

MINUTES OF MEETING  
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, May 14, 2025 at 10:30 a.m. at the offices of Kilinski | Van Wyk, 2529 Herschel Street, Jacksonville, Florida.

Present and constituting a quorum were:

Michelle Pierce	Chairperson
Rose Bock	Vice Chairperson
Rocky Morris <i>by phone</i>	Supervisor
Rodney Thompson	Supervisor

Also present were:

Marilee Giles	District Manager
Mary Grace Henley	District Counsel
Stephen Reisner	District Counsel

The following is a summary of the discussions and actions taken at the May 14, 2025 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 10:32 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. Acceptance of Resignation of Kurt von der Osten**

On MOTION by Ms. Pierce seconded by Mr. Thompson with all in favor Kurt von der Osten's resignation was accepted.
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**B. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2027)**

This item was tabled.

**C. Oath of Office for Newly Appointed Supervisor**

This item was tabled.

**D. Consideration of Resolution 2025-03, Designating Officers**

This item was tabled.

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**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the February 12, 2025 Meeting**

There were no comments on the minutes.

On MOTION by Ms. Bock seconded by Ms. Pierce with all in favor the minutes of the February 12, 2025 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Work Authorization No. 1 from Alliant to Prepare a Public Facilities Report**

Ms. Giles stated that Chapter 189.08 requires special districts to prepare an initial public facilities report and to update that report every seven years. The District's last report was done in 2018.

*Mr. Morris joined the meeting by phone at this time.*

On MOTION by Ms. Pierce seconded by Mr. Thompson with all in favor Work Authorization No. 1 from Alliant Engineering for preparation of a public facilities report was approved.

**SIXTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2024 Audit Report**

Ms. Giles presented the fiscal year 2024 audit report noting there were no negative findings or comments to report.

On MOTION by Ms. Bock seconded by Ms. Pierce with all in favor the fiscal year 2024 audit report was accepted.

**SEVENTH ORDER OF BUSINESS**

**Acceptance of the Audit Committee's Recommended Criteria, and Authorizing Staff to Issue a Request for Proposals for Audit Services**

The audit committee approved five criteria, each weighted equally at 20 points. The criteria include ability of personnel, proposer's experience, understanding scope of work, ability to furnish the required services, and price.

On MOTION by Ms. Pierce seconded by Mr. Thompson with all in favor the audit committee's recommendation was accepted and staff was authorized to issue a request for proposals for audit services.

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**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2025-02,  
Approving the Proposed Budget for Fiscal  
Year 2026 and Setting a Public Hearing Date**

Ms. Giles presented the proposed budget for fiscal year 2026, noting it provides for an increase in assessments, however the Board can choose to use carry forward surplus to keep assessments flat. Ms. Bock and Ms. Pierce stated their preference for keeping the assessments flat.

Ms. Pierce asked what is driving the need for an increase.

Ms. Giles responded that there is a 5% increase in GMS's fees, and the trustee's fees and property insurance are increasing.

On MOTION by Ms. Pierce seconded by Ms. Bock with all in favor Resolution 2025-02 (Option A), approving the proposed budget for fiscal year 2026 and setting a public hearing for July 16, 2025 at 10:30 a.m. at the offices of Kilinski | Van Wyk was approved.

**NINTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Ms. Henley reminded the Board members of the requirement to complete four hours of ethics training by December 31<sup>st</sup>. She recommended they keep some form of record that it has been completed.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager – Report on the Number of Registered Voters (0)**

Ms. Giles informed the Board there are zero registered voters reported to be residing within the District's boundaries. Next, she reminded the board members to complete their Form 1 by July 1<sup>st</sup>.

**TENTH ORDER OF BUSINESS****Supervisor's Requests and Audience  
Comments**

There being none, the next item followed.

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# **ELEVENTH ORDER OF BUSINESS      Financial Reports**

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

Copies of the financial statements through April 30, 2025 were included in the agenda package.

## **B.    Assessment Receipt Schedule**

A copy of the assessment receipt schedule reflecting a 99.3% collection rate was included in the agenda package.

## **C.    Approval of Check Register**

A copy of the check register totaling \$13,026.07 was included in the agenda package.

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

# **TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 16, 2025 at  
10:30 a.m. at the offices of Kilinski | Van  
Wyk**

The July 16, 2025 meeting was moved to August 13, 2025.

# **THIRTEENTH ORDER OF BUSINESS**

## **Adjournment**

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

Signed by:  
  
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Secretary/Assistant Secretary

Signed by:  
  
FD0331873E31466...  
Chairman/Vice Chairman