

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, June 16, 2022 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
Gabe Madlang	Vice Chairperson
Tom Franklin	Assistant Secretary
Gregory Clark	Assistant Secretary

Also present were:

George Flint	District Manger
Kristen Trucco	District Counsel
Jay Lazarovich	LLEB
Alan Scheerer	Field Manager
Emily Grimes	GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll. There were four Supervisors present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

- A. Acceptance of Resignation of Connie Luong and Appointment of Individual to Fill the Board Vacancy in Seat #4 with a Term Ending November 2023**

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor
Connie Luong's resignation was accepted.

- B. Appointment of Individual to Fill the Board Vacancy with a Term Ending November 2023**

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor Gabe Madlang was appointed to fill the Board vacancy in Seat #4 with a Term Ending November 2023.

C. Administration of Oath of Office to Newly Appointed Board Member

Mr. Flint being a Notary Public of the State of Florida administered the Oath of Office to Mr. Madlang.

Mr. Flint: The Form 1 Statement of financial interest is required to be filed within 30 days of today with the supervisor of elections of the county in which you reside. Annually they will send you an update and you have to file an updated form every year by July 1st. We also gave you the form 1f, which is the form you have to file when you leave the Board. We will send it to you when you resign or at the end of your term. As a Board Member you are also entitled to compensation and you can choose to accept or waive that but if you accept, the payroll forms are in the packet, which would come to our office. You are a public official and subject to the sunshine law and public records law. You want to be careful about communicating with the other Board Members about CDD business outside of publicly noticed meetings. You can talk about the weather or sports but anything that may come before the Board or CDD related has to be discussed within a noticed meeting as far as the other Board Members go. You can talk with us or counsel. Any records you have are public records and could be subject to a public records request and we suggest you keep them separate from your personal or business records.

Ms. Trucco: We have a welcome packet of information that we will email to you.

Mr. Flint: Are there any nominations to fill the vacancy in seat no. 2?

Mr. Bell: Not at this time.

D. Consideration of Resolution 2022-05 Electing an Assistant Secretary

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor Resolution 2022-05 electing Gabe Madlang as Assistant Secretary was approved.

On MOTION by Mr. Clark seconded by Mr. Bell with all in favor the minutes of the April 21, 2022 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Review and Ranking of Proposals for Landscape & Irrigation Maintenance Services and Selection of a Contractor

Mr. Flint: Item five is review and ranking of proposals received for landscape and irrigation maintenance services. At your last meeting you authorized us to prepare and issue a request for proposals for landscape maintenance. It was advertised in the Orlando Sentinel and sent to half a dozen companies directly as well. As a result we received six responses and we had the bid opening in our office. We received bids from Brightview, United Land Services, Omegascaapes, Yellowstone, Servello Landscapes and Down to Earth. We provided the Board Members the bid tabulation and you also have the complete bids. We included a cost sheet that they were required to fill out and maps, but we still had some variation in the costs and in some areas some costs were not included that we thought possibly should be included. We recommend that we take brief presentations today, which will give the Board and staff an opportunity to ask questions. We can't modify the numbers the numbers are what they are. As a result of the questions, we can just get clarification. For example, if a contractor missed a number on tree pruning, we can't change their numbers we have to go by what they have included.

Representatives of Brightview, Down to Earth, Omegascaapes, Servello Landscapes, United Land Services and Yellowstone gave brief presentations on their companies and their proposals and took questions from the Board and staff.

The Board and staff reviewed the evaluation criteria, discussed each proposal, and came to a consensus ranking as follows: Yellowstone no. 1 with 371.5 points, United Land Services no. 2 with 362.5 points, Omegascaapes no. 3 with 354.5 points, Brightview no. 4 with 339 points, Down to Earth no. 5 with 321 points and Servello no. 6 with 301.5 points.

On MOTION by Mr. Franklin seconded by Mr. Madlang with all in favor Yellowstone was ranked no. 1 with 371.5 points, United Land Services no. 2 with 362.5 points and Omegascaapes no. 3 with 354.5 points, Brightview no. 4 with 339 points, Down to Earth no. 5 with 321 points and Servello no. 6 with 301.5 points.

SIXTH ORDER OF BUSINESS

Consideration of Assignment of Service Agreement for Lighting Service with Orlando Utilities Commission – Meridian Park Phase N1B

Ms. Trucco: The address in the first paragraph looks like the old address and the notary block needs to be updated.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the assignment of service agreement for lighting services with Orlando Utilities Commission for Meridian Park Phase N1B as approved as amended.

SEVENTH ORDER OF BUSINESS

Ratification of Series 2018 Requisition #10

On MOTION by Mr. Clark seconded by Mr. Bell with all in favor requisition no. 10 from the 2018 bond issue was ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-06 Amending the Proposed Fiscal Year 2023 Budget

Mr. Flint: As a result of the bid process you adopted a budget with \$309,502 for landscape maintenance, based on the bids that were submitted we need to amend the amount for landscaping to \$283,944.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Resolution 2022-06 Amending the Proposed Fiscal Year 2023 Budget was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Trucco: We received the District Engineer’s signoff on the last set of conveyance documents this Board approved for the N1A, N14 and 1B North and 1B South plats. We recorded that date on June 6th and sent out a conveyance package with all the executed, recorded documents to the District management company and to Mattamy.

B. Engineer

There being none, the next item followed.

C. Manager

i. Approval of Check Register

Mr. Flint presented the check register from April 1, 2022 through June 8, 2022 in the amount of \$107,736.78.

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

ii. Balance Sheet and Income Statement

Mr. Flint: A copy of the balance sheet and income statement were included in the agenda package. No Board action was required.

iii. Presentation of Number of Registered Voters – 219

Mr. Flint: A copy of the report from the Supervisor of Elections is in your agenda package indicating there are 219 registered votes residing within the District.

TENTH ORDER OF BUSINESS

Supervisor’s Requests

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Other Business

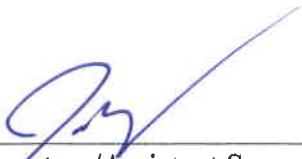
There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Next Meeting Date

Mr. Flint: The next meeting is July 21, 2022.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the meeting adjourned at 11:17 a.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman