

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 8, 2023 at 10:30 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257.

Present were:

Michelle Pierce

Rose Bock

Rocky Morris

Kurt von der Osten

Chairperson

Vice Chairperson

Supervisor

Supervisor

Also present were:

Jim Oliver

Jennifer Kilinski

District Manager

District Counsel

The following is a summary of the discussions and actions taken at the February 8, 2023 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:30 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being no audience members present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 13, 2022 Meeting

There were no comments on the minutes.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the minutes of the July 13, 2022 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

**Ratification of the Engagement Letter with
Grau & Associates for the Fiscal Year 2022
Audit**

Mr. Oliver noted the fee for preparation of the Fiscal Year 2022 audit is \$3,500.

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On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor the engagement letter with Grau & Associates for Fiscal Year 2022 was ratified.

FIFTH ORDER OF BUSINESS

**Acceptance of the Draft Fiscal Year 2022
Audit Report**

Mr. Oliver provided the Board with a brief overview of the audit report and pointed out there were no deficiencies in internal control or findings to note.

On MOTION by Mr. Morris seconded by Mr. von der Osten with all in favor the draft audit report for Fiscal Year 2022 was accepted.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

**B. District Engineer – Consideration of Work Authorization No. 9 for Increased
Hourly Rates**

Mr. Oliver informed the Board that the work authorization provided by England Thims & Miller reflects an increase in the hourly rates. It was noted the total of the work authorization for Fiscal Year 2023 is \$3,000 and \$2,000 was the amount budgeted, however he does not believe the expenses will reach \$3,000.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the Work Authorization No. 9 from England Thims & Miller was approved.

C. District Manager

Mr. Oliver noted a proposed budget will be brought to the May 10, 2023 meeting for approval, and adoption of the budget is scheduled for July 13, 2023 meeting.

SEVENTH ORDER OF BUSINESS

**Supervisor’s Requests and Audience
Comments**

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

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Copies of the financial statements through December 31, 2022 were included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule reflecting a 97.3% collection rate was included in the agenda package.

D. Approval of Check Register

A copy of the check register totaling \$88,331.71 was included in the agenda package.

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

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – May 10, 2023 at 10:30 a.m. at the offices of Riverside Management Services

TENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Jim Oliver

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Secretary/Assistant Secretary

DocuSigned by:

Michelle Pierce

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Chairman/Vice Chairman