



**VENETIAN ISLES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
OCTOBER 24, 2017
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
October 24, 2017
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 27, 2017 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
 - 1. Staff Report as Required
- H. New Business
 - 1. Discussion Regarding Hurricane “Irma” and Post Storm Community Debris Removal/Costs
 - 2. Discussion Regarding Developing Community “Emergency Response Plan”
 - 3. Storm/Emergency Event – Preferred Contractor Selection/List
 - 4. Report and Update Regarding FEMA Assistance
 - 5. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget.....Page 7
- I. Administrative & Operational Matters
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 - 2. Staff Report as Required
- J. Board Member and Staff Closing Comments
- K. Adjourn

Miami Daily Business Review

Oct. 10, 2017

Miscellaneous Notices

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Venetian Isles Community Development District (the "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:

October 24, 2017

November 28, 2017

December 19, 2017

January 23, 2018

February 27, 2018

March 27, 2018

April 24, 2018

May 22, 2018

June 26, 2018

July 24, 2018

September 25, 2018

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 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 with no advertised notice.

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2017

A. CALL TO ORDER

District Manager Neil Kalin called the June 27, 2017, Regular Board Meeting of the Venetian Isles Community Development District to order at 7:01 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 October 14, 2016, June 7, 2017, and June 14, 2017, as legally required.

C. ESTABLISH A QUORUM

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

Staff members in attendance were: District Manager Neil Kalin 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.

D. ADDITIONS OR DELETIONS TO THE 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 25, 2017, Regular Board Meeting

Mr. Kalin presented the minutes of the April 25, 2017, Regular Board Meeting and asked if there were any changes. Mr. Baluja, for the record, noted a spelling error in Mr. Medina's name on page 2 of the minutes, second paragraph of Old Business Item 1. There being no additional comments or changes, a **motion** was made by Mr. Baluja, seconded by Mr. Medina and unanimously passed to approve the minutes of the April 25, 2017, Regular Board Meeting, *as amended*.

Note: At approximately 7:04 p.m., Mr. Kalin recessed the Regular Meeting and simultaneously opened the Public Hearing..

G. PUBLIC HEARING

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2017

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 7, 2017, and June 14, 2017, as legally required.

2. Receive Public Comment on Fiscal Year 2017/2018 Final Budget & Assessments

Mr. Kalin opened the public comment portion of the Public Hearing to receive comments on the fiscal year 2017/2018 final budget and non-ad valorem special assessments. There being no comments from the public on the fiscal year 2017/2018 budget and assessments, Mr. Kalin closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2017-03 – Adopting a Fiscal Year 2017/2018 Final Budget

Mr. Kalin presented Resolution No. 2017-03, entitled:

RESOLUTION NO. 2017-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2017/2018 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 it provides for approving and adopting the fiscal year 2017/2018 final budget and non-ad valorem special assessment tax roll. For review purposes, a copy of the District's tax roll was provided at the meeting. A discussion ensued after which:

A **motion** was made by Mr. Baluja, seconded by Mr. Vazquez and unanimously passed to approve and adopt Resolution No. 2017-03, *as presented*, thereby setting the fiscal year 2017/2018 final budget and non-ad valorem special assessment tax roll.

Note: At approximately 7:06 p.m., Mr. Kalin closed the Public Hearing and simultaneously reconvened the Regular Board Meeting.

H. OLD BUSINESS

1. Update on Community Street Sign Project

Mr. Kalin advised that the Community Street Sign Project (the "Project") had four (4) street signs that required installation of concrete aprons around the individual break-away post base of each sign post. This final aspect of the Project is anticipated to be completed by the end of July.

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2017

I. NEW BUSINESS

1. Consider Resolution No. 2017-04 – Adopting a Fiscal Year 2017/2018 Regular Meeting Schedule

Mr. Kalin presented Resolution No. 2017-04, entitled:

RESOLUTION NO. 2017-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2017/2018 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. Baluja, seconded by Mr. Borrazas and passed unanimously to approve and adopt Resolution No. 2017-04, *as presented*; thereby setting the fiscal year 2017/2018 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 2016/2017

Mr. Kalin advised that Special District Services, 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; 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

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2017

- 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. Discussion Regarding Lake Bank/Shoreline Erosion – Lake Tracts

Mr. Kalin advised there was minimal evidence of lake bank erosion on the District owned lake tracts. The lake banks inspected by Mr. Kalin continue to have a soft slope (approximately 4:1) and there appeared to be no evidence of shoreline or lake bank issues. Mr. Baluja recommended that the District Engineer, in his Annual Engineer's Report, provide a report on the condition and appearance of the lake banks within the lake tracts within the District.

3. Financial Disclosure – 2016 Form 1 – Deadline: July 3, 2017

The Board was reminded of the importance of completing and mailing to the Supervisor of Elections within the County of residency their individual 2016 Statement of Financial Interests Form 1. The deadline for submittal is July 3, 2017.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

Mr. Baluja suggested to the other Board Members that it is time again to consider sending a news pamphlet to the residents of the community, which outlines the District's accomplishments over the past couple of years. A discussion ensued after which the consensus at this time is for any community news/updates be posted on the District's website as well as on the Master HOA website.

Mr. Kalin stated that unless an emergency were to arise there would be no need for the July meeting.

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 7:38 p.m.

VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2017

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2017-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2016/2017 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Venetian Isles Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

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

Section 1. The Amended Budget for Fiscal Year 2016/2017 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 24th day of October, 2017.

ATTEST:

**VENETIAN ISLES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Venetian Isles
Community Development District

**Amended Final Budget For
Fiscal Year 2016/2017
October 1, 2016 - September 30, 2017**

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- II AMENDED FINAL DEBT SERVICE FUND BUDGET**

AMENDED FINAL BUDGET
VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2016/2017
OCTOBER 1, 2016 - SEPTEMBER 30, 2017

	FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17	AMENDED FINAL BUDGET 10/1/16 - 9/30/17	YEAR TO DATE ACTUAL 10/1/16 - 9/29/17
REVENUES			
Administrative Assessments	71,342	71,937	71,937
Maintenance Assessments	85,000	85,000	85,000
Debt Assessments	348,501	348,501	348,501
Other Revenues (Master Association)	0	37,791	37,791
Interest Income	240	405	402
TOTAL REVENUES	\$ 505,083	\$ 543,634	\$ 543,631
EXPENDITURES			
MAINTENANCE EXPENDITURES			
Aquatic Maintenance - Lake Tracts - Herbicides	9,000	8,500	8,340
Aquatic Maintenance - Lake Tracts - Grass Carps	2,500	250	0
General Maintenance - Lake Tracts/Shoreline	2,400	1,500	0
Drainage Structure Maintenance/Cleaning	5,000	3,000	0
Roadway/Street Improvements - Repairs	3,600	6,500	5,659
Engineers Report/Inspections/Consulting	2,400	1,000	850
Community Sign Project/Upgrades	12,000	27,500	22,702
Miscellaneous Improvement Projects	20,000	2,500	0
Contingency/Maintenance	5,000	2,500	1,140
Storm Cleanup - IRMA	0	46,000	42,377
Infrastructure Reserve Fund	18,000	1,000	0
TOTAL MAINTENANCE EXPENDITURES	\$ 79,900	\$ 100,250	\$ 81,068
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	6,000	1,500	1,500
Payroll Taxes	460	115	115
Management	28,836	28,836	28,836
Secretarial/Field Operations	4,200	4,200	4,200
Legal	9,000	7,200	6,194
Assessment Roll	6,000	6,000	6,000
Audit Fees	3,700	3,700	3,700
Insurance	6,232	5,950	5,950
Legal Advertisements	900	500	296
Web Site Admin, Payroll Services & Mileage	3,000	2,500	1,968
Office Supplies, Postage & Mailings	1,650	1,200	1,103
Dues & Subscriptions	175	175	175
Trustee Fee	3,500	3,225	3,225
Continuing Disclosure Fee	500	350	350
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 74,153	\$ 65,451	\$ 63,612
TOTAL EXPENDITURES	\$ 154,053	\$ 165,701	\$ 144,680
REVENUES LESS EXPENDITURES	\$ 351,030	\$ 377,933	\$ 398,951
Bond Payments	(327,591)	(330,091)	(330,091)
BALANCE	\$ 23,439	\$ 47,842	\$ 68,860
County Appraiser & Tax Collector Fee	(10,097)	(4,872)	(4,872)
Discounts For Early Payments	(20,193)	(18,142)	(18,142)
EXCESS/ (SHORTFALL)	\$ (6,851)	\$ 24,828	\$ 45,846
Carryover From Prior Year	6,851	6,851	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 31,679	\$ 45,846

FUND BALANCE AS OF 9/30/16	
FY 2016/2017 ACTIVITY	
FUND BALANCE AS OF 9/30/17	

\$191,797
\$24,828
\$216,625

Notes

Carryover From Prior Year Of \$6,851 to be used to reduce Fiscal Year 2016/2017 Assessments.
\$991 Of Fund Balance To Be Used To Reduce 2017/2018 Assessments.

AMENDED FINAL BUDGET
VENETIAN ISLES COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2016/2017
OCTOBER 1, 2016 - SEPTEMBER 30, 2017

	FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17	AMENDED FINAL BUDGET 10/1/16 - 9/30/17	YEAR TO DATE ACTUAL 10/1/16 - 9/29/17
REVENUES			
Interest Income	0	720	713
NAV Tax Collection	327,591	330,091	330,091
Total Revenues	\$ 327,591	\$ 330,811	\$ 330,804
EXPENDITURES			
Principal Payments	225,000	225,000	225,000
Interest Payments	102,591	104,787	104,787
Total Expenditures	\$ 327,591	\$ 329,787	\$ 329,787
Excess/ (Shortfall)	\$ -	\$ 1,024	\$ 1,017

FUND BALANCE AS OF 9/30/16	\$246,874
FY 2016/2017 ACTIVITY	\$1,024
FUND BALANCE AS OF 9/30/17	\$247,898

Notes

Reserve Fund Balance = \$163,795*. Revenue Fund Balance = \$84,103*

Revenue Fund Balance To Be Used To Make 11/1/2017 Interest Payment Of \$50,003.

* Approximate Amounts

2013 Bond Refunding Information

Original Par Amount = \$3,825,000
Interest Rate = 1.25% - 3.875%
Issue Date = June 2013
Maturity Date = May 2028
Par Amount As Of 9/30/17 = \$2,950,000

October 24, 2017

RE: Venetian Isles Community Development District Auditor Renewal

At the October 28, 2014 Venetian Isles Community Development District Board Of Supervisors meeting, the firm of Grau & Associates was selected to perform the 9-30-2014, 9-30-2015 and 9-30-2016 year end audits of the District with an option to perform the 9-30-2017 audit.

The fees for the 9-30-2014 audit were \$3,500. The fees for the 9-30-2015 audit were \$3,600. And the fees for the 9-30-2016 audit were \$3,700. The proposed fee for the 9-30-2017 audit is \$3,700, which is the budgeted amount for audit fees for Fiscal Year 2017/2018.

Grau & Associates has been the district auditor for the past eight years. Management is pleased with the professionalism and the competence of the Grau & Associates partners and staff; therefore management recommends that the Board approve the renewal option for the Fiscal Year Ending 9-30-2017 audit for Grau & Associates.

Special District Services, Inc.