



**VENETIAN ISLES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
AUGUST 23, 2016
7:00 P.M.**

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

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AGENDA
VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
Venetian Isles Community Clubhouse
15355 Egret Lake Circle
Miami, Florida 33185
REGULAR BOARD MEETING
August 23, 2016
7:00 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. June 28, 2016 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
 - 1. Update Regarding Pilot Project – Option “B” (Egret Lakes Circle)
 - 2. Update Regarding Community Street Sign Project
 - 3. Staff Report as Required
- H. New Business
 - 1. Discussion with the Citizens Advisory Committee (CAC) Regarding the Miami-Dade Expressway **SR 836** Extension Project
 - 2. Other New Business as Required
- I. Administrative & Operational Matters
 - 1. Staff Report as Required
- J. Board Member and 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 OCTELMA V. FERBEYRE, who on oath says that he or she is the VICE PRESIDENT, 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 ISLES COMMUNITY DEVELOPMENT DISTRICT -
CORRECTED FISCAL YEAR 2015/2016 REGULAR MEETING
SCHEDULE

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

11/16/2015

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.

Sworn to and subscribed before me this
16 day of NOVEMBER, A.D. 2015

(SEAL)

OCTELMA V. FERBEYRE personally known to me



**VENETIAN ISLES COMMUNITY
DEVELOPMENT DISTRICT
CORRECTED FISCAL YEAR 2015/2016
REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Venetian Isles Community Development District will hold Regular Meetings in the Venetian Isles Community Clubhouse Meeting Room located at 15355 Egret Lake Circle, Miami, Florida 33185 at 7:00 p.m. on the following dates:

- November 24, 2015
- December 22, 2015
- January 26, 2016
- February 23, 2016
- March 22, 2016
- April 26, 2016
- May 24, 2016
- June 28, 2016
- July 26, 2016
- August 23, 2016
- September 27, 2016

The purpose of the meetings is to conduct any business coming before the Board. 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 by contacting the District Manager at (305) 777-0761 and/or toll free at 1-877-737-4922 five (5) days 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 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 without advertised notice.

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT

www.venetianislescdd.org
11/16

15-119/0000048217M

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 28, 2016

A. CALL TO ORDER

District Manager Neil Kalin called the June 28 2016, Regular Board Meeting of the Venetian Isles Community Development District to order at 7:05 p.m. in the Venetian Isles Community Clubhouse located at 15355 Egret Lake Circle, Miami, Florida 33185.

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 June 10, 2016, and June 17, 2016, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of Chairman Andres Vazquez and Supervisors José Medina, Enrique Gonzalez and Richard Borrazas constituted a quorum and it was in order to proceed with the meeting.

Staff members in attendance were: District Managers Neil Kalin and Armando Silva of Special District Services, Inc.; and District Counsel Michael Pawelczyk of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also presented were Alex Candelario of Affinity Property Management, Miami, Florida; and Ed Alvarez of Miami, Florida.

D. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Kalin informed the Board Members that he would like to **ADD-ON** the subject: "Discussion Regarding Invoice for Electrical Wiring Repairs" under Administrative & Operational Matters. His request was acknowledged.

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 26, 2016, Regular Board Meeting

Mr. Kalin presented the minutes of the April 26, 2016, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Medina, seconded by Mr. Vazquez and unanimously passed to approve the minutes of the April 26, 2016, Regular Board Meeting, as presented.

Note: At approximately 7:07 p.m., Mr. Kalin recessed the Regular Meeting and simultaneously opened the Public Hearing to receive comments on the Fiscal Year 2016/2017 Budget.

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G. PUBLIC HEARING

1. Proof of Publication

Mr. Kalin presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on June 10, 2016, and June 17, 2016, as legally required.

2. Receive Public Comment on Fiscal Year 2016/2017 Final Budget & Assessments

Mr. Kalin opened the public comment portion of the Public Hearing to receive comments on the fiscal year 2016/2017 final budget and non-ad valorem special assessments. There being no comments from the public on the fiscal year 2016/2017 budget and assessments, Mr. Kalin closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2016-02 – Adopting a Fiscal Year 2016/2017 Final Budget

Mr. Kalin presented Resolution No. 2016-02, entitled:

RESOLUTION NO. 2016-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2016/2017 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin read the title of the resolution into the record and stated that the resolution provides for approving and adopting the fiscal year 2016/2017 final budget and non-ad valorem special assessment tax roll. For review purposes, a copy of the tax roll was provided at the meeting. A discussion ensued after which:

A **motion** was made by Mr. Medina, seconded by Mr. Borrazas and unanimously passed to approve and adopt Resolution No. 2016-02, *as presented*, thereby setting the fiscal year 2016/2017 final budget and non-ad valorem special assessment tax roll.

Note: At approximately 7:21 p.m., Mr. Kalin closed the Public Hearing and simultaneously reconvened the Regular Board Meeting.

H. OLD BUSINESS

1. Update on Pilot Project – Option “B” Egret Lake Circle

Mr. Kalin advised the Board that Caltran Engineering Group, Inc. had begun survey work and design plans (collectively, the “Plans”) for “Option B” for the Egret Lakes Circle Pilot Project and that Plans are expected to be completed by the end of the first week of July. Updates on this Project will be provided at an upcoming meeting.

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2. Update on Community Street Sign Project

Mr. Kalin advised that the Community Street Sign Project was scheduled to restart on Wednesday, July 5, 2016, and it is anticipated that the new street signs will be installed in the Palermo subdivision. Mr. Medina stated that there was excess fill that had been left behind in the Murano subdivision and kindly requested that District Field Staff schedule its removal as soon as practically possible. Mr. Kalin acknowledged Mr. Medina's request and stated that he would inform District Field Staff so that the matter may be addressed before the end of the week. In addition, Mr. Candelario (Venetian Isles Master Association Property Manager) presented the District Board of Supervisors with an invoice in the amount of \$4,200 from Bayron H. Espinoza (electrician) for the street light electrical wiring repairs performed in the Sienna subdivision and asked if the District would participate in the payment of the invoice. A discussion ensued after which the Board consensus was to pay fifty percent (50%) of the invoice (\$2,100). Mr. Kalin indicated that updates on the Community Street Sign Project would be provided at an upcoming meeting.

3. Staff Report, as Required

There was no Staff Report at this time.

I. NEW BUSINESS

1. Consider Resolution No. 2016-03 – Adopting a Fiscal Year 2016/2017 Regular Meeting Schedule

Mr. Kalin presented Resolution No. 2016-03, entitled:

RESOLUTION NO. 2016-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2016/2017 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Mr. Borrazas, seconded by Mr. Vazquez and unanimously passed to approve and adopt Resolution No. 2016-03, *as revised*, adding the dates of "November 29, 2016" and "December 20, 2016"; thereby setting the fiscal year 2016/2017 regular meeting schedule and authorizing the publication of the meeting schedule, as required by law.

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Financial Risk Management Policy Review – Fiscal Year 2015/2016

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Mr. Kalin advised that Special District Services, 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; 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. General Election – November 2016 – Expiring terms for Seats 1, 2 & 5

Mr. Kalin advised that the qualifying period for the November 2016 election ended at noon on June 24, 2016. In addition, Mr. Kalin stated that Seat #1 (Richard Borrazas), Seat #2 (Luis Baluja) & Seat #5 (Jose Medina) would expire and go to General Election on November 8, 2016. It was noted that Mr. Medina would no longer serve on the Board after the November 2016 election. It was also noted that Mr. Borrazas has indicated that he is interested in re-election and has qualified for Seat #1.

3. Financial Disclosure – 2015 Form 1 – Deadline: July 1, 2016

The Board was reminded of the importance of completing and mailing to the Supervisor of Elections within the County of residency their individual 2015 Statement of Financial Interests Form 1. The deadline for submittal of the **2015 Form 1** (the "Form") is July 1, 2016.

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4. ADD-ON – Discussion Regarding Invoice for Electrical Wiring Repairs

This item was discussed previously under agenda item H-2.

5. Staff Report, as Required

Mr. Kalin advised the Board that the debt service payment that was due on May 1, 2016, and payable to the District's Trustee had been made in full and on time in the amount of \$274,690.63 (Special Assessment Refunding Bond, Series 2013).

K. BOARD MEMBER & STAFF CLOSING COMMENTS

Mr. Kalin stated that unless an emergency were to arise, the Board would not need to meet until August 2016.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Vazquez, seconded by Mr. Borrazas and unanimously passed to adjourn the Regular Board Meeting at 7:59 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson