

**MINUTES OF MEETING  
MANGROVE POINT AND MANGROVE MANOR  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mangrove Point and Mangrove Manor Community Development District held a Regular Meeting on May 12, 2023 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 32610.

**Present at the meeting were:**

Christian Cotter	Chair
Mary Moulton	Vice Chair
Ryan Zook	Assistant Secretary

**Also present were:**

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

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 10:10 a.m. Supervisors Cotter, Moulton and Zook were present in person. Supervisors Carmack and Vincent were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2023-01, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Kantarzhi presented Resolution 2023-01. He reviewed the proposed Fiscal Year 2024 budget.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2023-01, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 11, 2023 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 32610; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02, Relating to the Amendment of the General Fund Portion of the Budget for the Fiscal Year Beginning October 1, 2021 and Ending September 30, 2022; and Providing for an Effective Date**

Mr. Kantarzhi presented Resolution 2023-02. Ms. Cerbone explained that a few expenditures were over budget. The overage was paid through a Landowners' contribution. This amendment is necessary to avoid a finding in the annual audit.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, Resolution 2023-02, Relating to the Amendment of the General Fund Portion of the Budget for the Fiscal Year Beginning October 1, 2021 and Ending September 30, 2022; and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of CDD/HOA Maintenance Agreement**

Ms. Cerbone recalled that the CDD/HOA Maintenance Agreement was presented at the last meeting and was approved in substantial form but not executed. Since then, District Counsel and the Developer's Counsel reviewed the Agreement and additional changes were made. The latest feedback was from Mr. Steve Ratz.

Mr. Earlywine stated two changes are being contemplated. One is to add language about reporting requirements; the newer version requires the HOA to provide the CDD with copies of the contracts and budget information and to prepare a concise annual report. Secondly, there was discussion about whether the HOA or CDD will be responsible for major capital repairs and the consensus was that the HOA will be responsible.

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the CDD/HOA Maintenance Agreement, in substantial form, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Engagement with Jere Earlywine at Kutak Rock LLP

- Consideration of Retention and Fee Agreement

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, engagement of Jere Earlywine/Kutak Rock LLP for District Counsel Services, was ratified, and the Kutak Rock LLP Retention and Fee Agreement, was approved.

SEVENTH 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)
  - I. Halff Associates, Inc.
  - II. Lighthouse Engineering, Inc.
- D. Competitive Selection Criteria/Ranking

Ms. Cerbone pointed out that the minority business certification for Lighthouse Engineering Inc., expired in January and their response was provided in February.

Ms. Cerbone explained the ranking protocols. The Board completed the Competitive Selection Criteria. The ranking and scores were as follows:

#1	Halff Associates, Inc.	91 points
#2	Lighthouse Engineering, Inc.	74 points

On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, ranking Halff Associates, Inc., as the #1 ranked and the most responsive respondent to the RFQ for Engineering Services, was approved.

- E. Award of Contract

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, awarding the Engineering Services contract to Halff Associates, Inc., the #1 ranked and the most responsive respondent to the RFQ for Engineering Services, and authorizing District Counsel to negotiate a contract with the District Engineer, for ratification at the next meeting, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Review of Responses to Request for  
Proposals (RFP) for Annual Audit Services**

- A. Affidavit of Publication**
- B. RFP Package**
- C. Respondent(s): Berger, Toombs, Elam, Gaines & Frank**
- D. Auditor Evaluation Matrix/Ranking**

Ms. Cerbone stated, as Berger, Toombs, Elam, Gaines & Frank (BTEGF) was sole respondent tot the RFP for Annual Audit Service, the Board can deem BTEGF as the most responsive bidder. She noted that BTEGF is a highly-qualified firm.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, ranking Berger, Toombs, Elam, Gaines & Frank as the #1 ranked and most responsive respondent to the RFP for Annual Audit Services, was approved.**

- E. Award of Contract**

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, awarding the Annual Audit Services contract to Berger, Toombs, Elam, Gaines & Frank, the #1 ranked and most responsive respondent to the RFP for Annual Audit Services, was approved.**

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of March 31, 2023**

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the Unaudited Financial Statements as of March 31, 2023, were accepted.**

**TENTH ORDER OF BUSINESS**

**Approval of August 12, 2022 Public  
Hearings and Regular Meeting Minutes**

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the August 12, 2022 Public Hearings and Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: KE Law Group, PLLC**
- B. District Engineer (Interim): Halff Associates, Inc.**

There were no reports from District Counsel or District Engineer.

Ms. Cerbone noted an issue with algae buildup at a stormwater pond that she thinks needs to be addressed by the District Engineer instead of a vendor. Ms. Moulton stated there is brown algae in the canal pond. She will email photos to Management. The Board wants the District Engineer to coordinate with the County to inspect the canal, evaluate the source of the algae, offer remedies and provide a report. Ms. Cerbone will email the new District Engineer about the algae and copy Ms. Moulton.

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

- **56 Registered Voters in District as of April 15, 2023**
- **NEXT MEETING DATE: June 9, 2023 at 10:00 AM**
  - **QUORUM CHECK**

The next meeting will be June 9, 2023, unless cancelled.

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

Mr. Earlywine asked about the construction, Ms. Moulton stated construction is fully complete on both sides and can be closed out. Ms. Cerbone stated Staff will commence the completion process. Ms. Moulton stated Mr. Vincent will be the point person for the closeout.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the meeting adjourned at 10:38 a.m.**



Secretary/Assistant Secretary



Chair/Vice Chair