

**MINUTES OF MEETING
VIERA STEWARDSHIP DISTRICT**

The Board of Supervisors of the Viera Stewardship District held a Special Meeting and Audit Committee Meeting on July 23, 2025 at 9:30 a.m., at The Viera Company, 7380 Murrell Road, Suite 201, Viera, Florida 32940. The public and Staff could attend via computer or mobile app at <https://us06web.zoom.us/j/83562220387?pwd=RDyLcgyrjEptikpmyrY5f8qzgPwadp.1> or via conference call at 1-305-224-1968, Meeting ID: 835 6222 0387, Passcode: 573671 for both.

Present:

Todd J. Pokrywa	Chair
Amy Mitchell	Vice Chair
Cathleen Conley	Secretary
Karen Esposito	Assistant Secretary
William Bumgarner	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Felix Rodriguez	Wrathell, Hunt and Associates, LLC
Lauren Gentry (via phone/Zoom)	District Counsel
Anastasia Rios (via phone/Zoom)	Kilinski I Van Wyk PLLC
Bill Lites (via phone/Zoom)	Zev Cohen & Associates, Inc. (ZCA)
Gaston Hayworth (via phone/Zoom)	ZCA
Michael Arnold (via phone/Zoom)	The Viera Company
Mark Boyd	The Viera Company
Eva Rey (via phone/Zoom)	Community Manager
Paul Martell	Treasurer

FIRST ORDER OF BUSINESS

Call to Order

Mr. Torres called the meeting to order at 9:30 a.m.

SECOND ORDER OF BUSINESS

Roll Call

All Supervisors were present.

THIRD ORDER OF BUSINESS

Public Comments (limited to 3 minutes per person)

No members of the public spoke.

Recess Special Meeting/Commencement
of Audit Committee Meeting

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

FIFTH ORDER OF BUSINESS

**Review/ Discuss/Establish Evaluation
Criteria to Solicit Services**

Mr. Torres presented the Evaluation Criteria. The current Auditor, Berger, Toombs, Elam, Gaines & Frank, will prepare the Audit for Fiscal Year 2024. The new contract, once awarded, will apply to Fiscal Years 2025 and beyond.

Mr. Pokrywa voiced his opinion that the Evaluation Criteria is consistent with that used for the last Request for Proposals (RFP). Mr. Torres concurred.

SIXTH ORDER OF BUSINESS

**Consideration of Proposed Evaluation
Criteria for Audit Services/Authorization of
RFP**

Mr. Torres presented the Proposed Evaluation Criteria for the RFP for Audit Services.

Mr. Bumgarner asked if all proposers are asked to provide a specific term.

Ms. Gentry stated that the second sentence in the ad instructs proposers to provide pricing for the Fiscal Year ending September 30, 2025, with an option for four additional annual renewals; pricing can be requested for each renewal if necessary to make it clear.

Mr. Bumgarner expressed his opinion that the wording is clear and voiced his understanding that, as the bids are evaluated, it will be differentiated in the price category.

Mr. Torres suggested an August 13, 2025 due date for submissions since the next meeting is on August 20, 2025.

SEVENTH ORDER OF BUSINESS

**Termination of Audit Committee
Meeting/Reconvene Special Meeting**

On MOTION by Mr. Pokrywa and seconded by Ms. Mitchell, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

**VIERA STEWARDSHIP DISTRICT
EIGHTH ORDER OF BUSINESS**

July 23, 2025

**Consideration of Audit Committee
Recommendation Regarding Proposed
Evaluation Criteria for Audit Services/
Authorization of RFP**

Mr. Torres noted that the Evaluation Criteria and the RFP for Audit Services were unchanged. August 13, 2025 will be added as the due date.

On MOTION by Ms. Mitchell and seconded by Ms. Conley, with all in favor, based on the recommendations of the Audit Selection Committee, the Evaluation Criteria and RFP for Audit Services, were approved.

NINTH ORDER OF BUSINESS

**Consideration of Kilinski | Van Wyk PLLC
Schedule of Fee Increase**

Mr. Torres presented the Kilinski | Van Wyk PLLC Schedule of Fee Increase to be effective from Fiscal Year 2025 through Fiscal Year 2027. Following Fiscal Year 2025, a change for future rate increases would be presented with a January 1 start date versus October 1.

Mr. Pokrywa thanked Ms. Gentry and her firm for holding their rates steady for so long.

On MOTION by Ms. Conley and seconded by Ms. Esposito, with all in favor, the Kilinski | Van Wyk PLLC Schedule of Fee Increase, and engagement letter, were approved.

TENTH ORDER OF BUSINESS

**NEXT MEETING DATE: August 20, 2025 at
9:00 AM [Adoption of FY 2026 Budget]**

○ **QUORUM CHECK**

All Supervisors confirmed their attendance at the August 20, 2025 meeting.

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Mitchell and seconded by Mr. Bumgarner, with all in favor, the meeting adjourned at 9:47 a.m.



Secretary//Assistant Secretary



Chair/Vice Chair