EAST RIVER RANCH

STEWARDSHIP DISTRICT

BOARD OF SUPERVISORS

September 10, 2025

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

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

September 3, 2025

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 September 10, 2025 at 12:00 p.m., at the 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. Consider Appointment of Fill Unexpired Term of Seat 3; *Term Expires November 2028*
   - 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

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

5. Discussion: Insurance Coverage
   - General Liability
   - Public Officials

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

7. Acceptance of Unaudited Financial Statements as of July 31, 2025

8. Approval of July 17, 2025 Public Hearing, Regular Meeting and Audit Committee Meeting Minutes

9. Staff Reports

   A. District Counsel: *Kutak Rock LLP*

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

   - Property Insurance on Vertical Assets
   - Form 1 Submission and Ethics Training
   - NEXT MEETING DATE: TBD
     - QUORUM CHECK

SEAT 1	CHRISTOPHER CHAVEZ	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	MARGO HOLEMAN	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3		☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	CARLOS BERUFF	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5	CAROL CLARKE	☐ IN PERSON	☐ PHONE	☐ NO

10. Board Members' Comments/Requests

11. Public Comments

12. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294.

Sincerely,

Cindy Cerbone

Cindy Cerbone
District Manager

EAST RIVER RANCH STEWARDSHIP DISTRICT

3

EAST RIVER RANCH STEWARDSHIP DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE

I,______________________________, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF EAST RIVER RANCH STEWARDSHIP DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

____
Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _______________________

The foregoing oath was administered before me by means of ▢ physical presence or ▢ online notarization on this ___ day of ________________, 20__, by ___________________________________, who is personally known to me or has produced ___________________________ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of East River Ranch Stewardship District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

____
Notary Public, State of Florida
Print Name: _________________________________
Commission No.: ____________ Expires: _________

MAILING ADDRESS: ☐ Home ☐ Office County of Residence __________________

____________________________________ ______________________ ________________________
Street Phone Fax

_______________________________________ ____
City, State, Zip Email Address

EAST RIVER RANCH STEWARDSHIP DISTRICT

4

RESOLUTION 2025-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST RIVER RANCH STEWARDSHIP DISTRICT ELECTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the East River Ranch Stewardship District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 2023-335, Laws of Florida, being situated within Manatee County, Florida; and

WHEREAS, the District's Board of Supervisors desires to elect and remove Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF EAST RIVER RANCH STEWARDSHIP DISTRICT THAT:

SECTION 1. The following is/are elected as Officer(s) of the District effective September 10, 2025:

____________________________ is elected Chair

____________________________ is elected Vice Chair

____________________________ is elected Assistant Secretary

____________________________ is elected Assistant Secretary

____________________________ is elected Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of September 10, 2025:

____________________________ _______________________________

____________________________ _______________________________

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Cindy Cerbone is Assistant Secretary

Chris Conti is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 10TH DAY OF SEPTEMBER, 2025.

ATTEST:	**EAST RIVER RANCH STEWARDSHIP DISTRICT**
______________________________	______________________________
Secretary/Assistant Secretary	Chair/Vice Chair, Board of Supervisors

EAST RIVER RANCH STEWARDSHIP DISTRICT

6

RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST RIVER RANCH STEWARDSHIP DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2025/2026; 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 2023-335, 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 2025/2026 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 2025/2026 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 10th day of September, 2025.

ATTEST:	**EAST RIVER RANCH STEWARDSHIP DISTRICT**
______________________________	______________________________
Secretary/Assistant Secretary	Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2025/2026 Annual Meeting Schedule

EXHIBIT "A"

EAST RIVER RANCH STEWARDSHIP DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION *Medallion Home, 1651 Whitfield Avenue, Suite 200, Sarasota, Florida 34243*		
DATE	**POTENTIAL DISCUSSION/FOCUS**	**TIME**
October __, 2025	**Regular Meeting**	**__:__ AM/PM**
November __, 2025	**Regular Meeting**	**__:__ AM/PM**
December __, 2025	**Regular Meeting**	**__:__ AM/PM**
January __, 2026	**Regular Meeting**	**__:__ AM/PM**
February __, 2026	**Regular Meeting**	**__:__ AM/PM**
March __, 2026	**Regular Meeting**	**__:__ AM/PM**
April __, 2026	**Regular Meeting**	**__:__ AM/PM**
May __, 2026	**Regular Meeting**	**__:__ AM/PM**
June __, 2026	**Regular Meeting**	**__:__ AM/PM**
July __, 2026	**Regular Meeting**	**__:__ AM/PM**
August __, 2026	**Regular Meeting**	**__:__ AM/PM**
September __, 2026	**Regular Meeting**	**__:__ AM/PM**

EAST RIVER RANCH
STEWARDSHIP DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

EAST RIVER RANCH
STEWARDSHIP DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JULY 31, 2025

EAST RIVER RANCH
STEWARDSHIP DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JULY 31, 2025

	General Fund	Total Governmental Funds
ASSETS		
Cash	$ 568	$ 568
Due from Landowner	14,888	14,888
Total assets	$ 15,456	$ 15,456
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	$ 3,370	$ 3,370
Landowner advance	6,000	6,000
Total liabilities	9,370	9,370
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	14,888	14,888
Total deferred inflows of resources	14,888	14,888
Fund balances:		
Restricted for:		
Unassigned	(8,802)	(8,802)
Total fund balances	(8,802)	(8,802)
Total liabilities and fund balances	$ 15,456	$ 15,456

EAST RIVER RANCH
STEWARDSHIP DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JULY 31, 2025

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	$ -	$ 4,224	$ 23,440	18%
Total revenues	-	4,224	23,440	18%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	500	5,000	6,000	83%
Legal	-	-	7,500	0%
Telephone	8	83	100	83%
Postage	10	10	500	2%
Printing & binding	21	208	250	83%
Legal advertising	258	336	1,750	19%
Annual special district fee	-	175	175	100%
Insurance	-	5,250	5,500	95%
Contingencies/bank charges	109	984	750	131%
Website hosting & maintenance	705	705	705	100%
Website ADA compliance	-	210	210	100%
Total expenditures	1,611	12,961	23,440	55%
Excess/(deficiency) of revenues over/(under) expenditures	(1,611)	(8,737)	-	
Fund balances - beginning	(7,191)	(65)	-	
Fund balances - ending	$ (8,802)	$ (8,802)	$ -	

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 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	Vice Chair
Margo Holeman	Assistant Secretary
Christopher Chavez	Assistant Secretary

Also present:

Cindy Cerbone	District Manager
Chris Conti	Wrathell, Hunt and Associates, LLC
Jonathan Johnson (via telephone)	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. Holeman, 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.

______________________________ ______________________________

Secretary/Assistant Secretary Chair/Vice Chair