

**MINUTES OF MEETING  
NORTHLAKE STEWARDSHIP DISTRICT**

An Organizational Meeting of the Northlake Stewardship District was held on September 20, 2022, immediately following the Landowners Meeting, scheduled to commence at 5:00 P.M., at 6102 162nd Ave E., Parrish, Florida 34219.

**Present at the meeting were:**

Stephen (Steve) Cerven	Chair
Scott Falkner	Assistant Secretary
Jeff Cerven	Assistant Secretary
Roy Cohn (via telephone)	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Jere Earlywine (via telephone)	District Counsel
Meredith Hammock	KE Law Group, PLLC

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 5:42 p.m.

▪ **Administration of Oath of Office to Elected Board of Supervisors**

**This item, previously the Third Order of Business, was presented out of order.**

Ms. Cerbone, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Scott Falkner, Mr. Stephen Cerven and Mr. Jeff Cerven.

**Mr. Cohn joined the meeting via telephone at 5:25 p.m.**

Ms. Cerbone stated Mr. Cohn can participate in the meeting as a member of the public. The Oath of Office will be administered to Mr. Cohn and Mr. John Falkner at or before a future meeting.

Supervisors Scott Falkner, Stephen Cerven and Jeff Cerven were present. Supervisor-Elect Cohn was attending via telephone. Supervisor-Elect John Falkner was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**GENERAL DISTRICT ITEMS**

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Elected Board of Supervisors *(the following will be provided in a separate package)***

This item was addressed during the First Order of Business.

All Supervisors are already familiar with the following:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Review of Special Act: Chapter 2022-248, Laws of Florida**
- D. Financial Disclosure Forms**
  - I. Form 1: Statement of Financial Interests**
  - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - III. Form 1F: Final Statement of Financial Interests**
- E. Form 8B: Memorandum of Voting Conflict**

**FOURTH ORDER OF BUSINESS**

**Consideration of 2022-01, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Chapter 2022-248, Laws of Florida, and Providing for an Effective Date**

Ms. Cerbone recapped the results, as follows:

Seat 1	Stephen J. Cerven	21,689 votes	4-Year Term
Seat 2	A. John Falkner	21,689 votes	4-Year Term
Seat 3	Scott Falkner	21,689 votes	4-Year Term
Seat 4	Jeff Cerven	21,688 votes	2-Year Term
Seat 5	Roy Cohn	21,688 votes	2-Year Term

**On MOTION by Mr. Steve Cerven and seconded by Mr. Falkner, with all in favor, Resolution 2022-01, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Chapter 2022-248, Laws of Florida, and Providing for an Effective Date, was adopted.**

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-02, Designating Certain Officers of the District, and Providing for an Effective Date

Mr. Steve Cerven nominated the following slate of officers:

Chair	Stephen J. Cerven
Vice Chair	A. John Falkner
Secretary	Craig Wrathell
Assistant Secretary	Scott Falkner
Assistant Secretary	Jeff Cerven
Assistant Secretary	Roy Cohn
Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

No other nominations were made.

**On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-02, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

ORGANIZATIONAL MATTERS

SIXTH ORDER OF BUSINESS

Consideration of the Following Organizational Matters:

- A. Resolution 2022-03, Appointing and Fixing the Compensation of the District Manager; Appointing a Methodology Consultant; and Providing an Effective Date
  - Agreement for District Management Services: *Wrathell, Hunt and Associates, LLC*

**On MOTION by Mr. Steve Cerven and seconded by Mr. Falkner, with all in favor, Resolution 2022-03, Appointing and Fixing the Compensation of Wrathell, Hunt and Associates, LLC as the District Manager; Appointing a Methodology Consultant; and Providing an Effective Date, was adopted.**

- B. Resolution 2022-04, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date

- Fee Agreement: *KE Law Group, PLLC*

On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-04, Appointing KE Law Group, PLLC as District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date, was adopted.

- C. Resolution 2022-05, Designating a Registered Agent and Registered Office of the District; and Providing for an Effective Date

On MOTION by Mr. Steve Cerven and seconded by Mr. Falkner, with all in favor, Resolution 2022-05, Designating Craig Wrathell as Registered Agent and 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Registered Office of the District, and Providing for an Effective Date, was adopted.

- D. Resolution 2022-06, Appointing an Interim District Engineer for the Northlake Stewardship District, Authorizing Its Compensation and Providing for an Effective Date

- Interim Engineering Services Agreement: *ZNS Engineering, L.C.*

On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-06, Appointing an Interim District Engineer for the Northlake Stewardship District, Authorizing Its Compensation and Providing for an Effective Date, was adopted.

- E. Authorization of Request for Qualifications (RFQ) for Engineering Services

On MOTION by Mr. Steve Cerven and seconded by Mr. Falkner, with all in favor, the Request for Qualifications (RFQ) for District Engineering Services and Competitive Selection Criteria, was approved.

- F. Board Member Compensation: Chapter 2022-248, Laws of Florida

The Board Members waived compensation.

- G. **Resolution 2022-07, Designating the Primary Administrative Office and Principal Headquarters of the District; Designating the Location of the Local District Records Office; and Providing an Effective Date**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-07, Designating 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Primary Administrative Office and 6102 162nd Ave E., Parrish, Florida 34219 as the Principal Headquarters and Local District Records Office of the District; and Providing an Effective Date, was adopted.**

- H. **Resolution 2022-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers and Providing for an Effective Date**

- **Authorization to Obtain General Liability and Public Officers' Insurance**

Ms. Cerbone will present a quote for a higher limit policy at the next meeting.

**On MOTION by Mr. Steve Cerven and seconded by Mr. Falkner, with all in favor, Resolution 2022-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors and District Officers and Providing for an Effective Date, was approved.**

- I. **Resolution 2022-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date, was adopted.**

- J. Resolution 2022-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date

On MOTION by Mr. Steve Cerven and seconded by Mr. Falkner, with all in favor, Resolution 2022-10, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date, was adopted.

- K. Resolution 2022-11, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-11, Granting the Chair and Vice Chair the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements; Approving the Scope and Terms of Such Authorization; Providing a Severability Clause; and Providing an Effective Date, was adopted.

- L. Resolution 2022-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment of the District, and Providing for an Effective Date

On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-12, Ratifying, Confirming and Approving the Recording of the Notice of Establishment of the District, and Providing for an Effective Date, was adopted.

- M. Authorization of Request for Proposals (RFP) for Annual Audit Services

- Designation of Board of Supervisors as Audit Committee

On MOTION by Mr. Steve Cerven and seconded by Mr. Falkner, with all in favor, the Request for Proposals for Annual Auditing Services, authorizing the District Manager to advertise and designating the Board of Supervisors as the Audit Committee, was approved.

- N. Strange Zone, Inc., Quotation #M22-1033 for District Website Design, Maintenance and Domain Web-Site Design Agreement

On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Strange Zone, Inc., Quotation #M22-1033 for District Website Design, Maintenance and Domain Web-Site Design Agreement, in the amount of \$1,679.99, was approved.

- O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit

On MOTION by Mr. Steve Cerven and seconded by Mr. Falkner, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 annually, was approved.

- P. Resolution 2022-13, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

- I. Rules of Procedure
- II. Notices [Rule Development and Rulemaking]

On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-13, To Designate Date, Time and Place of December 8, 2022 at 5:00 p.m., at 6102 162nd Ave E., Parrish, Florida 34219 for a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

- Q. Resolution 2022-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date**

This item was deferred.

- R. Resolution 2022-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Falkner, with all in favor, Resolution 2022-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.**

- S. Stormwater Management Needs Analysis Reporting Requirements**

Ms. Cerbone stated the first Report was due on June 30, 2022; the next Report will be due in approximately five years; the cost for preparation will be budgeted accordingly.

**BANKING MATTERS**

**SEVENTH ORDER OF BUSINESS**

**Consideration of the Following Banking Matters:**

- A. Resolution 2022-16, Designating a Public Depository for Funds of the District and Providing an Effective Date**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-16, Designating Truist Bank as the Public Depository for Funds of the District and Providing an Effective Date, was adopted.**

- B. Resolution 2022-17, Directing the District Manager to Establish a Local Bank Account for the District and Appoint Signors on the Account; and Providing an Effective Date**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Falkner, with all in favor, Resolution 2022-17, Directing the District Manager to Establish a Local Bank Account for the District and Appoint Signors on the Account; and Providing an Effective Date, was adopted.**



**BUDGETARY MATTERS**

**EIGHTH ORDER OF BUSINESS**

**Consideration of the Following Budgetary Matters:**

- A. Resolution 2022-18, Approving the Proposed Budgets for Fiscal Years 2021/2022 and 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date**

Ms. Cerbone reviewed the proposed partial-year Fiscal Year 2022 and the proposed full-year Fiscal Year 2023 budgets; both will be Landowner-funded, with expenses funded as they are incurred.

**On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-18, Approving the Proposed Budgets for Fiscal Years 2021/2022 and 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law for December 8, 2022, immediately following the Rye Ranch CDD meeting scheduled to commence at 5:00 p.m., at 6102 162nd Ave E., Parrish, Florida 34219; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date, was adopted.**

- B. Resolution 2022-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes; Providing for an Effective Date**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Scott Falkner, with all in favor, Resolution 2022-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes; Providing for an Effective Date, was adopted.**

- C. Resolution 2022-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date, was adopted.**

- D. Resolution 2022-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Scott Falkner, with all in favor, Resolution 2022-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date, was adopted.**

- E. Resolution 2022-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, Resolution 2022-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

- F. Resolution 2022-23, Adopting an Internal Controls Policy Consistent with Section 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Scott Falkner, with all in favor, Resolution 2022-23, Adopting an Internal Controls Policy Consistent with Section 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

- G. E- Verify Memo with MOU**

Ms. Cerbone discussed the E-Verify Program and requirements for all employers.

**On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, acknowledging the E-Verify Program requirements and authorizing enrollment and utilization of the E-Verify program, was approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: *KE Law Group, PLLC***
- B. District Engineer (Interim): *ZNS Engineering, L.C***
- C. District Manager: *Wrathell, Hunt and Associates, LLC***

There were no Staff reports.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Jeff Cerven, with all in favor, the meeting adjourned at 6:34 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair