

Minutes of Meeting
Tolomato
Community Development District

The regular meeting of the Board of Supervisors of the Tolomato Community Development District was held Tuesday, July 25, 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
Cherya Cavanaugh	Assistant Secretary
Dr. Ron Howland	Assistant Secretary

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Scott Wild	District Engineer by telephone
Sean Biggs	Tolomato
Steve Hanson	Tolomato
Burke Bell	Tolomato
Jeremy Christian	Tolomato
Courtney Christian	Tolomato
Kelsee Russler	Tolomato
David Ray	GMS
Maurice Rudolph	Parc Group

The following is a summary of the discussions and actions taken at the July 25, 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 and public hearing 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 May 23, 2023 meeting

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the minutes of the May 23, 2023 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Public Hearing Adopting the Budget for Fiscal Year 2024 and Considering Imposition of Special Assessments

Mr. David Ray presented the proposed budget that had been updated from last month the with no proposed increase in assessments and stated we added a human resource manager position to the budget.

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor the public hearings were opened.

There being no public present to comment the board took the following action.

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor the public hearings were closed.

A. Consideration of Resolution 2023-06 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2024

Ms. Buchanan stated the two resolutions are similar to what you have seen before, the first is the appropriation resolution adopts the budget, it identifies all the funds including your many bond funds and it authorizes the district manager to move money between line items assuming it doesn't trigger the 15% threshold and we give that authorization to allow the district to potentially avoid bringing back an amended budget to the board.

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor Resolution 2023-06 was approved.

B. Consideration of Resolution 2023-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Buchanan stated this resolution levies the assessments necessary to support your general fund budget, it also certifies certain methods for collection. You do still have components that are off roll and on roll so we use the tax bill and direct bill.

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor Resolution 2023-07 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Deed of Dedication for Parcels Along Pine Island Cart Path

SEVENTH ORDER OF BUSINESS

Consideration of Deed of Dedication for Parcels 3, 4, and 5

EIGHTH ORDER OF BUSINESS

Consideration of Deed of Dedication for Tract N Pond in Seabrook Village Along Conservation Trail

On MOTION by Ms. Cavanaugh seconded by Mr. Ray with all in favor the deed of dedication for Parcels Along Pine Island Cart Path were accepted, the deed of dedication for Parcels 3, 4, and 5 were accepted and Tract N Pond in Seabrook Village along Conservation Trail was accepted.

NINTH ORDER OF BUSINESS

Consideration of Seabrook Park Electrical Contract

Mr. Rudolph stated this is a contract typical of FPL to provide three phase service to the park.

On MOTION by Ms. Cavanaugh seconded by Mr. Fitzgerald with all in favor the Seabrook Park Electrical contract with FP&L in the amount of \$11,782 was approved.

TENTH 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 Mr. Fitzgerald with all in favor the requisition summary, copy of which is attached was approved.

2. Consideration of Work Authorization 137 Conservation Trail Extension

On MOTION by Mr. Fitzgerald seconded by Mr. Ray with all in favor work authorization 137 for Conservation Trail Extension was approved.

C. Manager

There being none, the next item followed.

D. Community Manager Report

1. Consideration of Revisions to Policies and Procedures

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor the revisions to the policies and procedures were approved as revised.

2. Consideration of Polling Place Lease Agreement for St. Johns County Supervisor of Elections

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor the polling place agreement with the St. Johns County supervisor of elections was approved in substantial form.

3. Consideration of EzSuite Agreement

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor the EzSuite agreement was approved.

4. Consideration of Arc3 Gases South – Bulk CO2 Service Agreement

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the bulk service agreement with Arc3 Gases South was approved.

5. Consideration of Ecolab Dishmachine Rental Agreement

On MOTION by Mr. Fitzgerald seconded by Ms. Cavanaugh with all in favor the rental agreement with Ecolab was approved.

Mr. David Ray presented a list of proposed projects: tree trimming, sun deck building repair, back gate modification, Nocatee station field speakers, portable bars, roundabout lighting, air-conditioner replacement, improvement to the Nocatee app, all to be funded from surplus funds.

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor the list of repairs, maintenance and improvement projects less the roundabout lighting in the revised amount of \$191,000 was approved.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of June 30, 2023 and Statement of Revenues and Expenditures for the Period Ended June 30, 2023

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

B. Construction Schedule – June 30, 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.

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.


FOURTEENTH ORDER OF BUSINESS Next Scheduled Regular Meeting – August 22, 2023 at 3:00 p.m. at the Nocatee Amenity Center

Mr. Perry stated the next scheduled meeting will be held August 22, 2023 at 3:00 p.m.

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the meeting adjourned at 3:58 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman