**MINUTES OF MEETING**

**BOGGY BRANCH COMMUNITY DEVELOPMENT DISTRICT**
**BOARD OF SUPERVISORS' MEETING MINUTES**
**Thursday, April 17, 2025, at 12:00 p.m.**
**14775 Old St. Augustine Road**
**Jacksonville, FL 32258**

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

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| Kelly White | Chairperson |
| James Stowers | Vice Chairperson |
| Andy Hagan | Assistant Secretary |
| KC Middleton | Assistant Secretary |

Also, present in person or via phone:

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| Vivian Carvalho | District Manager - PFM Group Consulting LLC | |
| Kwame Jackson | ADM - PFM Group Consulting LLC | (via phone) |
| Amy Champagne | District Accountant – PFM Group Consulting LLC | (via phone) |
| Mike Veazey | Project Manager - ICI Homes | |
| Katie Buchanan | District Counsel - Kutak Rock LLP | |
| Keith Donnelly | Project Manager – David Weekly Homes | |
| Pete Prikazsky | Project Manager – David Weekly Homes | |
| Scott Wild | District Engineer – England-Thims & Miller | |
| Various Audience Members | | |

**FIRST ORDER OF BUSINESS** **Organizational Matters**

**Call to Order and Roll**

The meeting was called to order at 12:02 p.m. Ms. Carvalho proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

**Public Comment Period**

A homeowner, from Gathering Pines, had a comment regarding the lifeguard proposal. She noted the Amenity Center is beautiful, but in reviewing the proposal she noted that the center will not be open every day, and the times are limited. She would request the area be open earlier than 11:00 a.m. to accommodate smaller children and their schedule.

A homeowner, via phone, also expressed her concern with the hours of the Splash Pad compared to the other pool hours. She also had concerns regarding the timing of the new playground and new fence surrounding Epic Park. The playground is set to be completed prior to the fencing, which is a concern due to the pond location in that area. Alligators in the pond is an additional cause for concern. She requested that the fence and playground completion coincide.

A homeowner, from Stillwood Pines, thanked the Board for their work. She commented on the installation of speed humps on Reunion Circle and noted that Stillwood Pines could use them as well, as there is constant speeding on that road. She also commented on the construction vehicles that are coming in and out overnight causing loud disruptions. She requested consideration of a separate entrance for the construction vehicles. The homeowner commented regarding the rusted benches in the park and recommended considering different ones in the future. Lastly, she mentioned the sprinkler system timing as they are still going off when it is raining.

Mr. Veazey noted that the Splash Pad requirement to be monitored is governed by the Department of Health. The manufacturer recommends a pool monitor or lifeguard to oversee that area. This is an additional cost for the district. There is communication with Splashtacular, the manufacturer, to get clarification on that recommendation and try to see if that requirement is not necessary. There is also additional liability on the CDD when not monitored.

Another resident noted that the lifeguard/monitor requirement may be because there is a slide in that Splash Pad area. She recommended closing the slide when there is not a lifeguard/monitor available to still have use of the Splash Pad.

Mr. Veazey was willing to address construction-related questions after the meeting.

**Review and Acceptance of Letter of Resignation from the Board of Supervisors from Jon Morris**

The Board reviewed the letter.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board accepted the Letter of Resignation from the Board of Supervisors from Jon Morris.

**Nominations for Vacant Seat 3**

Ms. Carvalho stated there was a nomination for Pete Prikazsky to Seat 3. The term for this Seat expires November 2026.

ON MOTION by Mr. Middleton, seconded by Ms. White, with all in favor, the Board nominated Mr. Prikazsky to Seat 3.

**Administer Oath of Office to Newly Appointed Board Member to Seat 3**

Ms. Carvalho administered the oath of office to Mr. Prikazsky.

Ms. Buchanan reviewed the Florida Sunshine Laws, public record policies, and Ethics Laws for the newly appointed Board Member. Any questions can be directed to District Counsel or District Management.

Mr. Prikazsky waived his right to compensation.

**Consideration of Resolution 2025-05, Election of Officers**

Ms. Carvalho reviewed the current slate of Officers and noted this resolution will also add Mr. Prikazsky and Mr. Jackson as Assistant Secretaries.

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| ON MOTION by Ms. White, seconded by Mr. Middleton, with all in favor, the Board approved Resolution 2025-05, Election of Officers with the slate of officers remaining the same and adding Mr. Prikazsky and Mr. Jackson as Assistant Secretaries. |

**SECOND ORDER OF BUSINESS** **General Business Matters**

**Consideration of Minutes of January 16, 2025, Board of Supervisors Meeting**

The Board reviewed the minutes.

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| ON MOTION by Mr. Stowers, seconded by Mr. Hagan, with all in favor, the Board approved the Minutes of the January 16, 2025, Board of Supervisors Meeting. |

**Consideration of VGlobalTech Website Maintenance Proposed Fee Increase**

Ms. Carvalho stated this is for an increase of $10 per month.

ON MOTION by Ms. White, seconded by Mr. Middleton, with all in favor, the Board approved the VGlobalTech Website Maintenance Proposed Fee Increase.

**Consideration of PFM Group Consulting LLC District Management Proposed Fee Increase**

Ms. Carvalho stated this increase has been discussed with the Chair.

Ms. White noted the benefit of having PFM for District Management and as the District grows, the time commitment for PFM also grows. She noted her approval for the increase from $27,500.00 to $29,500.00.

ON MOTION by Ms. White, seconded by Mr. Middleton, with all in favor, the Board approved the PFM Group Consulting LLC District Management Proposed Fee Increase.

**Consideration of Resolution 2025-06, Approving a Preliminary Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Date**

Ms. Carvalho recommended July 10, 2025, as the Public Hearing date. The Board confirmed their attendance.

The Board reviewed the preliminary budget.

Ms. White gave an overview of the budget and a comparison of last year's budget. She noted there is an increase in the budget to provide for expanded services, such as the Amenity Center. The assessments will increase. Ms. White stated the budget is working off actual expenses this year, compared to working off estimations last year. There should be surplus funds moving forward to cover extra expenses. She gave an overview of the budget process for those in attendance.

Ms. Champagne reviewed the assessments and noted that last year's assessments were $1,813.98 and will increase to $1,861.40 this year.

There was brief discussion regarding the total budget amount.

The total budget for 2025/2026 was proposed to be $1,397,540.19.

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| ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board approved Resolution 2025-06, Approving a Preliminary Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Date. |

**Consideration of Acquisition of the Amenity Center**

Ms. Buchanan gave an overview. Currently, the Amenity Center is operating under the CDD's operational contract. The facility and the land need to be conveyed to the district. She requested the special warranty deed to be approved in substantial form with delegation to the Chair for final authorization. Currently, the deed is under review by the Developer.

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| ON MOTION by Mr. Middleton, seconded by Mr. Stowers, with all in favor, the Board approved the Acquisition of the Amenity Center as requested by District Counsel. |

**Consideration of Resolution 2025-07, Scheduling a Public Hearing to Amend and Revise the 2024 Project**

Ms. Buchanan gave an overview of the resolution and what needs to be included in the 2024 project amendment.

There was a brief discussion regarding the not-to-exceed cost and what is included in this amendment. It was also noted the amendment would include future improvements to the Amenity Center, Epic Park, pickleball, and various other amenities.

Ms. Buchanan noted the not-to-exceed cost as $5,000,000.00 and stated the revised 2024 project will be included in a 2024 Engineers Report. She reviewed the process and noted that a Public Hearing must take place. The Board decided to hold the Public Hearing during the July Board Meeting.

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| ON MOTION by Mr. Hagan, seconded by Ms. White, with all in favor, the Board approved Resolution 2025-07, Scheduling a Public Hearing to Amend and Revise the 2024 Project. |

**Consideration of Elite Amenities Agreement for Lifeguard Services**

Mr. Veazey gave an overview. This will be to monitor the Splash Pad.

There was a brief discussion regarding the contract. It was noted there has to be a 30-day notice for termination.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved the Elite Amenities Agreement for Lifeguard Services.

**Consideration of Fiscal Year 2024 Interlocal Agreement True Up Credit Memo**

Ms. Carvalho gave an overview.

Ms. White noted she is reviewing the invoice from last year and this year, and requested authorization for the Chair to execute, with a not to exceed amount of $66,175.00 minus the credit of $11,462.00.

ON MOTION by Mr. Stowers, seconded by Mr. Middleton, with all in favor, the Board approved the Fiscal Year 2024 Interlocal Agreement True Up Credit Memo.

**Consideration of Fiscal Year 2025 Interlocal Agreement Invoice**

Ms. Carvalho noted this coincides with the True Up Credit Memo.

**Ratification of Series 2021A Requisition Nos. 271 – 278**

Ms. White stated these were reviewed by the District Engineer and the Chair. They have already been paid. This is solely for ratification.

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board ratified Series 2021A Requisitions Nos. 271 – 278.

**Ratification of Series 2024 Requisition Nos. 45 – 60**

Ms. Carvalho stated these were reviewed by the District Engineer and the Chair. They have already been paid. This is solely for ratification.

ON MOTION by Mr. Hagan, seconded by Mr. Middleton, with all in favor, the Board ratified Series 2024 Requisitions Nos. 45 – 60.

**Ratification of Payment Authorization Nos. 153 – 158 & 160 – 165**

Ms. Carvalho stated these are tied to the General Fund account. These have been previously approved by the Chair and District Management prior to the meeting.

Ms. Carvalho called for a motion.

ON MOTION by Mr. Hagan, seconded by Mr. Middleton, with all in favor, the Board ratified Payment Authorizations Nos. 153-158 & 160-165.

**Review of District Financial Statements**

Ms. Carvalho gave an overview of the District Financial Statements and noted they are as of February 28, 2025.

There were no further questions or comments.

**THIRD ORDER OF BUSINESS** **Other Business**

**Staff Reports**

**District Counsel –** Ms. Buchanan requested the Board to authorize the acquisition and transfer of the pickleball courts. This should be completed by the next Board Meeting.

ON MOTION by Ms. White, seconded by Mr. Middleton, with all in favor, the Board approved the Acquisition and Transfer of the Pickleball Courts.

**District Engineer –** No report.

**District Manager –** Ms. Carvalho stated there is an existing credit card for onsite staff. There is a request to increase the limit from $500 to $2,000 for the increased expenses onsite.

ON MOTION by Ms. White, seconded by Mr. Prikazsky, with all in favor, the Board approved the Onsite Credit Card Limit increase.

**Audience Comments and Supervisors Requests**

Mr. Veazey gave an overview of the proposal regarding the First Coast CMS. He noted that within the Amenity budget is Field Management. He gave an overview of this position. The proposal includes $1,400.00 a month for Field Management and the hiring of a maintenance person at approximately $71,000 for the year.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the First Coast CMS proposal.

**FOURTH ORDER OF BUSINESS** **Adjournment**

There was no further business to discuss.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the April 17, 2025, Board of Supervisors' Meeting of the Boggy Branch Community Development District was adjourned at 12:38 p.m.

Secretary/Assistant Secretary

Kelly White

Chairperson/Vice Chairperson