

MINUTES OF MEETING  
SHINGLE CREEK AT BRONSON  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Shingle Creek at Bronson Community Development District was held on Monday, February 1, 2021 at 11:00 a.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd. ChampionsGate, FL.

Present and constituting a quorum were:

Adam Morgan	Chairman
Rob Bonin	Vice Chairman
Lance Jackson	Assistant Secretary by phone
Brent Kewley	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Dave Reid	District Engineer by phone
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll. A quorum was present.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There are no members of the public present

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the November 2, 2020 Meeting**

Mr. Flint: Does the Board have any comments or corrections to the November 2, 2020 meeting minutes?

Mr. Morgan: They look good, I read over them earlier this morning. I make a motion to accept.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor, the Minutes of the November 2, 2020 Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Ratification of Data Sharing and Usage Agreement with Osceola County Property Appraiser**

Mr. Flint: This is an annual agreement to be able to use the tax bill as the collection method. This a confidentiality agreement as well. Are there any questions one the agreement?

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Data Sharing and Usage Agreement with Osceola County Property Appraiser, was ratified.

**FIFTH ORDER OF BUSINESS**

**Consideration of Agreement with Aquatic Weed Control, Inc. to Provide Aquatic Maintenance Services**

Mr. Flint: This is to provide aquatic maintenance services. We are going to need to get Kristen to get E-Verify language incorporated. This is their standard proposal. Alan, do you want to present this?

Mr. Scheerer: In the Bronson tract we have two ponds, Tract P1 and tract P2. Those are the only two ponds we are currently maintaining in the Bronson tract. They are starting to show signs of growth and are in need some aquatic maintenance. We have asked them to provide us with a proposal to do the monthly maintenance that they do in rest of the Shingle Creek CDD.

Mr. Morgan: P2 is the one when you first coming into Bronson right?

Mr. Scheerer: Yes

Mr. Morgan: Where is the other one?

Mr. Scheerer: Behind the townhomes on the left. When you go in the gate it is the one that sits right back there. I apologize, I thought the map was in there. I will make sure the contract has the map associated with it.

Mr. Morgan: On the causeway that connects Weatherby to Bronson, because that is wetlands we don't do cattail control or anything around there? Where the culverts are.

Mr. Scheerer: Because we have all those pines and cypress trees and stuff on either side, we currently don't have anything in place to maintain that.

Mr. Morgan: It doesn't need it now. I was out there last Thursday and I noticed the cattails were starting to poke up and I didn't know if that would clog our water flow at one point.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Agreement with Aquatic Weed Control, Inc. to Provide Aquatic Maintenance Services subject to inclusion of E-Verify language, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Resolution 2021-02 Ratifying Enrollment in the E-Verify System and Execution of the Memorandum of Understanding**

Ms. Trucco: Legislature recently enacted a new law that requires all public employers to verify the work authorization of any new employees. Under this new law the District qualifies as a public employer, so we are required to comply. This means moving forward any agreement that the District enters into with a contractor or sub-contractor, before the District enters into that agreement, we have to confirm that the contractor/subcontractor have enrolled in this new E-Verify System. One safeguard that we have taken is that we are adding this to all of our agreements with contractors and sub-contractors. This resolution is approving and ratifying all actions of the District taken to date to comply with this new E-Verify statute including enrollment in the E-Verify System, execution the Memorandum of Understanding which is required to enroll and then it's also going to delegate authority to the Chairman, the Vice Chairman, and District staff to take any actions necessary in the future to comply with this new E-Verify law. Like I said before, it is a requirement and we have to comply. If you have any questions, I can try to answer them now. Otherwise, we ask for a motion to approve.

Mr. Morgan: This E-Verify, is it just making sure they have their insurance and stuff like that? What does it verify?

Mr. Trucco: It verifies the work authorization status. It was initially a federal law developed by the Department of Homeland Security as part of the immigration initiative and recently the Florida Legislature enacted it, so it became effective in Florida for public employers.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, Resolution 2021-02 Ratifying Enrollment in the E-Verify System and Execution of the Memorandum of Understanding, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Review and Acceptance of Draft Fiscal Year 2020 Audit Report**

Mr. Flint: The CDD as a governmental entity is required to have an annual independent audit performed. The draft of the audit is in your agenda package. If you refer to the management letter, the report to management starts on page 21. On page 22 if there were any findings or recommendations they would be reflected here. There are no current year and the prior year was not applicable because the District was just created. They found that we have complied with all of the provisions of the Auditor General of the State of Florida that they are required to review. It is a clean audit. If there are any questions we can discuss those. If not, I would ask for a motion to accept the audit and authorize it to be transmitted to the State of Florida.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, Acceptance of Draft Fiscal Year 2020 Audit Report and Authorization for it to be transmitted to the State of Florida, was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Trucco: We will be working on the new agreement with Aquatic Weed to make sure we have that E-Verify language included in the agreement. That's all I have for the Board today.

#### **B. Engineer**

There being none, the next item followed.

#### **C. District Manager's Report**

##### **i. Approval of Check Register**

Mr. Flint: You have the check register for the General Fund, checks #31 through #42 totaling \$27,264.85. Any questions on the check register? Hearing none,

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

##### **ii. Balance Sheet and Income Statement**

Mr. Flint: You have the unaudited financial statements through December 31<sup>st</sup>. There is no action required. If the board has any questions, we can discuss those.

## **NINTH ORDER OF BUSINESS**

### **Other Business**

Mr. Flint: Alan, anything from field?

Mr. Scheerer: Things are going well. Pat sent me the next phase that's coming online so that we can start identifying additional CDD parcels for the upcoming budget here in the next few months.

Mr. Reid: For Phase 3 we have already sodded a portion of those ponds back there too. We are hopefully finished digging that wrap around storage area in February and sodding it so it will be ready very shortly.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Kewley seconded by Mr. Morgan, with all in favor the meeting was adjourned.

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman