



**VENETIAN PARC
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
NOVEMBER 16, 2023
6:00 P.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

www.venetianparccdd.org
786.347.2700 ext. 2027 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT
Venetian Parc Community Clubhouse Meeting Room
15351 SW 175th Street
Miami, Florida 33187
REGULAR BOARD MEETING
November 16, 2023
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Administer Oath of Office and Review Board Member Duties and Responsibilities
- E. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretaries
- F. Additions or Deletions to Agenda
- G. Comments from the Public for Items Not on the Agenda
- H. Approval of Minutes
 - 1. September 28, 2023 Regular Board Meeting.....Page 2
- I. Old Business
 - 1. Update Regarding Tree Root Pruning/Tree Relocation
 - 2. Discussion Regarding Existing Driveway Extensions
 - 3. Discussion Regarding Stop Signs at Intersection of SW 175th Street & SW 153rd Avenue
- J. New Business
 - 1. Discussion Regarding Park Bench Replacements
- K. Administrative & Operational Matters
- L. Board Member & Staff Closing Comments
- M. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of 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 2023/2024 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in a newspaper by print in the issues of Miami Daily Business Review f/k/a Miami Review on

10/13/2023

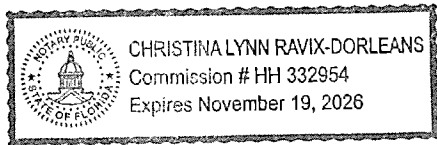
Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Guillermo Garcia

Sworn to and subscribed before me this
13 day of OCTOBER, A.D. 2023

C. Ramin-Dade

(SEAL)
GUILLERMO GARCIA personally known to me



**VENETIAN PARC COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Venetian Parc Community Development District (the "District") will hold Regular Meetings in the Venetian Parc Community Clubhouse Meeting Room located at 15351 SW 175th Street, Miami, Florida 33187 at 6:00 p.m. on the following dates:

- October 26, 2023
- November 16, 2023
- February 22, 2024
- April 25, 2024
- June 27, 2024
- July 25, 2024
- September 26, 2024

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 mquyen@vpsdinc.org 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 meeting(s) 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 mquyen@vpsdinc.org 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.venetianparccddi.org
10/13 23-89-0000888560HA

**VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 28, 2023**

A. CALL TO ORDER

District Manager Nancy Nguyen called the September 28, 2023, Regular Board Meeting of the Venetian Parc Community Development District (the “District”) to order at approximately 6:01 p.m. in the Venetian Parc Community Clubhouse Meeting Room located at 15351 SW 175th Street, Miami, Florida 33187.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the September 28, 2023, Regular Board Meeting had been published in the *Miami Daily Business Review* on October 17, 2022, as part of the District’s Fiscal Year 2022/2023 Meeting Schedule, *as legally required*.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Chairman Eugene Collings-Bonfill, Vice Chairwoman Rachel Hernandez and Supervisor Ronald Fajardo constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Nancy Nguyen of Special District Services, Inc.; District Counsel, Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A., and Peter Pellerito of Miller Legg & Associates.

Also in attendance was: Carlos Dominguez, Miami, Florida.

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

The Board thanked Mr. Dominguez for being in attendance and expressing his desire to serve on the District Board.

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Mr. Dominguez. Ms. Nguyen explained that following the meeting, Mr. George and she will review the duties and responsibilities as a Board member with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2022 Form 1 must be completed and mailed to the Supervisor of Elections in the County of residency within thirty (30) days of appointment) and the Code of Ethics for Public Officials.

E. ELECTION OF OFFICERS

As a result of the changes to the Board of the District, Ms. Nguyen recommended that re-election of the District’s Officers take place. She provided the following slate of names for election:

- Chairman – Eugene Collings-Bonfill
- Vice Chairwoman – Rachel Hernandez
- Secretary/Treasurer – Nancy Nguyen

- Assistant Secretaries – Ronald Fajardo, Carlos Dominguez , Armando Silva and Gloria Perez

A discussion ensued after which:

A **motion** was made by Mr. Fajardo, seconded by Mr. Collings-Bonfill and passed unanimously *electing* the District’s Officers, as listed above.

F. ADDITIONS OR DELETIONS TO AGENDA

Ms. Nguyen stated that she would like to add the following item to the agenda:

- New Business Item 3. – Consider Resolution No. 2023-06 – Adopting a Records Retention Policy
- New Business Item 4. – Discussion Regarding 2023 Legislative Update Memorandum
- New Business Item 5. - Discussion Regarding Required Ethics Training

The Board acknowledged Ms. Nguyen’s request.

Ms. Nguyen explained that Mr. Pellerito was in attendance to discuss the Driveway Extensions Report. As such, Ms. Nguyen request that the Board consider taking the meeting out of order and the next item for discussion should be Old Business, Item 2. – Discussion Regarding Existing Driveway Extensions.

The Board agreed to take the meeting agenda out of order.

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

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

H. APPROVAL OF MINUTES

1. May 31, 2023, Special Board Meeting and Public Hearing

Ms. Nguyen presented the minutes of the May 31, 2023, Special Board Meeting and Public Hearing and asked if there were any changes and/or corrections. There being no comments or changes, a **motion** was made by Mr. Collings-Bonfill, seconded by Mr. Fajardo and passed unanimously approving the minutes of the May 31, 2023, Special Board Meeting and Public Hearing, *as presented*.

I. OLD BUSINESS

1. Update Regarding Tree Root Pruning/Tree Relocation

Ms. Nguyen stated that the tree removal and replanting project has been completed. She further explained that the final phase of this project is to close out the permit with Miami-Dade County. Updates will be provided as they are received.

2. Discussion Regarding Existing Driveway Extensions

NOTE: This item was discussed after Item F.

Ms. Nguyen reminded the Board that during the February 23, 2023 Regular Board Meeting, the Board elected Miller, Legg and Associates, Inc. (Miller, Legg) as the District Engineer. As such, the Board requested that the District Manager request a proposal from Miller, Legg for an inspection of the

driveways extensions throughout the District. The purpose of the inspection is to determine if the driveway extensions are posing an issue on the functioning of the stormwater system, sidewalks, curbs and gutters, or vehicular lanes in the right of way.

Ms. Nguyen presented the Driveway Encroachment Inspection Report (the “Report”) prepared by Miller, Legg.

The Board welcomed Mr. Pellerito. Mr. Pellerito explained that the inspection was performed after rainy weather to better determine the flow of water and puddling, if any, being caused by the driveway extensions. Mr. Pellerito went over the findings of the ninety (90) driveway extensions listed in the Report. He further explained that it was determined that some of the driveway extensions require corrections to be made; however, if the corrections are made, none of the driveway extensions would pose an issue on the functioning of the District’s infrastructure.

The Board thanked Mr. Pellerito for the extensive explanation and thanked him for attending the meeting. Mr. Pellerito excused himself at this time.

The Board discussed ways of approaching this matter. Having the knowledge that there is limited guest parking within the District, the Board discussed options to allow the homeowners to keep their driveway extensions. The Board consensus was for District Counsel and the District Manager to review options and present them to the Board for discussion during a future meeting. Mr. George and Ms. Nguyen acknowledged the Board’s request.

3. Discussion Regarding Stop Signs at Intersection of SW 175th Street & SW 153rd Avenue

Ms. Nguyen reported that Miami-Dade County (the “County”) has not added stop bars on SW 175th Street and SW 153rd Avenue. She stated that she will continue to follow-up with the County on her request. More information on this item will be provided at a future meeting.

J. NEW BUSINESS

1. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2022/2023 Amended Budget

Ms. Nguyen presented Resolution No. 2023-05, entitled:

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen provided an explanation for the document. She indicated that there was an operating fund balance of approximately \$120,000 at the end of the fiscal year. A discussion ensued after which:

A **motion** was made by Mr. Collings-Bonfill, seconded by Mr. Fajardo and unanimously passed to adopt Resolution No. 2023-05, as presented, thereby setting the amended/revised budget for the 2022/2023 fiscal year.

2. Discussion Regarding Park Bench Replacements

Ms. Nguyen reminded the Board that the two benches on the west section of the public park were removed and the parts from such benches were used as replacements for other benches throughout the public park. Ms. Nguyen explained that because the public park is owned by Miami-Dade County (the “County”), the replacement benches must be approved by the County. She further explained that the only benches being approved by the County are DuMor 8’ cast benches (model no. 165-80PL). Ms. Nguyen stated that the cost per bench is approximately \$1,745, not including shipping and installation. The installation of the benches is expected to occur in January or February of 2024. More information on this item will be provided as it is received.

3. ADD-ON: Consider Resolution No. 2023-06 – Adopting a Records Retention Policy

Ms. Nguyen presented Resolution No. 2023-06, entitled:

RESOLUTION 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN PARC COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Ms. Nguyen explained that this document provides that the electronic record shall be considered the official record and any paper originals are considered duplicates which may be disposed of unless required by any applicable statute, rule or ordinance, per section 668.50, Florida Statutes.

A **motion** was made by Mr. Collings-Bonfill, seconded by Mr. Fajardo and unanimously passed to approve Resolution No. 2023-06; thereby adopting a Records Retention Policy.

4. ADD-ON: Discussion Regarding 2023 Legislative Update Memorandum

Ms. Nguyen explained that District Counsel has prepared a memorandum summarizing the legislative acts that have become law during the most recent legislative session. Mr. George provided the Board an explanation of the laws that pertain to the District. Mr. George informed the Board that if they have any questions regarding these new laws, they may contact his office or visit <http://laws.flrules.org/>.

5. ADD-ON: Discussion Regarding Required Ethics Training

Mr. George explained that effective January 1, 2024, elected officers, such as the District Board Supervisors, will be required to complete four (4) hours of ethics training annually. He further explained that this requirement is noted on page 1 of the Form 1, Statement of Financial Interests, which is completed annually by Board Supervisors. Mr. George recommended that this training requirement be completed by July 1 annually, so that the supervisor or officer can verify compliance with the required training on his or her Form 1. Additionally, if supervisors or officers assume office on or before March 31st, they must complete the ethics training by December 31st of each year the term begins; however, if

the term starts after March 31st, the supervisor or officer is not required to complete the required ethics training until December 31st of the following year.

K. AUDITOR SELECTION COMMITTEE

1. Ranking of Proposals/Consider Selection of an Auditor

Ms. Nguyen reminded the Board that during the last Board Meeting, the Board was appointed as the Audit Committee.

Ms. Nguyen recessed the Regular Board Meeting and simultaneously called to order a meeting of the Audit Committee at approximately 7:21 p.m. 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 2022/2023 audit and to include a 2-year renewal option.

Ms. Nguyen explained that only one (1) audit firm had responded to the legal advertisement requesting proposals to perform annual audits for fiscal years ending 9/30/2023, 9/30/2024, 9/30/2025 and to include a 2-year renewal option for fiscal years 9/30/2026 and 9/30/2027.

Ms. Nguyen informed the Board that they had two options. They could either waive the three (3) audit proposer rule or they can start the request for proposals process again. The Audit Committee consensus was to waive the 3 audit proposer rule. Consequently, Ms. Nguyen asked the Audit Committee to waive the 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 Mr. Collings-Bonfill, seconded by Mr. Fajardo and unanimously passed 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 as #1.

There being no further Audit Committee business to conduct, Ms. Nguyen adjourned the Audit Committee Meeting and simultaneously reconvened the Regular Board Meeting at approximately 7:22 p.m.

A motion was made by Mr. Fajardo, seconded by Mr. Collings-Bonfill and unanimously passed authorizing the District Manager to engage the firm of Grau & Associates, a qualified and responsible auditing firm proposer, to perform audits for the three (3) fiscal years ending 2023, 2024 and 2025; and the fees for the fiscal years will be \$3,400, \$3,500 and \$3,600, respectively; and to provide in the engagement a 2-year renewal option for the fiscal years 2026 and 2027; and the fees for the option years, subject to fee adjustments for inflation, will be \$3,700 and \$3,800, respectively.

L. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

Ms. Nguyen reminded the Board was reminded that pursuant to Chapter 190.006(8), Board Supervisors are entitled to receive compensation for Board attended meetings in the amount of \$200 per meeting. A discussion ensued, after which, the Board consensus was to receive compensation in the amount of \$200 per attended meeting. Ms. Nguyen explained that she will email the payroll enrollment documents to each Board Supervisor.

M. BOARD MEMBER & STAFF CLOSING COMMENTS

It was determined that a quorum could not be established for the October 26th Regular Meeting, as such, the next meeting will be held on November 16th.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Fajardo, seconded by Mr. Collings-Bonfill and unanimously passed adjourning the Regular Board Meeting at approximately 7:25 p.m.

Secretary/Assistant Secretary

Chair/Vice Chair