shipping and insurance costs and specify delivery dates.

On MOTION by Mr. Storch and seconded by Mr. Fife, with all in favor, the Purchase Order form, as amended, was approved.

FOURTH ORDER OF BUSINESS**Consider Update to RFQ for Design-Builder
for Edgewater Wetland Park Project
Evaluation Committee**

Mr. Storch nominated Jim Boyd, Robbie Lee and Chris Warshaw as the Edgewater Wetland Park Project Evaluation Committee Members.

No other nominations were made.

On MOTION by Mr. Storch and seconded by Mr. Boyd, with all in favor, designating the Supervisors Jim Boyd and Robbie Lee and District Engineer Chris Warshaw as the Edgewater Wetland Park Project Evaluation Committee Members, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Consultant Leasing
Agreement with Swallowtail LLC**

Mr. Kantarzhi presented the redline versions of the Personnel Leasing Agreement with Swallowtail LLC and the Exhibit A Scope of Services. He requested approved in substantial form.

Mr. Boyd requested the following additional changes:

Page 1, 1st Paragraph, last line and throughout, except in the 2nd to last Paragraph:
Change "Lease Personnel" to "Grant Manager or Grant Managers"

Page 3 and throughout: Correct numbering

Exhibit A, Scope of Services: Incorporate grant reporting language outlined on the Page 1, 6th Whereas Clause and correct overlapping England-Thims & Miller, Inc. (ETM) and Wetland Solutions, Inc. (WSI) scope of services.

Ms. Hutchens stated that the Scope of Service in the agenda is outdated; the newly revised document to include Mr. Boyd's comments, will be emailed to the Board for review. She explained the purpose of the Agreement and why compensation needs to be included.

Ms. Hutchens reviewed Family Lands Remembered, LLC's "Grant Manager" duties as overseeing all the grant reporting for Florida Department of Environmental Protection (FDEP) Grant Number LG009 and assisting with the RFQ.

This item will be presented for ratification at the next meeting.

On MOTION by Mr. Storch and seconded by Mr. Boyd, with all in favor, the Personnel Leasing Agreement with Swallowtail, LLC, in substantial form, subject to incorporating the changes specifically raised by Mr. Boyd into the Agreement, correcting the numbering in the Agreement and clarifying the scope of service language already provided to the Board, as explained by Ms. Hutchens, was approved.

SIXTH ORDER OF BUSINESS**Project Updates:**

Mr. Warshaw stated that he has no updates on Items 6A, 6B and 6C.

A. Edgewater Wetland Park

Mr. Kantarzhi stated that he received and distributed the two responses to the Request for Qualifications (RFQ) for the Edgewater Wetland Park Project to the Evaluation Committee Members and will email them to Mr. Warshaw.

The two respondents to the RFQ are Phillips & Jordan and Wharton-Smith, Inc./Wright-Pierce.

B. SR 442/I-95**C. Deering Trail****SEVENTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of May 31, 2024**

The following format changes will be made to these and future Unaudited Financial Statements.

Page 1, Balance Sheet, Assets-Due from Kolter: Change “Kolter” to “name of entity contracted for that particular project, thought to be Deering Park 1”

On MOTION by Mr. Lee and seconded by Mr. Posey, with all in favor, the Unaudited Financial Statements as of May 31, 2024, as amended, were accepted.

EIGHTH ORDER OF BUSINESS

Approval of May 14, 2024 Regular Meeting Minutes

On MOTION by Mr. Storch and seconded by Mr. Lee, with all in favor, the May 14, 2024 Regular Meeting Minutes, as presented, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

B. District Engineer: England-Thims & Miller, Inc.

There were no District Counsel or District Engineer reports.

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

- **NEXT MEETING DATE: July 9, 2024 at 2:00 PM [Consider Responses to RFQ for Design-Builder for Edgewater Wetland Park Project]**

○ **QUORUM CHECK**

The next meeting will be on July 9, 2024 at 2:00 p.m.; the Evaluation Committee meeting will be on the same day at 11:00 a.m.

Mr. Kantarzhi reminded the Board Members to file Form 1 by the due date and to complete the required ethics training before December 31, 2024.

TENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

ELEVENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Fife and seconded by Mr. Posey, with all in favor, the meeting adjourned at 2:51 p.m.

A handwritten signature in blue ink, consisting of several loops and a final vertical stroke.

Secretary/Assistant Secretary

A handwritten signature in blue ink, featuring a large oval loop followed by several smaller loops and a final horizontal stroke.

Chair/Vice Chair