

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 9, 2018 at 10:30 a.m. at the offices of England-Thims & Miller, 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Present were:

Michelle Pierce
Rose Bock
Rocky Morris
Kurt von der Osten

Chairperson
Vice-Chairperson
Supervisor
Supervisor

Sue Harker
Jessica Moreno

Chairperson - Resigned
Supervisor - Resigned

Also present were:

Jim Perry
Sarah Warren
Jonathan Smith

District Manager
District Counsel (by phone)
Katz Properties (by phone)

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver 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. **Appointment of New Supervisors to Fill Unexpired Terms of Office (11/2019 and 11/2021)**
- B. **Oath of Office for Newly Appointed Supervisors**

Mr. Oliver stated right now there are four seated supervisors and we have a vacancy. What we want to do as we go through the process of accepting resignation and appointing supervisors to fill those vacancies is we want to maintain a quorum of three people. I'd like to take a nomination to fill a vacancy that we have right now. This was made by the resignation of Meredith Hoffman at a previous meeting. Are there any nominations?

Ms. Harker responded Rose Bock.

On MOTION by Ms. Harker seconded by Ms. Moreno with all in favor to accept the nomination of Rose Bock was approved.

Mr. Oliver administered an oath of office to Rose Bock

Mr. Oliver asked would anyone like to offer their resignation?

Ms. Moreno stated I will.

On MOTION by Ms. Harker seconded by Ms. Pierce with all in favor to accept the resignation of Jessica Moreno was approved.

Mr. Oliver stated we now have a vacancy to fill with Jessica's resignation. Do we have any nominations to fill that vacancy?

Ms. Harker responded Rocky Morris.

On MOTION by Ms. Harker seconded by Ms. Pierce with all in favor to accept the nomination of Rocky Morris was approved.

Mr. Oliver administered an oath of office to Rocky Morris.

Mr. Oliver asked would anyone like to offer their resignation?

Ms. Harker responded I am ready to resign.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor to accept the resignation of Sue Harker was approved.

Mr. Oliver stated we have another vacancy. Do we have any nominations to fill the vacancy?

Ms. Bock stated I nominate Kurt von der Osten.

On MOTION by Ms. Bock seconded by Ms. Pierce with all in favor to accept the nomination of Kurt von der Osten was approved.

Mr. Oliver administered an oath of office to Kurt von der Osten

C. Resolution 2018-04, Election of Officers

Mr. Oliver stated we need to fill the position of Chair. Is it your intention to serve as Chair, Michelle?

Ms. Pierce responded yes.

Mr. Oliver asked who would the board like to serve as Vice Chair? The Vice Chair would execute documents in the absence of the Chair.

Mr. Morris stated I nominate Rose Bock.

Mr. Oliver stated based on that I would like to have the board consider resolution 2018-04 with Michelle Pierce serving as Chair, Rose Bock as Vice Chair, the balance of the board serving as Assistant Secretaries and certain GMS staff will remain in their positions right now so we can execute documents between meetings.

On MOTION by Mr. Morris seconded by Mr. von der Osten with all in favor Resolution 2018-04 was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the February 14, 2018 Meeting

There were no corrections to the minutes.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor the Minutes of the February 14, 2018 Meeting were approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Public Facilities Report

Mr. Oliver stated we are required by Chapter 190 to prepare and provide this report to the State of Florida every seven years. If you look inside the front cover of the report you'll see that the only facilities right now maintained by the District is the storm water management system. Item three shows the District does not currently have plans to add or modify any facilities, nor does it have any plans to replace the public facilities. On the next page is a map of the property.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the public facilities report was accepted.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2018-05,
Approving the Proposed Budget and Setting
a Public Hearing Date for Adoption**

Mr. Oliver stated when we approved the meeting schedule we set the public hearing date for July 11th at 10:30. That would be at least 60 days from today which is required by statute. The budget that's proposed for FY19 is the same amount of expenditures as for 2018. There is no change in the total of the budget or assessments. In the administrative section there will be expenditures for supervisor pay, which we will plug in at \$1,800 plus the employer's matching for FICA. We would correspondently reduce the capital reserve fund contribution from \$11,000 to approximately \$9,000. That keeps the budget in balance. Once this is approved we will provide it to local government, in this case Duval County, and we would have a public hearing no sooner than 60 days. Once the budget is approved we will provide the assessment roll to Duval County by July 31st. The assessment roll information will be included on the November 1st property tax bills that are sent out by the tax collector. You always have the opportunity to amend the budget throughout the year if you need to.

On MOTION by Mr. Morris seconded by Mr. von der Osten with all in favor resolution 2018-05, approving the proposed budget for fiscal year 2019 and setting a public hearing date for July 11, 2018 at 10:30 a.m. at the offices of England Thims & Miller was approved.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

Mr. Oliver stated we will have the public hearing in July and we will also adopt the meeting calendar for FY19.

NINTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS Financial Statements

Mr. Oliver stated there are no unusual variances. Your capital reserves are at \$78,000, which is very strong.

ELEVENTH ORDER OF BUSINESS Assessment Receipt Schedule

Mr. Oliver stated on the assessment receipts schedule you are 98.7% collected, which is strong. Any small amount still to be collected would be done through the sale of tax certificates

TWELFTH ORDER OF BUSINESS Approval of Check Register

Mr. Oliver stated there is one large expenditure on page two and that is in the amount of \$266,000. When the tax collections come in to the general fund, the general fund sends the allocation to the debt service fund so that the semi-annual interest payments and principal payments can be made.


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

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – July 11, 2018 at the offices of England Thims & Miller

Mr. Oliver stated the next scheduled meeting would be July 11, 2018 at this location at 10:30a.m.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Morris seconded by Mr. von der Osten with all in favor the Meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman