

MINUTES OF MEETING  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, April 23, 2024 at 1:30 p.m. at the eTown Welcome Center, 11003 E-Town Parkway, Jacksonville, Florida 32256.

Present and constituting a quorum were:

Richard Ray	Chairman
John Holmes	Vice Chairman
John Hewins	Supervisor
Will Cellar	Supervisor
Chris Price	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Brad Weeber <i>by phone</i>	District Engineer
Dana Harden	Vesta Property Services
Marcy Pollicino	General Manager
Joe Muhl	PARC Group
Neil Peterson	Sun State Nursery & Landscape
Larry Wilson	Tree Amigos
Stacy Montoya	The Greenery
Billy Genovese	VerdeGo
Amy Newhouse	VerdeGo
Brad Poor	Yellowstone

The following is a summary of the discussions and actions taken at the April 23, 2024 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 1:30 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 26, 2024  
Board of Supervisors Meeting**

April 23, 2024

Cypress Bluff CDD

There were no comments on the minutes.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the minutes of the March 26, 2024 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Proposals for Landscape and Irrigation Maintenance Services**

Mr. Oliver informed the Board eight landscaping vendors attended the pre-bid meeting and seven of those submitted proposals.

Mr. Ray gave an overview of his scores given to each bidder. In total, Sunstate received 99.14 points, Yellowstone received 96.578 points, The Greenery received 95.79 points, VerdeGo received 93.37 points, United Land Services received 92.8 points, Tree Amigos received 89 points, and BrightView received 82.45 points.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor ranking Sunstate the number one bidder was approved.

**FIFTH ORDER OF BUSINESS**

**Update on Pump Stations**

Ms. Pollicino stated that at the last meeting there was a question regarding whether ITS or Hoover would maintain the main pump station. ITS will not touch a Hoover pump station unless it is first retrofitted to their parts. Once that is done, they will make repairs and maintain the pump station. To repair the pump station through Hoover, the cost will be \$23,759. To retrofit the pump station with ITS parts and repair the pump, ITS’s proposal came to \$50,288. Once it is retrofitted, ITS will offer a service agreement at \$2,600 for four visits per year whereas Hoover’s maintenance contract is \$3,468 for two visits a year.

Mr. Ray suggested using Hoover to repair the pump station and plan for using ITS when the time comes to replace the pump station. He also added that he believes the pump station on the other end of 9B is owned by Westland Timber, however that needs to be confirmed.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the proposals from Hoover to repair and maintain the pump station was approved.

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**SIXTH ORDER OF BUSINESS**

**Update on Concrete Repairs**

Ms. Buchanan stated that she has not found a maintenance agreement for the golf cart path, however it's likely it is the City of Jacksonville's responsibility as it's along the public right of way.

Ms. Pollicino stated that a section of concrete is broken on the corner between Apex and E-Town Parkway. She was told by Mikey White that Duval County owns the golf cart path, but the District is responsible for maintenance.

Mr. Weeber stated that he believes Mikey is correct and he will search his files for a maintenance agreement.

Mr. Ray suggested submitting a repair request for the portions of broken sidewalk to the City of Jacksonville.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02,  
Approving a Proposed Budget for Fiscal  
Year 2025 and Setting a Public Hearing  
Date for Adoption**

Mr. Oliver stated that there is more work to be done to the budget and asked to move the May meeting up to allow for 60 days between approval and adoption of the budget.

This item was tabled to the May meeting, which will be moved up to May 14, 2024.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03,  
Designating a Date, Time and Location for  
a Landowner's Election and Meeting**

This item was tabled.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

There being nothing to report, the next item followed.

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**D. General Manager – Report**

Ms. Pollicino provided an overview of the general manager’s report, a copy of which was included in the agenda package for the Board’s review.

**TENTH ORDER OF BUSINESS Financial Reports**

**A. Financial Statements as of March 31, 2024**

**B. Check Register**

A copy of the check register totaling \$108,769.53 was included in the agenda package for the Board’s review.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the check register was approved.

**ELEVENTH ORDER OF BUSINESS Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS Supervisor’s Requests and Audience Comments**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – May 14, 2024 at 1:30 p.m. at the eTown Welcome Center**

**FOURTEENTH ORDER OF BUSINESS Adjournment**

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the meeting was adjourned.

DocuSigned by:  
*Jim Oliver*  
D1BA5E5E7410418  
Secretary/Assistant Secretary

DocuSigned by:  
*RTK*  
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Chairman/Vice Chairman