



*Board of Directors Meeting*  
Tuesday, October 10, 2023  
6:00 pm Audit Meeting, 6:30 pm Board Meeting  
5316 Berkley Rd, Auburndale, FL 33823

**Minutes and Motions**

**Audit Committee: Call To Order:** 6:04PM

Spencer, Allen, Bolender

- Reviewed Audit with King and Walker- Michelle and Board Accountant, Marie Borglund
- No findings in Audit
- Fund balance well above 5% preferred reserve

**Board Meeting: Call to Order:** 6:39 PM

**Members Present:**

- Cogswell, Mulling, Taylor, Clingerman, Spencer, Allen, Everitt, Bolender
- Walker, Sawyer, Borglund

**Welcome: Cogswell**

**Minutes Approval- Cogswell**

- Motion to approve minutes from the two August, 2023 meetings– Taylor
- Second – Spencer
- All in favor – Aye
- Opposed – none
- Motion Carries

**Audit Accepted-Spencer**

- Mr. Spencer reviewed Audit with the board and reported no findings and a fund balance well above the 5% preferred reserve
- Motion to accept the FY 2023 Audit– Allen
- Second – Everitt
- All in favor – Aye
- Opposed – none
- Motion Carries

**Budget Review and Bus Purchase Update/Approval-Cogswell**

- Bolender shared the state bid pricing for this year's bus purchase. Previously the board had approved \$200k to purchase buses.
- Motion to approve the purchase of two busses from the state bid price– Everitt
- Second – Spencer
- All in favor – Aye
- Opposed – none
- Motion Carries

**Policy Manual Update/Approval -Cogswell**

- The updated Draft Policy Manual has been shared a with all board members for the last month to review
- Motion to adopt the Draft Policy Manual as the final version for approval– Spencer

- Second – Taylor
- All in favor – Aye
- Opposed – none
- Motion Carries

**Miscellaneous: -Cogswell**

- Expansion Plans- Where to start and possible land opportunities are coming. It is time to engage with an architect who can help us develop a conceptual master plan with design services. Straughn Trout , Tim Hoeft is the board’s architect of record. A professional services proposal, broken into 6 tasks with supplemental services included was shared with the board for consideration.

**Approve Engagement Letter with Straughn Trout Architects**

- Motion to approve the engagement letter for design services of a conceptual master plan with Straughn Trout Architects– Everitt
- Second – Spencer
- All in favor – Aye
- Opposed – none
- Motion Carries

**Special Meeting to Discuss Expansion Plans- Cogswell**

- Motion to call a Special Board Meeting for Tuesday, October 24, 2023 at 6:30 pm to discuss expansion plans, land possibilities, conceptual designs- Everitt
- Second – Taylor
- All in favor – Aye
- Opposed – none
- Motion Carries

**Adjourn -Cogswell:**

- Motion- Mulling
- Second-Spencer
- All in Favor-Aye
- Opposed-None
- Motion Carries

\*Next Special Meeting- October 24, 2023 at 6:30 pm

\*Next Regular Meeting Scheduled for January 16, 2024 at 6:30 pm

**Board of Director’s Current Terms:**

2023-2026 Mole, McKenzie-Coley, Burton (Secretary), Clingerman

2022-2025 Cogswell (Chairman), Mulling (Vice Chairman), Everitt, Taylor

2021-2024- Spencer (Treasurer), Allen, Fienga

Audit Committee: McKenzie-Coley, Allen, Spencer, Bolender

**Minutes Shared with board and placed on website: 10-11-2023**