

**MINUTES OF MEETING
POLLARD ROAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Pollard Road Community Development District was held on Wednesday, **March 27, 2024** at 9:30 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren Schwenk <i>by Zoom</i>	Vice Chair
Bobbie Henley	Assistant Secretary
Chuck Cavaretta	Assistant Secretary
Jessica Kowalski	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, Kilinski Van Wyk
Heather Wertz <i>by Zoom</i>	Project Engineer , Absolute Engineering
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Lisa Kelley <i>by Zoom</i>	District Engineer, Dewberry

The following is a summary of the discussions and actions taken at the March 27, 2024 Pollard Road Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order. Three Supervisors were in attendance at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present or joining via Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the January 24, 2024
Board of Supervisors Meetings**

Ms. Burns asked for changes or corrections to the January 24, 2024 Board of Supervisors meeting minutes. The Board had no changes to the minutes.

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On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, the Minutes of the January 24, 2024 Board of Supervisors Meeting, were approved.

**Lauren Schwenk joined the meeting at this time.*

FOURTH ORDER OF BUSINESS

Review and Ranking of Proposals Received for RFP for Construction Services and Authorizing Staff to Send Notices of Intent to Award (Feagin Subdivision)

Ms. Wertz stated there was a bid opening on March 8th and five bidders responded. There was an opening price and then they clarified the bids to get apples to apples. No one really changed except for Kearney. Tucker came in lowest on days. Kearney came in lowest on price. When looking at Tuckers days, they were somewhat uncomfortable with 262 days for a subdivision of 422 lots and a pump station so felt it was somewhat realistic. They were docked a couple of points on schedule. She noted she reviewed their nine most recent projects in the last six months and found the number of calendar days per lot varied from 0.8 at lowest end to 1.3 at the highest end. They took 0.8 x 422 lots and got 337 days. Other adjustments made included points deducted as QGS did not provide an emergency bypass pump unit also points deducted from RIPA as they were nonresponsive. Everyone else had proper financial capability, experience, and personnel. Looking at the overall ranking, Kearney wins at 92.9 which is the \$13,577,261.45 with 336 days to substantial completion and 364 to final and is their recommendation. Mr. Cavaretta clarified with Heather that everyone was responsive to the bid with the exception that RIPA was not responsive to the follow up questions for clarification. Ms. Wertz noted that is correct. Ms. Schwenk asked if they reached out to Tucker to confirm that was a realistic schedule. Ms. Wertz noted she did reach out to them and they stated they thought they could get it done. Mr. Malave stated with the excavation number added it is still \$2,000,000 so Kearney is still the best bet dollarwise cost. Mr. Cavaretta asked with the surplus fill that is going to be going to this other project, how do they make sure the Pollard Road CDD is paying for the appropriate cost relating to that but also reimbursement from other parties for the fill. Mr. Arrington asked if the plan is to stockpile it onsite or transport it offsite. Mr. Cavaretta noted the way it was bid the plan was to over excavate flood compensation ponds and haul that surplus to VillaMar Phase 8 site. Mr.

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Arrington noted they can workout a purchase from VillaMar for the excess fill delivered. Ms. Burns verified for official rankings the cost per lot is \$34,364.17. She noted they will get the notices out to the proposers.

On MOTION by Mr. Cavaretta, seconded by Ms. Kowalski, with all in favor, the Recommendation of Bid Ranking for Kearney for the Alternate Which Includes 100,000 Yards of Fill being sent to VillaMar, was approved.

FIFTH ORDER OF BUSINESS

Consideration of 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser

Ms. Burns stated this is the annual renewal.

On MOTION by Ms. Kowalski, seconded by Mr. Cavaretta, with all in favor, the 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk noted the session ended and they are reviewing the bills that passed and the ones the governor is going to sign. They will wait for him to make his decision and will be coming forward probably with some new revised bills and procedures. There is a couple of things that have changed and will come back with that over the summer.

B. Engineer

Mr. Malave had nothing further to report at this time.

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register from January 10th through March 15th totaling \$12,176.71.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, the Check Register totaling \$12,176.71, was approved.

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ii. Balance Sheet and Income Statement

Ms. Burns noted these are the unaudited financials and are included in the package for review. No action required by the Board.

SEVENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:
Rennie Heath
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Chairman/Vice Chairman