MINUTES OF MEETING
COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Colbert Landings Community Development District held a Public Hearing and Regular Meeting 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.

Present at the meeting were:

Martha Schiffer	Chair
Cecil Camacho	Assistant Secretary
Rose Bock	Assistant Secretary

Also present:

Kristen Thomas	District Manager
Daniel Rom (via telephone)	Wrathell, Hunt and Associates, LLC
Jennifer Kilinski (via telephone)	District Counsel
Chris Loy (via telephone)	Kilinski I Van Wyk PLLC
Davon (via telephone)	Interim District Engineer

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

Ms. Thomas called the meeting to order at 12:31 p.m.

Supervisors Schiffer, Bock and Camacho were present. Supervisors Owens and Germino were absent.

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

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2024-12, 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

Ms. Thomas presented Resolution 2024-12 and reviewed the proposed Fiscal Year 2025 budget.

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

No affected property owners or members of the public spoke.

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

On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, Resolution 2024-12, 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.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2024-13, Confirming a Prior Determination of Benefit and Providing for the Collection and Enforcement of Debt Service Special Assessments, Including But Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Ms. Thomas presented Resolution 2024-13 and read the title.

On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, Resolution 2024-13, Confirming a Prior Determination of Benefit and Providing for the Collection and Enforcement of Debt Service Special Assessments, Including But Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS **Consideration of Fiscal Year 2025 Budget Funding Agreement**

Ms. Thomas presented the Fiscal Year 2025 Budget Funding Agreement between the CDD and Meritage Homes of Florida, Inc.

On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, the Fiscal Year 2025 Budget Funding Agreement, was approved.

SIXTH ORDER OF BUSINESS **Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

A. Affidavit of Publication

B. RFQ Package

C. Respondents

I. Alliant Engineering, Inc. (Alliant)

II. Gulfstream Design Group, LLC (Gulfstream)

Ms. Thomas stated, based on the criteria, both firms are well qualified and very strong. The difference between the two is that Gulfstream is the current interim District Engineer and is very familiar with the CDD whereas Alliant is not.

D. Competitive Selection Criteria/Ranking

The Board completed the Competitive Selection Criteria.

Ms. Thomas tabulated the scores and reported the scores and ranking, as follows:

#1	Gulfstream Design Group, LLC	95 points
#2	Alliant Engineering, Inc.	90 points

E. Award of Contract

On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, deeming Gulfstream Design Group, LLC, as the #1 ranked respondent to the RFQ for Engineering Services, awarding the Engineering Services contract to Gulfstream Design Group, LLC, authorizing District Counsel to draft the Agreement and Fee Schedule and authorizing the Chair or Vice Chair to execute, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-14, Electing and Removing Officers of the District and Providing for an Effective Date [Kristen Thomas]**

Ms. Thomas presented Resolution 2024-06. Ms. Schiffer nominated the following:

Martha Schiffer	Chair
Michael Owens	Vice Chair
Megan Germino	Assistant Secretary
Rose Bock	Assistant Secretary
Cecil Camacho	Assistant Secretary
Kristen Thomas	Assistant Secretary

No other nominations were made. The following prior appointments by the Board remain unaffected by this Resolution:

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

On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, Resolution 2024-14, Electing, as nominated, and Removing Officers of the District, and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS **Consideration of Section 189.0694, Florida Statutes (Performance Measures and Standards Reporting)**

Ms. Kilinski explained that newly adopted legislation requires special districts to establish goals and objectives annually and develop performance measures and standards to assess the achievement of the goals and objectives, publish an annual report by October 1, 2024 on its website detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved. District Management and District Counsel collaborated on identifying Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability as the key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each.

Asked if the requirement will pose any challenges to the CDD, Ms. Kilinski stated Staff is very confident that it is very achievable.

On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, the Goals and Objectives and the Performance Measures/Standards Reporting & Annual Reporting Form), were approved.

NINTH ORDER OF BUSINESS **Ratification of Home Encounter HECM, LLC Field Operations Agreement**

Ms. Thomas presented the Home Encounter HECM, LLC Field Operations Agreement. The effective date is October 1, 2024. The Certificate of Insurance (COI) was received.

On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, the Home Encounter HECM, LLC Field Operations Agreement, was ratified.

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

This item was deferred.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-15, Confirming Authorization to Pay Invoices for Work Previously Approved; Authorizing the Chair or Vice-Chair of the Board of Supervisors, the District Manager, and Onsite Management Team so Designated by the District Manager to Enter into Time Sensitive and Emergency Contracts and Disburse Funds for Payment of Certain Expenses without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for the Repeal of Prior Spending Authorizations; Providing for an Effective Date**

Ms. Thomas presented Resolution 2024-15 and read the title.

On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, Resolution 2024-15, Confirming Authorization to Pay Invoices for Work Previously Approved; Authorizing the Chair or Vice-Chair of the Board of Supervisors, the District Manager, and Onsite Management Team so Designated by the District Manager to Enter into Time Sensitive and Emergency Contracts and Disburse Funds for Payment of Certain Expenses without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for the Repeal of Prior Spending Authorizations; Providing for an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of June 30, 2024**

On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, the Unaudited Financial Statements as of June 30, 2024, were accepted.

THIRTEENTH ORDER OF BUSINESS **Approval of May 2, 2024 Regular Meeting Minutes**

On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, the May 2, 2024 Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kilinski|Van Wyk, PLLC

Ms. Kilinski reminded the Board that they must complete the ethics training by December 31, 2024.

Ms. Thomas will recirculate the memorandum with the links to online courses.

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

There was no report.

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

- **0 Registered Voters in District as of April 15, 2024**
- **NEXT MEETING DATE: September 5, 2024 at 12:30 PM**

The September 5, 2024 meeting will be cancelled.

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

There were no Board Members' comments or requests.

SIXTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

SEVENTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, the meeting adjourned at 12:51 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

Secretary/Assistant Secretary

Chair/Vice Chair