



*Municipal Service District of Ponte Vedra Beach  
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**MEETING MINUTES  
APRIL 8, 2024**

The Trustees of the Municipal Service District held their monthly meeting on Monday, April 8<sup>th</sup> at Ponte Vedra Beach Branch Library at 5:30 PM.

**TRUSTEES PRESENT**

Al Hollon – Chairman  
Kitty Switkes – Vice Chairman  
Rick Brown – Treasurer - absent  
Charles Callaghan  
John Cellucci  
Brad Wester  
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 March 11<sup>th</sup> were discussed. A motion was made to approve the minutes, they were seconded and unanimously carried.

**PUBLIC COMMENTS**

Ron Slucker – 301 San Juan Dr. – Mr. Slucker lives at the corner of Miranda and San Juan and discussed the dangers of someone getting hit by a car. He also inquired about when the Miranda Bridge will get repaired. He reported that the walkway is splintered, and no one uses the walkway because of the splintering.

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

**TRUSTEE REPORTS**

**TRUSTEE WHITE – CTTF / ROAD AND BRIDGE**

Trustee White reported that the Miranda Bridge passed inspection. He reported that the MSD needs to advocate with the county, and it might require a cost share. We need the county to make this bridge a priority and there is an opportunity when they repave San Juan to bring this to the attention of the county. Trustee Wester reported that he has spoken with Dwayne Kent about this and the

sidewalk is not up to ADA standard and suggested to the county that when we come in with the sidewalk we turn the corner and have the sidewalk connect to the sidewalk at the bridge and then at that time have the bridge sidewalk fixed. Someone asked when you think they are going to resurface San Juan. Trustee White reported that he thinks it is 2025. Trustee Switkes reported that she was with Sammy McKennon today and he thinks the resurfacing could start in the next weeks.

Trustee White reported he attended the CTF meeting today, and they discussed some ongoing traffic issues and upcoming workshops. He reported that there were not any action items that we need to address.

Trustee White reported that he has looked up, researched, and pulled all the old plots from Sea View Park to Le Master and San Juan. There are a number of locations around the neighborhood and the line is between Sea View Park and the homes on Le Master. There is an old drainage easement, and the custody of those easements is unclear, and we need to present this case and see if the county is going to maintain them. In some of these cases it is private property and also county right of way or county land that is going into the ponds through the pipes. The easements were recorded to a developer in the 50's and all of these easements do not belong to anyone as the developer is not around anymore and get a title report and then we have something to take to the county for the county to adopt these easements. Chairman Hollon reported that he asked for a map to show the drainage to the lagoons and file a title search. Trustee White reported that he has a group of plats with certain easements with unmaintained drainage easement and get them to Attorney Flowers so that we can research them all together and present to the county all of them and not piece mail.

Trustee White reported that the funding for the drainage study had been presented to the county and he is waiting for a response back from Dwayne Kent if they are willing to cost share. Trustee White left the meeting at 5:57p.m.

[Chairman Hollon reported that the secretary is sick this evening and that he was late turning on the recorder. He reported that they had the pledge to the flag, the minutes were approved unanimously, one public speaker Ron Slucker and Trustee White began with his report. Attorney Flowers reported that he is taking notes for the secretary.]

#### **CHAIRMAN'S REPORT - CHAIRMAN HOLLON** **REPUBLIC / SHERIFF PATROLS AND PAYMENTS**

Chairman Hollon reported that he had a complaint of Republic not picking up some trash in the 400 block. On March 26<sup>th</sup> Commissioner Joseph had a public meeting here at the library and FCC Environmental Services were in attendance with a truck. Chairman Hollon reported that he has spoken with FCC about side door pickup and trash pickup 2 days a week. Vice Chairman Switkes reported that for regular trash the FCC truck has a specific area on their truck to put cardboard boxes that will be recycled. Trustee Cellucci asked if there are any limits they are putting on yard trash. Chairman Hollon reported that it will continue to be unlimited. Vice Chairman Switkes reported that FCC has about 7 or 8 claw trucks where the county only has two.

Chairman Hollon reported that for the sheriff's report last month there were 60 citations, 166 warnings. They have had a lot of citations for parking, blocking the road, and blocking the sidewalk.

#### **JEA / LANDSCAPE – VICE CHAIRMAN SWITKES**

Vice Chairman Switkes reported the JEA did some work on Solana Road last month and reached out to them to see if the hump in the road will be fixed and they reported it will eventually. The irrigation report is good, and they are still on for one day a week. On the medians where there is not any irrigation they have been sprayed to keep the weeds down. All the islands looked good and had a few islands re-pine strawed.

Vice Chairman Switkes reported that she has a new project in mind and wanted to present it to the Board. She reported that she met with Sammy McKennon from Road and Bridge today in the 800 block of the Blvd. There is about a 500-foot part of the right of way just south of Sawgrass on the east side and it is all dirt. Mr. McKennon is going to grade it and the county just bought a hydro seeder and they are possibly going to hydroseed it. She reported that she does not know if we are going to have to pay for part of this but if they seed it she will need to rope off the area so no one parks there. Trustee Cellucci reported that there is another area in the 800 block that could need some seeding. She reported that there is another area at Golfview Circle where construction vehicles have been parked and if she is successful in getting the grass back on the Blvd. then we can do the hydro seed in other areas of the MSD. Vice Chairman Switkes reported that Mr. McKennon reported that he might be able to do this next week and she does not know how much it will be but does not think it will be more than \$500. She reported that she went to the pocket park, and it seems to be getting mowed, but she took the landscaper there to see it and she will go by there once a month. Chairman Hollon reported that Attorney Flowers sent the county a memorandum of understanding (MOU) regarding the park. Vice Chairman Switkes asked if maintenance of the park was defined. Attorney Flowers reported that he does not have the MOU with him but there are some items that are specifically mentioned in there and he will forward her the letter.

### **TREASURER'S REPORT / STREET SIGNS- TREASURER BROWN**

Treasurer Brown is out of the country but before he left he sent out the reports. Vice Chairman Switkes made a motion to approve the Treasurer's Report. It was seconded and unanimously carried.

Chairman Hollon reported that he is not here so there is nothing on street signs. Vice Chairman Switkes reported that at 506 Ponte Vedra Blvd. the workers have hit the sign twice and she would like an officer to go by there every day and they are parking on the sidewalk. Vice Chairman Switkes reported that she believes the contractor should pay for the replacement of the sign.

Trustee Wester reported that someone at the county asked him if we had a permissive agreement or a MOU between us and county regarding street signs. Attorney Flowers reported that he does not think we do. Trustee Wester reported that we took over the street signs and are stewards for repair or moving them. There was a resident that had a sign in their driveway and did not know who to contact. The county told me that if we do not have an agreement with them that we need to get one drafted. Attorney Flowers reported that we will contact the county attorney. Vice Chairman Switkes reported that she remembers that Gary Jurenovich had an inventory of the street signs. Attorney Flowers reported that it is probably not a bad idea to get a MOU.

### **BEACHES ENERGY / WEBSITE – TRUSTEE CALLAGHAN**

Trustee Callaghan reported at the last meeting there were six streetlights that were not working, and they have been fixed. There is not an update on the pricing for the two streetlights we want at Corona and Le Master. Vice Chairman Switkes asked if there is an update on pricing for the lanterns. Trustee Callaghan reported that they do not have any pricing. Trustee Callaghan asked them about some of the pole replacements and they cannot provide me with a date. Vice Chairman Switkes reported that before you came on the Board we received a quote for \$100 a pole. Trustee Cellucci reported that there are 363 poles and Trustee Callaghan will work on getting bids. Trustee Callaghan reported there is nothing new on the website.

Lori Wells – 545 Lake Road – Ms. Wells reported that she has a suggestion for the newsletter and the website. She would like the website to put a safety blurb out that you should walk into traffic and bike with traffic. Chairman Hollon reported that is a good suggestion.

### **NEWSLETTER / FLAGS / INSURANCE - TRUSTEE CELLUCCI**

Trustee Cellucci reported that the newsletter has been out for about a month and asked if anyone had any suggestions on the format as he would like to get the newsletter out before his term ends. Vice Chairman Switkes reported that she would have like to see more pictures. He reported that he is

purchasing flags from the American Legion. Regarding insurance he will start getting renewals in the upcoming months. He reported that the library was opened for the first time this past Sunday and there were a lot of children in attendance. The flags will go up Thursday the 24<sup>th</sup> for Memorial Day. The Club (PVIC) will put the flags up during Memorial Day and for about 10 days (two weekends) for July 4<sup>th</sup>.

### **BEACH AND SIDEWALK– TRUSTEE WESTER**

Trustee Wester reported that the beach renourishment is ongoing, and the dredge project should go through the end of July. This is a 24-7 job, and they are getting another hopper ship. They will continue to work through turtle season. Vice Chairman Switkes asked if they are coming back to plant. Trustee Wester reported that they will on the dunes. There was a request at 559 Ponte Vedra Blvd., which is closest to the Lodge that the cans are up, and the county is going to move the cans and work on the signage at that access.

The no parking on San Juan drive, the county has our draft and they do not have any comments as it is structured like PV Blvd. Our next step is to get this in front of the Ponte Vedra Zoning and Adjustment Board. The next meeting is May 6<sup>th</sup> and will try to get this on the agenda. This has to be approved by all three boards.

The sidewalk project does cost a lot of money for the county and the entire stretch of San Juan needs to be inventoried for the sidewalk and the drainage that Trustee White is working on. We are contributing \$200,000 for the two separate sidewalk projects and out of that are working with the county to use some of that for the survey. Trustee Wester reported that he does not have a date for the sidewalk construction, but he is lobbying the commissioners to bring this before the commissioners for approval and the funding. All the county commissioners have to approve the sidewalk project.

The No Parking on San Juan Drive the segment by the golf course, the county said that right now you can park on the right of way on San Juan so the county and sheriff cannot do anything until we get the ordinance approved. Ron Slucker reported that since they are moving the entrance to the club everyone will be using Miranda Road. Chairman Hollon reported that he had a conference call with Joy Andrews, County Administrator, and they discussed the no parking on the San Juan by the golf course. He told her that the Board voted unanimously for no parking and there is a county ordinance that gives the County Administrator the authority to ban parking. Chairman Hollon reported that he asked Attorney Flowers to prepared a letter for me to sign to send to her. Ms. Andrews predecessor did the same for us to get no parking on San Diego. Trustee Wester reported that he has been getting e-mails from residents about no parking signs and there will one sign at the entrance to San Juan for people to see it and legally noticed. Vice Chairman Switkes asked if we get approval from Joy Andrews there will be signs. Trustee Wester reported yes.

### **ATTORNEY REPORT – ATTORNEY FLOWERS**

Attorney Flowers reported that he prepared a letter for Joy Andrews informing her of the Board's approval of the pursuit of the no parking ordinance and making her aware that the Board has approved and working with the county on the sidewalk construction. It goes on to say in the interim that the Board would like the County Administrator to utilize her authority to temporarily designate no parking for the area we discussed on San Juan by the golf course. We are requesting that she moves forward until the ordinance is approved. The Chairman is asking the Board for approval to send Ms. Andrews this letter. A motion was made based on the information that Attorney Flowers provided for Chairman Hollon to send Ms. Andrews a letter on behalf of the board. It was seconded and unanimously carried.

Attorney Flowers reported that he will be out of the country May 5<sup>th</sup> – May 19<sup>th</sup> and he will be in communication with the Chairman before and after the meeting.

## **UNFINISHED BUSINESS**

### **JACK POPE POSITION – CHAIRMAN HOLLON**

Chairman Hollon reported that in his call with Joy Andrews he brought up to her that we have been talking about this for five years. He reported that he has suggested three scenarios with the county staff.

1. That the county designates someone in their employment to inspect the construction sites up here and we would pay or reimburse the county.
2. The MSD could employ someone.
3. The MSD could hire someone to work in conjunction with someone from the county as joint inspections.

Her suggestion to me would be for the county to hire someone and we pay them. Chairman Hollon emphasized to her that we want to make sure the zoning regulations are being observed. He reported that he will follow up with her about the position. Along that line the county has hired a firm to do a strategic plan for the next five years and last month a lady from BerryDunn, a management consulting firm for local government contacted me. We talked for about 45 minutes and explained the MSD's infrastructure. They are going to submit a plan to the county with their recommendation for the next five years. Regarding the conversation with Joy Andrews on the sidewalk Chairman Hollon impressed to her that we have to start showing some progress. For the survey, the cost is \$35,000 and for the engineering feasibility study on drainage it is \$44,441. A legitimate argument can be made that these costs are pertinent to the sidewalk, and we will pay these as long as we get those costs credited toward the \$150,000 for the sidewalk. Trustee Wester reported that both of those take three or more months and have to be done first. Attorney Flowers is going to propose a MOU for the \$150,000. Trustee Wester reported that we need to go ahead and pay for these things. Vice Chairman Switkes thought that the county was going to pay for the sidewalk per our commissioner. Trustee Wester reported that we had a commitment that they were going to fully fund it and it takes all the commissioners to vote on this. Chairman Hollon will follow up with Ms. Andrews on the MSD taking the first steps to get the surveys done and paid for with the MSD receiving credit for that towards our commitment of \$150,000.

### **MSD CREDIT CARD LIMIT INCREASE – ATTORNEY FLOWERS**

Attorney Flowers reported that he sent out to all Trustees a proposed amendment that was consistent with what the Board indicated what they were okay with at the last meeting. It simply changes rule 5.105(c) that any credit card obtained by the district has a credit limit of \$1,000 that was changed to \$4,000. In subsection D it says that any charges on the credit card will not exceed \$250 which was changed to \$2,500. Attorney Flowers reported that if the Board approves this change he will draw up a resolution. Chairman Hollon made a motion to amend rule 5.105(c) to increase the credit card limit to \$4,000 and increase the individual spending limit from \$250 to \$2,500. It was seconded. Vice Chairman Switkes confirmed that any expenditure a board member makes over \$500 has to be approved by the board so they would know of these expenditures. The motion was voted and unanimously carried.

Vice Chairman Switkes reported that the Ponte Vedra Community Association and the Palm Valley Community Association are going to spearhead a candidate forum and when she has more information, she will share it with the board.

## **NEW BUSINESS**

### **FLORIDA ASSOCIATION OF SPECIAL DISTRICTS (FASD) – CHAIRMAN HOLLON**

Chairman Hollon reported that we are going to join this as everyone has to take the class and this would behoove us to join. Attorney Flowers reported that they have a lot of things that will be instrumental to the board. Vice Chairman Switkes made a motion to join the FASD, it was seconded and unanimously carried.

**KEY DATES**

County Commissioners Meetings – April 16<sup>th</sup> and May 7<sup>th</sup>

Next MSD meeting will be May 13<sup>th</sup> at Our Lady Star of the Sea, in the Browning Room 3.

**ADJOURN**

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

Submitted, Ann Jurenovich, MSD Secretary