MINUTES OF MEETING
SORRENTO PINES COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Sorrento Pines Community Development District held a Regular Meeting and Audit Committee Meeting on December 14, 2023 at 3:00 p.m., at the Fruitland Park Library, 604 W. Berckman Street, Fruitland Park, Florida 34731.

Present at the meeting were:

Seth Bennett	Chair
Robert "Quint" Noordstar	Vice Chair
Alex Gross	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Jere Earlywine (via telephone)	District Counsel
Steve Saha (via telephone)	Interim District Engineer

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

Mr. Torres called the meeting to order at 3:00 p.m.

Supervisors Bennett, Noordstar and Gross were present. Supervisor-Elect Galvin was not present. One seat was vacant.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Administration of Oath of Office to Supervisor Taryn Galvin [SEAT 4] (the following will be provided in a separate package)**

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

B. Membership, Obligations and Responsibilities

C. Chapter 190, Florida Statutes

D. Financial Disclosure Forms

I. Form 1: Statement of Financial Interests

II. Form 1X: Amendment to Form 1, Statement of Financial Interests

III. Form 1F: Final Statement of Financial Interests

E. Form 8B: Memorandum of Voting Conflict

This item was deferred.

FOURTH ORDER OF BUSINESS **Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

A. Affidavit of Publication

B. RFQ Package

These items were included for informational purposes.

C. Respondent: Poulos & Bennett, LLC

Mr. Torres noted that the only respondent to the RFQ was Poulos & Bennett, LLC, who is already serving as the Interim District Engineer.

Mr. Earlywine noted that Mr. Seth Bennett disclosed his conflict of interest in the past. He suggested Mr. Bennett refrain from participating in discussions related to this agenda item.

Mr. Bennett will complete a Form 8B, to be attached to the Meeting Minutes.

D. Competitive Selection Criteria/Ranking

Mr. Earlywine stated, in his experience, Poulos & Bennett is a well-qualified firm and, if the Board finds that Poulos & Bennett meets all the requirements of the RFQ/Selection Criteria, awarding the contract to Poulos & Bennett can proceed.

E. Award of Contract

On MOTION by Mr. Noordstar and seconded by Mr. Gross, with Mr. Noordstar and Mr. Gross in favor and Mr. Bennett abstaining, finding the proposal of Poulos & Bennett, the sole respondent, acceptable and designating Poulos & Bennett as a qualified respondent to the RFQ for Engineering Services, and authorizing Staff to negotiate a form of agreement with Poulos & Bennett for Engineering Services, was approved.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2024-01, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date**

Mr. Torres presented Resolution 2024-01.

The following will be inserted on the Fiscal Year 2024 Meeting Schedule:

DATE: February 12, 2024; April 22, 2024; June 10, 2024 and August 19, 2024

TIME: 3:00 PM

On MOTION by Mr. Noordstar and seconded by Mr. Bennett, with all in favor, Resolution 2024-01, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024, as amended, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS **Recess Regular Meeting/Commencement of Audit Selection Committee Meeting**

On MOTION by Mr. Noordstar and seconded by Mr. Bennett, with all in favor, the Regular Meeting recessed at 3:07 p.m., and the Audit Selection Committee Meeting convened.

SEVENTH ORDER OF BUSINESS **Review of Responses to Request for Proposals (RFP) for Annual Audit Services**

A. Affidavit of Publication

B. RFP Package

The above items were provided for informational purposes.

C. Respondents

I. Grau & Associates

II. Berger, Toombs, Elam, Gaines & Frank

Mr. Torres stated that District Management has worked with both respondents and, in management's opinion, both are qualified to perform the audit. Given that both firms are well qualified, cost is the factor that sets the firms apart. Grau & Associates' fee is $4,000 plus $1,500 if bonds are issued. Berger, Toombs, Elam, Gaines & Frank's fee is $3,200 plus $1,225 if bonds are issued.

D. Auditor Evaluation Matrix/Ranking

The Auditor Selection Evaluation Criteria were considered and the total points awarded in the Auditor Evaluation Matrix were as follows:

	Name	Points
1.	Berger, Toombs, Elam, Gaines & Frank	100
2.	Grau & Associates	95

EIGHTH ORDER OF BUSINESS **Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

The Audit Selection Committee Meeting terminated at 3:11 p.m., and the Regular Meeting reconvened.

NINTH ORDER OF BUSINESS **Consider Recommendation of Audit Selection Committee**

- **Award of Contract**

On MOTION by Mr. Bennett and seconded by Mr. Gross, with all in favor, accepting the scores, ranking and recommendation of the Audit Committee ranking Berger, Toombs, Elam, Gaines & Frank as the #1 ranked respondent to the RFP for Annual Audit Services and authorizing District Staff to negotiate an agreement with Berger, Toombs, Elam, Gaines & Frank, was approved.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2024-02, Designating the Primary Administrative Office of the District and Providing an Effective Date**

Mr. Torres presented Resolution 2024-02.

On MOTION by Mr. Gross and seconded by Mr. Bennett, with all in favor, Resolution 2024-02, Designating the Primary Administrative Office of the District and Providing an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-03, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred.

TWELFTH ORDER OF BUSINESS **Ratification of Acquisition of Phase 1B Utilities Improvements**

Mr. Torres presented the documents related to the Acquisition of Additional Phase 1B Utilities Improvements, which were previously executed by the Chair.

On MOTION by Mr. Bennett and seconded by Mr. Noordstar, with all in favor, acquisition of the Additional Phase 1B Utilities Improvements, was ratified.

THIRTEENTH ORDER OF BUSINESS **Consideration of Resolution 2024-04, Declaring the District's Intent to Accept Responsibility for the Perpetual Operation, Maintenance, and Funding of the Stormwater Management System and Conservation Areas**

Mr. Earlywine presented Resolution 2024-04.

On MOTION by Mr. Bennett and seconded by Mr. Noordstar, with all in favor, Resolution 2024-04, Declaring the District's Intent to Accept Responsibility for the Perpetual Operation, Maintenance, and Funding of the Stormwater Management System and Conservation Areas, was adopted.

FOURTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of October 31, 2023**

On MOTION by Mr. Noordstar and seconded by Mr. Gross, with all in favor, the Unaudited Financial Statements as of October 31, 2023, were accepted.

FIFTEENTH ORDER OF BUSINESS **Approval of June 21, 2023 Public Hearings and Regular Meeting Minutes**

On MOTION by Mr. Bennett and seconded by Mr. Gross with all in favor, the June 21, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

SIXTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock, LLP

Mr. Earlywine asked how the project is progressing. He stated the Boundary Amendment is pending and needs to be tied in with zoning approvals. He asked how utility acquisitions are proceeding, which impacts the next bond issuance. Mr. Noordstar estimated that the next bond issuance is over one year away; the current CDD Boundary Amendment must be approved first. The imminent matter is Phase 1B, which is getting close to plat recordation.

B. District Engineer (Interim): Poulos & Bennett

There was no report.

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

- **NEXT MEETING DATE: TBD**
  - **QUORUM CHECK**

The next meeting will be on February 12, 2024, unless canceled.

SEVENTEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Members' comments or requests.

EIGHTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

NINETEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Bennett and seconded by Mr. Noordstar, with all in favor, the meeting adjourned at 3:17 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair