

MINUTES OF MEETING

**Tomoka Community Development District
Special Board of Supervisors Meeting
Tuesday April 8, 2025, at 4:00 p.m.
Hampton Inn, 150 Flagler Plaza Drive,
Palm Coast, FL 32137**

Present and constituting a quorum:

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

Also present were:

Vivian Carvalho	District Manager, PFM Group Consulting LLC	
Kwame Jackson	ADM, PFM Group Consulting LLC	(via phone)
Jennifer Glasgow	District Accountant, PFM Group Consulting LLC	
Katie Buchanan	District Counsel, Kutak Rock LLP	(via phone)
Wyatt Kalapp	ICI Homes	(via phone)
Margie Hall	HOA Manager	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

This meeting was called to order by Ms. Carvalho at approximately 4:01 p.m. and roll call was initiated. Those in attendance are outlined above.

Public Comment Period

There were no public comments.

Consideration of Appointment to Seat # 3 Previously held by Amos (Gooch) Cheatham (Term Expires 11/2026)

This item was deferred.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the February 19, 2025, Special Rescheduled 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 February 19, 2025, Special Rescheduled Board of Supervisors' Meeting.

Consideration of VGlobalTech Website Maintenance Proposed Fee Increase

Ms. Carvalho presented the item for consideration. She noted the vendors are asking for a \$10 increase for monthly website maintenance.

ON MOTION by Ms. White, seconded by Ms. Hosseini, 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 presented the item for consideration. She noted PFM is proposing to increase the District Management fee from \$24,200.00 to \$25,500.00.

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

Consideration of Resolution 2025-08, Approving a Preliminary Budget for Fiscal Year 2026 and Setting a Public Hearing Date

Ms. White provided an overview of the budget process. She recommended approving the proposed budget as presented. Ms. White noted she will work with Mr. Smith and Ms. Hall before the final adoption meeting to make sure all plats, ponds, or other improvements are added to the neighborhood with the expectation that total assessment will not change.

There was discussion amongst the Board members regarding potentially increasing certain line items such as Field Management Fees and Stormwater.

Ms. White stated the budget does not need to be modified at this time because the Board could increase it at the adoption meeting if all costs associated with current improvements are included in the budget before then.

Ms. Carvalho asked for District Counsel's recommendation on whether the Board should approve the proposed budget as presented or increase at a higher amount that is still under the cap.

Ms. Buchanan suggested approving the proposed budget as presented but note for the record that the Chair can work with District Management to make an increase and finalize the budget to bring back at the adoption meeting, provided the amount is under the cap.

ON MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board approved Resolution 2025-08, Approving a Preliminary Budget for Fiscal Year 2026 and Setting a Public Hearing Date.

Consideration of Resolution 2025-09, Election of Officers

This item was deferred.

Review and Acceptance of Fiscal Year 2024 Financial Audit Report

Ms. Carvalho presented the item for acceptance.

Ms. White stated there were no findings, and the audit is clean.

On MOTION by Ms. Hosseini, seconded by Mr. Southwick, with all in favor, the Board accepted the Fiscal Year 2024 Financial Audit Report.

Ratification of Payment Authorization Nos. 254 – 259

The Board reviewed the Payment Authorizations.

On MOTION by Ms. Hosseini, seconded by Mr. Southwick, with all in favor, the Board ratified Payment Authorization Nos. 254 – 259.

**Ratification of Series 2025 Bonds
Requisitions Nos. 1 – 2**

The Board reviewed the Bond Requisitions.

ON MOTION by Ms. Hosseini, seconded by Mr. Southwick, with all in favor, the Board ratified the Series 2025 Bonds Requisitions Nos. 1 – 2.

Review of District Financials

The Board reviewed the District Financials.

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 confirmed the public hearing date will be July 8, 2025, at 4 p.m. at the Hampton Inn, 150 Flagler Plaza Drive, Palm Coast, FL, 32137.

FOURTH ORDER OF BUSINESS

**Audience Comments and Supervisors
Requests**

There were no audience comments or supervisor requests at this time.

FIFTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss.

ON MOTION by Ms. Hosseini, seconded by Ms. Babazadeh, with all in favor, the Board adjourned the April 8, 2025, Board of Supervisors' Meeting at approximately 4:15 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson