

**MINUTES OF MEETING  
KOA BAY COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Koa Bay Community Development District held a Public Hearing, Regular Meeting and Audit Committee Meeting on September 29, 2025 at 10:00 a.m., at the Susan Broom Kilmer Branch Library, 101 Melody Lane, Fort Pierce, Florida 34950.

**Present:**

Kathy Houser	Chair
Jacob Webb	Vice Chair
Joseph “Joby” Slay (via telephone)	Assistant Secretary
Roland LaBonte	Assistant Secretary
Ryan Perna (via telephone)	Assistant Secretary

**Also present:**

Cindy Cerbone	District Manager
Chris Conti	Wrathell, Hunt and Associates, LLC (WHA)
Jonathan Johnson (via telephone)	District Counsel
Joe Capra (via telephone)	District Engineer
Steve Marquardt (via telephone)	Captec Engineering, Inc.
Chad LaBonte (via telephone)	Developer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Conti called the meeting to order at 10:03 a.m.

Supervisors Houser, Webb and LaBonte were present. Supervisors Slay and Perna attended via telephone.

**SECOND ORDER OF BUSINESS**

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

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2025-40, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Conti presented Resolution 2025-40 and the proposed Fiscal Year 2025 budget, which is unchanged since it was last presented.

**On MOTION by Mr. Webb and seconded by Mr. LaBonte, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Webb and seconded by Ms. Houser, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Webb and seconded by Mr. Labonte, with all in favor, Resolution 2025-40, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**THIRD ORDER OF BUSINESS**

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

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

**FOURTH ORDER OF BUSINESS**

**Review of Responses 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. Conti and Ms. Cerbone discussed the RFP process, and District Management’s experience with the respondents. Mr. Conti presented his scores and rankings, as follows:

- Ability of Personnel: All proposers received full points.
- Proposer’s Experience: All proposers received full points.
- Understanding of Scope of Work: All proposers received full points.
- Ability to Furnish Required Services: All proposers received full points.
- Price: Grau & Associates (Grau), the lowest bidder, received 20 points; DiBartolomeo, McBee, Hartley & Barnes, P.A. (DMHB), received 19 points.

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

Bid \$3,200 for Fiscal Year 2025, \$3,350 for Fiscal Year 2026, \$3,500 for Fiscal Year 2027, \$3,600 for Fiscal Year 2028 and \$3,750 for Fiscal Year 2029, plus an additional \$1,250 with bonds.

**II. 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 bonds.

**D. Auditor Evaluation Matrix/Ranking**

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

#1	Grau & Associates	100 points
#2	Di Bartolomeo, McBee, Hartley & Barnes, P.A.	99 points

**On MOTION by Ms. Houser and seconded by Mr. Webb, with all in favor, accepting Mr. Conti’s overall scores and ranking and recommendation ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, as the Audit Selection Committee’s scores and ranking and recommendation, was approved**

**FIFTH ORDER OF BUSINESS**

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

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

**SIXTH ORDER OF BUSINESS**

**Consider Recommendation of Audit Selection Committee**

- **Award of Contract**

**On MOTION by Mr. Webb and seconded by Mr. LaBonte, 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 scores and ranking, and awarding the Annual Audit Services contract to Grau & Associates, the #1 ranked respondent, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

- A. **Affidavit of Publication**
- B. **RFQ Package**
- C. **Respondent: Captec Engineering, Inc.**
- D. **Competitive Selection Criteria/Ranking**

These items were included for informational purposes.

**E. Award of Contract**

Ms. Cerbone stated that Captec Engineering, Inc. (Captec), the Interim District Engineer, was the sole respondent to the RFQ for Engineering Services. As such, the Board can deem Captec the most qualified and responsive respondent and direct Staff to negotiate an agreement.

**On MOTION by Mr. Webb and seconded by Ms. Houser, with all in favor, deeming Captec Engineering, Inc., the most responsive and highest ranked respondent to the RFQ for Engineering Services; ranking Captec Engineering, Inc., as the #1 ranked respondent; authorizing Staff to work with the Chair and the Developer to negotiate a contract with Captec Engineering, Inc.; and authorizing the Chair or Vice Chair to execute, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-09, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred.

**NINTH ORDER OF BUSINESS**

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

Mr. Conti presented the Unaudited Financial Statements as of August 31, 2025.

**On MOTION by Mr. Webb and seconded by Mr. LaBonte, with all in favor, the Unaudited Financial Statements as of August 31, 2025, were accepted.**

**TENTH ORDER OF BUSINESS**

**Approval of August 11, 2025 Public Hearing and Regular Meeting Minutes**

**On MOTION by Mr. Webb and seconded by Mr. LaBonte, with all in favor, the August 11, 2025 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

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

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

There were no District Counsel or District Engineer reports.

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

Discussion ensued regarding the requirement to complete four hours of ethics training by December 31, 2025. Mr. Conti will re-send the links to free course options. Supervisors will attest that they completed the training when filing Form 1 in 2026.

- **NEXT MEETING DATE: October 13, 2025 at 10:00 AM**

- **QUORUM CHECK**

Going forward, meetings will be held at the Fairfield Inn & Suites Ft. Pierce, 6502 Metal Drive, Ft. Pierce, Florida 34945.

Ms. Cerbone stated the October meeting will likely be cancelled. Beginning with October, Staff will confer with the Developer to determine the next meeting date. The Board previously approved recurring meetings on the second Monday of the month at 10:00 a.m.

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

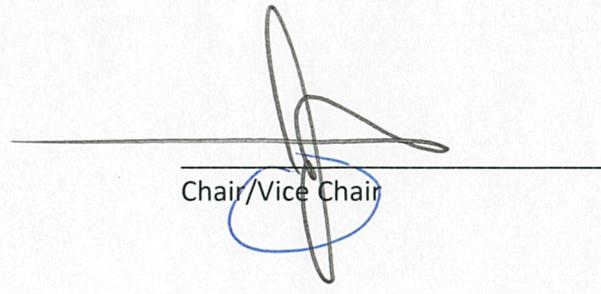
**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Webb and seconded by Mr. LaBonte, with all in favor, the meeting adjourned at 10:27 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
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Secretary/Assistant Secretary

  
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Chair/Vice Chair