

**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**ASTURIA COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Asturia Community Development District was held on **Thursday, May 7, 2015 at 5:00 p.m.** at the offices of Florida Design Consultants, located at 3030 Starkey Boulevard, New Port Richey, FL 34655.

**Present and Constituting a Quorum:**

Lane Gardner  
Dan Jones  
Kevin Jund

**Board Supervisor, Chairman**  
**Board Supervisor, Asst. Secretary**  
**Board Supervisor, Asst. Secretary**

**Also Present Were:**

Clifton Fischer  
Sarah Warren  
Paul Skidmore  
Sean Manson

**District Manager, Rizzetta & Company, Inc.**  
**District Counsel, Hopping Green & Sams, PA**  
**District Engineer, Florida Design Consultants**  
**Developer**

**FIRST ORDER OF BUSINESS**

**Oath of Office/ Roll Call**

Mr. Fischer called the meeting to order and performed roll call.

**SECOND ORDER OF BUSINESS**

**Public Comments**

It was noted there were no members of the general audience in attendance

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Meeting Held on April 2, 2015**

On a motion by Mr. Gardner seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisor's meeting held on April 2, 2015, as presented, for Asturia Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for March 2015**

On a motion by Mr. Jones seconded by Mr. Jund, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for March totaling \$6,877.48 for Asturia Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Series 2014A Construction Requisitions #36-40**

36	RIPA	\$1,675,577.43
37	RIPA	\$209,559.27
38	WRA	\$2,340.00
39	Prosser, Inc.	\$12,548.09
40	Duke Energy	\$179,219.77

On a motion by Mr. Gardner, seconded by Mr. Jund, with all in favor, the Board of Supervisors approved the Series 2014A Construction Requisitions #36-40 for Asturia Community Development District.

**SIXTH ORDER OF BUSINESS**

**Authorization of Request for Proposal for Promenade Parkway Extension**

Ms. Warren reviewed the qualifications that the Board would be looking for in selecting a firm to construct the Promenade Parkway extension and the time line for the bidding process, noting the bid packages would be available May 27<sup>th</sup>, a mandatory pre-bid meeting held on May 28<sup>th</sup>, with bids being due June 18<sup>th</sup>. She asked that the Board approve the evaluation criteria being proposed and authorize the solicitation of proposals.

On a motion by Mr. Jones, seconded by Mr. Gardner, with all in favor, the Board of Supervisors approved the timeline and evaluation criteria and authorized the solicitation of proposals for the Promenade Parkway Extension for Asturia Community Development District.

On a motion by Mr. Jones, seconded by Mr. Gardner, with all in favor, the Board of Supervisors authorized Staff to submit the required notice for the Request for Proposals for the Promenade Parkway Extension for Asturia Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Authorization of Request for Proposal for Amenity Center Construction Services**

Ms. Warren stated that the timeline for this RFP is the same as for the Promenade Parkway extension, with the pre-bid meeting schedule a half hour later or 3:30 p.m. Following a brief discussion regarding the minimum qualifications the Board took these actions:

On a motion by Mr. Gardner, seconded by Mr. Jund, with all in favor, the Board of Supervisors approved the timeline and evaluation criteria as revised and authorized the solicitation of proposals for the Amenity Center Construction Services for Asturia Community Development District.

On a motion by Mr. Gardner, seconded by Mr. Jund, with all in favor, the Board of Supervisors authorized Staff to submit the required notice for the Request for Proposals for the Amenity Center Construction Services for Asturia Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Authorization of Change Order #2 to RIPA  
Construction Contract for Amenity Center Site  
Work**

Ms. Warren presented change order #2 for the Amenity Center site work which is a part of the Phase 1 infrastructure set forth in the Engineer's Report. Ms. Warren noted that the total cost of the change order may be reduced and asked for a motion to approve with a not to exceed amount.

On a motion by Mr. Gardner, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved Change Order #2 to the RIPA construction contract for Amenity Site work with a not-to-exceed amount of \$286,973.95 in substantial form and authorized the Chairman to finalize for the Amenity Center for Asturia Community Development District.

**NINTH ORDER OF BUSINESS**

**Ratification of Street and Park Lighting  
Services Agreement with Duke Energy**

Ms. Warren spoke regarding the agreement for street and park lighting that is part of the infrastructure costs. She noted that the utility rates will be at the current rate on file with the Florida Public Service Commission.

On a motion by Mr. Gardner, seconded by Mr. Jones, with all in favor, the Board of Supervisors ratified the Street and Park Lighting Agreement with Duke Energy for Asturia Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Proposals for Wetland  
Mitigation**

This item was tabled until the next meeting as the proposals were not available.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Other Project Related  
Matters**

Discussion was held regarding various work authorizations, the Bill of Sale for Phase 1A, and an RFP for landscape maintenance services that were presented to the Board. The following Board actions taken:

On a motion by Mr. Gardner, seconded by Mr. Jund, with all in favor, the Board of Supervisors authorized the Bill of Sale to Pasco County for Phase 1A Utilities subject to certification of Completion by the District Engineer and any approvals required by the County for Asturia Community Development District.

On a motion by Mr. Gardner, seconded by Mr. Jund, with all in favor, the Board of Supervisors approved work authorization #4 (\$16,500 and up \$2,000 for administrative expenses) from Prosser, Inc. for work along Promenade Parkway for Asturia Community Development District.

On a motion by Mr. Gardner, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved work authorization #2 from Universal Engineering (\$1,990) for geotechnical services for Asturia Community Development District.

On a motion by Mr. Gardner, seconded by Mr. Jund, with all in favor, the Board of Supervisors approved work authorization #8 for the District Engineer (\$97,380) for design, planning, bidding and construction oversight services, and permitting for Promenade Parkway for Asturia Community Development District.

On a motion by Mr. Jones, seconded by Mr. Gardner, with all in favor, the Board of Supervisors approved work authorization #9 for the District Engineer (based on the approved fee schedule) to prepare documents to modify the mitigation permit with SWFWMD for Asturia Community Development District.

A brief discussion was held regarding what the minimum qualifications should be for the firms submitting proposals for landscape maintenance services. The following limits were set: proposer will have completed three (3) similar projects with a minimum of \$2,500,000 in total cost within the last three (3) years, and will have minimum bonding capacity of \$1,000,000 from a Surety Company. It was noted that essentially the same bid schedule and evaluation criteria as the previous two RFPs would be used with the addition of adding in the proximity to the District at 10 points and adjusting experience to 15 and understanding of scope of service to 10 points. The pre-bid meeting will be held at 4:00 p.m.

On a motion by Mr. Jones, seconded by Mr. Gardner, with all in favor, the Board of Supervisors approved the Request for Proposals for Landscape Maintenance Services and authorized Staff to submit the required notice to solicit proposals for Asturia Community Development District.

#### **TWELFTH ORDER OF BUSINESS**

#### **Preliminary Discussion Regarding Fiscal Year 2015/2016 Budget**

Mr. Fischer reviewed the items that he is looking for input from the Board on as far as estimated costs based on what is expected to be completed during fiscal year 2015/2016. Ms. Warren stated that by statute, the Board must approve a proposed budget by June 15. The Board will have to approve the proposed budget at the June meeting, noting that there will be an opportunity to reduce the budget at the final public hearing.

#### **THIRTEENTH ORDER OF BUSINESS**

#### **Staff Reports**

- A. District Counsel  
No report.

B. District Engineer  
No Report.

C. District Manager

Mr. Fischer stated that Florida Statutes require that he announce the number of registered voters residing in the community as of April 15, 2015 as it plays a factor in the eligibility to participate in the general elections process after the District has been established for six years. He stated that 250 registered voters are needed to fill this requirement and obviously the District has none at this time.

Mr. Fischer reminded the Board that the next regular meeting is scheduled for June 4, 2015 at 3 p.m. at the offices of Florida Design Consultants. He stated that it is imperative that this meeting be held.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

Mr. Jund inquired about the status of the website and was told that it is in process and will be ready for review prior to the October 1 deadline.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Gardner, seconded by Mr. Jund, with all in favor, the Board adjourned the Board of Supervisors' meeting at 5:47 p.m. for Asturia Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice-Chairman