MINUTES OF MEETING
SALTLEAF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Saltleaf Community Development District held a Public Hearing, Regular Meeting and Audit Committee Meeting on September 13, 2024 at 3:00 p.m., at the Estero Community Church, 21115 Design Parc Ln., Estero, Florida 33928.

Present:

Craig Klingensmith	Vice Chair
Ray Piacente	Assistant Secretary
Brian Simper (via telephone)	Assistant Secretary
AJ Stamoulis	Assistant Secretary

Also present:

Chuck Adams	District Manager
Jere Earlywine (via telephone)	District Counsel
Frank Savage (via telephone)	Interim District Engineer

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

Mr. Adams called the meeting to order at 3:02 p.m.

Supervisors Stamoulis, Klingensmith and Piacente were present. Supervisor Simper attended via telephone. Supervisor Watts was not present.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Public Hearing on Adoption of Fiscal Year 2024/2025 Budget**

A. Proof/Affidavit of Publication

B. Consideration of Resolution 2024-16, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Adams presented Resolution 2024-16. He reviewed the proposed Fiscal Year 2025 budget, which is unchanged since last presented. This is a Landowner-funded budget with expenses funded as they are incurred.

Mr. Adams opened the Public Hearing.

No affected property owners or members of the public spoke.

Mr. Adams closed the Public Hearing.

On MOTION by Mr. Klingensmith and seconded by Mr. Piacente, with all in favor, Resolution 2024-16, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS **Consideration of Fiscal Year 2024/2025 Budget Funding Agreement**

Discussion ensued regarding an upcoming additional bond issuance, which anticipates Phase 2 and additional units, and whether budgetary adjustments would be necessary.

On MOTION by Mr. Piacente and seconded by Mr. Klingensmith, with all in favor, the Fiscal Year 2024/2025 Budget Funding Agreement, was approved.

FIFTH ORDER OF BUSINESS **Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

A. Affidavit of Publication

B. RFQ Package

C. Respondents

I. Barraco and Associates, Inc.

II. Kimley-Horn & Associates, Inc.

D. Competitive Selection Criteria/Ranking

Mr. Adams discussed the respondents and noted that both are highly qualified; however, as the Interim District Engineer, Barraco and Associates, Inc. (Barraco) has familiarity with the project.

Mr. Stamoulis provided his scores and ranking, as follows:

#1	Barraco and Associates, Inc.	92 points
#2	Kimley-Horn & Associates, Inc.	82 points

Mr. Piacente provided his scores and ranking, as follows:

#1	Barraco and Associates, Inc.	92 points
#2	Kimley-Horn & Associates, Inc.	85 points

Mr. Klingensmith provided his scores and ranking, as follows:

#1	Barraco and Associates, Inc.	90 points
#2	Kimley-Horn & Associates, Inc.	83 points

Mr. Simper stated he accepts the rankings of the Board Members present.

E. Award of Contract

On MOTION by Mr. Piacente and seconded by Mr. Stamoulis, with all in favor, ranking Barraco and Associates, Inc., as the #1 ranked respondent to the RFQ for Engineering Services, and awarding the Engineering Services contract to Barraco and Associates, Inc., the #1 ranked respondent, was approved.

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

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/Proof of Publication

B. RFP Package

These items were included for informational purposes.

C. Respondents

I. Berger, Toombs, Elam, Gaines & Frank

Bid $3,500, plus $1,500 with bond issuance.

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

Bid $3,800, $4,200 and $4,400 for the first, second and third years, respectively. The fee for bond issuance is to be determined.

III. Grau & Associates

Bid $4,400, $4,500 and $4,600 for the first, second and third years, respectively, plus $1,500 with bond issuance.

Mr. Adams stated that District Management has worked with both Berger, Toombs, Elam, Gaines & Frank (BTEGF) and Grau & Associates (Grau). Both are qualified but both have experienced difficulty recently meeting deadlines due to staffing issues.

D. Auditor Evaluation Matrix/Ranking

Mr. Stamoulis scored and ranked the respondents, as follows:

#1	Berger, Toombs, Elam, Gaines & Frank	92 points
#2	DiBartolomeo, McBee, Hartley & Barnes, P.A.	82 points
#3	Grau & Associates	76 points

Mr. Piacente scored and ranked the respondents, as follows:

#1	Berger, Toombs, Elam, Gaines & Frank	98 points
#2	Grau & Associates	88 points
#3	DiBartolomeo, McBee, Hartley & Barnes, P.A.	85 points

Mr. Klingensmith scored and ranked the respondents, as follows:

#1	Berger, Toombs, Elam, Gaines & Frank	98 points
#2	DiBartolomeo, McBee, Hartley & Barnes, P.A.	94 points
#3	Grau & Associates	94 points

The consensus of the Audit Selection Committee was to rank BTEGF as the #1 ranked respondent.

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

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 Mr. Stamoulis and seconded by Mr. Piacente, with all in favor, accepting the Audit Selection Committee ranking and recommendation to rank Berger, Toombs, Elam, Gaines & Frank as the #1 ranked respondent to the RFP for Annual Audit Services, as the Board's own, and awarding the Annual Audit

Services contract to Berger, Toombs, Elam, Gaines & Frank, the #1 ranked respondent, was approved.

TENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of July 31, 2024**

Mr. Adams presented the Unaudited Financial Statements as of July 31, 2024.

The financials were accepted.

ELEVENTH ORDER OF BUSINESS **Approval of August 9, 2024 Regular Meeting Minutes**

On MOTION by Mr. Piacente and seconded by Mr. Klingensmith, with all in favor, the August 9, 2024 Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

B. District Engineer (Interim): Barraco and Associates, Inc.

Going forward, "(Interim)" will be removed from this heading.

There were no District Counsel or District Engineer reports.

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

- **NEXT MEETING DATE: October 11, 2024 at 3:00 PM**

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

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Piacente and seconded by Mr. Stamoulis, with all in favor, the meeting adjourned at 3:27 p.m.

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Secretary/Assistant Secretary

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Chair/Vice Chair