MINUTES OF MEETING
COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Colbert Landings Community Development District held Public Hearings and a Regular Meeting on July 19, 2023 at 11:00 a.m., at the Hilton Garden Inn Palm Coast Town Center, 55 Town Center Blvd., Palm Coast, Florida 32137.

Present at the meeting were:

Martha Schiffer	Chair
Rose Bock	Assistant Secretary
Michael Owens	Assistant Secretary
Megan Germino	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Jennifer Kilinski (via telephone)	District Counsel

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Rom called the meeting to order at 11:05 a.m. Supervisors Schiffer, Owens and Bock were present, in person. Supervisor-Elect Germino was not present at roll call. One seat was vacant.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Resolution 2023-30, Ratifying the Actions of the District Manager and District Staff in Re-Scheduling and Re-Noticing the Landowners' Meeting; Amending Resolution 2023-02 to Set the Public Hearing Thereon for June 14, 2023, at 10:00 a.m., at the Hilton Garden Inn Palm Coast, 55 Town Center Blvd., Palm Coast, Florida 32137; Providing a Severability Clause; and Providing an Effective Date**

Mr. Rom presented Resolution 2023-30.

On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, Resolution 2023-30, Ratifying the Actions of the District Manager and District Staff in Re-Scheduling and Re-Noticing the Landowners' Meeting; Amending Resolution 2023-02 to Set the Public Hearing Thereon for June 14, 2023, at 10:00 a.m., at the Hilton Garden Inn Palm Coast, 55 Town Center Blvd., Palm Coast, Florida 32137; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS **Administration of Oath of Office to Elected Board of Supervisors (the following will be provided in a separate package**

Mr. Rom stated he administered the Oath of Office to Ms. Martha Schiffer, Ms. Rose Bock and Mr. Michael Owens prior to the meeting. All are familiar with the following:

A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

B. Membership, Obligations and Responsibilities

C. Chapter 190, Florida Statutes

D. Financial Disclosure Forms

- **I. Form 1: Statement of Financial Interests**
- **II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
- **III. Form 1F: Final Statement of Financial Interests**

E. Form 8B: Memorandum of Voting Conflict

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2023-31, 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. Rom presented Resolution 2023-31. The Landowners' Election results were:

Seat 1	Michael Owens	169 votes	4-Year Term
Seat 2	Martha Schiffer	169 votes	4-Year Term
Seat 3	Chris McKinney	168 votes	2-Year Term
Seat 4	Megan Germino	168 votes	2-Year Term
Seat 5	Rose Bock	168 votes	2-Year Term

On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, Resolution 2023-31, 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.

Mr. Rom stated he received notification that Mr. McKinney declined his seat.

SIXTH ORDER OF BUSINESS **Consider Appointment to Fill Unexpired Term of Seat 3; Term Expires November 2025**

Mr. Owens nominated Mr. Christopher Trahan to fill Seat 3.

No other nominations were made.

On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, the appointment of Mr. Christopher Trahan to Seat 3, was approved.

- **Administration of Oath of Office to Appointed Supervisor**

  This item was deferred.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2023-32, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Rom presented Resolution 2023-32. Ms. Schiffer nominated the following slate:

Chair	Martha Schiffer
Vice Chair	Michael Owens
Assistant Secretary	Rose Bock
Assistant Secretary	Megan Germino
Assistant Secretary	Christopher Trahan
Assistant Secretary	Daniel Rom

No other nominations were made. Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution.

> **On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, Resolution 2023-32, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

EIGHTH ORDER OF BUSINESS **Public Hearing on Adoption of Fiscal Year 2022/2023 Budget**

A. Affidavit of Publication

B. Consideration of Resolution 2023-33, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Rom presented Resolution 2023-33. He reviewed the proposed Fiscal Year 2023 budget. The only change since it was last presented was insertion of the Supervisor fee, at Board direction. This is a Landowner-funded budget with expenses funded as they are incurred.

> **On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

> **On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, the Public Hearing was closed.**

> **On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, Resolution 2023-33, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

NINTH ORDER OF BUSINESS **Public Hearing on Adoption of Fiscal Year 2023/2024 Budget**

A. Affidavit of Publication

B. Consideration of Resolution 2023-34, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending

September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Rom presented Resolution 2023-34. He reviewed the proposed Fiscal Year 2024 budget and noted the changes made to the General Fund the budget since it was last presented, including insertion of the Supervisor fee, at Board direction, and updating bond-related items. This is a Landowner-funded budget with expenses funded as they are incurred. The Field Operations portion of the budget is unchanged since it was last presented.

On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Schiffer and seconded by Mr. Owens, with all in favor, Resolution 2023-34, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2023-35, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date**

Mr. Rom presented Resolution 2023-35.

Ms. Germino arrived at the meeting at 11:21 a.m.

- **Administration of Oath of Office to Megan Germino**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Megan Germino. Ms. Germino is familiar with the items listed in the Fourth Order of Business.

The following will be inserted into the Fiscal Year 2024 Meeting Schedule:

DATES: First Thursday of each month

TIME: 12:30 PM

LOCATION: Hilton Garden Inn Palm Coast Town Center, 55 Town Center Blvd., Palm Coast, Florida 32137

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2023-35, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024, as amended, and Providing for an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2023-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date**

This item was deferred.

TWELFTH ORDER OF BUSINESS **Consideration of Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for the Fiscal Year 2022/2023 and Providing for an Effective Date**

Mr. Rom presented Resolution 2023-14.

The following will be inserted into the Fiscal Year 2023 Meeting Schedule:

DATE: First Thursday of each month

TIME: 12:30 PM

LOCATION: Hilton Garden Inn Palm Coast Town Center, 55 Town Center Blvd., Palm Coast, Florida 32137

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for the Fiscal Year 2022/2023, as amended, and Providing for an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of May 31, 2023**

On MOTION by Ms. Bock and seconded by Ms. Schiffer, with all in favor, the Unaudited Financial Statements as of May 31, 2023, were accepted.

FOURTEENTH ORDER OF BUSINESS **Approval of Minutes**

A. May 1, 2023 Public Hearings and Regular Meeting

B. May 11, 2023 Continued Public Hearings and Regular Meeting

C. June 14, 2023 Landowners' Meeting

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the May 1, 2023 Public Hearings and Regular Meeting, May 11, 2023 Continued Public Hearings and Regular Meeting and June 14, 2023 Landowners' Meeting Minutes, as presented, were approved.

FIFTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kilinski|Van Wyk, PLLC

Ms. Kilinski stated the bond validation was successful; the first bond issuance will likely be in October or November 2023.

B. District Engineer (Interim): Gulfstream Design Group, LLC.

There was no report.

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

- **NEXT MEETING DATE: TBD**

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

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

EIGHTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the meeting adjourned at 11:29 a.m.

Secretary/Assistant Secretary

Chair/Vice Chair