



**SAUSALITO BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
NOVEMBER 1, 2017  
6:15 P.M.**

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

[www.sausalitobaycdd.org](http://www.sausalitobaycdd.org)

561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT**

Just Kids Center, Inc.  
Conference Room  
12470 S.W. 8<sup>th</sup> Street  
Miami, Florida 33184

**REGULAR BOARD MEETING**

November 1, 2017  
6:15 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 3, 2017 Regular Board Meeting and Public Hearing.....Page 2
- G. Old Business
  - 1. Staff Report as Required
- H. New Business
  - 1. Discussion Regarding Hurricane “Irma” and Post Storm Community Inspection/Clean-Up
  - 2. Consider Resolution No. 2017-05 – Adopting Fiscal Year 2016/2017 Amended Budget.....Page 6
- I. Administrative & Operational Matters
  - 1. Annual Audit FY 2016/2017 – Consider 1-Year Renewal Option – Grau & Associates.....Page 11
  - 2. Discussion Regarding Potential Board Vacancy and Procedure to Fill Vacancy
  - 3. Discussion Regarding Upcoming Holidays & Meeting Schedule
- 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 MARIA MESA, who on oath says that he or she is the LEGAL CLERK, 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

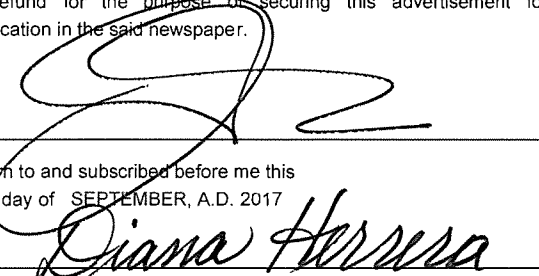
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

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

09/20/2017

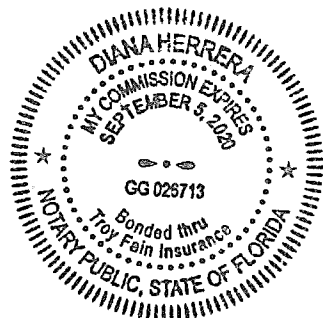
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has 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  
20 day of SEPTEMBER, A.D. 2017

  
Diana Herrera

(SEAL)

MARIA MESA personally known to me



## SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Sausalito Bay Community Development District (the "District") will hold Regular Meetings in the Conference Room at the Just Kids Center, Inc. located at 12470 SW 8th Street, Miami, Florida 33184 at 6:15 p.m. on the following dates:

October 4, 2017  
November 1, 2017  
December 6, 2017  
February 7, 2018  
March 7, 2018  
April 4, 2018  
May 2, 2018  
June 6, 2018  
September 5, 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 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 with no advertised notice.

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

[www.sausalitobayodd.org](http://www.sausalitobayodd.org)

8/20

17-10/0000258570AA

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
PUBLIC HEARING & REGULAR BOARD MEETING  
MAY 3, 2017

**A. CALL TO ORDER**

District Manager Armando Silva called the May 3, 2017, Regular Board Meeting of the Sausalito Bay Community Development District to order at 6:24 p.m. in the Conference Room of the Just Kids Center, Inc., located at 12470 SW 8<sup>th</sup> Street, Miami, Florida 33184.

**B. PROOF OF PUBLICATION**

Mr. Silva presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 24, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Silva determined that the attendance of Chairman Miguel Picar, Vice Chairman Jatniel Badell and Supervisors George Kadoch, Robert Penna and Josefina Dauval constituted a quorum and it was in order to proceed with the meeting.

Staff members in attendance were District Manager Armando Silva of Special District Services, Inc.; and District Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

Mr. Silva requested the addition of Financial Risk Management Policy/Update – FY 2016/2017 under Administrative Matters and the Board acknowledged the request.

**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. March 1, 2017, Regular Board Meeting**

Mr. Silva presented the minutes of the March 1, 2017, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Kadoch, seconded by Mr. Picar and unanimously passed to approve the minutes of the March 1, 2017, Regular Board Meeting, as presented.

*Note: At approximately 6:29 p.m., Mr. Silva recessed the Regular Meeting and simultaneously opened the Public Hearing.*

**G. PUBLIC HEARING**

**1. Proof of Publication**

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
PUBLIC HEARING & REGULAR BOARD MEETING  
MAY 3, 2017

Mr. Silva presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on April 13, 2017, and April 20, 2017 as legally required.

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

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

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

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

**RESOLUTION NO. 2017-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
SAUSALITO BAY 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. Silva read the title into the record and stated that it provides for approving and adopting the fiscal year 2017/2018 final budget and the non-ad valorem special assessment tax roll. For review purposes, a copy of the tax roll was provided at the meeting.

Mr. Silva then stated that the debt service payment on the Series 2013 Refunding Bonds, which was due May 1, 2017, had been paid in full and on time to the Trustee. A discussion ensued after which;

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

*Note: At approximately 6:39 p.m., Mr. Silva closed the Public Hearing and simultaneously reconvened the Regular Meeting.*

**H. OLD BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**I. NEW BUSINESS**

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
PUBLIC HEARING & REGULAR BOARD MEETING  
MAY 3, 2017

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

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

**RESOLUTION NO. 2017-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY 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. Silva provided an explanation for the document. A discussion ensued after which;

A **motion** was made by Mr. Kadoch, seconded by Mr. Penna and unanimously passed to approve and adopt Resolution No. 2017-04, *as presented*; thereby setting the 2017/2018 regular meeting schedule and authorizing the publication of the annual meeting schedule, as required by law.

**J. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Reminder: 2016 Form 1 – Statement of Financial Interests – Filing Deadline: July 1, 2017**

The Board Members were reminded of the importance of completing and mailing to the Supervisor of Elections within the County of residency their individual 2016 Form 1 Statement of Financial Interests. It was noted that the 2016 Form 1 was expected to be mailed to the Board Members sometime in early May.

**2. ADD-ON ITEM – Financial Risk Management Policy/Update – Fiscal Year 2016/2017**

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; and

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
PUBLIC HEARING & REGULAR BOARD MEETING  
MAY 3, 2017

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 1<sup>st</sup> through September 30<sup>th</sup>) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30<sup>th</sup>) 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.

**3. Staff Report, as Required**

There was no Staff Report at this time.

**K. BOARD MEMBER COMMENTS/STAFF CLOSING COMMENTS**

Mr. Silva indicated that unless an emergency were to arise the Board would not need to meet until October.

**L. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Picar, seconded by Mr. Penna and unanimously passed to adjourn the Regular Board Meeting at 7:01 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**RESOLUTION NO. 2017-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY 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 Sausalito Bay 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 SAUSALITO BAY 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 1<sup>st</sup> day of November, 2017.

**ATTEST:**

**SAUSALITO BAY  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson



Sausalito Bay  
Community Development District

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

# **CONTENTS**

- I        AMENDED FINAL OPERATING FUND BUDGET**
- II       AMENDED FINAL DEBT SERVICE FUND BUDGET**

**AMENDED FINAL BUDGET**  
**SAUSALITO BAY 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
<b>REVENUES</b>			
Administrative Assessments	77,196	77,564	77,564
Maintenance Assessments	50,268	50,268	50,268
Debt Assessments	186,549	186,549	186,549
Other Revenues	0	0	0
Interest Income	48	425	421
<b>Total Revenues</b>	<b>\$ 314,061</b>	<b>\$ 314,806</b>	<b>\$ 314,802</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
Supervisor Fees	5,000	3,000	3,000
Payroll Taxes (Employer)	383	230	230
Management	28,356	28,356	28,356
Secretarial & Field Operations	5,100	5,100	5,100
Legal	9,000	6,300	5,298
Assessment Roll	6,000	6,000	6,000
Audit Fees	3,700	3,700	3,700
Insurance	6,100	5,778	5,778
Legal Advertisements	700	700	396
Miscellaneous	1,500	1,250	762
Postage	350	100	92
Office Supplies	500	250	218
Dues & Subscriptions	175	175	175
Trustee Fee	3,700	3,225	3,225
Continuing Disclosure Fee	500	350	350
Website Management	1,500	1,500	1,500
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 72,564</b>	<b>\$ 66,014</b>	<b>\$ 64,180</b>
<b>MAINTENANCE EXPENDITURES</b>			
Aquatic Maintenance (SFH - 50)	5,600	5,600	4,740
Aquatic Maintenance (TH - 23)	1,850	1,850	1,380
Lawn Maintenance (SFH - 50)	22,200	21,000	18,132
Lawn Maintenance/Lake Tracts (TH - 23)	5,700	5,500	4,080
Lake Tract Shoreline Maintenance (SFH - 50)	1,200	800	800
Lake Tract Shoreline Maintenance (TH - 23)	600	800	800
Miscellaneous Maintenance Expenses (SFH - 50)	1,500	1,225	1,225
Miscellaneous Maintenance Expenses (TH - 23)	1,200	500	0
Misc Grounds Maintenance/Mulch/Fertilizer	4,800	1,200	0
Engineering/Inspections	1,200	850	850
Outside Janitorial Services (SFH - 50)	6,000	600	0
Contingency	5,400	3,000	0
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 57,250</b>	<b>\$ 39,925</b>	<b>\$ 32,007</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 129,814</b>	<b>\$ 105,939</b>	<b>\$ 96,187</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 184,247</b>	<b>\$ 208,867</b>	<b>\$ 218,615</b>
Bond Payments	(175,356)	(178,378)	(178,378)
<b>Balance</b>	<b>\$ 8,891</b>	<b>\$ 30,489</b>	<b>\$ 40,237</b>
County Appraiser & Tax Collector Fee	(6,280)	(3,032)	(3,032)
Discounts For Early Payments	(12,561)	(11,092)	(11,092)
<b>Excess/ (Shortfall)</b>	<b>\$ (9,950)</b>	<b>\$ 16,365</b>	<b>\$ 26,113</b>
Carryover From Prior Year	9,950	9,950	0
<b>Net Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 26,315</b>	<b>\$ 26,113</b>

FUND BALANCE AS OF 9/30/16	\$159,119
FY 2016/2017 ACTIVITY	\$16,365
FUND BALANCE AS OF 9/30/17	\$175,484

**Notes**  
Carryover From Prior Year Of \$9,950 to be used to reduce Fiscal Year 2016/2017 Assessments.  
\$14,500 Of Fund Balance To Be Used To Reduce 2017/2018 Assessments.

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

	<b>FISCAL YEAR 2016/2017 BUDGET</b>	<b>AMENDED FINAL BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>
<b>REVENUES</b>	<b>10/1/16 - 9/30/17</b>	<b>10/1/16 - 9/30/17</b>	<b>10/1/16 - 9/29/17</b>
Interest Income	0	390	384
NAV Tax Collection	175,356	178,378	178,378
<b>Total Revenues</b>	<b>\$ 175,356</b>	<b>\$ 178,768</b>	<b>\$ 178,762</b>
<b>EXPENDITURES</b>			
Principal Payments	90,000	90,000	90,000
Interest Payments	85,356	86,313	86,313
<b>Total Expenditures</b>	<b>\$ 175,356</b>	<b>\$ 176,313</b>	<b>\$ 176,313</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 2,455</b>	<b>\$ 2,449</b>

FUND BALANCE AS OF 9/30/16	\$143,380
FY 2016/2017 ACTIVITY	\$2,455
FUND BALANCE AS OF 9/30/17	\$145,835

Notes

Reserve Fund Balance = \$90,000\*. Revenue Fund Balance = \$55,835\*

Revenue Fund Balance To Be Used To Make 11/1/2017 Interest Payment Of \$42,200.

\* Approximate Amounts

**2013 Bond Refunding**

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Original Par Amount =	\$2,595,000	Annual Principal Payments Due:
Interest Rate =	1.375% - 4.00%	May 1st
Issue Date =	March 2013	Annual Interest Payments Due:
Maturity Date =	May 2035	May 1st & November 1st
Par Amount As Of 9/30/17 =	\$2,240,000	

November 1, 2017

RE: Sausalito Bay Community Development District Auditor Renewal

At the October 1, 2014 Sausalito Bay 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.