MINUTES OF MEETING
WATERSIDE COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Waterside Community Development District held a Regular Meeting and Audit Committee Meeting on March 19, 2024 at 2:30 p.m., at the Courtyard by Marriott Stuart, 7615 SW Lost River Road, Stuart, Florida 34997.

Present at the meeting:

William Fife (via telephone)	Chair
Tim Smith	Vice Chair
Michael Caputo	Assistant Secretary
Jon Seifel	Assistant Secretary

Also present:

Andrew Kantarzhi	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Jere Earlywine (via telephone)	District Counsel
Shane Willis (via telephone)	Operations Manager

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

Mr. Kantarzhi called the meeting to order at 2:34 p.m.

Supervisors Smith, Seifel and Caputo were present. Supervisor Fife was attending via telephone. Supervisor Long was not present.

Mr. Kantarzhi noted that the Oath of Office was administered to Mr. Fife prior to the meeting.

SECOND ORDER OF BUSINESS — **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS — **Administration of Oath of Office to Supervisor William (Bill) Fife (the following will also be included in separate package)**

This item was addressed during the First Order of Business.

Mr. Fife is familiar with the following:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligation 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 **Recess Regular Meeting/Commencement of Audit Selection Committee Meeting**

> **On MOTION by Mr. Smith and seconded by Mr. Seifel, with all in favor, the Regular Meeting recessed and the Audit Selection Committee Meeting commenced.**

FIFTH ORDER OF BUSINESS **Review of Responses to Request for Proposals (RFP) for Annual Audit Services**

A. Affidavit of Publication

B. RFP Package

C. Respondents

I. Berger, Toombs, Elam, Gaines & Frank

II. Grau & Associates

Mr. Kantarzhi stated that he and Ms. Cerbone having experience working with both respondents. He shared his scores and ranking recommendations. He scored each respondent full points in each category, except he scored Berger, Toombs, Elam, Gaines & Frank (BTEGF) one point less in the "Ability To Furnish Required Services" and the "Price" categories, as BTEGF was late in filing the audits for a few of District Management's clients and Grau & Associates (Grau) was the lowest priced bidder with bonds.

D. Auditor Evaluation Matrix/Ranking

Mr. Kantarzhi's scores and ranking were as follows:

#1	Grau & Associates	100 Points
#2	Berger, Toombs, Elam, Gaines & Frank	98 Points

On MOTION by Mr. Smith and seconded by Mr. Seifel with all in favor, accepting Mr. Kantarzhi's scores and ranking of the respondents to the Request for Proposals for Annual Audit Services, as the Audit Committee's scores and ranking, was approved.

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

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

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

- **Award of Contract**

Mr. Kantarzhi presented the Audit Selection Committee's scores, ranking and recommendation, as follows:

#1	Grau & Associates	100 Points
#2	Berger, Toombs, Elam, Gaines & Frank	98 Points

On MOTION by Mr. Smith and seconded by Mr. Seifel with all in favor, accepting the Audit Selection Committee's scores, ranking and recommendation as the Board's own and awarding the Annual Audit Service contract to Grau & Associates, the #1 ranked respondent to the RFP for Annual Audit Services, was approved.

EIGHTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of January 31, 2024**

On MOTION by Mr. Smith and seconded by Mr. Seifel, with all in favor, the Unaudited Financial Statements as of January 31, 2024, were accepted.

NINTH ORDER OF BUSINESS **Approval of February 20, 2024 Regular Meeting Minutes**

On MOTION by Mr. Smith and seconded by Mr. Seifel, with all in favor, the February 20, 2024 Regular Meeting Minutes, as presented, were approved.

- **Consideration of United Land Services Proposal**

This item was an addition to the agenda.

Mr. Kantarzhi distributed and presented the United Land Services (ULS) revised proposal for landscape maintenance and irrigation services and stated that ULS attended an on-site meeting last week to inspect the property. Asked about the Dixie Landscape contract, Mr. Kantarzhi stated that it was never executed. It was noted that Miller Construction is handling the landscape maintenance.

On MOTION by Mr. Smith and seconded by Mr. Seifel with all in favor, the United Land Services Revised Proposal for Landscape Maintenance and Irrigation Services and entering into an agreement with United Land Services, were approved.

TENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

Mr. Earlywine asked if the Board wants proceed in another direction regarding how the residential piece in the west is being handled. Mr. Smith stated that it is still being sorted out with the County. If it becomes a lengthy process, they might proceed with a boundary amendment to formally bring in the 12-acre Karis piece and the IND-3 piece as soon as it is approved on the HOA property.

Discussion ensued regarding finalizing acquisition packages for internal CDD roads, the additional roadway maintenance costs added into the proposed Fiscal Year 2025 budget and there being no issue with that if it is determined the roadway warranty is not assignable to the CDD, as the CDD will receive a certificate on the roadway condition in the Bill of Sale.

B. District Engineer: The Osborn Engineering Company

There was no report.

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

- **NEXT MEETING DATE: April 16, 2024 at 2:30 PM**
  - **QUORUM CHECK**

The next meeting will be held on April 16, 2024, unless cancelled.

Mr. Kantarzhi and Ms. Cerbone discussed upcoming agenda items.

Supervisors should expect an email from the Commission on Ethics in April regarding registration and the process for filing Form 1 electronically.

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

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Smith and seconded by Mr. Seifel, with all in favor, the meeting adjourned at 2:51 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair