

**MINUTES OF MEETING
NEWPORT ISLES
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Newport Isles Community Development District held a Regular Meeting and Audit Committee Meeting on December 18, 2023 at 10:00 a.m., at WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201.

Present at the meeting were:

Susan Collins	Chair
Richard James	Vice Chair
Clifton Fischer	Assistant Secretary
Charlie Peterson	Assistant Secretary

Also present:

Kristen Suit	District Manager
Bennett Davenport (via telephone)	District Counsel
Clint Cuffle (via telephone)	District Engineer
Tom Chapman	Landowner
David Berner	Southeast Land Consultants

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 10:11 a.m.

Supervisors Collins, James, Fischer and Peterson and were present. Supervisor Essman was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Supervisor Charlie Peterson (the following will be provided in a separate package)

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Charlie Peterson.

Mr. Peterson was familiar with the following.

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employee**
- B. **Membership, Obligations and Responsibilities**
- C. **Financial Disclosure Forms**
 - I. **Form 1: Statement of Financial Interests**
 - II. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. **Form 1F: Final Statement of Financial Interests**
- D. **Form 8B: Memorandum of Voting Conflict**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date

Ms. Suit presented Resolution 2024-01. Ms. Collins nominated the following slate of officers:

Susan Collins	Chair
Richard James	Vice Chair
Clifton Fischer	Assistant Secretary
Jake Essman	Assistant Secretary
Charlie Peterson	Assistant Secretary

No other nominations were made. It was noted that Mr. George Misenhelder will be removed from the slate.

Prior appointments by the Board for Secretary, Treasurer, Assistant Treasurer and Assistant Secretary Kristen Suit, remain unaffected by this Resolution.

On MOTION by Mr. Fischer and seconded by Ms. Collins, with all in favor, Resolution 2024-01, Appointing and Removing Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Ratification of Direct Purchase Orders

Ms. Suit presented the following:

- A. #01-2133-002 - DPO [CO #1 Atlantic TNG]
- B. #01-2133-002 - DPO [CO #2 Atlantic TNG]
- C. #01-2133-002 - DPO [CO #6 Atlantic TNG]
- D. #01-2133-004 - DPO [CO #1 Ferguson]
- E. #01-2133-004 - DPO [CO #2 Ferguson]

On MOTION by Mr. Fischer and seconded by Ms. Collins, with all in favor, Direct Purchase Orders #01-2133-002 [CO #1 Atlantic TNG] in the amount of \$140,461.30; #01-2133-002 [CO #2 Atlantic TNG] in the amount of \$5,243.00; #01-2133-002 [CO #6 Atlantic TNG] in the amount of \$6,074.30; #01-2133-004 [CO #1 Ferguson] in the amount of \$21,499.65; and #01-2133-004 [CO #2 Ferguson] \$1,179,872.94, were ratified.

SIXTH ORDER OF BUSINESS

Recess Regular Meeting/Commencement of Audit Selection Committee Meeting

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

SEVENTH 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, although both respondents are comparable auditors, Berger, Toombs, Elam, Gaines & Frank (BTEGF) completed several of her clients’ audits slightly after the June 30, 2023 deadline.

Ms. Suit reviewed the bid prices. BTEGF bid \$3,350 or \$4,600 if a bond issuance occurs in the fiscal year ended September 30, 2023. Grau & Associates bid \$3,200 plus \$1,500 if bonds are issued.

D. Auditor Evaluation Matrix/Ranking

Each Committee Member completed the Auditor Evaluation Matrix.

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

#1	Grau & Associates	99.75 points
#2	BTEGF	94.25 points

EIGHTH ORDER OF BUSINESS

Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting

On MOTION by Mr. Fischer and seconded by Ms. Collins, with all in favor, 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. Fischer and seconded by Ms. Collins, with all in favor, the Audit Selection Committee scores, ranking and recommendation ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services and awarding the contract to Grau & Associates, was approved.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of October 31, 2023

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

ELEVENTH ORDER OF BUSINESS

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

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

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

B. District Engineer: WRA Engineering, LLC

There were no reports from District Counsel or the District Engineer.

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

- **NEXT MEETING DATE: February 19, 2024 at 10:00 AM**
 - **QUORUM CHECK**

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

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or questions.

FOURTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Fischer and seconded by Mr. Peterson, with all in favor, the meeting adjourned at 10:29 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair