

Minutes of Meeting
Tolomato
Community Development District

The regular meeting of the Board of Supervisors of the Tolomato Community Development District was held Tuesday February 23, 2021 at 3:00 p.m. in the Nocatee Amenity Center, 245 Nocatee Center Way, Ponte Vedra, Florida.

Present and constituting a quorum were:

Richard T. Ray	Chairman
William Fitzgerald	Vice Chairman
Jon Morris	Supervisor (by telephone)
Cherya Cavanaugh	Supervisor

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel (by telephone)
Zach Brecht	District Engineer
Steve Hanson	Tolomato
Lee Hovis	Tolomato
Tina Burleigh	Tolomato
David Eldredge	Tolomato
David Ray	GMS
Maurice Rudolph	Parc Group
Joe Muhl	Parc Group

The following is a summary of the actions taken at the February 23, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 3:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Affidavit of Publication

A copy of the affidavit of publication of the notice of meeting was included in the agenda packages.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the January 26, 2021 meeting

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the minutes of the January 26, 2021 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Approval of Audit Criteria and Authorization for Staff to Publish an RFP for Fiscal Year 2021 Audit Services

Mr. Perry stated the audit committee met just prior to this meeting and approved five criteria, equally weighted.

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor the audit criteria was approved and staff was authorized to publish an RFP for fiscal year 2021 audit services.

SIXTH ORDER OF BUSINESS

Consideration of RFQ Responses for Construction Manager at Risk Services for Amenity Center

Mr. Rudolph stated Carleton Construction was the only response to our RFQ. They have worked with us quite a bit and are highly qualified. We went through the scoring even though there was only one response. The team they assigned to the project is a team we are very familiar with and this is to help us through the design, pricing and construction of the project to meet budget.

Mr. Perry asked does the board need to quantify the grading of the proposal?

Ms. Buchanan stated I don't believe so since we only have one proposal, we just need a motion to authorize the award of contract to Carlton Construction and delegate authority to the chair to finalize the agreement.

On MOTION by Mr. Fitzgerald seconded by Ms. Cavanaugh with all in favor the contract for construction manager at risk services was awarded to Carlton Construction and the chairman was authorized to finalize the agreement.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

1. Construction Updates

Mr. Rudolph stated we had a thorough walk through for the spray and splash parks and they are right on schedule to open at the end of May. The food service building is coming along and we will be able to improve service to the residents in the splash park and the adult pool is really looking good. In the requisition for the expansion of the maintenance facility is the last draw for Hoffman Construction

2. Consideration of Change Orders

Mr. Brecht stated the first change order is from Traffic Control Devices, Inc. for a deduction of \$4,008.75.

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the change order to the Traffic Control Devices, Inc. contract for a net deduction of \$4,008.75 was approved.

Mr. Brecht stated the next change order is related to the splash and spray park.

Mr. Rudolph stated this change order is a net zero change order because of the savings. We had costs incurred but we also had savings.

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor change order no. 3 with Carlton Construction for the splash and spray park for net/zero amount was approved.

3. Requisition Summary

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor requisitions 752 – 755 from the impact fee account were approved, requisitions 150-151 from the 2019 B-1, B-2 construction account were ratified and requisitions 152 to 164 from the 2019 B-1 and B-2 construction account were approved in the total amount of \$1,385,815.76.

C. Manager

Mr. Perry stated we have filed the documents with the county for the district’s tax exemption of those lands that the district owns. We have to file that each year.

D. Community Manager Report

Mr. David Ray presented the following requisition to be ratified that was funded from the spray park account funded by Sonoc.

On MOTION by Mr. Fitzgerald seconded by Ms. Cavanaugh with all in favor requisition 42 for the spray park account in the amount of \$1,242.58 was ratified.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of January 31, 2021 and Statement of Revenues and Expenditures for the Period Ended January 31, 2021

A copy of the balance sheet and statement of revenues and expenditures were included in the agenda package.

B. Construction Schedule – January 31, 2021

A copy of the construction schedule was included in the agenda package.

C. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package.

D. Check Register

On MOTION by Mr. Fitzgerald seconded by Ms. Cavanaugh with all in favor the check register approved.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Regular Meeting – March 23, 2021 at 3:00 p.m. at the Nocatee Amenity Center

Mr. Perry stated the next meeting is scheduled to be March 23, 2021 at 3:00 p.m. at this location.

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the meeting adjourned at 3:18 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman

Minutes of Meeting
Tolomato
Community Development District

The Tolomato Community Development District audit committee met Tuesday February 23, 2021 at 2:45 p.m. in the Nocatee Amenity Center, 245 Nocatee Center Way, Ponte Vedra, Florida.

Present were:

Richard T. Ray
William Fitzgerald
Jon Morris by telephone
Cherya Cavanaugh
Jim Perry
Katie Buchanan by telephone
Zach Brecht
Steve Hanson
Lee Hovis
Tina Burleigh
David Eldredge
David Ray
Maurice Rudolph
Joe Muhl

The following is a summary of the actions taken at the February 23, 2021 audit committee meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 2:45 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Review and Selection of Audit RFP Criteria

Mr. Perry outlined the five evaluation criteria along with the weighting factor of each.

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the audit RFP and the selection criteria to include price were approved.

THIRD ORDER OF BUSINESS

Other Business

There being none,

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the audit committee meeting adjourned.