

EAST RIVER RANCH

STEWARDSHIP DISTRICT

BOARD OF SUPERVISORS

June 13, 2024

**REGULAR MEETING
AGENDA**

**EAST RIVER RANCH
STEWARDSHIP DISTRICT**

**AGENDA
LETTER**

East River Ranch 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

June 6, 2024

Board of Supervisors
East River Ranch Stewardship District

Dear Board Members:

The Board of Supervisors of the East River Ranch Stewardship District will hold a Regular Meeting on June 13, 2024 at 9:00 a.m., at Medallion Home, 1651 Whitfield Ave., Suite 200, Sarasota, Florida 34243. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2024-06, Approving the Proposed Budget for Fiscal Year 2024/2025 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 2024-05, Adopting the Annual Meeting Schedule for Fiscal Year 2023/2024; and Providing for an Effective Date
5. Acceptance of Unaudited Financial Statements as of April 30, 2024
6. Approval of November 30, 2023 Public Hearings and Regular Meeting Minutes
7. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: TBD [Adoption of FY2025 Proposed Budget]
 - QUORUM CHECK

SEAT 1	CHRISTOPHER CHAVEZ	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	CONNOR CHAMBERS	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	GABBY BACA	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	CARLOS BERUFF	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5	CAROL CLARKE	☐ IN PERSON	☐ PHONE	☐ NO

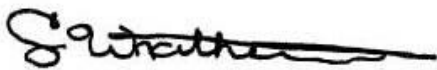
ATTENDEES:

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

8. Board Members' Comments/Requests
9. Public Comments
10. 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: 413 553 5047

**EAST RIVER RANCH
STEWARDSHIP DISTRICT**

3

RESOLUTION 2024-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST RIVER RANCH STEWARDSHIP DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 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 East River Ranch Stewardship District ("**District**") prior to July 15, 2025, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2024 and ending September 30, 2025 ("**Fiscal Year 2024/2025**"); 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 EAST RIVER RANCH STEWARDSHIP DISTRICT:

SECTION 1. APPROVAL OF PROPOSED BUDGET. The proposed budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said proposed budget.

SECTION 2. SETTING PUBLIC HEARINGS. A public hearing on said approved proposed budget is hereby declared and set for the following date, hour and location:

DATE: _____

HOOR: _____

LOCATION: Medallion Home
1651 Whitfield Ave., Suite 200
Sarasota, Florida 34243

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 (2) days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

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

Section 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 13th day of June, 2024.

Attest:

**EAST RIVER RANCH STEWARDSHIP
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed FY 2024/2025 Budget

Exhibit A

Proposed FY 2024/2025 Budget

**EAST RIVER RANCH
STEWARDSHIP DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**EAST RIVER RANCH
STEWARDSHIP DISTRICT
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2

**EAST RIVER RANCH
STEWARDSHIP DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed
	Adopted Budget FY 2024	Actual through 4/30/2024	Projected through 9/30/2024	Total Actual & Projected	Budget FY 2025
REVENUES					
Landowner contribution	\$ 24,415	\$ 529	\$ 24,994	\$ 25,523	\$ 23,440
Total revenues	<u>24,415</u>	<u>529</u>	<u>24,994</u>	<u>25,523</u>	<u>23,440</u>
EXPENDITURES					
Professional & administrative					
Management/accounting/recording	6,000	3,500	2,500	6,000	6,000
Legal	7,500	472	7,028	7,500	7,500
Telephone	100	58	42	100	100
Postage	500	-	500	500	500
Printing & binding	250	146	104	250	250
Legal advertising	1,750	285	1,465	1,750	1,750
Annual special district fee	175	-	175	175	175
Insurance	5,500	-	5,500	5,500	5,500
Contingencies/bank charges	750	-	750	750	750
Website hosting & maintenance	1,680	-	1,680	1,680	705
Website ADA compliance	210	210	-	210	210
Total professional & administrative	<u>24,415</u>	<u>4,671</u>	<u>19,744</u>	<u>24,415</u>	<u>23,440</u>
Total expenditures	<u>24,415</u>	<u>4,671</u>	<u>19,744</u>	<u>24,415</u>	<u>23,440</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	(4,142)	5,250	1,108	-
Net increase/(decrease) of fund balance	-	-	5,250	1,108	-
Fund balance - beginning (unaudited)	-	(1,108)	(5,250)	(1,108)	-
Fund balance - ending (projected)					
Assigned					
Working capital	-	-	-	-	-
Unassigned	-	(1,108)	-	-	-
Fund balance - ending	<u>\$ -</u>	<u>\$ (5,250)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**EAST RIVER RANCH
STEWARDSHIP DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Supervisors	\$ -
Management/accounting/recording	6,000
Wrathell, Hunt and Associates, LLC (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.	
Legal	7,500
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.	
Telephone	100
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	250
Letterhead, envelopes, copies, agenda packages	
Legal advertising	1,750
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,500
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$ 23,440</u></u>

**EAST RIVER RANCH
STEWARDSHIP DISTRICT**

4

RESOLUTION 2024-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST RIVER RANCH
STEWARDSHIP DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR
FISCAL YEAR 2023/2024; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the East River Ranch Stewardship District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 203-335, 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 EAST
RIVER RANCH 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 13th day of June, 2024.

ATTEST:

**EAST RIVER RANCH STEWARDSHIP
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2023/2024 Annual Meeting Schedule

EXHIBIT "A"

EAST RIVER RANCH STEWARDSHIP DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
<i>Medallion Home, 1651 Whitfield Avenue, Suite 200, Sarasota, Florida 34243</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
July __, 2024	Regular Meeting	__:__ AM/PM
August __, 2024	Regular Meeting	__:__ AM/PM
September __, 2024	Regular Meeting	__:__ AM/PM

**EAST RIVER RANCH
STEWARDSHIP DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**EAST RIVER RANCH
STEWARDSHIP DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
APRIL 30, 2024**

**EAST RIVER RANCH
STEWARDSHIP DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
APRIL 30, 2024**

	General Fund	Total Governmental Funds
ASSETS		
Undeposited funds	\$ 529	\$ 529
Due from Landowner	11,250	11,250
Total assets	<u>11,779</u>	<u>11,779</u>
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 5,779	\$ 5,779
Landowner advance	6,000	6,000
Total liabilities	<u>11,779</u>	<u>11,779</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	5,250	5,250
Total deferred inflows of resources	<u>5,250</u>	<u>5,250</u>
Fund balances:		
Restricted for:		
Unassigned	(5,250)	(5,250)
Total fund balances	<u>(5,250)</u>	<u>(5,250)</u>
Total liabilities and fund balances	<u>\$ 11,779</u>	<u>\$ 11,779</u>

**EAST RIVER RANCH
STEWARDSHIP DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED APRIL 30, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ -	\$ 529	\$ 24,415	2%
Total revenues	-	529	24,415	2%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	500	3,500	6,000	58%
Legal	-	472	7,500	6%
Telephone	8	58	100	58%
Postage	-	-	500	0%
Printing & binding	21	146	250	58%
Legal advertising	-	285	1,750	16%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	-	750	0%
Website hosting & maintenance	-	-	1,680	0%
Website ADA compliance	-	210	210	100%
Total professional & administrative	529	4,671	24,415	19%
Total expenditures	529	4,671	24,415	19%
Excess/(deficiency) of revenues over/(under) expenditures	(529)	(4,142)	-	
Fund balances - beginning	(4,721)	(1,108)	-	
Fund balances - ending	\$ (5,250)	\$ (5,250)	\$ -	

**EAST RIVER RANCH
STEWARDSHIP DISTRICT**

MINUTES

DRAFT

**MINUTES OF MEETING
EAST RIVER RANCH STEWARDSHIP DISTRICT**

The Board of Supervisors of the East River Ranch Stewardship District held Public Hearings and a Regular Meeting on November 30, 2023 at 10:00 a.m., at Medallion Home, 1651 Whitfield Ave., Suite 200, Sarasota, Florida 34243.

Present 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
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Jonathan Johnson (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 10:13 a.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Public Hearing to Hear Public Comments
and Objections to the Adoption of the
Rules of Procedure, Pursuant to Sections
120.54 and 190.035, Florida Statutes**

A. Affidavits of Publication

The affidavits of publication were included for informational purposes.

**B. Consideration of Resolution 2024-01, Adopting Rules of Procedure; Providing a
Severability Clause; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2024-01.

On MOTION by Ms. Clarke and seconded by Mr. Beruff, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Ms. Clarke and seconded by Mr. Beruff, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Clarke and seconded by Ms. Baca, with all in favor, Resolution 2024-01, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget**

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2024-02, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Wrathell presented Resolution 2024-02. He reviewed the proposed Fiscal Year 2023 budget, which is unchanged since it was last presented. This is a Landowner-funded budget with expenses funded as they are incurred. The District will be billed a reduced monthly Management Fee of \$500 during the semi-dormancy period.

On MOTION by Ms. Baca and seconded by Ms. Clarke, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Ms. Baca and seconded by Mr. Beruff, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Beruff and seconded by Ms. Clarke, with all in favor, Resolution 2024-02, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2023/2024 Budget**

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2024-03, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Wrathell presented Resolution 2024-03. He reviewed the proposed Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2023 budget, and explained the reasons for any changes. This is a Landowner-funded budget with expenses funded as they are incurred. The District will be billed a reduced monthly Management Fee of \$500 during the semi-dormancy period.

On MOTION by Ms. Clarke and seconded by Mr. Beruff, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Chavez and seconded by Ms. Clarke, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Clarke and seconded by Mr. Chambers, with all in favor, Resolution 2024-03, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-04,
Appointing an Interim District Engineer for
the East River Ranch Stewardship District,
Authorizing Its Compensation and
Providing for an Effective Date

- **Interim Engineering Services Agreement:** _____

This item was deferred.

SEVENTH ORDER OF BUSINESS

Authorization of Request for Qualifications
(RFQ) for Engineering Services

This item was deferred.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-05,
Adopting the Annual Meeting Schedule for
Fiscal Year 2023/2024; and Providing for an
Effective Date

This item was deferred.

NINTH ORDER OF BUSINESS

**Discussion: Advertising in Business
Observer**

Mr. Wrathell stated that, going forward, advertisements will be placed in the Business
Observer, which is more economical. The newspaper only publishes weekly and the Board may
reconsider utilizing the other publication when the District becomes more active.

TENTH ORDER OF BUSINESS

Approval of Minutes

Mr. Wrathell presented the following:

- A. September 28, 2023 Landowners' Meeting**
- B. September 28, 2023 Organizational Meeting**

The following change was made:

Lines 73 and 95: Change "Clark" to "Clarke"

On MOTION by Mr. Chavez and seconded by Mr. Chambers, with all in favor, the September 28, 2023 Landowners' Meeting Minutes, as presented, and the September 28, 2023 Organizational Meeting Minutes, as amended, were approved.

ELEVENTH 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

- **NEXT MEETING DATE: TBD**

- **QUORUM CHECK**

Staff will coordinate with the Chair to schedule the next meeting to be held in the spring, at which the proposed Fiscal year 2025 budget will be discussed.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

A Board Member asked when the website will be operational. Mr. Wrathell stated that the website is required to be established within one year of the establishment of the District; it is likely already in production.

Discussion ensued regarding website establishment and maintenance costs, the need for ongoing Americans with Disabilities Act (ADA) compliance measures and the need to ensure ADA compliance for websites to obtain insurance.

Mr. Wrathell discussed the Stormwater Management Needs Analysis Report.

THIRTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Beruff and seconded by Ms. Baca, with all in favor, the meeting adjourned at 10:36 a.m.

**EAST RIVER RANCH
STEWARDSHIP DISTRICT**

DRAFT

November 30, 2023

191
192
193
194
195
196

Secretary/Assistant Secretary

Chair/Vice Chair