



*Municipal Service District of Ponte Vedra Beach  
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## **MEETING MINUTES OCTOBER 14, 2024**

The Trustees of the Municipal Service District held their monthly meeting on Monday, October 14<sup>th</sup> at the Ponte Vedra Beach Library at 5:30 PM.

### **TRUSTEES PRESENT**

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

Wayne Flowers – Attorney

Vice Chairman Switkes 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 September 9<sup>th</sup> were discussed. A motion was made to approve the minutes, they were seconded and unanimously carried.

The Board of Trustees minutes from the Final Budget Hearing September 16<sup>th</sup> were discussed. A motion was made to approve the minutes, they were seconded and unanimously carried.

### **PUBLIC COMMENTS**

Barb Roberts - 359 San Juan Drive – She reported that she wanted an update on the sidewalk for San Juan Drive as this was approved two years ago. She reported that she has video of people almost getting run over and is very worried about safety. Vice Chairman Switkes deferred to Trustee Wester, and he will discuss during his report.

### **TRUSTEE REPORTS**

#### **CHAIRMAN’S REPORT - CHAIRMAN HOLLON**

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

Chairman Hollon is absent this evening but sent in his report. There were 49 citations and 131 warnings. While the bulk of our deputies’ work involves traffic enforcement, that is not all they do.

The invoices show responding to 911 calls, burglar alarms, giving directions, assisting with a flat tire, etc. There are very few felonies in our area and a felony is any crime for which the penalty is at least one year in prison. Last Thursday, Deputy Tedder made a felony arrest on Ponte Vedra Blvd. (PVB). While on patrol, he came upon a car stopped in the north bound lane of the PVB. When approached, the driver said he had run out of gas and the car should be towed. He started walking northbound. When Deputy Tedder ran the plates, he learned that the vehicle had been stolen. He then stopped the guy and placed him under arrest for grand theft auto and driving without a license. The vehicle was owned by a man who was staying at a hotel in Jacksonville to get away from the storm. The vehicle was returned to the owner, and the suspect was taken to jail. This was excellent work by Deputy Tedder.

For FCC he reported that he complained to Greg Caldwell and Commissioner Joseph about FCC's failure to pick up yard waste in the MSD for two weeks. He reported that he had numerous contacts with each of them Friday. Mr. Caldwell sent county employees to collect yard waste on Friday and Saturday. Chairman Hollon reported that he periodically drove around and texted them photos of the guys picking up debris. He reported that he will follow up with Mr. Caldwell and Commissioner Joseph about the long-term solution to this situation.

Attorney Flowers is doing a draft of the statement we need to post on our website about our goals for each budget item.

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

Vice Chairman Switkes reported that she is still following up on the fire hydrants. The irrigation bill is in range and all the islands look good. She had a request from some residents to put in some palms by the Corona bridge on the northbound side. She reported that this will cut down on noise and provide some symmetry to the palms that are already there.

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

Treasurer Brown reported that the beginning balance in the Florida Prime money market for September was \$1.062 million. After two wire transfer withdrawals to the First Horizon checking totaling \$41,005, and interest earned of \$4,569.32 the ending balance was \$1.025 million. The beginning balance in the First Horizon checking account was \$68,520. After the two-wire transfer in and checks totaling \$41,005, and a small deposit made from the IRS for \$62.83 the ending balance was \$46,213.41.

The only sign activity is the replacement of the post and repair of the sign at Ocean Course Drive and Lagoon Course Drive. The total cost was \$1,073.89. 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 spoke with Matt Brookes at Beaches Energy Service (BES), and he reported that the numbers will be approved today. He provided me with the amount for a new streetlight that is by a transformer that would not need any digging would be \$1,300.64. This is good news as the lights we approved for Corona and Poinciana will be underbudget as we budgeted them at \$1,500 each. The light at Maria Place and Le Master which we have talked about would be \$1,563 and whatever the contractor fee would be for piping that could be between \$3,500 and \$5,000. Trustee Callaghan reported that we do not have this in the budget, but he will get the numbers. From the last meeting we have reported 11 lights that were not staying on/blinking and 17 lights that are totally out. Vice Chairman Switkes reported that she had a request to look at Solana Road for a streetlight and she reported to Trustee Callaghan that in the 40 block (there is a transformer) we had worked on getting one and there was some pushback from neighbors, but she believes it should be addressed again as there have been new home sales activity in that area. Trustee Cellucci asked if there was any discussion on the street poles. Trustee Callaghan reported that they cannot provide a list of poles, and he believes we should move forward with painting the poles we think need

painting. We could provide BES with our list and have them give us an idea of when they think they will replace them. There was discussion about who to call for a streetlight out.

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

Trustee Cellucci reported that our insurance has been paid and we have just provided the library with our insurance certificate for next year's meetings. Flags will be up for Veterans Day November 8<sup>th</sup> or 9<sup>th</sup> and will come down the 12<sup>th</sup> or 13<sup>th</sup>. Trustee Cellucci reported that if they do put up new poles on PVB we will have to put up new brackets. November 30 is the deadline for the newsletter. He reported that he would like a picture of the new Trustee and any other beauty pictures from the area.

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

Trustee Wester reported that the beach and dunes held up with the storms.

He reported that he has a meeting tomorrow regarding the San Juan parking ordinance for a vote and then the final is November 19<sup>th</sup> and then there is a 30-day appeal period. Once approved we will put up signs at the entrances to San Juan Drive. The ordinance was revised to allow parking for residents and their guests to occur after 5pm on weekdays to 7:00am and to allow parking on the weekends. This does not include contractors. Trustee White has a concern regarding the resident part of the ordinance with no restrictions on the weekend. The concern being that it is a public road, public right of way and if parking is allowed it is for everyone and not just residents. Trustee Wester reported that today anyone can park on San Juan Drive. What we want is to help navigate the safety of the road during peak times. We have vetted this and now it has just been tailored for parking at certain times. Treasurer Brown reported that he agrees with Trustee White and how did we get there. Trustee Wester reported that he can table this tomorrow as he has had enough knives in his back. He thought that we had vetted this and the last thing he needs is to have the Trustees coming at him as he already has the residents coming at him. Treasurer Brown reported that he is not coming at him as this is a question and there are plenty of landscapers that work on Saturday. Trustee Wester reported that this came up from residents and they did not want it like PVB as it is not a collector road and he thought that after several discussions, we were on the same page. Trustee White reported that if you are going down there tomorrow you need to reconsider what you are saying as this is not what we agreed on. Trustee Wester asked what is the overall concern about the current draft? Trustee White reported that he has heard residents want it seven days a week because of beach parking. My personal comment is that we should not put resident parking in the ordinance. Vice Chairman Switkes reported that it does not say resident but says noncommercial. She reported that Trustee Wester has discussed this and compromised with the residents and Ellen Avery-Smith. Trustee Cellucci reported that we gave Trustee Wester the authority to discuss this for the Board. Trustee Wester reported that he has had two Ponte Vedra Zoning and Adjustment Board (PVZAB) meetings, and he will do what the Board wants. Attorney Flowers wants to be clear. He heard that Trustee White had two concerns that the prohibition would only allow residents to park from 5pm -7am and not have the prohibition on the weekend. Vice Chairman Switkes reported that it does not say residents. Trustee Wester reported that it is states commercial or non-commercial. What we are doing now is pulling back that anyone can park at any time. Trustee Cellucci reported that we need to go with this and if we need to amend it in the future we can. Trustee Wester reported that if this does not work we can go back and change it. During the sidewalk discussion the no parking was a byproduct of those discussions. Trustee Wester reported that he has always been clear that this does not replace a sidewalk, and he thought we had vetted this once we get it in place it is easier to make a change. Vice Chairman Switkes reported that you go tomorrow, and we will have feedback, and we will have another meeting before the final meeting to discuss. Trustee White reported that we should vote again before he goes tomorrow. The PVZAB is before the commissioner meeting and in the ordinance it does say unless otherwise marked no parking. Trustee White thinks it might be good for the ducks to be in a row as there could be someone who comes tomorrow and says the Board did not vote on this. A motion was made that we vote on Trustees Wester's position as stated and is currently drafted in the No Parking Ordinance. It was seconded and unanimously carried. Vice Chairman Switkes reported that she will have Chairman Hollon put this on the agenda for next

month.

Regarding the sidewalks, Trustee Wester reported that he solicited four different contractors and sent a bid request. We have money for the northern part of the sidewalk, and it is a small project but a very significant project as the sidewalk touches PVB and San Juan Drive. He reported that he has not had a chance to sit down and lobby for other segments of San Juan Drive. The next piece of the sidewalk would be from Solana Road to Miranda Road. Ms. Roberts reported that what the Board approved was not the northern part, but the southern part and she feels like you have flipflopped. Trustee Wester reported that we initially looked at this and had Kimley Horn look at this for the entire section of San Juan Drive. Once they did this we decided to do this in segments to get something under way. Solana to Miranda was a segment and the commissioners told us they would fund this back in the Jeremiah Blocker days and Commissioner Joseph gave her support but the funding from the county has gone away. We budgeted the southern part and the small northern part and agree that the southern is more important than the northern, but we can get the northern part done in three months and this will be a catalyst for the remainder of the San Juan sidewalk. Ms. Roberts asked for confirmation that at this moment there is nothing on the books for the sidewalk at the southern end. Trustee Wester reported that is correct. Vice Chairman Switkes reported that the county has pulled the funding, and we are not sure if this has to do with an election year and two new commissioners. Trustee Wester reported that our Charter is about safety for our residents and a sidewalk is about safety, but when you have vocal high-powered people lobbying our County Commissioners things seem to change. Trustee Wester reported that he would rather have a sidewalk than see San Juan Drive resurfaced. Ms. Wells asked if the sidewalk you are putting in will connect with the Jax Beach sidewalk. Trustee Wester reported that it will go to the county line and a crosswalk to the beach walkover. Ms. Wells asked who is taking over the sidewalks when you leave. Vice Chairman Switkes reported that it will be decided in January. Vice Chairman Switkes reported that she spoke with Jax Beach about this, and they were for the connections but that was when it was only land and now there are two houses there.

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

Trustee White reported that the CTTF has completed a traffic study report for zip code 32082 that shows the origin and destination of traffic. The county did this report for us and the CTTF completed a summary and slide show. He reported that he is going to ask Chairman Hollon if this can be on the agenda for next month's meeting.

Trustee White reported that the bridge on Pablo is being redone and the two guardrails are rotted, and the contractor has been put on default so hopefully this contractor will become organized and fix the bridge. Miranda Bridge in the coming fiscal year, the county has money to strip the asphalt over the bridge and repave over the bridge.

Trustee White handed out the lake report and the oxygen levels in the water have a bunch of fertilizer and the oxygen content is very low, and it is just enough for the fish to live and does not support good fish life for them to eat insects. They will come to our December meeting to do a presentation.

On drainage we have had some flooding, and the county had done a feasibility study to add drainage to PVB where there are right of ways to get to the lagoon. The county has created a report and has identified that they need easements and there are some residents that are willing to work with the county to get water out of their front yard. The PVIC is the other property owner to get water out to the lagoon and they are willing to grant easements. Trustee White reported that he has asked the county at 320 PVB there is an old easement where the water tower used to be that the county could come in there today. He reported that he will continue to work with the county to focus on that location and they have all the property rights. Vice Chairman Switkes asked if we need to contribute to this project? Trustee White reported that you read my mind. Trustee White reported that when it comes time to get funding he wants to use what is in the drainage budget so that the county will put

money into our projects. He reported that the drainage on San Juan with the county is stagnant because they say we are not doing a sidewalk on San Juan. Trustee White reported that he met Attorney Flowers to discuss the areas in the MSD that have a cloudy title or unclear drainage rights to easements. Attorney Flowers did the research after we identified the parcels, they came back and told him that they needed legal descriptions. He reported that we do not have legal descriptions we need to get some bids from surveyors to do the work. Attorney Flowers thinks that this will not require any fieldwork and Trustee White will come to the next meeting with some bids so that we can get a legal description to run title checks. Vice Chairman Switkes asked when someone gives an easement what is entailed and how many feet are they giving up? Trustee White reported that they allow the use of the land by the county. If it is 10 feet, the county could put in a drainage pipe and to some people the 10 feet is worth a lot of money. Trustee Wester reported that you will need a 10-foot minimum for a drainage pipe as they need three feet for maintenance. If it is in a side yard, it is part of the setback and could be a selling point to the homeowner. Usually in the side yard it has to do with fences and landscaping. Trustee Wester reported that for drainage it is a lot easier to work around for a homeowner than when there are utilities. Vice Chairman Switkes asked about the drainage of the homes on the east side of PVB that is draining to the west side. She asked about a swale. Trustee White reported that a swale system will never happen. He said that if we can get an outfall for drainage, they could rip out the sidewalk and put a pipe under that with a catch basin to drain the outfall. This is not a very good system, but it is probably the only thing that will work. Trustee Callaghan asked about how the water gets to the catch basin? Trustee White reported that the catch basin would have to be next to the asphalt and it would catch whatever water makes it there.

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

Attorney Flowers reported that he is working with Chairman Hollon on the goals and will have something for the next meeting. He is also working on the Trim certification process that requires submission of forms and advertisements that we had to run for the budget process. This year it is being done electronically and has to be completed withing 30 days after our final budget hearing.

#### **UNFINISHED BUSINESS**

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

Chairman Hollon is absent this evening but reported that he still must iron out the details with Joy Andrews about the Plan Review position, and we will need an Interlocal Agreement

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

Vice Chairman Switkes reported that she will have something next month.

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

Vice Chairman reported that Chairman Hollon was to report on this, but he is absent this evening and she reported that she needs the logo from the website, and she is going to try to post the Facebook post. Trustee Cellucci asked about the Instagram post. Vice Chairman Switkes reported that she is going to do Facebook first and then move to Instagram. Trustee Cellucci reported that with her proposal she was going to upgrade the website and send e-mails quicker.

#### **KEY DATES**

County Commissioners Meetings – October 15<sup>th</sup> and November 5<sup>th</sup>

Next MSD regular meeting will be Tuesday, November 12<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