

MINUTES OF MEETING

**BOGGY BRANCH COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES
Thursday, January 19, 2023 at 11:00 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	
James Stowers	Assistant Secretary	
Len Jaffee	Assistant Secretary	(via phone)

Also, present in person or via phone:

Vivian Carvalho	District Manager-PFM Group Consulting LLC	
Venessa Ripoll	District Manager- PFM Group Consulting LLC	(via phone)
Don Hasenbank	Assistant DM- PFM Group Consulting LLC	(via phone)
Amy Champagne	District Accountant- PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel-Kutak Rock LLP	
Paul Hutchson	District Engineer- England-Thims & Miller	
Mike Veazey	ICI Homes	
Keith Donnelly	David Weekley Homes	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll

The meeting was called to order at 11:21 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.

**Administration of Oath of Office to
Newly Elected Board Members**

Ms. Carvalho gave the Oath of Office to Mr. Hagan and Mr. Stowers prior to the start of the meeting. Both had waived compensation.

SECOND ORDER OF BUSINESS

General Business Matters

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

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

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

**Consideration of Minutes of the
November 1, 2022, Landowners
Election Meeting**

The Board reviewed the Minutes of the November 1, 2022, Landowners Election Meeting.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved the Minutes of the November 1, 2022, Landowners Election Meeting.

**Consideration of Resolution 2023-
01, Canvassing and Certifying the
Results of Landowners Election**

Mr. Stowers and Mr. Jaffee will serve a 4-year term and Mr. Hagan will serve a 2-year term.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved Resolution 2023-01, Canvassing and Certifying the Results of Landowners Election.

Consideration of Resolution 2023-02, Election of Officers

ON MOTION by Mr. Hagan, seconded by Ms. White, with all in favor, the Board approved Resolution 2023-02, Election of Officers with Ms. White as Chair, Mr. Stowers as Vice Chair, Mr. Hagan, Mr. Jaffee, and Ms. Ripoll as Assistant Secretaries, Ms. Carvalho as Secretary, Ms. Lane as Assistant Treasurer, and Ms. Glasgow as Treasurer.

Consideration of Resolution 2023-03, Adopting Revised Budget FY 2022

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved Resolution 2023-03, Adopting Revised Budget FY 2022.

Consideration of Resolution 2023-04, Record Retention Policy

Ms. Buchanan provided an overview of the policy.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved Resolution 2023-04, Record Retention Policy.

Ratification of Change Order Nos. 8 – 9

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board ratified Change Order Nos. 8 – 9.

Ratification of Audit Engagement Letter for FY 2022 Audit

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board ratified the Berger, Toombs, Elam, Gaines, & Frank Engagement Letter for FY 2022 Audit.

**Ratification of Service Agreement
with Waste Pro regarding trash
collection on rear-loading
homes**

Mr. Veazey provided an overview of the agreement.

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board ratified the Service Agreement with Waste Pro regarding trash collection on rear-loading homes.

**Consideration of Authorization of
Request for Proposals for
Southeast Quadrant Residential
Phase 1C**

The Board decided to publish the request for proposals for a due date for submittal for either Feb 26 and or 27, 2023. In addition, they will remove from the RFP the provision of an mandatory bid meeting attendance. The bids once open will be reviewed by the District Engineer and a reconmedation will be made at the next meeting scheduled. The Board will discuss holding a special meeting in the second week of March 2023 to review and consider the proposals for Phase 1C project.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board authorized the Request for Proposals for Southeast Quadrant Residential Phase 1C project.

**Ratification of Requisitions Nos.
137 – 173**

ON MOTION by Mr. Hagan, seconded by Mr. Jaffee, with all in favor, the Board ratified Requisitions Nos. 137 – 173.

**Ratification of Funding Request
Nos. 54-63**

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board ratified Funding Request Nos. 54-63.

**Ratification of Payment
Authorizations Nos. 64-67**

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board ratified Funding Request Nos. 64-67.

**Consideration of Work
Authorization Nos. 11-12**

Mr. Hutchson provided an overview concerning the two work authorizations.

ON MOTION by Mr. Stowers, seconded by Ms. White, with all in favor, the Board approved Work Authorization Nos. 11-12.

**Review of District Financial
Statements**

The Board reviewed the District Financial Statements as of December 31, 2022. Ms. White had a comment regarding the funding agreement.

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 March 9, 2023 at 11:00 a.m. at this location.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the next meeting date, time, and location.

**Audience comments and
Supervisors Requests**

Mr. Veazey asked for Board approval for the quarterly cleaning of the cascade fountains.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the ongoing expenses for the Cascade Fountains quarterly cleaning.

Mr. Veazey stated that they received 2 landscape proposals and asked the Board to move forward with Landscape Design Group.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved moving forward with Landscape Design Group proposal.

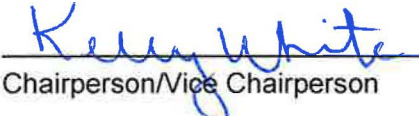
FOURTH ORDER OF BUSINESS

Adjournment

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

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the January 19, 2023 Board of Supervisors' Meeting of the Boggy Branch Community Development District was adjourned at 11:44 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson

**BOGGY BRANCH
COMMUNITY DEVELOPMENT DISTRICT**

**Consideration of Minutes of the January
19, 2023, Board of Supervisors Meeting**