

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

The Board of Supervisors of the Reflection Bay Community Development District held a Regular Meeting on March 21, 2025 at 2:30 p.m., at the offices of WGI, 2035 Vista Parkway, West Palm Beach, Florida 33411.

**Present:**

Tim Smith	Vice Chair
William "Bill" Fife	Assistant Secretary
Jon Seifel	Assistant Secretary

**Also present:**

Andrew Kantarzhi	District Manager
Jere Earlywine (via telephone)	District Counsel
Chris Holmes	District Engineer
Luis Carcamo	Kolter

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 2:53 p.m. He noted that the meeting was delayed but he arrived at 2:30 p.m., and no members of the public arrived between then and the start time.

Supervisors Smith, Seifel and Fife were present. Supervisors Caputo and Frye were absent.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Michael Caputo [Seat 1]**

<p><b>On MOTION by Mr. Fife and seconded by Mr. Smith, with all in favor, the resignation of Mr. Michael Caputo from Seat 1, was accepted.</b></p>
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**FOURTH ORDER OF BUSINESS**

**Consider Appointment of Luis Carcamo to Fill Unexpired Term of Seat 1; Term Expires November 2028**

Mr. Fife nominated Mr. Luis Carcamo to fill Seat 1. No other nominations were made.

**On MOTION by Mr. Fife and seconded by Mr. Smith, with all in favor, the appointment of Mr. Luis Carcamo to fill Seat 1, was approved.**

- **Administration of Oath of Office to Luis Carcamo (the following will be provided under separate cover)**

The Oath of Office was administered following the Sixth Order of Business.

**A. Required Ethics Training and Disclosure Filing**

- **Sample Form 1 2023/Instructions**

**B. Membership, Obligation 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**

**FIFTH ORDER OF BUSINESS**

**Acceptance of Resignation of Justin Frye [Seat 4]**

**On MOTION by Mr. Fife and seconded by Mr. Smith, with all in favor, the resignation of Mr. Justin Frye from Seat 4, was accepted.**

**SIXTH ORDER OF BUSINESS**

**Consider Appointment of Deborah Leonard to Fill Unexpired Term of Seat 4; Term Expires November 2026**

Mr. Fife nominated Ms. Deborah Leonard to fill Seat 4. No other nominations were made.

**On MOTION by Mr. Fife and seconded by Mr. Smith, with all in favor, the appointment of Ms. Deborah Leonard to fill Seat 4, was approved.**

- **Administration of Oath of Office to Deborah Leonard**

The Oath of Office will be administered to Ms. Leonard at or before the next meeting.

▪ **Administration of Oath of Office to Luis Carcamo**

**This item, previously part of the Fourth Order of Business, occurred out of order.**

Mr. Kantarzhi, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Luis Carcamo. Mr. Carcamo is familiar with the items listed in the Fourth Order of Business.

**Mr. Smith left the meeting at approximately 2:55 p.m.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-01, Electing and Removing Officers of the District and Providing for an Effective Date**

Mr. Kantarzhi presented Resolution 2025-01.

Mr. Fife nominated the following:

William "Bill" Fife	Chair
Luis Carcamo	Vice Chair
Debbie Leonard	Assistant Secretary
Jon Seifel	Assistant Secretary
Tim Smith	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Michael Caputo	Chair
Justin Frye	Assistant Secretary

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

Craig Wrathell	Secretary
Andrew Kantarzhi	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

**On MOTION by Mr. Fife and seconded by Mr. Seifel, with all in favor, Resolution 2025-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-02, 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. Kantarzhi presented Resolution 2025-02. He 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.

**On MOTION by Mr. Fife and seconded by Mr. Carcamo, with all in favor, Resolution 2025-07, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law on June 20, 2025 at 2:00 p.m., at the offices of Kolter Group, LLC, 105 NE 1 Street, Delray Beach, Florida 33444; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of FY2025/2026 Budget Funding Agreement**

Mr. Earlywine inquired about the project timing. Mr. Holmes stated that final permit approvals, etc., are underway with the County, documents and information are being submitted and a pre-construction meeting with Palm Beach County Utilities is being scheduled. He hopes to have everything permitted within the month.

**On MOTION by Mr. Fife and seconded by Mr. Carcamo, with all in favor, the Fiscal Year 2025/2026 Budget Funding Agreement, in substantial form, was approved.**

**TENTH ORDER OF BUSINESS**

**Consideration of Resolutions Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District and Providing for an Effective Date**

- A. Resolution 2025-03: Remainder of Fiscal Year 2024/2025**
- B. Resolution 2025-04: Fiscal Year 2025/2026**

These items were deferred to the next meeting.

**ELEVENTH ORDER OF BUSINESS**

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

**On MOTION by Mr. Fife and seconded by Mr. Seifel, with all in favor, the Unaudited Financial Statements as of January 31, 2025, were accepted.**

**TWELFTH ORDER OF BUSINESS**

**Approval of July 8, 2024 Regular Meeting Minutes**

**On MOTION by Mr. Fife and seconded by Mr. Carcamo, with all in favor, the July 8, 2024 Regular Meeting Minutes, as presented, were approved.**

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Kutak Rock LLP**
- B. District Engineer: WGI, 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 on June 20, 2025 at 2:00 p.m., at the Kolter Group, LLC, 105 NE 1 Street, Delray Beach, Florida 33444.

**FOURTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

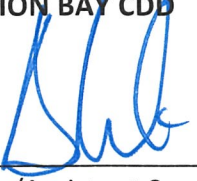
No members of the public spoke.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Caputo and seconded by Ms. Leonard, with all in favor, the meeting adjourned at 3:04 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair