



**CARIBE PALM
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
NOVEMBER 4, 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
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AGENDA
CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
Goulds Park – Gymnasium Building - Computer Room #114
11350 SW 216th Street,
Miami, Florida 33170
REGULAR BOARD MEETING
November 4, 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. October 7, 2019 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Update Regarding Security Cameras Improvements Project – Phase II
- H. New Business
 - 1. Staff Report as Required
- I. Administrative & Operational Matters
- 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 2019/2020 REGULAR MEETING SCHEDULE

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

09/26/2019

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.

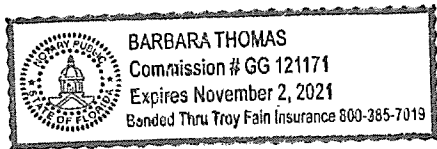
Guillermo Garcia

Sworn to and subscribed before me this
26 day of SEPTEMBER, A.D. 2019

Barbara Thomas

(SEAL)

GUILLERMO GARCIA personally known to me



**CARIBE PALM COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020 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 Computer Room #114 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 7, 2019
- November 4, 2019
- March 2, 2020
- April 6, 2020
- May 4, 2020
- June 8, 2020
- August 3, 2020

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
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19-126/0000427687M

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 7, 2019**

A. CALL TO ORDER

The October 7, 2019, Regular Board Meeting of the Caribe Palm Community Development District (the “District”) was called to order at 6:46 p.m. in Computer Room #114 at 11350 SW 216th Street, Miami, Florida 33170.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the October 7, 2019, Regular Board Meeting had been published in the *Miami Daily Business Review* on September 26, 2019, as part of the District’s Fiscal Year 2019/2020 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 Carmen Maseda, Madeline Martin and Robert Fox constituted a quorum and it was in order to proceed with the meeting.

Staff present: District Manager Armando Silva 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. August 5, 2019, Regular Board Meeting

The minutes of the August 5, 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 Ms. Maseda, seconded by Ms. Nicieza and unanimously passed to approve the minutes of the August 5, 2019, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update Regarding Security Cameras Improvements Project – Phase II

Mr. Silva informed the Board that Mr. Abe Blanco of Regions Security attempted to have the solar panel’s powering the security cameras approved by Miami-Dade County (the “County”) but the solar panels still do not meet the County’s new specifications. As a result, Regions Security will now have to revert back to adding an electrical panel to all proposed camera locations. Mr. Silva stated that the plan is to have the aluminum poles installed by the second week in November and then to have the electrical

portion of the project completed shortly thereafter. An updated regarding this topic will be provided at the next meeting.

H. NEW BUSINESS

1. Consider Resolution No. 2019-04 – Adopting an Amended FY 2018/2019 Final Budget

Mr. Silva presented Resolution No. 2019-04, entitled:

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2018/2019 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva read the title of the resolution into the record and provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Mr. Fox, seconded by Ms. Maseda and unanimously passed to approve and adopt Resolution No. 2019-04, as presented, thereby setting the amended/revised budget for the 2018/2019 fiscal year.

2. Staff Report, as Required

There was no Staff Report at this time.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Ranking of Proposals/Consider Selection of an Auditor

Mr. Silva recessed the Caribe Palm CDD Regular Board Meeting and simultaneously called to order a meeting of the Audit Committee at 7:12 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 2019/2020 audit and to include a 2-year renewal option.

The District Manager (“DM”), who was previously appointed to the Audit Committee, explained that only two (2) audit firm had responded to the legal advertisement requesting proposals to perform annual audits for fiscal years ending 9/30/2019, 9/30/2020, 9/30/2021 and to include a 2-year renewal option for fiscal years 9/30/2022 and 9/30/2023. Consequently, the DM asked the Audit Committee to waive the three (3) audit proposer rule and also rank the firm of Grau & Associates #1. A discussion ensued after which:

A **motion** was made by Ms. Nicieza, seconded by Ms. Maseda 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 (current audit firm) as #1.

There being no further Audit Committee business to conduct, Mr. Silva adjourned the Audit Committee Meeting and simultaneously reconvened the Regular Board Meeting at approximately 7:14 p.m. A discussion ensued after which;

A **motion** was made by Mr. Fox, seconded by Ms. Martin and unanimously passed authorizing the District Manager to engage the firm of Grau & Associates, a qualified and responsible auditing firm proposer (current auditor), to perform audits for the three (3) fiscal years 2019, 2020 and 2021; 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 2022 and 2023; and the fees for the option years, subject to fee adjustments for inflation, will be \$3,700 and \$3,800, respectively.

2. Financial Risk Management Review

The Board Members were advised 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.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

The Board consensus was to meet on November 4, 2019 to finalize any District business before the end of the year.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Nicieza, seconded by Mr. Fox and unanimously passed to adjourn the Regular Board Meeting at 7:23 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson