MINUTES OF MEETING
EAST RIVER RANCH STEWARDSHIP DISTRICT

An Organizational Meeting of the East River Ranch Stewardship District was held on September 28, 2023, immediately following the Landowners' Meeting, scheduled to commence at 10:00 a.m., at Medallion Home, 1651 Whitfield Ave., Suite 200, Sarasota, Florida 34243.

Present at the meeting were:

Carlos Beruff	Chair
Carol Clarke	Vice Chair
Gabby Baca	Assistant Secretary
Christopher Chavez	Assistant Secretary
Connor Chambers	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Jonathan Johnson (via telephone)	District Counsel
Michelle Rigoni (via telephone)	Kutak Rock LLP

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

Mr. Wrathell called the meeting to order at 10:35 a.m., and noted that the Landowners' Election was held just prior to this meeting. The Landowners' Election results were as follows:

Seat 1	Christopher Chavez	1,368 votes	Five-year Term
Seat 2	Connor Chambers	1,368 votes	Five-year Term
Seat 3	Gabby Baca	1,368 votes	Five-year Term
Seat 4	Carlos Beruff	1,367 votes	Three-year Term
Seat 5	Carol Clarke	1,367 votes	Three-year Term

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)**

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Chavez, Mr. Chambers, Ms. Baca, Mr. Beruff and Ms. Clarke. He provided the following and discussed forms, interactions among Supervisors, email usage, public records and avoiding conflicts of interest:

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 2023-1248, 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

Mr. Johnson discussed the requirement for Supervisors to complete a four-hour ethics continuing education course every year. The requirement will become effective on January 1, 2024. Staff will email information pertaining to free training options.

Ms. Clarke requested that departing Board Members be reminded to submit Form 1F. Mr. Wrathell stated District Management does so as a matter of course.

Mr. Johnson noted the need for all public records requests to be forwarded to District Management or District Counsel and discussed gift disclosure requirements and prohibitions regarding gifts from consultants or vendors doing business or seeking to do business with the District and encouraged the Board Members to contact his office with questions or concerns.

Mr. Wrathell encouraged the Board Members to call him with any questions.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2023-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Chapter 2023-335, Laws of Florida, and Providing an Effective Date**

Mr. Wrathell presented Resolution 2023-01. He stated that the results of the Landowners' Election, as previously read, will be inserted into Sections 1 and 2.

On MOTION by Ms. Clarke and seconded by Mr. Beruff, with all in favor, Resolution 2023-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Chapter 2023-335, Laws of Florida, and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS **Consideration of 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2023-02. Mr. Beruff nominated the following slate:

Chair	Carlos Beruff
Vice Chair	Carol Clarke
Secretary	Craig Wrathell
Assistant Secretary	Gabby Baca
Assistant Secretary	Christopher Chavez
Assistant Secretary	Connor Chambers
Assistant Secretary	Cindy Cerbone
Treasurer	Craig Wrathell
Assistant Treasurer	Jeffrey Pinder

No other nominations were made.

On MOTION by Ms. Clarke and seconded by Mr. Beruff, with all in favor, Resolution 2023-02, 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 2023-03, 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**

Mr. Wrathell presented Resolution 2023-03 and the Fee Schedule and Management Agreement. The Management Fee is reduced to $500 per month during the semi-dormancy period. Upon returning to active status to pursue bond issuance, the discounted rate of $2,000 per month will apply until bonds are issued. Once bonds are issued, Management's fee will be $4,000 per month.

The following change was made to the Agreement for Management Services:

Page 2, Section 3c: Change "sixty (60)" to "thirty (30)"

On MOTION by Ms. Clarke and seconded by Mr. Beruff, with all in favor, Resolution 2023-03, Appointing and Fixing the Compensation of Wrathell, Hunt and Associates, LLC as the District Manager and Methodology Consultant; Providing an Effective Date, was adopted, and the Wrathell, Hunt and Associates, LLC Agreement for District Management Services, as amended, was approved.

Mr. Beruff left the meeting at 11:11 a.m.

Ms. Clarke left the meeting briefly at 11:11 a.m., and returned shortly thereafter.

B. Resolution 2023-04, Appointing District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date

- **Fee Agreement: Kutak Rock LLP**

Mr. Wrathell presented Resolution 2023-04 and the Kutak Rock LLP Fee Agreement.

On MOTION by Mr. Chavez and seconded by Mr. Chambers, with all in favor, Resolution 2023-04, Appointing Kutak Rock LLP as District Counsel for the District, and Authorizing Compensation; and Providing for an Effective Date, was adopted.

C. Resolution 2023-05, Designating a Registered Agent and Registered Office of the District, and Providing for an Effective Date

Mr. Wrathell presented Resolution 2023-05.

Ms. Rigoni joined the meeting, via telephone, when Mr. Johnson left the meeting.

On MOTION by Ms. Baca and seconded by Ms. Clarke, with all in favor, Resolution 2023-05, Designating Craig Wrathell as the 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 2023-06, Appointing an Interim District Engineer for the East River Ranch Stewardship District, Authorizing Its Compensation and Providing an Effective Date

- **Interim Engineering Services Agreement: ______________________**

This item was deferred.

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

This item was deferred.

F. Board Member Compensation: 190.006 (8), F.S.

The Board Members declined compensation.

G. Resolution 2023-07, 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 Ms. Clarke and seconded by Ms. Baca, with all in favor, Resolution 2023-07, Designating 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Primary Administrative Office and a location in Manatee County, Florida as the Principal Headquarters of the District; Designating the Location of the Local District Records Office as Medallion Home, 1651 Whitfield Ave., Suite 200, Sarasota, Florida 34243; and Providing an Effective Date, was adopted.

H. Resolution 2023-08, Setting Forth the Policy of East River Ranch Stewardship 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**

Mr. Wrathell presented Resolution 2023-08.

On MOTION by Ms. Clarke and seconded by Ms. Baca, with all in favor, Resolution 2023-08, Setting Forth the Policy of East River Ranch Stewardship 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 adopted.

On MOTION by Ms. Clarke and seconded by Mr. Chavez, with all in favor, authorizing Staff to obtain General Liability and Public Officers' Insurance, was approved.

I. Resolution 2023-09, 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

Mr. Wrathell presented Resolution 2023-09.

On MOTION by Ms. Baca and seconded by Ms. Clarke, with all in favor, Resolution 2023-09, 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 2023-10, 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

Mr. Wrathell presented Resolution 2023-10.

On MOTION by Ms. Clarke and seconded by Ms. Baca, with all in favor, Resolution 2023-10, 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 2023-11, Granting the Chairman and Vice Chairman 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

Mr. Wrathell presented Resolution 2023-11. This Resolution grants the Chair and Vice Chair, and other officers in the Chair's absence, the authority to work with the District Engineer, District Counsel and District Staff and to execute certain documents in between meetings, to avoid delays in construction.

On MOTION by Mr. Chambers and seconded by Mr. Chavez, with all in favor, Resolution 2023-11, Granting the Chairman and Vice Chairman 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 2023-12, Ratifying, Confirming and Approving the Recording of the Notice of Creation and Establishment of the East River Ranch Stewardship District, and Providing for an Effective Date

Mr. Wrathell presented Resolution 2023-12.

Mr. Chavez left the meeting briefly and returned shortly thereafter.

On MOTION by Ms. Baca and seconded by Mr. Chambers, with all in favor, Resolution 2023-12, Ratifying, Confirming and Approving the Recording of the Notice of Creation and Establishment of the East River Ranch Stewardship District, and Providing for an Effective Date, was adopted.

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

Mr. Wrathell presented the RFP For Annual Audit Services.

- **Designation of Board of Supervisors as Audit Committee**

On MOTION by Ms. Clarke and seconded by Ms. Baca, with all in favor, the Request for Proposals for Annual Audit Services, authorizing the District Manager to advertise the RFP and designating the Board of Supervisors as the Audit Committee, were approved.

N. Strange Zone, Inc., Quotation #M23-1027 for District Website Design, Maintenance and Domain Web-Site Design Agreement

Mr. Wrathell presented the Strange Zone, Inc. (SZI) proposal.

Ms. Baca left the meeting briefly and returned shortly thereafter.

On MOTION by Ms. Clarke and seconded by Mr. Chambers, with all in favor, Strange Zone, Inc., Quotation #M23-1027 for District Website Design, Maintenance and Domain Web-Site Design Agreement, in the amount of $1,679.99 for the first year and approximately $705 annually thereafter, was approved.

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

Mr. Wrathell presented the ADA Site Compliance proposal.

On MOTION by Mr. Chavez and seconded by Ms. Clarke, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the annual amount of $210, was approved.

P. Resolution 2023-13, 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]

Mr. Wrathell presented Resolution 2023-13.

On MOTION by Ms. Clarke and seconded by Ms. Baca, with all in favor, Resolution 2023-13, To Designate November 30, 2023 at 10:00 a.m., at Medallion Home, 1651 Whitfield Ave., Suite 200, Sarasota, Florida 34243, as the 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, was adopted.

Q. Resolution 2023-14, Adopting the Annual Meeting Schedule for Fiscal Year 2023-2024; and Providing for an Effective Date

Discussion ensued regarding scheduling meetings on an as-needed basis.

This item was deferred.

R. Resolution 2023-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date

Mr. Wrathell presented Resolution 2023-15.

> **On MOTION by Ms. Clarke and seconded by Mr. Chavez, with all in favor, Resolution 2023-15, 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

Mr. Wrathell stated Districts are required to prepare a Stormwater Management Needs Analysis Report every five years. As the due date for the initial Report has passed and there is no interim reporting requirement, the Report will be prepared and submitted when necessary.

BANKING MATTERS

SEVENTH ORDER OF BUSINESS **Consideration of the Following Banking Matters:**

A. Resolution 2023-16, Designating a Public Depository for Funds of the East River Ranch Stewardship District and Providing an Effective Date

Mr. Wrathell presented Resolution 2023-16.

> **On MOTION by Ms. Clarke and seconded by Ms. Baca, with all in favor, Resolution2023-16, Designating Fifth Third Bank as Public Depository for Funds of the East River Ranch Stewardship District and Providing an Effective Date, was adopted.**

B. Resolution 2023-17, Directing the District Manager to Establish a Local Bank Account for the District and Appoint Signors on the Account; and Providing an Effective Date

Mr. Wrathell presented Resolution 2023-17. Funding should be sent to Mr. Chavez.

> **On MOTION by Ms. Clarke and seconded by Ms. Baca, with all in favor, Resolution 2023-17, 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 2023-18, Approving the Proposed Budgets for Fiscal Year 2022/2023 and Fiscal Year 2023/2024 and Setting Public Hearings Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date

Mr. Wrathell presented Resolution 2023-18 and the proposed Fiscal Years 2023 and 2024 budgets, which are both Landowner-funded, with expenses being funded as they are incurred.

On MOTION by Mr. Chavez and seconded by Ms. Baca, with all in favor, Resolution 2023-18, Approving the Proposed Budgets for Fiscal Year 2022/2023 and Fiscal Year 2023/2024 and Setting Public Hearings Thereon Pursuant to Florida Law for November 30, 2023 at 10:00 a.m., at Medallion Home, 1651 Whitfield Ave., Suite 200, Sarasota, Florida 34243; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date, was adopted.

B. Budget Funding Agreements [Fiscal Years 2022/2023 and 2023/2024]

Mr. Wrathell presented the Budget Funding Agreements.

On MOTION by Ms. Clarke and seconded by Mr. Chavez, with all in favor, the Fiscal Year 2022/2023 and Fiscal Year 2023/2024 Budget Funding Agreements, in substantial form, and authorizing the Chair or Vice Chair to execute, were approved.

C. Resolution 2023-19, Adopting 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

Mr. Wrathell presented Resolution 2023-19.

On MOTION by Ms. Clarke and seconded by Ms. Baca, with all in favor, Resolution 2023-19, Adopting 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.

D. Resolution 2023-20, 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

Mr. Wrathell presented Resolution 2023-20.

On MOTION by Mr. Chavez and seconded by Ms. Baca, with all in favor, Resolution 2023-20, 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.

E. Resolution 2023-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date

Mr. Wrathell presented Resolution 2023-21.

On MOTION by Mr. Chavez and seconded by Ms. Baca, with all in favor, Resolution 2023-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date, was adopted.

F. Resolution 2023-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

Mr. Wrathell presented Resolution 2023-22.

On MOTION by Mr. Chavez and seconded by Ms. Baca, with all in favor, Resolution 2023-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

G. Resolution 2023-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

Mr. Wrathell presented Resolution 2023-23.

On MOTION by Mr. Chavez and seconded by Ms. Baca, with all in favor, Resolution 2023-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.

H. E-Verify Memo with MOU

Mr. Wrathell presented E-Verify information related to the requirement for all employers to verify employment eligibility utilizing the E-Verify System and for the District to enroll with E-Verify and execute a Memorandum of Understanding (MOU) with E-Verify.

On MOTION by Ms. Clarke and seconded by Mr. Chavez, with all in favor, acknowledging the E-Verify Memo requirements, as set forth in the Memorandum of Understanding, and authorizing enrollment and utilization of the E-Verify program, was approved.

I. Resolution 2023-24, Authorizing an Individual Designated by the Board of Supervisors to Act as the District's Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District's Infrastructure Improvements as Provided in the District's Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date

Mr. Johnson presented Resolution 2023-24.

Discussion ensued regarding engagement of a District Engineer.

On MOTION by Mr. Chavez and seconded by Ms. Baca, with all in favor, Resolution 2023-24, Authorizing an Individual Designated by the Board of Supervisors to Act as the District's Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District's Infrastructure Improvements as Provided in the District's Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

B. District Engineer (Interim): _________________________

There were no District Counsel or District Engineer reports.

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

The next meeting will be held on November 30, 2023 at 10:00 a.m.

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 Ms. Baca and seconded by Mr. Chambers, with all in favor, the meeting adjourned at 12:16 p.m.

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Secretary/Assistant Secretary

Carol B. Clarke
____
Chair/Vice Chair