

**MINUTES OF MEETING
SHINGLE CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Shingle Creek Community Development District was held on Monday, **June 3, 2024** at 11:30 a.m. at the Oasis Club at ChampionsGate 1520 Oasis Club Blvd. ChampionsGate, FL.

Present and constituting a quorum:

Rob Bonin	Chairman
Adam Morgan	Vice Chairman
Mark Revell	Assistant Secretary

Also present were:

Jeremy LeBrun	District Manager, GMS
Kristen Trucco	District Counsel, LLEB
Dave Reid <i>by phone</i>	District Engineer
Alan Scheerer	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order and called the roll at 11:47 a.m.

Mr. LeBrun: We have three Board members present so we have a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. LeBrun: There are no members of the public present, just Board and staff.

THIRD ORDER OF BUSINESS

Organizational Matters

- A. Appointment of Individuals to Fulfill Vacancies in Seats #1, #2, #4 & #5**
- B. Administration of Oaths of Office to Newly Appointed Board Members**
- C. Election of Officers**
- D. Consideration of Resolution 2024-02 Electing Officers**

Mr. LeBrun: Similar to the last meeting, we are still looking for candidates to fill seats 1, 2, 4, and 5. We have not been made aware of any candidates issuing those seats so we continue to

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table that. Coming up on the general election, those seats will also be available for people to qualify, so keep an eye out for any seats that qualify.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the April 1, 2024 Meeting

Mr. LeBrun: Item four is approval of the minutes from the April 1, 2024 meeting. Are there any comments, corrections, or changes to the minutes?

Mr. Morgan: Everything looks good. I will make a motion to accept.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, the Minutes of the April 1, 2024 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Ranking of Proposals for District Engineering Services and Selection of District Engineer

Mr. LeBrun: As the Board is aware, our current District Engineer plans to resign to take on projects that are newer in their portfolio. The District advertised an RFQ for engineering services, per state statute. We sent them out to engineering firms directly and advertised in the newspaper, we received one response to that RFQ. Their response is included in your agenda packet and was from Dewberry. Dewberry is the one who responded and met those qualifications. Normally we would go through a ranking process with multiple candidates, but since we have just one, we still have to do the ranking sheet and rank Dewberry. I wanted to let the Board know we did just have one response.

Mr. Morgan: I make a motion to vote as a Board, since Dewberry was the only one who responded, give them full points in all categories moving forward.

Mr. LeBrun: One thing I do want to point out is that they were not a certified minority business enterprise.

Mr. Morgan: Take those points off.

Mr. LeBrun: Okay, so we have full points in all areas, except for that certified minority business enterprise. That gives them a total score of 95. That has them ranked as the number one firm. If the Board is okay with it, we need a motion to rank Dewberry as the #1 ranked firm based on the RFQ and then authorize staff to send a Notice of Intent to Award to Dewberry and also

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authorize counsel and staff to draft an agreement and then have the Board Chair execute that agreement so we can ratify that at our next meeting.

Mr. Morgan: They do good work for the Holly Hill CDD. I don't have a problem with this. I'll make a motion.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Ranking Dewberry #1 and Authorizing Staff to Send the Notice of Intent to Award and to Draft an Agreement with Authorization for the Chairman to Execute, was approved.

SIXTH ORDER OF BUSINESS

Public Hearing

Mr. LeBrun: Item number six is our public hearing. Before we get going, can I get a motion to open the public hearing?

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Opening the Public Hearing, was approved.

Mr. LeBrun: Just for the record there are no members of the public present, just Board and staff.

- A. Consideration of Resolution 2024-02 Adopting the Fiscal Year 2025 Budget and Relating to the Annual Appropriations**
- B. Consideration of Resolution 2024-03 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. LeBrun: Previously the Board saw the proposed budget, and not much has changed from the last time the Board saw this. There is no assessment increase, which is good news. We've updated the actuals and adjusted any outlined items based on those actuals, but we are still well within budget, and there will be no increase to residents for Fiscal Year 2025. I would be happy to take any questions if you have any.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2024-02 Adopting the Fiscal Year 2025 Budget and Relating to the Annual Appropriations, was approved.

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On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2024-03 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Mr. LeBrun: Can I get a motion to close the public hearing?

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Closing the Public Hearing, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Memorandum Regarding Annual Reminder on Florida Laws for Public Officials

Ms. Trucco: Since the last Board meeting, we have been working on cross checking the HOA map that was prepared, versus the CDD map that was prepared. You will recall there were several older deeds and transfers that occurred within the CDD. We are trying to make sure that everything that needs to be in the CDD’s name is in their name by deed and everything in the HOA’s name is in their deed too. The District Engineer team sat down with the HOA representative and the developer that came up with the maps. Right now we’ve got a list of tracts, and we’re working on finalizing that, which will be sent over to the developer representative to confirm they don’t have any objection to it. After that is finalized, we will order title work on those remaining tracts that will be conveyed to the CDD and there will be some conveyance documents back on the agenda. The only other thing I want to talk to you about is this annual reminder memorandum for public officials. We do this for all of our CDDs. It’s just a reminder to our CDD Supervisors of laws that apply to you in the State of Florida. I think everyone on this Board has heard my spiel before, but I would just encourage you to read through this. It talks about gifts law, misuse of Public Positions law, voting conflicts, Sunshine Law, and Public Records Law. Please read through it, and if you have any questions please reach out to me.

B. Engineer

Mr. LeBrun: Next is engineer, Dave?

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Mr. Reid: We are wrapping up our annual reports this month and that'll do it. If there are any questions give me a call.

C. District Manager's Report

i. Approval of Check Register

Mr. LeBrun: On page 102 you will see the check register. General Fund, you have checks 885 through 904 and from payroll 50046 through 50048 checks. The total for the check register is \$195,428.68. I can take any questions, if not, I would be looking for a motion to approve the check register.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Mr. LeBrun: Behind that is your balance sheet and income statement, these are your unaudited financials through April 30, 2024. There is no action required on the Board's part.

iii. Presentation of Arbitrage Rebate Calculation Report for the Series 2019 Bonds

Mr. LeBrun: The report is in there; basic summary is there is no arbitrage rebate needed so that's the good news. That just details the calculations and shows the Board that there's no tax liability, which is good news. I just need a motion to approve that report as presented.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Accepting the Arbitrage Rebate Calculation Report for the Series 2019 Bonds, was approved.

iv. Presentation of Number of Registered Voters – 873

Mr. LeBrun: As of April 15, there are 873 registered voters within the District, I'm required to report that annually. That just lets the Board know when they have triggered that 250 resident 6 year criteria for the transitions.

Mr. Morgan: And we still have no one interested?

Mr. LeBrun: Correct. As of now we do not, which actually transitions well into our next item.

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v. General Election Qualifying Period and Procedures

Mr. LeBrun: The qualifying period starts noon on Monday, June 10, 2024 through noon on Friday, June 14, 2024. All interested electors have to qualify through the Supervisor of Elections during that period, so the District manager will monitor that to see if anyone qualifies for those open seats. Also there is a landowner seat that will be up for election in 2024. That is seat number three, which is currently Adam Morgan’s seat. So that will be the landowner elected seat coming here in November and we’ll set that time and day up. The other ones will be through the general election. Any questions on that?

EIGHTH ORDER OF BUSINESS

Other Business

Mr. LeBrun: Is there any other business to discuss? Hearing no comments, we will move on to the next item.

NINTH ORDER OF BUSINESS

Supervisor’s Requests

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Mr. Morgan: I will make a motion to adjourn.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, the meeting was adjourned.

Signed by:
Jeremy LeBrun
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Secretary / Assistant Secretary

DocuSigned by:
Rob Bonin
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Chairman / Vice Chairman