



***Municipal Service District of Ponte Vedra Beach***  
***P.O. Box 1323 Ponte Vedra Beach, Florida 32004-1323***  
***(904) 247-2132 www.pvmsd.org***

## **MEETING MINUTES**

### **DECEMBER 8, 2025**

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

#### **TRUSTEES PRESENT**

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

Wayne Flowers – Attorney

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 / civility.

#### **APPROVAL OF MINUTES**

The Board of Trustees regular meeting minutes from November 10<sup>th</sup> were discussed. A motion was made to approve the minutes, it was seconded and unanimously carried.

#### **PUBLIC COMMENTS**

Wes Moore – 338 San Juan Drive – He reported that he would like to see the continuation of the sidewalk project that was completed at the north end of the MSD. He thinks that continuation of the sidewalk from Solana to Miranda would eliminate walking on the road. We need to be the community that wants safety.

Jim Middleton – 327 San Juan Drive – He reported that he has lived here 25 years and applauds your efforts on the sidewalk at the north end and applauds your efforts on the no parking. He would like to know where we are with the sidewalk on San Juan Drive.

Kate Clifford – 420 Ponte Vedra Blvd.(PVB) – She reported that she is in strong support of sidewalks as we are community that lives outdoors. Ponte Vedra is young, family friendly community and she does not know why there is a resistance. She reported that she has had some of the best conversation with neighbors on the sidewalk. Since the day we moved in there is tons of

traffic on the sidewalk. When we first moved to Ponte Vedra Beach we lived on San Juan Drive, and you had to walk your child to the neighbor's house as there were no sidewalks. You say not in my back yard, but I say yes to in my front yard. People are always afraid of change but a sidewalk on San Juan Drive would be a good change.

Megan McKinley – 528 Rutile Drive – She reported that she has watched the debate on the sidewalk, and she walks her dogs in a stroller on San Juan Drive and is in favor of the sidewalk and hopes that one day the whole MSD has sidewalks.

Kevin Keegan – 346 San Juan Drive – He reported that he moved here a year and a half ago and is new to the whole sidewalk discussion and he would like to know about how the golf balls would affect the sidewalk and how the west side of the sidewalk was decided on and who is paying for the sidewalk. His understanding is there is no budget for this. Chairman Switkes reported that to all your questions she would be happy to have a discussion with you as we have been working on the sidewalk since 2022, and we do have a sidewalk budget. We are approving a draft letter to Joy Andrews later in the meeting in response to some resident's letters. At this point right now, the county is allowing us to use the right of way, but they have nothing in their budget for this fiscal year. Mr. Keegan reported so you have no funding. Chairman Switkes reported that the MSD has a budgeted number of \$250,000. Trustee White reported that we need permits from the county and Water Management District, surveys and this is a five-to-six-month step. At that time, we can give you a proposal of the how much it will cost. Trustee White understands this is confusing and we have the funding, and we were told we were going to receive funding from the county that was rescinded but were told if we follow all the procedures we will get a right of way (ROW) permit for the sidewalk. Trustee Burch reported that once we complete the sidewalk the county will take over the maintenance of the sidewalk. Mr. Keegan asked for his information how was it determined the east or west side. Trustee White reported that the report is on our website. Once the survey comes back we might have to adjust the sidewalk but as of now it on the west side because there are less conflicts.

Amanda Webster – 325 San Juan Drive – She reported that she has lived here for 31 years, and the sidewalk is needed, and she does not care which side of the street. We need this for safety as the community is young and we have many walkers.

Barb Roberts – 359 San Juan Drive – She reported that she was very excited to see the sidewalk on the north side, but we need a sidewalk on San Juan and thanked the Trustees for their work.

Claudia Thomas – 342 San Juan Drive – She reported that she commended the county for the foresight to understand and appreciate a budget that is limited as to whether we need a sidewalk. As a resident that lives on San Juan Drive where we have beautiful landscaping and mature trees, the survey by Kimley-Horne did not address any of these or flooding. She questions the ability of the MSD to maintain this and do a budget. The county does not have a budget for this. She reported that she is concerned about the misstatements that have been disseminated to her neighbors about mailboxes being moved or vegetation being disrupted will be handled by the MSD and she does not know this to be true. Is this what is being represented? Trustee Burch reported that our intent is before we release any construction work that we have a budget for these things, but we know that the concrete mailboxes are not allowed in the right of way and he reported that he had to rebuild his and moved a hedge out of the right of way. We as a board will make sure that residents are not put out. She asked how much money have we already spent on the sidewalk? Vice Chairman Hollon reported that we have spent about \$14K which was in a prior year's budget. Trustee Burch reported that we spend \$24,000 for a survey and tonight he reported that he will ask the board for approval of civil engineering from Solana to Miranda. Ms. Thomas asked if an RFP was done, and Chairman Switkes reported that we did and RFQ and the board voted on it last month. Ms. Thomas asked regarding liability issues, has the county signed off that they are taking responsibility for golf balls in the right of way. Trustee Burch reported that he does not want to speak for the county but would assume they

would take responsibility for anything in the right of way. Ms. Thomas asked if we have spoken to the new Chairman, Clay Murphy. Chairman Switkes reported no he has not made himself available and we need to close public comment. Ms. Thomas asked who gave permission for two individuals to open mailboxes and submit a letter from you? Chairman Switkes reported that no mailboxes should have been opened. Ms. Thomas reported that her mailbox was opened, and she has it on video. Chairman Switkes reported that she can call the police. Ms. Thomas asked if she gave permission for people to open her mailbox. Chairman Switkes reported she absolutely did not, and the survey was to be put on the flag.

## **TRUSTEE REPORTS**

### **JEA - LANDSCAPE – CHAIRMAN SWITKES**

Chairman Switkes reported that the irrigation bill has a large consumption at Waterbridge, and she will be checking it with their HOA. Regarding landscaping, we did receive an offer from another landscape company and will be looking into this. She reported that she received two bids to diamond cut the Sylvester Palms at A1A and Corona for \$1,350 and \$1,000 from Alex at Ponte Vedra Palm. She asked for someone to make a motion to have these cleaned up for \$1,000. Trustee White made a motion to have Alex from Ponte Vedra Palm trim the palms at A1A and Corona for \$1,000. The motion was seconded and unanimously carried.

Chairman Switkes reported that she was contacted by the county about having a drainage on the Boulevard meeting. The library is closed so she asked Trustee Cellucci about checking with Our Lady Star of the Sea church. Trustee White asked what the meeting is exactly about. Chairman Switkes reported that it for drainage on Ponte Vedra Blvd. Trustee White will reach out to her to get some additional information. Trustee Cellucci has reached out to the church and is waiting for approval.

### **FCC ENVIRONMENTAL / SHERIFF PATROLS AND PAYMENTS – VICE CHAIRMAN HOLLON**

Vice Chairman Hollon reported that they issued 89 citations and 192 warnings since last meeting. He reviewed that there was an ICE arrest, juvenile speeding, juveniles on e-bikes running stop sign. The 1600 block is a hot spot for speeding, and he reported he will speak to the deputies about possibly having the Florida Highway Patrol also work that area.

FCC agreed to reduce the number of households 1,403 to 1,350 and further reduced it by 316 for side door pickup so on Thursdays the households for side door should be 1,044. He is still working to get us a monthly invoice.

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

The beginning balance in the Florida Prime money market was 949k. After three deposits from St Johns County, and interest earned of \$3,300, less two wire transfer deposits to First Horizon checking totaling 39k, the ending balance was 1.041M. Current yield on the account is 4.15%. The beginning balance in the First Horizon checking account was \$42,047. After the two previously mentioned wire transfers from Florida Prime for 39k and forty check withdrawals totaling \$41,621, the ending balance was \$39,406. The only non-recurring item was \$6,220 paid to Constantine Constructors.

Signs Report for November. The four signs discussed at last month’s meeting have all been straightened and/or reset: 965 Ponte Vedra Blvd, 968 Ponte Vedra Blvd, Corona Rd & Grand Palm Ct, and Solan and PV Blvd. Chairman Switkes asked for a motion to approve the Treasurer’s report. A motion was made, it was seconded and unanimously carried.

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

Trustee Callaghan reported that there are 22 streetlights that are not working properly. Twelve on the Boulevard, 2 on Lake and 5 on San Juan, 1 each on Morning Side, Granada and Pablo. Beaches

Energy (BE) is waiting for new inventory to come in on poles and light fixtures they will finish putting in the new lights on Corona Road and the PVB to 694 PVB.

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

Trustee Cellucci reported that the flags were a success for Veterans Day, and he coordinated with the PVIC and The Lodge and Club. There is nothing new on the insurance as it was renewed October 1<sup>st</sup>. Hopefully the newsletter will be out by the end of January, and they will go out to address and not names and it will be posted on the website.

### **BEACH AND SIDEWALK-TRUSTEE BURCH**

Trustee Burch thanked everyone for the nice comments on the sidewalk at north San Juan Drive. We have the survey in for the sidewalk on San Juan from Solana to Miranda and a letter of agreement from Kimley-Horne to do the civil engineering and Attorney Flowers has the contract to review. Trustee Burch reported that he would like to make a motion to engage Kimley-Horne to do the phase 1 engineering is \$96,000 from the beginning to closeout. Most of this is lump sum and \$28,000 is hourly with a not to exceed number. Trustee Cellucci asked why we are not doing the whole thing. Trustee Burch reported if you want to save budget then we should not go all the way to Pablo North. We can do one of two things. 1. Release them to do all the way from Solana to Pablo Road South for which we have the budget. 2. Release them to do all the way from Solana to Miranda. Trustee White is supportive to release Kimley-Horne from Solana to Miranda where we have plans, and the Water District permit is good for five years and we put in the sidewalk from Solana to Pablo Road S. and pay for it if we have to. Then we also have plans for the sidewalk from Pablo Road S. to Miranda where we can try to not spend 100% of the MSD dollars. There was discussion about the county providing some monies and how we need to approach them. Kathy Gleason asked which side of the road will the study be done on? Trustee Burch reported that the ROW survey is from the ROW to the ROW on each side of the street. The engineering study is supposed to be on the west side of San Juan but they have not reviewed the ALTA survey so the proposal is for the west side, but they could come back to us and say the east side is less intrusive. Kathy Gleason asked if they would come back to you with their decision. Trustee Burch reported that we will have a project meeting every two weeks and that he will be the project manager and will bring the information back to the board. Vice Chairman Hollon reported that we should go ahead and approve the engineering from Solana to Miranda and then focus on the construction from Solana to Pablo Road S.

Attorney Flowers reported that he just saw the agreement and has not thoroughly reviewed it and there is some language that needs to be added. If the board feels comfortable with the agreement knowing that there will be some additional language added. He also stated that there are tasks within each contract and the question is for authorization to proceed on task something you want to delegate to Trustee Burch. Trustee Burch thinks it should be delegated to him, so we do not have to wait a month for a board meeting. Attorney Flowers asked if the tasks would take more than a month. Trustee White reported that we let him move task to task, so we are not wasting 30 days.

Trustee Burch made a motion to approve Kimley-Horne to do the engineering study from Solana to Miranda, subject to Attorney Flowers further review of the letter agreement, and that myself would be able to administer that work to the full extent of the letter agreement. The motion was seconded and unanimously carried. Attorney Flowers confirmed that Phase 1 I Solana to Pablo S, Phase 2 is Pablo S to Miranda and Phase 3 is Miranda to PVB. Trustee Burch reported that in the future we will decide how to approach the county on them possibly funding some of the sidewalk. Trustee Cellucci reported that he is afraid the county will not fund anything. Chairman Switkes reported that we discussed that we would fund Phase 1. Trustee Cellucci reported that we should let the whole MSD vote on that. Attorney Flowers reported that if the board decides to move forward with the construction of the sidewalk you will have to take a vote to proceed. Chairman Switkes reported that for something to go to a referendum it has to be over \$150,000 or 25% of the budget.

Trustee Burch does not have anything for the beach.

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

Trustee White reported he has nothing for CTTF. He reported that the county is going to repave the Miranda Bridge probably 1<sup>st</sup> quarter and there is talk about putting in for the federal bridge replacement. There has been survey work on San Juan and PVB assessing the capability of adding additional drainage on PVB and going out by the #3 tee box into the lagoon. He believes this is part of the workshop Chairman Switkes mentioned earlier.

On the bubbler system we are waiting for the PVIC to come back to us for locations and once those are received we can start work to get to the finish line to get them installed.

Trustee White reported that the flags look great and reported that he has received so many compliments on the sidewalk on San Juan. He reported that he has reached out to the public works at Jacksonville Beach about them possibly connecting the sidewalk. Chairman Switkes reported that he reached out to Greg Caldwell about the Pablo Road Bridge and evidently the county is in litigation with the contractor who walked away before completion.

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

Attorney Flowers reported that he has nothing new to report.

### **UNFINISHED BUSINESS**

#### **JACK POPE/PLAN REVIEW POSITION – VICE CHAIRMAN HOLLON**

Chairman Hollon reported it was on the consent agenda and the interlocal is supposed to be approved.

### **NEW BUSINESS**

#### **DISCUSS/APPROVE ATTORNEY FLOWERS DRAFT LETTER IN RESPONSE TO THE LETTERS CONCERNING SAN JUAN DRIVE SIDEWALK SENT TO THE COUNTY AND THE BOARD OF COUNTY COMMISSIONERS.**

Trustee Burch reported that he has a few grammatical changes but made a motion to approve the letter that Attorney Flowers drafted. The motion was seconded and unanimously approved.

Chairman Switkes reported the letter we just approved was drafted by Attorney Flowers in response to some letters that were sent to the County Administrator and the Board of County Commissioners in regard to the sidewalk.

Megan McKinley asked if we should write a letter that we are in favor of the sidewalk. Vice Chairman Hollon reported that yes and to send anything to Board of County Commissioners and Joy Andrews who is the County Administrator. Trustee White reported that he politely disagrees that as of right now there is not a decision for them to make at this point, but when we are asking for funding that would be the most strategically collective time to remind your elected officials that there is support for funding or matching funding. At this point we are not asking them right now for anything.

### **KEY DATES**

County Commissioners Meetings – December 16<sup>th</sup>

Next MSD regular meeting will be, Monday, January 12<sup>th</sup> at Our Lady Star of the Sea Catholic Church – Browning Center, Room 2 @ 5:30pm

### **ADJOURN**

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

Submitted, Ann Jurenovich, MSD Secretary