MINUTES OF MEETING
COPE'S LANDING COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Cope's Landing Community Development District held Public Hearings and a Regular Meeting on April 4, 2023 at 2:00 p.m., at 14785 Old St. Augustine Road, Suite #300, Jacksonville, Florida 32258.

Present at the meeting were:

John Gislason	Chair
Anthony Sharp	Assistant Secretary
James Teagle	Assistant Secretary

Also present were:

Ernesto Torres	District Manager
Katie Buchanan (via telephone)	District Counsel
Kyle Magee (via telephone)	Kutak Rock LLP
Vince Dunn (via telephone)	Interim District Engineer
Mikel Denton	Development Manager

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

Mr. Torres called the meeting to order at 2:02 p.m. Supervisors Gislason, Sharp and Teagle were present. Supervisors Porter and Dearing were not present.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Administration of Oath of Office to Elected Supervisors *(the following will be provided in a separate package)***

This item was not addressed.

A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

B. Membership, Obligations and Responsibilities

C. Chapter 190, Florida Statutes

D. Financial Disclosure Forms

I. Form 1: Statement of Financial Interests

II. Form 1X: Amendment to Form 1, Statement of Financial Interests

III. Form 1F: Final Statement of Financial Interests

E. Form 8B: Memorandum of Voting Conflict

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2023-31, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Mr. Torres recapped the results of the Landowners' Election, as follows:

Seat 1	Robert "Bob" Porter	215 votes	Four-year Term
Seat 2	Anthony Sharp	215 votes	Four-year Term
Seat 3	Mark Dearing	214 votes	Two-year Term
Seat 4	John Gislason	214 votes	Two-year Term
Seat 5	James Teagle	214 votes	Two-year Term

On MOTION by Mr. Sharp and seconded by Mr. Teagle, with all in favor, Resolution 2023-31, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2023-32, Designating Certain Officers of the District, and Providing for an Effective Date**

The following slate of officers was nominated:

Chair	John Gislason
Vice Chair	Robert "Bob" Porter
Assistant Secretary	Anthony Sharp

Assistant Secretary	Mark Dearing
Assistant Secretary	James Teagle
Assistant Secretary	Ernesto Torres

No other nominations were made.

Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution.

> **On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, Resolution 2023-32, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

SIXTH ORDER OF BUSINESS **Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes**

A. Affidavits of Publication

B. Consideration of Resolution 2023-33, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

> **On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

> **On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, the Public Hearing was closed.**

> **On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, Resolution 2023-33, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

SEVENTH ORDER OF BUSINESS **Public Hearing on Adoption of Fiscal Year 2022/2023 Budget**

A. Affidavit of Publication

B. Consideration of Resolution 2023-34, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date

On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, the Public Hearing was opened.

Mr. Torres presented the proposed Fiscal Year 2023 budget, which is a partial-year budget.

Discussion ensued regarding line items to be added to the Fiscal Year 2024 budget.

No members of the public spoke.

On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, Resolution 2023-34, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

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

A. Affidavit of Publication

B. RFQ Package

C. Respondent(s): Dunn & Associates, Inc.

Mr. Gislason stated that Dunn & Associates, Inc., was the sole respondent to the FRQ for Engineering Services.

D. Competitive Selection Criteria/Ranking

Mr. Gislason scored and ranked the sole respondent, as follows:

#1 Dunn & Associates, Inc. 100 points

The Board agreed with Mr. Gislason's score and ranking.

E. Award of Contract

On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, ranking Dunn & Associates, Inc., the #1 ranked respondent to the RFQ for Engineering Services and awarding the contract to Dunn & Associates, the #1 ranked respondent, was approved.

NINTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of February 28, 2023**

The Unaudited Financial Statements as of February 28, 2023 were accepted.

On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, the Unaudited Financial Statements as of February 28, 2023, were accepted.

TENTH ORDER OF BUSINESS **Approval of Minutes**

A. February 27, 2023 Public Hearings and Regular Meeting

B. March 7, 2023 Landowners' Meeting

On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, the February 27, 2023 Public Hearings and Regular Meeting and March 7, 2023 Landowners' Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: *Kutak Rock LLP*

Ms. Buchanan stated that the bond validation was approved. The bond financing will occur shortly after the Certificate of No Appeal is received.

B. District Engineer (Interim): ***Dunn & Associates, Inc.***

There was no report.

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

- **MOTION: Acceptance of Unaudited Financial Statements as of February 28, 2023**

Discussion of this item, the Ninth Order of Business, resumed to entertain a motion.

On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, the Unaudited Financial Statements as of February 28, 2023, were accepted.

- **May 2, 2023 at 2:00 PM [Presentation of Fiscal Year 2024 Proposed Budget]**
  - **QUORUM CHECK**

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

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Teagle and seconded by Mr. Sharp, with all in favor, the meeting adjourned at 2:15 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

____
Chair/Vice Chair