

1 **MINUTES OF MEETING**
2 **CABOT CITRUS FARMS**
3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Cabot Citrus Farms Community
5 Development District was held on July 10, 2024 at 10:00 a.m. at 17590 Ponce de Leon Boulevard,
6 Brooksville, FL 34614. The actions taken are summarized as follows:

7 **FIRST ORDER OF BUSINESS: Roll Call**

8 Mr. Darin called the meeting to order at 10:09 a.m. and conducted roll call.

9 Present and constituting a quorum were:

10 Marcus Motes (S3)	Board Supervisor, Vice Chairman
11 Harmon Barton (S2)	Board Supervisor, Assistant Secretary
12 Steve Blake (S4)	Board Supervisor, Assistant Secretary

13 Also present were:

14 Thomas Leach (S5)	Board Supervisor, Assistant Secretary (<i>virtually</i>)
15 Kyle Darin	District Manager, Vesta District Services
16 Michael Eckert	District Counsel, Kutak Rock (<i>virtually</i>)
17 Brian Malmberg	District Engineer, Coastal Engineering (<i>virtually</i>)

18 **SECOND ORDER OF BUSINESS: Audience Comments – Agenda Items** (*Limited to*
19 *3 minutes per individual for agenda items*)

20 There being none, the next item followed.

21 **THIRD ORDER OF BUSINESS: Business Matters**

22 A. Exhibit 1: Consideration of Construction RFP Evaluation Criteria

23 Mr. Eckert reviewed the construction RFP evaluation criteria. Supervisors
24 approved a \$2,000,000 for the minimum total volume of construction cost for
25 similar projects and a minimum bonding capacity of \$10,000,000, with the
26 provision of a payment performance bond.

27 On a MOTION by Mr. Motes, SECONDED by Mr. Barton, WITH ALL IN FAVOR, the Board
28 authorized the advertisement of the RFP for the Phase I civil site work and approved the evaluation
29 criteria with the approved minimums for total volume of similar project construction costs of
30 \$2,000,000 and minimum bonding capacity of \$10,000,000 inserted in the preliminary
31 requirements, for Cabot Citrus Farms Community Development District.

32 Mr. Eckert confirmed that by approving the advertisement the RFP issuance has
33 been authorized; the Chair or Vice Chair and staff will issue the RFP at the
34 appropriate time.

35 **FOURTH ORDER OF BUSINESS: Staff Reports**

36 A. District Counsel

37 1. Exhibit 2: Review of Memorandum on Recurring District Obligations
38 Under Hernando County Interlocal Agreement (2024)

39 Mr. Eckert provided information on recurring requirements of the
40 interlocal agreement with Hernando County which was entered into when
41 the District was established:

- 42 • To comply with section 3.03f, the District Engineer has been asked
43 to identify the deadlines for completion of the components of the
44 public improvements.
- 45 • To comply with section 4.01b, the District Manager and Financial
46 Consultant are required to notify the County of each new debt
47 issuance or change to existing debt service amounts.
- 48 • To comply with section 6.02, the District Manager and Financial
49 Consultant should calendar the recurring deadlines for the annual
50 calculations using fiscal impact analysis model to ensure the
51 District receives funds when they come into the County for
52 additional construction projects.
- 53 • Mr. Eckert advised that existing contracts may not provide for the
54 preparation of this annual report. He will work with the District
55 Manager to ensure a contract is in place with an appropriate vendor
56 (PFM).
- 57 • Under section 6.06, the Florida legislature authorizes the County to
58 impose new taxes or fees and they're collected on property within
59 the CDD. Those funds must be included in the funds that could
60 possibly come to the CDD under the interlocal agreement. This
61 involves monitoring legislature and tax bills to determine if some
62 portion of the fees can be remitted to the CDD for construction.

63 Mr. Darin will reach out to PFM and Fishkind & Associates regarding
64 reporting.

65 Mr. Eckert advised that work has started on initiating District contracts for
66 maintenance of such items as landscaping and the water plant.

67 B. District Engineer

68 Mr. Malmberg had nothing to report.

69 C. District Manager

70 Mr. Darin will present a list of goals and objectives at the September meeting.
71 The list and corresponding performance measures are required under the recently
72 passed Special Districts Performance Measures and Standards (189.0694 F.S.).

73 **FIFTH ORDER OF BUSINESS: Consent Agenda**

74 A. Exhibit 3: Consideration and Approval of the Minutes of the Board of
75 Supervisors Regular Meeting Held May 8, 2024

76 B. Exhibit 4: Consideration and Acceptance of the May 2024 Unaudited Financial
77 Statement

78 C. Exhibit 5: Ratification of Funding Request GF2024-10

79 On a MOTION by Mr. Motes, SECONDED by Mr. Blake, WITH ALL IN FAVOR, the Board
80 approved the Consent Agenda – Items A-C as presented, for Cabot Citrus Farms Community
81 Development District.

82 **SIXTH ORDER OF BUSINESS:** **Supervisor Requests** (*Includes Next Meeting*
83 *Agenda Item Requests*)

84 There being none, the next item followed.

85 **SEVENTH ORDER OF BUSINESS:** **Audience Comments – New Business** (*Limited to*
86 *3 minutes per individual for non-agenda items*)

87 There being none, the next item followed.

88 **EIGHTH ORDER OF BUSINESS:** **Action Items Summary**

89 **District Manager**

- 90
- 91 • Work with Mr. Motes on scope for required maintenance contracts
 - 92 • Calendar key dates for Interlocal Agreement reporting requirements
 - 93 • Contact PFM & Fishkind & Associates regarding agreements for Interlocal
94 agreement reporting

95 **NINTH ORDER OF BUSINESS:** **Next Meeting Quorum Check**

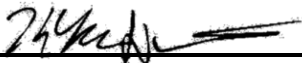
96 *The next Cabot Citrus Farms Community Development District meeting is scheduled for 10:00*
97 *a.m. on August 14, 2024 at 15801 Hebron Church Road, Brooksville, FL 34614.*

98 **TENTH ORDER OF BUSINESS:** **Adjournment**

99 On a MOTION by Mr. Motes, SECONDED by Mr. Barton, WITH ALL IN FAVOR, the Board
100 adjourned the meeting at 10:24 a.m., for Cabot Citrus Farms Community Development District.

101 **Each person who decides to appeal any decision made by the Board with respect to any matter*
102 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
103 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

104 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
105 noticed meeting held on August 14, 2024.**

106 
107 _____

Kyle Darin, Secretary

_____, Assistant Secretary



Marcus Motes (Oct 29, 2024 06:30 EDT)

Hank Fishkind, Chair

Marcus Motes, Vice Chair