MINUTES OF MEETING

Tomoka Community Development District
Board of Supervisors Meeting
Tuesday, April 9, 2024, at 11:00 a.m.
Hampton Inn, 150 Flagler Plaza Drive,
Palm Coast, FL 32137

Present and constituting a quorum:

Kelly White	Chairperson
Amos (Gooch) Cheatham	Vice Chairperson
Nika Hosseini	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)
Katie Buchanan	District Counsel, Kutak Rock LLP	(via phone)
Dick Smith	Project Manager, ICI Homes	

FIRST ORDER OF BUSINESS **Organizational Matters**

Call to Order and Roll Call

This meeting was called to order by Ms. Carvalho at 11:00 a.m. and roll call was initiated. Those in attendance are outlined above.

Public Comment Period

There were no public comments.

SECOND ORDER OF BUSINESS **General Business Matters**

Review and Acknowledgement of Resignation Letters from Dennis Hoffman and Dennis Veraldi

Ms. Carvalho noted that the Board has not met since July 2023 and a letter of resignation was received in August 2023 from Mr. Hoffman, and one in February 2024 from Mr. Veraldi.

> On MOTION by Ms. Hosseini, seconded by Mr. Cheatham, with all in favor, the Board acknowledged the resignation letters from Dennis Hoffman and Dennis Veraldi.

Discussion and Consideration of Replacements for Seat 1 (Term Expires 11/2024) and Seat 4 (Term Expires 11/2026)

Ms. Carvalho detailed the vacant seats and respective term expirations. Ms. White recommended Richard Southwick for the open vacancy.

> On MOTION by Ms. White, seconded by Ms. Hosseini, with all in favor, the Board appointed Richard 'Rick' Southwick to Seat 1 for which the term expires 11/2024 to the Tomoka CDD Board of Supervisors.

Ms. Hosseini recommended Ida Babazadeh for the open vacancy.

> On MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board appointed Ida Babazadeh to Seat 4 for which the term expires 11/2026 to the Tomoka CDD Board of Supervisors.

Administration of Oath of Office to Newly Appointed Board Members

This item was skipped and the Oaths of Office for the two newly appointed Board Members will be administered outside of a Board meeting since they were not present at the meeting.

Consideration of Resolution 2024-01, Election of Officers

Ms. Carvalho stated that with changes to the Board this resolution would be appropriate. District Management is also seeking approval to add Kwame Jackson as Assistant Secretary and Amanda Lane, Rick Montejano, Verona Griffith, and Amy Champagne as Assistant Treasurers. The remaining positions will remain unchanged with adding the two (2) newly appointed Board Members as Assistant Secretary.

> On MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board approved Resolution 2024-01, Election of Officers, naming Kwame Jackson as Assistant Secretary and Amanda Lane, Rick Montejano, Verona Griffith, and Amy Champagne as Assistant Treasurers as well as the newly appointed Board Members as Assistant Secretaries.

Consideration of the Minutes of the July 11, 2023, Board of Supervisors' Meeting

The Board reviewed the meeting minutes.

> On MOTION by Ms. Hosseini, seconded by Mr. Cheatham, with all in favor, the Board approved the Minutes of the July 11, 2023, Board of Supervisors' Meeting.

Consideration of Resolution 2024-02, Designating Authorized Signatories for the District's Bank Account(s)

Ms. Carvalho noted that this resolution will designate the named Treasurer, Secretary and Assistant Treasurers as authorized signatories on the District's bank account(s).

> On MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board approved Resolution 2024-02, Designating Authorized Signatories for the District's Bank Account(s).

Consideration of Resolution 2024-03, Adopting the Revised Fiscal Year 2023 Budget

Ms. Carvalho noted that 90 days after the close of the fiscal year the budget has to be amended for any item or items that increase the budgeted amount by at least 10%. Since the Board did not meet in January, the revised budget is being done here.

> On MOTION by Ms. White, seconded by Ms. Hosseini, with all in favor, the Board approved Resolution 2024-03, Adopting the Revised Fiscal Year 2023 Budget.

Consideration of Resolution 2024-04, Approving a Preliminary Budget for Fiscal Year 2025 and Setting a Public Hearing Date [Suggested Date, July 9, 2024]

Ms. Carvalho noted that the proposed budget was reviewed by Dick Smith and Margie Hall and discussed with the District Accountant.

Mr. Smith noted that there may be an increase to the budget associated with stormwater system repairs. An engineering study is being done as required, the results of which will guide any necessary repairs.

There was discussion on the budget line items and the designated monies, as well as Phases 9B and 12A correctly contributing to the budget.

Ms. Carvalho noted that the budget remains below the set threshold.

> On MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board approved Resolution 2024-04, Approving a Preliminary Budget for Fiscal Year 2025 and Setting a Public Hearing Date of July 9, 2024, at 11:00 A.M., with the understanding that Phase 12A units will be looked at in respect to possible contribution to the budget.

Consideration of Resolution 2024-05, Designating Board Member Seats for the Upcoming 2024 General Election

Ms. Carvalho noted that all Board seats are decided by general election outlined the expiration dates for all seat terms. Seats 1 and 2 will be up for general election in November 2024.

There was a short discussion.

> On MOTION by Ms. Hosseini, seconded by Mr. Cheatham, with all in favor, the Board approved Resolution 2024-05, Designating Board Member Seats for the Upcoming 2024 General Election.

Ratification of Audit Engagement Letter

Ms. Carvalho noted that the Fiscal Year 2023 audit is underway, and the audit report will be presented to the Board during the July 2024 meeting.

> On MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board ratified the Fiscal Year 2023 Audit Engagement Letter.

Ratification of Stormwater System Inspection Agreement

Ms. Carvalho noted this is the agreement related to the inspection that is currently happening of the community's stormwater systems.

> On MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board ratified the Stormwater System Inspection Agreement.

Ratification of Payment Authorizations 182 - 215

The Board reviewed the Payment Authorizations.

> On MOTION by Ms. Hosseini, seconded by Mr. Cheatham, with all in favor, the Board ratified Payment Authorizations 182 – 215.

Review of District Financial Statements

The Board reviewed the Financial Statements through February 2024.

> On MOTION by Ms. Hosseini, seconded by Ms. White, with all in favor, the Board accepted the District Financial Statements.

THIRD ORDER OF BUSINESS **Other Business**

Staff Reports

District Counsel – Ms. Buchanan reminded the Board that Form 1 filings are now done online. She also reminded the Board of the required online four hours of ethics training, which must be completed in 2024 and reported on the Form 1 filing in 2025. A memo detailing online resources will be provided as well as a reminder.

District Engineer – Not present

District Manager – Ms. Carvalho noted the next meeting is scheduled for July 9, 2024, at 11:00 a.m. at this location.

FOURTH ORDER OF BUSINESS **Audience Comments and Supervisors Requests**

There were no Supervisor Requests or audience comments.

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 April 9, 2024, Board of Supervisors meeting of the Tomoka Community Development District was adjourned at 11:24 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson