

Minutes of Meeting
Canopy
Community Development District

A special meeting of the Board of Supervisors of the Canopy Community Development District was held Tuesday, February 18, 2020 at 11:07 a.m. at Dorothy B. Oven Park, 3205 Thomasville Road, Tallahassee, Florida.

Present and constituting a quorum were:

Tom Asbury	Chairman
Gregg Patterson	Vice Chairman
John "Al" Russell	Assistant Secretary
Colleen Castille	Assistant Secretary

Also present were:

Darrin Mossing	District Manager by telephone
Lauren Gentry	District Counsel
Darrin Mossing, Jr.	GMS by telephone

FIRST ORDER OF BUSINESS

Roll Call

Ms. Gentry called the meeting to order at 11:07 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Consideration of Resolution 2020-03
Approving Request for Proposal Documents
for the District's Welaunee Boulevard,
Segment 3 and Segment 2 Turn Lanes
Construction Project**

Ms. Gentry stated this is your typical RFP process and we are here today to approve the RFP ad, the instructions to proposers in substantial form and give the board final approval of the evaluation criteria. This is for Welaunee Boulevard improvement project that we discussed before and is subject to conditions of the interlocal agreement with the City of Tallahassee and Blueprint. Under the agreement the city has required that we wait until we have permits in hand to start the RFP process, but we received permission from them in writing to start the RFP process. We just

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can't choose the bidder until the final permits are in hand; we can't award it. We have to keep it open until we have the permits in case anything changes.

Ms. Gentry gave an overview of the documents in front of the board and stated we have evaluation criteria, which is very similar to what you used in the past, but with one page required by the city and Blueprint and that is no. 4, the minority, women and small business enterprise that has been slightly revised to take out the last part of the sentence where it says, the points awarded shall be based on a joint determination by the city and county MBE offices and Blueprint 2000 staff director or designees. That is language the city uses in their criteria, obviously, they will not be awarding the points, the board would. That is the only change in the evaluation criteria. We are using the criteria that Blueprint has provided to us, which is what they use in their bidding packages. The others are standard criteria that we have used before, but we can reallocate the points except that the minority, women and small business would be 10 points.

Mr. Asbury stated I personally feel the city is going to move fast to try to get it done. Can we receive the bids, decide who gets the bid and not award it?

Ms. Gentry stated typically in our packages we say you have to hold your bid prices for a certain amount of time. We wouldn't close the bidding process until we had those permits.

Mr. Asbury stated that makes sense. We advertise it and tell them we are open ended on the final bid. We could have the preconstruction meeting to find out who is interested in bidding and we can tell them what is going on and they would be able to submit questions to us and if things change from the plans we would say you have the plans but this has changed.

Ms. Gentry stated I can read what the city said in their email; the district may commence bidding the construction of Welaunee Boulevard consistent with the terms of the interlocal agreement and prior to permits being issued so long as the district agrees that the bid shall not be closed or any award is made until a permit for the construction has been issued by the city and an addendum issued by the district to all bidders of any changes to the plan specifications allowing bidders to bid on the final permitted city plan set.

In the resolution we authorize either the chairman or vice chairman along with district staff to make any revisions that are needed without coming back to the board.

On MOTION by Ms. Castille seconded by Mr. Patterson with all in favor Resolution 2020-03 was approved.
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FOURTH ORDER OF BUSINESS**Consideration of Engineering Work Authorizations**

Ms. Gentry stated this is a form work authorization with GPI to provide the Welaunee RFP coordination for them to run that bid and provide contract administration services throughout the construction project.

Mr. Asbury stated I would like to have a little flexibility on this. He is at \$96,000, but we don't have the complete scope yet. I would like to have authorization to negotiate with them for an amount not to exceed \$125,000 and once it is negotiated, I will bring it back to the board.

On MOTION by Mr. Russell seconded by Mr. Patterson with all in favor the chairman was authorized to negotiate pricing with the engineer for the Welaunee RFP coordination and engineering services during construction in an amount not to exceed \$125,000.

FIFTH ORDER OF BUSINESS**Consideration of Work Product Release(s)**

Ms. Gentry stated we have two draft forms of work product releases and the purpose of these is that certain work products, plans, permits, etc. related to Welaunee Boulevard and the Unit 4 and 5 amenity improvements was created by GPI under contract with the developer instead of the district. In order to give the district the legal right to use the work product and rely on GPI warranty we need to fill out these contracts and get all the signatures. They are in very draft form; we will get GPI to give us a description of all the work product related to those projects that has not been inserted yet. This will allow the district to use the work product originally created under this contract.

On MOTION by Mr. Asbury seconded by Ms. Castille with all in favor the work product release(s) were approved in substantial form and staff was authorized to work with the engineer to get the necessary warranties and complete the process.

SIXTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

There being none, the next item followed.

B. Engineer

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There being none, the next item followed.

C. District Manager’s Report

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS Other Business

Mr. Asbury stated Colton is unable to make the meetings and I have someone else in mind. What is the process?

Ms. Gentry responded there is not a particular threshold, a board member is not kicked off the board for not showing up. If he chooses to resign I would ask that you not speak to him about it, but Darrin may have a way if he has dealt with this before. We can’t force him off the board, it has to be his decision to resign. Once he has resigned then the board could appoint someone to fill that seat.

Do we need to have the March 3rd meeting? We had left it on the schedule in case we needed to meet.

Mr. Mossing stated we don’t have anything pressing. We have received the draft audit and if it waited until the April meeting for acceptance that shouldn’t be a problem.

Mr. Asbury asked Darrin, are you submitting the ad for the amenities?

Ms. Gentry stated that was submitted this morning and it will run on Thursday.

Mr. Asbury stated we are talking about having the mandatory meeting next Thursday and the bid would be March 26th. Maybe we can have a meeting on the 31st.

Ms. Gentry stated you have a meeting scheduled on the 7th, but here is nothing to prevent us from calling a special meeting. We will keep the April 7th meeting and evaluate whether it can be moved.

On MOTION by Mr. Russell seconded by Ms. Castille with all in favor the March 3rd meeting was canceled.

EIGHTH ORDER OF BUSINESS Supervisors Requests

Ms. Gentry stated unless we schedule a special meeting between now and then our next meeting will be April 7th at 11:00 a.m. here at the Dorothy B. Oven Park.

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On MOTION by Mr. Patterson seconded by Ms. Castille with all in favor the meeting adjourned at 11:36 a.m.

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Darrin Mossing Jr
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Secretary/Assistant Secretary

DocuSigned by:
[Signature]
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Chairman/Vice Chairman