

**MINUTES OF MEETING
WEST PORT EAST
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the West Port East Community Development District held Public Hearings, a Regular Meeting and Audit Committee Meeting on April 15, 2025 at 12:00 p.m., at the Country Inn & Suites by Radisson, 24244 Corporate Court, Port Charlotte, Florida 33954.

Present:

Paul Martin	Chair
Landon Thomas	Assistant Secretary
Mark Brumfield	Assistant Secretary
Anand Jobalia (via telephone)	Assistant Secretary

Also present:

Kristen Suit	District Manager
Jere Earlywine	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 12:02 p.m.

Supervisors Martin, Brumfield and Thomas were present. Supervisor Jobalia attended via telephone. Supervisor Fife was absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the

Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

On MOTION by Mr. Martin and seconded by Mr. Thomas, with all in favor, the Public Hearing was opened.

- A. Affidavit/Proof of Publication**
- B. Consideration of Resolution 2025-31, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the West Port East Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

No affected property owners or members of the public spoke.

On MOTION by Mr. Martin and seconded by Mr. Thomas, with all in favor, the Public Hearing was closed.

Ms. Suit presented Resolution 2025-31.

On MOTION by Mr. Thomas and seconded by Mr. Brumfield, with all in favor, Resolution 2025-31, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the West Port East Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements

On MOTION by Mr. Martin and seconded by Mr. Brumfield, with all in favor, the Public Hearing was opened.

- **Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.**

No affected property owners or members of the public spoke.

- **Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.**

The Board, sitting as the Equalizing Board, made no changes to the assessment levels.

- A. Affidavit/Proof of Publication**
- B. Mailed Notice to Property Owner(s)**
- C. Engineer's Report (for informational purposes)**
- D. Master Special Assessment Methodology Report (for informational purposes)**

Mr. Earlywine stated that the Engineer's Report and Master Special Assessment Methodology Report are unchanged since last presented and the Reports contain the findings necessary to proceed with the actions being taken today.

On MOTION by Mr. Thomas and seconded by Mr. Brumfield, with all in favor, the Public Hearing was closed.

- E. Consideration of Resolution 2025-32, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer's Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date [SECTION 170.08, F.S. DEBT ASSESSMENT RESOLUTION FOR WEST PORT EAST CDD MASTER LIEN]**

Ms. Suit presented Resolution 2025-32 and read the title.

On MOTION by Mr. Brumfield and seconded by Mr. Thomas, with all in favor, Resolution 2025-32, Making Certain Findings; Authorizing a Capital Improvement Plan; Adopting an Engineer's Report; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property, and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date [SECTION 170.08, F.S. DEBT ASSESSMENT RESOLUTION FOR WEST PORT EAST CDD MASTER LIEN], was adopted.

FIFTH ORDER OF BUSINESS

Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes

On MOTION by Mr. Thomas and seconded by Mr. Brumfield, with all in favor, the Public Hearing was opened.

- A. Affidavits of Publication**
- B. Consideration of Resolution 2025-33, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

Ms. Suit presented Resolution 2025-33 and the Rules of Procedure.

No affected property owners or members of the public spoke.

On MOTION by Mr. Thomas and seconded by Mr. Brumfield, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Martin and seconded by Mr. Thomas, with all in favor, Resolution 2025-33, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

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

On MOTION by Mr. Thomas and seconded by Mr. Martin, with all in favor, the Public Hearing was opened.

- A. Affidavit of Publication**
- B. Consideration of Resolution 2025-34, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Suit presented Resolution 2025-34. She reviewed the proposed Fiscal Year 2025 budget, which is Landowner-funded, with expenses funded as they are incurred.

No affected property owners or members of the public spoke.

On MOTION by Mr. Brumfield and seconded by Mr. Thomas, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Thomas and seconded by Mr. Brumfield, with all in favor, Resolution 2025-34, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

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

EIGHTH ORDER OF BUSINESS

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

- A. Affidavit of Publication**
- B. RFP Package**

These items were included for informational purposes.

C. Respondent(s)

I. Berger, Toombs, Elam, Gaines & Frank

Bid \$3,900 for Fiscal Year 2025; \$5,300 if bond issuance occurs in Fiscal Year 2025

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

Bid \$3,150 for Fiscal Year 2025 and optional renewals at \$3,300 for Fiscal Year 2026, \$3,450 for Fiscal Year 2027, \$3,600 for Fiscal Year 2028 and \$3,750 for Fiscal Year 2029. The fee with bond issuance was not provided.

III. Grau & Associates

Bid \$3,000 for Fiscal Year 2025, \$3,100 for Fiscal Year 2026, \$3,200 for Fiscal Year 2027, 3,300 for Fiscal Year 2028 and \$3,400 for Fiscal Year 2029; if bonds are issued, the fee increases by \$1,500.

D. Auditor Evaluation Matrix/Ranking

Ms. Suit presented the Audit Selection Committee's agreed upon scores and ranking of the respondents, as follows:

#1	Grau & Associates	100 points
#2	DiBartolomeo, McBee, Hartley & Barnes, P.A.	93 points
#3	Berger, Toombs, Elam, Gaines & Frank	93 points

NINTH ORDER OF BUSINESS

Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting

On MOTION by Mr. Martin and seconded by Mr. Thomas, 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. Thomas and seconded by Mr. Brumfield, with all in favor, accepting the Audit Selection Committee's scores, ranking and

recommendation as the Board's own, ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, and awarding the Annual Audit Services Contract to Grau & Associates, was approved.

Mr. Earlywine stated that he will prepare a standard Addendum to be attached to the contract.

ELEVENTH ORDER OF BUSINESS

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

A. Affidavit of Publication

B. RFQ Package

These items were included for informational purposes.

C. Respondent: Morris Engineering and Consulting, LLC

Ms. Suit stated that Morris Engineering and Consulting, LLC (MEC), the Interim District Engineer, was the sole respondent to the RFQ for Engineering Services. As such, the Board can forego the official scoring and ranking process and deem MEC as the #1 ranked most qualified and responsive respondent and proceed with awarding the contract.

D. Competitive Selection Criteria/Ranking

E. Award of Contract

On MOTION by Mr. Martin and seconded by Mr. Thomas, with all in favor, deeming Morris Engineering and Consulting, LLC, as the #1 most responsive and responsible respondent to the RFQ for Engineering Services and awarding the Engineering Services Contract to Morris Engineering and Consulting, LLC, was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2025-35, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Severability; and Providing an Effective Date

Ms. Suit presented Resolution 2025-35. She reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes.

The following changes were made to the proposed Fiscal Year 2026 budget:

Page 1, "Management/accounting/recording" line item: Increase "32,000" to "48,000"

Page 1, "Legal advertising" line item: Decrease "7,500" to "2,500"

On MOTION by Mr. Martin and seconded by Mr. Brumfield, with all in favor, Resolution 2025-35, Approving a Proposed Budget for Fiscal Year 2025/2026, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on August 12, 2025 at 12:00 p.m., at the Country Inn & Suites by Radisson, 24244 Corporate Court, Port Charlotte, Florida 33954; Addressing Severability; and Providing an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS

Consideration of Fiscal Year 2025/2026 Budget Funding Agreement

Ms. Suit distributed an updated Fiscal Year 2026 Funding Agreement. It was noted that a funding entity's name needs to be updated; the correct name will be provided.

On MOTION by Mr. Martin and seconded by Mr. Thomas, with all in favor, the Fiscal Year 2025/2026 Budget Funding Agreement, in substantial form, was approved.

FOURTEENTH ORDER OF BUSINESS

Resolution 2025-22, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

FIFTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of February 28, 2025

On MOTION by Mr. Thomas and seconded by Mr. Brumfield, with all in favor, the Unaudited Financial Statements as of February 28, 2025, were accepted.

SIXTEENTH ORDER OF BUSINESS

Approval of Meeting Minutes

- A. February 11, 2025 Landowners' Meeting
- B. February 11, 2025 Organizational Meeting

On MOTION by Mr. Martin and seconded by Mr. Thomas, with all in favor, the February 11, 2025 Landowners' Meeting Minutes and the February 11, 2025 Organizational Meeting Minutes, as presented, were approved.

SEVENTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Kutak Rock LLP
- B. District Engineer (Interim): Morris Engineering and Consulting, LLC
- C. District Manager: Wrathell, Hunt and Associates, LLC

There were no District Counsel, District Engineer or District Manager reports.

- **NEXT MEETING DATE: May 13, 2025 at 12:00 PM**
 - **QUORUM CHECK**

EIGHTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

NINETEENTH ORDER OF BUSINESS

Public Comments

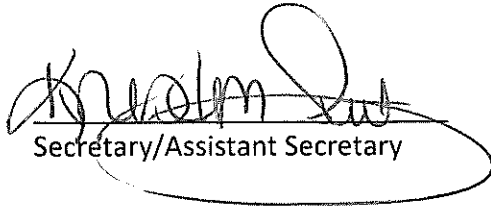
No members of the public spoke.

TWENTIETH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Martin and seconded by Mr. Brumfield, with all in favor, the meeting adjourned at 12:32 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair