

**MINUTES OF MEETING  
MIROMAR LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Miromar Lakes Community Development District's Board of Supervisors was held on Thursday, April 11, 2013, at 2:00 p.m., at the offices of Miromar Development Corporation, 10801 Corkscrew Road, Suite 305, Estero, Florida 33928.

**Present and constituting a quorum were:**

Mike Hendershot	Chairman
David Herring	Vice Chairman
Doug Ballinger	Assistant Secretary
Burnett Donoho	Assistant Secretary

**Also present were:**

James Ward	District Manager
Greg Urbancic	District Counsel
Charlie Krebs	District Engineer
Mike Elgin	Miromar Development Corporation
Tim Byal	Miromar Development Corporation
George Keller	Calvin Giordano & Associates
Abe Aealy	Calvin Giordano & Associates
Matt Morris	Morris-Riley Development Management
Bill Riley	Morris-Riley Development Management

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Ward called the meeting to order at 2:00 p.m. and the record reflected all members of the Board were present at roll call with the exception of Supervisor Refkin.

**SECOND ORDER OF BUSINESS**

**Consideration of Minutes**

**a) March 13, 2013 Regular Meeting**

Mr. Ward asked if there were any additions, corrections or deletions and received none.

**On MOTION made by Mr. Hendershot and seconded by Mr. Donoho, with all in favor, the regular meeting minutes of March 13, 2013, were approved as presented.**

**THIRD ORDER OF BUSINESS**

**Discussion and Presentation by Vendors to Provide Field Asset Management Services for Fiscal Year 2014**

Mr. Ward stated the main purpose of the meeting was to listen to the presentations of the two companies providing proposals for providing asset management services to the District for Fiscal Year (FY) 2014 and beyond.

Mr. Keller with Calvin Giordano & Associates (CGA) presented his company's credentials as noted in the backup, highlighting the following:

- Company going into its 76<sup>th</sup> Year, headquartered in the South Florid area
- Niche/expertise of company in private government contract services arena in the last two to three decades
- Wide range of services excluding public services: engineering, code enforcement, capital project management emergency management, etc.
- District Clients include Bonaventure, Maple Ridge and Cobblestone
- Contract administration and project management of services and contractors key in terms of desired services for the District
- Local onsite manager available to the District daily
- They understood the need for their organization to tailor their services to the needs of the District.

Mr. Hendershot asked if CGA currently had a representative in the area.

Mr. Keller answered no, the closest being their office in the Tampa Bay area, but they would be hiring someone local should they be awarded the contract.

Dr. Herring asked if the District would have any input.

Mr. Keller replied absolutely, as their general policy was to present their client with three possible key personnel from which they could select the one they felt they were most comfortable working with.

Mr. Donoho asked who that local representative report to.

Mr. Keller stated, on a day-to-day operational basis, everyone would take direction for the District Manager. It was very important to them that the District's expectations were met.

Mr. Donoho mentioned at the previous meeting the GIS was discussed and the fact that it would require vendors to revise their pricing.

Mr. Ward noted the GIS was a part of the current pricing, so the pricing information in the backup could be looked at minus the GIS portion.

Mr. Hendershot wished to know how Mirormar Lakes compared to the size of CGA's other district clients.

Mr. Keller believed the size fell in the middle of that of their other district clients. Though he understood the GIS was being set aside for the moment, he informed the Board their company had their own in-house data technologies department, and they created their own operating software called Inkforce, which they created, sold and serviced. They used the software themselves, so they were able to tweak it where necessary over time.

Matt Morris introduced his partner, Bill Riley, and reviewed their company's credentials highlighting:

- Formed company three years ago
- Over ten years experience in the asset management
- Based out of the Sarasota/Bradenton area
- Clients included Gateway CDD, Heritage Bay, Colonial Country Club
- Had a local presence to enable rapid response to the District's needs.

Mr. Donoho questioned the kind of staff support they had.

Mr. Morris responded they had an office staff of about ten people, as well as outside personnel not on their staff but who they brought in for specific projects with whom they would contract with directly on the District's behalf.

Mr. Donoho asked about their in-house systems by which they communicated.

Mr. Morris replied they had in-house servers that their staff could access remotely, share via email, so they had a very integrated system that ensured issues were taken care in a very timely manner.

Dr Herring asked if someone would be available from Fort Myers on an as-needed basis or would there be daily inspections.

Mr. Morris replied, based on the RFP the District sent out, they anticipated at least a once-a-week inspection of all the lakes and landscaping, and they would have their biologist come in on a monthly basis to examine the health of the wetland and the lake systems.

Mr. Hendershot inquired, as the Board positions being recently filled by only resident members, did Mr. Morris' company facilitate the education of the Board based on the information on the District gathered over the years by the developer.

Mr. Riley commented their company collected their own of data on the District, some of which they were in the process of updating as far as maps, existing field conditions, etc.

Mr. Morris concurred, stating their staff collected data, and they coordinated with the District's engineer, attorney, etc. on history, existing field conditions, permits, etc. and they hoped to do a seamless job relaying their findings to the Board.

Mr. Donoho asked if they had representatives at Gateway or Heritage Bay.

Mr. Morris replied they had representatives at Gateway every day, while at Heritage Bay they did twice-a-year inspections.

General discussion on: the District not needing daily visits from whomever was hired to do the District's field asset management; need to define parameters of responsibilities by various entities; the location of various infrastructure, such as storm water pipes, irrigation, etc.; need to put together a schedule of long and short term needs, and contract those out accordingly;

Mr. Donoho asked for the pros and cons of hiring a small, relatively new firm versus a very large, industry-experienced firm.

Mr. Ward stated the negative with the large firm was that the District was a small fish in a large pond, so the large firm would have to be pushed a bit more in terms of their representation, but their capacity was better than the smaller firm. With the small firm, the District would be considered a significant client, so they would be more responsive to the District's needs. He believed, from a quality perspective, they were both good firms, as he worked with both of them, CGA since the mid-1980's, and Morris-Riley over the last few years. Mr. Ward hoped to give the Board exposure to two range of firms he worked with and felt confident in their ability to provide quality service to the District.

Mr. Donoho asked how the numbers compared.

Mr. Ward stated the numbers not significantly different, other than the GIS piece, the key factor being how long it would take to do the job, and CGA estimated a longer time than Morris-Riley, as it was a big project.

General discussion on: the advantages/disadvantages of hiring both firms; the affordability versus the needs of the District; the need and or urgency for GIS mapping to clarify what property the CDD was responsible for and compile other data; the need for daily administration versus allowing the scheduled monitoring and maintenance evolve, possibly on a three-year plan; signing a continuing contract that would remain in place unless terminated by the Board, and with possibly a 60 or 90-day termination without cause provision; CGA, as the larger firm, having a greater ability to respond in the initial stages of the contract, that is, gathering data, giving quality presentations to the Board.

Mr. Ward reiterated he was comfortable recommending the approval of either of the two firms, noting he liked the depth CGA brought to the table and the resources to back them up, along with their many years experience in the industry. He was less focused on having a physical presence than he was on having the quality of firm to do whatever the District required, which both firms had the ability to do. Morris-Riley were great in the field, but the presentation of findings, etc. was weaker than CGA, which was some small cause for at this level. He reminded the Board, if they were dissatisfied with the service the selected firm was rendering, the other firm could be hired with proper noticing, etc.

General discussion on: the depth of resources being a significant factor and invaluable' both firms were anxious to provide the District with asset management services; existing asset management firm would turn over all mapping information, etc. to the new firm; the funds to hire the firm would be budgeted in the next fiscal year's budget and they would commence work in the fall, but in the interim could do the necessary research and other actions necessary to commence servicing the District; and both firms would have to bring other resources to the table to provide the necessary services to the District.

Mr. Ward stated the motion would be to select one of the two firms and authorize the District Manager and Attorney to negotiate a contract with the selected firm and bring it back to the Board for feedback and a possible approval.

On MOTION made by Mr. Donoho and seconded by Mr. Ballinger, with all in favor of approving the selection of Calvin Giordano & Associates (CGA) for the provision of Field Asset Management Services to the District, and authorizing the District Manager to negotiate a contract with them.

**FOURTH ORDER OF BUSINESS****Staff Reports****a. Attorney**

No report

**b. Development Manager**

No report

**c. Engineer**

Mr. Krebs remarked he met with Mike Elgin and the design engineer for the County utility, noting they were looking at bringing a force main and some water main improvements along Ben Hill Griffin that might require the District to provide some easements. He was to receive additional files that he would pass along to Mr. Ward, and at some point they would have to come before the CDD Board to make a presentation. They were working with Miromar and including the CDD as far as how they would cross the golf course, and regardless of the track they chose, it would have some impact on the birms of the CDD. He said at the meeting held earlier in the day, the options given included: 1) utilizing the existing 30-foot easement that crosses the golf course, which meant they needed to set up a location onsite that might impact some CDD landscaping in order to pull that line in that easement to a point where they could redirect it. 2) Pulling it completely across the golf course and a new easement to the parcel that was University owned that had its own problems. 3) A combination of the first two options.

**d. Manager****I. Updated Board Agenda Schedule for Balance of FY2013**

Mr. Ward reviewed the subject item as indicated in the Board's agenda backup, highlighting:

- Including the contract with CGA on the agenda for a Board vote
- The budget process would take place at the June and July 2013 meetings.

- Bidding currently in process to contract a firm to provide auditing services for Fiscal Years 2013 through 2017 in time for the budget meetings
- Adoption of FY2014 budget in September 2013.

II. Financial Statement for the Period ending February 28, 2013

No discussion

EIGHTH ORDER OF BUSINESS

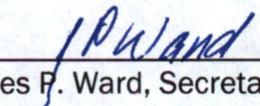
Supervisor's Comments	Requests/Audience
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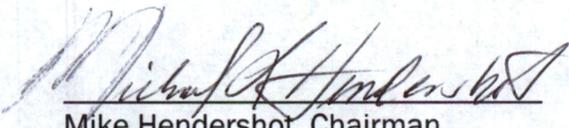
General discussion on: software to create GIS mapping; Board members accessing District data for their individual review and what information was available; securing and maintaining the District's assets; bond financing of District assets and the documents on which the financing was based; the "ratty" condition of the grassed area along I-75 on the (Inaudible 1:14:39) and which entity was responsible to rectify the situation.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Dr. Herring,, seconded by Mr. Donoho, with all in favor of adjourning at 3:20 p.m.

  
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 James F. Ward, Secretary

  
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 Mike Hendershot, Chairman