MINUTES OF MEETING
COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Colbert Landings Community Development District held a Regular Meeting on May 2, 2024 at 12:30 p.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Bldg. 2, 1st Floor Conference Room, Bunnell, Florida 32110.

Present at the meeting were:

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

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC
Jennifer Kilinski (via telephone)	District Counsel
Mike Whelan	District Engineer
Cecil Camacho	Taylor Morrison

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

Mr. Rom called the meeting to order at 12:36 p.m. Supervisors Schiffer, Owens, Bock and Germino were present. Supervisor-Elect Trahan was absent.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Acceptance of Christopher Trahan Notice of Intent to Decline Appointment to Seat 3; Term Expires November 2026**

Mr. Rom presented Mr. Christopher Trahan's email declining appointment to Seat 3.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Mr. Christopher Trahan's declination of appointment to Seat 3, was accepted.

FOURTH ORDER OF BUSINESS **Consider Appointment of Cecil Camacho to Fill Unexpired Term of Seat 3**

Ms. Schiffer nominated Cecil Camacho to fill Seat 3. No other nominations were made.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the appointment of Mr. Cecil Camacho to fill Seat 3, was approved.

- **Administration of Oath of Office (the following will also be provided in a separate package)**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Cecil Camacho. Mr. Camacho is familiar with the following items:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

Mr. Rom stated that the Board Members should expect an email to register with the Commission on Ethics (COE); Form 1 must be filed electronically with the COE by the July 1, 2024 deadline. Board Members must complete four hours of ethics training by the December 31, 2024 deadline; completion of the requirement will be noted when filing Form 1 in 2025. The Form 1 due July 1, 2024, is for 2023; thus, it will not acknowledge the ethics training.

B. Membership, Obligation and Responsibilities

C. Guide to Sunshine Amendment and Cost of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Publics Officers

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2024-11, Electing and Removing Officers of the District and Providing for an Effective Date**

Ms. Schiffer nominated the following slate:

Martha Schiffer	Chair
Miachel Owens	Vice Chair
Megan Germino	Assistant Secretary
Rose Bock	Assistant Secretary
Cecil Camacho	Assistant Secretary

No other nominations were made.

This Resolution removes Chritopher Trahan from the Board.

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

Craig Wrathell	Secretary
Daniel Rom	Assistant Secretary
Craig Wrathell	Treasurer
Jeffrey Pinder	Assistant Treasurer

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2024-11, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2024-04, Approving a Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Rom presented Resolution 2024-04. He distributed and presented a revised version of the proposed Fiscal Year 2025 budget. He reviewed options to keep revenues as Landowner contributions, with expenses funded as they are incurred or to bill the assessments off roll, which involves collecting the entire budget assessment amounts in advance.

Discussion ensued regarding the landscaping budget and confirmation of whether the CDD is receiving reclaimed water and, if not, renaming the budget line item to "Water-irrigation". Additional discussion included street light ownership and emailing estoppel letter requests to estoppels@whhassociates.com.

The following changes will be made to the proposed Fiscal Year 2025 budget:

Page 2, "Water-reclaimed" line item: Change "Water-reclaimed" to "Water-Irrigation" upon confirmation from Ms. Schiffer.

Page 2, "Streetlights" line item: Change "$62,000" to "$72,000"

Page 10, "Fiscal Year 2024 Total Assessment per Unit": Change "2024 to "2025", insert figures in the last column and add additional column outlining revenue collections.

It was noted that the General Fund Operations & Maintenance (O&M) assessments will be Landowner contribution and the Debt Service Fund assessments will be off roll, direct billed.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2024-04, Approving a Proposed Budget for Fiscal Year 2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on August 1, 2024 at 12:30 p.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Bldg. 2, 1st Floor Conference Room, Bunnell, Florida 32110; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-10, Declaring Special Assessments to Fund the Proposed Budget(s) Pursuant to Chapters 170, 190 and 197; Florida Statutes; Setting Public Hearings; Addressing Publication; Addressing Severability; and Providing an Effective Date**

On MOTION by Mr. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2024-10, Declaring Special Assessments to Fund the Proposed Budget(s) Pursuant to Chapters 170, 190 and 197; Florida Statutes; Setting Public Hearings on August 1, 2024 at 12:30 p.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Bldg. 2, 1st Floor Conference Room, Bunnell, Florida 32110; Addressing Publication; Addressing Severability; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective** Date

The following change was made to the Fiscal Year 2025 Meeting Schedule:

DATE: Insert “January 2, 2024”

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2024-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2024-06, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item is tabled until the Clubhouse is built.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2024-07, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date**

Mr. Rom presented Resolution 2024-07, which extends the terms of office for all Supervisors one year to coincide with the General Election cycle. Seats 3, 4 and 5, currently held by Mr. Camacho, Ms. Germino and Ms. Bock, respectively, will be extended to coincide with the November 2026 General Election. Seats 1 and 2, currently held by Mr. Owens and Schiffer, respectively, will be extended to coincide with the November 2028 General Election.

The following change was made to Resolution 2024-07:

Section 1, Seat #3: Change “Christopher Trahan” to “Cecil Camacho”

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2024-07, as amended, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-08, Ratifying, Confirming, and Approving the Actions of the Chairman, Vice Chairman, Secretary, Assistant Securities, and All District Staff Regarding the Sale and Closing of the Colbert Landings Community Development District Special Assessment Revenue Bonds, Series 2023-1 And Series 2023-02; Providing A Severability Clause; and Providing an Effective Date**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2024-08, Ratifying, Confirming, and Approving the Actions of the Chairman, Vice Chairman, Secretary, Assistant Securities, and All District Staff Regarding the Sale and Closing of the Colbert Landings Community Development District Special Assessment Revenue Bonds, Series 2023-1 And Series 2023-02; Providing A Severability Clause; and Providing an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS **Consideration of Resolution 2024-03, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2024-03, Designating the Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Primary Administrative Office and a location in Flagler County, Florida as the Principal Headquarters of the District and Providing an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS **Ratification of Envera Services Agreement**

Mr. Rom suggested declining the executed Agreement with Envera Services and instead using the CDD’s standard form of Agreement, prepared by District Counsel. Ms. Kilinski recommended executing the standard form of Agreement that was negotiated with Envera’s Counsel about six years ago, which entails how the CDD’s standard operating procedures work regarding the termination terms and public records requests. She will email a PDF Agreement to Ms. Schiffer to execute, which will be an Exhibit to the contract.

On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, declining the Envera Services executed Agreement and authorizing Staff, the Chair or Vice Chair to execute the CDD’s standard form of Agreement with Envera, was approved.

FOURTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of March 31, 2024**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Unaudited Financial Statements as of March 31, 2024, were accepted.

FIFTEENTH ORDER OF BUSINESS **Approval of November 2, 2023 Regular Meeting Minutes**

> **On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the November 2, 2023 Regular Meeting Minutes, as presented, were approved.**

SIXTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kilinski|Van Wyk, PLLC

There was no report.

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

Mr. Whelan stated that comments about the shop drawings are being addressed, review of the pay applications for the contractor was completed and work on the project completion package is underway.

Mr. Rom stated that there were no responses to the Request for Qualifications (RFQ) for Engineering Services. Mr. Whelan stated that Gulfstream submitted its package on May 1, 2024. This will be on the next agenda.

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

- **NEXT MEETING DATE: June 6, 2024 at 12:30 PM**

The June and July meetings will likely be cancelled; if so, the next meeting will be on August 1, 2024.

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

There were no Board Members' comments or requests.

EIGHTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

NINETEENTH ORDER OF BUSINESS **Adjournment**

> **On MOTION by Mr. Camacho and seconded by Ms. Bock, with all in favor, the meeting adjourned at 1:08 p.m.**

COLBERT LANDINGS CDD **May 2, 2024**

Secretary/Assistant Secretary

Chair/Vice Chair