

**Coquina Shores
Community Development District**
475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.coquinashorescdd.com

August 10, 2023

Board of Supervisors
Coquina Shores CDD
Call-in #: 1-877-304-9269; Code 3006875

Dear Board Members and Staff:

The Coquina Shores Community Development District Organizational Meeting is scheduled for **Thursday, August 17, 2023 at 2:00 p.m. at the offices of Governmental Management Services - Palms Coast, 393 Palm Coast Parkway SW, Unit 4, Palm Coast, Florida 32137**

Following is the agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Organizational Matters
 - A. Administration of Oath of Office to Board of Supervisors (*the following will be provided under separate cover*)
 1. Guide to Sunshine Amendment and Code of Ethics for Public Officers
 2. Membership, Obligations and Responsibilities
 3. Review of Chapter 189 and 190, Florida Statutes
 4. Financial Disclosure Forms
 - a. Form 1: Statement of Financial Interests
 - b. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - c. Form 1F: Final Statement of Financial Interests
 - d. Form 8B: Memorandum of Voting Conflict
 - B. Consideration of Resolution 2023-01, Electing and Designating the Officers of the District
- IV. Consideration of Administrative Resolutions
 - A. Appoint District Manager, Resolution 2023-02
 1. District Management Agreement
 - B. Appoint District Counsel, Resolution 2023-03
 1. District Counsel Agreement

- C. Designate Registered Agent and Registered Office, Resolution 2023-04
- D. Designate Local District Records Office, Resolution 2023-05
- E. Designate Public Comment Period, Resolution 2023-06
- V. Consideration of Organization Resolutions and Policies
 - A. Consideration of Travel Reimbursement Policy, Resolution 2023-07
 - B. Consideration of Prompt Payment Policies, Resolution 2023-08
 - C. Consideration of Resolution 2023-09, Setting Forth District Policy for Legal Defense of Board Members and Officers
 - 1. Public Officers Liability Insurance (to be provided under separate cover)
 - D. Consideration of Resolution 2023-10, Adopting an Internal Controls Policy
 - E. Ratifying the Filing of the Notice of Establishment, Resolution 2023-11
 - F. Adopt Records Retention Schedule, Resolution 2023-12
 - G. Consideration of Resolution 2023-13, Appointing an Interim District Engineer; Authorizing its Compensation and Providing for an Effective Date
 - 1. Interim Engineer Agreement with England Thims & Miller
 - H. Consideration of Resolution 2023-14, Authorizing a Request for Qualifications (RFQ) for District Engineer Services and Providing for an Effective Date
 - I. Authorizing Chairman to Execute Plats, Permits, and Conveyances, Resolution 2023-15
- VI. Designation of Meeting and Hearing Dates Resolutions
 - A. Consideration of Establishment of Audit Committee and Designation of Board of Supervisors as Audit Committee
 - B. Consideration of Resolution 2023-16, Designating a Date, Time and Location for a Landowner's Meeting
 - C. Designate Regular Meeting Dates, Time and Location, Resolution 2023-17
 - D. Consideration of Resolution 2023-18, Approving a Proposed Budget for Fiscal Year 2023; Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date
 - E. Consideration of Funding Agreement for Fiscal Year 2023

- F. Consideration of Resolution 2023-19, Approving a Proposed Budget for Fiscal Year 2024; Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date
- G. Consideration of Resolution 2023-20, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes; and Providing for an Effective Date
- H. Consideration of Resolution 2023-21, Designating the Date, Time and Place of a Public Hearing; Providing Authorization to Public Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing for an Effective Date
 - 1. Rules of Procedure
- I. Set Date, Time, and Location and Authorize Publication of Notice of Public Hearing on Uniform Method of Collecting, Resolution 2023-22

VII. Items Relating to Banking

- A. Select District Depository, Resolution 2023-23
- B. Authorize Bank Account Signatories, Resolution 2023-24

VIII. Consideration of Funding and Expense Issues

- A. Funding Request No. 1

IX. Consideration of Bond Issuance Matters

- A. Appointment of Financing Team
 - 1. Consideration of Financing Team Funding Agreement
 - 2. Engagement of Underwriter/Investment Banker
 - 3. Engagement of Bond Counsel
 - 4. Selection of Trustee

- B. Consideration of Resolution 2023-25, Authorizing the Commencement of Validation Proceedings Relating to the Bonds

X. Staff Reports

- A. District Counsel
- B. Interim Engineer
- C. District Manager

- XI. Supervisors' Requests and Audience Comments
- XII. Next Scheduled Meeting – TBD
- XIII. Adjournment