

**MINUTES OF MEETING
SUNGATE COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Sungate Community Development District held a Special Meeting and Audit Committee Meeting on April 11, 2025 at 11:00 a.m., at the offices of Cobb Cole, One Daytona Blvd., Suite 600, Daytona Beach, Florida 32114.

Present:

Scott Bullock
Victoria Henige
Carl Lentz (via telephone)
Ethan Bullock

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Ernesto Torres
Felix Rodriguez
Mark Watts (via telephone)
Parker Mynchenberg (via telephone)

District Manager
Wrathell, Hunt and Associates, LLC
District Counsel
District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 11:10 a.m.

Supervisors Scott Bullock, Ethan Bullock and Henige were present. Supervisor Lentz attended via telephone. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Elected Supervisors [Ethan Bullock – Seat 3, Carl Lentz – Seat 4] (the following to be provided under separate cover)

Mr. Torres, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Ethan Bullock. The Oath of Office will be administered to Mr. Lentz at or before the next meeting. Mr. Bullock is familiar with the following:

- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

Mr. Torres presented Resolution 2025-01 and recapped the results of the Landowners' Election, as follows:

Seat 3	Ethan Bullock	800 Votes	4-Year Term
Seat 4	Carl Lentz	700 Votes	4-Year Term

Seat 5 was up for election but no nominations were made or votes cast for Seat 5.

On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-02, Declaring a Vacancy in Seat 5 of the Board of Supervisors Pursuant to Section 190.006(2)(b), Florida Statutes; And Providing an Effective Date

Mr. Torres presented Resolution 2025-02.

On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, Resolution 2025-02, Declaring a Vacancy in Seat 5 of the Board of Supervisors Pursuant to Section 190.006(2)(b), Florida Statutes; And Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consider Appointment to Fill Vacant Seat 5; Term Expires November 2026

This item was deferred.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Electing and Removing Officers of the District and Providing for an Effective Date

Mr. Torres presented Resolution 2025-03. The following slate was nominated:

Scott Bullock	Chair
Victoria Henige	Vice Chair
Ethan Bullock	Assistant Secretary
Carl Lentz	Assistant Secretary
Felix Rodriguez	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Troy Rentz	Assistant Secretary
------------	---------------------

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Ernesto Torres	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, Resolution 2025-03, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-04, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

Mr. Torres presented Resolution 2025-04. He distributed and reviewed the proposed Fiscal Year 2026 budget, highlighting line item increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any adjustments. He noted that the budget is Landowner-funded, with expenses funded as they are incurred.

Mr. Torres stated that \$7,500 will be budgeted for accounting services related to the anticipated grant work that will be necessary once the grant funds are received.

On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, Resolution 2025-04, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law on June 13, 2025 at 1:00 p.m., at the offices of Cobb Cole, One Daytona Blvd., Suite 600, Daytona Beach, Florida 32114; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Fiscal Year 2025/2026 Budget Funding Agreement

Mr. Torres presented the Fiscal Year 2025/2026 Budget Funding Agreement.

On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, the Fiscal Year 2025/2026 Budget Funding Agreement, was approved.

TENTH ORDER OF BUSINESS**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

The Regular Meeting recessed and the Audit Selection Committee Meeting commenced.

ELEVENTH ORDER OF BUSINESS**Review of Response to Request for
Proposals (RFP) for Annual Audit Services****A. Affidavit/Proof of Publication****B. RFP Package**

These items were included for informational purposes.

C. Respondents

Mr. Torres stated that District Management has worked with two of the three respondents, and all are qualified. He discussed his scores and rankings, as follows:

- Ability of Personnel: All proposers received full points.
- Proposer's Experience: Points were deducted from Di Bartolomeo, McBee, Hartley & Barnes, P.A. (DMHB)'s score due to its limited experience with Special Districts compared to the other respondents.
- Understanding of Scope of Work: All proposers received full points.
- Ability to Furnish Required Services: One point was deducted from Berger, Toombs, Elam, Gaines & Frank (BTEGF) for recent delays in submitting timely audits.
- Price: Grau & Associates (Grau), the lowest bidder, received 20 points; DMHB and BTEGF received 19 points and 18 points, respectively.

I. Berger, Toombs, Elam, Gaines & Frank

Bid \$3,700 without bond issuance, \$5,100 with bond issuance.

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

Bid \$3,150 for Fiscal Year 2024, \$3,300 for Fiscal Year 2025, \$3,450 for Fiscal Year 2026, \$3,600 for Fiscal Year 2027 and \$3,750 for Fiscal Year 2028. In years of new debt issuance fees may be adjusted as mutually agreed upon.

III. Grau & Associates

Bid \$3,000 for Fiscal Year 2024, \$3,100 for Fiscal Year 2025, \$3,200 for Fiscal Year 2026, \$3,300 for Fiscal Year 2027 and \$3,400 for Fiscal Year 2028. If bonds are issued the fee would increase by \$1,500.

D. Auditor Evaluation Matrix/Ranking

It was noted that the Department of Environmental Protection (DEP) grant has an auditing requirement.

Mr. Watts believes that all three firms would qualify to perform the DEP auditing requirement. If the Board wishes to adopt District Management's recommendation, District Management can confirm that the selected respondent can provide the audit services related to the DEP grant. It was noted that the extra fee for the DEP audit requirement would likely be comparable to the additional fee for bond issuance.

The Audit Selection Committee accepted Mr. Torres' scores and ranking, as follows:

#1	Grau & Associates	100 points
#2	Berger, Toombs, Elam, Gaines & Frank	97 points
#3	Di Bartolomeo, McBee, Hartley & Barnes, P.A.	___ points

TWELFTH ORDER OF BUSINESS

Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting

The Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

THIRTEENTH ORDER OF BUSINESS

Consider Recommendation of Audit Selection Committee

- Award of Contract**

On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, accepting the Audit Selection Committee's scores, ranking and recommendation ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, as the Board's own, and awarding the Annual Audit Services contract to Grau & Associates, the #1 ranked respondent, subject to confirmation of the ability to perform the audit for the

DEP grant and confirmation of the price for the additional service, was approved.

FOURTEENTH ORDER OF BUSINESS**Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services****A. Affidavit of Publication****B. RFQ Package****C. Respondents****I. Alliant Engineering, Inc****II. Parker Mynchenberg & Associates, Inc.**

These items were included for informational purposes.

D. Competitive Selection Criteria/Ranking

The Board jointly completed the scoring and ranking of the respondents.

Mr. Torres tabulated the Board's scores and ranking, as follows:

#1	Parker Mynchenberg & Associates, Inc.	95 points
#2	Alliant Engineering, Inc.	82 points

E. Award of Contract

On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, ranking Parker Mynchenberg & Associates, Inc. as the #1 ranked respondent to the RFQ for Engineering Services and awarding the Engineering Services contract to Parker Mynchenberg & Associates, Inc., the #1 ranked respondent, was approved.

FIFTEENTH ORDER OF BUSINESS**Consideration of Resolution 2025-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date**

The consensus was to meet when needed.

This item was deferred.

SIXTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-06,
Approving the Florida Statewide Mutual
Aid Agreement; Providing for Severability;
and Providing for an Effective Date**

Mr. Torres presented Resolution 2025-06.

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor,
Resolution 2025-06, Approving the Florida Statewide Mutual Aid Agreement;
Providing for Severability; and Providing for an Effective Date, was adopted.**

SEVENTEENTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of March 31, 2025**

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor,
the Unaudited Financial Statements as of March 31, 2025, were accepted.**

EIGHTEENTH ORDER OF BUSINESS

Approval of Minutes

- A. August 22, 2024 Public Hearing and Regular Meeting**
- B. November 25, 2024 Landowners' Meeting**

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor,
the August 22, 2024 Public Hearing and Regular Meeting Minutes and the
November 25, 2024 Landowners' Meeting Minutes, as presented, were
approved.**

NINETEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Cobb Cole**
- B. District Engineer (Interim): Parker Mynchenberg & Associates, Inc**

There were no District Counsel or District Engineer reports.

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

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

Supervisors Scott Bullock, Ethan Bullock and Henige confirmed their attendance at the next meeting, which will be held on June 13, 2025 meeting at 1:00 p.m. Mr. Lentz will attend via telephone.

TWENTIETH ORDER OF BUSINESS**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

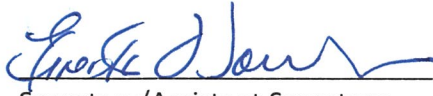
TWENTY-FIRST ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

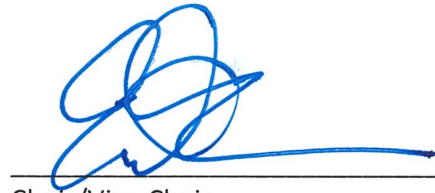
TWENTY-SECOND ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, the meeting adjourned at 11:43 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

A handwritten signature in blue ink, appearing to read "Linda D. Hauer", written over a horizontal line.

Secretary/Assistant Secretary

A handwritten signature in blue ink, consisting of a large, stylized loop followed by a horizontal line, written over a horizontal line.

Chair/Vice Chair