

**MINUTES OF MEETING  
TOMOKA NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Tomoka North 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	Chair
Victoria Henige	Vice Chair
Carl Lentz (via telephone)	Assistant Secretary
Ethan Bullock	Assistant Secretary

**Also present:**

Ernesto Torres	District Manager
Felix Rodriguez	Wrathell, Hunt and Associates, LLC
Mark Watts (via telephone)	District Counsel
Parker Mynchenberg (via telephone)	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 11:47 a.m. Supervisors Scott Bullock, Ethan Bullock and Henige were present. Supervisor Lentz attended by phone. 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 [Carl Lentz - Seat 3, Victoria Henige - 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 Ms. Victoria Henige. Ms. Henige 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 the results of the Landowners' Election:

Seat 3	Carl Lentz	75 Votes	4-Year Term
Seat 4	Victoria Henige	100 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 Mr. Ethan Bullock, 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**

**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**

- Administration of Oath of Office to Appointed Supervisor

This item was deferred.

**TOMOKA NORTH CDD  
SEVENTH ORDER OF BUSINESS**

**April 11, 2025**

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

No other nominations were made.

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 stated it is unchanged since Fiscal Year 2025. The budget is Landowner-funded, with expenses funded as they are incurred.

**On MOTION by Mr. Scott Bullock and seconded by Mr. Ethan Bullock, 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**

**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**
- 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 \$3,600 without bond issuance, \$5,000 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**

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

#1	Grau & Associates	100 points
#2	Di Bartolomeo, McBee, Hartley & Barnes, P.A.	98 points
#3	Berger, Toombs, Elam, Gaines & Frank	97 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, 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.

**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**

**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 February 28, 2025**

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, the Unaudited Financial Statements as of February 28, 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, both 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**

The next meeting will be held on June 13, 2025 at 1:00 p.m.

**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.

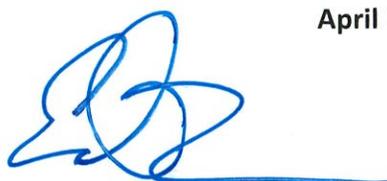
**TWENTY-SECOND ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Scott Bullock and seconded by Ms. Henige, with all in favor, the meeting adjourned at 11:58 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair