

**MINUTES OF MEETING
CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Cordova Palms Community Development District was held on Wednesday, February 8, 2023 at 10:00 a.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Louis Cowling	Chairman
Joyce Conway	Supervisor
Thomas Spiess	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber	District Counsel (by phone)
Scott Wild	District Engineer (by phone)

The following is a summary of the discussions and actions taken at the February 8, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 10:27 a.m.

SECOND ORDER OF BUSINESS

Public Comment

There being no members of the public present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 11, 2023 Meeting

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Mr. Spiess with all in favor the minutes of the January 11, 2023 meeting were approved.
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FOURTH ORDER OF BUSINESS

Consideration of Updating the District's Record Retention Policy

Mr. Haber informed the Board that the District previously adopted a record retention policy and at that time the Board was given the same options to retain records in accordance

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with Florida Law, which means disposing of records after a certain amount of time, or whether the District wants to retain all records. Those options are being considered again and the second option offered would specify that any electronic copy of a record is adequate for purposes of retaining the record, and that there is no obligation to keep transitory records, which is a record that loses its purpose after a certain amount of time. The Board was presented with two forms of resolutions, the first provides for approval of option one, which is to actively destroy records when the timeframe is met, and the second provides for approval of option two, which says all records will be kept.

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor Resolution 2023-01, updating the District's record retention policy and proceeding with Option 2 was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-02, Authorizing Investment of Funds in the Local Government Surplus Funds Trust Fund

Mr. Laughlin informed the Board that CDD funds have been held with the trustee, which is a low-yielding account, and presented another option of investing funds in the State Board of Administration account at a higher interest rate.

On MOTION by Mr. Cowling seconded by Mr. Spiess with all in favor Resolution 2023-02, authorizing investment of funds in the local government surplus funds trust fund was approved.

SIXTH ORDER OF BUSINESS

Consideration of Change Order from A.J. Johns for a Pipe Size Change

Mr. Wild presented a change order from A.J. Johns in the amount of \$11,142.59 for the Phase 3 project and informed the Board there was a discrepancy between the pipe specification on the plans versus the detail sheet and the wrong one was included in A.J. Johns' original price.

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor the change order from A.J. Johns was approved.

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SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Haber had nothing further to report.

Mr. Cowling asked what the threshold would be to require a formal RFP for landscape maintenance services.

Mr. Haber responded \$195,000 and recommended multiple proposals still be sought to ensure the best price.

Mr. Laughlin noted the Board could authorize the Chairman to work with staff on preparing a scope of services.

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor authorizing the Chairman to work with staff on preparing a scope of services and seeking proposals for landscape maintenance services was approved.

B. District Engineer - Approval of Requisition Summary

Mr. Wild provided the Board with a brief overview of the requisition summary, which includes requisition numbers 30-35 for the Series 2022-1 Bonds and requisition numbers 21-23 for the Series 2022-2 Bonds, together totaling \$635,526.11.

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor the requisition summary was approved.

C. District Manager

There being nothing to report, the next item followed.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of December 31, 2022

Copies of the financial statements were included in the agenda package for the board's review.

B. Check Register

Mr. Laughlin noted the check register totals \$232,806.20, with the majority of that total stemming from funds sent to the trustee for the debt service payment.

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On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor the check register was approved.

NINTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – March 8, 2023 at 10:00 a.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Spiess seconded by Mr. Cowling with all in favor the meeting was adjourned

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Daniel Laughlin
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Secretary/Assistant Secretary

DocuSigned by:
Louis Cowling
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Chairman/Vice Chairman