

MINUTES OF MEETING  
ACREE  
COMMUNITY DEVELOPMENT DISTRICT

The Organizational meeting of the Board of Supervisors of the Acree Community Development District was held Wednesday, June 14, 2023 at 4:00 p.m. at 1819 Goodwin Street, Jacksonville, Florida.

Present and constituting a quorum:

Andy Allen	Vice Chairman
Rick Egger	Supervisor
William English	Supervisor

Also present:

Daniel Laughlin	District Manager, GMS
Wes Haber	District Counsel, Kutak Rock
Bill Schaefer	District Engineer, Dominion Engineering

*The following is a summary of the actions taken at the June 14, 2023 Organizational Meeting of the Board of Supervisors of the Acree Community Development District.*

**FIRST ORDER OF BUSINESS**

**Introduction**

**A. Roll Call**

Mr. Laughlin called the meeting to order.

**B. Public Comment Period**

Mr. Laughlin stated that no one from the public was present.

**C. Oath of Office**

Mr. Laughlin provided the oath of office for the three Board members, Will English, Andy Allen, and Rick Egger.

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**SECOND ORDER OF BUSINESS****Organizational Matters****A. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190**

Mr. Haber asked if anyone has served on a CDD before. He noted that they are an elected official which means they are subject to chapter 112 which is the Code of Ethics for public officials. Conflicts of interest, though there is an exception in the CDD law so you are able to vote on matters that benefit your employer, typically you would not be able to do that if you were an elected official. They allow that because they understand a CDD would not function if the initial Board members were not able to do that. The other two things that you need to be aware of is that you are subject to the Sunshine Law and Public Record Law. The Sunshine Law in Florida says you cannot speak with other Board members about CDD business outside the publicly noticed meetings, and that includes texts, emails, written correspondence as well as verbal communication.

Mr. Haber stated that on the public record side of things, more or less anything you get or produce as it relates to the CDD is going to be considered public record. Daniels company Governmental Management Services (GMS) will be the custodian of records. Essentially any document that gets provided to you by staff, you don't have any obligation to keep. Likewise, any email that you get from any members of the staff, you don't have to worry about keeping those but an email that you generate that may not be with staff you should keep that. We often recommend that you set up a CDD email address. He stated it only matters if there is a public records request. Public records only matters if the CDD gets a public records request from the member of the public. It's not just emails, public records are broad which includes written documents and also electronic documents.

**B. Acceptance of Minutes of the April 24, 2023 Landowners Election**

Mr. Laughlin noted acceptance of the minutes of the April 24, 2023 Landowner's Election. This will be an item at each meeting that is recorded and transcribed. Those minutes will be posted on the CDD website. They are public record and people can review them.

On MOTION by Mr. Allen, seconded by Mr. Egger, with all in favor, the Minutes of the April 24, 2023 Landowner's Election, were approved.
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**C. Consideration of Resolution 2023-01, Canvassing and Certifying the Results of the Landowners Election**

Mr. Laughlin noted we will set those votes that were given. We had the four-year terms for Andy Allen and Don Wenner. George, Rick and William will all have two-year terms.

On MOTION by Mr. English, seconded by Mr. Egger, with all in favor, Resolution 2023-01, Canvassing and Certifying the Results of the Landowners Election, was approved.

**D. Election of Officers****1. Resolution 2023-02 Appointing Officers**

Mr. Laughlin noted we look to appoint a Chairman and Vice Chairman and the remaining Board members will be Assistant Secretaries and from my office, I would be the Secretary, Jim Oliver will be an Assistant Secretary, Darrin Mossing Assistant Secretary, Marilee Giles and Howard McGaffney both Assistant Secretaries. We do this so we can sign documents. Mr. Haber noted particularly the Chair is going to be the one interacting with staff the most and signs most of the documents. If everyone is good with George, we will list George Leone as the Chair. If George is not available, you would reach out to the Vice Chair. Andy Allen will be Vice Chair. Mr. Haber stated Assistant Secretaries have the authority to sign documents if neither the Chair nor Vice Chair are available. Mr. Laughlin stated Chairman - George Leone, Vice Chair -Andy Allen, Daniel Laughlin – Secretary, Assistant Secretaries – William English, Rick Eggers, Don Wenner, James Oliver, Darrin Mossing, Marilee Giles, and Howard McGaffney. If the Board is fine with that, a motion would be needed to approve Resolution 2023-02.

On MOTION by Mr. Egger, seconded by Mr. Allen, with all in favor, Resolution 2023-02 Appointing Officers, was approved.

**2. Resolution 2023-03 Appointing Treasurer and Assistant Treasurer**

Mr. Laughlin noted these will be myself at the Treasurer and then James Oliver, Darrin Mossing, Marilee Giles, and Howard McGaffney as Assistant Treasurers in my office and this allows us to sign checks and other documents.

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On MOTION by Mr. Allen, seconded by Mr. Egger, with all in favor, Resolution 2023-03 Appointing Treasurer and Assistant Treasurers, was approved.

**THIRD ORDER OF BUSINESS**

**Retention of District Staff**

**A. Consideration of Agreement for District Management Services**

**1. Resolution 2023-04 Appointing District Manager**

Mr. Laughlin noted if there aren't any comments or discussion on the agreement then we just approve the resolution.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-04 Appointing District Manager - GMS, was approved.

**B. Consideration of Agreement for District Counsel Services**

**1. Resolution 2023-05 Appointing District Counsel**

Mr. Haber stated he would be happy to answer any questions regarding the agreement.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-05 Appointing District Counsel – Kutak Rock, was approved.

**C. Resolution 2023-06 Selection of Registered Agent and Office**

Mr. Laughlin stated his company would be the registered agent and our office would recommend our sister company RMS and they operate out of Jacksonville. They would have to stay in the county that the District is in so we can't keep them at our office. The RMS office holds a lot of our District records so we would still be the registered agent.

On MOTION by Mr. Egger, seconded by Mr. Allen, with all in favor, Resolution 2023-06 Selection of Registered Agent GMS and RMS Office, was approved.

**D. Resolution 2023-07 Appointing Interim District Engineer**

Mr. Laughlin noted there is representative here and the resolution in the agenda package. Mr. Schaefer noted he has been District Engineer on many CDD's. He stated they have a lot of experience and have done all of your preliminary work to this point.

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On MOTION by Mr. Allen, seconded by Mr. Egger, with all in favor, Resolution 2023-07 Appointing Interim District Engineer – Dominion Engineering Group, was approved.

**E. Consideration of Interim District Engineering Agreement and Work Authorization No. 1**

Mr. Laughlin noted this is included in the agenda package. Any questions or comments on that? Mr. Allen stated nothing sticks out to him and all looks good.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, the Interim District Engineering Agreement and Work Authorization No. 1, was approved.

**F. Request Authorization to Issue RFQ for Engineering Services**

Mr. Laughlin stated this seems a little confusing but Florida Law requires if you are going to retain a District Engineer on an ongoing basis, that you follow a public procurement process called the CCNA which is a notice in the newspaper. Nine times out of ten if not more, you get one proposal from the same company you signed up as your interim engineer and then sign the more long-term agreement with them but in order to sign a long-term agreement with an engineer, you need to publish that to the extent that you get more than one proposal. There are evaluation criteria that you would follow to award a contract. He noted this is a one-time one-page notice that goes in the newspaper. If you can keep Bill in the loop as to when that gets published, I have seen from time-to-time engineers forget to submit a proposal and then have to go through it again and do another notice.

On MOTION by Mr. English, seconded by Mr. Allen, with all in favor, the Authorization to Issue RFQ for Engineering Services, was approved.

**FOURTH ORDER OF BUSINESS                      Designation of Meetings and Hearing Dates**

**A. Consideration of Resolution 2023-08 Designation of Regular Monthly Meeting Date, Time and Location for Fiscal Year 2023 & Fiscal Year 2024**

Mr. Laughlin noted for this we have to set a schedule. Those dates can be changed as we go along. This is not set in stone but we do have to have an annual schedule adopted. Mr. Haber stated for the time being there is not a huge rush to issue bonds or have lots of activity at this

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District so the bare minimum, you need to meet twice and this meeting would count as one of those meetings for this year to adopt a budget. Start the budget adoption process today and 60+ days from now you will have to have at least one more meeting to formally adopt the budget and depending on how busy you are, you may not need to meet again until before June 15, 2024 to start that budget process. Mr. Haber stated you need at least three Board members present for a quorum. He noted one that District Counsel or the District Engineer does not have to be at the meeting and can be present via their cell phones or office. September 18 was chosen as next meeting at 4:00 p.m.

On MOTION by Mr. Egger, seconded by Mr. English, with all in favor, Resolution 2023-08 Designating a Regular Monthly Meeting Date, Time and Location for Fiscal Year 2023 and Fiscal Year 2024 – Today’s Meeting and September 18<sup>th</sup> at 4:00 p.m., was approved.

**B. Designation of Date of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes**

**1. Consideration of Resolution 2023-09 Setting a Public Hearing to Consider the Proposed Rules of the District**

**A. Rules of Procedure**

Mr. Laughlin noted this date would be the same September meeting. Mr. Haber stated the Rules of Procedure are just governed how the District operates. It is probably a 50-page document with 90% of it dealing with procurement so if the District is entering into contracts to purchase materials, construction, maintenance or certain dollar thresholds for maintenance \$195,000 and for construction is about \$400,000 then there is a specific process that must be followed as far as putting that in the newspaper, offering protest rights, and those types of things. The rules over more than that including how meetings are noticed. He noted you have between this meeting and September 18<sup>th</sup> to review it and ask any questions. We can certainly make revisions but the form we have provided is generally the form that our CDD clients adopt.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Designation of September 18<sup>th</sup> at 4:00 for Public Hearing to Adopt Rules of Procedure in Accordance with Section 120.54, Florida Statue and Resolution 2023-09 Setting September 18 at 4:00 to Consider the Proposed Rules of the District, was approved.

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**C. Designation of Dates of Public Hearing on the Budget for Fiscal Year 2023 & Fiscal Year 2024****1. Consideration of Resolution 2023-10 Setting the Public Hearing and Approving the Proposed Fiscal Year 2022/2023 & Fiscal Year 2023/2024 Budgets**

Mr. Laughlin noted stated this would be the same September meeting date. Mr. Haber stated you are currently in Fiscal year 2022/2023. Typically, you adopt a budget before the fiscal year starts but because the CDD was created during the fiscal year, you cannot do anything but adopt your budget during the year. You are actually going to be adopting two budgets, your budget for the existing year and your budget for the following year set for September 18<sup>th</sup>.

On MOTION by Mr. Egger, seconded by Mr. Allen, with all in favor, the Designation of September 18 at 4:00 for Public Hearing on the Budget for Fiscal Year 2023 & Fiscal Year 2024, was approved.
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Mr. Laughlin stated Consideration of Resolution 2023-10 that will set the public hearing date and approve the proposed budget for fiscal year 2022/2023 and fiscal year 2023/2024 budgets. You will see the budgets are in the agenda. He noted for the proposed budget as of right now for both years we are just looking at administrative expenses. The fiscal year total expenditures for fiscal year 2023 which is what we are currently in is \$48,373 and then for fiscal year 2024 \$118,393 and that is not necessarily saying that is exactly what will be spent. He noted the management is a contracted fee but things like attorney and engineering are all hourly and items like advertising and office supplies. This does not mean we will necessarily use this amount but it is what we are projecting. Depending on how it goes with being on the roll or direct billing and stuff like that, that will affect how the payment is made. Right now, we are just looking for those to set these amounts. He asked for any questions or comments.

Mr. Haber stated that what they are doing today is approving a proposed budget and it's really not until the September meeting that you will be adopting it as your final budget. The numbers are not set in stone for a lot of the items in the budget, it will be whether you actually use those services or not. Later in the agenda you will see how the budget gets funded through a Funding Agreement.

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On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-10 Setting the Public Hearing and Approval the Proposed Fiscal Year 2022/2023 and Fiscal Year 2023/2024 Budgets, was approved.

## **2. Approval of the Fiscal Year 2023 Budget Funding Agreement**

Mr. Haber stated typically on a build out CDD or even when you get some residents in there who you are going to assess to start paying for things, you fund your budget through the levy of assessments. In this case, it would not make sense to levy assessment against the property owners because you would be levying it against yourself or your business partners. You certainly have the authority as a Board to levy an assessment but more often than not in the early stages of a District you enter into this Funding Agreement and the budget gets funded with this agreement. GMS will reach out to you with funding requests to pay ongoing expenses of the District.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, the Approval of Fiscal Year 2023 Budget Funding Agreement, was approved.

## **3. Consideration of Funding Request No. 1**

Mr. Laughlin noted this is what Wes was talking about to kind of see how this works. The first funding request total amount is \$20,250 and those items are \$6,000 to open the operating account which you will have at the bank and gives a little money to have in case something comes up, then the insurance for Fiscal Year 2023 which is \$2,500, legal advertising at \$10,000 and then web site creation at \$88 and compliance at \$1,750. The legal advertising will typically go down. At one point, you will just be doing a notice for the monthly meetings which are \$80 or so. He noted it is a statute that the CDD has to have a web site to hold certain public records on.

On MOTION by Mr. English, seconded by Mr. Egger, with all in favor, Funding Request No. 1, was approved.

## **D. Resolution 2023-11 Setting Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing No Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes**

Mr. Haber stated this does not really need to be done yet. We often just do it all together for faster moving Districts but once CDDs are going to start collecting assessments against homes,

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Daniel's office does not do it but send an assessment roll to the Duval County Tax Collector and then the tax collector includes the assessment amounts on the tax bill that all of the homeowner's within the CDD or pending commercial properties as well received from the county and CDD assessments are paid to the county and then the county remits those payments to Daniel's office so they can pay the bond holders. In order to take advantage of that process, you are required to hold a public hearing and that is what this resolution sets so we often do it now to get it out of the way. If you are 100% certain at some point in the future that you are going to be using the CDD to levy and collect assessments against homeowners or other property owners within the boundaries, it will probably make sense to do it. The reason I say you don't have to do it is if there is any concern that you may not, there is a published notice that you pay for and you would be paying for that notice if you don't take advantage of the Uniform Method of Collection which is having the county collect your assessments for the CDD.

Mr. Haber stated you will set a future date for the public hearing but we would need to publish the notice for that public hearing. Mr. Laughlin suggested to table this until the September 18<sup>th</sup> meeting.

## **FIFTH ORDER OF BUSINESS**

### **Other Organizational Matters**

#### **A. Resolution 2023-12 Designating a Qualified Public Depository**

Mr. Laughlin noted a lot of their Districts use Wells Fargo. This portion is a checking account where the money is kept. The Trustee will hold the assessment in their accounts and we will use it to transfer it to our public depository which is linked to the checks that are cut. We use Wells Fargo, Truist, Hancock Whitney.

On MOTION by Mr. Egger, seconded by Mr. English, with all in favor, Resolution 2023-12 Designating Wells Fargo as Qualified Public Depository, was approved.

#### **B. Resolution 2023-13 Authorization of Bank Account Signatories**

Mr. Laughlin noted this resolution allows myself, Jim Oliver, Darrin Mossing, Marilee Giles, and Howard McGaffney to sign checks.

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On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-13 Authorization of Bank Account Signatories, was approved.

### **C. Consideration of Resolution 2023-14 Relating to Defense of Board Members**

Mr. Haber stated this is a resolution that establishes what would happen if a District or in particular individual Board member ever got sued. It rarely happens. This happens when you have residents controlling the Board and frequently have residents who dislike each other and they want to try and get them for violating the Sunshine Law or the Public Record Law. There is going to be directors' and officers' insurance in place. There are lawyers that will sue anybody for any reason. This covers how your provided coverage. We would make a claim under the directors' and officers' insurance. They retain separate litigation counsel and the insurance then picks up essentially the tab for that defense. We put this resolution in place for all of our Districts that establishes the manner in which you would be provided defense although highly unlikely you get sued.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-14 Relating to Defense of Board Members, was approved.

### **D. Consideration of Resolution 2023-15 Adopting Internal Controls Policy**

Mr. Haber stated that we need to get audited on a regular basis. The auditor is going to look to see if we have adopted this very document. If you look at the document, it talks about internal control and fraud abuse so this checks the box when the auditor comes to look to see if we have this type of policy in place. We show him this resolution and this policy and we get a check mark.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 02023-15 Adopting Internal Controls Policy, was approved.

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**E. Resolution 2023-16 Ratifying District Counsel Recording the “Notice of Establishment” in the Property Records of Duval County in accordance with Chapter 190.0485, Florida Statutes**

**1. Notice of Establishment**

Mr. Laughlin noted there is the notice of establishment tied to that resolution. Mr. Haber stated that is something that has already been done because it was required to be done within 30 days of the establishment of the CDD so my office went ahead and recorded it just to make sure we are compliant. As we mentioned, it is recorded in public records now.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-16 Ratifying District Counsel Recording the “Notice of Establishment” in the Property Records of Duval County in accordance with Chapter 190.0485, Florida Statute, was approved.

**F. Consideration of Resolution 2023-17 Adopting Investment Guidelines**

Mr. Laughlin stated we are fairly limited on what we can invest in since we are public funds with a risk level that has to be priority over the return of the investment.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-17 Adopting Investment Guidelines, was approved.

**G. Consideration of Resolution 2023-18 Authorizing Execution of Public Depositor Report**

Mr. Laughlin stated this is authorizing the District Manager myself as Treasurer to execute that report which the accountants will do and then I will sign off on.

On MOTION by Mr. Egger, seconded by Mr. English, with all in favor, Resolution 2023-18 Authorizing Execution of Public Depositor Report, was approved.

**H. Consideration of Resolution 2023-19 Designating a Policy for Public Comments**

Mr. Laughlin stated this is something that will not really be that effective until we have more residents and they start attending but this sets the policy of things being such as they have three minutes to speak and anything that would happen during these public comment sections, which you will notice we had one at the beginning of the meeting and there will be one at end of

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meetings too. Mr. Haber stated when going through the agenda, you will have members of the public raising their hand, you would say make your comments at the top and the bottom of the agenda. The rest of the agenda is for the Board to discuss and if the Board wants to let you make a comment during that discussion, it can but no requirement.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-19 Designating a Policy for Public Comments, was approved.

**I. Consideration of Resolution 2023-20 Adopting a Travel and Reimbursement Policy**

Mr. Laughlin stated this is something that is required to be done whether it is taken advantage of or not but Board members do have the right to have travel reimbursement.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-20 Adopting a Travel and Reimbursement Policy, was approved.

**J. Consideration of Resolution 2023-21 Adopting Prompt Payment Policy**

Mr. Laughlin stated this sets how we pay vendors. Mr. Haber stated all of the contacts require us to have essentially a 45-day period and it sets forth the penalties if you do not meet within that timeframe. If you are dissatisfied with the service or product, you have the right to inform them that you are dissatisfied and are not paying for it but you have to follow this process in order to do that. If you fail to follow this process or just don't pay in time then there are the interest penalties that accrue. It is Florida Law.

On MOTION by Mr. Egger, seconded by Mr. English, with all in favor, Resolution 2023-21 Adopting Prompt Payment Policy, was approved.

**K. Consideration of Resolution 2023-22 Adopting a Records Retention Policy**

Mr. Laughlin stated his office is the administrative office and the local records office will be the address for the RMS office.

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On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-22 Adopting a Records Retention Policy, was approved.

**L. Consideration of Compensation to Board Members**

Mr. Laughlin stated Board members are eligible for up to \$200 a meeting up to \$4,800 per year in compensation so this will set that policy. Mr. Haber stated it is really each individual Board members decision on whether they want to accept or not accept payment.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, the Compensation to Board Members, was approved.

**M. Resolution 2023-23 Designating the Primary Administrative Office and Principal Headquarters of the District**

Mr. Laughlin stated this will be setting the administrative office at my office.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-23 Designating the Primary Administrative Office and Principal Headquarters of the District, was approved.

**N. Consideration of Website Services Agreement**

Mr. Laughlin stated there is a proposal from Realign Web Design. They do a lot of our Districts. We are required to have a web site for the District. It will be \$1,750 to create the web site. There is the option of ADA compliance audit that is \$960 annually. You do not necessarily have to accept that as it is something that they offer. The web sites do have to be ADA compliant. Mr. Laughlin stated they will do web site creation only.

On MOTION by Mr. Egger, seconded by Mr. English, with all in favor, the Website Services Agreement, was approved.

**O. Authorization to Prepare Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1<sup>st</sup> for Duval County**

Mr. Laughlin stated this is a report that is required if you have done any of the public facilities reports in the past. Mr. Haber stated for this August there is a need to do one because we

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do not have any public facilities. It is really going to start once we start. Mr. Laughlin stated every seven years this needs to be updated.

On MOTION by Mr. Egger, seconded by Mr. English, with all in favor, the Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.09 Florida Statutes to Coincide with Special District Filing Date of August 1<sup>st</sup> for Duval County, was approved.

**P. Consideration of Resolution 2023-24 Authorizing Chairperson to Execute Plats, Permits, and Conveyances**

Mr. Haber stated this is less important now but once you start developing for efficiency's sake, it helps to have that authority designated to the Chair and Vice Chair so you can move forward with a plat without having to worry about conveying a meeting.

On MOTION by Mr. Egger, seconded by Mr. Allen, with all in favor, Resolution 2023-24 Authorizing Chairperson to Execute Plats, Permits, and Conveyances, was approved.

**Q. Consideration of Resolution 2023-25, Authorizing the Disbursement of Funds**

Mr. Laughlin stated that this covers how things can be paid outside of meetings. He noted a lot of the items are contractual. Mr. Haber stated it is an efficiency type thing. It is what you are designating to pay for things without having to come before the Board.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-25, Authorizing the Disbursement of Funds, was approved.

**R. Consideration of Resolution 2023-26, Approving Boundary Amendment (Expansion)**

Mr. Haber stated the blue on the exhibit is the existing District and the red is what's to be added to the District. This requires petitions to be filed with the City of Jacksonville which is the entity that created the District. He noted they are also the entity that oversees expansions.

On MOTION by Mr. Allen, seconded by Mr. Egger, with all in favor, Resolution 2023-26, Approving Boundary Amendment (Expansion), was approved.

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**SIXTH ORDER OF BUSINESS**

**Other Business**

**A. Staff Reports**

**1. Attorney**

**a. Presentation of E-Verify Memorandum**

Mr. Haber stated this is more just FYI as a CDD we are required to comply with E-Verify which means any agreement entered into is required to have specific contractual language saying that the contractor is compliant with E-Verify which is the check on immigration status. He noted another thing not on the agenda starting in 2024, all CDD Board members are required to get four hours of ethics training. We will get with you on the best way to go about fulfilling that obligation. He stated it will probably be online courses.

**2. Manager**

Mr. Laughlin had nothing to report unless there were any questions.

**B. Supervisors Requests**

Mr. Laughlin stated at normal meetings this will be open to any questions, audience to make any comments on agenda items and audience comments are just open comments where they can state any of their concerns. We have no audience present.

There were no Supervisor's request.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Laughlin stated the next scheduled meeting is September 18<sup>th</sup> at 4:00 p.m. at the Corner Lot Office.

Mr. Laughlin adjourned the meeting.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, the meeting was adjourned.

DocuSigned by:  
*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*George Leone*  
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Chairman/Vice Chairman