

**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, **August 5, 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
Logan Lantrip	Assistant Secretary
Barry Bichard	Appointed as 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 Supervisors 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**

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Mr. LeBrun: This item has been a continual carryover and staff has still not been made aware of any interested general electors for those seats. If the Board is amenable, we can just motion to table those until the next meeting.

Mr. Morgan: Yes, at the next meeting we will do it.

Mr. LeBrun: We will hold that over again since there are no general electors that have come forward and we will table that until the next meeting as well.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Tabling Items A through D, were approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the June 3, 2024 Meeting

Mr. LeBrun: Item four is approval of the minutes of the June 3, 2024 meeting. Are there any comments or revisions, if not, just looking for a motion to approve those.

Mr. Morgan: Make a motion.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, the Minutes of the June 3, 2024 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Agreement for Professional Engineering Services with Dewberry Engineers, Inc.

Mr. LeBrun: As the Board will recall we sent an RFP for engineering services. Our current District Engineer is moving on to other projects and is going to resign from the District. The Board ranked and scored the RFP per the approved criteria and selected Dewberry as the number one choice for District engineering services. On the agenda, you have an agreement which was prepared by Counsel who is on the phone that can answer any questions on it. I believe this is a standard agreement for CDD's and Districts for engineering services so that is on the agenda for Board consideration and approval. Kristen, did you want to add anything to that?

Ms. Trucco: No, but I am here if anybody has any questions on any terms.

Mr. LeBrun: In talking with Dave, we are looking at hopefully maybe a September 1st start date so that will give us about a month to transition and then the new fiscal year starts October 1. Hopefully will get them in before that. That is the current plan going forward. I'm happy to take

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any questions on that, if not, looking for a motion to approve that agreement with Dewberry for District engineering services.

On MOTION by Mr. Morgan, seconded by Mr. Lantrip, with all in favor, the Agreement for Professional Engineering Services with Dewberry Engineers, Inc., was approved.

SIXTH ORDER OF BUSINESS

Ratification of Agreement for Fiscal Year 2023 Auditing Services with Grau & Associates

Mr. LeBrun: We are looking to ratify this action for the first part and then behind that you have the next item which is the actual audit report. The first item is ratifying the action that the Chair took for accepting Grau & Associates to conduct the audit.

On MOTION by Mr. Morgan, seconded by Mr. Lantrip, with all in favor, the Agreement for Fiscal Year 2023 Auditing Services with Grau & Associates, was ratified.

SEVENTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2023 Audit Report

Mr. LeBrun: This is the Fiscal Year 2023 audit report. The letter to management is on page 119 of the agenda package and that is where they provide the outcome. It is what is called a clean audit. There were no findings. We are looking for a motion to approve this Fiscal Year 2023 audit and transmit it to the state.

On MOTION by Mr. Morgan, seconded by Mr. Lantrip, with all in favor, Accepting the Fiscal Year 2023 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Temporary Access Easement Agreement with Doris Ochoa & Edgar Roa

Mr. LeBrun: This is a ratification item. Staff worked with a resident on this temporary access agreement for a project they were doing. We have already approved this. There are stipulations in there that require them to restore the property to its previous condition. We are asking for ratification on this.

Mr. Morgan: Will you remind me what they are doing.

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Mr. Scheerer: They are doing a pool install on the back side. The only thing that really effects the District is that blue line behind there. The easement that they are going through is the park easement which is owned by the HOA. Just making sure that area that they are accessing behind there gets restored once they are done.

On MOTION by Mr. Morgan, seconded by Mr. Lantrip, with all in favor, the Temporary Access Easement Agreement with Doris Ochoa & Edgar Roa, was ratified.

NINTH ORDER OF BUSINESS

Consideration of Proposals for Directional Bores for Lighting Repairs

Mr. LeBrun: In your agenda package, you will see a map with some red arrows on it. Back in April or May we got a call about no power to the median and no power to the East side Storey Lake sign lights. We went out there and did some looking. The breakers kept tripping. It looks like at some point there may have been a traffic accident at the median and it shorted out all of the low voltage lighting and transformers in the median. The bigger problem that we have out there right now, we had Terry’s Electric come out, they traced the wiring from the panel box to the entry road and dug it up but could not find any conduit or any wiring that would take power to the median and from the median to the East side sign lights. We requested Rex Electric come out, somebody that we are familiar with. In your agenda package, you will see that Rex Electric has a price of \$27,000 and Terry’s Electric has a price of \$19,98 and that is to replace seven GFI receptacles because that is where all of the holiday lights are in the median, replace the waterproof outlet covers, five landscape light transformers, provide the road bore to the median and from the median to the East side sign light and do all of the wiring.

Mr. Bonin: So that includes the bore?

Mr. Morgan: It includes the bore and the conduit?

Mr. Scheerer: Yes, everything.

Mr. Bonin: Is there currently wire across the street.

Mr. Scheerer: We can’t find it.

Mr. Morgan: They traced it to here, the low voltage wiring they traced but there is nothing here and there is no conduit so they want to bore and put conduit in.

Mr. Bonin: There is wiring somehow some way, right?

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Mr. Morgan: This sign has never been lit.

Mr. Scheerer: The sign was lit. All of the signs were lit. What I am saying is we don't know what happened and we don't know if it was directly related to the accident when they hit the median cause it will allow that conduit came up in the median. If it pulled any wires up from where it was underneath the roadway there was no conduit there. We couldn't find any direct burial. We have had two contractors come out and verify in the field that there was no conduit going under the road from where the wires come from the electrical panel on the West side of the entrance so we are going to run two new bores. We have about \$18,500 in the budget allocated for this. When we did the proposed budget, we kind of anticipated this so we went ahead and allocated some funding for some landscape improvements where I guess you guys are going to install fencing. We actually had some money allocated for that so we just moved it over to this project so we can get this all done in advance. We need those sign lights lit and we need to make sure that when the HOA does their holiday lights in November that we are ready to go.

Mr. Bonin: How long has it not been lit?

Mr. Scheerer: Like I said it was probably around April or May.

Mr. Bonin: So, before May, everything was lit and everything was fine then all of a sudden, the lights stop working.

Mr. Scheerer: There was an accident that we could see in the median but there was no report. We checked with Osceola County Sheriff's Office highway patrol and looks like somebody ran up into the median and ripped out a bunch of stuff then backed up and left.

Mr. Bonin: The \$19k gets you two bores, seven GFI receptacles, five new transforms, low voltage transformers. I'll make a motion to approve Terry's Electric.

On MOTION by Mr. Bonin seconded by Mr. Lantrip, with all in favor, Terry's Electric Proposal for Directional Bores for Lighting Repairs, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Memorandum Regarding Recently Enacted Legislation

Ms. Trucco: The only thing from me is the new legislation that was recently passed. House Bill 7013 went into effect July 1st and requires CDDs to adopt and report goals and objectives and then a standard for measuring whether or not they achieve those goals and objectives. They have

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to do that by October 1st of each year then by December 1st each year thereafter beginning in 2025 they are required to publish a report on their website telling whether or not they met those goals and objectives. GMS has already prepared some goals and objectives and those are included in the agenda for your consideration today. The only other thing this house bill did was repeal a section that has to do with incorporation of CDDs into cities which is not relevant for this CDD so I won't go into any detail on that. Since the last meeting, we have worked on drafting a contract with Dewberry which the Board just approved. We are also working through the platted tracts. You will see something on that in the upcoming agenda. That is all I have for you today unless you have any questions for me.

Mr. Morgan: Thank you.

B. Engineer

i. Presentation of Annual Engineer's Report

Ms. Reid: On the agenda is the annual report that we did in June. We found that generally the project is in excellent condition. I followed up with a minor maintenance report for Alan to review and it just documents all of the ponds and all of the control structures for the new engineer so they can come in and get an idea of what is out there and also a few minor items to be repaired, a little maintenance vegetation and skimmers or whatever. If you have any questions Alan, just let me know and I can update that report. That is all I have.

Mr. Morgan: Thanks Dave.

Mr. LeBrun: Any questions for Dave? Hearing no questions, is there a motion to approve the engineer's report?

On MOTION by Mr. Morgan, seconded by Mr. Lantrip, with all in favor, the Annual Engineer's Report, was approved.

C. District Manager's Report

i. Approval of Check Register

Mr. LeBrun: First is the check register on page 144 of your agendas. We have checks 905-928 from the general fund and checks 5049-5050 from the payroll fund. The total amount is \$216,536.82. Behind that you have your line-by-line register. Happy to take any questions, if not, just looking for a motion to approve that check register.

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

ii. Balance Sheet and Income Statement

Mr. LeBrun: Behind that is your unaudited financials through June 30th. No action required on the Boards part. Just there for your review to see the current status of the accounts.

iii. Adoption of District Goals & Objectives

Mr. LeBrun: This is adoption of District Goals & Objectives, similar to what Kristen went through briefly in her report. GMS has developed goals to meet this new statutory requirement. The goals align with state statute while also kind of carrying out the daily work that we already do as part of the management of the District. We recommend the Board adopt these. It is a quick turnaround October 1st. In the future, the Board can also change the goals for next year if they would like but we are recommending our Districts adopt these goals and objectives for Fiscal Year starting October 1st. We will also fulfill the reporting requirement next December by posting these to our website stating if they were achieved or not achieved. We are confident that we can achieve every one of these goals.

Mr. Morgan: Make a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Lantrip, with all in favor, the Adoption of Goals & Objectives, was approved.

iv. Approval of Meeting Schedule for Fiscal Year 2025

Mr. LeBrun: The Fiscal Year 2025 schedule starts October 1 and follows the same schedule the Board had previously, the first Monday of every other month at 11:30 a.m. in same location. We will advertise this per state statute.

On MOTION by Mr. Morgan, seconded by Mr. Lantrip, with all in favor, the Meeting Schedule for Fiscal Year 2025, was approved.

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v. Presentation of Series 2015 Arbitrage Rebate Calculation Report

Mr. LeBrun: The last item is the Series 2015 Arbitrage Rebate Calculation Report. This is similar to the reports the Board has seen previously. They calculated that there is no rebate liability. We are looking for a motion to accept that report.

On MOTION by Mr. Morgan, seconded by Mr. Lantrip, with all in favor, the Series 2015 Arbitrage Rebate Calculation Report, was approved.

ELEVENTH ORDER OF BUSINESS Other Business

Mr. LeBrun: That brings us to other business. I just did receive an email and looks like Mark Revell has submitted his resignation from the Shingle Creek CDD Board. The Board will need to accept his resignation from the Board.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Accepting Mark Revell’s Resignation from Seat #4. was approved.

Mr. LeBrun: Now that we have an empty Board seat with the resignation, the Board can elect to appoint someone to that position.

Mr. Morgan: I would like to make a motion to appoint Barry Bichard.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Appointing Barry Bichard to Seat #4, was approved.

Mr. LeBrun delivered the oath to Barry Bichard.

Mr. LeBrun: Anytime we have appointment of an open seat or recently filled seat, we have an election of officers. The previous Supervisor was listed as an Assistant Secretary within this Board. The Board can opt to appoint Barry to that same roll and we can keep all of the other officers the same. This would end up being Resolution 2024-04. Happy to take any recommendation that the Board wants to proceed with.

Mr. Morgan: We will leave that seat as the same, Assistant Secretary.

Mr. LeBrun: Will you keep all of the other offices the same?

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Mr. Morgan: Yes.

On MOTION by Mr. Morgan, seconded by Mr. Lantrip, with all in favor, Resolution 2024-04, Adding Barry Bichard as Assistant Secretary & Keep All Others the Same, was approved.

TWELFTH ORDER OF BUSINESS Supervisor’s Requests

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS Adjournment

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

On MOTION by Mr. Morgan, seconded by Mr. Lantrip, 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