

Minutes of Meeting
Tolomato
Community Development District

The regular meeting of the Board of Supervisors of the Tolomato Community Development District was held Tuesday, September 21, 2020 at 3:00 p.m. via Zoom.

Present and constituting a quorum were:

Richard T. Ray	Chairman
William Fitzgerald	Vice Chairman
Jon Morris	Supervisor
Cherya Cavanaugh	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
David Eldredge	Tolomato
David Ray	GMS, LLC
Maurice Rudolph	Parc Group

The following is a summary of the actions taken at the September 21, 2020 meeting. A 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 August 25, 2020 meeting

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the minutes of the August 25, 2020 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Funding Agreement between Tolomato CDD and Sonoc Company LLC Regarding Snowden Village Collector Road and Utilities

Ms. Buchanan stated this agreement is in similar form as to what we have seen previously. In summary this agreement gives the developer impact fee credit revenue in exchange for the amount of improvements that they construct and also provides for the conveyance of property relating to the improvements from the developer to the district.

Mr. Ray stated there does need to be a change made to the exhibit. I called Nick and he is making that change so we will want to approve this in substantial form recognizing a revised exhibit is coming.

On MOTION by Mr. Morris seconded by Ms. Cavanaugh with all in favor the funding agreement between the district and Sonoc Company LLC Regarding Snowden Village Collector Road and Utilities was approved in substantial form.

SIXTH ORDER OF BUSINESS

Consideration of Certification in Accordance with Agreement Regarding the Acquisition of Certain Work Product and Improvements (Crosswater Park)

Mr. Wild stated in April 2019 the board approved an agreement regarding the acquisition of certain work product and improvements for Crosswater Park and as part of that acquisition it requires a certification by the district engineer. Basically, the items that have to be certified are that it is part of the improvement plan, the park was constructed in accordance with the plans and specifications and is capable of functioning as intended. The district has all plans, permits, etc. necessary for the operation and maintenance of the park and I certify as to the cost for the sitework portion that is \$1,166,816.29 and that will be a requisition that we consider later in the meeting.

On MOTION by Mr. Fitzgerald seconded by Ms. Cavanaugh with all in favor the engineer's certification for Crosswater Park was accepted.

SEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Buchanan stated the City of Jacksonville declined to hold a public hearing in connection with our proposed boundary amendment. The St. Johns County Commission will consider the request on October 6th and based on the last two actions I would like to hope that they will not request a public hearing; the last two times they have declined to. We will know more after the October 6th board meeting. If, on October 6th, they decline to hold a public hearing regarding the boundary amendment then the CDD board will move forward with holding a public hearing on the boundary amendment October 13th. If St. Johns County does have a hearing then we would continue the CDD hearing to a later date.

B. Engineer

1. **Construction Updates**
2. **Consideration of Change Orders**
3. **Consideration of Work Authorizations**
4. **Requisition Summary**

On MOTION by Mr. Ray seconded by Mr. Fitzgerald with all in favor the requisition 108 from the 2019 B1 and B2 construction account in the amount of \$7,248 was ratified and requisitions 109 – 115 from the 2019 B1 and B2 construction account totaling \$1,184,614.55 were approved and requisitions 743 and 744 totaling \$10,206.55 from the impact fee account were approved.

C. Manager

There being none, the next item followed.

D. Community Manager Report

1. Consideration of Staff Bonus Plan

Mr. David Ray outlined the proposed implementation of the staff performance bonus plan.

On MOTION by Mr. Fitzgerald seconded by Ms. Cavanaugh with all in favor the staff performance bonus plan was approved.

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor a bonus pool of \$85,000 was approved.

2. Revision to Policies and Procedures

Mr. David Ray proposed a revision to the policies to include one adult child living in the residence for a fee of \$500.

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the proposed revision to the policies was approved as amended removing paragraph C to be considered at a future meeting.

3. Community Manager's Report

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

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of August 31, 2020 and Statement of Revenues and Expenditures for the Period Ended August 31, 2020

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

B. Construction Schedule – August 31, 2020

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. Fitzgerald seconded by Mr. Ray 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 Public Hearing for Boundary Amendment October 13, 2020 at 3:00 p.m., Nocatee Amenity Center and Regular Meeting October 27, 2020 at 3:00 p.m. at the Nocatee Amenity Center

Mr. Perry stated our next meeting is a public hearing on the boundary amendment on October 13th at the Nocatee Amenity Center and the next regular meeting is scheduled for October 27, 2020 at the Nocatee Amenity Center. We haven't heard from the governor's office if he has extended the ability to have Zoom meetings but at this time these are in-person meetings scheduled.

On MOTION by Mr. Fitzgerald seconded by Ms. Cavanaugh with all in favor the meeting adjourned at 3:40 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman