

**MINUTES OF MEETING  
DUKE FARM  
STEWARDSHIP DISTRICT**

The Board of Supervisors of the Duke Farm Stewardship District held Public Hearings, a Regular Meeting and Audit Committee Meeting on November 14, 2025 at 8:00 a.m., at 28100 Bonita Grande Drive, Suite #106, Bonita Springs, Florida 34135.

**Present:**

Steve Wojcechowsky	Chair
Ben Gibbs	Vice Chair
Rob Woods	Assistant Secretary
Eric Bissler	Assistant Secretary
Kevin Mckyton	Assistant Secretary

**Also present:**

Chuck Adams	District Manager
Jonathan Johnson (via telephone)	District Counsel
John McKay (via telephone)	Neal Communities

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 8:03 a.m.

All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year  
2024/2025 Budget**

- A. Affidavit of Publication**
- B. Consideration of Resolution 2026-01, 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**

Mr. Adams presented Resolution 2026-01. He presented the proposed Fiscal Year 2025 budget, which is unchanged since it was last presented. This is a partial-year Landowner-contribution budget, with expenses being funded as they are incurred.

**Mr. Adams opened the Public Hearing.**

No affected property owners or members of the public spoke.

**Mr. Adams closed the Public Hearing.**

**On MOTION by Mr. Wojcechowsky and seconded by Mr. Gibbs, with all in favor, Resolution 2026-01, 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.**

**FOURTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

- A. Affidavit of Publication**
- B. Consideration of Resolution 2026-02, 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**

Mr. Adams presented Resolution 2026-02. He reviewed the proposed Fiscal Year 2026 budget, and noted that the Management Fee is reduced to \$500 per month during the semi-dormancy period. This is a Landowner-contribution budget, with expenses being funded as they are incurred.

**Mr. Adams opened the Public Hearing.**

No affected property owners or members of the public spoke.

**Mr. Adams closed the Public Hearing.**

**On MOTION by Mr. Wojcechowsky and seconded by Mr. Woods, with all in favor, Resolution 2026-02, 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.**

**FIFTH ORDER OF BUSINESS**

**Recess Regular Meeting/Commencement of Audit Selection Committee Meeting**

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

**SIXTH ORDER OF BUSINESS**

**Review of Response 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)**

Mr. Adams discussed the qualifications and pricing for each of the following respondents. He stated that WHA has worked with all three respondents and all are qualified; cost is the factor that sets the firms apart.

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

Bid: \$2,800 for the year ended September 30, 2025, and \$3,500 for the years ended September 30, 2026 and 2027, plus an additional \$1,400 with bond issuance.

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

Bid: \$2,650 for Fiscal Year 2025, \$2,800 for Fiscal Year 2026, \$2,950 for Fiscal Year 2027, \$3,100 for Fiscal Year 2028 and \$3,250 for Fiscal Year 2029, plus an additional \$1,250 with bond issuance.

**III. Grau & Associates**

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**

The Audit Selection Committee Members each completed the Auditor Evaluation Matrix.

Mr. Adams tallied and averaged the scores. The rankings and average scores received were as follows:

#1	DiBartolomeo, McBee, Hartley & Barnes, P.A.	450 Points
#2	Grau & Associates	380 Points
#4	Berger, Toombs, Elam, Gaines & Frank	380 Points

The Audit Selection Committee recommendation is to rank DiBartolomeo, McBee, Hartley & Barnes, P.A. as the #1 ranked respondent to the RFQ for Annual Audit Services.

**SEVENTH ORDER OF BUSINESS**

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

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

**EIGHTH ORDER OF BUSINESS**

**Consider Recommendation of Audit Selection Committee**

• **Award of Contract**

**On MOTION by Mr. Wojcechowsky and seconded by Mr. Bissler, 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., and authorizing Staff to engage DiBartolomeo, McBee, Hartley & Barnes, P.A. and prepare any necessary documents, was approved.**

**NINTH ORDER OF BUSINESS**

**Ratification Items:**

**A. Resolution 2025-31, Declaring the District's Intent to Accept Responsibility for the Perpetual Operation, Maintenance, and Funding of the Surface Water Management System, Mitigation, and Conservation Areas ("Improvements") for "Silverstrand"**

**On MOTION by Mr. Wojcechowsky and seconded by Mr. Bissler, with all in favor, Resolution 2025-31, Declaring the District's Intent to Accept Responsibility for the Perpetual Operation, Maintenance, and Funding of the Surface Water Management System, Mitigation, and Conservation Areas ("Improvements") for "Silverstrand", was ratified.**

**B. Resolution 2025-32, Declaring the District's Intent to Accept Responsibility for the Perpetual Operation, Maintenance, and Funding of the Surface Water Management System, Mitigation, and Conservation Areas ("Improvements") for "Owl Creek"**

**On MOTION by Mr. Wojcechowsky and seconded by Mr. McKyton, with all in favor, Resolution 2025-32, Declaring the District's Intent to Accept Responsibility for the Perpetual Operation, Maintenance, and Funding of the Surface Water Management System, Mitigation, and Conservation Areas ("Improvements") for "Owl Creek", was ratified.**

Mr. Adams presented the Unaudited Financial Statements as of September 30, 2025.

The financials were accepted.

**ELEVENTH ORDER OF BUSINESS**

**Approval of Minutes**

**A. August 29, 2025 Landowners' Meeting**

**On MOTION by Mr. Wojcechowsky and seconded by Mr. McKyton, with all in favor, the August 29, 2025 Landowners' Meeting Minutes, as presented, were approved.**

**B. August 29, 2029 Organizational Meeting**

**On MOTION by Mr. McKyton and seconded by Mr. Wojcechowsky, with all in favor, the August 29, 2025 Landowners' Meeting Minutes, as presented, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kutak Rock LLP**

**B. District Engineer (Interim): J.R. Evans Engineering**

There were no District Counsel or District Engineer reports.

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

The next meeting scheduled for December 12, 2025 at 8:00 a.m. will likely be canceled.

**THIRTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Wojcechowsky and seconded by Mr. Gibbs, with all in favor, the meeting adjourned at 8:19 a.m.**

CPD SAL  
Secretary/Assistant Secretary

[Signature]  
Chair/Vice Chair