

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 15, 2022 at 10:00 a.m. at Circle Square Commons Cultural Center, 8395 S.W. 80th Street, Ocala, Florida.

Present and constituting a quorum were:

Kenneth D. Colen	Chairman
Paul Brunner	Vice Chairman
William D. McLeod, Jr.	Assistant Secretary
Jo Layman	Assistant Secretary
John Gysen	Assistant Secretary

Also present were:

George Flint	District Manager
Gerald Colen	District Counsel
Rachel Wagoner	District Counsel
Bryan Schmalz	BLCCDD
Crystal House	BLCCDD

FIRST ORDER OF BUSINESS

Roll Call

Mr. Kenneth Colen called the meeting to order at 10:00 a.m. and Mr. Flint called the roll. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Kenneth Colen: Is there anyone in the audience who wishes to comment? The floor is open for comments. Hearing none, I will close the public comment period.

THIRD ORDER OF BUSINESS

Notice of Meeting

Mr. Kenneth Colen: The notice of meeting was published on October 24, 2022 in the Ocala Star Banner.

FOURTH ORDER OF BUSINESS

Organizational Matters

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

Mr. Flint, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Kenneth Colen, Mr. Brunner and Mr. McLeod.

B. Consideration of Resolution 2023-02 Canvassing and Certifying the Results of the Landowners' Election

Mr. Kenneth Colen: Resolution 2021-01 is:

“A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNER’S ELECTION OF THE BAY LAUREL CENTER COMMUNITY DEVELOPMENT DISTRICT (CDD) HELD PURSUANT TO SECTION 190.006(2) FLORIDA STATUTES.”

Mr. Flint: Mr. Kenneth Colen will be listed in Seat 1 with 118 votes, Mr. Brunner in Seat 3 with 118 votes and Mr. McLeod in Seat 5 with 116 votes.

On MOTION by Mr. Brunner seconded by Mr. Gysen with all in favor Resolution 2023-02 Canvassing and Certifying the Results of the Landowners' Election was approved.

C. Election of Officers

D. Consideration of Resolution 2023-03 Electing Officers

Mr. Flint: After each election, the Statutes require that you elect officers. So, we provided Resolution 2023-03 electing a Chair, Vice Chair, Treasurer, Assistant Treasurer, Secretary and Assistant Secretaries. Currently, Mr. Kenneth Colen is Chairman, Mr. Brunner is Vice Chairman, Mr. McCloud, Ms. Layman and Mr. Gysen are Assistant Secretaries, I am Secretary, Ms. Jill Burns in my office is Treasurer and Ms. Hannah Henry is Assistant Treasurer. You can choose to keep those same officers or the Board can make a change. We can either handle each seat individually or if a Board Member wants to make a motion to elect a slate of officers, you can do it in one motion.

On MOTION by Ms. Layman seconded by Mr. Brunner with all in favor retaining the current slate of officers as evidenced by Resolution 2023-03 Electing Officers was approved.

FIFTH ORDER OF BUSINESS

Approval of Minutes

A. August 16, 2022 Meeting

Mr. Kenneth Colen: We have the approval of the minutes. We have a lot of minutes to catch up on. The minutes of the August 16th meeting are very extensive. Do we have any comments or corrections? I found one correction. On Page 17, in the first full paragraph, “The

pH level affects retention to nutrients” should be “The pH level affects retention of nutrients.”
That’s it for me. Is there anything else? If not, then we need a motion approving the August 16, 2022 meeting minutes.

On MOTION by Mr. Brunner seconded by Mr. Gysen with all in favor the Minutes of the August 16, 2022 Board of Supervisors Meeting were approved as amended.

B. September 6, 2022 Meeting

Mr. Kenneth Colen: Next are the minutes of the September 6, 2022 meeting. Are there any corrections to the minutes? Hearing none, we need a motion to accept the minutes of the September 6, 2022 meeting.

On MOTION by Mr. Brunner seconded by Ms. Layman with all in favor the Minutes of the September 6, 2022 Board of Supervisors Meeting were approved as presented.

C. September 20, 2022 Meeting

Mr. Kenneth Colen: Next are the minutes of the September 20, 2022 meeting. Are there any corrections to the minutes? Hearing none, we need a motion to accept the minutes of the September 20, 2022 meeting.

On MOTION by Mr. Gysen seconded by Mr. Brunner with all in favor the Minutes of the September 20, 2022 Board of Supervisors Meeting were approved as presented.

D. October 18, 2022 Meeting

Mr. Kenneth Colen: The last set of minutes are from the October 18, 2022 meeting. Were there any corrections to the minutes? Hearing none, we need a motion to accept the minutes of the October 18, 2022 meeting.

On MOTION by Mr. Gysen seconded by Mr. Brunner with all in favor the Minutes of the October 18, 2022 Board of Supervisors Meeting were approved as presented.

SIXTH ORDER OF BUSINESS

Review and Acceptance of Consulting Engineer’s Annual Report

Mr. Kenneth Colen: This is in a different format. It is from Kimley-Horn this year. Mr. Schmalz, would you like to walk us through this, please? State your name for the record.

Mr. Schmalz: Mr. Bryan Schmalz, Utility Director for the Bay Laurel Center CDD. A draft of this document was presented at the last Board meeting with the summary read for the Board Members. Nothing has changed other than some grammatical items.

Mr. Kenneth Colen: You can read the summary for yourself and find any conclusions on Page 20. What is your pleasure? We need a motion to accept the Engineer's Report as presented.

On MOTION by Mr. Brunner seconded by Ms. Layman with all in favor the Consulting Engineer's Annual Report for 2021-2022 as presented was accepted.

SEVENTH ORDER OF BUSINESS

Ratification of Agreement with CUSI for Off-site Server Hosting

Ms. House: Ms. Crystal House, Office Manager. Provided in your agenda booklet is the security program for Continental Utility Solutions (CUSI). Within this document, you will notice that security is at the highest concern for both CUSI and the hosted Cloud environment through Microsoft. A few of the key security features include user access protection through strong authentication. The internal system access is controlled through the multi-factor authentication. System access is logged and then audited. The data is encrypted in transit and in rest. The front-end fire wall and intrusion detection blocks unauthorized traffic. There is consistent system patching and vulnerability review, quarterly network vulnerability scans, an annual penetration test performed by a third party and configuration scans to ensure that the use of the Cloud computing service does not prevent an unnecessary risk. This was presented at the last Board Meeting, but the Board wanted to have more information on the security. You will see the security of all the software that they use for CUSI and Microsoft. Another item that was questioned at the last meeting was if there was going to be a cost to cancel the contract. I was able to intercept a previously issued check and the project is currently on hold. If the Board to chooses to cancel, there will be no cost.

Mr. Kenneth Colen: Thank you. I appreciate your responsiveness to our questions on this. To the extent that my concerns about security can never be fully addressed, you have done an excellent job working with CUSI on this. I appreciate that very much.

Ms. House: Thank you.

Mr. Kenneth Colen: So, we need a motion to ratify the CUSI agreement for off-site server hosting.

On MOTION by Mr. Brunner seconded by Mr. Gysen with all in favor the Agreement with CUSI for Off-site Server Hosting was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Kenneth Colen: Do we have anything from District Counsel?

Ms. Wagoner: I have none.

Mr. Kenneth Colen: Okay.

B. Utility Status Report

Mr. Schmalz: Mr. Bryan Schmalz, Utility Director for Bay Laurel Center. I just want to give an update on what our current production rates are on water treatment. We are producing an annual average daily flow of a little over 4,000,000 million gallons per day, which is 1.49 billion gallons of water in the past 12 months or an 14.7% increase in usage over last year. One of the big factors of that is the rainfall difference from this year to last year. It had been much less, which has driven our water usage up. As far as wastewater flows, we are treating 755,000 gallons per day on an annual average basis with 276 million gallons of wastewater treated in the past 12 months. 69% of that wastewater has been utilized in the public access reuse system for golf courses and common areas throughout the development, saving 189 million gallons of ground water. As far as an update on the North Water Reclamation Facility, I provided some aerial photos for the Board Members to see the project. The first one that you have is what we call the Rapid Infiltration Basins. These sites will allow us to move treated wastewater, reclaimed water, to these areas where the basin will percolate into the ground. We also refer to them as groundwater recharge areas. The pond on the right of the photo is 8.33 acres of the pond bottom. The one on the left is 7.21 acres. You will notice that the middle berm is not completed yet. The reason why is we still have to install a high-density polyethylene pipe that transfers the treated reclaimed water to those ponds. We didn't want to build that yet. There is no reason to build a berm and then dig through it. So that should be nearing completion. The second picture that you have is a different side view. That is a drainage swale on the back side of Stone Creek to the Longleaf Phase 4 neighborhood. We actually made some modification to that. We are going

to shallow that up a little bit. It doesn't look that deep there, but it's about a 14-foot drainage swale. We are bringing that up substantially. Then the third picture that you see is an overview. You can see the magnitude of that project with Stone Creek in the background. The main site is approximately 22 acres towards the bottom of that photograph. If you look, you can see three lines in the ground in the bottom middle of the picture. Those are actually the drains for the main oxidation ditch tankage. Those tanks are approximately a football field in size. Those will allow us to drain the tanks without utilizing pumps. Today was actually our first concrete pour onsite where we actually encase any piping that's underneath the structure. We have to encase the piping and concrete. That was done at 8:00 a.m.

Mr. Kenneth Colen: What is that pipe material?

Mr. Schmalz: That pipe material there is actually PVC DR-18, which is thicker. The problem that we were running into, typical usage is ductile iron, but the problem was the availability of ductile iron in that size. It is hard to get small size pipe right now. It is easy to get large size pipe because there's not a big demand for it, but the typical 8-inch, 10-inch and 12-inch pipe of ductile iron is very hard to get. It was an alternative to substitute and not prolong the project waiting for the ductile iron. All of the joints have bell restraints as well. It is encased in concrete on top of that. You can see the rapid infiltration basin at the top of the picture. The very large tree buffer between the facility and the site, will remain to provide what we call an environmental buffer between our residents and our facility. It's about a quarter mile from their property line to the actual treatment facility. To date, we are continuing pressure ground injection, filling voids, underground anomalies that we found during our testing. We are estimating around 2,400 yards of concrete will be injected underground, filling those anomalies. Currently, we are right around 1,600 to 1,700 yards installed to date. Electrical duct banks and understructure piping installation and concrete encasement will continue for the rest of the year. All of the material that we exported from those rapid infiltration basins are stored offsite. Mr. Kenneth Colen was nice enough to let us borrow a small area that we were able to stockpile. We are currently in the process of selling that dirt off. We are estimating around \$400,000 to \$500,000 in savings that will be brought back because we are able to sell that dirt at \$4 per yard. We are currently in the process of slowly hauling it out. We would like to haul it out faster. It is much easier getting the dirt stockpiled with the large off-road dumpsters. It is very difficult

moving it off-site. They are running about 15 truckloads a day out of that site. I am trying to get them to step it up. That’s all I have.

Mr. Kenneth Colen: Thank you, Bryan.

C. District Manager’s Report

1. Approval of Check Register

Mr. Flint: You have the Check Register from August 1st through October 31st for \$3,199,889.70. The detailed register is behind the summary. If there are any questions, we can discuss those.

Mr. Kenneth Colen: If there are no questions, I would entertain a motion to accept the Check Register Summary of August 1, 2022 through October 31, 2022.

On MOTION by Mr. Brunner seconded by Mr. McLeod with all in favor the Check Register for August 1, 2022 through October 31, 2022 in the amount of \$3,199,889.70 was approved.

2. Balance Sheet and Income Statement

Mr. Flint: No action is required on those. If you have any questions, we can discuss those.

Mr. Kenneth Colen: Are there any questions? Hearing none,

NINTH ORDER OF BUSINESS

Other Business

Mr. Kenneth Colen: Alright. Is there any other business to come before this Board?
Hearing none,

TENTH ORDER OF BUSINESS

Supervisor’s Requests

Mr. Kenneth Colen: Do we have any Supervisor’s requests? Mr. Brunner?

Mr. Brunner: No.

Mr. Kenneth Colen: Mr. McCloud?

Mr. McCloud: No.

Mr. Kenneth Colen: Mr. Gysen?

Mr. Gysen: No.

Mr. Kenneth Colen: I have none.

ELEVENTH ORDER OF BUSINESS

Next Meeting Date – December 6, 2022

Mr. Kenneth Colen: The next meeting is scheduled for December 6, 2022 at 10:00 a.m. at this location.

TWELFTH ORDER OF BUSINESS

Adjournment

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



Secretary / Assistant Secretary



Chairman / Vice Chairman