

MINUTES OF MEETING

**Tomoka Community Development District
Board of Supervisors Meeting
Tuesday, August 6, 2024, at 1:00 p.m.
Hampton Inn, 150 Flagler Plaza Drive,
Palm Coast, FL 32137**

Present and constituting a quorum:

Kelly White	Chairperson
Rick Southwick	Assistant Secretary
Nika Hosseini	Assistant Secretary
Ida Babazadeh	Assistant Secretary

Also present were:

Vivian Carvalho	District Manager, PFM Group Consulting LLC	
Kwame Jackson	Asst. District Manager, PFM Group Consulting LLC	(via phone)
Jennifer Glasgow	District Accountant, PFM Group Consulting LLC	(via phone)
Rachel Proctor	District Accountant, PFM Group Consulting LLC	(via phone)
Margie Hall	HOA Manager	
Katie Buchanan	District Counsel, Kutak Rock LLP	(via phone)
Dick Smith	Project Manager, ICI Homes	(via phone)
Sete Zare	MBS Capital Markets	
(via phone)		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order by Ms. Carvalho at 1:01 p.m. and roll call was initiated. Those in attendance are outlined above.

Public Comment Period

There were no public comments.

Administration of Oath of Office to Newly Appointed Board Member

Ms. Carvalho stated that Mr. Rick Southwick and Ms. Ida Babazadeh were sworn in prior to the meeting and both waived compensations.

Consideration of Resolution 2024-06, Amending Resolution 2024-04 to

**Reset the Date of the Public Hearing
for the Adoption of the Fiscal Year
2025 Proposed Budget**

Ms. Carvalho stated that this satisfies the requirements for rescheduling the public hearing.

ON MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board approved Resolution 2024-06, Amending Resolution 2024-04 to reset the Date of the Public Hearing for the Adoption of the Fiscal Year 2025 Proposed Budget.

**Consideration of Resolution 2024-07,
Adopting Goals, Objectives, and
Performance Measures and
Standards**

Ms. Carvalho explained that this resolution satisfies new legislative requirements that the District adopt goals and objectives that will be assessed before the end of December 2025.

Ms. Buchanan noted that adjustments can be made to tailor the goals and objectives annually per the needs of the District.

ON MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board approved Resolution 2024-07, Adopting Goals, Objectives, and Performance Measures and Standards.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of the
April 9, 2024, Board of Supervisors'
Meeting**

The Board reviewed the minutes.

ON MOTION by Ms. Hosseini, seconded by Mr. Southwick, with all in favor, the Board approved the Minutes of the April 9, 2024, Board of Supervisors' Meeting.

**Public Hearing on the Adoption of the
District's Annual Budget**

**a) Public Comments and
Testimony**

b) Board Comments
c) Consideration of Resolution 2024-08, Adopting the Fiscal Year 2025 Budget and Appropriating Funds

ON MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board opened the Public Hearing on the Adoption of the District's Annual Budget.

Ms. Carvalho stated that there were no members of the public present.

Ms. White requested that Ms. Glasgow and Ms. Proctor adjust the number of neighborhood units to represent the 131 neighborhood units that will be added with Phase 12A. She stated that the assessment would remain the same for these units and the additional money budgeted should be added to Lake Bank Landscape Maintenance and Neighborhood Repair and Maintenance Contingency. The line item for Repairs and Maintenance Contingency was increased to \$20,000.00. The line item for Lake Bank Landscape Maintenance was increased to \$100,087.37. 131 Units will be added to Direct Bill for Phase 12A. The overall neighborhood budget was increased to \$315,165.37.

ON MOTION by Ms. Hosseini, seconded by Ms. Babazadeh, with all in favor, the Board approved Resolution 2024-08, Adopting the Fiscal Year 2025 Budget and Appropriating Funds, as amended.

ON MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board closed the Public Hearing on the Adoption of the District's Annual Budget.

**Consideration of Resolution 2024-09,
Levying O&M Assessments and
Certifying an Assessment Roll**

Ms. Carvalho explained that this resolution represents the assessments that were approved in the budget, and that the amendments did apply.

ON MOTION by Ms. Hosseini, seconded by Mr. Southwick, with all in favor, the Board approved Resolution 2024-09, Levying O&M Assessments and Certifying an Assessment Roll, as amended.

**Consideration of Resolution 2024-10,
Adopting the Annual Meeting
Schedule for Fiscal Year 2024-2025**

Ms. Carvalho explained that this meeting schedule maintained the same timing as the previous fiscal year.

There was discussion surrounding the ideal time for the meeting, with the decision resulting at 4:00 p.m.

ON MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board approved Resolution 2024-10, Adopting the Annual Meeting Schedule for Fiscal Year 2024-2025 as revised.

**Letter from the Supervisor of
Elections – Flagler County**

Ms. Carvalho stated that as of April 15, 2024, there were 1,475 registered voters in the District.

ON MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board accepted the Letter from the Supervisor of Elections of Flagler County.

**Consideration of Resolution 2024-11,
Declaring Vacancies on the Board for
Seat 1 and Seat 2**

Ms. Carvalho explained that because nobody qualified for the Board seats, Mr. Southwick in Seat 1 and Ms. Hosseini in Seat 2 will remain in place.

ON MOTION by Ms. Hosseini, seconded by Ms. Babazadeh, with all in favor, the Board approved Resolution 2024-11, Declaring Vacancies on the Board for Seat 1 and Seat 2.

**Review and Acceptance of FY 2023
Audit Report**

Ms. Carvalho stated that this was a clean audit and that this report has been circulated for review.

ON MOTION by Ms. Hosseini, seconded by Mr. Southwick, with all in favor, the Board accepted the Fiscal Year 2023 Audit Report.

**Ratification of Payment
Authorizations 216 – 229**

Ms. Carvalho stated that these were part of the O & M budget.

ON MOTION by Ms. Hosseini, seconded by Ms. Babazadeh, with all in favor, the Board ratified Payment Authorization Nos. 216 – 229.

Review of District Financials

Ms. Carvalho stated that the District Financials are through June 30, 2024. No action was required by the Board.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – Not present

District Manager – Ms. Carvalho explained that the document included in the agenda designates the District Secretary (herself) as the Custodian of Public Records and Records Management Liaison.

FOURTH ORDER OF BUSINESS

**Audience Comments and Supervisors
Requests**

Ms. White presented the MBS Capital Market Investment Banker Agreement, explaining that it was for a bond issuance for the future improvements in the new Phase 2A that will be closing in Quarter 1 of 2025

ON MOTION by Ms. Hosseini, seconded by Ms. Babazadeh, with all in favor, the Board approved the MBS Capital Market Investment Banker Agreement.

FIFTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss at this time. Ms. Carvalho requested a motion to adjourn.

ON MOTION by Ms. White, seconded by Ms. Hosseini, with all in favor, the Board adjourned the August 6, 2024, Board of Supervisors' Meeting at approximately 1:34 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson