

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT**  
**LANDSCAPE COMMITTEE AND WORKSHOP**  
**APPROVED MONTHLY COMMITTEE MINUTES**

Meeting Date/Time: July 2, 2020 (3:00 PM via Zoom) with continuance to 7/16, 7/22, 7/24, 2020.

FROM: Rita Castle Smith, Chair and Secretary                      Committee: CDD Landscape Committee

Attendees: Rita Castle Smith, Scott Verrill, Laura Filler, Paul Fisher (Liaison).

The notice of the meeting was posted as per CDD requirements.

A quorum was established to conduct committee business.

Public comments on July 2, 2020 Agenda: None.

**Voted and Recommended Action of the Committee:**

1. The committee unanimously approved/adopted the July 2, 2020 revised Agenda.
2. The Committee unanimously waived the reading and approved the June 4, 2020 minutes.
3. The committee reviewed and unanimously recommended approval of several pending invoices as per Board Liaison request.

**Minutes Indicating the status of other priority projects, issues and/or discussion:**

UNFINISHED BUSINESS:

-- Landscaping: BrightView (BV) Account Manager participated in the discussions.

--The committee reviewed the status of pending/recent work proposals, including pool sod replacement (completed), irrigation repairs (completed), Community Center planting beds (pending revised quotes), and homeowner inquiries regarding several tree-related issues addressed.

--Flowers: Change-out at front gate beds completed. Beds prepared, weed control applied, irrigation checked, Pentas installed and beds mulched.

--Tree Issues: Washingtonians in Boulevard median trimmed to address falling seed pods and boots. Medjool Palms at front entry/exit walls treated for mold and other issues.

--Lighting Issues:

--Lighting at commercial side entry/exit walls completed by maintenance vendor.

--Lighting contractor secured lighting along boulevard median during Washingtonian trim.

**NEW BUSINESS:**

--The committee began review of the June 25, 2020 pre-bid vendor meeting and prepared for receipt and review of vendor proposals. The committee decided to continue its meeting until the contract work has been completed and a recommendation to the BCTCDD Board has been made.

--The committee reviewed pending Invoices for payment.

**PUBLIC COMMENTS:** NONE.

**The Committee continued its meeting to July 16, 2020 at 11:00 AM:**

--July 16, 2020 (11:00 AM/Community Center): The committee met to review the vendor submissions for the FY2021-23 Landscape contract. After detailed discussion, the committee reduced the list of potential candidates from 5 to 3 (Landscape Maintenance Professionals-LMP, Juniper and BrightView), and assigned committee member follow-up discussions with candidate references and community visits to review work for committee review input.

**The committee continued its meeting to July 22, 2020 at 1:00 PM:**

--July 22, 2020 (1:00 PM/Community Center): The committee reviewed the input from references discussions and site visits. The committee selected LMP and BrightView as the two candidate finalists for the Landscape contract. The committee chair will contact the finalists and request presentation of their "best and final" bid offer for the contract. The LMP bid as presented was its "best and final" bid. BrightView presented its "best and final" bid offer on July 23, 2020 for consideration.

**The committee continued its meeting to July 24, 2020 at 1:00 PM:**

--July 24, 2020 (1:00 PM/Community Center): The committee reviewed the final submissions from LMP and Brightview and unanimously agreed to recommend LMP as the successful candidate. The committee recommendation and supporting documentation was submitted to the BCTCDD for review at the July 28, 2020 Infrastructure and Asset Management Meeting. The final decision will be made on August 13, 2020 at the BCTCDD Board meeting.

The Landscape Committee adjourned on July 24, 2020 at 2:45PM.

Submitted by Rita Castle Smith, Chair

BCTCDD Landscape Committee

