



*Municipal Service District of Ponte Vedra Beach  
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## **MEETING MINUTES NOVEMBER 12, 2024**

The Trustees of the Municipal Service District held their monthly meeting on Monday, November 12<sup>th</sup> at the Ponte Vedra Beach Library at 5:30 PM.

### **TRUSTEES PRESENT**

Al Hollon – Chairman  
Kitty Switkes – Vice Chairman  
Rick Brown – Treasurer  
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. She discussed the statement of public notice.

### **APPROVAL OF MINUTES**

The Board of Trustees regular meeting minutes from October 14<sup>th</sup> were discussed. A motion was made to approve the minutes, they were seconded and unanimously carried.

### **CTTF TRAFFIC PRESENTATION**

Brian Landweer from the Citizens Traffic Task Force (CTTF) gave a presentation of the Ponte Vedra Beach – Palm Valley Origin – Destination Study. Trustee Callaghan reported that he will post this to the website.

### **PUBLIC COMMENTS**

There were none.

### **TRUSTEE REPORTS**

#### **CHAIRMAN'S REPORT - CHAIRMAN HOLLON**

#### **FCC ENVIRONMENTAL / SHERIFF PATROLS AND PAYMENTS**

Chairman Hollon reported that he met with Ray Mazzaferro of FCC, and he said that Republic gave FCC the routing and they did not adhere to it. When Mr. Mazzaferro was hired by FCC he said that yard waste is the problem. Chairman Hollon reported that he does not know if the county is going to

ask for another request for proposal. The county hired Ashbritt (claw trucks) to pickup some of the piles and FCC was to pick up the bagged yard waste. Vice Chairman Switkes asked if Ashbritt is still around as there are some piles at 1242 Ponte Vedra Blvd. (PVB). Chairman Hollon reported that they were hired for 90 days. The county voted to fire FCC but under the contract they can keep them for up to a year.

Regarding the Sheriff's report there were 62 citations and 170 warnings. Chairman Hollon reported a few citations and there were swimmers in distress. Vice Chairman Switkes asked Deputy Tedder when they repaved San Juan they put a stop bar on San Juan and Miranda going south but did not put one going north. He reported he will let the county know. Chairman Hollon asked if we could get a few more no parking signs around that intersection. Trustee Callaghan asked Deputy Tedder when you give a warning is it verbal or a written. He reported that they are written warnings. Trustee Callaghan asked when the bikes go through the stop sign how do you determine if you are going to stop them. Deputy Tedder reported that if they blow right through it without slowing or stopping.

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

Vice Chairman Switkes reported that as far as landscaping we received our renewal for Massey, and we pay the full year to get a discount. She reported that she has a couple of items to get approval for. The entrance to her neighborhood on Avenue C and Lagoon Course Drive has 4 palm trees and some viburnum around the transformers. She is asking for \$700 to get them trimmed and has not asked for any money for her neighborhood and reiterated that these are focal points. A motion was made to approve \$700 for improvements to Avenue C and Lagoon Course Drive. It was seconded and unanimously carried. Vice Chairman reported that most islands look good but at Corona on the north side of the bridge you have a lot of palm trees near the Palmer Building but none on the other side and the neighbor asked me if we could install some palms. She reported she has a couple of bids, and one is for \$3,900 for six trees. The Bechtle's who live at the corner of Rutila and Corona have agreed to extend their irrigation. Vice Chairman Switkes reported that she has reached out to the county as it is their right of way to make sure they are okay with us planting and staking the palms. She reported that she will come back next month and reported that the trees will cut down on some of the noise and look nicer. Regarding the Corona Bridge on the other side, there are some palm trees near the JEA lot and the berries from the seeds are coming down on the bridge and staining it and will look into having the palms trimmed and then possibly pressure wash it. Once the weather gets below 80 degrees she reported that she will put in some pine straw and some additional flowers.

Vice Chairman Switkes reported that she reached out to JEA about the fire hydrant painting, and they tell me we are on a list. The irrigation bill is good and there is not an update on the new fire hydrant. She reported that she has been by the fire station multiple times, and they are always on a call.

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

Treasurer Brown reported that the beginning balance in the Florida Prime money market for October was \$1.025 million. After two wire transfer withdrawals to the First Horizon checking totaling \$36,000, and interest earned of \$4,297 and two deposits from St. Johns County totaling \$7,869 the ending balance was \$1.02 million. The current yield on that account is still 5%. The beginning balance in the First Horizon checking account was \$46,213. After the two-wire transfers mentioned before of \$36,000 and checks totaling \$56,160 the ending balance was \$26,054. The only extraordinary item was the insurance annual check for \$18,964 to Thompson and Baker. There was no new sign activity. A motion was made to approve the Treasurer's Report, it was seconded and unanimously carried.

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

Trustee Callaghan reported he met with Matt Brookes at Beaches Energy Service (BES), to review the possible places for four new streetlights. We have discussed this before and are also looking at a new location around 44 Solana. He reported that he will be meeting with Franklin Electric regarding

some ditch work. Mr. Brookes reported that our street lighting costs will remain the same for 10 years. The only e-mails received through the website were for yard waste. Vice Chairman Switkes reported that it was brought to her attention that at A1A and Solana it is very dark and asked Trustee Callaghan to check with BES if this is their responsibility or FDOT. Deputy Tedder asked if BES is going to fix the lights that we turned in. Secretary Jurenovich reported that she does not recall ever working with Franklin Electric and will look back and see if we used them. Trustee Cellucci asked him if they replace any poles to let him know so they can install a bracket for the flags.

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

Trustee Cellucci reported that he needs the newsletter reports by November 30<sup>th</sup>.

### **BEACH AND SIDEWALK- TRUSTEE WESTER**

Trustee Wester reported that he has nothing to report on the beach or walkovers.

He reported that on the sidewalk he requested four bids and three said that they were going to bid and only two came in (he forwarded these to the Trustees). The most motivated was Constantine Constructors and then we got AWA and the third said they could not do the project. Constantine came in and reported where the crosswalk would be and suggested adding additional concrete from the road to the start of the walkover. The two came in at \$40,483 (Constantine) and the other was \$39,981 and our budget is \$50,000. They both said they can schedule the work and get it started before the new year. Trustee Wester reported he went to Greg Caldwell and Dwayne Kent regarding working in the right of way. Both companies reported that they would not need a survey as they would call 411 because it is such an easy job. This did include a new culvert by Merle's median, and they would fix any irrigation. My meeting with the county is November 18<sup>th</sup> at 2pm to discuss the right of way permit. The MSD would still be stewards of the sidewalk and the county will take over the maintenance. Trustee Wester reported that he will report back after November 18<sup>th</sup>. Treasurer Brown asked who you would recommend. Trustee Wester reported that he would like to use Constantine as they seemed to be the most motivated and their bid would move the sign, crosswalk, and irrigation repair. All these construction bids came from St. Johns County. Trustee Cellucci asked once we get this section completed do you think we can have them bid on the other section of San Juan. Attorney Flowers reported that we should accept the bid from Constantine first and then develop a contract/agreement with the county for right of way and maintenance. Chairman Hollon made a motion that the Board accept the bid from Constantine Constructors for \$40,483.47 for the northern section of the sidewalk and the board enter into a contract with the county permitting right of way and acceptance of the bid. The motion was seconded and unanimously carried.

On October 15<sup>th</sup> there was the first reading of the no parking ordinance. Since there was a first and a second reading the BCC asked me a few questions. There is a resident who hosts a Bible study and have some issues with the parking. Just like the changed with the hours last time, they asked me if we can only have no parking on the curbed sections of San Juan Drive. Trustee Wester reported to the BCC that this is a good first start as we can always come back and change the ordinance. San Juan is about 80% curved and he will present this to the board. The second hearing was to be on November 19<sup>th</sup> and the BCC asked if they could push this back to December 3<sup>rd</sup> so that the new board member would have a meeting under their belt. The other caveat is that this is my last board meeting and on December 3<sup>rd</sup> he would no longer be a board member but would be speaking as a resident. Attorney Flowers reported that the board can authorize Trustee Wester to speak on behalf of the MSD. Chairman Hollon reported how are we going to address the curbed section of San Juan. Trustee Wester reported that the curbs would be from 7am – 5pm. Trustee White asked how big is the sign going to be? Trustee Wester reported that he was assigned this by the BCC to get opinions and bring it to the MSD board. We should probably push this back from December 3<sup>rd</sup>. Commissioner Joseph wants me to have a study done. Trustee White reported that we should talk to someone in the administration and find out what is enforceable. He reported that he has never heard of a no parking that has so many things (no parking on curve, no parking from 7a – 5p). The people who do not want it are trying to make it so complicated that it will not pass. Vice Chairman Switkes

asked if we can just give the Bible study group a weekly permit to park. Trustee Wester reported that anyone can sign up for a parking permit. Attorney Flowers reported that if you have specific entities or persons who are exempt will make this extremely hard to pass. Chairman Hollon reported that we might not be ready by December 3<sup>rd</sup>. Trustee Wester reported that Commissioner Dean said that we should do a survey. Vice Chairman Switkes asked to whom the survey would go. Trustee Wester reported that it should go to everyone/anyone in the community. Chairman Hollon reported that we already have exceptions for times and days, and he believes it will be hard to enforce the curbed part of the ordinance. Trustee White reported that we should put it on the website, send it out to the mailing list with no parking and sidewalk on San Juan. Trustee Cellucci reported that we should not include the sidewalk as it has been approved already. Trustee Wester reported that in our Charter as MSD Trustees, we have been given the authority to further what our Charter says which is community wide safety and believe a sidewalk is for the community. Any survey should be for the community and not just the people who live on San Juan Drive as this is county owned right of way. At every meeting we have had, there is a sidewalk discussion so residents cannot say we do not talk about this. Trustee Callaghan reported that he is a fan of surveys, but does the input on the sidewalk have anything to do with the no parking? Trustee Wester reported no that they are mutually exclusive. Trustee Callaghan reported that we should not cloud the water and just have a survey on No Parking. Chairman Hollon reported to let the record reflect that we were told we could have a sidewalk and pick which side of the road we want. Trustee Wester reported that there are residents who are going directly to the BCC with complaints about the No Parking and the sidewalk. We could do it through a bill of rights, e-mail blast, through the Ponte Vedra Community Association (PVCA), etc. Trustee White reported that he needs to leave the meeting soon. He made a motion for Trustee Wester to put together a survey through Survey Monkey to collect feedback on the no parking ordinance and options associated with it. The motion was seconded and unanimously carried.

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

Trustee White reported that we received the CTTF information tonight and will get information to Trustee Cellucci for the newsletter. He reported that he has requested proposals from a couple of surveyors and will get some additional prices for the next meeting for legal descriptions on the easements we need. Trustee White reported that next year they should resurface the Miranda Bridge and next month Dr. Xue from Anastatia Mosquito Control will do a presentation on the water quality of the lagoons. Trustee White departed the meeting at 7:05pm.

Vice Chairman Switkes asked Trustee Wester what he thought about having a meeting in February regarding the sidewalk and have a survey available. She reported that Greg Caldwell suggested that we have a town hall. Chairman Hollon reported that we have had four meetings already about the sidewalk. Trustee Wester reported that he thinks survey monkey will answer all the questions if it is community wide.

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

Attorney Flowers reported that Trustee Wester will be leaving the board, and the new Trustee will be sworn in at the next meeting and you are still a trustee until then.

Attorney Flowers reported that he e-mailed everyone the Goals and Objectives Review, and these must be posted on the website. He reported that he did these based on how they are aligned with the budget and what the district is to do. Below the goals are very general objectives and think they will meet the statutory requirements. Chairman Hollon reported that he reviewed and thinks it was very well done. A motion was made to approve the Goals and Objective, it was seconded and unanimously carried 6-0 as Trustee White was not present for the vote.

#### **UNFINISHED BUSINESS**

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

Chairman Hollon reported that he spoke with Mike Robertson, and he said that he and Howard

White would get together to get specifics. It will be a county employee, and we will not have any supervisory authority. They are to provide me with what this person will do and then we will have to have an interlocal agreement.

#### **NO PARKING ORDINANCE ON SAN JUAN DRIVE – TRUSTEE WESTER**

Chairman Hollon reported that Trustee Wester has already covered this topic.

#### **JEA – NEW FIRE HYDRANT 73 SAN JUAN – VICE CHAIRMAN SWITKES**

Vice Chairman Switkes reported that she is still working on this.

#### **SOCIAL MEDIA CONSIDERATION – CHAIRMAN HOLLON**

Chairman Hollon reported that he thinks we should move forward with this. Vice Chairman Switkes reported that she thought she was going to do this to save some money. Chairman Hollon reported he does not know why we would not let Crystal do this as she is a professional. Trustee Callaghan reported that the success of social media is to have someone that has the time to do it and has the synergy to know what to post. He believes that she will be able to put a schedule together for us. Vice Chairman Switkes asked if the rate is fair. Trustee Callaghan reported that he believes it is a fair rate, and we should give her a chance. A motion was made that we accept Tell Our Visions (Crystal Storm) proposal to start January 1<sup>st</sup> – September 30<sup>th</sup> to not exceed \$5,000. The motion was seconded and unanimously carried 6-0 as Trustee White was not present for the vote.

#### **NEW BUSINESS**

#### **GOALS AND OBJECTIVES REVIEW - CHAIRMAN HOLLON AND ATTORNEY FLOWERS**

This was discussed under Attorney Flowers report.

A plaque was presented to Trustee Wester for his service as a Trustee for the Municipal Service District.

#### **KEY DATES**

County Commissioners Meetings – November 19<sup>th</sup> and December 3<sup>rd</sup>

Next MSD regular meeting will be Monday, December 9<sup>th</sup> at the Ponte Vedra Branch Library at 5:30pm

#### **ADJOURN**

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

Submitted, Ann Jurenovich, MSD Secretary