



**VENETIAN PARC
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
DECEMBER 13, 2018
1:30 P.M.**

Special District Services, Inc.
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014

www.venetianparccdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
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AGENDA
VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT
8500 S.W. 8th Street, Suite 228
Conference Room
Miami, Florida 33144
REGULAR BOARD MEETING
December 13, 2018
1:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Discussion Regarding Declared Vacancies Effective 11/20/2018 in Seat #1 and Seat #2
- E. Consider Appointment(s) to Fill Vacancy or Vacancies
- F. Administer Oath of Office and Review Board Member Duties and Responsibilities
- G. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretaries
- H. Additions or Deletions to Agenda
- I. Comments from the Public for Items Not on the Agenda
- J. Approval of Minutes
 - 1. November 8, 2018 Regular Board Meeting.....Page 2
- K. Old Business
 - 1. Staff Report: As Required
- L. New Business
- M. Administrative & Operational Matters
 - 1. Financial Risk Management Policy/Review – Fiscal Year 2017/2018.....Page 6
 - 2. Staff Report as Required
- N. Board Member & Staff Closing Comments
- O. Adjourn

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared CHRISTINA RAVIX, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy, of advertisement, being a Legal Advertisement of Notice in the matter of

VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper in the issues of

09/28/2018

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

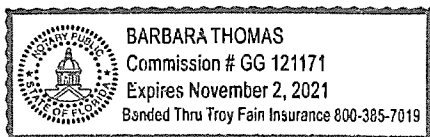
C. Remis

Sworn to and subscribed before me this
28 day of SEPTEMBER, A.D. 2018

Barbara Thomas

(SEAL)

CHRISTINA RAVIX personally known to me



VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Venetian Parc Community Development District will hold Regular Meetings in the conference room located at 8500 SW 8th Street, Suite 228, Miami, Florida 33144 at 1:30 p.m. on the following dates:

October 11, 2018
November 8, 2018
December 13, 2018
February 14, 2019
March 14, 2019
April 11, 2019
May 9, 2019
June 13, 2019
September 12, 2019

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT

www.venetianparccdd.org
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18-94/0000349865M

**VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 8, 2018**

A. CALL TO ORDER

District Manager Neil Kalin called the November 8, 2018, Regular Board Meeting of the Venetian Parc Community Development District to order at 1:42 p.m. in the Conference Room of 8500 SW 8th Street, Suite 228, Miami, Florida 33144.

B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on September 21, 2018, as legally required.

C. SEAT NEWLY ELECTED BOARD MEMBER

Mr. Kalin seated and welcomed Mr. Sergio Valdes to his elected term of office.

D. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER RESPONSIBILITIES & DUTIES

Mr. Kalin, Notary Public in the State of Florida, administered the Oath of Office to Mr. Sergio Valdes and reviewed with him his duties and responsibilities with emphasis on the Sunshine Law, Financial Disclosure (2017 Form 1 must be submitted to the County SOE within thirty {30} days of taking office), Public Records Law and the Code of Ethics for Public Officials.

E. ESTABLISH A QUORUM

Mr. Kalin stated that the attendance of Supervisors Teresa Baluja, Angel Valdes and Sergio Valdes constituted a quorum and it was in order to proceed with the meeting.

Others in attendance: District Managers Neil Kalin and Armando Silva of Special District Services, Inc.; General Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.; and Eugene Collings-Bonfill, Miami, Florida

F. ELECTION OF OFFICERS

Mr. Kalin stated that as a result of today's Final Landowners' Election/Meeting and the new term of office, it would be in order to re-elect officers to the Board of Supervisors. The following names were suggested for election:

- Chairperson – Teresa Baluja
- Vice Chairperson – Angel Valdes
- Secretary/Treasurer – Neil Kalin
- Assistant Secretaries – Yuthit Baez, Yadira Monzon, Sergio Valdes, Gloria Perez and Armando Silva

A discussion ensued after which:

A **motion** was made by Ms. Baluja, seconded by Mr. S. Valdes and passed unanimously to *elect* the officers of the Venetian Parc Community Development District Board of Supervisors, as listed above.

G. CONFIRMATION OF FINAL LANDOWNERS' ELECTION RESULTS

Mr. Kalin restated the Venetian Parc Community Development District's Final Landowners' Meeting/Election results and recommended that they be confirmed.

A **motion** was made by Ms. Baluja, seconded by Mr. S. Valdes and passed unanimously confirming the Final Landowners' Meeting election results, as follows: Sergio Valdes received **2 Votes** and he was elected to a 4-year term of office, which will expire in November 2022.

H. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

I. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

J. APPROVAL OF MINUTES

1. July 12, 2018, Public Hearing & Regular Board Meeting

Mr. Kalin presented the minutes of the July 12, 2018, Public Hearing & Regular Board Meeting and asked if there were any changes. There being no comments or changes, a **motion** was made by Ms. Baluja, seconded by Mr. A. Valdes and passed unanimously approving the minutes of the July 12, 2018, Public Hearing & Regular Board Meeting, *as presented*.

K. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report required at this time.

L. NEW BUSINESS

1. Consider Resolution No. 2018-06 – Adopting a Fiscal Year 2017/2018 Amended Budget

Mr. Kalin presented Resolution No. 2018-06, entitled:

RESOLUTION NO. 2018-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2017/2018 BUDGET ("AMENDED BUDGET"), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin read the title of the resolution into the record, provided an explanation for the document and indicated that the Operating Fund, as of September 30, 2018, had a positive balance. In addition, Mr. Kalin stated that the Debt Service Fund for the Series 2013 Bonds for Assessment Area One and Assessment Area Two had sufficient funds to make the required November 1, 2018, debt service payments. A discussion ensued after which;

A **motion** was made by Ms. Baluja, seconded by Mr. A. Valdes and passed unanimously to approve and adopt Resolution No. 2018-06, *as presented*; thereby setting the amended/revised final budget for the 2017/2018 fiscal year.

M. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Audit Committee Meeting

a. Waive Three (3) Audit Proposer Rule

b. Recommendation and Ranking of Proposal

Mr. Kalin recessed the Regular Board Meeting at 1:46 p.m. and simultaneously called to order a meeting of the Audit Committee. The purpose of the Audit Committee meeting is to rank and recommend, in order of preference, no fewer than three (3) audit firms to perform the required auditing services for three (3) fiscal years commencing with the 2017/2018 audit and to include a 2-year renewal option. Mr. Kalin, who was previously appointed to the Audit Committee, explained that only one (1) audit firm had responded to the legal advertisement requesting proposals to perform annual audits for fiscal years ending 9/30/2018, 9/30/2019, and 9/30/2020; and to include a 2-year renewal option for fiscal years 9/30/2021 and 9/30/2022. Consequently, Mr. Kalin asked the Audit Committee to waive the three (3) audit proposer rule and also rank the firm of Grau & Associates #1, the only qualified and responsible firm. A discussion ensued after which:

A **motion** was made by Ms. Baluja, seconded by Mr. S. Valdes and passed unanimously to waive the three (3) audit proposer rule and to rank the firm of Grau & Associates deemed to be most qualified to perform the auditing services (current audit firm) as #1.

There being no further Audit Committee business to conduct, Mr. Kalin adjourned the Audit Committee Meeting and simultaneously reconvened the Regular Board Meeting at approximately 1:48 p.m.

Mr. Kalin recommended that the Board accept the ranking and recommendation of the Audit Committee. A discussion ensued after which;

A **motion** was made by Ms. Baluja, seconded by Mr. S. Valdes and passed unanimously to authorize the District Manager to engage the firm of Grau & Associates ranked #1, a qualified and responsible auditing firm (current auditor), to perform audits for the three (3) fiscal years 2017/2018, 2018/2019 and 2019/2020; and the fees for the fiscal years will be \$3,600, \$3,700 and \$3,800, respectively; and to provide in the engagement a 2-year renewal option for the fiscal years 2020/2021 and 2021/2022; and the fees for the option years, subject to fee adjustments for inflation, will be \$3,900 and \$4,000, respectively. DM will attempt to negotiate the 2-year option years at \$3,900 each.

2. District Election Procedure for Declaring Vacancies Effective November 20, 2018

Mr. Kalin stated that no qualified elector had qualified during the 2018 qualifying period for Seat #1 (currently held by Teresa Baluja) or Seat #2 (currently held by Yadira Monzon) for the 2018 General Election process for the Venetian Parc Community Development District. Since the Board may not

meet again until sometime after November 20, 2018 it would be in order to declare vacancies in Seat #1 and Seat #2, effective as of the second Tuesday (November 20, 2018) following the November General Election (November 6, 2018). Pursuant to Section 190.006, *Florida Statutes*, incumbents, where applicable (Holdover Board Members), will serve no longer than ninety (90) days (from November 20, 2018) or until appointments to the vacancies have been made. A discussion ensued after which:

A **motion** was made by Ms. Baluja, seconded by Mr. S. Valdes and passed unanimously to declare vacancies on the Venetian Parc Community Development District Board of Supervisors in Seat #1 and Seat #2, effective as of the date November 20, 2018; and the Board shall appoint qualified electors within ninety (90) days from November 20, 2018, to fill said vacancies.

3. Staff Report, as Required

There was no Staff Report at this time

N. BOARD MEMBER & STAFF CLOSING COMMENTS

Holiday greetings were exchanged by those in attendance. Mr. Kalin stated that the next meeting would be held on December 13, 2018.

O. ADJOURNMENT

There being no further business to come before the Board, the November 8, 2018, Regular Board Meeting was adjourned at approximately 1:52 p.m. on a **motion** made by Ms. Baluja, seconded by Mr. S. Valdes and passed unanimously.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

FINANCIAL RISK MANAGEMENT POLICY

(Fiscal Year 2017/2018)

Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of good management practices and to satisfy annual audit requirements does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

a. Each month the District’s operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and

b. Each expenditure from the District’s operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials and the respective approvals are provided by persons other than the preparer of the expenditure(s); and

c. All financial transactions are logged and maintained by the District Manager for record keeping purposes; and

d. A designated member of the Board (by an electronic approval procedure) has an opportunity to review the District’s expenditure(s) prior to the payment(s) being released; and

e. The District engages an independent firm, pursuant to Chapter 218.391, Florida Statutes, to audit the prior year’s financial activities (October 1st through September 30th) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30th) the District’s Board of Supervisors reviews, pursuant to Chapter 189.418(5), Florida Statutes, the prior year’s budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.
