

MINUTES OF MEETING
BAY LAUREL CENTER
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bay Laurel Center Community Development District was held on Tuesday, November 19, 2024 at 10:00 a.m. at the Circle Square Commons Cultural Center, 8395 S.W. 80th Street, Ocala, Florida.

Present and constituting a quorum were:

Paul Brunner
William D. McLeod, Jr.
John Gysen
Robert "Bo" Stepp

Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jason Showe
Gerald Colen
Rachel Wagoner
Bryan Schmalz
Crystal House
Robert Szozda

District Manager
District Counsel
District Counsel
BLCCDD
BLCCDD
GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Brunner called the meeting to order at 10:00 a.m. and Mr. Showe called the roll. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Brunner: I would like to open up the floor to public comments. Is there any public comment? Hearing no comments, we will close the public comment period.

THIRD ORDER OF BUSINESS

Notice of Meeting

Mr. Brunner: The Notice of Meeting was published in the Ocala Star Banner on October 29, 2024. Miscellaneous notices went out, which met the legal obligation on that. So that is taken care of.

FOURTH ORDER OF BUSINESS

Organizational Matters

Mr. Showe: I could run through these quickly, if the Board would like. We did conduct a landowner's election earlier today and three Board Members that were elected. So, we would like to complete those Oaths.

A. Administration of Oath of Office to Newly Elected Board Members

Mr. Showe, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. McLeod, Mr. Gysen and Mr. Stepp.

Mr. Showe: Perfect. Then if you could just print your name up top and sign it. I am a notary, so I can notarize it.

B. Consideration of Resolution 2025-02 Canvassing and Certifying the Results of the Landowners' Election

Mr. Showe: We did conduct a Landowners' Election earlier today and would need to have a motion of the Board to approve Resolution 2025-02, which canvases and certifies the results of the Landowners' Election.

On MOTION by Mr. Brunner seconded by Mr. McLeod with all in favor Resolution 2025-02 Canvassing and Certifying the Results of the Landowners' Election was adopted.

C. Electing Officers

D. Consideration of Resolution 2025-03 Electing Officers

Mr. Showe: After every election, you are required by Florida Statutes, to perform an election of officers. Given that the composition of the Board remained the same, I can read in the current slate of officers and if it's the Board's intent to reaffirm the same individuals, you can just approve that resolution as read.

Mr. Brunner: That would be fine.

Mr. Showe: Sure. We have Kenneth D. Colen as Chairman; Mr. Paul Brunner as Vice Chairman; Ms. Jill Burns in our office as Treasurer; Ms. Hannah Smith as Assistant Treasurer, also in our office; Mr. George Flint as Secretary and Mr. Robert "Bo" Stepp, Mr. John Gysen and Mr. William D. McLeod, Jr. as Assistant Secretaries. If the Board is amenable, you could approve that resolution as read.

On MOTION by Mr. Brunner seconded by Mr. Stepp with all in favor retaining the same officers as read as evidenced by the adoption of Resolution 2025-03 was approved.

FIFTH ORDER OF BUSINESS

Approval of Minutes

A. August 20, 2024

B. October 15, 2024

Mr. Brunner: Before you, are copies of the minutes from the August 20, 2024 and October 15, 2024 meetings. If you had a chance to read through those, are there any corrections, additions or omissions? I found none. If there are none, we need a motion to approve the minutes as presented.

On MOTION by Mr. Stepp seconded by Mr. Gysen with all in favor the Minutes of the August 20th and October 15, 2024 Meetings were approved as presented.

SIXTH ORDER OF BUSINESS

Ratification Items

A. Series 2022B Requisitions #73 - #74

Mr. Brunner: The next item are the Series 2022B requisitions, Number 73 and 74. Just a quick question on that for Counsel. Ordinarily, we put those all together into one motion, but in this case, there are two separate suppliers. Can we do them as one or do you need a vote on each?

Mr. Colen: Sure you can.

Mr. Showe: Yeah. We will note for the Board that these are ratifications. These have already been sent for payment and we're looking for approval of the Board to ratify those.

On MOTION by Mr. Gysen seconded by Mr. Stepp with all in favor the approval of Requisitions #73 and #74 for Series 2022B were ratified.

B. Bay Laurel Center CDD 457(b) Plan Documents

- 1. Adoption Agreement for Deferred Compensation Plan**
- 2. Formal Record of Action**
- 3. Trust Agreement**
- 4. Basic Plan Document**
- 5. Beneficiary Designation Form**
- 6. Special Deferral Agreement Form**

C. Lincoln SelectSolution IRA Agreement

Mr. Brunner: Ms. House, I understand that you may have somebody calling in on that or would you like to take us through all 93 pages?

Ms. House: Ms. Crystal House, Office Manager. I have tried to reach out to our financial advisor at Wells Fargo and have been unsuccessful. So, I do not think that he will be calling in today.

Mr. Brunner: Okay.

Ms. House: All of the documents that you see for your plan documents, whether it be the Adoption Agreement, Formal Record of Action, Beneficiary Designation or Trust Agreement, all combine to make the actual retirement for the District. Does the Board have any questions that I can answer in regards to any of those documents?

Mr. Brunner: Reading through them, I saw a couple of things that I thought were very good news. I don't have to go into them, but I found nothing to question.

Ms. House: Okay. All of those will actually supersede what we currently have. The main Adoption Agreement that we did have, changed from our existing Adoption Agreement from Aspire, to a three-year vest instead of a six-year tiered vesting. That is the only change on the Adoption Agreement.

Mr. Brunner: Thank you.

Ms. House: You're welcome.

Mr. Showe: So again, I think if the Board would be amenable, Items B and C are related and are for ratification. They have already been executed on behalf of the District. So, we would be looking for a motion to ratify those from the Board.

On MOTION by Mr. Brunner seconded by Mr. Stepp with all in favor approval of the Bay Laurel Center CDD 457(b) Plan Documents as stated above were ratified.

SEVENTH ORDER OF BUSINESS

New Business Items

A. Consideration of Retirement 457(b) Matching Contributions Procedure

Mr. Brunner: Has everyone had a chance to read through that or have any questions? If not, we need a motion to accept that as written.

On MOTION by Mr. Stepp seconded by Mr. Gysen with all in favor the Retirement 457(b) Matching Contributions Procedure was approved.

B. Approval of RFQ for Professional Construction Manager at Risk for the Construction of a Utility Field Operations Facility

C. Approval of RFQ for Professional Architectural Services for the Construction of a Utility Field Operations Facility

Mr. Brunner: Next are the Request for Qualifications (RFQs) for the Professional Construction Manager at Risk and Professional Architectural Services for the new utility field operations facility. Here again, I imagine that we could handle them both as one.

Mr. Showe: Sure, absolutely. Obviously, Bryan is available to answer questions, should the Board have any. We'll note these are typically RFQs, so you may or may not get pricing on those based on the Statutes.

Mr. Schmalz: It is based on qualifications.

Mr. Brunner: I have no questions. Anyone?

Mr. Showe: Okay, then we would be seeking a motion for approval on both of those.

On MOTION by Mr. Brunner seconded by Mr. Gysen with all in favor the RFQs for Professional Construction Manager at Risk and Professional Architectural Services for the Construction of a Utility Field Operations Facility were approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Brunner: Staff reports. Counsel?

Mr. Colen: I don't have any.

Ms. Wagoner: I have nothing.

Mr. Brunner: Okay, hearing none,

B. Utility Status Report

Mr. Brunner: Utility Status Report.

Mr. Showe: They have a few items.

Mr. Schmalz: Good morning. Mr. Bryan Schmalz, Utility Director for Bay Laurel Center. I provided a couple of documents for you. One of them is the dedication plaque that we discussed at a previous Board meeting. This is the rendering that will actually be sent for production. I wanted to confirm that everybody's name is spelled correctly and if there are any comments regarding that, I can address those.

Mr. Gysen: It's what we voted on.

Mr. Schmalz: I just didn't want to misspell anybody's name, permanently.

Mr. Gysen: Cast in stone or bronze.

Mr. Schmalz: Okay. The other documents that I provided, are aerial photos of the current status of the North Water Reclamation Facility (NWRP). You can see that it's come along very nicely. We have grass going down. A lot of the finishing work is being done. We're installing the tree, landscape buffer, along the northern property lines. All the finishing touches are really coming in. As far as the current status of the facility, we're scheduled for March 10th as the date of the startup. We are having some issues with Square D, regarding the motor control centers. We still have not received those. They pushed back the delivery dates on those multiple times on us now. We're currently scheduled to receive three of the four motor control centers in December and the last one in January. Talking with our team, the electricians as well as the contractors, still feel that the March 10th date is a good for the startup of the facility. Other items to discuss, is the status of our current water treatment production. Currently, the District produces an annual average daily flow of 4,751,000 gallons per day. That's 1.734 billion gallons in the past 12 months of drinking water, which is a 5.5% increase in flows over the same time period last year, with a 6.7% increase in service connections. It's good to see that it flipped.

Mr. Brunner: Right.

Mr. Schmalz: Typically, we see higher water usage with a lower amount of service connection percentage. So, it's good to see a 5.5% increase with 6.7% increase in actual service connections. That goes to the new standards the District has, requiring the efficient irrigation and landscaping packages of the new homes. As far as wastewater flows, we are currently producing 945,000 gallons per day on an annual basis with 346 million gallons of wastewater treated over the past 12 months. 64% of that wastewater was treated and has been utilized for public access reuse, offsetting 220 million gallons of groundwater withdrawals in our service area. That's all I have.

Mr. Brunner: Thank you, Bryan.

Mr. Schmalz: You're welcome.

C. District Manager's Report

1. Approval of Check Register

Mr. Showe: The first item that we have is the Check Register. We have Checks #17701 through #18074 for \$4,959,931.43. There is a summary of those invoices that follow. Should the Board have any questions, we can take those or we can take a motion to approve.

On MOTION by Mr. Brunner seconded by Mr. Gysen with all in favor the Check Register from August 1, 2024 through November 12, 2024 through January 31, 2024 in the amount of \$4,959,931.43 was approved.

2. Balance Sheet and Income Statement

Mr. Showe: Behind that, is your Balance Sheet and Income Statement. No action is required by the Board. I will point out, although these do reflect through September 30th, they are not audited yet, so there may be some changes depending on other invoices that might come in reflective of this time period. Other than that, it looks like everything is in good shape. Certainly, we can take any questions from the Board. That's all that we have on the District Manager's side.

NINTH ORDER OF BUSINESS

Other Business

Mr. Brunner: Is there any other business before the Board?

Mr. Gysen: No.

TENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Brunner: Any there any Supervisor's Requests? Hearing none.

ELEVENTH ORDER OF BUSINESS

Next Meeting Date – December 17, 2024

Mr. Showe: The next scheduled meeting date is December 17, 2024. I'm assuming it's at this location.

Mr. Showe: Yes.

Mr. Brunner: If there are no further questions, we need a motion to adjourn.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. McLeod seconded by Mr. Gysen with all in favor the meeting was adjourned.


Secretary / Assistant Secretary


Chairman / Vice Chairman