

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 April 21, 2025 at 10:00 a.m. at 15801 Hebron Church Road,
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 12:06 p.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 Kyle Darin District Manager, Vesta District Services
15 Michael Eckert District Counsel, Kutak Rock
16 Kubra Metin District Counsel Kutak Rock
17 John Jarrod Development Manager, Cabot Citrus Farms
18 Ron Thompson Director of Development, Cabot Citrus Farms
19 Ford Manuel District Engineer, Coastal Engineering (*virtually*)

20 **SECOND ORDER OF BUSINESS: Audience Comments – Agenda Items** (*Limited to*
21 *3 minutes per individual for agenda items*)

22 There being none, the next item followed.

23 *Mr. Manuel was not present at this point in the meeting. Discussion moved through*
24 *items IV. Staff Reports (excluding item IV.B. District Engineer Report), V. Business*
25 *Items, and VI. Consent Agenda, before proceeding to the next item.*

26 **THIRD ORDER OF BUSINESS: Phase 1D FKA Iron Range Civil Site Work**
27 **RFP**

28 *This item was considered out of order after VI. Consent Agenda.*

29 A. Presentation of Responsive Proposals

30 Mr. Eckert advised that four proposals were received, but a proposal from BRWL
31 was received after the deadline and therefore not opened. He requested the Board
32 reject the BRWL proposal due to untimely receipt being a non-waivable defect.

33 On a MOTION by Mr. Barton, SECONDED by Mr. Motes, WITH ALL IN FAVOR, the Board
34 rejected the proposal by BRWL for Phase 1D FKA Iron Range Civil Site Work which was received
35 after the RFP deadline, for Cabot Citrus Farms Community Development District.

36 Mr. Eckert explained that the three remaining proposals from Burgess, Goodwin,
37 and Kearney were opened and read aloud at a public meeting. He requested the
38 Board waive any defects in those proposals.

39 On a MOTION by Mr. Motes, SECONDED by Mr. Blake, WITH ALL IN FAVOR, the Board
40 waived any defects in the three remaining proposals received in response to the RFP for Phase 1D
41 FKA Iron Range Civil Site Work, for Cabot Citrus Farms Community Development District.

42 B. Exhibit 1: Evaluation of Phase 1D FKA Iron Range Civil Site Work Proposals
43 Mr. Eckert explained that evaluation criteria matrix and reviewed factors that may
44 affect scoring. After discussion and scoring of the individual proposals in
45 accordance with the previously published evaluation criteria, Board consensus
46 was to award Burgess 81.8 points, Goodwin 100 points, and Kearney 71.5 points.
47 *(See attached Evaluation Criteria Matrix)*

48 C. Approval of Proposal Scoring, and Authorization of Staff to Enter Negotiations
49 With Top-Ranked Respondent for Phase 1D FKA Iron Range Civil Site Work
50 Services and for Chair to Execute

51 On a MOTION by Mr. Motes, SECONDED by Mr. Blake, WITH ALL IN FAVOR, the Board
52 approved the rankings, and authorized staff to enter negotiations with the top-ranked respondent
53 for Phase 1D FKA Iron Range Civil Site Work Services, and authorized the Vice Chair to execute
54 the agreement, for Cabot Citrus Farms Community Development District.

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

56 A. District Counsel – *Michael Eckert, Kutak Rock*
57 Mr. Eckert had nothing to report.

58 B. District Engineer – *Ford Manuel, Coastal Engineering*
59 *This item was discussed out of order after item III. Phase 1D FKA Iron Range*
60 *Civil Site Work RFP.*

61 Mr. Manuel provided an update on the various construction projects.

62 1. Exhibit 2: Consideration of Work Authorization to Provide Updated
63 Public Facilities Report - \$8,888.00

64 On a MOTION by Mr. Barton, SECONDED by Mr. Motes, WITH ALL IN FAVOR, the Board
65 authorized Coastal Engineering to updated the Public Facilities Report in the amount of \$8,888.00,
66 for Cabot Citrus Farms Community Development District.

67 Mr. Darin presented a request to authorize Coastal Engineering to facilitate the
68 transfer of the existing SWFWMD Water Use Permit (WUP #20013279.006) to
69 the District, for the sum of \$1,755.00.

70 On a MOTION by Mr. Barton, SECONDED by Mr. Motes, WITH ALL IN FAVOR, the Board
71 authorized Coastal Engineering to facilitate the transfer of the existing SWFWMD Water Use
72 Permit (WUP #20013279.006) to the District in the amount of \$1,755.00, for Cabot Citrus Farms
73 Community Development District.

74 C. District Manager – *Kyle Darin, Vesta District Services*
75 Mr. Darin reviewed the budget adoption process.

76 **FIFTH ORDER OF BUSINESS: Business Items**

77 A. Exhibit 3: Consideration of **Resolution 2025-01, Approving District Expansion**
78 **and Authorizing Action by Vice Chair and Staff to Amend District's**
79 **Boundaries**

80 1. Exhibit 4: Approval of Michael Eckert and Kubra Metin of Kutak Rock
81 LLP to Act as District's Agents in all Matter Pertaining to the Amendment
82 of District's Boundaries

83 Mr. Eckert discussed the resolution which would add two parcels into the District.
84 The approval would include authorizing Mr. Eckert and Ms. Metin to act as the
85 District's agents in this matter.

86 On a MOTION by Mr. Motes, SECONDED by Mr. Barton, WITH ALL IN FAVOR, the Board
87 adopted Resolution 2025-01, Approving District Expansion and Authorizing Action by Vice Chair
88 and Staff to Amend District's Boundaries, and approved Michael Eckert and Kubra Metin of Kutak
89 Rock LLP to act as the District's agents in all matter pertaining to the amendment of the District's
90 boundaries, for Cabot Citrus Farms Community Development District.

91 B. Exhibit 5: Consideration of **Resolution 2025-02, Designating Officers**

92 Mr. Darin explained this resolution reflected a District Management staffing
93 change, there would be no change for the Board.

94 On a MOTION by Mr. Motes, SECONDED by Mr. Barton, WITH ALL IN FAVOR, the Board
95 Resolution 2025-02, Designating Officers, for Cabot Citrus Farms Community Development
96 District.

97 C. Exhibit 6: Consideration of **Resolution 2025-03, Removal and Appointment of**
98 **Authorized Signatories on Bank Accounts**

99 Mr. Darin reiterated this resolution would accommodate a District Management
100 staffing change.

101 On a MOTION by Mr. Barton, SECONDED by Mr. Blake, WITH ALL IN FAVOR, the Board
102 adopted Resolution 2025-03, Removal and Appointment of Authorized Signatories on Bank
103 Accounts, for Cabot Citrus Farms Community Development District.

104 D. Exhibit 7: Consideration of Tierra Geotechnical Engineering Services Proposal
105 for Cabot Road from HOH to Citrus Way (#6511-22-262) - \$17,200.00

106 On a MOTION by Mr. Motes, SECONDED by Mr. Blake, WITH ALL IN FAVOR, the Board
107 approved Tierra Inc. to provide geotechnical engineering services for Cabot Road from Heart of
108 House to Citrus Way (Proposal #6511-22-262) in the amount of \$17,200.00, for Cabot Citrus
109 Farms Community Development District.

110 E. Exhibit 8: Consideration of Cabot Citrus OPCO LLC Temporary Construction
111 Easement for Haul Road

112 Mr. Eckert summarized the easement agreement which formalizes the District's
113 right to use Haul Road and Hebron Church Road to facilitate the District's
114 infrastructure construction and the terms for restoring the easement area.

115 On a MOTION by Mr. Motes, SECONDED by Mr. Blake, WITH ALL IN FAVOR, the Board
116 approved Cabot Citrus OPCO LLC's Temporary Construction Easement for Haul Road and
117 Hebron Church Road extension, for Cabot Citrus Farms Community Development District.

118 F. Exhibit 9: Ratification of Cabot Citrus OPCO LLC Landscape Maintenance
119 Agreement (3/1/2025 - 2/28/2026) - \$194,999.00

120 On a MOTION by Mr. Blake, SECONDED by Mr. Motes, WITH ALL IN FAVOR, the Board
121 ratified the landscape maintenance agreement with Cabot Citrus OPCO LLC (3/1/2025 –
122 2/28/2026) in the amount of \$194,999.00, for Cabot Citrus Farms Community Development
123 District.

124 G. Exhibit 10: Consideration of **Resolution 2025-04, Approving Proposed FY**
125 **2026 Budget and Setting Public Hearing**

126 Mr. Darin advised the budget contemplates developer funding for Fiscal Year
127 2026.

128 *The original motion by Mr. Barton, seconded by Mr. Motes was amended during*
129 *item X. Next Meeting Quorum Check.*

130 On an AMENDED MOTION by Mr. Barton, SECONDED by Mr. Blake, WITH ALL IN FAVOR,
131 the Board adopted Resolution 2025-04, Approving Proposed FY 2026 Budget and Setting Public
132 Hearing for July 9, 2025, for Cabot Citrus Farms Community Development District.

133 H. Exhibit 11: Ratification of Amendment to Cost Share Agreement for
134 Construction of Site Infrastructure and Mass Grading Improvements

135 Mr. Eckert explained the amendment provides an alternative payment process
136 which would allow the developer to pay the contractor directly for their share of
137 the phase 1B project.

138 On a MOTION by Mr. Motes, SECONDED by Mr. Blake, WITH ALL IN FAVOR, the Board
139 ratified an amendment to the cost share agreement for construction of site infrastructure and mass
140 grading improvements, for Cabot Citrus Farms Community Development District.

141 **SIXTH ORDER OF BUSINESS: Consent Agenda**

142 A. Exhibit 12: Approval of the Minutes of the Board of Supervisors Regular
143 Meeting Held February 12, 2025

144 B. Exhibit 13: Acceptance of the February 2025 Unaudited Financial Statement

145 C. Exhibit 14: Ratification of Funding Requests

146 1. GF2025-05

147 D. Exhibit 15: Acceptance of Integrity Public Finance Arbitrage Report for Cabot
148 Citrus Farms Special Revenue Bond Anticipation Note, Series 2024, dated March
149 14, 2025

150 On a MOTION by Mr. Barton, SECONDED by Mr. Motes, WITH ALL IN FAVOR, the Board
151 approved Consent Agenda – items A-D as presented, for Cabot Citrus Farms Community
152 Development District.

153 *Discussion moved to item III. Phase 1D FKA Iron Range Civil Site Work RFP followed*
154 *by item IV.B District Engineer Report before continuing to the next item.*

155 **SEVENTH ORDER OF BUSINESS: Supervisor Requests (Includes Next Meeting**
156 **Agenda Item Requests)**

157 There being none, the next item followed.

158 **EIGHTH ORDER OF BUSINESS: Audience Comments – New Business (Limited to**
159 **3 minutes per individual for non-agenda items)**

160 There being none, the next item followed.

161 **NINTH ORDER OF BUSINESS: Action Items Summary**

162 **TENTH ORDER OF BUSINESS: Next Meeting Quorum Check**

163 *The next Cabot Citrus Farms Community Development District meeting is scheduled for 10:00*
164 *a.m. on May 14, 2025 at 15801 Hebron Church Road, Brooksville, FL 34614.*

165 Board consensus was to cancel the May 14, 2025 meeting. The next Cabot Citrus Farms
166 Community Development meeting is scheduled for June 11, 2025.

167 *During the discussion on quorum for the next meeting, the Board amended the public*
168 *hearing date in their motion to adopted Resolution 2025-04, Approving Proposed FY*
169 *2026 Budget and Setting Public Hearing.*

170 **ELEVENTH ORDER OF BUSINESS: Adjournment**

171 On a MOTION by Mr. Barton, SECONDED by Mr. Blake, WITH ALL IN FAVOR, the Board
172 adjourned the meeting at 12:32 p.m., for Cabot Citrus Farms Community Development District.

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

176 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
177 **noticed meeting held on June 11, 2025.**

178 
179 _____
179 Kyle Darin, Secretary

180 _____, Assistant Secretary



Hank Fishkind, Chair

Marcus Motes, Vice Chair

**CABOT CITRUS FARMS COMMUNITY DEVELOPMENT DISTRICT
 REQUEST FOR PROPOSAL FOR PHASE 1D FKA IRON RANGE CIVIL SITE WORK
 EVALUATION CRITERIA MATRIX**

Proposer	Preliminary Requirement	Price		Personnel & Equipment	Experience	Understanding Scope of Work	Financial Capacity	Schedule		Total Points
		Lowest Cost	Price Reasonableness					The Most Expedited Schedule	Ability to Credible Complete the Project Within Schedule	
	Pass/Fail	15 Points	5 Points	15 Points	20 Points	25 Points	5 Points	10 Points	5 Points	100 Points
Burgess		11.8	3	15	10	25	5	7	5	81.8
Goodwin		15	5	15	20	25	5	10	5	100
Kearney		13.5	5	15	10	10	5	10	3	71.5
					NOTES:					

Completed by: District Manager based on Board Consensus at noticed public meeting held 4/21/2025