

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, September 24, 2024 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256.

Present and constituting a quorum were:

Joe Muhl	Chairman
John Holmes	Vice Chairman
John Hewins	Supervisor
Chris Price	Supervisor
Will Cellar	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Bradley Weeber <i>by phone</i>	District Engineer
Dana Harden	Vesta Property Services
Marcy Pollicino	General Manager

The following is a summary of the discussions and actions taken at the September 24, 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 none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the July 23, 2024
Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Holmes seconded by Mr. Hewins with all in favor the minutes of the July 23, 2024 meeting were approved as presented.

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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2024-07,
Designating Officers**

Mr. Oliver stated the positions of the board members will remain the same. The purpose of this resolution is to revise the positions of the officers from GMS’s office by removing Jim Perry, designating Mr. Oliver as the Secretary and Treasurer, and adding Matthew Biagetti as an Assistant Secretary and Assistant Treasurer.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor Resolution 2024-07, designating officers as detailed above was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Project Completion
Resolution 2024-08**

This item was tabled.

SIXTH ORDER OF BUSINESS

**Ratification of the Engagement Letter with
Grau & Associates for the Fiscal Year 2024**

Mr. Oliver stated Grau & Associates was the firm selected through the request for proposals process. The proposed fee is \$6,600, which is included in the budget.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor the engagement letter with Grau & Associates for Fiscal Year 2024 was ratified.

SEVENTH 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

Mr. Oliver reminded the Board that the budget for fiscal year 2025 was adopted at the last meeting, and the assessments to fund the budget will be included on the tax bills distributed in November.

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D. General Manager**1. 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. She also informed the Board that new batteries were purchased for the solar panel sign at a cost of \$2,619.22. This is not the first time there have been issues with the batteries, so the battery vendor has recommended moving the solar panel, so the batteries receive a better charge. The cost to move the solar panel is \$5,280.

2. Proposal for Pet Waste Removal

Ms. Pollicino informed the Board that residents have expressed concern about pet waste along the multi-use path and have inquired about installing pet waste stations along the path. Staff has sent out a text message and email message to the residents to remind them to pick up their pet's waste. She also received comments from residents concerned with the pet waste stations affecting the aesthetics of the path, and the cost of the waste stations. She provided two estimates, one from Vesta Property Services and one from Doody Calls. The maintenance costs are similar between the two, however if a two-year contract is signed with Doody Calls, they will install the waste stations for free and the liners and bags would be included. She expressed concern that this path is used by the public, and residents will be paying for the public to use the waste stations.

Mr. Muhl asked Ms. Pollicino to continue to monitor the issue, and if it gets worse, to bring it back to the Board.

No action was taken on this item.

EIGHTH ORDER OF BUSINESS**Financial Reports****A. Financial Statements as of August 31, 2024****B. Check Register**

A copy of the check register totaling \$78,869.27 was included in the agenda package for the Board's review.

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

NINTH ORDER OF BUSINESS **Other Business**
There being none, the next item followed.

TENTH ORDER OF BUSINESS **Supervisor’s Requests and Audience Comments**
There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS **Next Scheduled Meeting – October 22, 2024 at 1:30 p.m. at the Southeast Regional Library**

TWELFTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor the meeting was adjourned.

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
Joe Muhl
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Chairman/Vice Chairman