

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, February 12, 2020 at 10:30 a.m. at the offices of England-Thims & Miller, 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Present were:

Michelle Pierce
Rocky Morris
Rose Bock

Chairperson
Supervisor
Supervisor

Also present were:

Jim Perry
Sarah Warren

District Manager
District Counsel (by phone)

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 10:30 a.m.

SECOND ORDER OF BUSINESS

Audience Comments

There were no members of the public in attendance.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Officers

Mr. Perry administered an oath of office to Ms. Bock.

B. Consideration of Resolution 2020-01, Canvassing and Certifying the Results of the Landowners' Election

Mr. Perry stated the landowners' election resulted in 40 votes for Rose Bock and 40 for Kurt von der Osten, both will hold a four-year term.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor Resolution 2020-01 canvassing and certifying the results of the landowners' election was approved.

C. Consideration of Resolution 2020-02, Designating Officers

Mr. Perry stated if you want to ratify the current slate of officers, the current chair is Michelle Pierce, Rose Bock is Vice Chair, Kurt von der Osten is Assistant Secretary, Rocky Morris is Assistant Secretary, I am the Secretary and Assistant Treasurer, Jim Oliver of my

February 12, 2020

OTC CDD

office would be an Assistant Secretary and Ernesto Torres of my office would be the Treasurer and Assistant Secretary.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor Resolution 2020-02 designating officers as listed above was approved.

FOURTH ORDER OF BUSINESS Minutes

A. Approval of the Minutes of the July 10, 2019 Meeting

There were no corrections to the minutes.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the Minutes of the July 10, 2019 Meeting were approved.

B. Acceptance of the Minutes of the November 13, 2019 Landowners' Election

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the Minutes of the November 13, 2019 Landowners' Election were accepted.

FIFTH ORDER OF BUSINESS

**Ratification of the Engagement Letter with
Grau & Associates for the Fiscal Year 2019
Audit**

Mr. Perry stated we've signed the engagement letter and we revised the agenda for today because the audit was just finalized so I'm going to present that. Their fee is consistent with their proposal.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the engagement letter with Grau & Associates for the Fiscal Year 2019 audit was ratified.

SIXTH ORDER OF BUSINESS

Selection of Audit Committee

Mr. Perry stated we always recommend that the audit committee be the members of the Board of Supervisors.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor appointing the Board of Supervisors as the audit committee was approved.

February 12, 2020

OTC CDD

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2020-03,
Designating a Public Hearing Date for the
Purpose of Adopting Amended and Restated
Rules of Procedure**

Mr. Perry stated the public hearing date that is proposed is May 6, 2020 and that's a regular scheduled meeting. Included in your agenda package is a memo by Sarah Warren of Hopping, Green & Sams and gives an overview of some of the updated provisions for the rules of procedure. It also has the resolution for the meeting, and then there's a copy of a redline version of the rules of procedure. Counsel's firm is going through all the districts and updating the rules of procedure and most of the changes are statutorily driven, so they don't do it every year, but every couple of years. We will have the public hearing and the Board will formally adopt the rules of procedure in May.

Ms. Warren stated our firm monitors any legislative action each year that may impact special districts, and from time to time we update the rules of procedure to make sure all of the District's rules are consistent with the most recent version of Florida Statutes so that's all this is intended to do.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor Resolution 2020-03, designating May 6, 2020 as the public hearing date for the purpose of adopting amended and restated rules of procedure was approved.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2020-04,
Adopting an Internal Controls Policy**

Mr. Perry stated this is a statutorily driven item that requires the Board to adopt a policy regarding internal controls. I will say that it doesn't have any effect on the audit, and we've certified there are internal controls in place, and we've done that for years, this is just more a formal acknowledgement of the Board.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor Resolution 2020-04, adopting an internal controls policy was approved.

February 12, 2020

OTC CDD

NINTH ORDER OF BUSINESS**Acceptance of the Fiscal Year 2019 Audit Report**

Mr. Perry stated the auditor is Grau & Associates. We finished the audit up yesterday and decided to go ahead and put it on the agenda for today. I just want to go over a couple items with you. Under page one is the opinion section, and this is what is referred to as a clean audit. This District from inception has always had a clean audit. There have been very little issues with this District. On page 24 is an opinion and a report in regard to internal controls, compliance and other matters, and at the bottom of that page in the second to last paragraph they note that they didn't find any issues that they needed to bring to the Board. On pages 27 and 28 is the management letter in regard to the rules of the Auditor General of the State of Florida and you'll see on the last page of the report compliance with specific provisions as required. There are no audit recommendations or findings. There was one in 2018 and that was in regard to a report that had not been filed and that has been taken care of. Basically, it's a clean report. We will file this with the State.

On MOTION by Ms. Bock seconded by Ms. Pierce with all in favor the Fiscal Year 2019 audit report was accepted.

TENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

There being none, the next item followed.

B. Engineer – Acceptance of the 2019 Annual Engineer's Report

Mr. Perry stated the engineer is required to file a report in regard to the assets of the District each year and we will file this with the County, but there's only stormwater ponds there and basically this report says they are adequately maintained and repaired.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor the 2019 Annual Engineer's Report was accepted.

C. Manager

Mr. Perry stated our next meeting we will have the budget for consideration of approval. It's been consistent year in and year out so there's really no changes in material nature.

February 12, 2020

OTC CDD

ELEVENTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

Mr. Morris stated I know we had talked at one time last year about refinancing and I know there were institutions hesitant to invest and so forth. Is that even an idea?

Mr. Perry stated not at this time.

TWELFTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Income Statement

Copies of the balance sheet and income statement were included in the agenda package.

B. Assessment Receipt Schedule

Mr. Perry stated you are approximately 80% collected, which is a little low, but not concerning.

Mr. Morris stated I live in Oakleaf, so I see everything that is going on there and I know since we met last Baptist Wolfson opened up and that looks great and there's a new outbuilding there with Chipotle opened up. Are there any new happenings at the Oakleaf Town Center?

Ms. Pierce stated not that's related to the center itself. They are clearing the land at the roundabout behind the hospital, which is going to be apartments. I know there is a tenant for the Chipotle building on the other side. I don't know that they're ready for anybody to announce who it is.

C. Approval of Check Register

Mr. Perry stated the check register totals \$582,231.28. The reason it's so high is the tax receipts come into the general fund and then we cut a check for the bond payments so \$538,000 of that goes to the bonds.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the Check Register was approved.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting

Mr. Perry stated our next scheduled meeting is going to be May 6, 2020 at 10:30 a.m. at the offices of England Thims & Miller.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the meeting was adjourned.

February 12, 2020

OTC CDD

DocuSigned by:

James Perry

1471E54342174D3...

Secretary/Assistant Secretary

DocuSigned by:

Michelle Pierce

DBA5630800404A7...

Chairman/Vice Chairman