

MINUTES OF MEETING

**BOGGY BRANCH COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES
Thursday, January 20, 2022 at 10:45 a.m.
14785 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	
James Stowers	Assistant Secretary	
Jim Vanderwoud	Assistant Secretary	(via phone)
Len Jaffee	Assistant Secretary	(via phone)

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	(via phone)
Scott Wild	District Engineer- England-Thims & Miller	
Mike Veazey	ICI Homes	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll

The meeting was called to order at 10:48 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
August 19, 2021 Continued Board
of Supervisors' Meeting**

The Board reviewed the Minutes of the August 19, 2021 Continued Board of Supervisors' Meeting.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the Minutes of the August 19, 2021 Continued Board of Supervisor's Meeting.

**Consideration of Minutes of the
August 19, 2021 Special Board of
Supervisors' Meeting**

The Board reviewed the Minutes of the August 19, 2021 Special Board of Supervisors' Meeting.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the Minutes of the August 19, 2021 Special Board of Supervisor's Meeting.

**Consideration of Berger, Toombs,
Elam, Gaines & Frank
Engagement Letter for Auditing
Services**

Ms. Carvalho stated for the record that Berger, Toombs, Elam, Gaines & Frank will be responsible for the auditing services for Boggy Branch CDD.

Ms. Carvalho requested a motion to approve the Audit Engagment Letter with Berger, Toombs Elam, Gaines & Frank

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board approved the Audit Engagement Letter with Berger, Toombs Elam, Gaines & Frank for the FY 2021 Audit.

Consideration of Resolution 2022-01, Designating Primary Administrative Office

Ms. Carvalho advised, Resolution 2022-01 is before the Board because of changes to Section 1 of the Resolution as it pertains to updating PFM's address to 3501 Quadrangle Blvd, Suite 270, Orlando, FL 32817. The Primary Administrative Office location will remain 14785 Old St. Augustine Road, Suite 3 Jacksonville, FL 32258.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved Resolution 2022-01 Designation a Primary Admisnistrative Office as 14785 Old St. Augustine Road, Suite 3 Jacksonville, FL 32258 and updating PFM address in Section 1 of the Resolution.

Consideration of Resolution 2022-02, Designating a Date, Time, and Location for the Landowners' Meeting of the District, and Providing for an Effective Date

Ms. Carvalho advised the Board, a Resolution was previously passed to extend the term of the Landowners' election meeting to an even year, due to the district being established on an odd year. The District is required to hold the Landowners' meeting this year in November. Ms. Buchanan noted the election meeting is currently scheduled for November 1, 2022. The Board agreed on November 1, 2022 at 10:45 a.m. at 14785 Old St. Augustine Road, Suite 3 Jacksonville, FL 32258.

Ms. Carvalho requested a motion to approve Resolution 2022-02 as presented.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved Resolution 2022-02, Designating November 1, 2022, at 10:45 a.m. at 14785 Old St. Augustine Road, Suite 3, Jacksonville, FL 32258 for the Landowners' Election Meeting.

Ratification of Transition Letter of District Counsel Firm Representation

Ms. Buchanan reviewed the Transition Letter for the Board. She advised, the District's former firm representative, Hopping Green & Sams decided to dissolve the entire special district practice group and collectively moved to join Kutak Rock LLP. Kutak Rock LLP is a national lawfirm that specializes in public finance. Ms. White was asked to transfer legal services from Hopping Green & Sams to Kutak Rock LLP, to ensure the Board was not without legal counsel. The contract remains the same and is able to be terminated at any time.

Ms. Carvalho requested a motion to ratify the Transition Letter.

ON MOTION by Mr.Hagan, seconded by Mr. Stowers, with all in favor, the Board Board ratified the Transition Letter of District Counsel Firm Representation.

Ratification of E-Verification Application for the District

Ms. Carvalho requested a motion to ratify.

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board moved to ratify the E - Verification Application for the District.

Consideration of Work Authorization No. 4

Mr. Wild reviewed Work Authorization No. 4 for the Board. Work Authorization No.4 is for general consulting engineering services for FY 2021-2022 with England-Thims & Miller, Inc. These services are a hourly rate, with the estimated total fee being \$10,000.00 for 12 months.

ON MOTION by Mr. Stowers, seconded by Mr. Hagan, with all in favor, the Board approved Work Authorization No. 4.

Ratification of Requisitions No. 43-47 & 49-60

Ms. White stated that Requisitions No. 43-47 & 49-60, have been reviewed by all project managers prior to being executed for payment. Mr. Wild noted for the record that Requisition No. 48 was voided.

Ms. Carvalho requested a motion to ratify Requisitions No. 43-47 & 49-60.

ON MOTION by Mr. Stowers, seconded by Mr. Hagan, with all in favor, the Board ratified Requisition No. 43-47 & 49-60.

Ratification of Funding Request No. 23-38

The Board reviewed Funding Request No. 23-38.

Ms. Carvalho requested a motion to ratify Funding Request No.23-38.

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board ratified Funding Request No.23-38.

Review of District Financial Statements

The Board reviewed the District Financial Statements as of November 30,2021.

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 April 21, 2022 at 10:45 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. Hagan, with all in favor, the January 20, 2022 Board of Supervisors' Meeting of the Boggy Branch Community Development District was adjourned at 11.01 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson