MINUTES OF MEETING
GREENBRIAR COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Greenbriar Community Development District held a Regular Meeting on October 30, 2024 at 3:00 p.m., at the offices of Regional Development, 50 Silver Forest Drive, Suite 203, St. Augustine, Florida 32092

Present at the meeting were:

Joshua Breakstone	Chair
Noah Breakstone	Assistant Secretary
Kevin Kramer	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Mike Eckert	District Counsel
Peter Ma	District Engineer
Samantha Breakstone	Supervisor-Appointee

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Torres called the meeting to order at 3:00 p.m. Supervisors Kramer, Joshua Breakstone and Noah Breakstone were present. Supervisors Mays and Onorato were not present.

Mr. Torres asked to modify the agenda and consider the acceptance of the resignation of Kevin Mays after public comments. The Board agreed to the request.

SECOND ORDER OF BUSINESS **Public Comments**

There were no members of the public present.

- **Acceptance of the Resignation of Kevin Mays from Seat 2 & Appointment to Fill Seat 2**

  This item was an addition to the agenda.

  Mr. Torres presented Mr. Kevin Mays' resignation letter.

On MOTION by Mr. Joshua Breakstone and seconded by Mr. Kramer, with all in favor, the resignation of Kevin Mays from Seat 2, was accepted.

Mr. Joshua Breakstone nominated Ms. Samantha Breakstone to fill Seat 2. No other nominations were made.

On MOTION by Mr. Joshua Breakstone and seconded by Mr. Noah Breakstone, with all in favor, the appointment of Ms. Samantha Breakstone to Seat 2, was approved.

- **Administration of Oath of Office to Samantha Breakstone (Seat 2)**

This item was an addition to the agenda.

Mr. Torres, a Notary of the state of Florida and duly authorized, administered the Oath of Office to Ms. Samantha Breakstone. Mr. Eckert gave a brief overview of the contents of the new Supervisor's packet, including the Sunshine Law and the public records laws.

THIRD ORDER OF BUSINESS **Review of Responses to RFP for Pinewalk Phase 1 Collector Road Project**

A. Respondents

I. A.J. Johns, Inc.

II. C.W. Matthews Contracting Co., Inc.

III. Vallencourt Construction Company, Inc. (Vallencourt)

Mr. Ma stated that five companies attended the mandatory pre-bid meeting and, of the five, three responded.

B. Evaluation/Ranking

Mr. Ma reviewed a prepared bid summary and concluded that, based on the base bid of approximately $11 million, Vallencourt Construction Company, Inc. (Vallencourt) appears to be the lowest bidder and Vallencourt was the only respondent that submitted bid alternates and an amount for the cascading rear walls.

Mr. Eckert explained the Evaluation Criteria and coordinated completion of the ranking sheets. Mr. Torres tabulated the results of the Evaluation Criteria, as follows:

#1	Vallencourt Construction Company, Inc.	98.5 points
#2	A. J. Johns, Inc.	96.2 points
#3	C.W. Matthews Contracting Co., Inc.	87.3 points

C. Award of Contract

On MOTION by Mr. Kramer and seconded by Mr. Joshua Breakstone, with all in favor, ranking Vallencourt Construction Company, Inc., as the #1 ranked respondent to the RFP Pinewalk Phase 1 Collector Road Project, with 98.5 points; A. J. Johns, Inc., as #2 respondent, with 96.2 points; and C.W. Matthews Contracting Co., Inc., as #3 respondent, with 87.3 points; awarding the Pinewalk Phase 1 Collector Road Project contract to Vallencourt; and authorizing District Staff to negotiate a form of agreement and for the Chair or Vice Chair to execute, was approved.

FOURTH ORDER OF BUSINESS **Review of Responses to RFQ for Continuing Construction Engineering & Inspection Services**

Mr. Torres stated only three responses were received to the Request for Qualifications (RFQ) for Continuing Construction Engineering & Inspection Services.

Mr. Eckert recalled that, when the Board agreed to publicize the RFQ, it was amenable to engaging multiple companies, depending on the projects and the expertise of the companies.

A. Respondents

I. England, Thims & Miller, Inc.

II. Matthews|DCCM

III. Prosser|Prime AE

B. Evaluation/Ranking

Mr. Eckert reviewed the Evaluation Criteria and coordinated completion of the rankings. Mr. Torres tabulated the results of the Evaluation Criteria, as follows:

#1	England, Thims & Miller, Inc.	95 points
#2	Prosser|Prime AE	95 points
#3	Matthews|DCCM	84 points

On MOTION by Ms. Breakstone and seconded by Mr. Joshua Breakstone, with all in favor, ranking England, Thims & Miller, Inc., and Prosser|Prime AE as the #1 and #2 respondents to the RFQ for Continuing Construction Engineering & Inspection Services, each with 95 points, and Matthews|DCCM as the #3 respondent, with 84 points, was approved.

C. Award of Contract

On MOTION by Mr. Kramer and seconded by Mr. Joshua Breakstone, with all in awarding the Master Engineering Services Continuing Construction Engineering & Inspection Services contract to England, Thims & Miller, Inc., and to Prosser|Prime AE; authorizing District Staff to negotiate a form of agreement and for the Chair or Vice Chair to execute, was approved.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2025-01, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

This item was deferred.

SIXTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of September 30, 2024**

On MOTION by Mr. Kramer and seconded by Mr. Joshua Breakstone, with all in favor, the Unaudited Financial Statements as of September 30, 2024, were accepted.

SEVENTH ORDER OF BUSINESS **Approval of September 12, 2024 Public Hearing and Regular Meeting Minutes**

On MOTION by Mr. Joshua Breakstone and seconded by Mr. Kramer, with all in favor, the September 12, 2024 Public Hearing and Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

Mr. Eckert stated Ms. Breakstone does not have to complete the required four hours of ethics training for 2024 but she will need to do so by December 31, 2025. All other Supervisors must complete their training by December 31, 2024.

Mr. Eckert stated that, going forward, every contract that the CDD enters into, amends or extends must be accompanied by an anti-trafficking affidavit, executed by the contractor.

B. District Engineer (Interim): England-Thims & Miller

There was no report.

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

- **NEXT MEETING: November 14, 2024 at 3:00 PM**
  - **QUORUM CHECK**

The next meeting will be held on November 14, 2024 at 3:00 p.m.

NINTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Members' comments or requests.

TENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

ELEVENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Kramer and seconded by Mr. Joshua Breakstone, with all in favor, the meeting adjourned at 3:48 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair