



**VENETIAN PARC
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 14, 2019
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
561.630.4923 Facsimile

AGENDA
VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT
8500 S.W. 8th Street, Suite 228
Conference Room
Miami, Florida 33144
REGULAR BOARD MEETING
March 14, 2019
1:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Discussion Regarding Declared Vacancy in Seat #2 as of 11/20/2018 and Holdover Member
- E. Discussion Regarding Appointment(s) to Fill Vacancy
- F. Administer Oath of Office and Review Board Member Duties and Responsibilities
- G. Election of Officers – *As Required*
 - 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. December 13, 2018 Regular Board Meeting.....Page 2
- K. Old Business
 - 1. Staff Report: As Required
- L. New Business
 - 1. Discussion Regarding Changing Regular Meeting Location and Time
 - 2. Discussion Regarding Electronic Email Approvals/Authorizations
 - 3. Consider Resolution No. 2019-01 – Adopting a FY 2019/2020 Proposed Budget.....Page 6
- M. Administrative & Operational Matters
 - 1. 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.

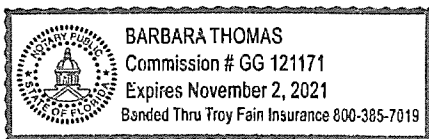
C. Remis

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
928

18-94/0000349865M

**VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
DECEMBER 13, 2018**

A. CALL TO ORDER

District Manager Neil Kalin called the December 13, 2018, Regular Board Meeting of the Venetian Parc Community Development District to order at 1:32 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 28, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin stated that the attendance of Chairman Angel Valdes, Vice Chairman Sergio Valdes and Supervisor Yuthit Baez constituted a quorum and it was in order to proceed with the meeting.

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

Also present was Eugene Collings-Bonfill of Miami, Florida.

D. DISCUSSION REGARDING DECLARED VACANCIES – SEATS #1 AND #2

Mr. Kalin reminded the Board, effective 11/20/2018, there were two vacancies on the Board and the incumbents (holdovers), Teresa Baluja and Yadira Monzon, would serve no more than ninety days from 11/20/2018 or until the respective vacancies were filled. Mr. Kalin stated that Mr. Eugene Collings-Bonfill, a qualified resident (in attendance) residing within the District, had expressed interest in serving on the Board. A discussion ensued after which;

A **motion** was made by Mr. Sergio Valdes, seconded by Ms. Baez and unanimously passed appointing Mr. Collings-Bonfill to the unexpired 4-year term of office in Seat #1; and such term of office shall expire in November 2022.

E. CONSIDER APPOINTMENTS TO FILL VACANCIES

This item was previously covered above.

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

Mr. Kalin, Notary Public in the State of Florida, administered the Oath of Office to Mr. Collings-Bonfill and reviewed the responsibilities and duties of a Board Member/Elected Official with

emphasis on Government in the Sunshine, Financial Disclosure requirements (must submit 2017 Form 1 within thirty {30} days of appointment/taking office) and Public Records Law.

G. ELECTION OF OFFICERS

Mr. Kalin stated that due to the recent changes to the District's Board it would be in order to re-elect the officers. A discussion ensued after which the following slate of officers was presented for election:

- Chairperson – Angel Valdes
- Vice Chairperson – Sergio Valdes
- Secretary/Treasurer – Neil Kalin
- Assistant Secretaries – Yuthit Baez, Eugene Collings-Bonfill, Gloria Perez, Armando Silva and Yadira Monzon. A discussion ensued after which;

A **motion** was made by Mr. Sergio Valdes, seconded by Ms. Baez and unanimously passed to *elect* the District's slate of officers, as stated above.

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. November 8, 2018, Regular Board Meeting

Mr. Kalin presented the minutes of the November 8, 2018, Regular Board Meeting and asked if there were any changes. There being no comments or changes, a **motion** was made by Mr. Sergio Valdes, seconded by Mr. Collings-Bonfill and passed unanimously approving the minutes of the November 8, 2018, 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

There were no New Business items to come before the Board.

M. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Audit Financial Risk Management Policy/Review – Fiscal Year 2017/2018

Mr. Kalin advised the Board that Special District Services, Inc. ("SDS, Inc."), acting in the capacity of District Manager, as part of best 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, typically the Chairperson (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.

2. Staff Report, as Required

There was no Staff Report at this time

N. BOARD MEMBER & STAFF CLOSING COMMENTS

Mr. Kalin stated, unless an emergency were to arise, the Board would not be required to meet until February 2019. Those in attendance exchanged holiday greetings.

O. ADJOURNMENT

There being no further business to come before the Board, the December 13, 2018, Regular Board Meeting was adjourned at 1:50 p.m. on a **motion** made by Mr. Angel Valdes, seconded by Mr. Collings-Bonfill and passed unanimously.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2019/2020; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Venetian Parc Community Development District (“District”) is required by Section 190.008(2)(a), *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2019/2020 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2019/2020 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____ at _____ in the Meeting Room located at _____, for the purpose of receiving public comments on the Proposed Fiscal Year 2019/2020 Budget.

PASSED, ADOPTED and EFFECTIVE this 14th day of March, 2019.

ATTEST:

**VENETIAN PARC
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson