



**CARIBE PALM
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
JUNE 3, 2019
6:45 P.M.**

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

www.caribepalmcdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
Goulds Park – Gymnasium Building Multi-Purpose Room
11350 SW 216th Street,
Miami, Florida 33170
REGULAR BOARD MEETING
June 3, 2019
6:45 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. May 6, 2019 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
 - 1. Update Regarding Security Camera Improvements Project – Phase II
 - 2. Update Regarding Utility Cage
 - 3. Update Regarding Certificate of Deposit (“CD”) for Reserve Account
 - 4. Staff Report as Required
- H. New Business
 - 1. Staff Report as Required
- I. Administrative & Operational Matters
 - 1. Staff Report as Required
- J. Board Member & Staff Closing Comments
- K. 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 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, 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

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE

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

09/21/2018

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.

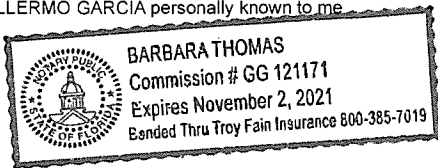
Guillermo Garcia

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

Barbara Thomas

(SEAL)

GUILLERMO GARCIA personally known to me



**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Caribe Palm Community Development District will hold Regular Meetings in the Cafeteria Multi-Purpose Meeting Room in the Goulds Park Gymnasium Building located at 11350 SW 216th Street, Miami, Florida 33170, at 6:45 p.m. on the following dates:

- October 1, 2018
- November 5, 2018
- December 3, 2018
- February 4, 2019
- March 4, 2019
- April 1, 2019
- May 6, 2019
- June 3, 2019
- August 5, 2019

The purpose of the meetings is to conduct any business coming before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. 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 Supervisors may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors 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 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 without advertised notice.

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT

www.caribepalmcdd.org
8/21

18-122/0000348225M

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MAY 6, 2019**

***Note:** The Caribe Palm Community Development District (the “District”) Meeting was moved from the Gymnasium Building Multi-Purpose Room to Computer Room #114 at the same street address. Signs were posted notifying attendees of the change in the meeting room location.*

A. CALL TO ORDER

Armando Silva, the District’s Manager, called the May 6, 2019, Regular Board Meeting to order at 6:47 p.m. in Computer Room #114 located at 11350 SW 216th Street, Miami, Florida 33170.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the May 6, 2019, Regular Board Meeting had been published in the *Miami Daily Business Review* on September 21, 2018, as part of the District’s Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairman Odel Torres, Vice Chairperson Merlin Nicieza and Supervisors Madeline Martin, Carmen Maseda and Robert Fox constituted a quorum and it was in order to proceed with the meeting.

Also in attendance were District Managers Armando Silva and Nancy Nguyen of Special District Services, Inc.

D. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

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

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

F. APPROVAL OF MINUTES

1. April 1, 2019, Regular Board Meeting

The minutes of the April 1, 2019, Regular Board Meeting were presented and the Board was asked if there were any changes. There being no changes, a **motion** was made by Mr. Fox, seconded by Ms. Maseda and unanimously passed to approve the minutes of the April 1, 2019, Regular Board Meeting, *as presented*.

The Regular Board Meeting was recessed and the Public Hearing was opened.

G. PUBLIC HEARING

1. Proof of Publication

Proof of publication was presented that notice of the May 6, 2019, Public Hearing had been published in the *Miami Daily Business Review* on April 16, 2019, and April 23, 2019, as legally required.

2. Receive Public Comment on the Fiscal Year 2019/2020 Final Budget & Assessments

Mr. Silva opened the public comment portion of the public hearing to receive comments on the 2019/2020 fiscal year final budget and non-ad valorem special assessments. There being no public in attendance or comments on the fiscal year 2019/2020 budget and assessments, Mr. Silva closed the public comment portion of the Public Hearing

3. Consider Resolution No. 2019-02 – Adopting a Fiscal Year 2019/2020 Final Budget

Mr. Silva presented Resolution No. 2019-02, entitled:

RESOLUTION NO. 2019-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2019/2020 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva read the title of the resolution into the record and stated that the document provides for approving and adopting the fiscal year 2019/2020 final budget and the non-ad valorem special assessment tax roll. Since the overall assessments were not increasing, letters to the property owners were not required. For review purposes, a copy of the tax roll was provided at the meeting. A discussion ensued after which;

A **motion** was made by Ms. Maseda, seconded by Ms. Martin and unanimously passed to adopt Resolution No. 2019-02, *as presented*, setting the fiscal year 2019/2020 final budget and non-ad valorem special assessment tax roll.

At approximately 7:02 p.m., Mr. Silva closed the Public Hearing and simultaneously reconvened the Regular Board Meeting.

H. OLD BUSINESS

1. Update Regarding Security Camera Improvements Project – Phase II

Mr. Silva stated that the Contractor was still awaiting approval from Miami-Dade County's Public Works Department. More information regarding this matter will be provided during an upcoming meeting.

2. Update Regarding Certificate of Deposit ("CD") for Reserve Account

Mr. Silva advised that he had recently reached out to U.S. Bank regarding the potential investment of funds available in the District's reserve account. U.S. Bank is currently offering three (3) Certificate of Deposit ("CD") options. Option one yields a 2.3% interest rate for one year, option two yields a 2.32%

interest rate for two years and option three yields a 2.32% interest rate for three years. A discussion ensued after which it was the Board consensus to invest the funds using option one.

3. Staff Report, as Required

There was no Staff Report at this time.

I. NEW BUSINESS

1. Consider Resolution No. 2019-03 – Adopting a Fiscal Year 2019/2020 Meeting Schedule

Mr. Silva presented Resolution No. 2019-03, entitled:

RESOLUTION NO. 2019-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2019/2020 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva provided an explanation for the document. A discussion ensued after which it was the Board consensus to add the meeting date of February 3, 2020, to the 2019/2020 regular meeting schedule.

A **motion** was made by Ms. Maseda, seconded by Ms. Martin and unanimously passed to adopt Resolution No. 2019-03, as *amended*, setting the fiscal year 2019/2020 regular meeting schedule and authorizing the publication of the annual meeting schedule, as required by law.

2. Discussion Regarding Potential Sale/Lease of CDD Owned Land

Mr. Silva explained that he had been in contact with Mr. Ken Artin, District Counsel, of Bryant Miller Olive P.A., regarding the potential sale/lease of CDD owned land. Mr. Artin informed Mr. Silva that the sale/lease of CDD owned land was possible through the auction process and only if the land has no restrictions.

No further action was required on this matter at this time.

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Consider Appointment of Audit Committee/Audit Committee Meeting

a. Selection of Criteria to Evaluate Audit Services

b. Announcement of Request for Proposals to Perform Annual Audits

Mr. Silva stated that an audit was required for the year ended September 30, 2018, and it would be in order for the Board to appoint an Audit Committee to commence the auditor selection process, pursuant to Chapter 218.391, Florida Statutes. A discussion ensued after which;

A **motion** was made by Ms. Maseda, seconded by Ms. Martin and unanimously passed appointing the entire Board of Supervisors and the District Manager as the District's Audit Committee.

At approximately 7:22 p.m., Mr. Silva recessed the Regular Board Meeting and simultaneously called to order a meeting of the Audit Committee.

Mr. Silva presented the evaluation criteria information and an outline of material for the Request for Proposals. A discussion ensued after which;

A **motion** was made by Ms. Martin, seconded by Ms. Maseda and unanimously passed approving the evaluation criteria for audit services, as presented, instructing the District Manager to proceed, as required, to advertise for requests for proposals (“RFP”) for the fiscal years September 30, 2018, 2019, and 2020; and to include in the proposal package a 2-year renewal option (FY 2021 & 2022).

At approximately 7:24 p.m., with there being no further Audit Committee business to conduct at this time, the Audit Committee meeting was adjourned and the Regular Board Meeting was reconvened.

Mr. Silva stated that it would now be appropriate for the Board to accept the actions of the Audit Committee, as outlined hereinabove. A discussion ensued after which;

A **motion** was made by Ms. Maseda, seconded by Ms. Martin and unanimously passed to accept the recommendations of the Audit Committee, as outlined above.

2. Statement of Financial Interests-Disclosure – 2018 Form 1, Filing Deadline: July 1, 2019

The Board was reminded of the importance of completing and mailing to the Supervisor of Elections (“SOE”) within the County of residency their individual 2018 Form 1 Statement of Financial Interests. Mr. Silva advised that the Board Members should receive by mail from the SOE their individual 2018 Form 1 before the end of May. If they do not receive the 2018 Form 1 by the end of the month, they should contact Mr. Silva.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no comments from the Board Members or staff.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Fox, seconded by Ms. Maseda and unanimously passed to adjourn the Regular Board Meeting at 7:26 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson