



**PRINCIPAL ONE
COMMUNITY DEVELOPMENT
DISTRICT**

**DUVAL COUNTY
REGULAR BOARD MEETING
OCTOBER 2, 2019
6:00 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.principalonecdd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
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AGENDA
PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT
Clubhouse of IL Villagio
9745 Touchton Road
Jacksonville, Florida 32246
REGULAR BOARD MEETING
October 2, 2019
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Consider Board Member Resignation(s).....Page 2
- D. Establish Quorum
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items not on the Agenda
- G. Approval of Minutes
 - 1. June 5, 2019 Regular Board Meeting & Public Hearing.....Page 3
- H. Old Business
- I. New Business
 - 1. Consider Resolution No. 2019-04 – Adopting a Fiscal Year 2018/2019 Amended Budget.....Page 6
 - 2. Discussion Regarding Mulching
 - 3. Discussion Regarding Preserve Area
- J. Auditor Selection Committee
 - 1. Ranking of Proposals/Consider Selection of an Auditor.....Page 11
- K. Administrative Matters
- L. Board Member Comments
- M. Adjourn

**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Principal One Community Development District will hold Regular Meetings at 6:00 p.m. at the Clubhouse of IL Villagio, 9745 Touchton Road, Jacksonville, Florida 32246, on the following dates:

**October 2, 2019
November 6, 2019
December 4, 2019
January 8, 2020
February 5, 2020
March 4, 2020
April 1, 2020
May 6, 2020
June 3, 2020
July 1, 2020
August 5, 2020
September 2, 2020**

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Said meetings may be continued from time to time as stated on the record to a date, time and place certain.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT

www.principalonecdd.org

PUBLISH: JACKSONVILLE DAILY RECORD 09/23/19

Original Message-----

From: Beverly Abrams <babrams39@gmail.com>

Sent: Wednesday, August 28, 2019 7:43 AM

To: Jason Pierman <JPierman@sdsinc.org>

Cc: Beverly Abrams <babrams39@gmail.com>

Subject: Principle One resignation

Hi Jason

I am officially submitting my resignation from Principle One CDD. Please let me know how far back I need to keep my Certified Mail Receipts for Statement of Financial Interests.

It's been a pleasure getting to know you personally and I thank you for making my job on this board so easy. You have a beautiful family and please know I send good wishes your way for a happy and successful future.

Yours truly,

Beverly Abrams

**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 5, 2019**

A. CALL TO ORDER

District Manager Jason Pierman called the June 5, 2019, Regular Board Meeting of the Principal One Community Development District to order at 6:00 p.m. in the Clubhouse of IL Villagio located at 9745 Touchton Road, Jacksonville, Florida 32246.

B. PROOF OF PUBLICATION

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in the *Jacksonville Daily Record* on September 21, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Chairperson Michelle Hepke, Vice Chairman Brian Hepke and Supervisors Judie Cattell and Beverly Abrams constituted a quorum and it was in order to proceed with the meeting.

Also present was District Manager Jason Pierman of Special District Services, Inc.

D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

F. APPROVAL OF MINUTES

1. April 3, 2019, Regular Board Meeting

Mr. Pierman presented the minutes of the April 3, 2019, Regular Board Meeting and asked if there were any changes/corrections.

There being none, a **motion** was then made by Ms. Abrams, seconded by Ms. Cattell and passed unanimously approving the minutes of the April 3, 2019, Regular Board Meeting, as presented.

Mr. Pierman then recessed the Regular Board Meeting and opened the Public Hearing.

G. PUBLIC HEARING

1. Proof of Publication

Mr. Pierman presented proof of publication that notice of the Public Hearing had been published in the *Jacksonville Daily Record* on May 16, 2019, and May 23, 2019, as legally required.

2. Receive Public Comment on Fiscal Year 2019/2020 Final Budget

Mr. Pierman noted that no members of the public were in attendance.

3. Consider Resolution No. 2019-02 – Adopting a Fiscal Year 2019/2020 Final Budget

Resolution No. 2019-02 was presented, entitled:

RESOLUTION NO. 2019-02

A RESOLUTION OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2019/2020 BUDGET.

A **motion** was made by Ms. Abrams, seconded by Ms. Cattell and passed unanimously to adopt Resolution No. 2019-02, as presented.

Mr. Pierman then closed the Public Hearing and reconvened the Regular Board Meeting.

H. OLD BUSINESS

There were no Old Business items to come before the Board.

I. NEW BUSINESS

1. Consider Resolution No. 2019-03 – Adopting a Fiscal Year 2019/2020 Meeting Schedule

Mr. Pierman presented Resolution No. 2019-03, entitled:

RESOLUTION NO. 2019-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2019/2020 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was then made by Ms. Cattell, seconded by Ms. Abrams and passed unanimously to adopt Resolution No. 2019-03, as presented.

2. Consider Appointment of Audit Committee & Approval of Evaluation Criteria

A **motion** was made by Mr. Hepke, seconded by Ms. Abrams, and unanimously passed to appoint the entire Board as the Audit Selection Committee and approve the evaluation criteria.

J. ADMINISTRATIVE MATTERS

1. Statement of Financial Interests Disclosure – 2018 Form 1

Mr. Pierman reminded the Board to submit their Form 1s before the July 1 deadline.

K. BOARD MEMBER COMMENTS

Mr. Hepke noted that the landscaping was not being done according to the contract, indicating that the edging was not being done correctly, the irrigation was being run at the wrong times, and that debris was not being removed.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Abrams, seconded by Ms. Cattell and unanimously passed to adjourn the meeting at 6:13 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2018/2019 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Principal One Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Amended Budget for Fiscal Year 2018/2019 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 2nd day of October, 2019.

ATTEST:

**PRINCIPAL ONE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Principal One
Community Development District

**Amended Final Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

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- II **AMENDED FINAL DEBT SERVICE FUND BUDGET**

AMENDED FINAL BUDGET
PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19	AMENDED FINAL BUDGET 10/1/18 - 9/30/19	YEAR TO DATE ACTUAL 10/1/18 - 8/31/19
REVENUES			
O & M Assessments	57,771	58,166	58,166
Debt Assessments	230,537	230,358	230,538
Other Revenues	0	0	0
Interest Income	120	120	111
TOTAL REVENUES	\$ 288,428	\$ 288,644	\$ 288,815
EXPENDITURES			
Engineering/Inspections	2,500	1,020	1,020
Supervisor Fees	0	0	0
Management	24,912	24,912	22,836
Legal	3,000	2,000	1,193
Assessment Roll	5,000	5,000	0
Audit Fees	3,900	3,900	3,900
Insurance	6,356	5,000	5,000
Legal Advertisements	600	600	452
Miscellaneous	1,000	1,000	539
Postage	225	190	170
Office Supplies	475	325	273
Dues & Subscriptions	175	175	175
Trustee Fee	2,500	2,500	2,500
Continuing Disclosure Fee	300	300	0
Website Management	1,500	1,500	1,375
Contingency	827	827	0
TOTAL EXPENDITURES	\$ 53,270	\$ 49,249	\$ 39,433
REVENUES LESS EXPENDITURES	\$ 235,158	\$ 239,395	\$ 249,382
Bond Payments	(212,094)	(214,595)	(214,595)
BALANCE	\$ 23,064	\$ 24,800	\$ 34,787
County Appraiser & Tax Collector Fee	(11,532)	(9,748)	(9,748)
Discounts For Early Payments	(11,532)	(10,203)	(10,203)
EXCESS/ (SHORTFALL)	\$ -	\$ 4,849	\$ 14,836
Carryover From Prior Year	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 4,849	\$ 14,836

FUND BALANCE AS OF 9/30/18	\$75,242
FY 2018/2019 ACTIVITY	\$4,849
FUND BALANCE AS OF 9/30/19	\$80,091

AMENDED FINAL BUDGET
PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19	AMENDED FINAL BUDGET 10/1/18 - 9/30/19	YEAR TO DATE ACTUAL 10/1/18 - 8/31/19
REVENUES			
Interest Income	75	1,479	1,429
NAV Tax Collection	212,094	214,595	214,595
Total Revenues	\$ 212,169	\$ 216,074	\$ 216,024
EXPENDITURES			
Principal Payments	140,000	140,000	140,000
Interest Payments	71,775	73,700	73,700
Bond Redemption	394	0	0
Total Expenditures	\$ 212,169	\$ 213,700	\$ 213,700
Excess/ (Shortfall)	\$ -	\$ 2,374	\$ 2,324

FUND BALANCE AS OF 9/30/18	\$137,981
FY 2018/2019 ACTIVITY	\$2,374
FUND BALANCE AS OF 9/30/19	\$140,355

Notes

Reserve Fund Balance = \$75,468*. Revenue Fund Balance = \$64,887*

Revenue Fund Balance To Be Used To Make 11/1/2019 Interest Payment Of \$34,925.

* Approximate Amounts

Series 2016 Bond Refunding Information

Original Par Amount =	\$2,945,000	Annual Principal Payments Due:
Interest Rate =	2.75%	May 1st
Issue Date =	May 2016	Annual Interest Payments Due:
Maturity Date =	May 2035	May 1st & November 1st
Par Amount As Of 8/31/19 =	\$2,540,000	

**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT
RANKING OF AUDITOR PROPOSALS
FOR FISCAL YEAR ENDING 9/30/19**

Criteria	Point Range	Grau & Associates	Nowlen Holt & Miner
Ability of Personnel: (E.g., geographic locations of the firms headquarters of permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load).	1-10	9	9
Proposer's Experience: (E.g. 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).	1-10	9	8
Understanding of Scope of Work: Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	1-10	9	9
Ability to Furnish the Required Services: 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.	1-10	9	9
Price: Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.	1-10	8	9
TOTAL POINTS	50	44	44
BID PRICE - 2018/2019 AUDIT		\$3,600.00	\$3,500.00
BID PRICE - 2019/2020 AUDIT		\$3,700.00	\$3,600.00
BID PRICE - 2020/2021 AUDIT		\$3,800.00	\$3,700.00
BID PRICE - 2021/2022 AUDIT		\$3,900.00	\$3,800.00
BID PRICE - 2022/2023 AUDIT		\$4,000.00	\$3,900.00

COMMENTS:	Currently the auditing firm for more than 200 CDD's.	Currently the auditing firm for thirty governmental entities.
	Is the current auditor for the District.	

RECOMMENDATION:	<p>Both firms have the capacity to perform the audit.</p> <p>Management recommends that either Grau & Associates, the current auditor for the District or Nowlen Holt & Miner, the low bidder, be selected to perform the September 30, 2019, 2020 and 2021 annual audits, with an option subject to fee adjustments for inflation, to perform the fiscal year end audits for the two following years (FYE 9/30/22, FYE 9/30/23).</p>
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Note: 2019/2020 Budget For Audit Services is \$4,000.00