

MINUTES OF MEETING  
DARBY  
COMMUNITY DEVELOPMENT DISTRICT

The Organizational meeting of the Board of Supervisors of the Darby Community Development District was held Wednesday, July 26, 2023 at 10:00 a.m. at 1819 Goodwin Street, Jacksonville, Florida.

Present and constituting a quorum:

Andy Allen	Chairman
George Leone	Vice Chairman
Rick Egger	Supervisor
William English	Supervisor

Also present:

Daniel Laughlin	District Manager
Wes Haber	District Counsel
Beth Leaptrott	Interim Engineer
Jim Oliver	GMS
Sarah Warren	Bryant Miller Olive
Sete Zare	MBS
Mike Blevins	Corner Lot Development

*The following is a summary of the actions taken at the July 26, 2023 Organizational meeting of the Darby Community Development District.*

**FIRST ORDER OF BUSINESS**

**Introduction**

**A. Call to Order**

Mr. Laughlin called the meeting to order.

**B. Public Comment Period**

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



Mr. Allen as the Chairman, Mr. Leone as the Vice Chair, Daniel Laughlin, William English, Rick Eggers, James Oliver, Darrin Mossing, Marilee Giles, and Howard McGaffney as Assistant Secretaries. If the Board is fine with that, a motion would be needed to approve Resolution 2023-01.

On MOTION by Mr. Egger, seconded by Mr. Allen, with all in favor, Resolution 2023-01 Appointing Officers as slated above, was approved.

**2. Resolution 2023-02 Appointing Treasurer and Assistant Treasurer**

Mr. Laughlin noted that this resolution will appoint himself as the Treasurer and then James Oliver, Darrin Mossing, Marilee Giles, and Howard McGaffney as Assistant Treasurers in his office and this allows them to sign checks and other documents.

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

**THIRD ORDER OF BUSINESS**

**Retention of District Staff**

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

Mr. Laughlin reviewed the agreement for the Board.

On MOTION by Mr. Leone, seconded by Mr. English, with all in favor, the Agreement for District Management Services, was approved.

**1. Resolution 2023-03 Appointing District Manager**

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

On MOTION by Mr. Leone, seconded by Mr. English, with all in favor, Resolution 2023-03 Appointing District Manager as GMS, was approved.

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

Mr. Laughlin reviewed the agreement for District counsel services.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, the Agreement for District Counsel Services, was approved.

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

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

On MOTION by Mr. Egger, seconded by Mr. Leone, with all in favor, Resolution 2023-04 Appointing District Counsel as Kutak Rock, was approved.

**C. Resolution 2023-05 Selection of Registered Agent and Office**

Mr. Laughlin stated that Wes Haber’s company would be the registered office and Mr. Haber would be the agent.

On MOTION by Mr. Leone, seconded by Mr. English, with all in favor, Resolution 2023-05 Selection of Registered Agent and Office, was approved.

**D. Resolution 2023-06 Appointing Interim District Engineer**

Mr. Laughlin noted that there was a representative here and the resolution was in the agenda package for review.

On MOTION by Mr. Leone, seconded by Mr. Egger, with all in favor, Resolution 2023-06 Appointing Interim District Engineer as Connelly and Wicker, was approved.

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

Mr. Laughlin noted this is included in the agenda package. The Board had no questions on the agreement or work authorization with Connelly and Wicker.

On MOTION by Mr. Leone, 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 reviewed the RFQ and asked for a motion to approve requesting authorization to issue the RFQ for engineering services.

On MOTION by Mr. English, seconded by Mr. Leone, 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 2023-07 Designation of Regular Monthly Meeting Date, Time and Location for Fiscal Year 2023 & Fiscal Year 2024**

Mr. Laughlin asked for Board suggestion on meeting dates. Board consensus was to table setting a monthly meeting date. The Board decided to set their next meeting on August 29, 2023 at 10:00 a.m.

**B. Consideration of Resolution 2023-08 Designation of Landowner’s Meeting Date, Time and Location**

Mr. Laughlin noted that the Landowner’s meeting was required to be held within 90 days of the District’s establishment. Board consensus was to hold the meeting on August 29, 2023 at 10:00 a.m.

On MOTION by Mr. English, seconded by Mr. Leone, with all in favor, Resolution 2023-08 Designating the Landowner’s Meeting Date, Time, and Location for August 29, 2023 at 10:00 a.m. at their current location, was approved.

**C. 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. Haber stated that the Rules of Procedure govern how the District operates. It is around 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. English, seconded by Mr. Leone, with all in favor, Designation of September 18<sup>th</sup> at 4:15 for Public Hearing to Adopt Rules of Procedure in Accordance with Section 120.54, Florida Statue and Resolution 2023-09 Setting September 18 at 4:15 to Consider the Proposed Rules of the District, was approved.

Mr. Laughlin noted that the Board would need to amend the motion to change the meeting date.

On MOTION by Mr. Leone, seconded by Mr. English, with all in favor, Amending the prior Resolution 2023-09 motion changing the date of the public hearing to September 29, 2023 at 10:00 a.m., was approved.

**D. 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 that 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 .

On MOTION by Mr. Leone, seconded by Mr. English, with all in favor, Resolution 2023-10 Setting the Public Hearing for September 29, 2023 at 10:00 a.m. Approving the Proposed Fiscal Year 2022/2023 & 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. Leone, seconded by Mr. English, with all in favor, the Fiscal Year 2023 Budget Funding Agreement, was approved.

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

Mr. Laughlin noted that 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 website creation and ADA 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 website to hold certain public records on.

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

**E. 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 that once people move into the community, the District will start collecting assessments. He noted that assessments will be collected on their ad valorem tax bill, and in order to take advantage of that process, you are required to hold a public hearing and that is what this resolution sets. 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.

On MOTION by Mr. Leone, seconded by Mr. Egger, with all in favor, Resolution 2023-11 Setting the Date of the 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 for September 29, 2023 at 10:00 a.m., was approved.

**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, not sure if you guys have any preference to any bank. 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. Leone, 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.

On MOTION by Mr. Allen, seconded by Mr. Egger, 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 an individual Board member ever got sued, the CDD is obligated to provide a defense or pay for your defense. 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 you are 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. Leone, 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. Leone, seconded by Mr. Egger, with all in favor, Resolution 02023-15 Adopting Internal Controls Policy, was approved.

**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. Leone, seconded by Mr. Egger, 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. Leone, seconded by Mr. Egger, 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. Leone, 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 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 they can but there is no requirement.

On MOTION by Mr. Egger, 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. Leone, 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.

On MOTION by Mr. Leone, 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. Haber reviewed different options for record retention. He suggested the District approve keeping all records indefinitely until otherwise directed by the Board.

On MOTION by Mr. Leone, 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. The four Board members waived compensation.

**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 as our Riverside Management office.

On MOTION by Mr. Allen, seconded by Mr. Leone, 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 websites do have to be ADA compliant.

On MOTION by Mr. Leone, seconded by Mr. Egger, 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 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. Leone, seconded by Mr. Egger, with all in favor, 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 convening a meeting.

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

**R. Consideration of Resolution 2023-26, Authorizing Direct Purchases**

Mr. Laughlin stated that to the extent the CDD enters into a construction contract, you can change order that contract with the contractor to identify supplies and materials and the change order removes the materials from the contract to save on sales tax.

On MOTION by Mr. Leone, seconded by Mr. Egger, with all in favor, Resolution 2023-26, Authorizing Direct Purchase, was approved.

**S. Appointment of Audit Committee**

Mr. Laughlin suggested that the Board appoint themselves as the Audit Committee. The Audit Committee will issue an RFP and will make a selection from the RFPs that are received.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Appointing the Board of Supervisors as the Audit Committee, was approved.

**SIXTH ORDER OF BUSINESS**

**Capital Improvements**

**A. Appointing of Financing Team**

**1. Bond Counsel**

**a. Consideration of Resolution 2023-27, Appointing Bond Counsel**

Mr. Haber stated that bond counsel would be Bryant, Miller, Olive. Sarah Warren was present as a representative for the firm and introduced herself to the Board. She reviewed their standard form of engagement agreement and offered to answer any questions.

On MOTION by Mr. Leone, seconded by Mr. English, with all in favor, Resolution 2023-27, Appointing Bond Counsel, was approved.

**2. Investment Banker**

**a. Consideration of Resolution 2023-28, Appointing an Investment Banker**

Mr. Laughlin noted that this would appoint MBS Capital as the investment Banker. Sete Zare was the representative for MBS on the line.

On MOTION by Mr. Leone, seconded by Mr. Egger, with all in favor, Resolution 2023-28, Appointing an Investment Banker, was approved.

**3. Assessment Administrator**

Mr. Laughlin suggested appointing GMS as the Assessment Administrator.

On MOTION by Mr. Egger, seconded by Mr. English, with all in favor, Appointing GMS as the Assessment Administrator, was approved.

**4. Trustee**

Mr. Laughlin suggested appointing U.S. Bank as the Trustee.

On MOTION by Mr. Allen, seconded by Mr. Leone, with all in favor, Appointing U.S. Bank as the Trustee, was approved.

**B. Approval of Financing Team Funding Agreement**

Mr. Laughlin reviewed the Financing Team Funding Agreement for the Board. Mr. Haber noted that this is a funding agreement that provides for bond and capital related items.

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

**SEVENTH ORDER OF BUSINESS                      Financing Matters**

**A. Consideration of Master Engineer’s Report**

Mr. Haber stated that they were starting the assessment process and in order to do that the District approves the engineer’s report which describes all the public infrastructure that the District may fund with the issuance of bonds.

On MOTION by Mr. Leone, seconded by Mr. English, with all in favor, the Master Engineer’s Report, was approved.

**B. Consideration of Master Assessment Methodology Report**

Mr. Haber stated that this report represents the maximum amount of bonds that the District may need to issue to fund the entire project identified in the engineer’s report. Mr. Oliver stated that as they get closer to bond issuance, they will tighten up the engineer’s report and the methodology. Mr. Oliver stated that this talks about a true-up which ensures that there is no remaining debt greater than the debt assigned to each of the acres. He noted that there were currently 742 lots based on 40, 50, and 80’ lots. The infrastructure improvements total \$42,000,000.

On MOTION by Mr. Leone, seconded by Mr. English, with all in favor, the Master Assessment Methodology Report, was approved.

**C. Consideration of Resolution 2023-29, Declaring Special Assessments Setting a Public Hearing**

Mr. Laughlin suggested setting the public hearing date on August 29, 2023 at 10:00 a.m. Mr. Haber stated that this does require a 30-day mailed notice.

On MOTION by Mr. Leone, seconded by Mr. Egger, with all in favor, Resolution 2023-29, Declaring Special Assessments Setting a Public Hearing for August 29, 2023 at 10:00 a.m., was approved.

**D. Consideration of Resolution 2023-30 Setting a Public Hearing for Imposing Special Assessments**

Mr. Laughlin suggested setting the public hearing date on August 29, 2023 at 10:00 a.m.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, Resolution 2023-30 Setting a Public Hearing for Imposing Special Assessments for August 29, 2023 at 10:00 a.m., was approved.

**E. Consideration of Resolution 2023-31, Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings**

Ms. Warren reviewed the resolution for the Board and noted that it details certain characteristics of the bonds, namely being that the interest rate will not exceed the lawful interest rate under the state of Florida laws. Section 4 authorizes the execution and delivery of the Master Trust Indenture which is a requirement of Chapter 75. Section 6 appoints U.S. Bank Trust Company as your Trustee which is a requirement of Chapter 75. Section 7 authorizes District Counsel and Bond Counsel to commence bond validation proceedings in the circuit court which is a requirement that has to be met prior to the District actually issuing bonds. Section 9 requires that for any particular series of bonds that would be issue by the District, a subsequent resolution has to be authorized and approved by the District.

On MOTION by Mr. Leone, seconded by Mr. Egger, with all in favor, Resolution 2023-31, Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved.

**F. Consideration of Acquisition Agreement**

Mr. Laughlin stated that because they are now working through the off-site improvements where the District may acquire those improvements in advance of having those bonds, they put this agreement in place.

On MOTION by Mr. Allen, seconded by Mr. English, with all in favor, the Acquisition Agreement, was approved.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

**A. Staff Reports**

**1. Attorney**

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



Mr. Haber stated that the CDD is 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.

**2. Manager**

Mr. Laughlin had nothing further to report.

**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 members present.


**NINTH ORDER OF BUSINESS**

**Adjournment**

Mr. Laughlin noted that the next scheduled meeting was August 29, 2023 at 10:00 a.m.  
Mr. Laughlin adjourned the meeting.

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

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman