

**MINUTES OF MEETING
BAY LAUREL CENTER
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bay Laurel Center Community Development District was held on Tuesday, February 18, 2025, at 10:00 a.m. at the Circle Square Commons Cultural Center, 8395 S.W. 80th Street, Ocala, Florida.

Present and constituting a quorum were:

Kenneth D. Colen	Chairman
Paul Brunner	Vice Chairman
John Gysen	Assistant Secretary
Robert "Bo" Stepp	Assistant Secretary
William D. McLeod, Jr.	Assistant Secretary

Also present were:

George Flint	District Manager
Rachel Wagoner	District Counsel
Bryan Schmalz	BLCCDD
Crystal House	BLCCDD
Robert Szozda	GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order at 10:00 a.m. and Mr. Flint called the roll. Five Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Colen: I would like to open the floor to public comments. Is there any public comment? Hearing no comments, we will close the public comment period.

THIRD ORDER OF BUSINESS

Notice of Meeting

Mr. Flint: The meeting notice is included in your agenda. It was advertised in the Ocala Gazette on September 27, 2024, and all the annual meetings you have scheduled this fiscal year.

FOURTH ORDER OF BUSINESS

Approval/Acceptance of Minutes

- A. November 19, 2024, Board of Supervisors Meeting
- B. November 19, 2024, Landowners' Meeting

Mr. Colen: Before you are copies of the minutes from the November 19, 2024, Board of Supervisors and Landowner's meetings. Are there any corrections or comments on the November 19, 2024, Board of Supervisors meeting?

Mr. Stepp: I found no corrections.

On MOTION by Mr. Brunner, seconded by Mr. Stepp, with all in favor, the Minutes of the November 19, 2024, Board of Supervisors Meeting, were approved as presented.

Mr. Colen: Next is the November 19, 2024, Landowners' meeting minutes. Were there any comments, corrections, or changes to the minutes?

Mr. Stepp: I found none.

On MOTION by Mr. Brunner, seconded by Mr. Gysen with all in favor, the Minutes of the November 19, 2024, Landowner's Meeting, were accepted.

FIFTH ORDER OF BUSINESS

Acceptance of Utility System(s)

A. LS Enterprises Florida

Mr. Colen: This is for LS Enterprises, who is a small parcel adjacent to Calesa Township and they have permission from the county to hook up to our utility system. They constructed the utility system and turned it over to us. As you can see, it is almost \$21,000 in improvements. You collected connection charges on them?

Mr. Schmalz: Yes.

Mr. Colen: Excellent, thank you.

On MOTION by Mr. Stepp, seconded by Mr. Brunner with all in favor, Accepting the LS Enterprises Florida Utility System, was approved.

SIXTH ORDER OF BUSINESS

New Business Items

A. Review and Ranking of Proposals for Construction Manager at Risk for Construction of a Utility Field Operations Facility

- 1. Allstate Construction, Inc.**
- 2. Gray Construction Services, Inc.**
- 3. Scherer Construction of North Florida, LLC**
- 4. Scorpio**
- 5. Wharton-Smith, Inc.**

Mr. Schmalz: The District received 5 proposals from 5 respondents who are interested in providing the services detailed and the advertised suggested qualifications. The primary objective of the RFQ was to identify and select a professional contract utilizing the construction manager at risk project delivery method for construction of a utility field operations facility, located on an 11-acre site. This will include office space, meeting space, warehouse space, indoor and outdoor equipment storage and a fueling station. Based on the scoring criteria submitted by the respondents, District staff ranked Scherer Construction as 5th, Gray Construction Services as 4th, Scorpio as 3rd, Allstate Construction Inc. as 2nd, and Wharton-Smith Inc. as 1st. Wharton-Smith demonstrated the best understanding of overall project, past performance and organizational approach. Wharton-Smith has done construction for the company in the past. They were the contractor of the construction of water treatment plant #3 and they are currently the contractor for the north water reclamation facility. I'd like to note the Board of Supervisors makes final ranking and the staff rankings are only for understanding purposes. Included in the agenda packet is the ranking sheet with our scores.

Mr. Colen: Each of you have received the submittals from the bidders. Do you have any questions on anything you read?

Mr. Brunner: No.

Mr. Colen: Alright, I think a motion is in order. This will be for Wharton-Smith.

Mr. Flint: Mr. Chair, just to clarify, you are adopting staff's recommended scores?

Mr. Colen: Yes.

On MOTION by Mr. Brunner seconded by Mr. Stepp with all in favor, Awarding the Construction Manager at Risk for Construction of a Utility Field Operations Facility to Wharton-Smith and Accepting Staff's Rankings of the Proposals with Wharton-Smith Ranked #1, was approved.

B. Review and Ranking of Proposals for Professional Architectural Services for the Construction of a Utility Field Operations Facility

- 1. Brame Heck Architects, Inc.**
- 2. JI2 Architecture, LLC**
- 3. Walker Architects, Inc.**

Mr. Schmalz: The District received submittals from three respondents who are interested in providing services with the criteria detailed in the RFQ. The primary objective was for the design and architectural consulting for planning, permitting, and construction administration

services or the construction of a new field utility operations, as previously described. Based on the scoring information and the criteria of the respondents, District staff ranked Brame Heck Architects 3rd, Walker Architects 2nd, and J12 Architecture as 1st. J12 showed the best understanding of the overall project and are able to work with the tight schedule.

Mr. Colen: Are there any questions? Is there a motion to adopt staff's ranking?

On MOTION by Mr. Gysen seconded by Mr. Brunner with all in favor, Accepting Staff's Ranking of Proposals for Professional Architectural Services for the Construction of a Utility Field Operations Facility with J12 Architecture Ranked #1, was approved.

SEVENTH ORDER OF BUSINESS

Ratification Items

A. Series 2022B Requisitions #75 - #79

Mr. Colen: First is Requisitions #75 - #79. This is from the contractor Wharton-Smith for the amount of \$802,747.69. The remaining balance is \$17,377,724.93. Are there any questions? Do I have a motion to ratify that requisition?

On MOTION by Mr. Brunner seconded by Mr. Gysen with all in favor, Series 2022B Requisitions #75-#79, were ratified.

B. Kimley Horn NWRf Engineering Services Amendment #6

Mr. Colen: This is an agreement Kimberly Horn and Bay Laurel for additional construction administrative services.

Mr. Schmalz: The original Kimley Horn contract assumed a construction duration of 24 calendar months, in which construction administrative assistance was provided by Kimley Horn. Amendment 3 added an additional 6 months of active construction administration assistance to the original contract scope for a total of 30 calendar months, ending January 31, 2025. This amendment will extend the active construction administration assistance to the original contract scope until the final completion of the project construction, including completion of all owner and regulatory required close out documents. This is anticipated to be an additional 10 calendar months, and in the event the final construction extends beyond the estimated timeline this amendment will include the additional time to completion. That will bring us to decommissioning of the south wastewater treatment facility and include all of the required regulatory documents for the north water reclamation facility. For Kimley Horn's construction

administration services, we should not have another amendment to their contract. I do want to point out that with the \$260,000 added, this will bring the total up to \$5,627,065. Typical engineering costs for a project like is approximately 10%. This will bring them at 4.71% of the overall project.

On MOTION by Mr. Brunner seconded by Mr. Gysen with all in favor, Kimley Horn NWRf Engineering Services Amendment #6, was ratified.

C. Kimley Horn NWRf Engineering Services Amendment #7

Mr. Schmalz: The District has been conducting many facility tours, as I am sure many of you are aware of. At the new facility, we thought it would be best for tours, with it being a newer facility. We would like to add some outdoor signage, starting at the main building and potentially some signage at the particular structures. Amendment 7 has the design structure with Kimley Horn for designing educational signage that will explain the process of the plant in an artistic for that is easily understood by the public.

Mr. Colen: Any questions on that?

Mr. Brunner: I think it's a great idea.

On MOTION by Mr. Brunner seconded by Mr. Gysen with all in favor, Kimley Horn NWRf Engineering Services Amendment #7, was ratified.

D. Kimley Horn Professional Services Agreement for Consulting Engineer's Annual Report 2024-2025

Mr. Colen: We have to do this by the bond conditions. Any questions on that?

On MOTION by Mr. McLeod seconded by Mr. Brunner with all in favor, the Kimley Horn Professional Services Agreement for Consulting Engineer's Annual Report 2024-2025, was ratified.

E. Jones Edmunds & Associates Task Assignment No. 31 for 2025 Quarterly Groundwater Monitoring and Report

Mr. Colen: Mr. Schmalz, I think there are changes here?

Mr. Schmalz: Yes, task assignment #31 is for the purpose of meeting the requirements of the wastewater operating permit, issued by the Florida Department of Environmental Protection. This requires quarterly samples. Previously, it was 8 monitoring wells, but with the new facility,

we had to add 5 additional groundwater monitoring wells. That brings the total monitoring wells to 13. This task assignment includes the required sampling on a quarterly basis for those 13 monitoring wells. The admins have been completing this service for many years and provides great service and support.

Mr. Colen: Any questions? May I have a motion to ratify?

On MOTION by Mr. Stepp seconded by Mr. Brunner with all in favor, the Jones Edmunds & Associates Task Assignment No. 31 for 2025 Quarterly Groundwater Monitoring and Report, was ratified.

F. UniFirst Customer Services Agreement for Uniforms

Mr. Colen: Any change here?

Mr. Schmalz: No change, this is for a 5-year agreement. I do want to point out that we were able to negotiate the price increase from our original agreement a few years ago.

Mr. Colen: May I have a motion to ratify the UniFirst Customer Services Agreement for Uniforms?

On MOTION by Mr. Stepp seconded by Mr. Gysen with all in favor, the UniFirst Customer Services Agreement for Uniforms, was ratified.

G. Florida Municipal Pension Trust Fund Agreement for Preparation of GASB 75 Disclosures

Mr. Flint: This is an annual requirement and is part of the audit process that we comply with GASB 75 Disclosures. To do this, we engage the Florida League of Cities, which is the entity that does the calculations for us. This is \$3,000.

Mr. Colen: May I have a motion to ratify?

On MOTION by Mr. McLeod seconded by Mr. Stepp with all in favor, the Florida Municipal Pension Trust Fund Agreement for Preparation of GASB 75 Disclosures, was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Colen: Staff reports. Counsel?

Ms. Wagoner: I have nothing.

B. Utility Status Report

Mr. Colen: Utility Status Report.

Mr. Schmalz: Good morning. Mr. Bryan Schmalz, Utility Director for Bay Laurel Center. I'll give an update on where we are at with the water treatment facilities. We are currently producing an annual average daily flow of 4,835,060 gallons per day. That is 1.765 million gallons from February 2024 through February 2025. Year over year, that is a 4.8% increase in flows for the same time period, with a 7.8% increase in a service connection. That is additional service connections by 924 in that time frame. As far as wastewater flows, we are at 961,000 gallons treated per day. We are starting to hit flows of about 1.1 million gallons a day, peaking around December or January is what we have seen. That is 351 million gallons of wastewater treatment over the past 12 months. 62% of the wastewater has been reutilized in the public golf course as to offset 217 million gallons of groundwater withdrawals. To give you a status update on the north water reclamation facility, it is making great progress. We are in the process of starting up new equipment and performing staff training. We are scheduled to begin staging seed sludge in the digest of the north water reclamation facility on March 3rd. We will be transporting biosolids, with bacteria, from the existing plant to the north plant to begin staging 5,000 gallons of seed sludge. The plan at this time is to bring the facility online on March 31st, it was originally scheduled for March 28th, which is a Friday, but we do not start plants on Fridays. March 31st is a Monday. The wing facility online will send public access water to the new ground storage tank. We have the potential to not produce public access reusable water for a week or up to 2 weeks. To ensure that our customers have water through that time, we are going to transfer through our network of piping, public access reclaim water to the North facility. This way we can fill all of our storage tanks up, which will give us 8.7 million gallons of water. On March 31st, we will begin transferring all liquids from the South facility and decommissioning the reclaim water pump filtration. We will be pumping all of the liquids into the collection system network to move it through the piping to the North. This means we do not have to pay to transport it through trucks. We will be making some noise in the facility long into the evening at that site. I'm sure the residents are quite happy to deal with a little bit of noise to move that facility out of their community. We will also be staffing the facility 24 hours a day until the facility is fully acclimated. Staff will work 12-hour shifts for 3 weeks. The plan is we hope to have the facility running directly within a week, but three weeks is the latest. With the planning we have done, we

should reduce the time dramatically. As far as some great news, we are in the process of conducting our public supply annual report. We have talked about per capita needing to be under 150 gallons per person per day. Last year we were close at 153 per capita and this year we are landing at 108.7. That is the first time in my career we have been able to do that. This is helped from all of the opportunities the Board provides the community to reduce and conserve water. Everything from the new standards on the homes, the 6,000-gallon water bucket we require for all new homes and also all of the programs that the Board approves for irrigation audit programs, etc. We also do the water scorecard, where a resident gets a sad face on a postcard telling them they are using more water than they should. We also do hundreds of leak notification letters every single month. All of these proactive things we have done over the year have helped our water usage. Thank you.

Mr. Colen: Congratulations. Thank you for your report.

C. District Manager's Report

1. Approval of Check Register

Mr. Colen: The first item that we have is the check register. We have checks #18517 through #18749 for \$3,032,338.69. There is a summary of those invoices that follow. Should the Board have any questions, we can take those, or we can take a motion to approve.

On MOTION by Mr. Brunner seconded by Mr. Stepp with all in in favor the Check Register in the amount of \$3,032,338.69, was approved.

2. Balance Sheet and Income Statement

Mr. Colen: Behind the check register is your balance sheet and income statement. No action is required by the Board.

NINTH ORDER OF BUSINESS

Other Business

Mr. Colen: Is there any other business before the Board?

Mr. Gysen: No.

TENTH ORDER OF BUSINESS

Supervisor's Requests

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Next Meeting Date – March 18, 2025

Mr. Colen: The next scheduled meeting date is March 18, 2025.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Brunner seconded by Mr. Gysen with all in favor the meeting was adjourned.


Secretary / Assistant Secretary


Chairman / Vice Chairman