

MINUTES OF MEETING

**BOGGY BRANCH COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

**Thursday, July 21, 2022 at 10:45 a.m.
14775 Old St. Augustine Road, Suite 3
Jacksonville, FL 32258**

Board Members present at roll call in person or via speaker phone:

Kelly White	Chairperson	
Andy Hagan	Vice Chairperson	
Jim Vanderwoud	Assistant Secretary	(via phone)
Len Jaffee	Assistant Secretary	

Also, present in person or via phone:

Vivian Carvalho	District Manager-PFM Group Consulting LLC	
Venessa Ripoll	Assistant DM- PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel-Kutak Rock LLP	
Scott Wild	District Engineer- England-Thims & Miller	
Amy Champagne	PFM Group Consulting LLC	(via phone)
Don Hasenbach	PFM Group Consulting LLC	(via phone)
Mike Veazey	ICI Homes	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll

The meeting was called to order at 10:50 a.m. Ms. Carvalho proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Public Comment Period

There were no members of the public present or via speakerphone.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of Minutes of the
April 21, 2022, Board of
Supervisors Meeting**

The Board reviewed the Minutes of the April 21, 2022 Board of Supervisors' Meeting.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved the Minutes of the April 21, 2022 of Supervisor's Meeting.

**Review & Acceptance of Fiscal
Year 2021 Audit Report**

Ms. Carvalho suggested a motion to accept the FY 2021 Audit Report for the record keeping.

ON MOTION by Ms. White, seconded by Mr. Jaffee, with all in favor, the Board accepted the Fiscal Year 2021 Audit Report.

**Public Hearing on the Adoption of
the District's Annual Budget
a) Public Comments and
Testimony
b) Board Comments
c) Consideration of Resolution
2022-04, Adopting the Fiscal Year
2023 Budget and Appropriating
Funds**

ON MOTION by Mr. Hagan, seconded by Mr. Jaffee, with all in favor, the Board opened the floor for public comments.

Ms. White provided a brief overview of the budget. The Master Budget includes all Phase 1 units which totals 486. Phase 1A includes 173 units and 115 Alley Lot Units. The Alley Lot Units will be assessed separately. Non-Alley Lot units new have a new assessment of \$793.00 and the Allet Lots of \$967.00

ON MOTION by Mr. Hagan, seconded by Mr. Jaffee, with all in favor, the Board closed the floor for public comments.

ON MOTION by Mr. Jaffee, seconded by Ms. White, with all in favor, the Board approved Resolution 2022-04, Adopting the Fiscal Year 2023 Budget and Appropriating Funds .

**Public Hearing on the Imposition
of Special Assessment
a) Public Comments and
Testimony
b) Board Comments
c) Consideration of Resolution
2022-05, Imposing Special
Assessment and Certifying an
Assessment Roll**

ON MOTION by Ms. White, seconded by Mr. Jaffee, with all in favor, the Board opened the floor for public comments.

Ms. Buchanan explained that this resolution makes the determination that the District is going to levy assessments to fund the budget, there will be 2 collection schedules. The operation and maintenance schedule will directly collect 25% in October, January, February, and July. The debt service schedule will direct bill as 69% and then 31%.

ON MOTION by Mr. Jaffee, seconded by Ms. White, with all in favor, the Board closed the floor for public comments.

ON MOTION by Mr. Hagan, seconded by Mr. Jaffee, with all in favor, the Board approved Resolution 2022-05, Imposing Special Assessment and Certifying an Assessment Roll .

**Consideration of Resolution 2022-
06, Adopting the Annual Meeting
Schedule for Fiscal Year 2022-
2023**

Ms. Carvalho stated that the new time for the meetings will be taking place at 11:00 a.m. but continuing with the same schedule.

ON MOTION by Ms. White, seconded by Mr. Jaffee, with all in favor, the Board approved Resolution 2022-06, Adopting the Annual Meeting Schedule for Fiscal Year 2022-2023.

Review & Consideration of Work Authorization # No.10 for Amenity Center RFP Construction

Mr. Wild provided an overview of the procurement process. He requested that the Board authorize the District Chair to approve the final bid schedule and qualifications.

ON MOTION by Mr. Hagan, seconded by Mr. Jaffee, with all in favor, the Board approved the final bid for Work Authorization # No.10 for Amenity Center RFP.

ON MOTION by Mr. Jaffee, seconded by Mr. Hagan, with all in favor, the Board approved the work authorization from ETM.

Ratification of Requisitions No. 81 – 136

Ms. Carvalho requested a motion to ratify.

ON MOTION by Mr. Hagan, seconded by Mr. Jaffee, with all in favor, the Board ratified Requisitions No. 81 – 136.

Ratification of Funding Request No. 45 – 53

Ms. Carvalho requested a motion to ratify.

ON MOTION by Mr. Jaffee, seconded by Mr. Hagan, with all in favor, the Board ratified Funding Request No. 45 – 53.

Review of District Financial Statements

The Board reviewed the District Financial Statements as of May 31, 2022.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report

District Engineer – No report

District Manager- Ms. Carvalho stated the next scheduled meeting is October 20, 2022 at 11:00 a.m. at this location.

Audience comments and Supervisors Requests

There were no audience comments or Supervisor requests.

FOURTH ORDER OF BUSINESS

Adjournment

There were no additional items to discuss. Ms. Carvalho requested a motion to adjourn.

ON MOTION by Ms. White, seconded by Mr. Jaffee, with all in favor, the July 21, 2022 Board of Supervisors' Meeting of the Boggy Branch Community Development District was adjourned at 11:08 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson