

**MINUTES OF MEETING**

**Tomoka Community Development District  
Regular Board of Supervisors Meeting  
Tuesday, July 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)
Kiara Cuesta	District Accountant PFM Group Consulting LLC (via phone)
Jennifer Glasgow	District Accountant, PFM Group Consulting LLC (via phone)
Katie Buchanan	District Counsel, Kutak Rock LLP (via phone)

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order and Roll Call**

This meeting was called to order by Ms. Carvalho at approximately 4:00 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.

**Administration of Oath of Office to Newly Appointed Board Member**

This item was deferred.

**Consideration of Resolution 2025-09,  
Election of Officers**

This item was deferred.

**SECOND ORDER OF BUSINESS**

**General Business Matters**

**Consideration of the Minutes of the  
April 8, 2025, Board of Supervisors'  
Meeting**

The Board reviewed the minutes.

ON MOTION by Ms. White, seconded by Ms. Hosseini, with all in favor, the Board approved the Minutes of the April 8, 2025, 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 2025-10, Adopting the Fiscal Year 2025/2026 Budget and Appropriating Funds

Ms. Carvalho called for a motion to open the public hearing.

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

There were no public comments at this time.

There were no Board comments at this time.

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.

Ms. Carvalho reviewed the resolution and noted the budget has been reviewed by the Board and District Staff.

Ms. White noted the assessments are increasing and the budget increased by about \$20,000.00.

There was brief discussion regarding the changes in the budget. The total budget will be \$462,121.80.

ON MOTION by Ms. Hosseini, seconded by Mr. Southwick, with all in favor, the Board approved Resolution 2025-10, Adopting the Fiscal Year 2025/2026 Budget and Appropriating Funds.

**Consideration of Resolution 2025-11,  
Levying O&M Assessments and  
Certifying an Assessment Roll**

Ms. Carvalho noted this is to carry out the per unit assessments and the gross assessment on the roll.

ON MOTION by Ms. White, seconded by Ms. Hosseini, with all in favor, the Board approved Resolution 2025-11, Levying O&M Assessments and Certifying an Assessment Roll.

**Consideration of Resolution 2025-12,  
Adopting the Annual Meeting  
Schedule for Fiscal Year 2025/2026**

Ms. Carvalho reviewed the resolution and annual meeting schedule exhibit. She noted the Board will meet on a quarterly basis, on the second Tuesday of the month, at 4:00 p.m. Meetings can be changed or adjusted as needed.

There was brief discussion regarding the meeting schedule.

ON MOTION by Ms. White, seconded by Ms. Hosseini, with all in favor, the Board approved Resolution 2025-12, Adopting the Annual Meeting Schedule for Fiscal Year 2025/2026.

**Consideration of Amortization  
Services Engagement Letter**

Ms. Carvalho gave an overview of the PFM amortization services and noted this is a yearly requirement.

ON MOTION by Mr. Southwick, seconded by Ms. Babazadeh, with all in favor, the Board approved the Amortization Services Engagement Letter.

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

Ms. Carvalho noted that as of April 15, 2025, there are 1,572 registered voters in the District per the letter from the Supervisor of Elections – Flagler County.

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

**Ratification of Western Canal Proposal**

Ms. Carvalho noted this work has already been completed and it is done on an as needed basis. It is included in the budget. This is the same vendor that has done the work previously.

On MOTION by Ms. Hosseini, seconded by Mr. Southwick, with all in favor, the Board ratified the Western Canal Proposal.

**Ratification of Payment Authorizations Nos. 260-269**

The Board reviewed the payment authorizations.

Ms. Carvalho noted these have been reviewed by the Chair and District staff.

It was noted the payment authorization related to electric was for streetlights.

ON MOTION by Ms. Hosseini, seconded by Ms. Babazadeh, with all in favor, the Board ratified the Payment Authorizations Nos. 260-269.

**Review of District Financials**

The Board reviewed the District Financials as of May 2025.

No action was required by the Board.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

- District Counsel –** No report. Ms. Carvalho noted the Board had completed their Form 1.
- District Engineer –** Not present.
- District Manager –** Ms. Carvalho noted the new fiscal year calendar meeting invites will be emailed.

**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. White, seconded by Ms. Hosseini, with all in favor, the Board adjourned the July 8, 2025, Board of Supervisors' Meeting at approximately 4:14 p.m.

  
 Secretary/Assistant Secretary

  
 Chairperson/Vice Chairperson