

**MINUTES OF MEETING
ORANGE BRANCH COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Orange Branch Community Development District held a Regular Meeting on May 28, 2025 at 10:00 a.m., at the St. Johns County Service Center, Julington Creek Branch Multipurpose Room, 725 Flora Branch Blvd., St. Johns, Florida 32259.

Present:

Justin Dudley
Austen Roberts
Zach Decker

Chair
Vice Chair
Assistant Secretary

Also present:

Ernesto Torres
Felix Rodriguez
Jennifer Kilinski

District Manager
Wrathell, Hunt and Associates, LLC (WHA)
District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 10:16 a.m. Supervisors Dudley, Roberts and Decker were present. Supervisor Larza was not present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consider Appointment to Fill Unexpired
Term of Seat 5; Term Expires November
2026**

This item was deferred.

- **Administration of Oath of Office to Appointed Supervisor (the following to be provided in a separate package)**
 - A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
 - B. Membership, Obligations and Responsibilities**

- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2025-01,
Electing and Removing Officers of the
District, and Providing for an Effective Date**

Mr. Torres presented Resolution 2025-01. Mr. Dudley nominated the following:

Justin Dudley	Chair
C. Austen Roberts	Vice Chair
David Taylor Larza	Assistant Secretary
Zachary Decker	Assistant Secretary
Felix Rodriguez	Assistant Secretary

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Ernesto Torres	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, Resolution 2025-01, Electing, as nominated, and Removing Officers of the District, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2025-02,
Approving a Proposed Budget for Fiscal
Year 2026; and Setting a Public Hearing
Thereon Pursuant to Florida Law;
Addressing Transmittal, Posting and
Publication Requirements; Addressing
Publication; Addressing Severability; and
Providing an Effective Date**

Mr. Torres presented Resolution 2025-02. He reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025

budget, and explained the reasons for any changes. The Fiscal Year 2026 budget is anticipated to increase significantly compared to Fiscal Year 2025 due to the addition of the Amenity Center and Field Operations expenses. This is a Landowner-contribution budget, with expenses funded as they are incurred.

On MOTION by Mr. Dudley and seconded by Mr. Roberts, with all in favor, Resolution 2025-02, Approving a Proposed Budget for Fiscal Year 2026; and Setting a Public Hearing Thereon Pursuant to Florida Law for August 18, 2025, 11:00 a.m., at Del Webb Saint Johns, 91 Skipping Stone Court, St. Johns, Florida 32259; Addressing Transmittal, Posting and Publication Requirements; Addressing Publication; Addressing Severability; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date

Mr. Torres presented Resolution 2025-03. The following changes were made to the Fiscal Year 2025-03:

DATES: Insert "January 12, 2026" and "February 9, 2026"

LOCATION: Del Webb Saint Johns, 91 Skipping Stone Court, St. Johns, Florida 32259

On MOTION by Mr. Dudley and seconded by Mr. Roberts, with all in favor, Resolution 2025-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026, as amended, and Providing for an Effective Date, was adopted.

The August 18, 2025 meeting location will be changed to Del Webb Saint Johns, 91 Skipping Stone Court, St. Johns, Florida 32259.

SEVENTH ORDER OF BUSINESS

Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services

A. Affidavit of Publication**B. RFQ Package**

These items were included for informational purposes.

C. Respondent: England-Thims & Miller, Inc.

Mr. Torres stated that England-Thims & Miller, Inc. (ETM), the District's Interim District Engineer, was the sole respondent to the RFQ for Engineering Services.

D. Competitive Selection Criteria/Ranking

Ms. Kilinski stated, as ETM was the sole respondent, if it wishes, the Board can proceed with awarding the contract. The Board and Staff agreed to forgo completing the Competitive Selection Criteria form and proceed with awarding the contract.

E. Award of Contract

- **Consideration of Continuing Engineering Services Agreement**

On MOTION by Mr. Dudley and seconded by Mr. Roberts, with all in favor, ranking England-Thims & Miller, Inc., as the #1 ranked respondent to the RFQ for Engineering Services and awarding the Engineering Services contract to England-Thims & Miller, Inc., was approved.

EIGHTH ORDER OF BUSINESS**Ratification Items**

- A. Big Z Pool Service, LLC Agreement for Monthly Fountain Service**
- B. Landcare Group, Inc. Agreement for Landscape Maintenance Services**
- C. Landings at Greenbriar Phase 1A Acquisition Package (Entry Monument)**
- D. Landings at Greenbriar Phase 1AA Acquisition Package**
- E. Landings at Greenbriar Phase 1AB Acquisition Package**
- F. Landings at Greenbriar Phase 1AB Spine Road Acquisition Package**
- G. Landings at St. Johns Phase 1A Acquisition Package**
- H. Landings at St. Johns Phase 1B Acquisition Package**

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the Ratification Items, as listed, were ratified.

NINTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of April 30, 2025**

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the Unaudited Financial Statements as of April 30, 2025, were accepted.

TENTH ORDER OF BUSINESS**Approval of June 17, 2024 Public Hearings and Regular Meeting Minutes**

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the June 17, 2024 Public Hearings and Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Kilinski | Van Wyk PLLC**

Ms. Kilinski stated that she will circulate information regarding the ethics training requirements and links to options.

Regarding legislation that might have impacted CDDs, Ms. Kilinski stated that most of the bills died; the one bill that passes will impact CC&A requirements for public bids.

B. District Engineer: England-Thims & Miller, Inc.

There was no report.

C. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: June 16, 2025 at 11:00 AM**
 - **QUORUM CHECK**

TWELFTH ORDER OF BUSINESS**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the meeting adjourned at 10:34 a.m.



Secretary/Assistant Secretary



Chair/Vice Chair