

**MINUTES OF MEETING
SALTMEADOWS COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Saltmeadows Community Development District held a Regular Meeting and Audit Committee Meeting on December 18, 2023 at 12:00 p.m., at WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201.

Present at the meeting were:

Chris Torres	Vice Chair
John Kakridas	Assistant Secretary
Megan Germino	Assistant Secretary

Also present:

Kristen Suit	District Manager
Jonathan Johnson (via telephone)	District Counsel
Jeb Mulock (via telephone)	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 12:03 p.m.

Supervisors Torres, Germino and Kakridas were present. Supervisors Noble and Schiffer were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consideration of Resolution 2024-01,
Designating the Primary Administrative
Office of the District and Providing an
Effective Date**

This item was deferred.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

FIFTH ORDER OF BUSINESS

Ratification of Envera Services Agreement

Ms. Suit presented the Envera Services Agreement, which was previously executed by the Vice Chair.

On MOTION by Ms. Germino and seconded by Mr. Torres, with all in favor, the Envera Services Agreement, was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services

- A. Affidavit of Publication**
- B. RFQ Package**
- C. Respondent(s): ZNS Engineering**
- D. Competitive Selection Criteria/Ranking**

Ms. Suit noted that the current Interim District Engineer, ZNS Engineering, is the sole respondent to the RFQ. If the Board wishes, it can waive completing the Competitive Selection Criteria and rank ZNS as the #1 ranked respondent to the RFQ for Engineering Services and proceed with awarding the contract.

- E. Award of Contract**

On MOTION by Mr. Torres and seconded by Ms. Germino, with all in favor, awarding the Engineering Services contract to ZNS Engineering, the #1 ranked and sole respondent to the RFQ for Engineering Services, was approved.

SEVENTH ORDER OF BUSINESS

Recess Regular Meeting/Commencement of Audit Selection Committee Meeting

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

EIGHTH ORDER OF BUSINESS

Review of Response 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

Ms. Suit stated both firms are equally well-qualified but Berger, Toombs, Elam, Gaines & Frank (BTEGF) completed several of her clients’ audits slightly after the June 30, 2023 deadline.

Ms. Suit reviewed the fee schedules of both respondents. BTEGF bid \$5,225 or \$6,500 if a bond issuance occurs in the fiscal year ended September 30, 2023. Grau & Associates bid \$4,000 plus \$1,500 if bonds are issued.

D. Auditor Evaluation Matrix/Ranking

The Committee completed the Auditor Evaluation Matrix.

Ms. Suit tallied the scores received from each of the three Committee Members, divided the total by three and reported the ranking and average scores, as follows:

#1	BTEGF	96.66
#2	Grau & Associates	96.33

NINTH ORDER OF BUSINESS

Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting

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

TENTH ORDER OF BUSINESS

Consider Recommendation of Audit Selection Committee

- **Award of Contract**

On MOTION by Mr. Torres and seconded by Ms. Germino, with all in favor, the Audit Selection Committee scores, ranking and recommendation ranking Berger, Toombs, Elam, Gaines & Frank as the #1 ranked respondent to the RFP for Annual Audit Services and awarding the contract to Berger, Toombs, Elam, Gaines & Frank , was approved.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of October 31, 2023

On MOTION by Ms. Germino and seconded by Mr. Kakridas, with all in favor, the Unaudited Financial Statements as of October 31, 2023, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of July 17, 2023 Public Hearings and Regular Meeting Minutes

On MOTION by Ms. Germino and seconded by Mr. Torres, with all in favor, the July 17, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Kutak Rock LLP**

Discussion ensued regarding the turnover process for the landscape irrigation and signage for Phase 1, the HOA, Field Operations, if a contractor has been engaged and Phase 2.

- B. District Engineer (Interim): ZNS Engineering**

There were no District Counsel or District Engineer reports.

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

- **NEXT MEETING DATE: February 19, 2024 at 12:00 PM**
 - **QUORUM CHECK**

The next meeting will be on February 19, 2024, unless cancelled.

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments


No members of the public spoke.

SIXTEENTH ORDER OF BUSINESS

Adjournment

<p>On MOTION by Ms. Germino and seconded by Mr. Torres, with all in favor, the meeting adjourned at 12:18 p.m.</p>

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair