

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

The Board of Supervisors of the East River Ranch Stewardship District held a Public Hearing, Regular Meeting and Audit Committee Meeting on July 17, 2025 at 11:00 a.m., at the Medallion Home, 1651 Whitfield Ave., Suite 200, Sarasota, Florida 34243.

Present:

Carol Clarke
Margo Holeman
Christopher Chavez

Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Cindy Cerbone
Chris Conti
Jonathan Johnson (via telephone)

District Manager
Wrathell, Hunt and Associates, LLC
District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 11:02 a.m.

Supervisors Clarke, Chavez and Holeman were present. Supervisor Beruff was absent. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consider Appointment of Fill Unexpired
Term of Seat 3; Term Expires November
2028**

This item was deferred.

- **Administration of Oath of Office to Appointed Supervisor**
- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**

- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2025-05,
Electing and Removing Officers of the
District and Providing for an Effective Date**

This item was deferred.

FIFTH ORDER OF BUSINESS

**Public Hearing to Consider the Adoption of
the Fiscal Year 2025/2026 Budget**

A. Proof/Affidavit of Publication

This item was included for informational purposes.

B. Consideration of Resolution 2025-06, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Cerbone presented Resolution 2025-06. The proposed Fiscal Year 2026 budget is unchanged from when it was last presented. Mr. Chavez recently asked if insurance coverage is needed if the District has no activity. She stated that there are two insurance components; one is general liability and the other is public officials' coverage.

Mr. Johnson stated he can understand the Board's wish to economize by not having liability insurance if there are no facilities and no services. The CDD and its officers are not legally required to have any insurance policy of any sort and can elect to self-insure. Regarding Directors and Officers liability insurance, Mr. Johnson reiterated that the Board is not required to have it; however, he will always recommend having it, as long as Board meetings are being held. He opined that he would not personally sit on a Board of any kind that does not have Directors and Officers liability insurance for its Board Members. Even though the CDD has very little activity, it still has certain obligations. Further, since Board Members are sitting in a

fiduciary capacity as elected officials, Staff's advice is to have insurance that covers them for the votes that are being taken, even if there are relatively few meetings.

Discussion ensued regarding why audit services are not reflected in the budget, if Staff tried to obtain any other insurance quotes, if the insurance policy can be cancelled anytime, if the Board approved prior budgets with the insurance line item, if Egis would be willing to adjust/bind the policy to provide public officials' coverage only and scheduling a September Board meeting to resolve the insurance matter.

Ms. Cerbone stated the proposed Fiscal Year 2026 budget will be adopted today. She recapped that Management will ask Egis about binding the coverage in writing, Staff will schedule a September meeting date that is convenient for all four Board Members and Staff will email all information received from Egis to the Board before the next meeting.

Adoption of Resolution 2025-06 was tabled temporarily to determine if changes need to be made to the proposed Fiscal Year 2026 budget.

SIXTH ORDER OF BUSINESS

**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

On MOTION by Ms. Clarke and seconded by Mr. Chavez, with all in favor, the Regular Meeting recessed and the Audit Selection Committee Meeting commenced.
--

SEVENTH ORDER OF BUSINESS

**Review of Responses to Request for
Proposals (RFP) for Annual Audit Services**

A. Affidavit of Publication

B. RFP Package

These items were included for informational purposes.

C. Respondent(s)

Ms. Cerbone discussed the qualifications, each respondent's pricing and the ranking process.

Ms. Clarke voiced her concern that the proposals were submitted in 2025 but are dated 2023. Ms. Cerbone stated the Board can advertise the RFP again, defer this item to the

September meeting, or award the contract today, contingent upon honoring the prices in the existing proposals.

Discussion ensued regarding whether the two respondents were asked for updated proposals, if the firms will uphold the fees in the current proposals and if the RFP should be re-advertised.

I. Berger, Toombs, Elam, Gaines & Frank

Bid: \$3,200 for the year ended September 30, 2024, without bond issuance, or \$4,475 with bond issuance.

II. Grau & Associates

Bid: \$3,200 for Fiscal Year 2024, \$3,300 for Fiscal Year 2025, \$3,400 for Fiscal Year 2026, \$3,500 for Fiscal Year 2027, and \$3,600 for Fiscal Year 2028, plus an additional \$1,500 with bond issuance.

D. Auditor Evaluation Matrix/Ranking

Ms. Cerbone presented her Auditor Evaluation Matrix scores and ranking. The Audit Selection Committee agreed with Ms. Cerbone's scores and ranking, as follows:

#1	Grau & Associates	99 Points
#2	Berger, Toombs, Elam, Gaines & Frank	90 Points

On MOTION by Mr. Chavez and seconded by Ms. Clarke, with all in favor, accepting Ms. Cerbone's scores, ranking and recommendation ranking Grau & Associates, as the #1 ranked respondent to the RFP for Annual Audit Services as the Audit Selection Committee's own, was approved.

EIGHTH ORDER OF BUSINESS

**Termination of Audit Selection Committee
Meeting/Reconvene Regular Meeting**

On MOTION by Ms. Clarke and seconded by Ms. Holean, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

NINTH ORDER OF BUSINESS

**Consider Recommendation of Audit
Selection Committee**

- **Award of contract**

On MOTION by Ms. Holeman and seconded by Ms. Clarke, with all in favor, accepting the Audit Selection Committee scores, ranking and recommendation ranking Grau & Associates, as the #1 ranked respondent to the RFP for Annual Audit Services as the Board's own scores and ranking, awarding the Annual Audit Services Contract to Grau & Associates, contingent on the prices in the 2023 proposal, and authorizing Staff re-advertise an RFP for Annual Audit Services if the fees have changed, was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2025-02, Adopting the Annual Meeting Schedule for Fiscal Year 2025/2026; and Providing for an Effective Date

This item was deferred.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an effective Date

Ms. Cerbone presented Resolution 2025-03 and the redlined copy of the Mutual Aid Agreement from District Counsel's office.

On MOTION by Ms. Clarke and seconded by Ms. Holeman, with all in favor, Resolution 2025-03, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an effective Date, was adopted.

TWELFTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

Ms. Cerbone presented the Goals and Objectives Reporting for Fiscal Year 2026 Performance Measures and Standards.

Asked if an additional box indicating “Not applicable for this fiscal year” could be added to the Performance Measures and Standards Reporting, Mr. Johnson replied affirmatively. It is also necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives Reporting.

On MOTION by Ms. Holeman and seconded by Ms. Clarke, with all in favor, the Goals and Objectives Reporting for Fiscal Year 2026 Performance Measures and Standards and authorizing the Chair or Vice Chair to approve the findings related to the 2025 Goals and Objectives Reporting, as amended, subject to adding a box indicating “Not applicable for this fiscal year.”, were approved.

THIRTEENTH ORDER OF BUSINESS

**Consideration of the Fiscal Year 2026
Budget Funding Agreement**

This item was not considered.

FOURTEENTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of May 31, 2025**

On MOTION by Ms. Holeman and seconded by Mr. Chavez, with all in favor, the Unaudited Financial Statements as of May 31, 2025, were accepted.

FIFTEENTH ORDER OF BUSINESS

**Approval of May 14, 2025 Special Meeting
Minutes**

On MOTION by Mr. Chavez and seconded by Ms. Holeman, with all in favor, the May 14, 2025 Special Meeting Minutes, as presented, were approved.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

There was no report.

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

- **Property Insurance on Vertical Assets**
- **Form 1 Submission and Ethics Training**

Staff will email links for online ethics training courses to the Board Members.

- **Hard Copy Agendas vs Tablets**

The Board prefers hard copy agendas.

- **0 Registered Voters in District as of April 15, 2025**

- **NEXT MEETING DATE: TBD**

- **QUORUM CHECK**

- **Resolution 2025-06, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

This item, previously Item 5B, was presented out of order.

Discussion of the proposed Fiscal Year 2026 budget resumed.

The Board agreed to Staff's suggestion to add a \$5,000 Audit Services line item to the budget.

On MOTION by Mr. Chavez and seconded by Ms. Holeman, with all in favor, Resolution 2025-06, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SEVENTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

EIGHTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

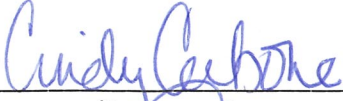
NINETEENTH ORDER OF BUSINESS

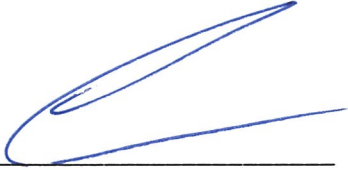
Adjournment

On MOTION by Ms. Holeman and seconded by Mr. Chavez, with all in favor, the meeting adjourned at 12:26 p.m.

EAST RIVER RANCH
STEWARDSHIP DISTRICT

July 17, 2025


Secretary/Assistant Secretary


Chair/Vice Chair