

**MINUTES OF MEETING  
VIERA STEWARDSHIP DISTRICT**

The Board of Supervisors of the Viera Stewardship District held a Public Hearing and Regular Meeting on August 21, 2024 at 9:30 a.m., at The Viera Company, 7380 Murrell Road, Suite 201, Viera, Florida 32940. Members of the public and Staff were able to join at <https://us06web.zoom.us/j/89067601055?pwd=bvmUfm8BjmWYzXaAGts16CaMgU6POv.1> or via conference call at 1-305-224-1968, Meeting ID: 890 6760 1055, Passcode: 847076 for both.

**Present:**

Todd J. Pokrywa	Chair
Amy Mitchell	Vice Chair
Cathleen Conley	Secretary
Christopher Wright	Assistant Secretary

**Also present:**

Craig Wrathell	District Manager
Ernesto Torres	Wrathell, Hunt and Associates, LLC
Jason Middleton	Wrathell, Hunt and Associates, LLC
Chris Loy (via phone/Zoom)	District Counsel
Lauren Gentry (via phone/Zoom)	Kilinski I Van Wyk PLLC
Hassan Kamal (via phone/Zoom)	District Engineer
Bill Lites (via phone/Zoom)	Zev Cohen & Associates, Inc. (ZCA)
Gaston Hayworth	ZCA
Ben Wilson	The Viera Company
Karen Esposito	The Viera Company
Jay Decator	Consultant to The Viera Company
Eva Rey (via phone/Zoom)	Community Manager
Paul Martell	Treasurer
William Bumgarner (via phone/Zoom)	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Wrathell called the meeting to order at 9:35 a.m.

**SECOND ORDER OF BUSINESS**

**Roll Call**

Supervisors Pokrywa, Mitchell, Conley and Wright were present. Supervisor Bissett was absent.

**VIERA STEWARDSHIP DISTRICT  
THIRD ORDER OF BUSINESS**

**August 21, 2024**

**Public Comments (limited to 3 minutes per person)**

No members of the public spoke.

**FOURTH ORDER OF BUSINESS**

**Approval of June 19, 2024 Special Meeting Minutes**

The following changes were made:

Line 27: Change "The Viera Company" to "Consultant to the Viera Company"

Line 32: Insert "The Viera Company" after "Esposito"

Line 80: Change "A Board Member" to "Mr. Pokrywa"

Line 112: Delete "for" after "Board's"

**On MOTION by Mr. Wright and seconded by Ms. Mitchell, with all in favor, the June 19, 2024 Special Meeting Minutes, as amended, were approved.**

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2024/2025 Budget**

**A. Proof/Affidavit of Publication**

**B. Engineer's Report**

This item was included and addressed during the Thirteenth Order of Business.

**C. Consideration of Resolution 2024-03, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024 September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2024-03. He reviewed the proposed Fiscal Year 2025 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes.

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

Resident William Bumgarner asked for an explanation of the assessment methodology reasoning to keep assessments flat for a time and the recent consensus to levy an assessment

increase for Fiscal Year 2025. Mr. Pokrywa stated the District was carrying fund balance that was used to keep the assessments flat, but the District does not anticipate continuing at the same level. Mr. Wrathell stated the verbiage in the Methodology clarifies how the assessments are applied; for instance, all the attached and detached single-family units have the exact same assessment of \$135.40. The good stewardship of the District, coupled with the success of the development project, and having excess fund balance, facilitated keeping the assessments flat over the years. Asked if keeping assessments flat will change next year, Mr. Wrathell stated as the District expands, additional Operation and Maintenance (O&M) expenses come online and the cost of doing business continues to increase so, at some point, the assessments will have to be adjusted to be more in line with reality.

Discussion ensued regarding the 2024 projections, fund balance, unforeseen repairs and taxes.

**On MOTION by Mr. Wright and seconded by Ms. Mitchell, with all in favor, the Public Hearing was closed.**

**On MOTION by Ms. Mitchell and seconded by Mr. Wright, with all in favor, Resolution 2024-03, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024 September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; 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 2024-04. Asked if there is a reason to adopt this Resolution every year, Mr. Wrathell stated the Resolution clarifies that the off-roll assessments will be billed in a timely manner as outlined in the budget.

**On MOTION by Ms. Mitchell and seconded by Mr. Wright, with all in favor, Resolution 2024-04, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; 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 B.S.E. Consultants, Inc. Work Authorization 12**

Mr. Wrathell presented B.S.E. Consultants, Inc. Work Authorization 12 for preparation of the annual Engineer’s Report for the O&M assessment.

**On MOTION by Mr. Wright and seconded by Ms. Mitchell, with all in favor, B.S.E. Consultants, Inc. Work Authorization 12, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Duda Ranches Proposal 04-950 for Canal Maintenance FY25**

Mr. Wrathell presented Duda Ranches Proposal 04-950 for Canal Maintenance for Fiscal Year 25, in the amount of \$98,530.

**On MOTION by Mr. Pokrywa and seconded by Mr. Wright, with all in favor, Duda Ranches Proposal 04-950 for Canal Maintenance for Fiscal Year 25, was approved.**

**NINTH ORDER OF BUSINESS**

**Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Mr. Wrathell presented the Memorandum explaining the new requirement for special districts to develop goals and objectives annually and develop performance measures and standards to assess the achievement of the goals and objectives. Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability will be the key categories to focus on for Fiscal Year 2025. He presented the Performance Measures/Standards & Annual Reporting Form developed for the District, which explains how the District will meet the goals.

Mr. Wrathell discussed the delay of the annual audit and publishing a Request for Proposals (RFP) for a new auditor in the coming year. Mr. Martell suggested removing Goal 3.3 since the annual audit has yet to be completed.

Mr. Pokrywa suggested the following changes to the Performance Measures and Standards:

- Goal 3.3: Delete “timeliness of audit completion and publication” under “Measurement”
- Goal 1.1: Change “eight board meetings” to “two board meetings” under “Standard”

Asked if a goal related to estimating a potential assessment increase to homeowners on the tax rolls should be added, Mr. Wrathell stated it is not be necessary since the proposed budget with the proposed assessments is presented by July 15<sup>th</sup> for the next fiscal year.

**On MOTION by Mr. Wright and seconded by Ms. Mitchell, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, as amended, were approved.**

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2024-05, which commemorates that meetings will be scheduled and advertised on an as-needed basis.

**On MOTION by Mr. Pokrywa and seconded by Mr. Wright, with all in favor, Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Ratification Items**

**A. Helena Agri-Enterprises, LLC Master Ground Application Agreement**

Mr. Pokrywa stated the date on the first page of the Agreement is not filled in. It should be July 20, 2024, which differs from the August 5, 2024 signature page of the Agreement.

**B. Brewer Paving & Development, LLC Agreement for Stormwater System Cleanout**

Mr. Pokrywa stated the date at the top of the Agreement is not filled in and the Agreement in the agenda is an unsigned version.

**C. The Viera Company Requisition Number 3 [\$15,762,564.82]**

**On MOTION by Mr. Wright and seconded by Ms. Mitchell, with all in favor, the Helena Agri-Enterprises, LLC Master Ground Application Agreement; the Brewer Paving & Development, LLC Agreement for Stormwater System Cleanout; and The Viera Company Requisition Number 3, in the amount of \$15,762,564.82, were ratified.**

**TWELFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of June 30, 2024**

**On MOTION by Ms. Mitchell and seconded by Mr. Wright, with all in favor, the Unaudited Financial Statements as of June 30, 2024, were accepted.**

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kilinski | Van Wyk PLLC**

Mr. Loy stated a bill was passed wherein Board Supervisors must complete four hours of ethics training annually. Staff can provide ethics training courses at no cost. Ms. Gentry stated a course can be advertised as a workshop and Board Members could attend remotely.

**B. District Engineer: BSE Consultants Inc.**

Mr. Kamal reported the following:

- The annual drainage inspection was completed. Everything looks good; including all control structures and outfall pipes.
- The canals are in very good shape.
- Staff will document the inspection results and coordinate with Duda & Sons regarding the few areas that will need extra attention for the next inspection.

Mr. Wrathell requested Board approval of the Engineer’s Report prepared by Mr. Hassan, which is included in behind Tab B of the Fifth Order of Business.

**On MOTION by Mr. Pokrywa and seconded by Ms. Mitchell, with all in favor, the Engineer’s Report dated August 2024, was approved.**

➤ Staff obtained a final pricing estimate for cleanout of the stormwater pipe and is coordinating with the contractor.

**C. Environmental Consultant: Zev Cohen & Associates**

Mr. Lites stated the prescribed burns that were previously scheduled will be postponed to next fiscal year in the winter/spring months when there are predictable winds. The \$60,000 budgeted could be added to fund balance.

**D. Community Association Manager: Eva Rey**

There was no report.

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

Mr. Wrathell asked for a motion authorizing the Board Members to receive the allowable Supervisor compensation. He stated Mr. Pokrywa previously declined compensation.

**On MOTION by Mr. Wright and seconded by Ms. Mitchell, with all in favor, acceptance of Board Member compensation by those who wish to receive it, was approved.**

Mr. Wrathell stated Staff might need to schedule a meeting to select a new Auditor. He asked for a motion to appoint the Board as the Audit Selection Committee.

**On MOTION by Mr. Pokrywa and seconded by Mr. Wright, with all in favor, designating the Board as the Audit Selection Committee, was approved.**

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

**FOURTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board comments or requests.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Wright and seconded by Ms. Conley, with all in favor, the meeting adjourned at 10:32 a.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair