

MINUTES OF MEETING
DOWDEN WEST
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Dowden West Community Development District was held Thursday, October 21, 2021 at 9:00 a.m. in the offices of GMS-CF, LLC, 219 E. Livingston Street, Orlando, Florida.

Present and constituting a quorum were:

Chuck Bell	Chairman
Gregory Clark	Assistant Secretary
Connie Luong	Assistant Secretary

Also present were:

George Flint	District Manger
Kristen Trucco	District Counsel
Peter Armans	District Engineer <i>by telephone</i>

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

- A. Appointment of Individual to Fill the Board Vacancy with a Term Ending November 2021**
- B. Administration of Oath of Office to Newly Appointed Board Member**
- C. Consideration of Resolution 2022-01 Electing an Assistant Secretary**

This item was deferred.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the September 16, 2021 Meeting

On MOTION by Mr. Clark seconded by Mr. Bell with all in favor the minutes of the September 16, 2021 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Berger Toombs Elam Gaines & Frank to Provide Auditing Services for Fiscal Year 2021

Mr. Flint: Each year the District is required to have an annual independent audit performed and you selected Berger Toombs to perform the audit and you enter into annual engagements with them. We included the engagement for Fiscal Year 2021, which ended September 30th and the fee is a not to exceed amount of \$3,490, which is consistent with your budget.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor the engagement letter with Berger Toombs to perform the Fiscal Year 2021 audit was approved.

SIXTH ORDER OF BUSINESS

Consideration of Proposal from ViaSol Lighting for Purchase of Solar Bollard Lights

Mr. Flint: Next is a lighting proposal for 12 solar bollards from ViaSol Lighting. There are two options, one was a lease option and one was a purchase option. The lease option was pretty expensive and it was going to be over a 20-year period. We do have some funding remaining in the construction account and my recommendation is that we consider purchasing the bollards and entering into a maintenance agreement with the supplier. We currently have \$55,785 remaining in the project fund that could fund this. If the board is comfortable with that and you approve this, we would submit a requisition to fund it out of the construction account.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor the proposal from ViaSol Lighting for the purchase of solar bollard lights was approved.

Mr. Flint: We will need an agreement to cover this.

Ms. Trucco: I believe Chuck had sent over a proposed agreement from the vendor. Now that the proposal is approved by the board and the plan to be able to maintain the system is approved, I will tweak the agreement that they provided. We need some indemnification and insurance provisions. I can get that back to you today.

SEVENTH ORDER OF BUSINESS

Consideration of Maintenance Agreement with ViaSol Lighting

Mr. Flint: We will need two agreements; one we are purchasing the lights and the second and is an agreement for maintenance. That is the one they provided and this would provide maintenance of the bollards for a five-year term at a cost of \$432 per year. They proposed \$36 per month and I propose that we pay it all at once if they will agree with that.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor the maintenance agreement with ViaSol Lighting was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Website Proposal from ReAlign Web Design

Mr. Flint: Next is a proposal from ReAlign Web Design. We had not converted the district's website to be ADA compliant so this proposal with ReAlign will allow us to recreate the existing website in a format that is ADA compliant at a cost of \$1,750, which is by far the least expensive option we have found.

Mr. Bell: Are we picking up the option?

Mr. Flint: No, this would be for the \$1,750 not the ongoing maintenance.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor the agreement with ReAlign Web Design was approved.

NINTH ORDER OF BUSINESS

Ratification of Temporary Access Easement Agreement with Felix Gonzales, Jr.

Mr. Flint: Next is ratification of a temporary access easement for Felix Gonzales and Sylvette Milagros Rodriguez Garcia, they are located at 9560 Launch Point Road. They are constructing a pool behind their home and the district owns a tract of property that runs behind their house. It is currently unimproved at this point, we mow it quarterly and this agreement allowed them to utilize our property to access their backyard. It does include indemnification and restoration provision so if they damage anything they are obligated to repair it.

On MOTION by Mr. Clark seconded by Mr. Bell with all in favor the temporary access easement agreement with Felix Gonzales, Jr. and Sylvette Milagros Rodriguez Garcia, at located at 9560 Launch Point Road was ratified.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Memorandum Regarding New Statutory Requirement

Ms. Trucco: The Florida Legislature passed a new law that became effective July 1, 2021 and it requires all cities, counties, and special districts to prepare and send a 20-year projection needs analysis report. Page 2 of the memorandum lists all the details regarding the stormwater system and the wastewater system. We have spoken to a couple district engineers who have indicated that they already have a number of these items. We are directing all our boards to direct the district engineer to work in conjunction with GMS to prepare a proposal detailing the cost to prepare this report and come back before January 1st and bring it before the board so the board can formally approve that additional cost to prepare this report. We will send this to Rey and his team for feedback and hopefully, come up with a proposal price.

Mr. Armans: We are aware of the new requirement and we will prepare a proposal to do the work.

Mr. Flint: I think the goal is to bring a proposal back prior to January, however, if we don't have a November/December meeting whenever the next meeting would be is when we would look for it.

Mr. Armans: We are starting to prepare a draft of what they would be looking for on the stormwater side. Nothing on the sewer side. We will put the proposal together.

B. Engineer

There being none, the next item followed.

C. Manager

i. Approval of Check Register

Mr. Flint presented the check register from September 8, 2021 to October 13, 2021 in the amount of \$17,628.71.

On MOTION by Mr. Clark seconded by Mr. Bell with all in favor the check register was approved.

ii. Balance Sheet and Income Statement

A copy of the balance sheet and income statement were included in the agenda package.

ELEVENTH ORDER OF BUSINESS Supervisor's Requests

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Next Meeting Date

Mr. Flint: The next meeting is scheduled for November 18th and I think we have a landowner election, but that is not a Board meeting. If there are no business items, we will cancel the Board meeting. I will get with Chuck as we get closer to that date to determine whether there is a need to meet.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor the meeting adjourned at 9:13 a.m.


Secretary/Assistant Secretary


Chairman/~~Vice Chairman~~