

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Tuesday, May 14, 2024 at 10:00 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257.

Present and constituting a quorum were:

Michelle Pierce	Chairperson
Rose Bock	Vice Chairperson
Rocky Morris	Supervisor

Also present were:

Jim Oliver	District Manager
Jennifer Kilinski <i>by phone</i>	District Counsel

The following is a summary of the discussions and actions taken at the May 14, 2024 meeting.

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

Organizational Matters

A. Oath of Office for Newly Elected Officers

Mr. Oliver, being a notary public for the State of Florida, administered an oath of office to Ms. Bock.

B. Consideration of Resolution 2024-01, Canvassing and Certifying the Results of the Landowner's Election

Mr. Oliver stated that Ms. Bock and Mr. von der Osten both received 30 votes during the landowner's election held in November 2023 and will serve four-year terms.

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On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor Resolution 2024-01, canvassing and certifying the results of the landowner’s election was approved.

C. Consideration of Resolution 2024-02, Designating Officers

The Board agreed to keep the slate of officers the same with Ms. Pierce as Chair, Ms. Bock as Vice Chair, Mr. Morris and Mr. von der Osten as Assistant Secretaries, Mr. Oliver as Secretary and Treasurer and Darrin Mossing, Daniel Laughlin and Marilee Giles as Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor Resolution 2024-02, designating officers as stated above was approved.

FOURTH ORDER OF BUSINESS Minutes

- A. Approval of the Minutes of the July 12, 2023 Meeting**
- B. Acceptance of the Minutes of the November 1, 2023 Landowner’s Election**

There were no comments on the minutes.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the minutes of the July 12, 2023 meeting and November 1, 2023 landowner’s election were approved.

FIFTH ORDER OF BUSINESS Ratification of Engagement Letter from Grau & Associates for the Fiscal Year 2023 Audit

Mr. Oliver informed the Board that he signed the engagement letter with Grau & Associates so they could begin the Fiscal Year 2023 audit process, which has since been concluded.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor the engagement letter from Grau & Associates for the Fiscal Year 2023 audit was ratified.

SIXTH ORDER OF BUSINESS Acceptance of the Fiscal Year 2023 Audit Report

Mr. Oliver informed the Board the audit report is considered a clean audit report, and it has been submitted to the Auditor General.

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On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the Fiscal Year 2023 audit report was accepted.

SEVENTH ORDER OF BUSINESS

Acceptance of the 2023 Annual Engineer’s Report

Mr. Oliver presented the annual engineer’s report prepared by England Thims & Miller, noting they have recommended re-sodding a few areas, and repairing curbing that is separating from asphalt.

Ms. Pierce stated that landscape contractors are looking at alternative solutions for the areas missing sod as they have been re-sodded twice already.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the 2023 annual engineer’s report was accepted.

EIGHTH ORDER OF BUSINESS

Acceptance of Resignation of England Thims & Miller as District Engineer

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the resignation of England Thims & Miller as District Engineer was accepted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Ratifying Staff’s Actions in Noticing a Request for Qualifications for Engineering Services

Mr. Oliver informed the Board that staff issued a request for qualifications for engineering services on the District’s behalf between meetings and have received one response back.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor Resolution 2024-03, ratifying staff’s actions in noticing a request for qualifications for engineering services was approved.

TENTH ORDER OF BUSINESS

Consideration of Responses to Request for Qualifications for Engineering Services

This item was tabled.

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ELEVENTH ORDER OF BUSINESS Discussion of Easement Request for People’s Gas Company

Ms. Pierce stated that there are issues that need to be worked through prior to this easement request being approved, such as the need to make repairs to irrigation.

No action was taken on this item. Staff will work with the developer in between board meetings to ensure protections are in place for the District.

TWELFTH ORDER OF BUSINESS Consideration of Resolution 2024-04, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption

Mr. Oliver presented a proposed budget for fiscal year 2025 noting an increase in assessments is being proposed as there is no carry forward surplus to balance out the budget for the year.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor Resolution 2024-04, approving the proposed budget for Fiscal Year 2025 and setting a public hearing for July 16, 2024 at 10:30 a.m. at the office of Riverside Management Services was approved.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. District Counsel – Update on Ethics Training Requirements

Ms. Kilinski reminded the Board that there is a new law requiring special district officers to complete four hours of ethics training per year, with the training due by December 31st. She also informed the Board members they will file their Form 1 electronically this year.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager – Report on the Number of Registered Voters

Mr. Oliver informed the Board there are 0 registered voters reported to be residing within the District’s boundaries as of April 15th.

FOURTEENTH ORDER OF BUSINESS Supervisor’s Requests and Audience Comments

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There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Income Statement

Copies of the financial statements through March 31, 2024 were included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule reflecting a 98.5% collection rate was included in the agenda package.

C. Approval of Check Registers

1. July - January

A copy of the check register totaling \$583,465.68 was included in the agenda package.

2. February – April

A copy of the check register totaling \$19,617.11 was included in the agenda package.

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

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – July 16, 2024 at 10:30 a.m. at the offices of Riverside Management Services

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Morris seconded by Ms. Pierce 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