

MINUTES OF MEETING
HIGHLAND MEADOWS WEST
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Highland Meadows West Community Development District was held on Wednesday, March 13, 2019 at 3:00 p.m. at 346 E Central Ave, Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
John Mazuchowski	Vice Chairman
Andrew Rhinehart	Assistant Secretary
Lauren Schwenk	Assistant Secretary
Keaton Alexander	Assistant Secretary by phone

Also, present were:

Jill Burns	District Manager
Roy Van Wyk	District Counsel
Dennis Wood	District Engineer

The following is a summary of the discussions and actions taken at the March 13, 2019 Highland Meadows West Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and stated that the Supervisors listed above were in attendance, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There being no members of the public present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the February 13, 2019 Board of Supervisors Meeting

Ms. Burns asked for any questions, comments, or corrections to the minutes. There were no comments from the Board on the minutes.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, the minutes of the February 13, 2019 Board of Supervisors meeting, were approved, as presented.

FOURTH ORDER OF BUSINESS

Consideration of Proposals for Construction Services for Master Project Improvements (Phases 1 & 2)

Mr. Wood presented the proposals for the construction services. He noted he had attached four exhibits and summarized the exhibits for the Board. Mr. Wood reviewed the proposals and went over his rankings with the Board. He noted Tucker Paving ranked at #1 and recommended the Board authorize staff to issue the Notice of Intent to Tucker Paving.

Mr. Van Wyk asked if everyone was responsive to the bid package that was put out, and Mr. Wood answered yes. He noted they all sent complete bid responses, and they were all close in price.

Mr. Heath asked Mr. Wood how he determined scoring for the personnel category. Mr. Wood noted the scoring for personnel was subjective.

On MOTION by Ms. Schwenk, seconded by Mr. Rhineheart, with all in favor, the Board accepted the rankings proposed by the District Engineer and ranked Tucker Paving as #1 bidder and authorized Staff to Issue the Notice of Intent to Award to Tucker Paving,.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated he had no further reports for the Board.

B. Engineer

Mr. Wood had nothing further to report.

C. District Manager’s Report

i. Balance Sheet and Income Statement

Ms. Burns presented the balance sheet and income statement and noted they were for informational purposes only and needed no action.

ii. Approval of the Check Register

Ms. Burns noted the check register totaled \$5,331.37 for the last month. Ms. Burns asked for any questions on the invoices.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, the check register totaling \$5,331.37 was approved.

SIXTH ORDER OF BUSINESS

Other Business

Ms. Burns asked if there was any other business. There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Burns asked for comments from the Board. The Board had no requests or comments.

EIGHTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at 3:10 p.m.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman