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MINUTES OF MEETING
WILLOW CREEK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Willow Creek Community Development District was held on Tuesday, August 11, 2026, at 1:00 p.m. at the Willow Creek Amenity Center, 1756 Pecorino Court, Titusville, Florida

Present and constituting a quorum were:

Steve McConn	Chairman
Stephen White *joined late*	Assistant Secretary
Jeff Myers	Assistant Secretary
Marisela Rivera	Assistant Secretary

Also present were:

Jeremy LeBrun	District Manager, GMS
Nicole Corbin	GMS
Talia Prendergast	District Engineer
Patrick Collins *by phone*	District Counsel
Krista Vaughn	Robertson's Lawns

FIRST ORDER OF BUSINESS **Roll Call**

Mr. LeBrun called the meeting to order and called the roll. Three Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS **Public Comment Period**

Mr. LeBrun: Next we have our public comment period. Any members of the public wish to make a comment?

Resident (Bob Puerr, 8117 Cortese Drive): A couple of months ago I asked about a reserve study. I never heard any feedback on that. I don't know if one's been conducted or not. If it has, it would probably already be posted on the website.

Mr. LeBrun: I'm not aware of a reserve study that's been done currently.

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

Resident (Bob Puerr, 8117 Cortese Drive): I was just thinking assets, and a reserve study should be done. While you're thinking about the budget, that would be fair.

THIRD ORDER OF BUSINESS **Approval of the Minutes of the June 9, 2026 Meeting**

Mr. LeBrun: That brings us down to approval of the minutes of the June 9, 2026 meeting. Are there any comments, corrections, or changes? If there are no changes, I will ask for a motion to approve the minutes.

> On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, the Minutes of the June 9, 2026 Meeting, were approved.

FOURTH ORDER OF BUSINESS **Public Hearing on the Adoption of the Fiscal Year 2027 Budget**

Mr. LeBrun: Next, we have our public hearing on the adoption of the Fiscal Year 2027 budget. I need a motion to open the public hearing.

> On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, Opening the Public Hearing, was approved.

Mr. LeBrun: The public hearing is open. This is the time if the public wants to make a statement or comment to the Board relating to the budget that the Board's going to look at today.

Resident (Bob Puerr, 8117 Cortese Drive): I did not have any comments on it.

Mr. LeBrun: Okay.

A. Consideration of Resolution 2026-06 Adopting the Fiscal Year 2027 Budget and Relating to the Annual Appropriations

Mr. LeBrun: Item 4A is consideration of Resolution 2026-06, adopting the Fiscal Year 2027 budget. The Board previously approved a proposed budget several months ago. Today you will actually adopt your Fiscal Year 2027 budget, which starts October 1, 2027. It's been updated with actuals through June 30, 2026. Happy to take any questions on it or if the Board has any other discussion on it. Just for the record, Stephen White has entered the meeting.

**Supervisor Stephen White joined the meeting in person at this time.*

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

Mr. LeBrun: I'll also mention for the record, there's no assessment increase contemplated for the residents, so assessments remain the same for this upcoming fiscal year.

> On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, Resolution 2026-06 Adopting the Fiscal Year 2027 Budget and Relating to the Annual Appropriations, was approved.

B. Consideration of Resolution 2026-07 Imposing Special Assessments and Certifying an Assessment Roll

Mr. LeBrun: 4B is Resolution 2026-07, imposing special assessments and certifying an assessment roll. The Board just adopted their Fiscal Year 2027 budget, and this resolution is the mechanism to fund that budget through those special assessments and certifying that assessment roll. If there's no questions on that, I just need a motion to approve that resolution.

> On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, Resolution 2026-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

C. Consideration of Fiscal Year 2027 Budget Deficit Funding Agreement

Mr. LeBrun: As part of that there is, similar to current year, Fiscal Year 2027 budget deficit funding agreement. That's with the developer in the event that the assessments won't cover the estimated costs. Similar to the current year, the developer would fund those deficits.

> On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, the Fiscal Year 2027 Budget Deficit Funding Agreement, was approved.

Mr. LeBrun: I need a motion to close the public hearing.

> On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, Closing the Public Hearing, was approved.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2026-08 Declaring Vacancies in Seats #1 and #2**

Mr. LeBrun: Item number five is Resolution 2026-08, declaring vacancies in Seats #1 and #2. The Seats #1 and #2 will transition to resident seats. They're currently landowner seats. They

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

were eligible for the upcoming election. No residents qualified through the Supervisor of Elections. Essentially, this resolution will declare those seats vacant the second Tuesday after the election. At that point, anyone that lives in Willow Creek I of Willow Creek, if there's any residents interested in those seats, the Board would appoint those residents to the seats. However, current members can stay on in a carryover fashion until that second Tuesday after election in November. Then, if a resident becomes aware, the Board can appoint them to that seat. Patrick, anything you want to add to that resolution? I know you drafted it.

Mr. Collins: No, nothing additional. No one qualified for those seats, so they will become vacant after the general election. There is no specific time period which they need to be filled by. The Board just needs to make diligent efforts to fill those seats eventually before the end of the Fiscal Year 2027.

Mr. LeBrun: If there are no questions on that, I just need a motion to approve.

> On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, Resolution 2026-08 Declaring Vacancies in Seats #1 and #2, was approved.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2026-09 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2027**

Mr. LeBrun: Resolution 2026-09 designates a regular monthly meeting date, time, and location. We kept everything the same for the upcoming year. If the Board's okay with that, I just need a motion to approve.

> On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, Resolution 2026-09 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2027, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Fiscal Year 2026 Audit Engagement Letter from Grau & Associates**

Mr. LeBrun: Next we have the Fiscal Year 2026 audit engagement letter from Grau & Associates. The Audit Committee and Board selected Grau & Associates as their independent

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

auditor. I just need a motion to approve this and accept the audit engagement letter so they can get started on the audit.

Mr. McConn: We were just asking about the audit. Does this cover what his request was?

Mr. LeBrun: He was asking about a reserve study. That's different than the audit. The audit is where they go through the financials.

> On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, the Fiscal Year 2026 Audit Engagement Letter from Grau & Associates, was approved.

EIGHTH ORDER OF BUSINESS **District Goals and Objectives**

A. Adoption of Fiscal Year 2027 Goals and Objectives

Mr. LeBrun: District goals and objectives, item 8A. We're adopting the Fiscal Year 2027 goals and objectives. We kept them the same as the current year. This meets state statute. We're required to say if we met our goals or not and then post them to the website. I recommend all our Boards keep them the same.

> On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, Adopting the Fiscal Year 2027 Goals and Objectives, was approved.

B. Review and Approval of Fiscal Year 2026 Goals and Objectives and Authorizing Chair to Execute Final Form

Mr. LeBrun: Also, we have a review and approval of the Fiscal Year 2026 goals and objectives, authorizing Chair to execute the final form. Once the fiscal year ends, District management will certify the goals have been met or not, and then this is just authorizing the Chair to sign off on them and then post them to the website.

> On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, the Fiscal Year 2026 Goals and Objectives and Authorizing Chair to Execute Final Form, was approved.

NINTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Mr. LeBrun: This brings us down to our staff reports. Patrick, anything to report?

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

Mr. Collins: No, nothing new to report, but happy to answer any questions the Board may have. I think there may have been a question about reserve studies?

Mr. McConn: Yeah. What's the statute define as far as CDDs and when the reserve studies are required?

Mr. Collins: Sure, there's no formal requirement for the CDD to have reserve studies that I'm aware of. I will say most CDDs do take those up, generally around the same time that development wraps up. We're kind of in that territory now where it probably would be a good idea to get a reserve study in place. I can't make any promises on price, but based on what I've seen, I think the District can expect to pay between $5,000 and $10,000 for that kind of study and then that will help set or lay out the kind of savings and capital contingencies the District needs to have in place as the years go forward. I know GMS will have plenty of contacts as far as contractors who can put those reports together. Typically, it requires an onsite inspection by the vendor who prepares the report. But, I do think it would be worthwhile for the District to go ahead and get one of those started at this time.

Mr. McConn: I'll make a motion.

Mr. LeBrun: We don't need a motion. You can just give staff direction.

Mr. McConn: Let's proposals to get a reserve study so we can at least evaluate.

Mr. LeBrun: Got it. Thank you, Patrick.

B. Engineer

i. Erosion Update

Mr. LeBrun: Talia, with Rodney's office is here.

Ms. Prendergast: Update on the erosion, we walked a portion of Village B probably three or four weeks ago. Working on that report, I'd say about half of Village B is not listed on that initial erosion list we received, but in talking to Nicole, we'll go ahead and walk the entire Village B and get our eyes on it now. It is newer, I'd say, so we may not see some of the issues that we've seen over time with Phase One and Village D, but that will be noted in the report. For Village D, we are working through the cordgrass installation. We provided the exhibit and some of the details on the planting schedules. I believe we'll talk about the proposal from Robertson's later.

Ms. Rivera: I didn't see anything for section one. Is that something that's going to be done later?

Ms. Corbin: We already have a report for it.

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

Ms. Rivera: Oh, okay. I didn't see it on that one that was sent.

Ms. Corbin: Yeah. It was on a couple of months ago in the meeting we had then.

Ms. Prendergast: So in terms of Phase One, I know we have 7752 Prosecco. I think that's the only one from Phase One that's still on our radar. Otherwise, we assume that's in the works.

Ms. Corbin: Yeah, I know we'll circle back to them. We're working on Village D right now and then probably move to Phase One and keep moving forward with it.

Ms. Prendergast: Okay. Anything else?

Mr. McConn: Thank you.

ii. Consideration of Cordgrass Installation and Erosion Stabilization Proposals

Mr. LeBrun: Underneath the engineer is the consideration of cordgrass installation and erosion stabilization proposals. Krista is here from Robertson's. In the agenda package, where I requested a proposal for the work, we set a not to exceed and the proposal is above the not to exceed. So, Krista is here just to provide some clarity for the Board on the proposal.

Mr. McConn: Does this proposal cover all of Village D?

Ms. Corbin: Yes. There is three proposals, I believe, in total with it. But everything that's in here covers all of Village D. Sorry, I just came back in this morning. I was looking at it this morning some. There's one proposal for the $32,437. One proposal for $4,820.40 and another one for $19,587. That will cover all of Village D, including the areas that access will be blocked after we do the ones that are necessary. We're putting the cordgrass in so we don't have an access issue afterwards. It does cover a good portion of Village D.

Mr. LeBrun: The map is on page 105.

Mr. McConn: So, the total is roughly $55,000?

Mr. LeBrun: Yeah.

Mr. McConn: We've got 73 lots in Village D?

Ms. Corbin: One of the main costs, I know Krista can add to this, is bringing in the equipment to do the regrading. Because if we just throw cordgrass down there without any kind of regrading, it's basically going to be what we did the first time and it's not actually reestablishing anything. It's just going to keep going away. We're wanting to actually bring in and actually regrade the slope so that it is actually built up and then put the cordgrass in to stabilize it from

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

further damage. That's what makes the big difference in cost, instead of just putting cordgrass down.

Mr. McConn: Krista, how are we establishing the cordgrass? Is it planting it a certain time of year? Or are we putting temporary irrigation on it? How are we going to establish it? Because if you plant it this time of year, survivability is not great.

Ms. Vaughn: Our goal, in talking to Talia, is to do it during rainy season because there is no options for irrigation at this point in that area.

Mr. McConn: It's rainy season right now, but I wouldn't recommend putting it down now because it's too hot. Too hot, too much stress. So, it would be the very end of the rainy season. How much time do we need to establish it before it starts to get dry?

Ms. Vaughn: I would say within 30 to 60 days if we can get it in. Really, anytime in Florida, we have a benefit if we could get it in before our cold snap.

Mr. McConn: Start in October sometime.

Ms. Vaughn: Yes.

Mr. McConn: How long is the install going to take because it's not a short install.

Ms. Vaughn: If we do all of these, I would assume we can get it done within a few weeks. The biggest cost is hand labor because there are areas we cannot get any equipment back there, so we'll be wheelbarrowing a lot of this dirt into regrade. The other concern I do have, and it's just the reality, if we do get a storm, we are going to regrade the dirt and put the grasses in, but some of that topsoil will very much get washed away. So, it's going to be a balance of it we wait until after the bad storming season and we get closer to November, we can get this done within a few weeks. As long as we get it in before December. Talia and I did speak of a way there's any other option as far as when it comes to the fill dirt for regrading. We also have to remove quite a few of old grasses that are existing that are not doing any good at this point. Really there's not much we can do without putting sod over that dirt. We'll just be very specific on how we install these grasses and the way we grade it. We also are going to encourage, if there's a way to communicate with the homeowners, to have their downspouts running into that area to help limit that washout too. We will do everything in our power to limit any potential issues.

Mr. McConn: Okay.

Ms. Prendergast: Do homeowners have to submit to that?

Ms. Corbin: I would assume they probably have to submit it to the HOA.

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

Mr. Myers: Yeah, they have to submit an ARC application for any changes outside, including gutters.

Ms. Corbin: But they're not supposed to be allowed to drain them like that.

Mr. Myers: That's just for notification purpose to keep on file that the homeowner installed something outside. What happens after that, like if they connect drain lines that direct them to the rear of the property. It's not something that anyone's really physically going and inspecting. It would be something that we would have to catch. There are houses out here that have done that.

Mr. McConn: Okay. I would say that I would recommend that the work gets authorized and it's just a function of figuring out when we're going to schedule it. Based tentatively, we'd be looking at trying to start up in November. Is there any way to do that? Go ahead, Patrick.

Mr. Collins: Yeah. If field staff can provide a list of those homes that have noncompliant drains which are going off the back slope, we can definitely send letters to those residents requiring them to remove those drains. We just need to be able to identify which lots are affected.

Mr. McConn: Jeff and I had conversation about the one gentleman that was here, I believe, last meeting.

Mr. Myers: A couple of meetings ago.

Mr. McConn: That's got the pop-up drains. I think we really need to communicate with them. One that they're creating their own problem. It's impacting District common area. A potential fix is that they'd have to run their drain to the bottom of the slope to the wetland area, which I think from the standpoint of maintaining the CDD property, we've got, you know, an underdrain pipe discharging at the bottom of the slope. It's not going over the slope and this slope is going to be cordgrass. They got to bear that expense. If not, then they're going to be looking at running them to the front.

Ms. Corbin: Yeah, we definitely planned on putting a notice out when we started work with letting residents know that anything draining at the back of their property is running over and could be a cause of erosion.

Mr. McConn: It's not could, it's most definitely a cause of erosion.

Ms. Corbin: The main thing is, as far as I'm aware unless I'm wrong, I don't believe they're even supposed to be draining that way.

Mr. McConn: They're not because those are A-grade lots and they're all supposed to go to the street. There's the compliance issue with the City of Titusville as far as all those that drain

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

were supposed to be going to the street are going to stormwater ponds. Then there's the maintenance issue of eliminating the erosion problem, which them draining at the back of their backyard until they go over the slope is costing the CDD money. But if they've got an extensive system that's already installed and we tell them to redo that, it's going to be pretty heavy financial lift.

Ms. Corbin: I have talked to some residents individually, letting them know that anything that's happening, like on their property, is the responsibility of themselves because it's not CDD property.

Mr. McConn: I guess, from the standpoint of the CDD, we cannot, Patrick, you can confirm this, we can't recommend that they do things that are going to violate Titusville code.

Ms. Corbin: Correct, yeah.

Mr. McConn: So for us to tell them they can drain to the back is going to violate Titusville code.

Ms. Corbin: No, the plan was to send a notice saying that they should not be having them facing that way and that they need to be directed to the front. Obviously, we haven't typed up an official thing, but at least something along that meaning.

Ms. Prendergast: Will there be any sort of enforcement?

Mr. McConn: Yeah. We have to have the attorney write them letters. And then any on-going damage to common area property, we'd be financially liable for. Let's say we do this big spend, put cordgrass in, if it washes up, somebody's draining to the back, then they start getting nasty notes from the CDD attorney and they could end up in court to repair and to get financial compensation.

Ms. Prendergast: That was my concern. If there was going to be a push to make them remove it, that just needs to be coordinated so we don't spend all the time and money putting the cordgrass in and then make them go tear it up. But, if it's just a matter of if it's continued and then they'll go address it then.

Mr. McConn: Okay. Is there any way to do the erosion repairs immediately preceding the cordgrass install? Do it like segment by segment.

Ms. Prendergast: Sure.

Mr. McConn: So you're not trying to do all the repairs, letting it sit for a couple weeks, letting all the rain do its thing.

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

Ms. Prendergast: Sure. We will be very strategic when we do it.

Mr. McConn: Very good. Do we need to take any action now?

Mr. LeBrun: Yeah, you can motion to approve the cordgrass installation and erosion stabilization proposal.

> On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, the Cordgrass Installation and Erosion Stabilization Proposal, was approved.

Mr. McConn: Can we also please let Titusville code know that we're making progress?

Ms. Corbin: Yeah. I will send her an email.

C. Field Manager's Report

i. Discussion of MES Repair Proposals

1. Affordable Development

2. Cordero Service Enterprises

ii. Discussion of Robertson's Lawns Proposals

1. Barrier Installation for Plants at Corner of Prosecco and Willow Creek Blvd

2. Sod Installation for Mailbox Area

3. Sod Replacement for Cotner of Willow Creek Blvd and Cortese Dr

Mr. LeBrun: Next, we have our field manager's report in there.

Ms. Corbin: I don't have a lot to go through. We already went through the erosion. The tree removal that was approved in the June meeting, we found out we needed to have a permit for it from the city. I just received that today. Robertson's going to be scheduling that as soon as possible now that we have it. Then, once we get that second pump in that we've talked about, all the install past the front section will be done. A couple quick proposals from Robertson's for stuff. One is for, at the front of the neighborhood, there's an area that we have plants right by a house and the mulch that's there is washing out really bad. So, we're looking at installing some aluminum edging to add a barrier to it for $595. The second one is removing the existing sod and putting a new sod over on Fortana Way, which is where the old mailbox system was. I will be having to get a handyman out to remove that concrete pad unless we can figure something out. But for the sod itself, it's going to be $1,000. Then, the last one is at the corner of Willow Creek and Cortese, we're looking to take out the plants that are there because it's causing a visibility issue for a lot of

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

people and just replacing it with sod and the cost for that is $2,496. All of this will go through approving in Willow Creek II.

Mr. McConn: I also noticed, and I pointed it out to Steve Feccia in our office, who is a landscaping architect, that the magnolias at the entrance are blocking the tower. Can we get a proposal to remove at least the magnolias on the north side?

Ms. Corbin: Okay. The ones coming this way on Grissom?

Mr. McConn: There's some south on Grissom.

Ms. Corbin: Okay.

Mr. McConn: All you see is the magnolias. You can't see the signage until you turn in.

Ms. Corbin: Yeah. I think I noticed that today when I was driving in. Okay. I will get with Krista afterwards and we'll get working on that. Ponds, they were treated by SOLitude, like usual. Then, I have two proposals for the repair of this pond that's required by the city. One is Cordero Services. For their proposal, it is $25,975. Then, the other one is Affordable Development and theirs is $28,617.50. So, Cordero is the cheaper option with that one and we can discuss and approve that in Willow Creek II. Just put it on your radar. A couple quick things with the clubhouse, the pool tanks repairs that we talked about the last meeting were completed. Then, we also treated for algae when we had the issue with the dirt from the palm trees being removed. Air conditioning update, as of today, is that three of the four parts that they're waiting on have come in. They're hoping the last one will be in the next week and then they'll be back out. They, last week, replaced another part on the air handler for this side and replaced most of the wiring in the system trying to get it working. So, now Daikin recommended the parts that they're waiting on now. I put the portable AC units in, but they help circulate air a little bit, but they don't do too much for really cooling it much. We had to repair the leg press machine again just because the weights were messed up and causing issues. That was covered under warranty. Then, general maintenance was completed last week as well just to make sure everything's running well. I didn't wind up getting a proposal for this one because they haven't responded to me. But I am working on getting a cost to replace the pickleball nets. One of them is ripping and the other one just has a lot of mildew on the white part.

Mr. McConn: Just looking at this, are we getting the right amount of lifespan out of the nets?

Ms. Corbin: I'm not sure what the average is. I can look it up. But, offhand, I'm not sure.

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

Mr. McConn: I would just somehow figure it out.

Ms. Corbin: Okay. Yeah. I will email them and see what their average is as well. I can also Google, but I'm in contact with the company who installed the court to get the replacements. I'm just waiting for them to get me the actual proposal and cost back to me.

Mr. McConn: Okay.

Ms. Corbin: That is all I have for today.

Mr. McConn: It looks like we started some of the landscape.

Ms. Corbin: Yes. We started the front part where we're able to because the front part of the neighborhood is on the reclaimed water. So, we did all of those so that way we know they have irrigation running for them. Then, the rest just as soon as we get that second pump so that we trust that the pump's not going to be overloaded and shut off, we'll be getting the rest of them installed.

Mr. McConn: So, down in the island, right when you get to the intersection, between Village B and Village C, the landscaping that was in the nose of that island just took a beating during construction phase.

Ms. Corbin: Okay.

Mr. McConn: I think most of its gone. Do you have the original landscape design plans?

Ms. Corbin: I do not. No.

Mr. McConn: Get Bruce's plans on that. Let's get that end cap restored to what it was supposed to be because it's not.

Ms. Corbin: I'll shoot you an email afterwards just as a reminder and then we'll do that.

Mr. McConn: Has all the freeze damage plants been replaced?

Ms. Corbin: That's the ones that we're waiting on just to get the pump because we don't have the pumps faulting out because it's overloaded and so we don't want to install it for it to not have water. They said around three weeks. We'll keep Krista updated with that. As soon as it's good, then they'll be working on the install.

Mr. McConn: Very good. Do we need to take any action?

Ms. Corbin: No, I think that will be Willow Creek II.

D. District Manager's Report

Mr. LeBrun: I have nothing additional to report.

Docusign Envelope ID: 17ECD4D3-E596-8FBC-8082-0FE4D9CFFEC6

TENTH ORDER OF BUSINESS **Financial Reports**

A. Approval of Check Register

Mr. LeBrun: That brings us down to our financial reports. I just have the approval of the check register that's on page 134. You have check 787 through 791. The total there is $9,189.33. ACH payments 80026 through 80028. The total for the check register is $15,600.69. If there is no questions, I just need a motion to approve the check register.

On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, the Check Register, was approved.

B. Balance Sheet and Income Statement

Mr. LeBrun: Behind that, you have the unaudited financials through June 30. No action is required on the Board's part.

ELEVENTH ORDER OF BUSINESS **Supervisor's Requests**

Mr. LeBrun: There is no other business or Supervisor's requests.

TWELFTH ORDER OF BUSINESS **Adjournment**

Mr. LeBrun: I just need a motion to adjourn.

On MOTION by Mr. McConn, seconded by Mr. White, with all in favor the meeting was adjourned.

Signed by:
Jeremy LeBrun
665CD7AA7BB8455...

Secretary/Assistant Secretary

Signed by:
Stephen McConn
63535C7139ED474...

Chairman/Vice Chairman