

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 21, 2023 at 10:00 a.m. at Circle Square Commons Cultural Center, 8395 S.W. 80<sup>th</sup> Street, Ocala, Florida.

Present and constituting a quorum were:

Kenneth D. Colen	Chairman
Paul Brunner	Vice Chairman
William D. McLeod, Jr.	Assistant Secretary
John Gysen	Assistant Secretary
Jo Layman	Outgoing Supervisor
Robert "Bo" Stepp	Incoming Supervisor

Also present were:

George Flint	District Manager
Bryan Schmalz	BLCCDD
Crystal House	BLCCDD
Sarah Burgess	BLCCDD
Mary Anne Lynum	OTOW

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Kenneth Colen: Is there anyone from the public who wishes to address the Board? Now is your opportunity to step to the microphone and state your name and address for the record. Does anyone wish to address the Board? Very good. I will close the public comment period.

**THIRD ORDER OF BUSINESS Notice of Meeting**

Mr. Kenneth Colen: It is in your agenda package. It was properly advertised on September 24, 2023 in the Ocala Star Banner.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes**

**A. August 15, 2023 Meeting**

Mr. Kenneth Colen: We have the minutes of the August 15, 2023 meeting. It was a long one.

Mr. Flint: Yes.

Mr. Kenneth Colen: Are there any corrections to the minutes? If not, I would move along to the September 19, 2023 minutes.

**B. September 19, 2023**

Mr. Kenneth Colen: Are there any corrections to the minutes. Hearing none, I need a motion approving the minutes of the August 15<sup>th</sup> and September 19, 2023 meetings.

On MOTION by Mr. Brunner seconded by Ms. Layman with all in favor the Minutes of the August 15 and September 19, 2023 Meetings were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Work Authorization Number 2024-1 with Dewberry for District Engineering Services**

Mr. Kenneth Colen: Next is the consideration of Work Authorization Number 2024-1 with Dewberry for District Engineering Services. You have had an opportunity to review it.

Mr. Flint: Dewberry is the District Engineer, although they are not actively involved in the utility operations at this point. They serve as your District Engineer. This is just a general work authorization in the event that we need them. It is based on an hour rate with a \$2,000 estimated budget.

Mr. Kenneth Colen: Very good. We need a motion accepting the work authorization.

Mr. Brunner MOVED to approve Work Authorization Number 2024-1 with Dewberry for District Engineering Services and Mr. Gysen seconded the motion.

Mr. Kenneth Colen: Is there any discussion? Hearing none,

On VOICE VOTE with all in favor Work Authorization Number 2024-1 with Dewberry for District Engineering Services was approved.

**SIXTH ORDER OF BUSINESS**

**Presentation of Annual Consulting Engineer's Report**

Mr. Schmalz: This is a very large report that was sent to everyone's email for review. I will summarize it by saying that they have found no deficiencies in the system. They have easily concluded that the District exceeds all requirements as set forth by the 2011 bond issuance. The District continues to take efforts to provide high quality water, reliable wastewater and reclaimed water to ensure that the system is maintained and improved through a Capital Improvement Plan (CIP). The CIP had been successful in identifying areas of need and funding the necessary improvements and subsequent expansions. The District has continued to maintain the Renewal and Replacement Funds as recommended by the Consulting Engineers. The District also maintains the proper level of insurance, indicating that all requirements included within the report are met.

Mr. Kenneth Colen: Thank you, Mr. Schmalz.

Mr. Flint: Yes. Thank you to the Bay Laurel team for running a great operation.

Mr. Kenneth Colen: We need a motion to ratify and accept this.

On MOTION by Mr. Gysen seconded by Mr. Brunner with all in favor the Annual Consulting Engineer's Report was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Series 2022B Requisitions #32 - #41 – Item Modified**

Mr. Kenneth Colen: Now we have the ratification of Requisitions #32 through #41 for Series 2022B. You had an opportunity to go through each of these requisitions. I just find it interesting that we hit the halfway point in expense with the Requisition #32 dated September 22<sup>nd</sup>. Outside of your report, we distributed Requisition #39 from Barney's Pumps, Requisition #40 from Hydro-Dyne Engineering and Requisition #41 from Hydro International Wastewater. Is this an approval or ratification?

Mr. Flint: It's a ratification. They are not required to be approved by the Board in advance of funding, but we always put them on the agenda, just to get them in the record and have the Board ratify them.

Mr. Brunner: If we can do that as a lump, I would recommend that we pick it up from #32 through and including #41 and ratify it.

Mr. Kenneth Colen: Okay. We need a motion ratifying Requisitions #32 through #41.

On MOTION by Mr. Gysen seconded by Mr. Brunner with all in favor Requisitions #32 through #41 for Series 2022B were approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Kenneth Colen: Do we have anything from the attorney?

Mr. Gerald Colen: No.

Mr. Kenneth Colen: Okay. That was a short report.

**B. Utility Status Report**

Mr. Kenneth Colen: Mr. Schmalz, can you give us a Utility Status Report?

Mr. Schmalz: Mr. Bryan Schmalz, Utility Director for Bay Laurel Center. Currently the District is producing an annual average daily flow of potable water of about 4.5 million gallons per day. For the past 12 months, we produced, 1.6 billion gallons of water in our service area from November of 2022 through October of 2023. That is a 10% increase year over year, over the same time period, which is based off of our population increase that we've seen with normal construction. Wastewater flows are up. We are averaging 863,000 gallons per day, with peaks of over 1 million, coming into the treatment facility. So, looking over the last 12 months, we treated 315 million gallons of wastewater and 51% was utilized in the public access reuse system, offsetting 192 million gallons of groundwater. As far as the North Water Reclamation Facility, I provided some updated aerial photos from October. The plant is progressing. We are getting a lot of material delivery onsite for equipment, screen presses, and clarifier mechanisms. On December 13<sup>th</sup>, we will be having a celebration as we are over the halfway mark for the facility. It is moving along quickly and I look forward to seeing all of you.

Mr. Kenneth Colen: Thank you for that. One question, what is the breakdown for the 4.5 million per capita?

Mr. Schmalz: Roughly 215 per capita. That is without any credits or deductions that we get for reclaimed water. Overall, without deductions, it is well above the 150, but once we work through the deductions and credits related to the golf course as well as the hayfields. Then we are more in line with that 150. I haven't run the report yet, as we are still waiting for the end of the year to evaluate where we stood in 2023. As of last year, after all of our credits, we were at 153

per capita, with a target of 150 per capita. This year has been a little dry, compared to where we were years ago.

Mr. Gysen: Just out of curiosity, when standard time kicks in and daylight goes away, do you see a big reduction? I don't know if everybody goes down to once-a-week watering.

Mr. Schmalz: We primarily see it once the cold weather really starts hitting. Like you said, they are supposed to go to two days per week watering to one day per week watering.

Mr. Gysen: Right.

Mr. Schmalz: Sometimes for some residents, they usually go from four days to three days. We do see some reductions, but not major ones, until we really start to get into the cold snaps and start to get some freezing events. Then we will fall down pretty dramatically. During the peak, we will hit 7-million-gallon days and will fall down to 1.5 million-to-2-million-gallon days during the winter.

Mr. Gysen: That should help with the 150 on average over the year.

Mr. Schmalz: Yes sir.

Mr. Gysen: Thank you.

**C. District Manager's Report**

**1. Approval of Check Register**

Mr. Flint: Mr. Chairman, you have the Check Register from August 1, 2023 through October 31, 2023, Check #'s 16560 through 17018 totaling \$4,492,418.05. The detailed register is behind the summary. If there are any questions, we can discuss those.

Mr. Kenneth Colen: Every one of those checks have original signatures on them?

Mr. Brunner: Yes, they do. I have the writer's cramp to prove it.

Mr. Kenneth Colen: Alright. We need a motion approving the Check Register?

On MOTION by Mr. Brunner seconded by Ms. Layman with all in favor the Check Register from August 1, 2023 through October 31, 2023 in the amount of \$4,492,418.05 was approved.

**2. Balance Sheet and Income Statement**

Mr. Kenneth Colen: The Unaudited Financial Statements for September 30, 2023 is attached for your information. Is there anything unusual?

Mr. Gysen: I don't think so.

Mr. Flint: No.

**NINTH ORDER OF BUSINESS**

**Other Business**

Mr. Kenneth Colen: I want to thank Ms. Jo Layman for her years of service with this Board. She has beautifully attended meetings and provided input. She helped the District be as good as it is. We'll miss you. So, what are you going to do with your new found time?

Ms. Layman: Whatever I want.

Mr. Kenneth Colen: Good answer.

Mr. Flint: I think Ms. Layman indicated that she intended to resign from the Board. So, one option would be to do that on the record now. Then the remaining Board Members can appoint her replacement, if you have a nomination that could be considered. That appointment could be made today or you can defer it. Probably the best course would be to do it on the record now and if you have someone to appoint, do it now. That way, they are sworn in and you don't have an issue with the quorum at a future meeting.

Mr. Kenneth Colen: Do we need a motion to accept the resignation?

Mr. Flint: Jo would need to resign, so it's part of the record. Then the Board could consider a replacement.

Ms. Layman: I resign.

Mr. Flint: Okay.

Mr. Kenneth Colen: Very good.

On MOTION by Mr. Kenneth Colen seconded by Mr. Brunner:  
with all in favor the resignation of Ms. Jo Layman was accepted.

Mr. Flint: Jo, you need to file Form 1F within 60 days of leaving the Board. We will email that to you as well. That will be your final filing as far as the disclosure requirements.

Ms. Layman: What about the financial disclosure?

Mr. Flint: There is one next June. I'm not sure if they will send it to you or not. That will come from the Supervisor of Elections if they need it, but we will send Form 1F to you.

Mr. Kenneth Colen: I would like to nominate Mr. Robert Stepp to fill the remaining term of Ms. Layman.

Mr. Flint: It expires in November of 2024.

On MOTION by Mr. Kenneth Colen seconded by Mr. Brunner: with all in favor the appointment of Mr. Robert Stepp to fill the unexpired term of Ms. Jo Layman with a term ending November 2024 was approved.

Mr. Flint: Congratulations, Mr. Stepp.

*Mr. Flint, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Stepp.*

**TENTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Mr. Flint: Do we have any Supervisor’s Requests? Hearing none,

**ELEVENTH ORDER OF BUSINESS**

**Next Meeting Date – December 19, 2023**

Mr. Kenneth Colen: The next meeting is December 19, 2023. We need a motion to adjourn.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman