

Minutes of Meeting
Tolomato
Community Development District

The regular meeting of the Board of Supervisors of the Tolomato Community Development District was held Tuesday, November 15, 2022 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
Dr. Ron Howland	Supervisor

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel
Scott Wild	District Engineer
Steve Hanson	Tolomato
Lee Hovis	Tolomato
Tina Burleigh	Tolomato
Burke Bell	Tolomato
Maurice Rudolph	Parc Group
Joe Muhl	Parc Group

The following is a summary of the actions taken at the November 15, 2022 meeting.

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

Mr. Ray stated we have a group from the Tolomato staff present and I would like to acknowledge and thank them for their efforts in the outstanding special events.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the September 27, 2022 meeting

On MOTION by Mr. Fitzgerald seconded by Mr. Howland with all in favor the minutes of the September 27, 2022 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Reelected Supervisors

Mr. Perry being a Notary Public of the State of Florida administered the oath of office to Supervisor Ray and Supervisor Howland.

B. Election of Officers, Resolution 2023-01

On MOTION by Mr. Fitzgerald seconded by Mr. Howland with all in favor Resolution 2023-01 was approved reflecting the same slate of officers.

SIXTH ORDER OF BUSINESS

Approval of Resolution 2023-02 Regarding Amending the Records Retention Policy

Ms. Buchanan stated the district has previously adopted a policy to keep all its records in perpetuity rather than devote manhours to weeding through them pursuant to the State's retention schedule. Sometimes that means we keep things that are without value anymore. This records retention modification allows us to discard the transitory emails, it also allows the district to shift from having its primary form of record retention to be electronic as compared to paper.

On MOTION by Mr. Fitzgerald seconded by Mr. Howland with all in favor Resolution 2023-02 was approved.

SEVENTH ORDER OF BUSINESS

Approval of Second Amendment to the Snowden Collector Road Funding Agreement – Revised Site Plan

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor the second amendment to the Snowden Collector Road and utilities funding agreement with SONOC Company, LLC was approved.

EIGHTH ORDER OF BUSINESS

Approval of Drainage Easement Agreement for Pond at the Entrance to Palm Crest

On MOTION by Mr. Fitzgerald seconded by Mr. Howland with all in favor the drainage easement agreement for the pond at the entrance to Palm Crest was approved in substantial form.

NINTH ORDER OF BUSINESS

Consideration of Authorization of Request for Proposals (RFP) for Ranch Road Water Main Extension

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor staff was authorized to notice a request for proposals for Ranch Road water main extension.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

1. Requisition Summary

On MOTION by Mr. Morris seconded by Mr. Ray with all in favor the requisition summary, copy of which is attached, was approved.

C. Manager

There being none, the next item followed.

D. Community Manager Report

1. TCDD Social Media Policy

Ms. Burleigh gave an overview of the social media policy, copy of which was included in the agenda package.

On MOTION by Mr. Ray seconded by Mr. Howland with all in favor the social media policy was approved in substantial form.

2. Report

A copy of the monthly manager’s report was included in the agenda package.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of September 30, 2022 and Statement of Revenues and Expenditures for the Period Ended September 30, 2022

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

B. Construction Schedule – September 30, 2022

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

C. Assessment Receipt Schedule

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

D. Check Register September 30, 2022 and October 31, 2022

On MOTION by Mr. Morris seconded by Mr. Ray with all in favor the check registers were approved.

TWELFTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Supervisor’s Requests and Audience Comments

There being none, the next item followed.

November 15, 2022


Tolomato CDD

FOURTEENTH ORDER OF BUSINESS

Next Scheduled Regular Meeting – December 20, 2022 at 3:00 p.m. at the Nocatee Amenity Center

Mr. Perry stated the next meeting is scheduled for December 20, 2022 at 3:00 p.m.

On MOTION by Mr. Morris seconded by Mr. Howland with all in favor the meeting adjourned at 3:34 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman