

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 28, 2023 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	Assistant Secretary
Cherya Cavanaugh	Assistant Secretary
Dr. Ron Howland	Assistant Secretary

Also present were:

Jim Perry	District Manager
Jim Oliver	GMS
Katie Buchanan	District Counsel by telephone
Scott Wild	District Engineer by telephone
Steve Hanson	Tolomato
Ashlynn Wombolt	Tolomato
Courtney Christian	Tolomato
Burke Bell	Tolomato
Jeremy Christian	Tolomato
Sean Biggs	Tolomato
David Ray	GMS
Maurice Rudolph	Parc Group
Joe Muhl	Parc Group
Rick Foster	Parc Group

The following is a summary of the discussions and actions taken at the November 28, 2023 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

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the October 24, 2023 meeting

On MOTION by Ms. Cavanaugh seconded by Mr. Fitzgerald with all in favor the minutes of the October 24, 2023 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of JEA Easement Purchase Agreement

This item tabled.

SIXTH ORDER OF BUSINESS

Consideration of Special Warranty Deed for Seabrook School Site

On MOTION by Mr. Fitzgerald seconded by Mr. Morris with all in favor the special warranty deed for Seabrook School Site was accepted.

SEVENTH ORDER OF BUSINESS

Consideration of Final Revised Budget for Fiscal Year 2023

On MOTION by Mr. Fitzgerald seconded by Mr. Morris with all in favor the final revised budget for fiscal year 2023 was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Adjunct Supplemental Assessment Report #1 for the Series 2022B Bonds

On MOTION by Mr. Ray seconded by Mr. Morris with all in favor the adjunct supplemental assessment report #1 for the Series 2022B bonds was approved.

NINTH ORDER OF BUSINESS

Consideration of Adjunct Supplemental Assessment Report #1 for the Series 2022C Bonds

On MOTION by Ms. Cavanaugh seconded by Mr. Howland with all in favor the adjunct supplemental assessment report #1 for the Series 2022C bonds was approved.

TENTH ORDER OF BUSINESS

Consideration of Adjunct Supplemental Assessment Report #1 for the Series 2015-2 Bonds

On MOTION by Mr. Morris seconded by Mr. Ray with all in favor the adjunct supplemental assessment report #1 for the Series 2015-2 bonds was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

1. Requisition Summary

On MOTION by Mr. Ray seconded by Ms. Cavanaugh 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. Community Manager Report

A copy of the community manager's report was included in the agenda package.

2. Five Year Plan Update

Mr. David Ray presented the updated five-year plan.

3. Consideration of Hiring and Compensation Policy

Mr. David Ray reviewed the hiring and compensation policy.

On MOTION by Mr. Fitzgerald seconded by Mr. Morris with all in favor the hiring and compensation policy was approved.

4. Consideration of Annual Staff Bonus Policy – Revision #1

Mr. David Ray reviewed the annual staff bonus policy revision no. 1.

On MOTION by Mr. Fitzgerald seconded by Mr. Howland with all in favor revision no. 1 to the annual staff bonus policy was approved.

5. Job Description

This item taken later in the meeting.

TWELFTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of October 31, 2023 and Statement of Revenues and Expenditures for the Period Ended October 31, 2023

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

B. Construction Schedule – October 31, 2023

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

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

The next item taken out of order.

**FOURTEENTH ORDER OF BUSINESS Supervisor's Requests and Audience
Comments**

Mr. Howland asked how do we check IQ fiber?

Mr. Ray asked going into some of the neighborhoods?

Mr. Howland stated yes, it might be something we want to consider.

THIRTEENTH ORDER OF BUSINESS Other Business

Job Description

Mr. Ray stated David will be retiring at the end of February next year. I wanted to announce his retirement at the same time we announce the replacement after it had been approved by the board. Sean has worked with David for some time and brings a lot to the table.

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the hiring of Sean Biggs as community manager/general manager effective January 1, 2024 was approved along with a base pay and a variable compensation bonus.

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor bonuses for Sean Biggs and David Ray were approved for fiscal year 2023.

**FIFTEENTH ORDER OF BUSINESS Next Scheduled Regular Meeting – December
19, 2023 at 3:00 p.m. at the Nocatee Amenity
Center**

Mr. Perry stated the next meeting will be held December 19, 2023 at 3:00 p.m. in the same location.

On MOTION by Ms. Cavanaugh seconded by Mr. Howland with all in favor the meeting adjourned at 4:20 p.m.

November 28, 2023

Tolomato CDD



Secretary/Assistant Secretary



Chairman/Vice Chairman