



*Municipal Service District of Ponte Vedra Beach
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MEETING MINUTES MAY 11, 2026

The Trustees of the Municipal Service District held their monthly meeting on Monday, April 13th at Our Lady Star of the Sea Catholic Church, The Browning Center, Room 3 at 5:30 PM.

TRUSTEES PRESENT

Kitty Switkes – Chairman
David Burch – Vice Chairman
Rick Brown – absent
Charles Callaghan
John Cellucci
Al Hollon
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 April 13th were discussed. A motion was made to approve the minutes as amended; they were seconded and unanimously carried.

PUBLIC COMMENT

Barb Roberts – 359 San Juan Dr. – Ms. Roberts thanked the board members for serving on the board and supporting the sidewalk on San Juan Dr. She reported the reasons why we need a sidewalk specifically safety. She reported that three years ago in August the MSD approved the sidewalk project and approximately one year ago the MSD did a house-by-house survey of the 300 block which showed a significant majority support for a sidewalk. Last September my husband and I presented a petition to expedite this project which was supported by 139 neighbors. Community support is broad and deep and those who oppose this are a very small minority, and we ask that you continue to progress with this project as expeditiously as possible.

POINTE 1 PRESIDENT EMMITT GRIGGS – UPDATE ON BRIDGE BUILDER – CHAIRMAN SWITKES

Chairman Switkes introduced Susan Bledsoe, Treasurer of Pointe 1 as Mr. Griggs could not make the meeting. Ms. Bledsoe reported that they have awarded the contract to Doc Medics and the cost will be \$193,850. Doc Medics have worked in North Florida, and we received a recommendation from Jay Reister at the Club. They will demo, design, construct, permit, warranty and insurance. The

start date will be no sooner than August 1st and the completion date is October 31st. Pointe2 has 18 patio homes and Pointe1 has 56 units. Pointe2 has committed \$26,000, 13.4% of the total cost for the bridge replacement. Point1 will be assessed at \$128,800, which is 66.4% of the total cost. We hope that the MSD will contribute 20%, which will be \$38,770. The bridge will be built to code, and they will be using composite boards.

Chairman Switkes asked when you spoke with the county did, they have any recommendations on how to keep the e-bikes off the bridge? He reported no but there was discussion that they will install something where you must get off your bike to go across the bridge. Chairman Switkes asked what are you going to call this bridge? There was discussion regarding the name of the bridge, nothing was decided. Chairman Switkes reported that she spoke with Attorney Flowers and would like to make a motion to transfer \$20,000 from the Plan Review budget to the Point1 bridge budget (this will be a new item) and the remainder of \$18,770 will be in next years budget. Trustee White asked why not transfer \$25,000. Trustee Hollon reported that he wants to wait on using the Plan Review number as he needs to talk to Mike Roberson. Trustee White reported what other budget categories can we use as he has not used any of his drainage budget. Trustee White thinks we should transfer \$25,000 from drainage to the bridge category. Attorney Flowers reported that if you transfer any more than \$25,000 there are some formal steps that need to be taken. Trustee White thinks we should use it all now. Attorney Flowers reported that you should do it in one step. A motion was made to publish a notice to transfer \$38,770 from drainage to pedestrian bridge in the newspaper. The motion was seconded and unanimously carried. The category will be called the Pedestrian Bridge. Attorney Flowers reported that there needs to be an agreement between the MSD and Point1 regarding the payment transaction. He reported that he does not know if he can get this done before the next meeting, but the budget transfer can be done.

TRUSTEE REPORTS

JEA - LANDSCAPE – CHAIRMAN SWITKES

Chairman Switkes reported that the irrigation bill is very high at Overlook and is still trying to figure it out. Regarding landscaping, the plantings are coming along, and all the backflows will be tested in June. We did get an increase on the credit card from \$1,500 to \$5,000 and the card will be in my name. There are a few things on the credit card like absent answer that are debited.

BEACH AND SIDEWALK–VICE CHAIRMAN BURCH

Vice Chairman Burch reported that the Jax Beach sidewalk on PVB, the mayor of Jax Beach, Chris Hoffman is on board with the sidewalk, but the road is a COJ (city of Jacksonville) road and she will be in contact with them.

With respect to the San Juan sidewalk, we received the 30% plan from Kimley-Horne and he will send it to all the board members to review and give him comments. There will be five feet of space from edge of payment to the five feet of sidewalk. Next step is for me to review the plans and comments from the board. Vice Chairman Burch reported that the board members can submit their comments but if they have a question, you cannot answer. Vice Chairman Burch asked for the board comments, and he will include them in his comments to Kimley-Horne. Trustee Cellucci asked when are we going to ask the county for money. Vice Chairman Burch reported that you do not want to go to the county until the plans are almost complete. When we get the 60% plan, you are about ready to go out to bid and find a contractor. Vice Chairman Burch reported that he has received some negative comments about the sidewalk and so that everyone feels like their voice is heard, should we have another meeting and let the residents voice their concerns. He reported that we had one public meeting. Chairman Switkes reported that we had three public meetings and it has been on our agenda for three years and she believes we do not need another. Vice Chairman Burch reported that we have residents threatening lawsuits and asked what can we do for the folks that are adamant and threatening lawsuits. Trustee Hollon asked what the basis of the threat is. We have had three public meetings and paid the engineer to come to our meetings three times to answer questions.

Trustee White reported that the issue right now are the residents that are deeper into the 300 San Juan block and right now we are not even building in that block. He agrees with Trustee Hollon that for someone to bring a lawsuit there must be damages and we are not in that block. Trustee White reported we are building from Solana to Pablo Road South and Christ Church wants the sidewalk, the preschool wants the sidewalk, and the Inn and Club wants the sidewalk. There are only seven homeowners who are affected.

Attorney Flowers reported that he would feel more comfortable if board members have comments on the 30% plans to bring their comments to the next meeting for discussion. Trustee Cellucci asked how are we paying for the rest of the sidewalk. Chairman Switkes reported we are paying for the sidewalk from Solana to Pablo Road South. For the remainder we are paying for the design. Vice Chairman Burch reported once we get all the numbers we will go to the county with a number and ask them for a contribution. Secretary Jurenovich asked where this should go on the agenda, new business, old business? Chairman Switkes reported that it will be handled under Vice Chairman Burch's report.

There is no update on the beach.

TREASURER'S REPORT / STREET SIGNS- TREASURER BROWN

The beginning balance in the Florida Prime money market was 1.548M. After two wire deposits from St Johns County totaling \$35,853, interest earned of \$4,759 and four wire transfers to First Horizon totaling \$110,000 the ending balance was 1.479M. It should be noted that \$25,00 from Florida Prime was for anticipated need during my absence in May, and inability to make the transfer. Current yield on the account is 3.84%. The beginning balance in the First Horizon checking account was \$15,209. After the previously mentioned transfers from Florida Prime, less 36 check withdrawals for routine expenses totaling \$67,383, the ending balance was \$57,826. There was one extraordinary expense item for \$35,000 paid to Clary & Associates for the budgeted San Juan Drive sidewalk project. Chairman Switkes asked for a motion to approve the Treasurer's Report. A motion was made, seconded and unanimously carried.

Vice Chairman Burch reported that he just got an e-mail from a resident an hour ago that the welcome to the MSD sign on Corona his daughter just hit her head on it. Chairman Switkes reported that it is tilted and he will send it to Treasurer Brown.

There was no new sign activity in the month of April.

BEACHES ENERGY / WEBSITE - TRUSTEE CALLAGHAN

Trustee Callaghan is absent this evening and submitted his report that Chairman Switkes read. Since our last MSD meeting, we have notified Beaches Energy Services (BES) of eight streetlights that were out, damaged, or not functioning properly. Five of the lights were located on Ponte Vedra Blvd. (PVB), two on Pablo Road and one on Pablo Terrace. BES has begun work on the streetlights along PVB in the area between 301 and 423 PVB. There are a total of 23 streetlights in that section. To date three streetlights have received new poles and LED fixtures. Over the next couple of weeks, 17 additional lights are scheduled to receive new poles and fixtures, while three more lights will receive new LED fixtures.

Regarding the website, there is no update. Chairman Switkes reported that after last months meeting, we did put on the website and an e-mail blast regarding the side door pick up and watering drought.

NEWSLETTER / FLAGS / INSURANCE - TRUSTEE CELLUCCI

Trustee Cellucci reported that he put up the Betsy Ross flag up at the corner of A1A and Corona. Chairman Switkes asked if the light is working at the corner. Trustee Cellucci reported he will take a look. The flags will go up on the 21st for Memorial Day. There was discussion about the construction

at Our Lady Star and the remainder of our meeting for 2026. He reported that we are good for 2027 at the library. There is a big shredding event at the library on Saturday the 16th morning at 9am. Trustee Callaghan reported that it will go out this week.

FCC ENVIRONMENTAL / SHERIFF PATROLS AND PAYMENTS – TRUSTEE HOLLON

Trustee Hollon reported that he will follow up with FCC on the shredding and they will accept paper, colored paper, stapled paper but no bound documents. He reported that he has asked about having lithium battery drop off but has not heard back. The MSD board is audited by outside auditor and last year we paid them \$420,518.64 and the auditors are asking for confirmation that FCC accepted our payment. He reported that he sent FCC an e-mail to see if they can confirm the payment. Secretary Jurenovich reported that it is strange that the auditors would ask you as they have access to bank statements and reconciliations. Trustee Hollon reported that he received an e-mail from the secretary. Secretary Jurenovich asked him to double back and make sure it came from her as she did not forward that e-mail.

Since last month they issued 156 citations and at my request they started assigning PSA officers at Micklers to handle parking. The PSA officers issued 55 citations for parking. He reported that he sent an e-mail to Mr. Caldwell regarding the problems at Micklers. There were 252 warnings. We have some hotspots in the MSD, 100 block of PVB, Corona Road (there were stops) and on A1A south of Micklers. Trustee Callaghan asked what the parking fine amount at Micklers is. Trustee Hollon reported \$40 and this amount is not a deterrent for some.

Trustee Cellucci asked about the shuttle and Chairman Switkes reported that they only do it on holiday weekends. Chairman Switkes asked Trustee Hollon if he see the Micklers parking always being an MSD effort. Trustee Hollon reported that we asked the county to make PVB no parking but if they are parking on the sidewalk, we have to have someone write a citation. Chairman Switkes reported that it is a county parking lot and the county should split or pay for the PSA officer as we want to protect our residents that live down there. It is not our responsibility, and it is an overflow from their county parking lot. Trustee Hollon read his letter to Mr. Caldwell and asked for a solution to the parking area where the county said they were going to pave and put in diagonal parking. Trustee White reported that we should not have to pay for the PSA and asked Trustee Hollon to ask them to pay for it. Trustee White asked Deputy Tedder if you can run a report of the parking tickets written at Micklers so that we know where these people are living. He reported that he will look into it. Trustee Hollon is going to contact Mr. Caldwell to see if we can put the towing signs back up that were taken down.

TRUSTEE WHITE – CTTF / ROAD AND BRIDGE

Trustee White reported that FDOT is going to do a workshop in June or July to review the four-intersection improvements planned for 2028, Sawgrass Players, Sawgrass Village, Solana and A1A and Ponte Vedra Lakes and A1A. The other active project CTTF is working on with FDOT is the JTB off ramp at Marsh Landing Parkway to alleviate the back up of traffic on JTB.

Trustee White reported the old failing drainage structure on Philips Ave., and the county is working on it. The PVB road drainage, the county provided plans for drainage in the 300 block of PVB. This is fully funded by the county, but their plans are very disruptive to the right of way (ROW), and he reported that he is going to meet with the county and challenge them as an advocate for the MSD.

Trustee White updated the board on the midge flies. He met with the water scientist that came to our meeting, and he volunteered to come out and do water sampling focusing on larva sampling. He reported that there are two types of midge fly larva. The good news is that there is a chemical product called BTI that you put in the lake, and it crystallizes the larvae and they never hatch. The scientist is confident that this treatment will work. The proposal he gave me is to treat it in the warm months and the total cost is \$91,000 for eight treatments. The Inn and Club would be a beneficiary to get rid of these and Trustee White forwarded the proposal to them and is waiting to hear back. We

will not get money from the mosquito control district as midge flies are not a biting insect but a nuisance insect. The scientist reported that you can do the bubblers, but you have to change the nutrient level of the lagoon and that could take up to five years and would require maintenance where this treatment kills the bugs.

Attorney Flowers reported that if the district is entering into a contract that is over \$35,000 it will require competitive bidding unless this vendor is the only one who can do this type of treatment. Chairman Switkes asked is the next step to get competitive bids? Trustee White reported that he wants to see how much the Inn and Club will pay. He is looking for 20 to 30 percent from the club. Trustee Hollon asked how they do these treatments. Trustee White reported that he will ride around the lake and spray.

Chairman Switkes asked Trustee White to ask the county to fix the step at the Miranda Bridge. She asked about the Pablo Road Bridge and Trustee White reported they are still bidding.

ATTORNEY REPORT – ATTORNEY FLOWERS

Attorney Flowers reported the letter he wrote to the man regarding the San Juan sidewalk.

Trustee Cellucci reported that there are four seats open for the MSD. Trustee White has re-upped, Treasurer Brown is not going to renew, and Trustee Callaghan is not going to renew. Trustee Hollon is off.

NEW BUSINESS

PARKING AT MICKLER’S – FINES FOR PARKING

Trustee Hollon reported that he believes the county should increase the fine for parking. His suggestion is the following:

First offense \$75

Second offense \$100

Third offense \$125

Trustee Hollon would like to make a motion to ask the BCC (Board of County Commissioners) to raise parking fine structure. He asked Attorney Flowers what he thinks. Attorney Flowers thinks the board should authorize the Chairman to send a letter to the BCC and Joy Andrews with a suggesting fine structure or significant increase like what St. Augustine Beach did. There was discussion about the amount and they agreed to \$75. Trustee White reported that in the letter it should state that people are parking in front of the signs and telling the deputies that they will pay the \$40 fine. Trustee Hollon made a motion to have the Chairman write a letter to the BCC requesting they increase the fine for illegal parking in the MSD to \$75, it was seconded and unanimously carried. Attorney Flowers reported that he will draft a letter.

KEY DATES

County Commissioners’ Meetings May 19th and June 2nd

Next MSD regular meeting will be, Monday, June 8th at Our Lady Star of the Sea Catholic Church – Browning Center, Room 3 @ 5:30pm

ADJOURN

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

Submitted, Ann Jurenovich, MSD Secretary