

**CYPRESS MILL
COMMUNITY DEVELOPMENT DISTRICT**

July 11, 2019 Minutes of Public Hearing, Audit Committee Meeting, and Regular Meeting

Minutes of the Regular Meeting

The Public Hearing, Audit Committee Meeting, and Regular Meeting of the Board of Supervisors for the Cypress Mill Community Development District was held on **Thursday, July 11, 2019 at 9:30 a.m.** at The Offices of Lennar Homes, located at 4600 W. Cypress Street, Suite 200, Tampa, FL 33607.

1. CALL TO ORDER/ROLL CALL

Nicole Hicks called the Public Hearing, Audit Committee Meeting, and Regular Meeting of the Board of Supervisors of the Cypress Mill Community Development District to order on **Thursday, July 11, 2019 at 9:30 a.m.**

Board Members Present and Constituting a Quorum:

Kelly Evans	Chair
Laura Coffey	Vice Chair
Ben Gainer	Supervisor
Becky Wilson	Supervisor

Staff Members Present:

Nicole Hicks	Meritus
Gene Roberts	Meritus
Eric Davidson	Meritus

There were no members of the general public in attendance.

2. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

3. RECESS TO PUBLIC HEARING

Ms. Hicks directed the Board to recess to the Public Hearing.

43 **4. PUBLIC HEARING ON ADOPTING PROPOSED FISCAL YEAR 2020 BUDGET**

44 **A. Open the Public Hearing on Adopting Proposed Fiscal Year 2020 Budget**

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46 MOTION TO: Open the Public Hearing.
47 MADE BY: Supervisor Evans
48 SECONDED BY: Supervisor Wilson
49 DISCUSSION: None further
50 RESULT: Called to Vote: Motion PASSED
51 4/0 - Motion Passed Unanimously

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53 **B. Staff Presentations**

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55 Ms. Hicks went over the resolution and budget line items with the Board.

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57 **C. Public Comments**

58
59 There were no public comments.

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61 **D. Consideration of Resolution 2019-03; Adopting Fiscal Year 2020 Budget**

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63 The Board reviewed the resolution.

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65 MOTION TO: Approve Resolution 2019-04.
66 MADE BY: Supervisor Evans
67 SECONDED BY: Supervisor Coffey
68 DISCUSSION: None further
69 RESULT: Called to Vote: Motion PASSED
70 4/0 - Motion Passed Unanimously

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72 **E. Close the Public Hearing on Adopting Proposed Fiscal Year 2020 Budget**

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74 MOTION TO: Close the Public Hearing.
75 MADE BY: Supervisor Evans
76 SECONDED BY: Supervisor Coffey
77 DISCUSSION: None further
78 RESULT: Called to Vote: Motion PASSED
79 4/0 - Motion Passed Unanimously

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83 **5. PUBLIC HEARING ON LEVYING O&M ASSESSMENTS**

84 **A. Open the Public Hearing on Levying O&M Assessments**

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86 MOTION TO: Open the Public Hearing.
87 MADE BY: Supervisor Evans
88 SECONDED BY: Supervisor Coffey
89 DISCUSSION: None further
90 RESULT: Called to Vote: Motion PASSED
91 4/0 - Motion Passed Unanimously

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93 **B. Staff Presentations**

94
95 Ms. Hicks went over resolution with the Board.
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97 **C. Public Comments**

98
99 There were no public comments.
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101 **D. Consideration of Resolution 2019-04; Levying O&M Assessments**

102
103 The Board reviewed the resolution.
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105 MOTION TO: Approve Resolution 2019-04.
106 MADE BY: Supervisor Evans
107 SECONDED BY: Supervisor Coffey
108 DISCUSSION: None further
109 RESULT: Called to Vote: Motion PASSED
110 4/0 - Motion Passed Unanimously

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112 **E. Close the Public Hearing on Levying O&M Assessments**

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114 MOTION TO: Close the Public Hearing.
115 MADE BY: Supervisor Evans
116 SECONDED BY: Supervisor Coffey
117 DISCUSSION: None further
118 RESULT: Called to Vote: Motion PASSED
119 4/0 - Motion Passed Unanimously

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123 **6. RECESS TO AUDIT COMMITTEE MEETING**

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125 Ms. Hicks directed the Board to recess to the Audit Committee Meeting.

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128 **7. AUDIT COMMITTEE MEETING**

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A. Call to Order

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131 Ms. Hicks called the Audit Committee meeting to order.

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133	MOTION TO:	Have the Board serve as the Audit Committee.
134	MADE BY:	Supervisor Evans
135	SECONDED BY:	Supervisor Coffey
136	DISCUSSION:	None further
137	RESULT:	Called to Vote: Motion PASSED
138		4/0 - Motion Passed Unanimously

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B. Appoint Chairman

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142 The Board discussed appointing a meeting chair.

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144	MOTION TO:	Appoint Supervisor Evans as the Chair.
145	MADE BY:	Supervisor Coffey
146	SECONDED BY:	Supervisor Gainer
147	DISCUSSION:	None further
148	RESULT:	Called to Vote: Motion PASSED
149		4/0 - Motion Passed Unanimously

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C. Selection of Criteria for Evaluation of Proposals

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153 Ms. Hicks went over the typical criteria for evaluation of proposals: ability of personnel,
154 proposer's experience, understanding of the scope of work, ability to furnish the required
155 services, and price. The Board agreed on this criteria.

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157	MOTION TO:	Select the criteria as discussed.
158	MADE BY:	Supervisor Evans
159	SECONDED BY:	Supervisor Coffey
160	DISCUSSION:	None further
161	RESULT:	Called to Vote: Motion PASSED
162		4/0 - Motion Passed Unanimously

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- D. Determine Date, Time and Location RFP Required**
- i. Consider Notice of Request for Proposals for Audit Services**
- E. Consider Sending RFP to Interested Firms**
- F. Determine Date of Next Committee Meeting**

The Board discussed and would like to have the meeting at their scheduled September Board meeting.

MOTION TO:	Have the Audit Committee meeting at the scheduled September Board meeting.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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The Board discussed requesting proposals for audit services.

MOTION TO:	Request proposals for audit services.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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The Board discussed sending the RFP.

MOTION TO:	Send the RFP.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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8. RETURN AND PROCEED TO REGULAR MEETING

Ms. Hicks directed the Board to return and proceed to the regular meeting.

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9. BUSINESS ITEMS

A. Consideration of Resolution 2019-05; Setting Fiscal Year 2020 Meeting Schedule

Ms. Hicks went over the resolution and meeting schedule with the Board.

MOTION TO:	Approve Resolution 2019-05.
MADE BY:	Supervisor Coffey
SECONDED BY:	Supervisor Wilson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

B. General Matters of the District

10. CONSENT AGENDA

A. Consideration of Minutes of the Regular Meeting May 9, 2019

The Board reviewed the minutes.

MOTION TO:	Approve the May 9, 2019 minutes.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

B. Consideration Operations and Maintenance Expenditures April 2019

The Board reviewed the April 2019 O&Ms.

MOTION TO:	Approve the April 2019 O&Ms.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

243 **C. Consideration of Operations and Maintenance Expenditures May 2019**

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245 The Board reviewed the May 2019 O&Ms.
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247	MOTION TO:	Approve the May 2019 O&Ms.
248	MADE BY:	Supervisor Evans
249	SECONDED BY:	Supervisor Coffey
250	DISCUSSION:	None further
251	RESULT:	Called to Vote: Motion PASSED
252		4/0 - Motion Passed Unanimously

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254 **D. Review of Financial Statements Month Ending May 31, 2019**

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256 The Board reviewed and accepted the financials.
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259 **11. VENDOR/STAFF REPORTS**

260 **A. District Counsel**

261 **B. District Engineer**

262 **C. District Manager**

263 **i. Community Inspection Report**

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265 The Board reviewed the community inspection report. Mr. Roberts said the trees have been re-
266 staked. The ponds are looking better, and the annuals are being redone in the front.
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268 The Board discussed new areas coming online and adding an addendum to the contract. The
269 ponds will also need to be added to the contract with an addendum.
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272 **12. BOARD OF SUPERVISORS REQUESTS AND COMMENTS**

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274 There were no supervisor requests or comments at this time.
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277 **13. PUBLIC COMMENTS**

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279 There were no public comments.
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283 **14. ADJOURNMENT**
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285 MOTION TO: Adjourn.
286 MADE BY: Supervisor Coffey
287 SECONDED BY: Supervisor Gainer
288 DISCUSSION: None further
289 RESULT: Called to Vote: Motion PASSED
290 4/0 - Motion Passed Unanimously

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292 **These minutes were done in summary format.*
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294 **Each person who decides to appeal any decision made by the Board with respect to any matter*
295 *considered at the meeting is advised that person may need to ensure that a verbatim record of*
296 *the proceedings is made, including the testimony and evidence upon which such appeal is to be*
297 *based.*
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299 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
300 noticed meeting held on 8-8-19.

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303 _____
304 Signature

305 Gene Roberts
306 _____
307 Printed Name

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309 Title:
310 Secretary
311 Assistant Secretary
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317 Official District Seal
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301
302 
303 _____
304 Signature

305 Kelly Evans
306 _____
307 Printed Name

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309 Title:
310 Chairman
311 Vice Chairman

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316 Recorded by Records Administrator
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318 _____
319 Signature
320 8-9-19
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322 Date
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