

# **NORTHLAKE**

## **STEWARDSHIP DISTRICT**

**May 31, 2023**

### **BOARD OF SUPERVISORS REGULAR MEETING AGENDA**

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**AGENDA**

**LETTER**

**Northlake Stewardship District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

May 24, 2023

Board of Supervisors  
Northlake Stewardship District

Dear Board Members:

The Board of Supervisors of the Northlake Stewardship District will hold a Regular Meeting on May 31, 2023 at 5:00 p.m., or as soon thereafter as the matter may be heard, at 6102 162nd Ave E., Parrish, Florida 34219. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. 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
4. Consideration of Resolution 2023-08, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date
5. Update: Merger with Rye Ranch CDD
6. Acceptance of Unaudited Financial Statements as of April 30, 2023
7. Approval of April 19, 2023 Regular Meeting Minutes
8. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*
  - B. District Engineer: *ZNS Engineering, L.C.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - \_\_\_\_\_ Registered Voters in District as of April 15, 2023
    - NEXT MEETING DATE: June 21, 2023 at 5:00 PM

**ATTENDEES:**

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

○ QUORUM CHECK

SEAT 1	STEPHEN J CERVEN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 2	A JOHN FALKNER	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 3	SCOTT FALKNER	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 4	JEFF CERVEN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 5	ROY COHN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO

9. Board Members' Comments/Requests

10. Public Comments

11. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Cindy Cerbone at (561) 346-5294.

Sincerely,



Craig Wrathell  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**

**CALL-IN NUMBER: 1-888-354-0094**

**PARTICIPANT PASSCODE: 801 901 3513**

# **NORTHLAKE**

**STEWARDSHIP DISTRICT**

**3**

**RESOLUTION 2023-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NORTHLAKE STEWARDSHIP DISTRICT 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.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Northlake Stewardship District (“**District**”), prior to July 15, 2023, proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NORTHLAKE STEWARDSHIP DISTRICT:**

**SECTION 1. APPROVAL OF PROPOSED BUDGET.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024, attached hereto as **Exhibit A**, are hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**SECTION 2. SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_  
HOUR: \_\_\_\_\_  
LOCATION: 6102 162<sup>nd</sup> Avenue E.,  
Parrish, Florida, 34219

**SECTION 3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Manatee County at least 60 days prior to the hearing set above.

**SECTION 4. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days. If the District does not have its own website, the District’s Secretary is directed to transmit the approved budget to the managers or administrators of Manatee County for posting on their website.

**SECTION 5. PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 31st of May, 2023.

Attest:

**NORTHLAKE STEWARDSHIP DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Fiscal Year 2023/2024 Proposed Budget

**Exhibit A:** Fiscal Year 2023/2024 Proposed Budget



**NORTHLAKE  
STEWARDSHIP DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2024**

**NORTHLAKE  
STEWARDSHIP DISTRICT  
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2
Special Revenue Fund - Pod A Budget	3
Special Revenue Fund - Pod A Definitions	4
Special Revenue Fund - Pod B Budget	5
Special Revenue Fund - Pod B Definitions	6

**NORTHLAKE  
STEWARDSHIP DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023		
<b>REVENUES</b>					
Landowner contribution	\$ 83,432	\$ 14,703	\$ 73,656	\$ 88,359	\$ -
Landowner contribution - Pod A	-	-	-	-	165,643
Landowner contribution - Pod B	-	-	-	-	53,242
Landowner contribution - Pod C	-	-	-	-	76,905
Total revenues	<u>83,432</u>	<u>14,703</u>	<u>73,656</u>	<u>88,359</u>	<u>295,790</u>
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative</b>					
Management/accounting/recording****	40,000	10,000	30,000	40,000	48,000
Legal	25,000	1,499	23,501	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit*	-	-	-	-	6,000
Arbitrage rebate calculation*	-	-	-	-	-
Debt service accounting*****	-	-	-	-	-
Dissemination agent**	667	-	667	667	-
Trustee***	-	-	-	-	-
Telephone	200	83	117	200	200
Postage	500	-	500	500	500
Printing & binding	500	208	292	500	500
Legal advertising	6,500	-	6,500	6,500	6,500
Annual special district fee	175	-	175	175	175
Insurance	5,500	5,000	-	5,000	5,500
Contingencies/bank charges	500	388	112	500	500
Website					
Hosting & maintenance	1,680	-	1,680	1,680	705
ADA compliance	210	210	-	210	210
Total professional & administrative	<u>83,432</u>	<u>17,388</u>	<u>65,544</u>	<u>82,932</u>	<u>95,790</u>
<b>Field operations</b>					
Field operations maintenance	-	-	-	-	200,000
Total field operations	-	-	-	-	200,000
Total expenditures	<u>83,432</u>	<u>17,388</u>	<u>65,544</u>	<u>82,932</u>	<u>295,790</u>
Net increase/(decrease) of fund balance	-	(2,685)	8,112	5,427	-
Fund balance - beginning (unaudited)	-	(5,427)	(8,112)	(5,427)	-
Fund balance - ending (projected)	<u>\$ -</u>	<u>\$ (8,112)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Note: Landowner contribution cost-share: Pod A 56%, Pod B 18%, and Pod C 26%.

\*This expense will be realized the year after the issuance of bonds.

\*\*This expense will be realized when bonds are issued

\*\*\*This expense is paid from the costs of issuance in the initial year. Thereafter, this will be a budgeted expense.

\*\*\*\* WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

\*\*\*\*\* WHA will charge a debt service accounting fee for the 2nd and all subsequent bond issuances

**NORTHLAKE  
STEWARDSHIP DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES**

**Professional & administrative**

Management/accounting/recording****	\$ 48,000
<p><b>Wrathell, Hunt and Associates, LLC</b> (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.</p>	
Legal	25,000
<p>General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.</p>	
Engineering	2,000
<p>The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Audit	6,000
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Arbitrage rebate calculation	-
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Debt service accounting*****	-
Dissemination agent	-
<p>The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt &amp; Associates serves as dissemination agent.</p>	
Trustee	-
<p>Annual fee for the service provided by trustee, paying agent and registrar.</p>	
Telephone	200
<p>Telephone and fax machine.</p>	
Postage	500
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	500
<p>Letterhead, envelopes, copies, agenda packages, etc.</p>	
Legal advertising	6,500
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Annual special district fee	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Insurance	5,500
<p>The District will obtain public officials and general liability insurance.</p>	
Contingencies/bank charges	500
<p>Bank charges and other miscellaneous expenses incurred during the year.</p>	
Website	
Hosting & maintenance	705
ADA compliance	210
Field operations maintenance	200,000
Total expenditures	<u><u>\$295,790</u></u>

**NORTHLAKE  
STEWARDSHIP DISTRICT  
SPECIAL REVENUE FUND BUDGET - POD A  
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023		
<b>REVENUES</b>					
Landowner contribution	\$ -	\$ -	\$ -	\$ -	\$ 107,250
Total revenues	-	-	-	-	107,250
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative</b>					
Arbitrage rebate calculation*	-	-	-	-	750
Dissemination agent**	-	-	-	-	1,000
Trustee***	-	-	-	-	5,500
Total professional & administrative	-	-	-	-	7,250
<b>Field operations</b>					
Field operations maintenance	-	-	-	-	100,000
Total field operations	-	-	-	-	100,000
Total expenditures	-	-	-	-	107,250
Net increase/(decrease) of fund balance	-	-	-	-	-
Fund balance - beginning (unaudited)	-	-	-	-	-
Fund balance - ending (projected)	\$ -	\$ -	\$ -	\$ -	\$ -

\*This expense will be realized the year after the issuance of bonds.

\*\*This expense will be realized when bonds are issued

\*\*\*This expense is paid from the costs of issuance in the initial year. Thereafter, this will be a budgeted expense.

\*\*\*\*\* WHA will charge a debt service accounting fee for the 2nd and all subsequent bond issuances

**NORTHLAKE  
STEWARDSHIP DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES**

**Professional & administrative**

Arbitrage rebate calculation	\$ 750
<p style="margin-left: 40px;">To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Dissemination agent	1,000
<p style="margin-left: 40px;">The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt &amp; Associates serves as dissemination agent.</p>	
Trustee	5,500
<p style="margin-left: 40px;">Annual fee for the service provided by trustee, paying agent and registrar.</p>	
Field operations maintenance	100,000
Total expenditures	<u><u>\$107,250</u></u>

**NORTHLAKE  
STEWARDSHIP DISTRICT  
SPECIAL REVENUE FUND BUDGET - POD B  
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023		
<b>REVENUES</b>					
Landowner contribution	\$ -	\$ -	\$ -	\$ -	\$ 112,750
Total revenues	-	-	-	-	112,750
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative</b>					
Arbitrage rebate calculation*	-	-	-	-	750
Debt service accounting*****	-	-	-	-	5,500
Dissemination agent**	-	-	-	-	1,000
Trustee***	-	-	-	-	5,500
Total professional & administrative	-	-	-	-	12,750
<b>Field operations</b>					
Field operations maintenance	-	-	-	-	100,000
Total field operations	-	-	-	-	100,000
Total expenditures	-	-	-	-	112,750
Net increase/(decrease) of fund balance	-	-	-	-	-
Fund balance - beginning (unaudited)	-	-	-	-	-
Fund balance - ending (projected)	\$ -	\$ -	\$ -	\$ -	\$ -

\*This expense will be realized the year after the issuance of bonds.

\*\*This expense will be realized when bonds are issued

\*\*\*This expense is paid from the costs of issuance in the initial year. Thereafter, this will be a budgeted expense.

\*\*\*\* WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

\*\*\*\*\* WHA will charge a debt service accounting fee for the 2nd and all subsequent bond issuances

**NORTHLAKE  
STEWARDSHIP DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES**

**Professional & administrative**

Arbitrage rebate calculation	\$ 750
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Debt service accounting****	5,500
Dissemination agent	1,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Trustee	5,500
Annual fee for the service provided by trustee, paying agent and registrar.	
Field operations maintenance	100,000
Total expenditures	<u><u>\$112,750</u></u>



# **NORTHLAKE**

**STEWARDSHIP DISTRICT**

**4**

**RESOLUTION 2023-08**

**A RESOLUTION OF THE NORTHLAKE STEWARDSHIP DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Northlake Stewardship District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 2022-248, Laws of Florida and Chapter 189, Florida Statutes, being situated entirely within Manatee County, Florida; and

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

**WHEREAS**, the Board desires to adopt the Fiscal Year 2023/2024 annual meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NORTHLAKE STEWARDSHIP DISTRICT:**

**SECTION 1.** The Fiscal Year 2023/2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 31st day of May, 2023.

ATTEST:

**NORTHLAKE STEWARDSHIP DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit A**

<b>NORTHLAKE STEWARDSHIP DISTRICT</b>		
<b>BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE</b>		
<b>LOCATION</b>		
<i>6102 162nd Avenue E, Parrish, Florida 34219</i>		
<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 18, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>
<b>November 15, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>
<b>December 20, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>
<b>January 17, 2024</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>
<b>February 21, 2024</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>
<b>March 20, 2024</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>
<b>April 17, 2024</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>
<b>May 15, 2024</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>
<b>June __, 2024**</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>
<b>July 17, 2024</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>
<b>August 21, 2024</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>
<b>September 18, 2024</b>	<b>Regular Meeting</b>	<b>5:00 PM*</b>

*\*Meetings will occur at 5:00 PM, or immediately following the adjournment of Aviairy at Rutland Ranch Community Development District and Rye Ranch Community Development District meetings*

**\*\*Exception**

*Note: June 19 meeting date is the Juneteenth holiday*

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**UNAUDITED  
FINANCIAL  
STATEMENTS**

**NORTHLAKE  
STEWARDSHIP DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
APRIL 30, 2023**

**NORTHLAKE  
STEWARDSHIP DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
APRIL 30, 2023**

	General Fund	Total Governmental Funds
<b>ASSETS</b>		
Cash	\$ 8,201	\$ 8,201
Due from Landowner	4,625	4,625
Total assets	\$ 12,826	\$ 12,826
<b>LIABILITIES AND FUND BALANCES</b>		
Liabilities:		
Accounts payable	\$ 6,862	\$ 6,862
Landowner advance	6,000	6,000
Total liabilities	12,862	12,862
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred receipts	4,625	4,625
Total deferred inflows of resources	4,625	4,625
Fund balances:		
Unassigned	(4,661)	(4,661)
Total fund balances	(4,661)	(4,661)
Total liabilities, deferred inflows of resources and fund balances	\$ 12,826	\$ 12,826

**NORTHLAKE  
STEWARDSHIP DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED APRIL 30, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Landowner contribution	2,237	25,017	83,432	30%
Total revenues	<u>2,237</u>	<u>25,017</u>	<u>83,432</u>	30%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Management/accounting/recording*	2,000	14,000	40,000	35%
Legal	275	1,953	25,000	8%
Engineering	1,906	1,906	2,000	95%
Dissemination agent**	-	-	667	0%
Telephone	16	117	200	59%
Postage	-	-	500	0%
Printing & binding	42	292	500	58%
Legal advertising	350	350	6,500	5%
Annual special district fee	-	-	175	0%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	-	423	500	85%
Website				
Hosting & maintenance	-	-	1,680	0%
ADA compliance	-	210	210	100%
Total expenditures	<u>4,589</u>	<u>24,251</u>	<u>83,432</u>	29%
Excess/(deficiency) of revenues over/(under) expenditures	(2,352)	766	-	
Fund balances - beginning	(2,309)	(5,427)	-	
Fund balances - ending	<u>\$ (4,661)</u>	<u>\$ (4,661)</u>	<u>\$ -</u>	

\*WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

\*\*These items will be realized when bonds are issued.

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**MINUTES**



**DRAFT**

**MINUTES OF MEETING  
NORTHLAKE STEWARDSHIP DISTRICT**

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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 162<sup>nd</sup> 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**

39 Severability; and Providing an Effective  
40 Date

41  
42 Ms. Cerbone presented the proposed Fiscal Year 2024 budget and discussed budgeting  
43 in consideration of the upcoming merger with Rye Ranch CDD.

44 This item was deferred.

45  
46 **FOURTH ORDER OF BUSINESS** **Consideration of Kutak Rock LLP, Retention**  
47 **and Fee Agreement**

48  
49 **On MOTION by Mr. Steve Cerven and seconded by Mr. A. John Falkner, with all**  
50 **in favor, the Kutak Rock LLP Retention and Fee Agreement, was approved.**

51  
52  
53 **FIFTH ORDER OF BUSINESS** **Consideration of Response(s) to Request**  
54 **for Qualifications (RFQ) for Engineering**  
55 **Services**

- 56
- 57 **A. Affidavit of Publication**
- 58 **B. RFQ Package**
- 59 **C. Respondent(s): ZNS Engineering, L.C.**
- 60 **D. Competitive Selection Criteria/Ranking**
- 61 **E. Award of Contract**

62  
63 **On MOTION by Mr. Steve Cerven and seconded by Mr. A. John Falkner, with all**  
64 **in favor, ranking ZNS Engineering, L.C., as the #1 ranked most responsive and**  
65 **qualified respondent to the Request for Qualifications for Engineering Services**  
66 **and authorizing Staff to enter into negotiations for a formal contract with ZNS**  
67 **Engineering, L.C., was approved.**

68  
69  
70 **SIXTH ORDER OF BUSINESS** **Consideration of Responses to Request for**  
71 **Proposals (RFP) for Annual Audit Services**

- 72
- 73 **A. Affidavit of Publication**
- 74 **B. RFP Package**
- 75 **C. Respondents:**

76 I. Carr, Riggs & Ingram, LLC

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

79 II. Grau & Associates

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

82 D. Auditor Evaluation Matrix/Ranking

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

- 85 #1 Grau 100 points
- 86 #2 CRI 99 points

87 E. Award of Contract

88

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

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96 SEVENTH ORDER OF BUSINESS

Update: Merger with Rye Ranch CDD

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98 This item was discussed during the Rye Ranch CDD meeting.

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100 EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial  
Statements as of February 28, 2023

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

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109 NINTH ORDER OF BUSINESS

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

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**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]

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Secretary/Assistant Secretary

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Chair/Vice Chair

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**STAFF**

**REPORTS**

**NORTHLAKE STEWARDSHIP DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE**

**LOCATION**

*6102 162nd Ave E., Parrish, Florida 34219*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>January 18, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>February 15, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>March 15, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>April 19, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>May 17, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>May 31, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>June 21, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>July 19, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>August 16, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>September 20, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>

*Meetings will commence immediately following adjournment of Rye Ranch CDD Meetings*