MINUTES OF MEETING
VIERA STEWARDSHIP DISTRICT

The Board of Supervisors of the Viera Stewardship District held a Public Hearing, a Regular Meeting and Audit Committee Meeting on August 20, 2025 at 9:00 a.m., at The Viera Company, 7380 Murrell Road, Suite 201, Viera, Florida 32940.

Present:

Todd J. Pokrywa	Chair
Amy Mitchell	Vice Chair
Cathleen Conley	Secretary
Karen Esposito	Assistant Secretary
William Bumgarner	Assistant Secretary

Also present:

Craig Wrathell	District Manager
Ernesto Torres	Wrathell, Hunt and Associates, LLC
Felix Rodriguez (via phone/Zoom)	Wrathell, Hunt and Associates, LLC
Lauren Gentry	District Counsel
Anastasia Rios (via phone/Zoom)	Kilinski l Van Wyk PLLC
Hassan Kamal (via phone/Zoom)	District Engineer
Bill Lites (via phone/Zoom)	Zev Cohen & Associates, Inc. (ZCA)
Gaston Hayworth (via phone/Zoom)	ZCA
Michael Arnold (via phone/Zoom)	The Viera Company
Mark Boyd	The Viera Company
Eva Rey (via phone/Zoom)	Community Manager
Paul Martell	Treasurer
Jay Decator	Consultant to The Viera Company

FIRST ORDER OF BUSINESS **Call to Order**

Mr. Wrathell called the meeting to order at 9:00 a.m.

SECOND ORDER OF BUSINESS **Roll Call**

All Supervisors were present.

THIRD ORDER OF BUSINESS **Public Comments (limited to 3 minutes per person)**

No members of the public spoke.

FOURTH ORDER OF BUSINESS **Approval of Minutes**

A. June 17, 2025 Special Meeting

The following changes were made:

Line 38: Insert “Mark Boyd” and “The Viera Company”

Line 378: Insert “on their own lots” after “landscaping”

B. July 23, 2025 Special Meeting and Audit Committee Meeting

The following changes were made:

Line 26: Delete “(via phone/Zoom)” after “Boyd”

On MOTION by Ms. Esposito and seconded by Ms. Mitchell, with all in favor, the June 17, 2025 Special Meeting Minutes and the July 23, 2025 Special Meeting and Audit Committee Meeting Minutes, both as amended, were approved.

FIFTH ORDER OF BUSINESS **Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

A. Proof/Affidavit of Publication

B. Engineer’s Report Operation and Maintenance Assessment FY2025-2026

Mr. Kamal presented the Engineer’s Report for Operation and Maintenance (O&M) Assessment dated July 2025. He reviewed the information, including a description of the improvements and required maintenance, the budgeted costs for O&M of the facilities, and the Engineer’s opinion, which is that the estimated total costs are sufficient to satisfy the District’s obligations and to operate and maintain the District’s facilities for the Fiscal Year 2026.

Asked about the results of an ongoing inspection of the drainage infrastructure, Mr. Kamal stated the inspection was completed. Staff will revisit three or four structures to obtain photo documentation and complete the inspection report this week. All canals are in good condition. Staff met with a Duda & Sons Inc. (Duda) personnel during the inspection and outlined a few areas that need special attention. This will be described in the Engineer’s Report that will be published next week.

Mr. Wrathell stated, in the Summary of O&M Costs Table on Page 5, the cost for aquatic weed control should be changed from $318,778 to $317,478 to match the proposed Fiscal Year 2026 budget. Mr. Kamal will make the change and update the Report.

Asked why Del Webb is not included in the neighborhoods listed in the first bullet point under “Improvements” on Table 1, Mr. Kamal stated he will check and report his findings at the next meeting. Asked if the Inspection Report will be included in the Revised Engineer’s Report, Mr. Wrathell stated the Inspection Report is a separate item.

On MOTION by Ms. Mitchell and seconded by Ms. Conley, with all in favor, the Engineer’s Report Operation and Maintenance Assessment FY2025-2026, as amended, was approved.

C. 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

Mr. Wrathell presented Resolution 2025-06. He reviewed the proposed Fiscal Year 2026 budget.

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

No affected property owners or members of the public spoke.

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

Ms. Gentry stated Ms. Esposito will be abstaining from certain votes.

On MOTION by Ms. Mitchell and seconded by Mr. Bumgarner, with Ms. Mitchell, Mr. Bumgarner, Mr. Pokrywa and Ms. Conley in favor and Ms. Esposito abstaining, 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, was adopted.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2025-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; Providing for the Collection and Enforcement of Special**

Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mr. Wrathell presented Resolution 2025-07. This Resolution authorizes the imposition and collection of the assessments in the manner described. He noted that this item will also be conducted as a Public Hearing.

On MOTION by Mr. Pokrywa and seconded by Mr. Bumgarner, with Mr. Pokrywa, Mr. Bumgarner, Ms. Mitchell and Ms. Conley in favor and Ms. Esposito abstaining, the Assessment Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Ms. Conley and seconded by Ms. Mitchell, with Ms. Conley, Ms. Mitchell, Mr. Pokrywa and Mr. Bumgarner in favor, and Ms. Esposito abstaining, the Assessment Public Hearing was closed.

On MOTION by Mr. Bumgarner and seconded by Ms. Conley, with Mr. Bumgarner, Ms. Conley, Ms. Mitchell and Mr. Pokrywa in favor and Ms. Esposito abstaining, Resolution 2025-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2025/2026; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS **Consideration of Special Districts Performance Measures and Standards Reporting FY 2026**

Mr. Wrathell presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards. Asked about any potential penalties if there are any issues with the performance measures, Mr. Wrathell stated there are not any established penalties. Ms. Gentry stated the only place the report is posted is on the District's website and it does not have to be turned into the State. Most Districts are just adopting the statutory requirements.

On MOTION by Mr. Pokrywa and seconded by Ms. Mitchell, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.

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

Mr. Wrathell noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

On MOTION by Ms. Esposito and seconded by Ms. Mitchell, with all in favor, authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, was approved.

EIGHTH ORDER OF BUSINESS **Consideration of Viera Wilderness Park Stage 3 Items (in substantial form)**

Ms. Gentry presented the following items and asked for approval in substantial form and authorizing the Chair to finalize and execute:

A. Second Supplement to Agreement and Grant of Conservation Easement and Affirmative Easements for Environmental Management and Administration (Viera Wilderness Park - Stage 3)

B. Conservation Easement (Listed Species Mitigation – Rural District – Stage 3)

C. Conservation Easement (Wetland Impacts Mitigation – Conservation District – Village 3)

A Board Member noted that Item 8A lists Duda's headquarters address differently than the other two. 8A lists the P.O. box and 8B and 8C list the physical address. Ms. Gentry stated Staff will make the changes in the final forms of the documents.

Mr. Lites stated the third easement, which is the Wetland Mitigation Easement, will need to be enlarged because the Water Management District expanded the wetlands in the impact area. The language is the same except for the acreage; it will now wrap around up between the dotted lines to the north, after all inspections and negotiations with the Water Management District are completed for the ERP.

A Board Member noted that the date on the first line of the Conservation Easement (Wetland Impacts Mitigation – Conservation District – Village 3) should be changed from 2020 to the current year.

Ms. Gentry discussed whether Duda was informed that the Second Supplement to Agreement and Grant of Conservation Easement and Affirmative Easements for Environmental

Management and Administration (Viera Wilderness Park - Stage 3) is an easement area for the District, if the rights reserved and prohibited uses outlined in the Conservation Easement (Listed Species Mitigation – Rural District – Stage 3) and the Conservation Easement (Wetland Impacts Mitigation – Conservation District – Village 3) that Duda and the District have for public access is an exclusive right or a joint right, and if the District needs Duda's permission to allow public access at a later point.

On MOTION by Mr. Bumgarner and seconded by Ms. Conley, with Mr. Bumgarner, Ms. Conley, Mr. Pokrywa and Ms. Mitchell in favor and Ms. Esposito abstaining, the Viera Wilderness Park - Stage 3 Second Supplement to Agreement and Grant of Conservation Easement and Affirmative Easements for Environmental Management and Administration, the Viera Wilderness Park - Stage 3 Conservation Easement (Listed Species Mitigation – Rural District – Stage 3) and the Viera Wilderness Park - Stage 3 Conservation Easement (Wetland Impacts Mitigation – Conservation District – Village 3), all in substantial form, and authorizing the Chair to finalize, were approved.

NINTH ORDER OF BUSINESS **Recess Regular Meeting/Commencement of Audit Selection Committee Meeting**

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

TENTH 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)

Mr. Wrathell discussed timeliness, and the qualifications and pricing for each of the following respondents:

I. DiBartolomeo, McBee, Hartley & Barnes, P.A.

Bid: $4,850 for Fiscal Year 2025, $5,000 for Fiscal Year 2026, $5,200 for Fiscal Year 2027, $5,300 for Fiscal Year 2028 and $5,500 for Fiscal Year 2029, plus an additional $1,250 with bond issuance.

II. Grau & Associates

Bid: $4,000 for Fiscal Year 2025, $4,100 for Fiscal Year 2026 and $4,200 for Fiscal Year 2027, plus an additional $1,500 with bond issuance.

D. Auditor Evaluation Matrix/Ranking

Mr. Wrathell presented his Auditor Evaluation Matrix scores and ranking. The Board, sitting as the Audit Selection Committee, agreed with Mr. Wrathell's scores and ranking, as follows:

#1	Grau & Associates	100 Points
#2	DiBartolomeo, McBee, Hartley & Barnes, P.A.	97 Points

Ms. Mitchell asked if the auditor is engaged one year at a time. Mr. Wrathell stated engagement is typically open-ended. For operational efficiency, the ideal situation is that the auditor does a good job in the first year and is retained for several years thereafter. Ms. Gentry stated the Statutes say that auditors are engaged for one year, but Districts have optional annual renewals. In practice Districts almost always use the renewals to minimize undergoing the RFP process.

ELEVENTH ORDER OF BUSINESS **Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

On MOTION by Mr. Pokrywa and seconded by Mr. Bumgarner, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

TWELFTH ORDER OF BUSINESS **Consider Recommendation of Audit Selection Committee**

- **Award of Contract**

Mr. Wrathell stated Audit Selection Committee agreed with District Management's scores, ranking and recommendation.

On MOTION by Mr. Bumgarner and seconded by Ms. Esposito, with all in favor, accepting District Management's scores, ranking and recommendation to rank Grau & Associates as the #1 ranked respondent, with a total score of 100 points, as the Board's own scores and ranking, was approved.

On MOTION by Ms. Mitchell and seconded by Mr. Bumgarner, with all in favor, awarding the Annual Audit Services Contract to Grau & Associates, the #1 ranked respondent to the RFP for Annual Audit Services, was approved.

THIRTEENTH ORDER OF BUSINESS **Ratification of Helena Agri-Enterprises, LLC Work Authorization VWP Stage 1**

Mr. Hayworth provided a summary of the Helena Agri-Enterprises, LLC Work Authorization VWP Stage 1.

Asked how the 5% invasive species requirement would be monitored and measured for compliance, Mr. Hayworth stated it is done with an Army Corps of Engineer's permit, which is the mitigation for the wetlands and the list of invasive species, and it is monitored annually for five years. After the five years, it is more of qualitative instead of a quantitative monitoring.

On MOTION by Ms. Mitchell and seconded by Ms. Conley, with all in favor, the Helena Agri-Enterprises, LLC Work Authorization VWP Stage 1, in the amount of $5,000, was ratified.

FOURTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of June 30, 2025**

Asked if any work is planned for a prescribed burn, Mr. Kamal stated Staff continues trying to have it done but the conditions are not right. He is not confident that it will be completed this year; if not, the $60,000 budgeted will roll over to the next Fiscal Year.

On MOTION by Mr. Pokrywa and seconded by Mr. Bumgarner, with all in favor, the Unaudited Financial Statements as of June 30, 2025, was accepted.

FIFTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kilinski | Van Wyk PLLC

Ms. Gentry reported the following:

➢ It was reported that a few homeowners are impacting the conservation area and clearing vegetation. A letter was sent asking them to stop and advising that the district reserves the right to require the homeowner to replant the vegetation or pay for it.

➢ Form I should be filed by July 1, 2025 and the Board Members are required to complete four hours of ethics training each year.

➢ Since they are affiliated with Duda, Ms. Mitchell, Ms. Esposito, Mr. Pokrywa and Ms. Conley must fill out Form 8B to have fresh versions on file.

Ms. Gentry explained why Ms. Esposito abstained from certain votes and discussed rules that apply to General Election seats versus Landowner-Elected Seats.

B. District Engineer: BSE Consultants Inc.

Mr. Kamal reviewed the Inspection Report that he is finalizing. In summary, the drainage systems are functioning well and there are no obvious obstructions or long-term maintenance issues to note.

C. Environmental Consultant: Zev Cohen & Associates

Mr. Hayworth stated the monitoring and reporting for VWP Stage 2 was completed and the documents were submitted to the Army Corps of Engineers. The area is below the 5% exotic species coverage and is in compliance. The monitoring and reporting for VWP Stage 3 will start to come online once the conservation easement is recorded.

D. Community Association Manager: Eva Rey

There was no report.

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

- **NEXT MEETING DATE: TBD**
  - **QUORUM CHECK**

SIXTEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS **Adjournment**

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

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair