

August 17, 2023

Coquina Shores CDD

- 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**

Mr. Oliver gave a brief overview of the Sunshine Law and public records laws to the Supervisors.

B. Resolution 2023-01, Electing and Designating the Officers of the District

Mr. Hill nominated Mr. Kovacic for the position of Chairman.

Mr. Kovacic nominated Ms. Simpson for the position of Vice Chair.

Mr. Oliver noted Mr. Hill and Mr. Lyman will serve as Assistant Secretaries, Mr. Oliver will serve as Secretary and Treasurer and Mr. McGaffney, Ms. Giles and Mr. Laughlin from GMS will serve as Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor Resolution 2023-01 designating officers as listed above was approved.

FOURTH ORDER OF BUSINESS Consideration of Administrative Resolutions

- A. Appoint District Manager, Resolution 2023-02**
 - 1. District Management Agreement**

On MOTION by Mr. Lyman seconded by Mr. Kovacic with all in favor Resolution 2023-02, appointing Governmental Management Services as the District Manager was approved.

- B. Appoint District Counsel, Resolution 2023-03**
 - 1. District Counsel Agreement**

On MOTION by Mr. Kovacic seconded by Mr. Hill with all in favor Resolution 2023-03, appointing Kutak Rock as District Counsel was approved.

- C. Designate Registered Agent and Registered Office, Resolution 2023-04**

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On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor Resolution 2023-04 designating Katie Buchanan and Kutak Rock as the registered agent and registered office was approved.

D. Designate Local District Records Office, Resolution 2023-05

On MOTION by Mr. Kovacic seconded by Mr. Hill with all in favor Resolution 2023-05 designating the offices of GMS located at 393 Palm Coast Parkway SW, Unit 4, Palm Coast, Florida 32137 as the local district records office was approved.

E. Designate Public Comment Period, Resolution 2023-06

Ms. Buchanan noted that the public comment period policy enables the Board to limit audience comments to three minutes, identify public comment periods on the agenda, and adopts a protocol in which someone can be asked to leave if they become disruptive.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor Resolution 2023-06 was approved.

FIFTH ORDER OF BUSINESS

Consideration of Organization Resolutions and Policies

A. Consideration of Travel Reimbursement Policy, Resolution 2023-07

Mr. Oliver noted the travel reimbursement policy details expenses that can be reimbursed for District related travel.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor Resolution 2023-07 adopting a travel reimbursement policy was approved.

B. Consideration of Prompt Payment Policies, Resolution 2023-08

Mr. Oliver noted resolution 2023-08 details the guidelines for payment of invoices.

On MOTION by Mr. Lyman seconded by Mr. Kovacic with all in favor Resolution 2023-08 adopting prompt payment policies was approved.

C. Consideration of Resolution 2023-09, Setting Forth District Policy for Legal Defense of Board Members and Officers

1. Public Officers Liability Insurance

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On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor Resolution 2023-09, setting a District policy for legal defense of board members was approved.

D. Consideration of Resolution 2023-10, Adopting an Internal Controls Policy

Mr. Oliver noted the internal controls policy is shared with the auditor.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor Resolution 2023-10, adopting an internal controls policy was approved.

E. Ratifying the Filing of Notice of Establishment, Resolution 2023-11

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor Resolution 2023-11, ratifying the filing of the notice of establishment was approved.

F. Adopt Records Retention Schedule, Resolution 2023-12

Ms. Buchanan stated that the records retention policy provides for the District to hold onto all records until otherwise directed by the Board.

On MOTION by Mr. Kovacic seconded by Mr. Hill with all in favor Resolution 2023-12, adopting a records retention schedule was approved.

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

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor resolution 2023-13, appointing England Thims & Miller as the interim engineer was approved.

H. Consideration of Resolution 2023-14, Authorizing a Request for Qualifications (RFQ) for District Engineer Services and Providing for an Effective Date

Mr. Oliver noted staff would notice the request for qualifications and bring proposals back to the Board for consideration.

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On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor Resolution 2023-14, authorizing a request for qualifications for District Engineer services was approved.

I. Authorizing Chairman to Execute Plats, Permits, and Conveyances, Resolution 2023-15

On MOTION by Mr. Lyman seconded by Mr. Hill with all in favor Resolution 2023-15 was approved.

SIXTH ORDER OF BUSINESS

Designation of Meeting and Hearing Dates Resolutions

A. Consideration of Establishment of Audit Committee and Designation of Board of Supervisors as Audit Committee

Mr. Oliver recommended the Board of Supervisors serve as the audit committee.

On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor establishing an audit committee and designating the Board of Supervisors as the audit committee was approved.

B. Consideration of Resolution 2023-16, Designating a Date, Time and Location for a Landowner’s Meeting

Mr. Oliver recommended the landowner’s election be set for the September 21, 2023 meeting at 2:00 p.m. and noted the location will likely be changed from the GMS office.

On MOTION by Mr. Lyman seconded by Mr. Kovacic with all in favor Resolution 2023-16 Designating a Landowners Meeting’ for Thursday, September 21, 2023 a 2:00 p.m. with the offices of GMS Palm Coast as an alternate location was approved.

C. Designate Regular Meeting Dates, Time and Location, Resolution 2023-17

Mr. Oliver noted the meetings will be scheduled for the third Thursday of each month at 2:00 p.m. tentatively at the offices at GMS until an alternate location can be determined.

On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor Resolution 2023-17 designating regular meetings dates, time and location was approved.

D. Consideration of Resolution 2023-18, Approving a Proposed Budget for

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Fiscal Year 2023; Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date

Mr. Oliver noted the budgets should be adopted no sooner than 60 days from the date of approval and suggested setting the public hearing for October 19, 2023.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor Resolution 2023-18, approving a proposed budget for fiscal year 2023 and setting a public hearing on October 19, 2023 at 2:00 p.m. to adopt the budget was approved.

E. Consideration of Funding Agreement for Fiscal Year 2023

Mr. Oliver noted the developer will be responsible for funding the costs of operating the district for the remainder of FY23.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor the fiscal year 2023 funding agreement was approved.

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

Mr. Oliver recommended setting the public hearing for the October 19, 2023 meeting.

On MOTION by Mr. Lyman seconded by Mr. Hill with all in favor Resolution 2023-19, approving a proposed budget for fiscal year 2024 and setting a public hearing on October 19, 2023 at 2:00 p.m. to adopt the budget was approved.

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 an Effective Date

Mr. Oliver noted that resolution 2023-20 will give the flexibility in the future for the Board and District to invest excess funds.

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On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor Resolution 2023-20, adopting the alternative investment guidelines for investing public funds in excess of amounts needed to meet current operating expenses was approved.

H. Consideration of Resolution 2023-21, Designating the Date, Time and Place of a Public Hearing; Providing Authorizing to Public Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing for an Effective Date

1. Rules of Procedure

Mr. Oliver recommended setting the public hearing for the October 19, 2023 meeting.

On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor Resolution 2023-21, setting a public hearing for October 19, 2023 at 2:00 p.m. to adopt rules of procedure was approved.

I. Set Date, Time and Location and Authorize Publication of Notice of Public Hearing on Uniform Method of Collecting, Resolution 2023-22

Ms. Buchanan stated that resolution 2023-22 authorizes staff to use the protocols for collecting assessments on the tax roll and suggested setting the public hearing for the October meeting due to noticing requirements.

On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor Resolution 2023-22, setting a public hearing on October 19, 2023 at 2:00 p.m. for the purpose of expressing the District's intent to utilize the uniform method of collection was approved.

SEVENTH ORDER OF BUSINESS

Items Relating to Banking

A. Select District Depository, Resolution 2023-23

Mr. Oliver stated that Wells Fargo is the bank typically used as a public depository.

On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor resolution 2023-23 selecting Wells Fargo as the District depository was approved.

B. Authorize Bank Account Signatories, Resolution 2023-24

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Mr. Oliver recommended the Chair, Vice Chair, and GMS officers listed as the Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer as authorized signatories.

On MOTION by Mr. Kovacic seconded by Mr. Hill with all in favor Resolution 2023-24, authorizing bank account signatories was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Funding and Expense Issues

A. Funding Request No. 1

Mr. Oliver noted funds needed to open the operating account, liability insurance, legal advertising and website creation/ADA compliance expenses were included on funding request number one, together totaling \$22,750.

On MOTION by Mr. Kovacic seconded by Mr. Hill with all in favor Funding Request No. 1 was approved.

NINTH ORDER OF BUSINESS

Consideration of Bond Issuance Matters

A. Appointment of Financing Team

1. Consideration of Financing Team Funding Agreement

Ms. Buchanan stated that there are some up-front costs expected in connection with publications or professional fees and this agreement obligates the developer to provide funding for these costs with the understanding it is likely they're going to be reimbursed by bond proceeds.

On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor the Bond Financing Team Funding Agreement was approved.

2. Engagement of Underwriter/Investment Banker: MBS Capital Markets, LLC

Ms. Mossing noted the engagement letter included in the agenda package outlines the underwriter's responsibilities and fees.

On MOTION by Mr. Kovacic seconded by Mr. Hill with all in favor engaging MBS Capital Markets, LLC as underwriter/investment banker was approved.

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3. Engagement of Bond Counsel: Bryant Miller Olive

On MOTION by Mr. Kovacic seconded by Mr. Hill with all in favor engaging Bryant Miller Olive as bond counsel was approved.

4. Selection of Trustee

Mr. Edmiston informed the Board Ms. Caroline Cowart would be the point of contact for the District.

Ms. Taylor noted BNY Mellon would be appointed as the trustee for the bonds in the next resolution.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor selecting BNY Mellon as the trustee was approved.

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

Ms. Taylor informed the Board that Resolution 2023-25 allows the financing team to move forward with validation proceedings and authorizes bonds in the amount of \$80,000,000.

On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor Resolution 2023-25, authorizing the commencement of validation proceedings relating to the bonds was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. Interim Engineer

There being nothing to report, the next item followed.

C. District Manager

There being nothing to report, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There being none, the next item followed.

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TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – TBD

Mr. Oliver noted the next scheduled meeting will be September 21, 2023 at 2:00 p.m. at a location to be determined.

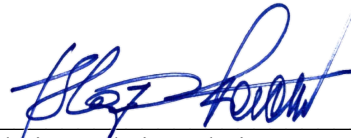
THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor the meeting was adjourned.

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary



Chairman/Vice Chairman