

**MINUTES OF MEETING
LAKESIDE AT SATILLA
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Lakeside at Satilla Community Development District held Public Hearings, a Regular Meeting and Audit Committee Meeting on August 18, 2025 at 10:30 a.m., at 1958 Education Street, St Cloud, Florida 34771.

Present:

Nicole Gerlin	Chair
Dallas Austin	Vice Chair
Andrew B. Smith	Assistant Secretary

Also present:

Cindy Cerbone (via telephone)	District Manager
Jamie Sanchez	Wrathell, Hunt and Associates, LLC (WHA)
Jere Earlywine (via telephone)	District Counsel
Alex Sorondo (via telephone)	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 10:30 a.m. Supervisors Gerlin, Austin and Smith were present. Supervisors Motsco and Friedrich were absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public were present.

THIRD ORDER OF BUSINESS

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

- A. Affidavits of Publication**
- B. Consideration of Resolution 2025-35, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

Ms. Sanchez stated the Rules of Procedure outline the general operations of the District and are consistent with Florida Statutes.

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, Resolution 2025-35, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2024/2025 Budget

- A. Affidavit of Publication**
- B. Consideration of Resolution 2025-36, 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. Sanchez stated the proposed Fiscal Year 2025 is the same as the version presented at the March meeting.

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, Resolution 2025-36, 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.

FIFTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2025/2026 Budget

- A. Affidavit of Publication**
- B. Consideration of Resolution 2025-37, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending**

September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Sanchez presented Resolution 2025-37. She reviewed proposed Fiscal Year 2026 budget and noted that the addition of the Field Operations portion provided by Ms. Gerlin is the only change since the Fiscal Year 2026 budget was initially presented.

Ms. Gerlin stated the Field Operations Management amount was provided verbally. She asked if Management received a proposal. Ms. Sanchez replied no.

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, Resolution 2025-37, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Recess Regular Meeting/Commencement of Audit Selection Committee Meeting

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, 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 of Publication**
- B. RFP Package**
- C. Respondent(s)**
 - I. DiBartolomeo, McBee, Hartley & Barnes P.A.**

Base bid: \$2,850 for Fiscal Year 2025, \$3,100 for Fiscal Year 2026, \$3,250 for Fiscal Year 2027, \$3,400 for Fiscal Year 2028 and \$3,550 for Fiscal Year 2029, plus an additional not-to-exceed \$1,250 with bond issuance.

II. Grau & Associates

Base bid: \$2,800 for Fiscal Year 2025, \$2,900 for Fiscal Year 2026 and \$3,000 for Fiscal Year 2027, plus an additional \$1,500 with bond issuance.

D. Auditor Evaluation Matrix/Ranking

Ms. Sanchez presented her scores for each respondent for each Evaluation Matrix category and discussed the reasons for her scores. Asked if she has worked with both firms, Ms. Sanchez replied affirmatively.

The Audit Committee accepted Ms. Sanchez' scores and ranking, as follows, as its own:

#1	DiBartolomeo, McBee, Hartley & Barnes P.A.	100 points
#2	Grau & Associates	99 points

EIGHTH ORDER OF BUSINESS

Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting

On MOTION by Ms. Gerlin and seconded by Ms. Austin, 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 Ms. Gerlin and seconded by Ms. Austin, with all in favor, accepting the Audit Selection Committee's scores and ranking as the Board's own scores and ranking, ranking DiBartolomeo, McBee, Hartley & Barnes P.A., as the #1 ranked respondent to the RFP for Annual Audit Services, and awarding the Annual Audit Services contract to DiBartolomeo, McBee, Hartley & Barnes P.A., the #1 ranked respondent, was approved.

TENTH 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(s)

I. Poulos & Bennett, LLC

D. Competitive Selection Criteria/Ranking

Ms. Sanchez stated Poulos & Bennett, LLC, the current Interim District Engineer, was the sole respondent to the RFQ; as such, the Board can award the Engineering Services contract to them or seek others. Ms. Gerlin recommended awarding the contract to Poulos & Bennett, LLC.

E. Award of Contract

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, ranking Poulos & Bennett, LLC, as the #1 ranked respondent to the RFQ for Engineering Services; awarding of contract to Poulos & Bennett, LLC for Engineering Services; and authorizing Staff to negotiate and finalize the Agreement with Poulos & Bennett, LLC, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-09, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2025-16, 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

Ms. Sanchez presented Resolution 2025-16. No additional Fiscal Year 2025 meetings will be scheduled. Resolution 2025-16 will not be used.

Discussion ensued regarding scheduling meetings for Fiscal Year 2026.

The following Fiscal Year 2026 meetings will be scheduled:

DATES: "April 6, 2026" and "August 3, 2026".

TIME: 10:30 AM

LOCATION: TBD

A Resolution adopting the Fiscal Year 2026 Meeting Schedule will be included on the next agenda.

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, the Fiscal Year 2025/2026 Meeting Schedule, as discussed, was approved.

THIRTEENTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]

Ms. Sanchez presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards.

- **Authorization of Chair to Approve Findings Related to FY2025 Goals and Objectives Reporting**

Ms. Sanchez noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives, as it must be posted on the CDD website by December 1, 2025. The District Engineer will provide an Inspection Report stating that, at this time, the CDD does not own any infrastructure improvements or related systems.

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards and authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, were approved.

FOURTEENTH ORDER OF BUSINESS

Ratification Items

- A. Assignment of Petitioner’s Agreement**

Mr. Earlywine discussed the Petitioner’s Agreement and the recently approved Interlocal Agreement. The City requires both in connection with establishment of the CDD.

- B. Poulos & Bennett, LLC Interim Engineering Agreement**

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, the Assignment of Petitioner’s Agreement and the Poulos & Bennett, LLC Interim Engineering Agreement, were ratified.

FIFTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statement as of June 30, 2025

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, the Unaudited Financial Statement as of June 30, 2025, were accepted.

SIXTEENTH ORDER OF BUSINESS

Approval of June 26, 2025 Special Meeting Minutes

On MOTION by Ms. Gerlin and seconded by Ms. Austin, with all in favor, the June 26, 2025 Special Meeting Minutes, as presented, were approved.

SEVENTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Discussion ensued regarding the pending document needed to post the offering statement, bond funds being available three weeks from the posting date and District Counsel checking on the bond rates to determine net proceeds.

B. District Engineer (Interim): Poulos & Bennett, LLC

“(Interim)” will be removed from future agendas.

There was no report.

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

- **Property Insurance on Vertical Assets**
- **Ethics Training**

Staff will resend the link to the online ethics training courses.

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

The next meeting will be on April 6, 2026 at 10:30 a.m. at a location to be determined.

EIGHTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

The Board Members prefer using tablets versus hardcopy agendas going forward.

NINETEENTH ORDER OF BUSINESS

Public Comments

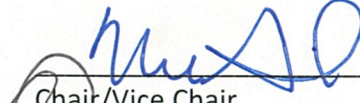
No members of the public spoke.

TWENTIETH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Austin and seconded by Ms. Gerlin, with all in favor, the meeting adjourned at 10:58 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair