

**MINUTES OF MEETING
CALDERA
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Caldera Community Development District held Public Hearings, a Regular Meeting and Audit Committee Meeting on January 18, 2024 at 10:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604.

Present at the meeting were:

Ray Aponte
Max Law
Caleb Lasher
Allison Martin

Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Kristen Suit
Alyssa Willson (via telephone)
Kate John (via telephone)

District Manager
District Counsel
Kutak Rock LLP

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 10:30 a.m.,
Supervisors Aponte, Law, Lasher and Martin were present. Supervisor Lefere was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Allison Martin [Seat 4]

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Allison Martin. As Ms. Martin sits on several Boards and is familiar with the following:

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **Financial Disclosure Forms**
 - I. **Form 1: Statement of Financial Interests**
 - II. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. **Form 1F: Final Statement of Financial Interests**
- D. **Form 8B: Memorandum of Voting Conflict**

FOURTH ORDER OF BUSINESS**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget**

- A. **Affidavit of Publication**
- B. **Consideration of Resolution 2024-10, Relating to the Annual Appropriations and Adopting the Budget for the Remainder of the Fiscal Year Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date**

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, the Public Hearing was closed.

Ms. Suit presented Resolution 2024-10 and reviewed the proposed Fiscal Year 2023 budget, which is landowner-funded.

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, Resolution 2024-10, Relating to the Annual Appropriations and Adopting the Budget for the Remainder of the Fiscal Year Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS**Public Hearing on Adoption of Fiscal Year 2023/2024 Budget**

- A. Affidavit of Publication**
- B. Consideration of Resolution 2024-11, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date**

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, the Public Hearing was opened.

Ms. Suit presented Resolution 2024-11 and reviewed the proposed Fiscal Year 2024 budget, which is currently set up as an “Admin-only” budget. She stated Field Ops can be added later, if necessary, and a budget amendment would be prepared and presented.

No affected property owners or members of the public spoke.

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, the Resolution 2024-11, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-09,
Designating the Location of the Local
District Records Office and Providing an
Effective Date**

This item was deferred.

SEVENTH ORDER OF BUSINESS

**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

**On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, the
Regular meeting recessed and the Audit Selection Committee Meeting
commenced.**

EIGHTH ORDER OF BUSINESS

**Review of Responses to Request for
Proposals (RFP) for Annual Audit Services**

A. Affidavit of Publication**B. RFP Package****C. Respondent(s)****I. Grau & Associates****II. Berger, Toombs, Elam, Gaines & Frank**

Ms. Suit stated, although both firms are well-qualified, Berger, Toombs, Elam, Gaines & Frank (BTEGF) had trouble completing all its audits last season by the June 30th deadline.

Discussion ensued regarding the audit services line item in the budget, the differences in pricing and bond issuances.

D. Auditor Evaluation Matrix/Ranking

The Board completed the Auditor Evaluation Matrix.

Ms. Suit recapped the results as follows:

#1	Grau & Associates	97.00 points
#2	BTEGF	90.75 points

NINTH ORDER OF BUSINESS**Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

TENTH ORDER OF BUSINESS**Consider Recommendation of Audit Selection Committee**

- **Award of Contract**

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, accepting the scores, ranking and recommendation of the Audit Selection Committee and awarding the contract for Audit Services to Grau & Associates, the #1 ranked respondent to the RFP for Audit Services, was approved.

ELEVENTH ORDER OF BUSINESS**Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

- A. Affidavit of Publication**
- B. RFQ Package**
- C. Respondent: Coastal Engineering Associates, Inc.**

Ms. Suit stated since Coastal Engineering Associates, Inc., (Coastal) was the sole respondent to the RFQ for Engineering Services, they can be considered the most responsive.

- D. Competitive Selection Criteria/Ranking**

Ms. Willson stated the Committee can award points based on the Evaluation Criteria and full points in every category, except minority business enterprise.

Coastal received a total score of 95 points.

- E. Award of Contract**

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, ranking Coastal Engineering Associates, Inc., the sole respondent to the RFQ, as the #1 ranked respondent and awarding the Engineering Services contract to Coastal Engineering Associates, Inc., was approved.

TWELFTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of November 30, 2023**

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, the Unaudited Financial Statements as of November 30, 2023, were accepted.

THIRTEENTH ORDER OF BUSINESS

**Approval of October 19, 2023 Public
Hearings and Regular Meeting Minutes**

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, the October 19, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP**I. Update: Required Ethics Training**

Ms. John presented the Ethics Training Memorandum and discussed free training options and other related courses.

II. Update: District's Duty to Warn of Wild Animals (Alligators)

Ms. John presented the Memorandum about the CDD's duty to warn of alligators and discussed warnings signage.

B. District Engineer (Interim): Coastal Engineering Associates, Inc.

There was no report.

"Interim" can be removed from the District Engineer designation, once the contract is executed.

C. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: February 15, 2024 at 10:30 A.M.**
 - **QUORUM CHECK**

The next meeting will be held on February 15, 2024.

FIFTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

Mr. Aponte provided the following update:

- The first assessment area will likely include Phases 1 through 5. Phases 6 through 8 will be done after.
- The first phase plat is due to be recorded in February and the second phase plat will be recorded in March.

SIXTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

SEVENTEENTH ORDER OF BUSINESS

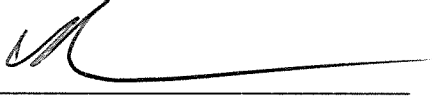
Adjournment

On MOTION by Mr. Aponte and seconded by Mr. Law, with all in favor, the meeting adjourned at 10:52 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair