



Municipal Service District of Ponte Vedra Beach
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MEETING MINUTES
MARCH 11, 2024

The Trustees of the Municipal Service District held their monthly meeting on Monday, March 11th at Our Lady Star of the Sea Catholic Church at 5:30 PM.

TRUSTEES PRESENT

Al Hollon – Chairman
Kitty Switkes – Vice Chairman
Rick Brown – Treasurer
Charles Callaghan
John Cellucci
Brad Wester - absent
Michael White

Wayne Flowers – Attorney

Chairman Hollon called the meeting to order at 5:30 p.m. We will begin with the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

The Board of Trustees regular meeting minutes from February 12th were discussed. A motion was made to approve the minutes, they were seconded and unanimously carried.

PUBLIC COMMENTS

None

Chairman Hollon reported that Trustee Cellucci will go first as he another engagement.

TRUSTEE REPORTS

NEWSLETTER / FLAGS / INSURANCE - TRUSTEE CELLUCCI

Trustee Cellucci reported there is nothing new on insurance or the flags. He reported that the newsletter is out, and you should have received one.

CHAIRMAN'S REPORT - CHAIRMAN HOLLON

REPUBLIC / SHERIFF PATROLS AND PAYMENTS

Chairman Hollon reported that he met with the operations manager of Republic, and they provided me a letter with the end date. Spoke with FCC Environmental Service and waiting to hear back on

our proposal to them for two days a week and side door pickup.

Chairman Hollon reported that for the sheriff's report last month there were 137 citations, 310 warnings. The vast majority of these are traffic. Chairman Hollon introduced Captain Jeremy Russell who is responsible for this quadrant. Captain Russell reported that he is filling in as Deputy Tedder is working TPC.

JEA / LANDSCAPE – VICE CHAIRMAN SWITKES

Vice Chairman Switkes reported that she does not have anything regarding JEA and the water bill is good and she is going to keep the sprinklers at one day a week until we start having very warm days. Regarding landscaping we are adding flowers, shrubs, replacing things, pine straw and had Massey spray the turf. She reported that she drove by Sunset Park, and it looks good, and she is going to stay on top of it.

TREASURER'S REPORT / STREET SIGNS– TREASURER BROWN

Treasurer Brown reported that in the month of February we had one deposit for property tax. From the Florida Prime account, we had three wires out to our checking account to cover invoices. Regarding the signs after our last meeting, Deputy Tedder reported the speed limit sign at Pablo and Ponte Vedra Blvd. (PVB) was leaning and the base broken. It was reported to B & S sign and fixed. The stop sign at Le Master and Solana Road was hit and was leaning and B & S sign fixed that sign. The sign at 1100 Ponte Vedra Blvd. is in the middle of the lot where a resident is going to build, and she requested to have the sign moved to the north lot line of the property. This was completed by B & S sign.

Treasurer Brown reported that he received an e-mail from Ron Slucker, 301 San Juan Drive and requested no parking signs along San Juan at hole #7. Mr. Slucker reported that John Peyton is in favor but said it is up to the county as it is their right of way. Treasurer Brown told him to contact the county and that the MSD has discussed this at previous meetings and are working on getting an ordinance in place for no parking along San Juan. Chairman Hollon reported that on San Juan, Deputy Tedder has contacted me before that residents want the temporary signs during spring break. Chairman Hollon reported that the county said they would put up the temporary signs if the board agreed. Attorney Flowers reported that in Trustee Wester's absence that they have worked on a draft ordinance for San Juan (the same as PVB) and that he sent it to the county and is waiting to hear back. Treasurer Brown asked what the temporary signs look like. Vice Chairman Switkes said they are like the sandwich signs. Trustee White reported that they are the corrugated signpost with No Parking. The County Administrator can set a No Parking Zone anywhere, but they are looking for us to say it is okay. Vice Chairman Switkes asked how many signs would be put up. Trustee White reported that the county is asking us if we agree, and it is up to them how many to put up. Chairman Hollon asked Captain Russell what he thinks for spacing, and he suggested 75 to 100 feet or about four signs. Vice Chairman Switkes asked that the signs be facing east. Trustee Callaghan agreed that we let the county determine how many signs. A motion was made to have the county put up temporary no parking signs on the west side of San Juan Drive from 318 San Juan Drive to the entrance of the golf maintenance shed until the sidewalk is installed and or the no parking ordinance is in effect. Vice Chairman Switkes reported that Phase 1 of the sidewalk ends at Miranda, and she thinks we should extend Phase 1 to the golf maintenance shed. The motion made for the no parking signs was seconded and unanimously carried.

Chairman Hollon reported that he wanted to discuss extending the credit card limit from \$1,000 to \$2,500 so that the secretary and Trustees do not have to use their personal credit card. Attorney Flowers clarified that the credit limit on the card is \$1,000 and the is an individual charge on the card that will not exceed \$250. Secretary Jurenovich reported that the \$250 needs to be increased. There was board discussion and Chairman Hollon reported that he will put this on the agenda for next month meeting to discuss the limits.

Chairman Hollon reported that Treasurer Brown discussed the Treasurer's Report and made a motion to approve the Treasurer's Report. It was seconded and unanimously carried.

BEACHES ENERGY / WEBSITE – TRUSTEE CALLAGHAN

Trustee Callaghan reported that there are 18 streetlights that are not working. He reported that Beaches Energy Service (BES) needs further verification on seven of those lights. BES is moving forward with the pricing for the lights, and they must let the State know their pricing in two weeks and then they will begin with the pricing for the others which includes us and could take a month or longer. Trustee Cellucci reported that the library will now be open on Sundays, and he would like this added to the website.

BEACH AND SIDEWALK– TRUSTEE WESTER

Trustee Wester is absent.

TRUSTEE WHITE – CTTF / ROAD AND BRIDGE

Trustee White reported that he attended the CTTF meeting today and brought everyone the newsletter. He reported that he will send the link to Trustee Callaghan to add to our website. Met with FDOT last week and they think the intersections from TPC to Ponte Vedra Lakes will happen in conjunction with the resurfacing of A1A that will happen in 2028.

Regarding drainage he had a meeting, got the proposals, and took them to Dwayne Kent at the county and he has not responded if they can support a portion of the cost but likes the idea that we are contributing and working together. In anticipation of getting the feasibility study he was directed to talk with Jay Reister about the areas around the lagoon system to identify the areas that need to be addressed immediately. We discussed some of the missing property rights and agreed that we will need to do further research to find permanent solutions for the easements that do not have owners. Chairman Hollon reported that he has a map that shows easements and which ones are public and which ones are private. Trustee White reported that he has that map. He reported that he would like for the county to pitch in on the drainage and easement surveys.

ATTORNEY REPORT – ATTORNEY FLOWERS

Attorney Flowers reported that he has three things.

1. Regarding the sidewalks on San Juan, he reported that he and Trustee Wester worked on a draft that was submitted to the county and since Trustee Wester is spearheading this project, he does not have an update.
2. He reported that he sent to all Trustees a letter from the Joint Legislative Audit Committee and the audit from 2020 – 2022, there is a note from the auditor regarding the sanitation and how it is recorded. The last payment was in October and the auditor reported that this expense should be recorded in September when service is rendered. The Chairman, myself and the secretary had a discussion with the auditor as to how they want these recorded. Chairman Hollon reported he will send the letter to the Joint Legislative Audit Committee (once approved by the board) letting them know we are aware of this and how we will fix this for year 23 – 24. A motion was made to approve Chairman Hollon to send the letter, it was seconded and unanimously carried.
3. We discussed the bill that was pending that would require all Special Districts to reauthorize by referendum every 10 years. That bill went through a lot of changes and there was a version that was passed, and Attorney Flowers will report on it next month. There is a requirement for all special districts to have performance objectives and a matrix as to how these objectives were achieved. The first step is to create performance objectives and the deadline is October 2024.

Chairman Hollon reported that he received an e-mail from a special district e-mail that we must complete four hours of training. The cost is less if you are a member of the Florida Association of Special Districts (FASD). There was discussion if we should join.

UNFINISHED BUSINESS

JACK POPE POSITION – CHAIRMAN HOLLON

Chairman Hollon reported that he will contact Ms. Andrews again about the position to designate a county employee.

Trustee White asked if we could ask someone from the county to come up to the next meeting with a map of the beach renourishment to let us know what is going on. Someone was to ask Trustee Wester to have someone come to the next meeting.

KEY DATES

County Commissioners Meetings – March 19th and April 2nd

Next MSD meeting will be April 8th at the Ponte Vedra Branch Library, 5:30pm in the FOL Room

ADJOURN

A motion was made to adjourn; it was seconded and unanimously carried.

Submitted, Ann Jurenovich, MSD Secretary