



**SAUSALITO BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
OCTOBER 2, 2019
6:15 P.M.**

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

www.sausalitobaycdd.org

561.630.4922 Telephone
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AGENDA
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

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

REGULAR BOARD MEETING

October 2, 2019
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. September 4, 2019 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2019-05 – Adopting a Fiscal Year 2018/2019 Amended Budget.....Page 5
 - 2. Staff Report as Required
- I. Administrative & Operational Matters
 - 1. Financial Risk Management Policy/Preview – Fiscal Year 2018/2019.....Page 10
 - 2. Discussion Regarding Fall Meeting Schedule
 - 3. Staff Report as Required
- J. Board Member & Staff Closing Comments
- K. Adjourn

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020 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 2, 2019
November 6, 2019
December 4, 2019
February 5, 2020
March 4, 2020
April 1, 2020
May 6, 2020
June 3, 2020
September 2, 2020**

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.

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

www.sausalitobaycdd.org

PUBLISH: MIAMI DAILY BUSINESS REVIEW 09/23/19

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 4, 2019**

A. CALL TO ORDER

District Manager Nancy Nguyen called the September 4, 2019, Regular Board Meeting of the Sausalito Bay Community Development District to order at 6:15 p.m. in the Conference Room at the Just Kids Center, Inc. located at 12470 SW 8th Street, Miami, Florida 33184.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the 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

Ms. Nguyen determined that the attendance of Chairman Miguel Picar, Vice Chairman Robert Penna and Supervisor Christopher Casariego constituted a quorum and it was in order to proceed with the meeting.

Staff members in attendance were District Managers Nancy Nguyen and Neil Kalin of Special District Services, Inc.; and District Counsel Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also in attendance were the following: Jessica Toledano, Miami, Florida and David Casanas, Miami, Florida.

D. CONSIDER APPOINTMENTS TO FILL VACANCIES: SEAT #1 & #2

Ms. Nguyen stated that there was a vacancy in Seat #1. Ms. Jessica Toledano, who was in attendance at the meeting and was determined to be a qualified resident of the Sausalito Bay Community Development District (the "District"), expressed her interest in serving on the Board of Supervisors (the "Board").

A **motion** was made by Mr. Penna, seconded by Mr. Casariego and unanimously passed to *appoint Ms. Toledano* to the unexpired 4-year term of office in Seat #1 and such term of office will expire in November 2022.

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Ms. Toledano. In addition, Mr. Cochran and Mr. Kalin reviewed the duties and responsibilities as a Board Member with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2018 Form 1 must be completed and mailed to the Supervisor of Elections in the County of residency within thirty {30} days of appointment) and the Code of Ethics for Public Officials.

Ms. Nguyen stated that there was a vacancy in Seat #2. Mr. David Casanas, who was also in attendance at the meeting and was determined to be a qualified resident of the District, expressed his interest in serving on the Board.

A **motion** was made by Mr. Penna, seconded by Mr. Picar and unanimously passed to *appoint Mr. Casanas* to the unexpired 4-year term of office in Seat #2 and such term of office will expire in November 2022.

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Mr. Casanas. In addition, Mr. Cochran and Mr. Kalin reviewed the duties and responsibilities as a Board Member with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2018 Form 1 must be completed and mailed to the Supervisor of Elections in the County of residency within thirty {30} days of appointment) and the Code of Ethics for Public Officials.

E. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER DUTIES & RESPONSIBILITIES

This item was addressed above.

F. ELECTION OF OFFICERS, AS REQUIRED

As a result of the changes to the Board of the District, Ms. Nguyen recommended that re-election of the District's Officers take place. She provided the following slate of names for election:

Chairperson – Miguel Picar
Vice Chairperson – Robert Penna
Secretary/Treasurer – Nancy Nguyen
Assistant Secretaries – Christopher Casariego, Jessica Toledano, David Casanas, Armando Silva, and Gloria Perez

A discussion ensued after which;

A **motion** was made by Mr. Casariego, seconded by Mr. Picar and passed unanimously to *elect* the District's Officers, as listed above.

G. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

I. APPROVAL OF MINUTES

1. July 10, 2019, Regular Board Meeting and Public Hearing

Ms. Nguyen presented the minutes of the July 10, 2019, Regular Board Meeting and Public Hearing and asked if there were any changes. There being no changes, a **motion** was made by Mr. Penna, seconded by Mr. Picar and unanimously passed to approve the minutes of the July 10, 2019, Regular Board Meeting and Public Hearing, *as presented*.

J. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

K. NEW BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

L. ADMINISTRATIVE MATTERS & OPERATIONAL MATTERS

1. Staff Report, as Required

There was no Staff Report at this time.

M. BOARD MEMBER & STAFF CLOSING COMMENTS

Ms. Nguyen advised that unless an emergency were to arise, the next meeting would be held in October.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Picar, seconded by Mr. Casariego and unanimously passed to adjourn the Regular Board Meeting at 6:47 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2019-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY 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.

WHEREAS, the Board of Supervisors (the “Board”) of the Sausalito Bay Community Development District (the “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 2018/2019 attached hereto as Exhibit “A” is hereby approved and adopted by the Board.

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 2nd day of October, 2019.

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 2018/2019
October 1, 2018 - September 30, 2019**

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AMENDED FINAL BUDGET
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19	AMENDED FINAL BUDGET 10/1/18 - 9/30/19	YEAR TO DATE ACTUAL 10/1/18 - 8/31/19
REVENUES			
Administrative Assessments	78,779	79,431	79,431
Maintenance Assessments	43,053	43,053	43,053
Debt Assessments	186,982	186,982	186,982
Other Revenues	0	0	0
Interest Income	180	480	460
Total Revenues	\$ 308,994	\$ 309,946	\$ 309,926
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	5,000	2,400	2,400
Payroll Taxes (Employer)	383	259	259
Management	29,544	29,544	27,082
Secretarial & Field Operations	5,700	5,700	5,225
Legal	8,000	7,000	5,063
Assessment Roll	6,000	6,000	0
Audit Fees	3,800	3,400	3,400
Insurance	6,500	5,000	5,000
Legal Advertisements	700	700	348
Miscellaneous	2,000	2,000	1,043
Postage	300	110	93
Office Supplies	500	500	444
Dues & Subscriptions	175	175	175
Trustee Fee	3,600	3,548	3,548
Continuing Disclosure Fee	350	350	0
Website Management	1,500	1,500	1,375
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 74,052	\$ 68,186	\$ 55,455
MAINTENANCE EXPENDITURES			
Aquatic Maintenance (SFH - 50)	5,400	5,400	4,640
Aquatic Maintenance (TH - 23)	1,800	750	460
Lawn Maintenance (SFH - 50)	22,500	21,000	18,577
Lawn Maintenance/Lake Tracts (TH - 23)	6,000	6,000	5,327
Lake Tract Shoreline Maintenance (SFH - 50)	900	750	350
Lake Tract Shoreline Maintenance (TH - 23)	480	250	0
Miscellaneous Maintenance Expenses (SFH - 50)	1,800	1,200	795
Miscellaneous Maintenance Expenses (TH - 23)	750	250	0
Misc Grounds Maintenance/Mulch/Fertilizer	5,000	3,500	2,536
Engineering/Inspections	1,020	1,500	580
Outside Janitorial Services (SFH - 50)	3,300	1,000	0
Contingency*	5,200	18,500	16,938
TOTAL MAINTENANCE EXPENDITURES	\$ 54,150	\$ 60,100	\$ 50,203
TOTAL EXPENDITURES	\$ 128,202	\$ 128,286	\$ 105,658
REVENUES LESS EXPENDITURES	\$ 180,792	\$ 181,660	\$ 204,268
Bond Payments	(175,763)	(178,658)	(178,658)
Balance	\$ 5,029	\$ 3,002	\$ 25,610
County Appraiser & Tax Collector Fee	(6,176)	(2,985)	(2,985)
Discounts For Early Payments	(12,353)	(10,765)	(10,765)
Excess/ (Shortfall)	\$ (13,500)	\$ (10,748)	\$ 11,860
Carryover From Prior Year	13,500	13,500	0
Net Excess/ (Shortfall)	\$ -	\$ 2,752	\$ 11,860

* - Contingency Was Used For Tree Installation

FUND BALANCE AS OF 9/30/18	\$192,227
FY 2018/2019 ACTIVITY	(\$10,748)
FUND BALANCE AS OF 9/30/19	\$181,479

Notes

Carryover From Prior Year Of \$13,500 to be used to reduce Fiscal Year 2018/2019 Assessments.
\$24,000 Of Fund Balance To Be Used To Reduce 2019/2020 Assessments.

AMENDED FINAL BUDGET
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET	AMENDED FINAL BUDGET	YEAR TO DATE ACTUAL
REVENUES	10/1/18 - 9/30/19	10/1/18 - 9/30/19	10/1/18 - 8/31/19
Interest Income	25	2,950	2,930
NAV Tax Collection	175,763	178,658	178,658
Total Revenues	\$ 175,788	\$ 181,608	\$ 181,588
EXPENDITURES			
Principal Payments	95,000	90,000	90,000
Interest Payments	80,788	82,025	82,025
Total Expenditures	\$ 175,788	\$ 172,025	\$ 172,025
Excess/ (Shortfall)	\$ -	\$ 9,583	\$ 9,563

FUND BALANCE AS OF 9/30/18	\$149,360
FY 2018/2019 ACTIVITY	\$9,583
FUND BALANCE AS OF 9/30/19	\$158,943

Notes

Reserve Fund Balance = \$90,000*. Revenue Fund Balance = \$68,943*

Revenue Fund Balance To Be Used To Make 11/1/2019 Interest Payment Of \$39,755.

* Approximate Amounts

2013 Bond Refunding

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 8/31/19 =	\$2,055,000	

FINANCIAL RISK MANAGEMENT POLICY

(Fiscal Year 2018/2019)

Special District Services, Inc. (“SDS, 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(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 (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.
