

**MINUTES OF MEETING
NORTHLAKE STEWARDSHIP DISTRICT**

The Board of Supervisors of the Northlake Stewardship District held a Regular Meeting on April 19, 2023, at 5:00 p.m., or as soon thereafter as the matter may be heard, at 6102 162nd Avenue E, Parrish, Florida 34219.

Present at the meeting were:

Stephen (Steve) Cerven	Chair
A. John Falkner	Vice Chair
Scott Falkner	Assistant Secretary
Roy Cohn (via telephone)	Assistant Secretary
Jeff Cerven (via telephone)	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Jere Earlywine (via telephone)	District Counsel
Jeb Mulock (via telephone)	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 6:09 p.m.

Supervisors Steve Cerven, A. John Falkner and Scott Falkner were present. Supervisors Roy Cohn and Jeff Cerven attended via telephone.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2023-07, 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 an Effective Date

Ms. Cerbone presented the proposed Fiscal Year 2024 budget and discussed budgeting in consideration of the upcoming merger with Rye Ranch CDD.

This item was deferred.

FOURTH ORDER OF BUSINESS

Consideration of Kutak Rock LLP, Retention and Fee Agreement

On MOTION by Mr. Steve Cerven and seconded by Mr. A. John Falkner, with all in favor, the Kutak Rock LLP Retention and Fee Agreement, was approved.

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(s): ZNS Engineering, L.C.
- D. Competitive Selection Criteria/Ranking
- E. Award of Contract

On MOTION by Mr. Steve Cerven and seconded by Mr. A. John Falkner, with all in favor, ranking ZNS Engineering, L.C., as the #1 ranked most responsive and qualified respondent to the Request for Qualifications for Engineering Services and authorizing Staff to enter into negotiations for a formal contract with ZNS Engineering, L.C., 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. Carr, Riggs & Ingram, LLC

The Carr, Riggs & Ingram, LLC (CRI) proposal is a \$6,000 base fee plus \$4,000 per bond issuance.

II. Grau & Associates

The Grau & Associates (Grau) proposal is a \$2,900 base fee plus \$1,500 per bond issuance.

D. Auditor Evaluation Matrix/Ranking

Ms. Cerbone stated both are qualified and capable of performing the audit; therefore, price can be the determining factor. She presented her scoring and rankings, as follows:

#1	Grau	100 points
#2	CRI	99 points

E. Award of Contract

On MOTION by Mr. Steve Cerven and seconded by Mr. Scott Falkner, with all in favor, accepting the District Manager’s recommendation and ranking Grau & Associates as the #1 ranked respondent to the Request for Proposals for Annual Audit Services and awarding the Annual Audit Services contract to Grau and Associates for one year, was approved.

SEVENTH ORDER OF BUSINESS

Update: Merger with Rye Ranch CDD

This item was discussed during the Rye Ranch CDD meeting.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of February 28, 2023

On MOTION by Mr. Steve Cerven and seconded by Mr. Scott Falkner, with all in favor, the Unaudited Financial Statements as of February 28, 2023, were accepted.

NINTH ORDER OF BUSINESS

Approval of February 15, 2023 Public Hearing and Regular Meeting Minutes

On MOTION by Mr. Steve Cerven and seconded by Mr. A. John Falkner, with all in favor, the February 15, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Kutak Rock LLP*
- B. District Engineer (Interim): *ZNS Engineering, L.C.*
- C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: May 17, 2023 at 5:00 PM
 - QUORUM CHECK

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Steve Cerven and seconded by Mr. Scott Falkner, with all in favor, the meeting adjourned at 6:26 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair