

**MINUTES OF MEETING  
THE RANCH COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of The Ranch Community Development District held Public Hearings, a Regular Meeting and an Audit Committee Meeting on June 26, 2025, at 10:00 a.m., at the Norfleet Sales Office, 1739 SW 248th Dr, Newberry, Florida 32669.

**Present:**

E.D. (Tripp) Norfleet, III  
Zeke Norfleet  
Dylan Sykes

Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Kristen Thomas  
Jennifer Kilinski (via telephone)  
Stephen Reisner (via telephone)  
Chris Potts  
LJA Engineering Representative

District Manager  
District Counsel  
Kilinski | Van Wyk PLLC  
District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Thomas called the meeting to order at 10:10 a.m. The Oath of Office was administered to Mr. Dylan Sykes before the meeting.

Supervisors E.D. Norfleet III, Zeke Norfleet, and Dylan Sykes were present. Supervisor Christianna Norfleet was not present. Supervisor-Elect Allan Tiner 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 Elected Supervisors Dylan Sykes - Seat 4, Allan Tyner - Seat 5] (the following will be provided under separate cover)**

This item was addressed during the First Order of Business. The following items were provided and explained:

- A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- 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
- Declination of Election to Seat 5 – Allan Tiner and Consideration of Appointment to Fill Seat 5

**This item was an addition to the agenda.**

Ms. Thomas presented Mr. Allan Tiner's written intent to decline election to Seat 5.

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, Mr. Allan Tiner's declination of election to Seat 5, was accepted.**

Mr. E.D. Norfleet III nominated Mr. Michael Billy Beltz to fill Seat 5. No other nominations were made.

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, the appointment of Mr. Michael Billy Beltz to Seat 5, was approved.**

#### **FOURTH ORDER OF BUSINESS**

#### **Ratification of Resolution 2025-03, Electing Certain Officers of the District, and Providing for an Effective Date**

Ms. Thomas presented Resolution 2025-03. Ms. Thomas stated that this Resolution will be amended/updated to remove Mr. Tiner from the Board. With the change, the slate of officers is as follows:

Chair	E.D. Norfleet III
Vice Chair	Christianna Norfleet
Secretary	Craig Wrathell
Assistant Secretary	Zeke Norfleet
Assistant Secretary	Dylan Sykes
Assistant Secretary	Daniel Rom
Assistant Secretary	Kristen Thomas
Treasurer	Craig Wrathell
Assistant Treasurer	Jeffrey Pinder

This Resolution will be updated/amended to remove Mr. Tiner from the Board, as follows:

Assistant Secretary

Allan Tiner

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, Resolution 2025-03, as amended/updated to remove Mr. Tiner, Electing Certain Officers of the District, as nominated, and Providing for an Effective Date, was ratified/adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-34, Amending Resolution 2025-31 to Re-Set the Date, Time and Location of the Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective**

Ms. Thomas presented Resolution 2025-34.

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, Resolution 2025-34, Amending Resolution 2025-31 to Re-Set the Date, Time and Location of the Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements**

**A. Affidavit/Proof of Publication**

**B. Mailed Notice to Property Owner(s)**

These items were included for informational purposes.

**C. Master Engineer's Report (for informational purposes)**

The previously approved Engineer's Report was included for informational purposes.

**D. Master Special Assessment Methodology Report (for informational purposes)**

The previously approved Master Special Assessment Methodology Report was included for informational purposes.

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, the Public Hearing was opened.**

- **Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.**

No affected property owners or members of the public spoke.

- **Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.**

The Board, sitting as the Equalizing Board, made no changes to the assessment levels.

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, the Public Hearing was closed.**

Ms. Kilinski discussed the assessment lien and bond issuance processes.

Ms. Kilinski posed and Mr. Potts responded to the following questions:

**Ms. Kilinski:** Based on your professional experience, are the cost estimates in your Engineer's Report reasonable and proper?

**Mr. Potts:** Yes, it is.

**Ms. Kilinski:** Do you have any reason to believe the Capital Improvement Plan (CIP) cannot be carried out by the District?

**Mr. Potts:** No, I do not.

Ms. Kilinski posed and Mr. Thomas responded to the following questions:

**Ms. Kilinski:** In your professional opinion, do the lands subject to the assessments receive special benefits from the District's Capital Improvement Plan?

**Ms. Thomas:** Yes.

**Ms. Kilinski:** In your professional opinion, are these master assessments reasonably apportioned among the lands?

**Ms. Thomas:** Yes.

**Ms. Kilinski:** In your professional opinion, is it reasonable, proper and just to assess the costs of the Capital Improvement Plan against the lands within the District according to the Methodology you previously reviewed.

**Ms. Thomas:** Yes.

**Ms. Kilinski:** Is it your opinion that the special benefits the lands will receive as set forth in the final assessment roll, will be equal to or in excess of the maximum master assessments thereon when allocated pursuant to your Methodology?

**Ms. Thomas:** Yes.

**Ms. Kilinski:** Is it your opinion that it is in the best interests of the District that the master assessments be paid and collected in accordance with the Methodology and the District's assessment resolutions?

**Ms. Thomas:** Yes.

- E. Consideration of Resolution 2025-35, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special Assessments by the Methods Provided for by Chapters 170, 190, and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date**

Ms. Thomas presented Resolution 2025-35.

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, Resolution 2025-35, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special Assessments by the Methods Provided for by Chapters 170, 190, and 197, Florida Statutes; Confirming the District's Intention**

to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date, was adopted.

**SEVENTH 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. Thomas presented Resolution 2025-36. She reviewed the proposed Fiscal Year 2025 budget, which is a partial-year Developer-contribution budget, with expenses funded as they are incurred.

On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, the Public Hearing was closed.

On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, 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.

**EIGHTH 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. Thomas presented Resolution 2025-37. She reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes. This is a Developer-contribution budget, with expenses funded as they are incurred.

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, 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.**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-38, Amending Resolution 2024-22 to Re-Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure and Amenity Rates and Disciplinary Rules; and Providing an Effective Date**

Ms. Thomas presented Resolution 2025-38.

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, Resolution 2025-38, Amending Resolution 2024-22 to Re-Designate Date, Time and Place of Public Hearing for August 7, 2025 at 10:00 a.m., Norfleet Sales Office, 1739 SW 248th Dr, Newberry, Florida 32669, and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure and Amenity Rates and Disciplinary Rules; and Providing an Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS****Consideration of Resolution 2025-39,  
Designating the 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**

Ms. Thomas presented Resolution 2025-39. The following changes were made:

DATE, November meeting: Insert "November 12, 2025"

DATE, December meeting: Insert "December 10, 2025"

**On MOTION by Mr. E.D. Norfleet III and seconded by Mr. Zeke Norfleet, with all in favor, Resolution 2025-39, Designating the 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, was adopted.**

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

**On MOTION by Mr. E.D. Norfleet and seconded by Mr. Zeke Norfleet, with all in favor, the Regular Meeting recessed and the Audit Selection Committee Meeting commenced.**

**TWELFTH ORDER OF BUSINESS****Review of Responses to Request for  
Proposals (RFP) for Annual Audit Services****A. Affidavit of Publication****B. RFP Package**

These items were included for informational purposes.

**C. Respondent(s)**

Ms. Thomas discussed the qualifications and pricing for each of the following respondents.

**I. Berger, Toombs, Elam, Gaines & Frank**

Bid: \$3,700 for the year ended September 30, 2025, and \$3,825 for the years ended September 30, 2026 and 2027, plus an additional \$1,400 with bond issuance.

**II. Carr, Riggs & Ingram, L.L.C.**



Bid: \$6,500, plus an additional \$5,000 with bond issuance

**III. DiBartolomeo, McBee, Hartley & Barnes, P.A.**

Bid: \$2,950 for Fiscal Year 2025, \$3,150 for Fiscal Year 2026, \$3,300 for Fiscal Year 2027, \$3,450 for Fiscal Year 2028 and \$3,600 for Fiscal Year 2029. Although the bid documents state that the fee, with bonds, will be adjusted as mutually agreed upon, Ms. Thomas stated that their fee with bond issuance is an additional \$1,200.

**IV. Grau & Associates**

Bid: \$3,100 for Fiscal Year 2025, \$3,200 for Fiscal Year 2026 and \$3,300 for Fiscal Year 2027, plus an additional \$1,500 with bond issuance.

**D. Auditor Evaluation Matrix/Ranking**

Ms. Thomas presented her Auditor Evaluation Matrix scores and ranking. The Board, sitting as the Audit Selection Committee, agreed with Ms. Thomas' scores and ranking, as follows:

#1	DiBartolomeo, McBee, Hartley & Barnes, P.A.	100 Points
#2	Grau & Associates	99 Points
#3	Carr, Riggs & Ingram, L.L.C.	98 Points
#4	Berger, Toombs, Elam, Gaines & Frank	97 Points

**THIRTEENTH ORDER OF BUSINESS**

**Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

**On MOTION by Mr. E.D. Norfleet and seconded by Mr. Zeke Norfleet, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.**

**FOURTEENTH ORDER OF BUSINESS**

**Consider Recommendation of Audit Selection Committee**

- Award of Contract**

**On MOTION by Mr. E.D. Norfleet and seconded by Mr. Zeke Norfleet, with all in favor, accepting the Audit Selection Committee scores, ranking and recommendation ranking DiBartolomeo, McBee, Hartley & Barnes, P.A., as the #1 ranked respondent to the RFP for Annual Audit Services as the Board's own, awarding the Annual Audit Services Contract to DiBartolomeo, McBee, Hartley & Barnes, P.A., authorizing Staff to engage DiBartolomeo, McBee, Hartley & Barnes, P.A. and prepare any necessary documents, and authorizing Staff to**

commence negotiations with the #2 ranked respondent, if an agreement is not reached with the #1 ranked respondent, was approved.

**FIFTEENTH 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)**

Ms. Thomas discussed the response received from respondent.

**I. Alliant Engineering, Inc.****II. LJA Engineering, Inc.****D. Competitive Selection Criteria/Ranking**

Ms. Thomas presented her Competitive Selection Criteria scores and ranking. The Board, agreed with Ms. Thomas' scores and ranking, as follows:

#1	LJA Engineering, Inc.	100 Points
#2	Alliant Engineering, Inc.	99 Points

**E. Award of Contract**

On MOTION by Mr. E.D. Norfleet and seconded by Mr. Zeke Norfleet, with all in favor, ranking LJA Engineering, Inc., as the #1 ranked respondent to the RFQ for Engineering Services, awarding the Engineering Services Contract to LJA Engineering, Inc., and authorizing Staff to engage LJA Engineering, Inc., was approved.

**SIXTEENTH ORDER OF BUSINESS****Acceptance of Unaudited Financial  
Statement as of May 31, 2025**

On MOTION by Mr. E.D. Norfleet and seconded by Mr. Zeke Norfleet, with all in favor, the Unaudited Financial Statement as of May 31, 2025, accepted.

**SEVENTEENTH ORDER OF BUSINESS****Staff Reports****A. March 5, 2025 Landowners' Meeting****B. March 26, 2025 Organizational Meeting**

**On MOTION by Mr. E.D. Norfleet and seconded by Mr. Zeke Norfleet, with all in favor, the March 5, 2025 Landowners' Meeting Minutes and the March 26, 2025 Organizational Meeting Minutes, both as presented, were approved.**

**EIGHTEENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kilinski | Van Wyk PLLC**

Ms. Kilinski stated that the bond validation hearing will be on August 27, 2025.

**B. District Engineer (Interim): LJA Engineering, Inc.**

Going forward, "(Interim)" will be removed from the above line.

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

There were no District Engineer or District Manager reports.

- **NEXT MEETING DATE: July 24, 2025 at 10:00 AM**

- **QUORUM CHECK**

The July 24, 2025 meeting will be canceled. The next meeting will be on August 7, 2025.

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

There were no Board Members' comments or requests.

**TWENTIETH ORDER OF BUSINESS****Public Comments**

No members of the public spoke.

**▪ Adjournment**

**This item was an addition to the agenda.**

This item should be included on all agendas, going forward.

**On MOTION by Mr. E.D. Norfleet and seconded by Mr. Zeke Norfleet, with all in favor, the meeting adjourned at 10:43 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
\_\_\_\_\_  
Secretary/Assistant Secretary

  
\_\_\_\_\_  
Chair/Vice Chair