

**WEST HILLCREST
COMMUNITY DEVELOPMENT
DISTRICT**

OCTOBER 15, 2024

AGENDA PACKAGE



2005 PAN AM CIRCLE SUITE 300
TAMPA FL 33607

West Hillcrest Community Development District

Board of Supervisors

Kelly Evans, Chairman
Lori Campagna Vice-Chairman
Jake Walsh, Assistant Secretary
Paulo Beckert, Assistant Secretary
Momo Anselmi, Assistant Secretary

District Staff

Brian Lamb, District Secretary
Jayna Cooper, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda

October 15, 2024, at 10:45 a.m.

The Regular Meetings of West Hillcrest Community Development District will be held on **October 15, 2024, at 10:45 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638**. For those who intend to call in below is the Teams link information. Please let us know at least 24 hours in advance if you are planning to call into the meeting.

Microsoft Teams meeting: [Join the meeting now](#)

Meeting ID: 236 072 404 401

Passcode: 8NC4ZE

Call in (audio only) +1 646-838-1601

Phone Conference ID: 319 716 318#

All cellular phones and pagers must be turned off during the meeting.

REGULAR MEETINGS OF THE BOARD OF SUPERVISORS

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENTS ON AGENDA ITEMS *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*

3. BUSINESS ITEMS

- A. Consideration of RFP for Auditing Services
- B. Consideration of Resolution 2025-01; Resignation of Officers
- C. General Matters of the District

4. CONSENT AGENDA

- A. Approval of Minutes of September 17, 2024; Regular Meeting
- B. Consideration of Operation and Maintenance Expenditures September 2024 – Under Separate Cover
- C. Acceptance of the Financials and Approval of the Check Register for September 2024 - Under Separate Cover

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. ADJOURNMENT

West Hillcrest Community Development District Request for Proposals for Annual Audit Services

The West Hillcrest Community Development District (the “**District**”) hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District’s financial records for the fiscal ending September 30, 2024, 2025, and 2026, with an option for additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Pasco County, Florida and has an operating and debt service budget of approximately \$537,008.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*; and be qualified to conduct audits in accordance with “Government Auditing Standards,” as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly Section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General, and must be completed in a timely fashion to enable the Board to approve them no later than June 30 of each year.

The RFP Package, which includes this notice, instructions to proposers, and evaluation criteria is available from the District Manager, Jayna Cooper via email at jayna.cooper@inframark.com.

Proposers must provide one (1) electronic copy to the District Manager at the email listed above. Proposals must be received by **Wednesday, October 30, 2024 at 11:00 a.m.** Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Request for Proposals to the District Manager at the email listed above or via phone at 813-608-8242.

Publish at least 7 days before meeting.

**West Hillcrest Community Development District
Request for Proposals for Annual Audit Services**

**District Auditing Services for Fiscal Years ending September 30, 2024, 2025, and 2026
with an option for additional annual renewals**

Pasco County, Florida

Instructions to Proposers

- 1. RFP Package.** The “RFP Package” shall consist of the notice announcing the request for proposals, these instructions, and the evaluation criteria.
- 2. Contents of Proposals.** All proposals shall include the following information in addition to any other requirements of the RFP Package.
 - a. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
 - b. Describe proposed staffing levels, including resumes with applicable certifications.
 - c. Provide 3 references from projects of similar size and scope. The Proposers should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person. Identify any work previously conducted for other community development districts.
 - d. The lump sum cost of the provision of the services under the proposal, plus the cost of renewals.
- 3. Due Date.** Proposals must be received no later than Wednesday, October 30, 2024, at 11:00 a.m. by the District Manager, Jayna Cooper, via email at jayna.cooper@inframark.com.
- 4. Submission of Proposal.** Each Proposer shall submit one (1) electronic copy of their proposal, including the requested documentation required by these instructions, at the time indicated herein. In submitting its proposal, each Proposer represents that it has read and understands the RFP Package and that the proposal is made in an accordance therewith.
- 5. Renewals.** The proposals should include pricing for at least three (3) years and may include options for additional optional renewals, auto-renewals (with annual escalators if applicable), or the ability to negotiate reasonable increases. For any automatic renewals, either party will be able to terminate the engagement for the next upcoming fiscal year with at least 30 days’ notice prior to September 1 of each year.
- 6. Qualifications of Proposer.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.
- 7. Disqualification.** Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

- 8. Familiarity with the Law.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.
- 9. Modification and Withdrawal.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of 90 days.
- 10. Basis of Award and Right to Reject.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.
- 11. Evaluation of Proposals.** The criteria to be used in the evaluation of proposals are presented in the evaluation criteria, contained within the RFP Package. The Board of Supervisors will rank the proposals and the highest ranked firm will be selected.
- 12. Contract Award.** Within 14 days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a contract or engagement letter with the District.
- 13. Limitation Of Liability.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, *Florida Statutes*, or any other statute or law.
- 14. Protests.** In accordance with the District's Rules of Procedure, any protest regarding the RFP Package, must be filed in writing, at the offices of the District Manager, within 72 hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within 7 calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.
- 15. No Reimbursement of Preparation Costs.** Proposers will not be reimbursed for any cost associated with responding to this request.
- 16. Required Disclosure:**
 - a. **Scrutinized Companies:** Proposers should be aware of, and in compliance with, all requirements under Section 287.135, *Florida Statutes*, on Scrutinized Companies. A representation of compliance will be included in the Agreement.
 - b. **E-Verify.** Proposers should be aware of, and in compliance with, all requirements under Section 448.095(2)(c), *Florida Statutes*, on E-Verification requirements. A representation of compliance will be included in the Agreement.
 - c. **Public Records:**
 - i. All Proposals are considered public records pursuant to Chapter 119, *Florida Statutes*.
 - ii. As further described in the Agreement, in accordance with section 119.0701, *Florida Statutes*, if awarded the work, the Proposer shall: (a) keep and maintain

public records that ordinarily and necessarily would be required by the District in order to perform the service, (b) provide the public with access to public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law, (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and (d) meet all requirements for retaining public records and transfer, at no cost, to the District all public records in possession of the contractor upon termination of the agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.

- d. **No Consideration of social, political, or ideological interests.** You are hereby made aware of the provisions of Section 287.05701, *Florida Statutes*. The District is not requesting documentation of nor will it consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor or when awarding a contract.

Auditor Selection Evaluation Criteria

Ability of Personnel.

(20 Points)

This includes the geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

Experience.

(20 Points)

This includes past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation, of respondent, etc.

Ability to Furnish the Required Services.

(20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

Understanding of Scope of Work.

(20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

Price.

(20 Points)

Points will be awarded based upon the lowest total bid for rendering the services and the reasonableness of the proposal.

RESOLUTION 2025-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF WEST HILLCREST
COMMUNITY DEVELOPMENT DISTRICT AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, West Hillcrest Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the County of Pasco; and

WHEREAS, the initial supervisors have taken and subscribed to the oath of office per F.S. 190.006(4); and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to organize by designating the Officers of the District per F.S. 190.006(6).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF WEST HILLCREST COMMUNITY
DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown to wit:

<u>Kelly Evans</u>	Chair
<u>Lori Campagna</u>	Vice-Chair
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Leah Popelka</u>	Assistant Treasurer
<u>Jayna Cooper</u>	Assistant Secretary
<u>Jake Walsh</u>	Assistant Secretary
<u>Paulo Beckert</u>	Assistant Secretary
<u>Momo Anselmi</u>	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 15TH DAY OF October 2024.

ATTEST:

**WEST HILLCREST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairman/ Vice-Chairman

**MINUTES OF MEETING
WEST HILLCREST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of West Hillcrest Community Development District was held on Tuesday, September 17, 2024, and called to order at 10:46 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway, located at 16615 Crosspointe Run, Land O' Lakes, Florida 34638.

Present and constituting a quorum were:

Kelly Evans	Chairperson
Jake Walsh	Assistant Secretary
Paulo Beckert	Assistant Secretary
Momo Anselmi	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
John Vericker	District Counsel

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cooper called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comments on Agenda Items

There being none, the next order of business followed.

THIRD ORDER OF BUSINESS

Business Items

A. Consideration of Resolution 2024-07, FY 2025 Goals & Objectives

i. HB7013 – Special Districts Performance Measures & Standards Memo

- Ms. Cooper presented goals and objectives. Discussion ensued.
- The Board chose one goal per category which Ms. Cooper will revise and send via DocuSign.

On MOTION by Ms. Evans seconded by Mr. Beckert, with all in favor, Consideration of Resolution 2024-07, Fiscal Year 2025 Goals & Objectives including HB7013 - Special Districts Performance Measures & Standards Memo, was adopted. 4-0
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B. Ratification of Pond Maintenance Agreements

On MOTION by Ms. Evans seconded by Mr. Anselmi, with all in favor, Pond Maintenance Agreements, were ratified. 4-0
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C. General Matters of the District

- Ms. Cooper informed the Board, moving forward, the District will require an annual audit, in addition, Ms. Cooper is coordinating with Mr. Vericker on the audit RFP.

FOURTH ORDER OF BUSINESS

Consent Agenda

- A. Approval of Minutes of August 20, 2024, Public Hearing & Regular Meeting**
- B. Consideration of Operation and Maintenance Expenditures August 2024**
- C. Acceptance of the Financials and Approval of the Check Register for August 2024**

On MOTION by Ms. Evans seconded by Mr. Anselmi, with all in favor, the Consent Agenda, was approved. 4-0

FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

There being no reports, the next order of business followed.

SIXTH ORDER OF BUSINESS

Board of Supervisors' Requests and Comments

- Ms. Evans and Mr. Walsh provided updates on streetlights and landscape.

SEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Anselmi seconded by Mr. Walsh, with all in favor, the meeting was adjourned at 10:53 a.m. 4-0

Jayna Cooper
District Manager

Kelly Evans
Chairperson