

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Tuesday, July 16, 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
Chris Loy	District Counsel

The following is a summary of the discussions and actions taken at the July 16, 2024 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:00 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 May 14, 2024 Meeting

There were no comments on the minutes.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the minutes of the May 14, 2024 meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-05, Amending the Fiscal Year 2024 Capital Reserve Fund Budget

Mr. Oliver stated that when the Fiscal Year 2024 budget was adopted in 2023, it was the Board's intent to transfer \$67,000 into the capital reserve fund from the general fund, however the money was kept in the general fund to keep the money safe during a period of bank failures.

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On MOTION by Ms. Pierce seconded by Mr. Bock with all in favor Resolution 2024-05, amending the fiscal year 2024 capital reserve fund budget was approved.

FIFTH ORDER OF BUSINESS

Public Hearings

Mr. Oliver stated that the total revenues for the fiscal year 2025 budget are proposed to increase to \$84,000 from \$80,000 due to using less carry forward surplus.

A. Public Hearing for the Purpose of Adopting the Fiscal Year 2025 Budget; Consideration of Resolution 2024-06, Relating to Annual Appropriations and Adopting the Budget

Mr. Oliver reviewed that both public hearings would be held at the same time and members of the public, none of which would be in attendance, would be permitted to speak on both public hearing items.

Mr. Loy stated that the purpose of this resolution is to adopt the District’s Fiscal Year 2025 Budget, appropriate the revenues of the District and provides the District the ability to amend the budget if necessary

B. Public Hearing for the Purpose of Imposing Special Assessments; Consideration of Resolution 2024-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025

Mr. Loy stated that the purpose of this resolution is to impose assessments to secure revenue to fund the Fiscal Year 2025 Budget across all benefitting properties within the District.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the public hearing was opened.

There being no members of the public present, a motion followed to close the public hearing.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the public hearing was closed.

On MOTION by Ms. Pierce seconded by Ms. Bock with all in favor Resolution 2024-06, relating to annual appropriations and adopting the budget for fiscal year 2025 was approved.

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On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor Resolution 2024-07, imposing special assessments and certifying an assessment roll for fiscal year 2025 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Responses to Request for Qualifications for Engineering Services

Mr. Oliver stated that there was only one response to the RFQ from Alliant.

Ms. Pierce stated that she had not yet heard from the developer on whether they were comfortable proceeding with Alliant, however she agreed she was comfortable moving forward considering there would be no fees charged unless the engineer’s services are needed.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor selecting Alliant as the most qualified response to the request for qualifications subject to negotiation of a contract and rates was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Request for Easement from People’s Gas

No action was taken on this item.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Loy informed the Board that legislation was passed recently requiring special districts to establish performance measures, goals and objectives for each program and activity undertaken by the District and to publish the annual report on the special district’s website concerning the achievements or failures of these measures. Kilinski | Van Wyk has provided a memorandum, which is included under the District Manager’s report.

On MOTION by Ms. Bock seconded by Ms. Pierce with all in favor the performance measures / standards and annual reporting form was approved as presented.

Ms. Kilinski reminded the Board that the required ethics training for special district board members is due to be completed by December 31st.

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B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

1. Discussion of Location for Future Meetings and Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025

Mr. Oliver presented a proposed meeting schedule for fiscal year 2025 and informed the Board Riverside Management Service’s office will no longer be available as of October 1st, so the Argyle Branch library has been selected as the new location unless a better location can be identified prior to the February meeting.

On MOTION by Ms. Bock seconded by Ms. Pierce with all in favor the fiscal year 2025 meeting schedule was approved as presented.

2. Consideration of Setting Goal and Objectives

This item was covered under District Counsel’s report.

NINTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

Copies of the financial statements through June 30, 2024 were included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule reflecting a 100.3% collection rate was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$13,768.61 was included in the agenda package.

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

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ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – February 12, 2025
at 10:30 a.m.**

Ms. Kilinski stated that her firm now has an office in Duval County at 2529 Herschel Street and is happy to host the board meetings.

There were no objections from the Board.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the fiscal year 2025 meeting schedule was approved as revised to be held at the offices of Kilinski | Van Wyk.

TWELFTH ORDER OF BUSINESS

Adjournment

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

Signed by:
Marilee Giles
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Secretary/Assistant Secretary

Signed by:
Michelle Pierce
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Chairman/Vice Chairman