

**MINUTES OF MEETING
CYPRESS BAY WEST
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Cypress Bay West Community Development District held a Public Hearing and Regular Meeting on August 17, 2022 at 11:00 a.m., at Kays Bar-B-Que & Steaks, 1552 West King Street, Cocoa, Florida 32926.

Present at the meeting were:

William (Bill) Fife
Robyn Bronson
Roger Van Auker
John Wiggins

Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Cindy Cerbone
Jamie Sanchez
Jere Earlywine (via telephone)
Ashley Ligas (via telephone)

District Manager
Wrathell, Hunt and Associates, LLC (WHA)
District Counsel
KE Law Group

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 11:03 a.m. Supervisors Fife, Bronson, Van Auker and Wiggins were present, in person. Supervisor Tyree was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Supervisor William (Bill) Fife *(the following will be provided in a separate package)*

Ms. Sanchez stated the Oath of Office was administered to Mr. Fife prior to the meeting. She noted Mr. Fife is an experienced CDD Board Member and familiar with the following:

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **Chapter 190, Florida Statutes**
- D. **Financial Disclosure Forms**
 - I. **Form 1: Statement of Financial Interests**
 - II. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. **Form 1F: Final Statement of Financial Interests**
- E. **Form 8B: Memorandum of Voting Conflict**

Ms. Sanchez stated there is no Resolution on the agenda to designate the slate of officers. The consensus was to keep the existing slate of officers.

FOURTH ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget**

- A. **Proof/ Affidavit of Publication**

The proof of publication was provided for informational purposes.

- B. **Consideration of Resolution 2022-36, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Cerbone reviewed the proposed Fiscal Year 2023 budget, which will be Landowner-funded, with expenses funded as they are incurred. She suggested scheduling a meeting for 30 to 60 days before the CDD takes over operations of the CDD improvements to review proposals for landscaping, irrigation, pond maintenance and other items.

On MOTION by Mr. Van Auker and seconded by Mr. Wiggins, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Wiggins and seconded by Mr. Fife, with all in favor, the Public Hearing was closed.

Ms. Sanchez presented Resolution 2022-36 and read the title.

On MOTION by Mr. Van Auker and seconded by Ms. Bronson, with all in favor, Resolution 2022-36, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2022/2023
Budget Funding Agreement**

Ms. Sanchez presented the Fiscal Year 2022/2023 Budget Funding Agreement.

On MOTION by Mr. Van Auker and seconded by Ms. Bronson, with all in favor, the Fiscal Year 2022/2023 Budget Funding Agreement, was approved.

SIXTH ORDER OF BUSINESS

**Update: Stormwater Management Needs
Analysis Letter to County**

Ms. Sanchez presented the letter that was sent to the County regarding the Stormwater Management Needs Analysis Report; the letter was previously sent to the County.

On MOTION by Mr. Van Auker and seconded by Ms. Bronson, with all in favor, the Letter to the County regarding the Stormwater Management Needs Analysis Report requirement, was ratified.

SEVENTH ORDER OF BUSINESS

Update: Future Meeting Location

Ms. Sanchez stated that this will be the last meeting held at Kays Bar-B-Que & Steaks; future meetings will be held at the U.S. Coast Guard Auxiliary. Ms. Cerbone stated Staff will be contact the Auxiliary to ensure the facilities will be comfortable in advance of the next meeting.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2022

Ms. Sanchez presented the Unaudited Financial Statements as of June 30, 2022.

On MOTION by Mr. Van Auker and seconded by Ms. Bronson, with all in favor, the Unaudited Financial Statements as of June 30, 2022, were accepted.

NINTH ORDER OF BUSINESS

Approval of Minutes

Ms. Sanchez presented the following:

- A. June 15, 2022 Public Hearings and Regular Meeting**
- B. July 5, 2022 Emergency Meeting**

On MOTION by Mr. Van Auker and seconded by Ms. Bronson, with all in favor, the June 15, 2022 Public Hearings and Regular Meeting and the July 5, 2022 Emergency Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *KE Law Group PLLC***

Mr. Earlywine stated the bond validation was completed in July; the expectation is to authorize issuance of bonds in November 2022 and issue bonds in December 2022.

- B. District Engineer: *Dewberry Engineers, Inc.***

There was no report.

- C. District Manager: *Wrathell, Hunt and Associates, LLC***

Ms. Cerbone distributed Form 8B for each Board Member to disclose their employment and/or business affiliation with the Developer; these forms will be kept on file and attached to meeting minutes when necessary.

- **NEXT MEETING DATE: September 21, 2022 at 11:00 AM**
 - **QUORUM CHECK**

The next meeting would be held on September 21, 2022.

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS

Adjournment

**On MOTION by Ms. Bronson and seconded by Mr. Wiggins, with all in favor,
the meeting adjourned at 11:17 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair