

**MINUTES OF MEETING
POINCIANA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Poinciana Community Development District was held on Wednesday, **October 18, 2023** at 11:00 a.m. via Zoom Communication Media Technology and at Mosaics 388 Village Drive, Poinciana, Florida.

Present and constituting a quorum were:

Lita Epstein	Chair
Tony Reed	Vice Chair
Robert Zimbardi	Assistant Secretary
Anita Nelson	Assistant Secretary
Jon Cameron	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Jay Lazarovich	District Counsel
Kathy Leo	District Engineer
Clayton Smith	Field Manager
Joel Blanco	Field Services

The following is a summary of the discussions and actions taken at the October 18, 2023 Poinciana Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order and called the roll at 11:00 a.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Public Comment Period on Agenda Items

Ms. Epstein opened the public comment period. There being none, Ms. Epstein closed the public comment period.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the July 19, 2023 Meeting

On MOTION by Mr. Reed seconded by Mr. Cameron with all in favor the Minutes of the July 19, 2023 Meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-01 Approving the Conveyance of Property from Avatar Properties, Inc.

Mr. Lazarovich presented Resolution 2024-01, Approving the Conveyance of Certain Stormwater Ponds from Avatar Properties, Inc. (Avatar). Pond P8 was not included in the conveyance and would be conveyed at a later time. Ms. Epstein asked if this pond was in the new section. Mr. Lazarovich replied affirmatively. Mr. Cameron believed there were two ponds, P8A and P8B. Ms. Leo explained it was defined as one pond with no A or B designation. Mr. Lazarovich stated a Special Warranty Deed was included in the resolution, transferring the real property from Avatar to the CDD, Bill of Sale Absolute and Agreement, transferring the infrastructure improvements from Avatar to the CDD, Owners Affidavit, Agreement Regarding Taxes, to ensure there were no outstanding taxes or encumbrances on the property and Certificate of District Engineer. They requested a title commitment, but the title policy would not be issued until after the recording of the deed. Lastly, a closing statement would be signed as part of this closing, showing that all fees were paid by Avatar. There was an additional exhibit to the Bill of Sale, identifying all of the tracks on the plats that would show the bonds are being transferred.

Ms. Epstein questioned how the retaining walls were resolved. Mr. Lazarovich stated they were excluded on the conveyance documents. They were sending a letter to the HOA explaining why the CDD would not be taking on those improvements. Mr. Cameron questioned who would be responsible for the retaining walls. Mr. Lazarovich confirmed that the HOA would be responsible; however, in the Special Warranty Deed, Avatar reserved an easement for all of

those improvements, giving them the right to go in and maintain those improvements. Mr. Zimbardi pointed out according to the notes on the drawings, the walls were still owned by the owner of the property and the HOA was responsible for the maintenance going forward and if any maintenance was required, it would be between the homeowner and the HOA, but the CDD was not responsible. Mr. Lazarovich confirmed because these were private improvements, the CDD would not be responsible. Ms. Adams noted the letter clarifying ownership and maintenance of improvements between the District and the HOA was dated today and pending Board approval. It Mr. Zimbardi and Mr. Reed pointed out it was a good letter. Ms. Nelson believed that the property on San Rafael Way (Parcel H1A) was supposed to be in Poinciana West. Mr. Zimbardi suggested making any approval contingent upon review and acceptance of those parcels. Mr. Cameron pointed out that Avatar was maintaining an easement for maintenance and the HOA and the homeowner would be responsible for any costs. Mr. Lazarovich clarified that Avatar was reserving an easement, but it was not an obligation. Mr. Reed questioned if there was any reason why they should not agree. Mr. Lazarovich stated Ms. Jan Carpenter did not disagree with it, but if the Board requested it, they would go back and review it. Mr. Reed felt they should fully understand why they wanted this easement. Ms. Leo confirmed that Tract A belonged to the CDD, but Pond P8 was not ready to be conveyed.

Mr. Reed noted that all of the canals looked good enough to be accepted by the CDD, but questioned whether the Grand Canal in Venezia was included in the conveyance as the South Florida Water Management District (SFWMD), Polk County, Avatar, Taylor Morrison (TM), Association of Poinciana Villages and the CDD owned portions of it. The HOA was paying for the maintenance of it along with the CDD, but the HOA should not be paying because it was still TM property and they were responsible to maintain it until it was transferred. The CDD was now being asked to accept that canal or a section of it and it as it was up to the Board to ensure that everything was completed properly before it was transferred. Mr. Lazarovich would take a closer look at it. Ms. Leo explained it was not developed in one phase and they did not control portions north of Cypress Parkway and did not think that Avatar ever did. Therefore, there would be multiple ownerships as the canal moved from north to south and they could only control what was owned by the CDD. If there were problems upstream, they would notify the SFWMD. Mr. Reed was fine with it, but wanted the Board Members to understand what was happening, what they were responsible for and agreeing to. Ms. Adams pointed out the recommendation from

District Counsel and the District Engineer was for the property to be conveyed as outlined with the exception of Pond P8. Field management staff also reviewed the property. The application on file required TM to satisfy all fees associated with the acceptance of the property and TM provided a deposit of \$2,500; however, the professional fees exceeded that and she requested that the Board accept the conveyance, pending reconciliation of the professional fees.

On MOTION by Mr. Cameron seconded by Mr. Reed with all in favor Resolution 2024-01 Approving the Conveyance of Property from Avatar Properties, Inc., subject to reconciliation of professional fees and not including Pond P8 was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Fiscal Year 2023 Audit Engagement Letter from Grau & Associates

Ms. Adams stated that each year, the District was required to undergo an annual independent audit and presented an Audit Engagement Letter from Grau & Associates (Grau) to provide auditing services for Fiscal Year 2023, which was due to be filed with the State of Florida by June 30th. The Board previously approved a five-year audit service agreement with Grau and the fee that they listed was \$3,600, which was in accordance with the approval from the Board for the agreed-on pricing for five years as well as the amount that the Board budgeted for Fiscal Year 2024 for audit services.

On MOTION by Mr. Reed seconded by Ms. Nelson with all in favor the Engagement Letter with Grau & Associates to provide auditing services for Fiscal Year 2023 in the amount of \$3,600 was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Lazarovich had no additional report. Mr. Reed thanked Ms. Carpenter for doing a great job on the letter.

B. Engineer

Ms. Leo was continuing to work on correcting the issues with Pond P8 and planned on having a field meeting with TM. Mr. Reed requested that he attend.

C. District Manager**i. Action Items List**

Ms. Adams presented the Action Items List, which was included in the agenda package and reported on the following:

1. Parcel Conveyance from Taylor Morrison to CDD: Discussed. This item would be removed from the Action Items List.
2. Monitor Central Florida Expressway – Poinciana Parkway Projects: Parkway Connector: In process. The Chairman was appointed by the CDD Board to gather information and report back to the Board.

Ms. Epstein reported that an update was filed with the Title Six complaint, which was still ongoing. They added two new investigators to work on the complaint. A review of their environmental meeting held on May 25th, which misrepresented the CDD's plan, was posted on Nextdoor. An analysis of what was misrepresented and what should be there was sent to Title Six this week.

3. Erosion Repairs: In process. Areas were identified as needing repairs due to erosion. The Field Manager was looking into long-term solutions, which would be presented under the Field Manager's Report.

ii. Approval of Check Register

Ms. Adams presented the Check Register from July 8, 2023 to October 10, 2023 in the amount of \$374,776.24. As a result of Board direction, earlier in Fiscal Year 2023, staff established a Capital Reserve Account and a check was transmitted from General Fund to the Capital Reserve Fund in the amount of \$80,000. There were also some assessment transfers for all of the final tax receipts that were received and transferred to the Trustee for managing the principal and interest payments. Mr. Zimbardi questioned the transfers of \$100,000 and \$80,000. Ms. Adams explained as a result of the bond refunding with Hancock Whitney Bank, part of that agreement was the establishment of an operating account with Hancock Whitney and funds were transferred from that account.

On MOTION by Ms. Nelson seconded by Mr. Reed with all in favor the July 8, 2023 to October 10, 2023 in the amount of \$374,776.24 was approved.

iii. Balance Sheet and Income Statement

Ms. Adams presented the Unaudited Financial Statements through August 31, 2023. All assessments for Fiscal Year 2023 were received. The Board did an excellent job controlling expenses. Mr. Reed questioned how many people were paying off their CDD fee. Mr. Adams stated inquiries were received from time to time. Any payments that would be received from now up through the end of July, would affect the Tax Bill that comes out in November 2024. Quite a few people paid off their debt in lump sum. Mr. Reed questioned whether they should send out another notice and explain any potential savings to residents. Ms. Adams indicated there were not much savings because the bonds were refunded at a low interest rate. There were collection fees that were collected by the Polk County Tax Collector, but if owners take their early payment discount, they were already receiving a 4% discount. The assessment team at GMS handled any inquiries promptly. Mr. Reed questioned on Page 116, if the *Engineering Fees* under *General & Administrative*, were separated between their actual expenditures and TM expenditures. Ms. Adams confirmed that they were separated and offsetting revenue would be received. Any of the fees that were not part of general engineering services and related to property conveyance, were subject to being reimbursed. *There was Board consensus to not have a motion approving the Balance Sheet and Income Statement because a motion was not required.*

iv. Review of Fiscal Year 2024 Insurance Coverage

Ms. Adams included this item on the agenda, due to Mr. Zimbardi asking about the property schedule and the District's insurance coverage at the July meeting. Because they were recently working on the insurance binder for Fiscal Year 2024, it was included in the agenda package so that the Board could refer to it. The District had public officials liability insurance, a general liability policy and property insurance for the tunnels. No action needed to be taken. Mr. Zimbardi felt that it was important to know this information and whether or not it was a reasonable fee to be charging the community, as they maintained the tunnels well, there were no issues and there was never a claim. Ms. Adams pointed out that three primary firms provide insurance for Special Districts in Florida and they were currently using the Florida Insurance

Alliance (FIA) through EGIS. This year FIA was more competitive, but they could bid out the insurance for future years with the Public Government Insurance Trust (PGIT) or the Florida Municipal Insurance Trust (FMIT), but for the last several years, FMIT refused to write CDDs. Insurance costs in Florida was something that governments and citizens were grappling with.

Mr. Zimbardi asked if the property insurance was directly related to the tunnels. Ms. Adams confirmed that the property insurance was just for the north and south tunnels, the insured value was around \$600,000 and the total property insurance value was \$1.18 million. Mr. Cameron asked if it included liability coverage. Ms. Adams confirmed that the overall insurance package included liability and public officials liability. Mr. Zimbardi hoped to convey the tunnels like the canals, but no one would take the maintenance cost. Ms. Adams explained that the benefit of the tunnels is that the CDD gets to control the maintenance standards such as painting and changing light bulbs. This item was provided for informational purposes and no Board action was required.

D. Field Manager's Report

i. Customer Complaint Log

Mr. Smith presented the Field Manager Report, which was included in the agenda package. Staff reinspected the plantings and they were establishing. They would work with the vendor to see if they wanted to add any plants at any point or warranty any, after they see a better establishment period, which was after six or seven months. He included pictures of what the Fireflag looked like over the summer, but they were approaching the winter and last year, they turned brown. Overall, the site was looking good. The Bahia was not growing nearly as fast as it was and things were slowing down. Because they did not have much rain, several ponds were experiencing algae blooms, which were being treated. The contractor was staying on top of it, but because they had not received much rain and there was runoff from nearby residential irrigation, high nutrient levels in the pond caused some minor algae blooms, but it was not out of hand. Some vegetation was sprayed. He looked at Pond 8 this morning and was going to notify the vendor of some plants that needed to be treated, but otherwise, felt confident about all of the ponds. They reviewed the complaint log. Mr. Cameron noted that Pond 5 behind Mr. Zimbardi's house had a great deal of algae and the 10-foot buffer along the edge of the pond, made it unsightly. Mr. Smith had not spoken to the vendor about Pond B5, but it was the same vendor and was under the District's contract. The algae comes from the bottom of the pond to the top

and as long as it had the conditions to keep growing, it would continue to grow in the bottom of the pond, but he would keep communicating with the vendor.

Mr. Zimbardi asked if Mr. Smith investigated the fish kill in the pond by the golf course. Mr. Smith stated that he looked at this pond, which was the pond that the golf course pumped out of to water their grass and the fish kill was minor. It looked like the pond flipped. There were a couple of fish kills this year and this one was resolved quickly. Mr. Zimbardi asked if the golf course was taking water from their ponds or ponds owned by the golf course. Mr. Smith explained that the golf course had an irrigation system that was connected to Pond E8, which he never had an issue with as it was never low. Mr. Zimbardi voiced concern that the golf course was taking water out of the ponds for irrigation and the Board should decide whether to allow the golf course to continue to do so. Mr. Cameron believed that it was a golf course pond. Mr. Zimbardi stated they could verify that. It may not be a problem yet, but it was unexpected and questioned whether there were any other ponds that the golf course pumped water out of. Mr. Smith was not aware of any and noted that Pond E8 was designated a CDD pond. Mr. Smith presented the Midge Control Report, showing treatments during the month of September as well as the Aquatic Reports, which was being re-built as it was hard to read and included different pond numbers, which did not line up with their pond numbers. They also revised their invoices. Mr. Zimbardi requested they summarize a particular pond for a given period of time and the actions that needed to be taken. Mr. Smith recalled when they were Clarke, they provided a Monthly Inspection Report, listing all of the ponds and the days they treated them, which was clear and useful. Instead of having a basic one-page report, Solitude provided 30 pages with different codes and treatments.

- i. Developer Conveyance Area Proposals**
 - 1. Maps and Checklist**
 - 2. Landscape Maintenance**
 - 3. Aquatic Maintenance**
 - 4. Midge Control**
- ii. Renewals**
 - 1. Landscape Maintenance**
 - 2. Aquatic Maintenance**
 - 3. Midge Control**

Mr. Smith presented proposals for the developer conveyance as well as renewals for landscape maintenance, aquatic maintenance and midge control. A color-coded spreadsheet with location information and maps of the ponds, were provided to the vendors in order to get proper pricing. The first proposal was from Floralawn in the amount of \$42,228 to add all of the new ponds, including Pond P8; however, since they were not going to include this pond at this time, Mr. Smith requested that it be removed. Pond P16 was erroneously listed twice. The next proposal was from Solitude for aquatic management in the amount of \$43,260 for all of the same ponds. Regarding the budget, as far as midge control, Mr. Smith did not feel it was necessary to include every pond and it was only worth adding the ponds that were problematic. Clarke provided a quote on only the ponds that they recommended, based off of the complaints that they received from HOA residents and the CDD, which were Ponds P1F, P10 and P3. Along with a 3% increase, the proposed amount was \$171,281.30. If all of the new services were included with all three vendors, the proposed amount for landscape would be \$194,654, which was \$9,300 under the current budget amount, aquatic maintenance would be \$155,172, which was \$7,600 over budget and midge control was \$171,281, which was \$44,000 under budget. Ms. Adams asked if most of the agreements would be effective October 1st, as there may be a small credit due to the conveyance of the ponds being later than that date. Mr. Smith recommended starting the new services on November 1st.

The Ms. Adams noted there would be savings compared to budget on some of the increased costs. Overall, \$203,955 was budgeted this fiscal year for landscape maintenance, based on the estimates and the \$194,654 that Mr. Smith just presented, included the ponds that were just accepted, with the exception of Pond P8. For aquatic maintenance, \$147,569 was budgeted and with the exception of Pond P8, the proposed amount was \$155,172. For midge control, \$215,454 was budgeted and the proposed amount was \$171,281. The Board action was to approve the agreement renewals, approve maintenance for the new areas that the Board just accepted, and direct District Counsel to prepare an agreement with all of the indemnifications and statutory compliance matters addressed. Mr. Lazarovich was comfortable taking all items in one motion. In an abundance of caution, Ms. Epstein asked if there were any public comments. There were no public comments.

On MOTION by Mr. Reed seconded by Ms. Nelson with all in favor the renewals effective November 1, 2023 and authorization for District Counsel to prepare agreements with all of the indemnifications and statutory compliance language were approved.

Mr. Reed asked if the canal behind Venezia was inspected. Mr. Smith noted their part of canal looked fine. Mr. Lazarovich requested that the Board amend the motion to remove Pond P8. Mr. Smith asked if the District was approving the three midge ponds as well. Ms. Adams replied affirmatively.

On MOTION by Mr. Reed seconded by Ms. Nelson with all in favor amending the prior motion to accept the renewals effective November 1, 2023 with the exception of Pond P8 renewals and authorization for District Counsel to prepare agreements with all of the indemnifications and statutory compliance language was approved.

Mr. Smith presented the complaint log and confirmed that all complaints were addressed. A few were handled by the HOA; however, a resident requested that he trim the plants behind their house because an alligator was hiding in the grass and lunging at people. Since staff, landscapers and aquatic vendors went out there, Mr. Smith reported the alligator to the State to handle. Mr. Reed felt that any aggressive alligator should be removed, but not every alligator. Mr. Smith indicated that it was up to the State whether or not to remove an alligator as the resident could have been embellishing the aggressiveness of this alligator to have their plants cut down. He stated he preferred to leave them as they were beneficial to the pond. Ms. Adams clarified that Mr. Smith was compelled to report it because a resident reported an aggressive alligator that was attacking people. Mr. Cameron stated that the Board was not complaining about the action taken by Mr. Smith, but the issue that Mr. Reed was raising was many residents overreacted and once the State gets involved, they remove and destroy the alligator. Mr. Zimbardi recalled that security was asked to keep track of the number of removed alligators. Mr. Reed reported they were no longer doing it. Mr. Smith reiterated the State manages nuisance alligators and residents should be directed to report nuisance alligators to the State. Mr. Zimbardi requested that security keep track of when someone comes in to remove them. Mr. Smith

recalled that the resident contacted him on August 20th and as of a week ago, the alligator was not removed.

Mr. Smith reported that several ponds had erosion, with Pond E3 being the worst one and walked the entire pond, measured all of the edges and created a scope for the vendor where the shelf was knee height or higher. The quote for dredge sock repairs, which they have done in other parts of the community, was \$300,000 and instead of bringing it to the Board, Mr. Smith wanted to see if the Board preferred to do the work in sections or to plant a pond individually. Since it was too high to do the work last fiscal year, they allowed the entire edge of the pond to grow in with shoreline grasses and it was much more stabilized, which was more beneficial than doing the plantings. A few residents commented on it, but he explained the scope and magnitude of the repairs to them and if the Board wanted to proceed with the erosion repairs or have additional plantings, Mr. Smith would bring it back to the Board. Many counties were now abiding by the State recommendations to not only allow the grass to grow slightly into the water, but to actually leave a 3-foot buffer no mowing zone along the ponds and there were not many complaints about it. Three residents contacted him about Pond E3, but once he explained to them what was going on, they were fine with it. Mr. Reed acknowledged that Pond E3 was overgrown, but looked fine and asked if he could tour the ponds with Mr. Smith and share his observations with the Board based on his background. Mr. Smith would coordinate a tour with Mr. Reed.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

Ms. Nelson met with the Wildlife Committee yesterday afternoon along with the HOA, someone from the Florida Division of Wildlife Management and an expert on feral pigs from the University of Florida to discuss how to rid feral pigs from the community. They recommended putting up a barrier such as a 3-foot fence to keep feral pigs out of the community and bigger cages to catch 10 to 12 at a time. They would find an area and put down corn for about three weeks so that the pigs would start coming back for the food. The traps would be remote controlled to close them when the pigs were inside of them. If the Board was interested, Ms. Nelson would have them make a presentation to the community. This was the first time that Ms. Adams heard of their presentation and suggested if the Board wants to consider allowing wildlife fencing and trapping on CDD property that the District enter into a License Agreement with the

HOA for the HOA to install and maintain traps or fencing. Mr. Reed requested that Ms. Nelson follow up with a presentation at the next meeting.

Mr. Cameron asked if there was any response on the street cleaning. Ms. Adams recalled that a letter was sent on behalf of the District to the HOA requesting that they budget for street sweeping in future budgets as required under the Memorandum of Understanding (MOU) for maintenance of the stormwater system, but there was no formal response. Mr. Cameron voiced concern that the MOU did not specify how often they would provide street sweeping and whether or not it was in the HOA budget, there needed to be an understanding that it was still a cost to residents. Ms. Adams pointed out that part of the reason it was the responsibility of the HOA, was that the District was prohibited from engaging in maintenance activities on private property. Mr. Zimbardi asked if there was any evidence that the lack of street sweeping was causing the CDD additional monies. Ms. Adams would defer this question to the District Engineer, but understood when the MOU was prepared, it was based on best practices for maintenance of stormwater systems. Based on feedback from Board Members, it was noted that the way that the landscape service provider described the maintenance and removal of vegetation was not the actual practice of the front line workers who were out blowing vegetation off the roadways and into drain inlets. Ms. Leo stated it was the best practice for maintaining stormwater systems, but as to whether it was quantifiable and measurable, was tough to answer because they did not measure the nutrient loads in the ponds to know the before and after. She could do some research, but the intent of taking debris off the streets, was the purpose of street sweeping.

Mr. Zimbardi questioned who was responsible for cleaning the storm drains. Mr. Cameron confirmed that the District was responsible. Ms. Leo pointed out when there was a storm event, there was a cleansing velocity in the pipes and in theory, things should move along when there was a good storm and the intent was to flush out into the ponds. Last year, it did not clean itself out due to caking; however, that occurred once in 20 years. Long term, it should be addressed, but different municipalities had different frequencies. What she was the most concerned about was some of the main thoroughfares had more landscape debris than others and would be happy to sit down and discuss a more practical approach for the community. Mr. Reed pointed out this was an example of why there needed to be a joint meeting between both CDDs and the HOA and depending on the outcome, they could come back and decide what action to

take. Ms. Adams indicated the only organization willing to participate was the Poinciana CDD as Poinciana West CDD did not want to meet unless there was a specific topic or agenda. Mr. Reed would speak to Mr. Smith on a plan to deal with drains that were clogged. In the past, \$2,600 was spent to remove leaves, sticks, concrete, etc. from one drain and to clean all of the drains in the community would be expensive, unless someone provides a low rate. Mr. Smith explained that \$2,600 was on the high side for an emergency one-time rate and the District could do them in bulk or have a quantity of scale. If this was something that the Board wanted to do, Mr. Smith could obtain lower cost options. Mr. Reed felt they could not afford it and requested a plan ahead of time to be able to deal with this more effectively instead of on an emergency basis.

Ms. Leo stated the benefit of having Mr. Smith and GMS was they had contracts in place to mobilize on a Saturday afternoon if something occurred. Ms. Adams recalled when there was a clogged drain inlet, field service staff was out on a Saturday, digging a conveyance ditch. Mr. Smith recommended inspecting any flooding that occurred on a road earlier versus later. Mr. Reed forwarded pictures to Ms. Adams of drains that drained slowly. Ms. Adams recalled at one time, the Board directed staff to send out an email asking that the HOA and the Amenity management team request that security inform field staff about slow drains. Ms. Adams pointed out that the salient issue being discussed was compliance with the MOU. At this time, the ball was in the District’s court as the HOA was informed that they were not in compliance and the CDD had kindly requested to fund street sweeping activities as part of their budget. It was her understanding that the HOA had a budget meeting yesterday, but street sweeping was not included in their budget. The Board needed to consider the next steps. Mr. Cameron understood vegetation removal was part of Floralawn’s contract, which they did not follow. Ms. Epstein wanted to ensure that vegetation removal to deter entry into the stormwater system is specified in their Request for Proposal (RFP) for landscaping services. Ms. Adams requested that one Board Member engage with the HOA on this matter to avoid any Sunshine Law violations. Mr. Cameron volunteered to handle this matter. *Mr. Lazarovich left the meeting.*

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

General Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Next Meeting Date – November 15, 2023

Ms. Epstein stated the next meeting was scheduled for November 15, 2023 at 11:00 a.m.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Reed seconded by Ms. Nelson with all in favor the meeting was adjourned.


Secretary / Assistant Secretary


Chair/Vice Chairman