

**MINUTES OF MEETING  
BOGGY BRANCH  
COMMUNITY DEVELOPMENT DISTRICT**

The Boggy Branch Community Development District held multiple Public Hearings and Regular Meeting on November 19, 2019, at 11:00 a.m. at the office of England-Thims & Miller, Inc., located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

**Present at the meeting were:**

J. Malcolm Jones, Jr.	Chair
A. Chester (Chet) Skinner, IV	Vice Chair
Breanna Bohlen	Assistant Secretary
Bryan Hassel	Assistant Secretary
James Dubois (Bois) Farrar, III	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Katie Buchanan	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 11:13 a.m. Supervisors Jones, Skinner, Bohlen, Farrar and Hassel were present, in person.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Board of Supervisors *(the following will be provided in a separate package)***

Mr. Wrathell recapped the Landowners' Election results as follows:

A. Chester (Chet) Skinner, IV	Seat 1	500 Votes	4-year Term
James Dubois (Bois) Farrar, III	Seat 2	500 Votes	4-year Term
J. Malcolm Jones, Jr.	Seat 3	400 Votes	2-year Term
Breanna Bohlen	Seat 4	400 Votes	2-year Term
Bryan Hassel	Seat 5	400 Votes	2-year Term



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A. Chester (Chet) Skinner, IV	Vice Chair
Craig Wrathell	Secretary
James DuBois (Bois) Farrar, III	Assistant Secretary
Breanna Bohlen	Assistant Secretary
Bryan Hassel	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Howard McGaffney	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

No other nominations were made.

**On MOTION by Mr. Jones and seconded by Mr. Skinner, with all in favor, Resolution 2020-02, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Boggy Branch Community Development District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on the Adoption of the District’s Final Budget for Fiscal Year 2018/2019, Pursuant to Florida Law**

**A. Affidavit/Proof of Publication**

The affidavit of publication was provided for informational purposes.

**B. Consideration of Resolution 2020-03, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2019; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Wrathell reviewed the proposed Fiscal Year 2019 budget, which was Landowner-funded, and stated that, as discussed with Mr. Jones, the “District management” fee would be reduced through Spring 2020; therefore, the fee in the proposed Fiscal Year 2019 budget would be reduced from \$4,000 to \$2,000. Because the Buy-Sell Agreement stipulated that ICI Homes (ICI) was to start funding expenses beginning October 1; therefore, a Funding Agreement would probably be necessary.

**On MOTION by Mr. Farrar and seconded by Mr. Hassel, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Skinner and seconded by Mr. Farrar with all in favor, the Public Hearing was closed.**

Mr. Wrathell presented Resolution 2020-03 and read the title.

**On MOTION by Mr. Farrar and seconded by Ms. Bohlen, with all in favor, Resolution 2020-03, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2019, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on the Adoption of the District's Final Budget for Fiscal Year 2019/2020, Pursuant to Florida Law**

**A. Affidavit/Proof of Publication**

The affidavit of publication was provided for informational purposes.

**B. Consideration of Resolution 2020-04, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2020; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Wrathell reviewed the proposed Fiscal Year 2020 budget, which would be Landowner-funded. As discussed, the "District management" fee would be reduced from \$4,000 to \$2,000 per month, through Spring 2020.

**On MOTION by Mr. Skinner and seconded by Mr. Hassel, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Hassel and seconded by Mr. Farrar with all in favor, the Public Hearing was closed.**

Mr. Wrathell presented Resolution 2020-04 and read the title.

**On MOTION by Mr. Farrar and seconded by Ms. Bohlen, with all in favor, Resolution 2020-04, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Ending September 30, 2020, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Review/Discussion/Ranking of Response to Request for Qualifications for Engineering Services**

Mr. Wrathell stated that, per Florida Statute, the selection process for the District Engineer must be qualifications-based and not price-based. While several firms inquired, England-Thims & Miller, Inc. (ETM), the Interim District Engineer, was the only respondent.

**A. Affidavit/Proof of Publication**

The affidavit of publication was provided for informational purposes.

**B. RFQ Package**

The Request for Qualifications (RFQ) was included for informational purposes.

**C. Respondent**

- **England-Thims & Miller, Inc.**

**D. Ranking**

Mr. Wrathell stated and District Counsel confirmed with District Counsel that because the statutory requirement for advertising the RFQ was met, the Board could designate ETM as the number-one ranked firm.

**On MOTION by Mr. Skinner and seconded by Mr. Farrar, with all in favor, designating England-Thims & Miller, Inc., as the number-one ranked firm, was approved.**

**E. Engagement of District Engineer**

On MOTION by Mr. Farrar and seconded by Ms. Bohlen, with all in favor, authorizing Staff to prepare a Continuing Services Agreement and negotiate the terms of the Agreement and authorizing the Chair or Vice Chair to execute, was approved.

**NINTH ORDER OF BUSINESS**

**Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes**

**A. Affidavits/Proofs of Publication**

- **Notice of Rule Development**
- **Notice of Rule Making**

These items were included for informational purposes.

**B. Consideration of Resolution 2020-05 Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2020-05.

On MOTION by Mr. Skinner and seconded by Mr. Farrar, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Hassel and seconded by Mr. Farrar with all in favor, the Public Hearing was closed.

On MOTION by Mr. Farrar and seconded by Mr. Hassel, with all in favor, Resolution 2020-05 Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

**TENTH ORDER OF BUSINESS**

**Discussion: Board Member Compensation 190.006 (8), F.S.**

This item was deferred.

**BOGGY BRANCH CDD  
ELEVENTH ORDER OF BUSINESS**

**November 19, 2019**

**Authorization of RFP for Annual Audit Services**

- **Designation of Board of Supervisors as Audit Committee**

Mr. Wrathell presented the Request for Proposals (RFP) for Annual Audit Services.

**On MOTION by Mr. Skinner and seconded by Mr. Farrar, with all in favor, authorizing Staff to advertise the RFP for Annual Audit Services and Designating the Board as the Audit Selection Committee, was approved.**

**TWELFTH ORDER OF BUSINESS**

**Presentation of Engineer's Report:  
*England-Thims & Miller, Inc.***

This item was deferred.

**THIRTEENTH ORDER OF BUSINESS**

**Presentation of Master Special Assessment Methodology Report: *Wrathell, Hunt & Associates, LLC***

This item was deferred.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-06, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date**

This item was deferred.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-07, Declaring Special Assessments; Indicating the Location, Nature and Estimated Cost of those Infrastructure Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to be Defrayed by the Special Assessments;**

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**Providing the Manner in Which Such Special Assessments Shall be Made; Providing When Such Special Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution**

This item was deferred.

**SIXTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-08, Setting a Public Hearing for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Property Within the District Generally Described as the Boggy Branch Community Development District in Accordance With Chapters 170, 190 and 197, *Florida Statutes***

This item was deferred.

**SEVENTEENTH ORDER OF BUSINESS**

**Consideration of the Interlocal Agreement with Ryals Creek CDD Regarding the Construction and Maintenance of Certain Improvements**

This item was deferred.

**EIGHTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of September 30, 2019**

Mr. Wrathell presented the Unaudited Financial Statements as of September 30, 2019.

**On MOTION by Mr. Farrar and seconded by Ms. Bohlen, with all in favor, the Unaudited Financial Statements as of September 30, 2019, were accepted.**

**NINETEENTH ORDER OF BUSINESS**

**Consideration of September 18, 2019 Organizational Meeting Minutes**

Mr. Wrathell presented the September 18, 2019 Organizational Meeting Minutes.



The following changes were made:

Lines 31, 33 and 69: Insert "Farrar" after "DuBois"

**On MOTION by Mr. Hassel and seconded by Ms. Farrar, with all in favor, the September 18, 2019 Organizational Meeting Minutes, as amended, were approved.**

**TWENTIETH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Hopping Green & Sams, P.A.***

There being no report, the next item followed.

**B. District Engineer (Interim): *England, Thims & Miller, Inc.***

There being no report, the next item followed.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

- **NEXT MEETING DATE: December 3, 2019 at 11:00 AM**
  - **QUORUM CHECK**

The next meeting was scheduled for December 3, 2019 but the December and January meetings would likely be cancelled.

**TWENTY-FIRST ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There being no Board Members' comments or requests, the next item followed.

**TWENTY-SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**TWENTY-THIRD ORDER OF BUSINESS**

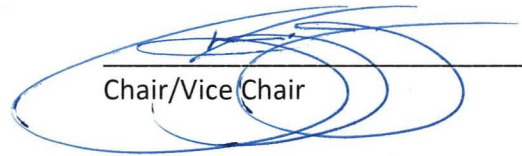
**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Jones and seconded by Mr. Hassel, with all in favor, the meeting adjourned at 11:46 a.m.**



Secretary/Assistant Secretary



Chair/Vice Chair