

**MINUTES OF MEETING
MERRICK SQUARE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Merrick Square Community Development District held a Regular Meeting on May 16, 2023 at 2:30 p.m., at the offices of D.R. Horton, 6123 Lyons Road, Coconut Creek, Florida 33073.

Present at the meeting were:

Javi Tavel	Chair
Karl Albertson	Vice Chair
Rebecca Cortes	Assistant Secretary
Darlene DePaula	Assistant Secretary
Horacio Gonzalez	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Ginger Wald	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 2:35 p.m. Supervisors Tavel, Albertson, Cortes and Gonzalez were present. Supervisor DePaula was not present at roll call.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2023-03, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

Mr. Rom presented Resolution 2023-03.

Ms. DePaula arrived at the meeting at approximately 2:36 p.m.

Mr. Rom reviewed the proposed Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2023 budget, and explained the reasons for any changes.

On MOTION by Mr. Tavel and seconded by Ms. Cortes, with all in favor, Resolution 2023-03, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law for July 18, 2023 at 2:30 p.m., at the offices of D.R. Horton, 6123 Lyons Road, Coconut Creek, Florida 33073; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

Mr. Rom presented Resolution 2023-04.

On MOTION by Ms. Cortes and seconded by Mr. Gonzalez, with all in favor, Resolution 2023-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services

- A. Affidavit of Publication**
- B. RFQ Package**
- C. Respondent: Alvarez Engineers, Inc.**

Mr. Rom Stated that Alvarez Engineers, Inc. (Alvarez), the current Interim District Engineer, was the sole respondent.

D. Competitive Selection Criteria/Ranking

Mr. Rom stated, as there was just one respondent, the Board can forgo scoring the respondent, provided Alvarez meet the criteria necessary to serve as District Engineer.

E. Award of Contract

On MOTION by Mr. Tavel and seconded by Ms. Cortes, with all in favor, deeming Alvarez Engineers, Inc., the sole respondent, as the #1 ranked respondent to the Request for Qualifications for Engineering Services, and having met all criteria necessary to serve as District Engineer, and authorizing entry into an Agreement for Engineering Services, was approved.

SIXTH ORDER OF BUSINESS

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

- A. Affidavit of Publication**
- B. RFP Package**
- C. Respondents**
 - I. Berger, Toombs, Elam, Gaines & Frank**
 - II. Grau & Associates**
- D. Auditor Evaluation Matrix/Ranking**

Mr. Rom presented the responses to the RFP.

On MOTION by Mr. Albertson and seconded by Mr. Tavel, with all in favor, designating the CDD Board as the Auditor Selection Committee, was approved.

On MOTION by Mr. Albertson and seconded by Mr. Tavel, with all in favor, recessing the Regular CDD Board Meeting at 2:44 p.m., and commencing the Auditor Selection Committee Meeting, was approved.

On MOTION by Mr. Albertson and seconded by Mr. Tavel, with all in favor, the District Manager’s actions in proceeding with the RFP for Annual Audit Services and the Evaluation Criteria, were ratified.

On MOTION by Mr. Albertson and seconded by Mr. Gonzalez, with all in favor, waiving the requirement to have three respondents to the RFQ for Annual Audit Services and proceeding with two respondents, was approved.

It was noted that both respondents are qualified.

The Auditor Selection Committee collectively scored the respondents and ranked the respondents, as follows:

MERRICK SQUARE CDD

May 16, 2023

- | | | |
|----|--|------------|
| #1 | Grau & Associates (Grau) | 100 points |
| #2 | Berger, Toombs, Elam, Gaines & Frank (BTEGF) | 95 points |

On MOTION by Mr. Albertson and seconded by Mr. Tavel, with all in favor, ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services and ranking Berger, Toombs, Elam, Gaines and Frank as the #2 ranked respondent, was approved.

On MOTION by Mr. Albertson and seconded by Mr. Gonzalez, with all in favor, adjourning the Auditor Selection Committee meeting and reconvening the Regular CDD Board Meeting, was approved.

E. Award of Contract

On MOTION by Mr. Albertson and seconded by Mr. Tavel, with all in favor, accepting the Auditor Selection Committee recommendation ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services and ranking Berger, Toombs, Elam, Gaines and Frank as the #2 ranked respondent, authorizing Staff to proceed with negotiations and enter into a contract with Grau & Associates and to commence negotiations and enter into a contract with Berger, Toombs, Elam, Gaines and Frank, if negotiations with Grau & Associates fail, was approved.

SEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2023

Mr. Rom presented the Unaudited Financial Statements as of March 31, 2023.

On MOTION by Mr. Albertson and seconded by Mr. Tavel, with all in favor, the Unaudited Financial Statements as of March 31, 2023, were accepted.

EIGHTH ORDER OF BUSINESS

Approval of February 21, 2023 Regular Meeting Minutes

Mr. Rom presented the February 21, 2023 Regular Meeting Minutes.

On MOTION by Mr. Albertson and seconded by Mr. Gonzalez, with all in favor, the February 21, 2023 Regular Meeting Minutes, as presented, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Billing, Cochran, Lyles, Mauro & Ramsey P.A.

There was no report.

B. District Engineer: Alvarez Engineers, Inc.

There was no report.

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

- **0 Registered Voters in District as of April 15, 2023**
- **NEXT MEETING DATE: June 20, 2023 at 2:30 PM**
 - **QUORUM CHECK**

The next meeting will be on June 20, 2023, unless cancelled.

TENTH ORDER OF BUSINESS

Board Members' Comments/Requests

Discussion ensued regarding obtaining City approval of various items, the requisition process, plats, dedications and easements.

ELEVENTH ORDER OF BUSINESS

Public Comments


There were no public comments.

TWELFTH ORDER OF BUSINESS

Adjournment

<p>On MOTION by Mr. Albertson and seconded by Mr. Tavel, with all in favor, the meeting adjourned at 2:57 p.m.</p>

[SIGNATURES APPEAR ON FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair