

**MINUTES OF MEETING
STUART CROSSING
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stuart Crossing Community Development District held a Public Hearing and Regular Meeting on August 1, 2023 at 12:00 p.m., at the Hampton Inn Bartow, 205 Old Bartow Eagle Lake Rd., Bartow, Florida 33830.

Present at the meeting were:

Garth Noble	Chair
Martha Schiffer	Vice Chair
John Kakridas	Assistant Secretary
Megan Germino	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Jonathan Johnson (via telephone)	District Counsel
Colin Seal	Meritage Homes Intern
Noah Carr	Meritage Homes Intern
Alan Rayl	Rayl Engineering & Surveying, LLC

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 12:14 p.m.

Supervisors Kakridas, Schiffer and Noble were present. Supervisor Torres was not present. One seat was vacant at roll call.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 4; Term Expires November 2026

Ms. Schiffer nominated Ms. Megan Germino to fill Seat 4. No other nominations were made.

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, the appointment of Ms. Megan Germino to Seat 4, term expires November 2026, was approved.

A. Administration of Oath of Office to Appointed Supervisor (the following will be provided in a separate package)

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Megan Germino. Ms. Germino is familiar with the following:

- I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- II. Membership, Obligations and Responsibilities**
- III. 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**
- IV. Form 8B: Memorandum of Voting Conflict**

B. Consideration of Resolution 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date

Ms. Suit presented Resolution 2023-02. Mr. Noble nominated the following slate:

Chair	Garth Noble
Vice Chair	Martha Schiffer
Assistant Secretary	Chris Torres
Assistant Secretary	John Kakridas
Assistant Secretary	Megan Germino
Assistant Secretary	Kristen Suit

No other nominations were made.

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

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, Resolution 2023-02, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2023/2024 Budget

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, the Public Hearing was opened.

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2023-04, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Suit presented the proposed Fiscal Year 2024 budget. This is a Landowner-funded budget with expenses funded as they are incurred.

No members of the public spoke.

On MOTION by Mr. Kakridas and seconded by Ms. Schiffer, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, Resolution 2023-04, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Fiscal Year 2023/2024 Budget Funding Agreement

Ms. Suit presented the Fiscal Year 2023/2024 Budget Funding Agreement.

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, the Fiscal Year 2023/2024 Budget Funding Agreement, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

Ms. Suit presented Resolution 2023-05.

The following change was made to the Fiscal Year 2024 Meeting Schedule:

DATES: Delete January ___, 2024 and September 2, 2024

On MOTION by Ms. Schiffer and seconded by Mr. Noble, with all in favor, Resolution 2023-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024, as amended, and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services

A. Affidavit of Publication

B. RFQ Package

These items were included for informational purposes.

C. Respondent(s)

I. Kimley Horn & Associates, Inc.

II. Rayl Engineering & Surveying, LLC

Mr. Johnson stated, while two responses were received, only one is sufficient to evaluate. The options are that the Board can proceed and consider the one proposal that complies with the terms of the RFQ and reject the one that is non-compliant or reject all bids and readvertise the RFQ.

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, rejecting the Kimley-Horn & Associates, Inc., response to the RFQ for Engineering Services, based on it being non-compliant, was approved.

D. Competitive Selection Criteria/Ranking

Ms. Suit stated and Mr. Johnson confirmed that, as the sole qualified respondent, the Board can rank Rayl Engineering & Surveying, LLC (Rayl) as the #1 ranked respondent.

E. Award of Contract

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, ranking Rayl Engineering & Surveying, LLC, as the #1 ranked respondent to the RFQ for District Engineering Services, awarding the Engineering Services Contract to Rayl Engineering & Surveying, LLC,, authorizing District Counsel to prepare a Continuing Services Agreement and negotiate a Fee Schedule with Rayl Engineering & Surveying, LLC and authorizing the Chair or Vice Chair to execute, was approved.

Mr. Rayl responded to questions about his firm and experience working with CDDs. He started working in the Tampa area in 1987 and has good relationships with Kimley-Horn, who will assist in the transition. Mr. Johnson will follow up with Ms. Suit about the transition.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-01, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

This item was deferred.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2023

Ms. Suit presented the Unaudited Financial Statements as of June 30, 2023.

On MOTION by Mr. Noble and seconded by Ms. Schiffer, with all in favor, the Unaudited Financial Statements as of June 30, 2023, were accepted.

TENTH ORDER OF BUSINESS

Approval of May 2, 2023 Regular Meeting Minutes

Ms. Suit presented the May 2, 2023 Regular Meeting Minutes.

On MOTION by Mr. Kakridas and seconded by Ms. Germino, with all in favor, the May 2, 2023 Regular Meeting Minutes, as presented, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

- A. **District Counsel: Kutak Rock LLP**
- B. **District Engineer (Interim): Kimley-Horn & Associates, Inc.**

There were no District Counsel or District Engineer reports.

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

- **NEXT MEETING DATE: September 5, 2023 at 12:00 PM**
 - **QUORUM CHECK**

The September meeting will be cancelled.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Noble and seconded by Ms. Germino, with all in favor, the meeting adjourned at 12:43 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair