

**MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Cypress Bluff Community Development District held a Regular Meeting and Audit Committee Meeting on April 16, 2024 at 1:00 p.m., at the Cooper Memorial Library, 2525 Oakley Seaver Dr., Room 108A, Clermont, Florida 34711.

Present were:

Stephen McConn (via telephone)	Chair
Tony Iorio	Assistant Secretary
Doug Beasley	Assistant Secretary
Paul Thomas	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Jennifer Kilinski (via telephone)	District Counsel
Jorge Miranda	Empire Management Group, Inc. (Empire)
Vanessa Deangelis	Empire
Rachell Kirkley	Empire

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 1:06 p.m.

Supervisors Iorio, Thomas and Beasley were present. Supervisor McConn attended via telephone. Supervisor Dare was not present. Mr. Torres stated that the Oath of Office was administered to Mr. Beasley and Mr. Iorio prior to the meeting; therefore, a quorum was established for today's meeting.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Administration of Oath of Office to
Supervisors Doug Beasley and Tony Iorio**

(the following will also be provided in a separate package)

This item was addressed during the First Order of Business. The following items were provided:

- A. **Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. **Membership, Obligation 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 2024-01, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

Mr. Torres presented Resolution 2024-01. He distributed and reviewed the proposed Fiscal Year 2025 budget, including line item increases, decreases and adjustments compared to the Fiscal Year 2024 budget and explained the reasons for any changes. This is a Landowner-funded budget with expenses funded as they are incurred.

The following changes were made to the proposed Fiscal Year 2025 budget:

Page 1, "Landowner contribution": Increase to "\$523,267"

Page 1, "Management services": Increase to "\$25,476"

On MOTION by Mr. Thomas and seconded by Mr. Beasley, with all in favor, Resolution 2024-01, Approving a Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on June 18, 2024 at 1:00 p.m., at the Cooper Memorial Library, 2525 Oakley Seaver Dr., Room 108A, Clermont, Florida 34711; Addressing Transmittal,

Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2023/2024 and Providing for an Effective Date

This item was deferred.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date

Mr. Torres presented Resolution 2024-03.

On MOTION by Mr. Thomas and seconded by Mr. Beasley, with all in favor, Resolution 2024-03, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

This item was deferred.

EIGHTH ORDER OF BUSINESS**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

The Regular Meeting recessed at 1:16 p.m., and the Audit Selection Committee Meeting convened.

NINTH ORDER OF BUSINESS**Review of Response to Request for
Proposals (RFP) for Annual Audit Services****A. Affidavit of Publication****B. RFP Package**

The above items were included for informational purposes.

C. Respondents**I. Berger, Toombs, Elam, Gaines & Frank****II. Grau & Associates**

Mr. Torres stated that an audit might not be necessary for Fiscal Year 2023. He noted that, as the District Manager of many CDDs, his firm has worked with both respondents and, in his opinion, both are qualified to perform the audit. Cost is the factor that sets the firms apart.

Mr. Torres stated that Berger, Toombs, Elam, Gaines & Frank (BTEGF) bid \$4,750 for the first year, with an additional fee of \$1,250 should bonds be issued, for a total fee of \$6,000. Grau & Associates (Grau) bid \$3,300 for the first year, without bond issuance, with a fee increase of \$1,500 should bonds be issued, for a total first year fee of \$4,800 if bonds are issued. Grau's five-year fee schedule provides for a \$100 base fee increase for Fiscal Years 2024 through 2027.

Discussion ensued regarding the bids and the scope of services.

D. Auditor Evaluation Matrix/Ranking

Mr. Beasley presented his scores and rankings, which were accepted by the Auditor Selection Committee, as follows:

#1	Grau & Associates	100 points
#2	Berger, Toombs, Elam, Gaines & Frank	98 points

TENTH ORDER OF BUSINESS

Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting

The Audit Selection Committee Meeting terminated at 1:22 p.m., and the Regular Meeting reconvened.

ELEVENTH ORDER OF BUSINESS

Consider Recommendation of Audit Selection Committee

- **Award of Contract**

On MOTION by Mr. Iorio and seconded by Mr. Beasley, with all in favor, accepting the scores, ranking and recommendation of the Audit Committee, ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, awarding the contract for Audit Services and authorizing District Staff to negotiate an agreement with Grau & Associates, were approved.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2024-05, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

This item was deferred.

THIRTEENTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

FOURTEENTH ORDER OF BUSINESS

Ratification of Empire Management Group, Inc. Field Operations Agreement

Mr. Torres presented the Empire Management Group, Inc. Field Operations Agreement, previously executed by the Chair.

On MOTION by Mr. Iorio and seconded by Mr. Beasley, with all in favor, the Empire Management Group, Inc. Field Operations Agreement, was ratified.

FIFTEENTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of February 29, 2024**

On MOTION by Mr. Thomas and seconded by Mr. Beasley, with all in favor, the Unaudited Financial Statements as of February 29, 2024, were accepted.

Discussion ensued regarding the need to implement a non-resident user fee for use of the amenities. A Board Member noted that playgrounds and retaining walls might be included in a Reserve Study. Amenity policies will be included on the next agenda.

Ownership of roadways and rights-of-way (ROWs) within the CDD were discussed.

SIXTEENTH ORDER OF BUSINESS**Approval of June 20, 2023 Public Hearings and Regular Meeting Minutes**

On MOTION by Mr. Thomas and seconded by Mr. Iorio with all in favor, the June 20, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

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

Ms. Kilinski reminded the Board Members about the new requirement to complete four hours of ethics continuing education by December 31, 2024; completion of the requirement will be reported by checking a box on Form 1 when filing it in 2025. Newly appointed Supervisors are not required to complete the ethics training requirement until December 31, 2025, for purposes of this Board. Form 1 must be submitted electronically, no later than July 1, 2024, via the Florida Commission on Ethics (FCOE) portal, rather than filing it with the Supervisor of Elections.

B. District Engineer (Interim): Poulos & Bennett LLC

There was no report.

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

- **NEXT MEETING DATE: TBD**

The next meeting will be held on June 18, 2024 at 1:00 p.m.

EIGHTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

NINETEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

TWENTIETH ORDER OF BUSINESS

Adjournment

<p>On MOTION by Mr. Iorio and seconded by Mr. Beasley, with all in favor, the meeting adjourned at 1:30 p.m.</p>

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair