

**MINUTES OF MEETING
AUBURN LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The Organizational meeting of the Board of Supervisors of the Auburn Lakes Community Development District was held Thursday, **May 23, 2024** at 10:05 a.m. at the Lake Alfred Public Library, 245 N Seminole Avenue, Lake Alfred, Florida.

Present and constituting a quorum:

Lee Saunders	Chairman
Dan Lewis	Vice Chairman
Lee Moore	Assistant Secretary
Duane “Rocky” Owen	Assistant Secretary
Tom Franklin	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Jennifer Kilinski <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Grace Kobitter <i>by Zoom</i>	District Counsel, Kilinski Van Wyk

FIRST ORDER OF BUSINESS

Introduction

A. Call to Order

Ms. Burns called the meeting to order and called the roll. Five Board members were present constituting a quorum.

B. Public Comment Period

Ms. Burns stated that they just have the Board members and staff at the meeting. There are no members of the public to provide comment.

C. Oath of Office

Ms. Burns swore in Lee Moore, Lee Saunders, Rocky Owen, Tom Franklin, and Dan Lewis. Ms. Burns and Ms. Kobitter provided a brief review of the Sunshine Law, the Public Records Law, and the Ethics Law.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Confirmation of Notice of Meeting

B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190

C. Election of Officers

May 23, 2024

Auburn Lakes CDD

1. Consideration of Resolution 2024-01 Appointing Officers

Ms. Burns stated that they need to elect a Chair, Vice Chair and Assistant Secretaries. She noted that are asking the Board to name her, Jill Burns, as Secretary along with George Flint in her office as an Assistant Secretary. The Board agreed for Mr. Lee Saunders to be Chairman, Mr. Dan Lewis to be Vice Chairman and the other three Supervisors to be Assistant Secretaries.

On MOTION by Mr. Moore, seconded by Mr. Owen, with all in favor, Resolution 2024-01 Appointing Jill Burns as Secretary, George Flint as Assistant Secretary, Lee Saunders as Chairman, Dan Lewis as Vice Chairman and the other three Supervisors as Assistant Secretaries, was approved.

2. Consideration of Resolution 2024-02 Appointing Treasurer and Assistant Treasurers

Ms. Burns stated that this names George Flint in their office as Treasurer and Katie Costa and Darrin Mossing, Sr. as Assistant Treasurers.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2024-02 Appointing George Flint as Treasurer and Katie Costa and Darrin Mossing, Sr. as Assistant Treasurers, was approved.

THIRD ORDER OF BUSINESS

Retention of District Staff

A. Consideration of Contract for District Management Services

1. Consideration of Resolution 2024-03 Appointing District Manager

Ms. Burns stated this resolution would appoint GMS as the District Manager for Auburn Lakes CDD. She noted that their standard form of agreement is included as well and is consistent with all their other Districts they have done in the past year. She was happy to answer any questions on any of the fees that are listed on Exhibit A.

On MOTION by Mr. Moore, seconded by Mr. Lewis, with all in favor, Resolution 2024-03 Appointing GMS as District Manager, was approved.

B. Consideration of Contract for District Counsel Services

1. Consideration of Resolution 2024-04 Appointing District Counsel

Ms. Burns stated this resolution would appoint Kilinski | Van Wyk PLLC as their District Counsel. Their agreement is included in the agenda packet for review.

On MOTION by Mr. Saunders, seconded by Mr. Moore, with all in favor, Resolution 2024-04 Appointing Kilinski | Van Wyk PLLC as District Counsel, was approved.

May 23, 2024

Auburn Lakes CDD

C. Consideration of Resolution 2024-05 Selection of Registered Agent and Office

Ms. Burns stated this resolution names her, Jill Burns, as the Registered Agent and her office in Orlando.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2024-05 Selection of Registered Agent and Office, was approved.

D. Consideration of Resolution 2024-06 Appointing Interim District Engineer

Ms. Burns stated this resolution would name Landmark Engineering & Surveying Corporation as their Interim District Engineer.

On MOTION by Mr. Saunders, seconded by Mr. Moore, with all in favor, Resolution 2024-06 Appointing Landmark Engineering & Surveying Corporation as Interim District Engineer, was approved.

E. Consideration of Interim District Engineering Agreement

The Interim District Engineer Agreement is included in the agenda packet for review.

F. Request Authorization to Issue RFQ for Engineering Services

Ms. Burns stated engineering services is one of the professionals that has to go through the RFQ process where they will place an ad to solicit qualification statements. Then, they will come back to the Board for review and rankings. The ad that will be placed pending authorization from the Board is included in the agenda packet for review. The date is June 23, 2024.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Authorizing Staff to Issue RFQ for Engineering Services, was approved.

FOURTH ORDER OF BUSINESS

Designation of Meetings and Hearing Dates

A. Consideration of Resolution 2024-07 Designation of Regular Monthly Meeting Date, Time, and Location for Remaining Fiscal Year 2024 Meetings and Upcoming Fiscal Year 2025 Meetings

Ms. Burns stated the recommended date that they have is the third Wednesday of each month at 11:00 a.m. in the Dunston Harvesting office location. After discussion, it was decided to table this item for now and coordinate outside of the meeting to come up with a meeting date, time, and location. When they come back in July they will set the rest of the meetings at that time.

May 23, 2024

Auburn Lakes CDD

B. Consideration of Resolution 2024-08 Designation of Landowner’s Meeting Date, Time, and Location

Ms. Burns stated they need to hold a Landowners’ Election within 90 days of establishment. The proposed date would be Tuesday, July 30, 2024 at 11:00 a.m. in their current location.

On MOTION by Mr. Moore, seconded by Mr. Franklin, with all in favor, Resolution 2024-08 Designation of Landowner’s Meeting for July 30, 2024 at 11:00 a.m. at same location, was approved.

C. Designation of Dates of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes

1. Consideration of Resolution 2024-09 Setting a Public Hearing to Consider the Proposed Rules of the District

A. Rules of Procedure

Ms. Burns stated Resolution 2024-09 was included in their agenda packet for review. She noted that those rules were attached. She suggested July 30, 2024 at 11:00 a.m. in their current location.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2024-09 Setting the Public Hearing for July 30, 2024 at 11:00 a.m. in their current location, was approved.

2. Consideration of Resolution 2024-10 Setting a Public Hearing to Adopt Amenity Rules and Rates for the District

Ms. Burns stated they started adding this to the Organizational meeting so there is a standard non-resident user fee and card access. She suggested to set the hearing for July 30, 2024 at 11:00 a.m. in this location.

On MOTION by Mr. Saunders, seconded by Mr. Franklin, with all in favor, Resolution 2024-10 Setting a Public Hearing for July 30, 2024 at 11:00 a.m. in their current location, was approved.

D. Designation of Dates of Public Hearing on the Budget for Fiscal Year 2023/2024 and 2024/2025

1. Consideration of Resolution 2024-11 Setting the Public Hearing and Approving the Proposed Budget for Fiscal Year 2023/2024 and 2024/2025 Budget

Ms. Burns presented Resolution 2024-11, which is included in the agenda packet for review. She stated both fiscal years are included. She explained that the Fiscal Year 2024 budget is just a prorated version of the 2025 budget, and it accounts for from establishment through the end of the year. She noted

May 23, 2024

Auburn Lakes CDD

for the 2025 budget, they put a field contingency in there in the event that is needed. She pointed out this would be developer funded. The public hearing date will be July 30, 2024 at 11:00 a.m. in this location.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2024-11 Setting the Public Hearing for July 30, 2024 at 11:00 a.m. at the same location and the Proposed Budget for Fiscal Year 2023/2024 and 2024/2025 Budget, was approved.

2. Approval of the Fiscal Year 2023/2024 and Fiscal Year 2024/2025 Developer Funding Agreements

Ms. Burns stated this was with Auburn Lakes, LLC and that entity will agree to fund the operations and maintenance of the District based on the budget that the Board eventually approves.

On MOTION by Mr. Franklin, seconded by Mr. Saunders, with all in favor, the Fiscal Year 2023/2024 and Fiscal Year 2024/2025 Developer Funding Agreements, was approved.

E. Consideration of Resolution 2024-12 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes

Ms. Burns stated this was the hearing they would go through so they can collect their assessments on roll when they are ready to do that. The suggested date is July 30, 2024 at 11:00 a.m. at their current location.

On MOTION by Mr. Moore, seconded by Mr. Lewis, with all in favor, Resolution 2024-12 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in Accordance with Section 197.3632, Florida Statutes for July 30, 2024 at 11:00 a.m. in the same location, was approved.

FIFTH ORDER OF BUSINESS

Other Organizational Matters

A. Consideration of Resolution 2024-13 Designating a Qualified Public Depository

Ms. Burns stated this resolution was the account they would establish for O&M funds. The suggestion was Truist, which is where they have all the accounts for all the other Districts. She was happy to answer questions.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2024-13 Designating Truist as Qualified Public Depository, was approved.

May 23, 2024

Auburn Lakes CDD

B. Consideration of Resolution 2024-14 Authorization of Bank Account Signatories

Ms. Burns stated this resolution authorizes the Secretary, Treasurer and Assistant Treasurer to be signers on the account. She was happy to answer any questions.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2024-14 Authorization of Bank Account Signatories, was approved.

C. Consideration of Resolution 2024-15 Relating to Defense of Board Members

Ms. Burns stated this resolution outlines that certain Officers and staff of the District will be provided legal support in the event that they are named in a lawsuit in relation to their duty to the District.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-15 Relating to Defense of Board Members, was approved.

D. Consideration of Resolution 2024-16 Authorizing District Counsel to Record the Property Records of Polk County, Florida the “Notice of Establishment” in accordance with Chapter 190.0485, Florida Statutes

1. Notice of Establishment

Ms. Burns presented Resolution 2024-16 to the Board.

On MOTION by Mr. Saunders, seconded by Mr. Owen, with all in favor, Resolution 2024-16 Authorizing District Counsel’s Actions in Recording the Property Records of Polk County, Florida the Notice of Establishment in Accordance with Chapter 190.0485, Florida Statutes, was approved.

E. Consideration of Resolution 2024-17 Adopting Investment Guidelines

Ms. Burns stated Florida Statutes outlines options that are available through the District to invest funds that they have that are in excess of the amounts that they need for general operating procedures. The options available were listed in the agenda packet for review.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2024-17 Adopting Investment Guidelines, was approved.

F. Consideration of Resolution 2024-18 Authorizing Execution of Public Depositor Report

Ms. Burns stated this resolution authorizes the District Manager or the Treasurer to sign and submit that report to the state.

May 23, 2024

Auburn Lakes CDD

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2024-18 Authorizing Execution of Public Depositor Report, was approved.

G. Consideration of Resolution 2024-19 Designating a Policy for Public Comment

Ms. Burns stated this resolution outlines policies and procedures that allow members of the public who may attend their meetings to comment on any items that may be coming before the Board.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2024-19 Designating a Policy for Public Comment, was approved.

H. Consideration of Resolution 2024-20 Adopting a Travel and Reimbursement Policy

Ms. Burns stated Florida Statutes establishes standard travel and reimbursement rates for their Public Officers or employees who are traveling on behalf of a public agency. That policy is attached to the resolution for review.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2024-20 Adopting a Travel and Reimbursement Policy, was approved.

I. Consideration of Resolution 2024-21 Adopting Prompt Payment Policy

Ms. Burns stated Florida Statutes requires timely payment to vendors and contractors who are providing certain events or services to the District. This policy is consistent with Florida Statutes.

On MOTION by Mr. Moore, seconded by Mr. Lewis, with all in favor, Resolution 2024-21 Adopting Prompt Payment Policy, was approved.

J. Consideration of Resolution 2024-22 Adopting a Records Retention Policy

Ms. Burns stated there are two options and resolutions provided along with a memo from Ms. Gentry’s firm outlining those two options. Their staff recommendation is to go with option one, which allows them to destroy records based on state guidelines rather than option two, which would require them to keep all paper for all end of time. The Board agree with the recommendation to go with option one.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-22 Adopting a Records Retention Policy Option 1, was approved.

May 23, 2024

Auburn Lakes CDD

K. Consideration of Compensation to Board Members

Ms. Burns stated Board members are allowed to receive compensation for up to \$200 per meeting. All Board members agreed to receive compensation.

L. Consideration of Resolution 2024-23 Selecting District Records Office Within Polk County

Ms. Burns presented Resolution 2024-23 to the Board of Supervisors. It was decided to select 5529 US 98 N. Lakeland Florida 33809 as the District record office within Polk County.

On MOTION by Mr. Moore, seconded by Mr. Saunders, with all in favor, Resolution 2024-23 Selecting District Records Office Within Polk County, was approved.

M. Consideration of Resolution 2024-24 Designating the Primary Administrative Office and Principal Headquarters of the District

Ms. Burns presented Resolution 2024-24 to the Board of Supervisors She noted the primary office would be their office in Orlando, which is listed in the resolution. She also noted that 5529 US 98 N. Lakeland Florida 33809 would be the principal headquarters of the District.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-24 Designating the Primary Administrative Office and Principal Headquarters of the District, was approved.

N. Consideration of Website Services Agreement

Ms. Burns stated this was from ReAlign Web Design. It's a one-time fee of \$1,750 and they will create an ADA compliant website for the District.

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

O. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1st for Polk County

Ms. Burns stated this is just authorizing the preparation and filing of the public facilities report when it's due.

On MOTION by Mr. Saunders, seconded by Mr. Moore, with all in favor, Authorization to Prepare Public Facilities Report in Accordance with

May 23, 2024

Auburn Lakes CDD

Chapter 189.08 Florida Statutes to Coincide with Special District Filing in Polk County, was approved.

SIXTH ORDER OF BUSINESS

Capital Improvements

A. Appointment of Financing Team

1. Consideration of Resolution 2024-25 Appointing Bond Counsel

Ms. Burns stated this resolution appoints George A Smith as the District’s Bond Counsel.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-05 Appointing George A. Smith. as Bond Counsel, was approved.

2. Consideration of Resolution 2024-26 Appointing Investment Banker

Ms. Burns stated this resolution appoints FMS Bonds as their Investment Banker and Underwriter for the future bond issuance.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-06 Appointing FMS Bonds as the Underwriter, was approved.

3. Assessment Administrator

Ms. Burns stated the fees are included in the contract the Board already approved in the GMS contract, which was approved earlier in this meeting.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Appointing GMS Bonds as Assessment Administrator, was approved.

4. Trustee

Ms. Burns presented a proposal from US Bank, which is included in the agenda package for review. She stated that they are required to designate a trustee as part of the bond validation process.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Appointing the Trustee, was approved.

B. Approval of Financing Team Funding Agreement

Ms. Burns stated this agreement is with Auburn Lakes, LLC.

On MOTION by Mr. Saunders, seconded by Mr. Moore, with all in favor, the Financing Team Funding Agreement, was approved.

May 23, 2024

Auburn Lakes CDD

SEVENTH ORDER OF BUSINESS**Financing Matters****A. Consideration of Engineer's Report**

Ms. Burns stated the Engineer's Report is included in the agenda package for review. She stated there were a couple of items that need to be verified or updated. So, the intent is to approve this is substantial form which will authorize staff to finalize the report. There was a correction to item three of the report where the paragraph has 233 single-family homes, and the table has 250 single family. The correct number is 233 single-family homes, so the table has the incorrect number. There was also a note to remove "*gravity collection*" under the "*Water, Wastewater and Reclaim Utilities:*" item. Ms. Burns noted the information they are waiting on is the offsite improvements. She noted that the product types they have are 233 Single Family, 266 Townhomes units, 312 Multi-family Apartments, and 1 Hotel. She noted the units for the hotel are broken down in the assessment methodology. She reviewed the breakdown of the acreage stating they have 255.05 acres within the community. She explained that there is a cost estimate on section five totaling \$34,243,000. There was a note to increase the "*Amenities/Parks/Recreation*" to \$2,000,000 instead of \$1,000,000. Ms. Burns stated the updated total after the increase for "*Amenities/Parks/Recreation*" is \$35,243,000.

On MOTION by Mr. Franklin, seconded by Mr. Saunders, with all in favor, the Engineer's Report, was approved in substantial form.

B. Consideration of Master Assessment Methodology

Ms. Burns presented the Master Assessment Methodology to the Board. She noted this methodology was updated yesterday from the version that was sent in your package. She explained that this was the Master Assessment Methodology dated as of today. She further explained that this assessment report assigns benefit to the properties in the District that benefit from the Capital Improvement Plan that is outlined in the Engineer's Report. She noted this assessment report will be supplemented with one or more Supplemental Assessment Methodology Reports that will reflect the actual terms of each series of bonds as they are issued. She reviewed the tables attached on page nine. Table 1 is the development program, which it will be updated for clarification to 233 for the single family units. She noted they have ERUs assigned for each of the product types, which she reviewed. Table 2 shows the infrastructure cost estimates from the Engineer's Report, and it will be updated based on the change to the "*Amenities/Parks/Recreation*" from \$1,000,000 to \$2,000,000. She added that this change will bring the total amount to \$35,243,000. Table 3 shows their estimated bond sizing. She noted this would fluctuate a little bit based on the \$1,000,000 cost increase. She reviewed the numbers as outlined. Table 4 shows the allocation of benefit. Table 5 shows the par debt per unit. She explained that this would be the most amount

May 23, 2024

Auburn Lakes CDD

of debt they would issue on any of those product types. Ms. Kilinski noted she anticipated all this will increase because they have less single family homes and they've got an additional million dollars in cost. Table 6 breaks down the net and gross annual debt assessment per unit, which will be higher based on the changes. Table 7 is the preliminary assessment roll, and it shows they have one landowner, Auburn Lakes, LLC, with 255.05 acres. She added this allocates debt per acre based on the total, which will change a little. She pointed out a legal description of the property is also attached.

Ms. Kilinski stated they will have a public hearing and they will get a mailed notice that will have the higher number. She explained that if they have any modifications, they want to go high because they can always go lower when they come back to the public hearing. She added they want to notice the maximum assessment level.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, the Master Assessment Methodology, was approved in substantial form.

C. Consideration of Resolution 2024-27 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings

Ms. Kilinski presented Resolution 2024-27 to the Board. She stated they would update this to reflect the gross up amount based on the new \$35,000,000. She explained that this was the resolution that was going to be attached to their validation complaint. She noted she always thinks of this validation process as the District suing itself. She stated this bond resolution will be attached to the validation and it's going to authorize the not to exceed amount of bonds based on the gross up from Ms. Burns office on the \$35,000,000 Capital Improvement Plan. She noted it will attach the Master Trust Indenture, which is the agenda package. She also noted it will appoint the Trustee as U.S. Bank, which was already approved. She added this is just the maximum amount of bonds.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-27 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved.

D. Consideration of Resolution 2024-28 Declaring Special Assessments and Approval of Assessment Methodology and Setting Public Hearing for Special Assessments

Ms. Burns stated this kicks off their assessment process. The set the public hearing for special assessments for July 30, 2024 at 11:00 a.m. in this location.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-28 Declaring Special Assessments and Approval of

May 23, 2024

Auburn Lakes CDD

Assessment Methodology and Setting Public Hearing for Special Assessments for July 30, 2024 at 11:00 a.m. in this location, was approved.

EIGHTH ORDER OF BUSINESS

Other Business

A. Consideration of Resolution 2024-29 Authorizing the Disbursement of Funds

Ms. Burns stated this resolution outlines thresholds that continuing expenses or noncontinuing expenses can be approved outside of a Board meeting.

On MOTION by Mr. Moore, seconded by Mr. Lewis, with all in favor, Resolution 2024-29 Authorizing the Disbursement of Funds, was approved.

B. Consideration of Resolution 2024-30 Granting the Chairperson and Vice Chairperson the Authority to Execute Plats and Documents Related to the Development of the District's Improvements

Ms. Burns presented Resolution 2024-30 to the Board. She stated a lot of cities and counties require a resolution that shows who is authorized to sign off on those items and this is what they will provide to them when requested. She was happy to answer any questions.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-30 Granting the Chairperson and Vice Chairperson the Authority to Execute Plats and Documents Related to the Development of the District's Improvements, was approved.

C. Consideration of Resolution 2024-31 Direct Purchase Resolution

Ms. Burns stated under this resolution the District is finding that because they are a governmental entity and tax exempt, directly purchasing construction materials through the District if they choose to do so will be a significant cost savings for the District.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-31 Direct Purchase Resolution, was approved.

D. Consideration of Resolution 2024-32 Authorizing the Use of Electronic Documents and Signatures

Ms. Burns stated this resolution will allow the District to utilize something like DocuSign to execute the majority of the District's documents.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-32 Authorizing the Use of Electronic Documents and Signatures, was approved.

May 23, 2024

Auburn Lakes CDD

E. Consideration of Resolution 2024-33 Adopting an Internal Controls Policy

Ms. Burns stated Florida Statutes requires that a District establish internal controls that are designed to prevent fraud, waste or abuse and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, Resolution 2024-33 Adopting an Internal Controls Policy, was approved.

F. Approval of Funding Request No. 1

Ms. Burns stated this was the initial amount to open the District’s bank account and also fund all of those public hearing notices and everything that they have as well as procure insurance for the District. Those will be directed to Supervisor Lee Saunders when they come.

G. Staff Reports

i. Attorney

a) E-Verify Memorandum

Ms. Kobitter noted there was an E-Verify memorandum included in the agenda package outlining the requirement as well as sampling the language that they include in their contracts to ensure that the District is meeting that requirement.

ii. Manager

There being no comments, the next item followed.

H. Supervisor’s Requests

There being no requests, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked the Board for adjournment.

On MOTION by Mr. Saunders, seconded by Mr. Lewis, with all in favor, the meeting was adjourned.

Jill Burns
Secretary/Assistant Secretary

DocuSigned by:
Lee Saunders
70A876B45E0545D...
Chairman