



**SAUSALITO BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
& PUBLIC HEARING  
MAY 1, 2025  
6:15 P.M.**

Special District Services, Inc.  
8785 SW 165 Avenue, Suite 200  
Miami, FL 33193

[www.sausalitobaycdd.org](http://www.sausalitobaycdd.org)  
786.347.2700 ext. 2027 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT**  
Conference Room at Kendall Executive Center  
8785 SW 165<sup>th</sup> Avenue, Suite 200  
Miami, Florida 33193  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
May 1, 2025  
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. February 6, 2025 Regular Board Meeting.....Page 2
- G. Public Hearing
  - 1. Proof of Publication.....Page 6
  - 2. Receive Public Comments on Fiscal Year 2025/2026 Final Budget
  - 3. Consider Resolution No. 2025-04 – Adopting a Fiscal Year 2025/2026 Final Budget.....Page 7
- H. Old Business
  - 1. Update: Tree and Palm Trimming
- I. New Business
  - 1. Consider Resolution No. 2025-05 – Adopting a Fiscal Year 2025/2026 Meeting Schedule.....Page 14
  - 2. Stormwater System Legal Requirements Update Memorandum (BCLMR).....Page 16
- J. Administrative & Operational Matters
  - 1. Reminder: 2024 Form 1 – Statement of Financial Interests (Due by July 1, 2025)
- K. Board Member & Staff Closing Comments
- L. Adjourn



The Beaufort Gazette  
The Belleville News-Democrat  
Bellingham Herald  
Centre Daily Times  
Sun Herald  
Idaho Statesman  
Bradenton Herald  
The Charlotte Observer  
The State  
Ledger-Enquirer

Durham | The Herald-Sun  
Fort Worth Star-Telegram  
The Fresno Bee  
The Island Packet  
The Kansas City Star  
Lexington Herald-Leader  
The Telegraph - Macon  
Merced Sun-Star  
Miami Herald  
El Nuevo Herald

The Modesto Bee  
The Sun News - Myrtle Beach  
Raleigh News & Observer  
Rock Hill | The Herald  
The Sacramento Bee  
San Luis Obispo Tribune  
Tacoma | The News Tribune  
Tri-City Herald  
The Wichita Eagle  
The Olympian

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
142065	593799	Print Legal Ad-IPL01947870 - IPL0194787		\$764.16	2	50 L

**Attention:** Laura J. Archer

Sausalito Bay Community Development District  
c/o Special District Services, Inc.  
2501A Burns Road  
Palm Beach Gardens, Florida 33410  
LArcher@sdsinc.org

### SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2024/2025 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 Kendall Executive Center located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, on the following dates: at **6:15 p.m.** on the following dates:

**October 3, 2024**  
**November 7, 2024**  
**February 6, 2025**  
**March 6, 2025**  
**April 3, 2025**  
**May 1, 2025**  
**June 5, 2025**  
**September 4, 2025**

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 [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) 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 ensure 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 [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) 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](http://www.sausalitobaycdd.org)**  
IPL0194787  
Sep 19 2024

### PUBLISHED DAILY MIAMI-DADE-FLORIDA

### STATE OF FLORIDA COUNTY OF MIAMI-DADE

Before the undersigned authority personally appeared: Mary Castro, who on oath says that he/she is CUSTODIAN OF RECORDS of The Miami Herald, a daily newspaper published at Miami in Miami-Dade County, Florida; that the attached copy of the advertisement that was published was published in said newspaper in the issue (s) of:

Publication: Miami Herald

1 insertion(s) published on:

09/19/24

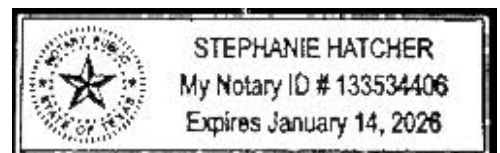
Affiant further says that the said Miami Herald is a newspaper published at Miami, in the said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Dade County, Florida each day and has been entered a second class mail matter at the post office in 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/she has neither paid or 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(s). The McClatchy Company complies with all legal requirements for publication in chapter 50, Florida Statutes.

*Mary Castro*

Sworn to and subscribed before me this 19th day of September in the year of 2024

*Stephanie Hatcher*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
Legal document please do not destroy!

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 6, 2025**

**A. CALL TO ORDER**

District Manager Nancy Nguyen called the February 6, 2025, Regular Board Meeting of the Sausalito Bay Community Development District (the “District”) to order at 6:15 p.m. in the Kendall Executive Center Second Floor Conference Room located at 8785 SW 165 Avenue, Suite 200, Miami, Florida 33193.

**B. PROOF OF PUBLICATION**

Ms. Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Herald* on September 19, 2024, as part of the District’s Fiscal Year 2024/2025 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 Yuray Rodriguez constituted a quorum, and it was in order to proceed with the meeting.

Staff members in attendance were District Manager Nancy Nguyen of Special District Services, Inc.; and District Counsel Liza Smoker of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. CONSIDER RESOLUTION NO. 2025-01 – DECLARING VACANCIES**

Ms. Nguyen presented Resolution No. 2025-01, entitled:

**RESOLUTION NO. 2025-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
DECLARING VACANCIES ON THE BOARD OF SUPERVISORS  
PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND  
PROVIDING AN EFFECTIVE DATE.**

Ms. Nguyen advised that the 4-year term of office for Seats 3, 4, and 5 expired on November 18, 2024. She further explained that no elector had qualified for Seats 3, 4, and 5 to be filled in the General Election. Pursuant to Section 190.006(3)(b), Florida Statutes, the District is required to declare the seats to be filled by the election to which no qualified elector has qualified as vacant and to appoint a qualified elector to fill each such vacancy within ninety (90) days of the second Tuesday (November 19, 2024) following the General Election. Until such an appointment, the incumbent board members in such seats shall remain in office.

A **motion** was made by Mr. Penna, seconded by Mr. Rodriguez and unanimously passed declaring Seats 3, 4, and 5 as vacant effective November 19, 2024.

**E. DISCUSSION REGARDING VACANCIES AND APPOINTMENTS TO FILL VACANCIES**

Ms. Nguyen stated that vacancies had been declared in Seats 3, 4, and 5, effective as of the second Tuesday of November following the November General Election (November 19, 2024). Pursuant to Section 190.006(3)(b), Florida Statutes, incumbents (holdover Board Members) will serve no longer than ninety (90) days or until an appointment to the vacancy has been made.

Ms. Nguyen asked if any of the Board members would like to appoint a qualified person to the vacant seats.

A **motion** was made by Mr. Picar, seconded by Mr. Penna and unanimously passed appointing Yuray Rodriguez to Seat 3 and Robert Penna to Seat 5.

A **motion** was made by Mr. Rodriguez, seconded by Mr. Penna and unanimously passed appointing Miguel Picar to Seat 4.

#### **F. ADMINISTER OATH OF OFFICE AND REVIEW NEW BOARD MEMBER DUTIES AND RESPONSIBILITIES**

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Mr. Rodriguez, Mr. Picar and Mr. Penna. Ms. Nguyen reminded Mr. Rodriguez, Mr. Picar and Mr. Penna that their duties and responsibilities as Board Supervisors remain the same.

#### **G. ELECTION OF OFFICERS**

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 – Yuray Rodriguez, Jessica Toledano, Georgie Garcia, Armando Silva and Gloria Perez

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

#### **H. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

#### **I. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

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

#### **J. APPROVAL OF MINUTES**

##### **1. October 3, 2024, Regular Board Meeting**

Ms. Nguyen presented the minutes of the October 3, 2024, Regular Board Meeting and asked if there were any changes.

There being no changes, a **motion** was made by Mr. Penna, seconded by Mr. Rodriguez and unanimously passed approving the minutes of the October 3, 2024, Regular Board Meeting, as presented.

## **K. OLD BUSINESS**

### **1. Discussion Regarding Aquatic Maintenance Agreement (Ratify District Manager's Actions)**

Ms. Nguyen reminded the Board that during the last meeting, they approved a 3% increase for aquatic services effective January 1, 2025. Ms. Nguyen explained that Ms. Smoker prepared an Agreement between the District and Allstate Resource Management, Inc. incorporating the increase, which Ms. Nguyen executed on behalf of the Chairman. She stated that it would be in order to ratify her actions of execution of the Agreement on behalf of the Chairman.

A **motion** was made by Mr. Picar, seconded by Mr. Rodriguez and unanimously passed ratifying the District Manager's actions.

## **L. NEW BUSINESS**

### **1. Discussion Regarding Tree and Palm Trimming**

Ms. Nguyen reminded the Board that during the last meeting, they directed her to request a proposal from the PlantBrothers, the District's landscape maintenance contractor, for the trimming of the District's trees and palms. Ms. Nguyen presented a proposal from PlantBrothers for the trimming of the 62 trees and 32 palms in the amount of \$5,160. The Board discussed the proposal, after which:

A **motion** was made by Mr. Rodriguez, seconded by Mr. Picar accepting the proposal received from PlantBrothers for the trimming of 62 trees and 32 palms in the amount of \$5,160.

Ms. Smoker recommended that Ms. Nguyen have language added to the proposal indicating that these services were being provided by PlantBrothers as extra services pursuant to the Landscape Maintenance Agreement. Ms. Nguyen acknowledged Ms. Smoker's recommendation.

### **2. Consider Resolution No. 2025-02 – Adopting a Fiscal Year 2025/2026 Proposed Budget**

Ms. Nguyen presented Resolution No. 2025-02, entitled:

#### **RESOLUTION NO. 2025-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM ASSESSMENTS FOR FISCAL YEAR 2025/2026; AND PROVIDING AN EFFECTIVE DATE.**

Ms. Nguyen provided an explanation for the resolution. She indicated that the proposed 2025/2026 fiscal year budget would be balanced by designating a carryover of approximately \$31,1855 from the projected fund balance as of September 30, 2025. Ms. Nguyen advised that since the overall proposed assessments were not increasing in the fiscal year 2025/2026, letters to the residents would not be required. Furthermore, Ms. Nguyen stated as part of Resolution No. 2025-02, the Board must set a date for the public hearing to adopt the fiscal year 2025/2026 final budget and assessment roll. A discussion ensued after which:

A **motion** was made by Mr. Penna, seconded by Mr. Rodriguez and unanimously passed to approve and adopt Resolution No. 2025-02, *as presented*, setting the public hearing to adopt the fiscal year 2025/2026 final

budget and assessments for May 1, 2025, at 6:15 p.m. in the Kendall Executive Center Second Floor Conference Room located at 8785 SW 165 Avenue, Suite 200, Miami, Florida 33193; and further authorizes publication/notice of the budget public hearing, as required by law.

### **3. Consider Resolution No. 2025-03 – Registered Agent Change**

Ms. Nguyen presented Resolution No. 2025-03, entitled:

#### **RESOLUTION 2025-03**

**A RESOLUTION OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT DESIGNATING MICHAEL J. PAWELCZYK AS THE DISTRICT'S REGISTERED AGENT AND DESIGNATING THE OFFICE OF BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A. AS THE REGISTERED OFFICE**

Ms. Smoker explained that Florida Statutes requires that the District designate a registered office and registered agent for the purpose of accepting service of process, notice, or demand that is required by law to be served upon the District. She further explained that it is necessary to designate a new registered agent and update the business address of the registered office. A discussion ensued, after which:

A **motion** was made by Mr. Penna, seconded by Mr. Rodriguez and unanimously passed designating Michael J. Pawelczyk as the Sausalito Bay Community Development District registered agent, and designating the registered office at Billing, Cochran, Lyles, Mauro & Ramsey, P.A., 515 East Las Olas Boulevard, Suite 600, Fort Lauderdale, Florida 33301.

#### **M. ADMINISTRATIVE & OPERATIONAL MATTERS**

There were no administrative or operational matters to discuss at this time.

#### **N. BOARD MEMBER & STAFF CLOSING COMMENTS**

There were no Board Member comments.

#### **O. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Penna, seconded by Mr. Rodriguez and unanimously passed adjourning the Regular Board Meeting at 6:51 p.m.

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Secretary/Assistant Secretary

---

Chairperson/Vice Chairperson





The Beaufort Gazette  
The Belleville News-Democrat  
Bellingham Herald  
Centre Daily Times  
Sun Herald  
Idaho Statesman  
Bradenton Herald  
The Charlotte Observer  
The State  
Ledger-Enquirer

Durham | The Herald-Sun  
Fort Worth Star-Telegram  
The Fresno Bee  
The Island Packet  
The Kansas City Star  
Lexington Herald-Leader  
The Telegraph - Macon  
Merced Sun-Star  
Miami Herald  
El Nuevo Herald

The Modesto Bee  
The Sun News - Myrtle Beach  
Raleigh News & Observer  
Rock Hill | The Herald  
The Sacramento Bee  
San Luis Obispo Tribune  
Tacoma | The News Tribune  
Tri-City Herald  
The Wichita Eagle  
The Olympian

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Cols	Depth
142065	648784	Print Legal Ad-IPL02248840 - IPL0224884		2	37 L

**Attention:** Laura J. Archer

Sausalito Bay Community Development District  
c/o Special District Services, Inc.  
2501A Burns Road  
Palm Beach Gardens, Florida 33410  
LArcher@sdsinc.org

**Notice of Public Hearing  
and Regular Board Meeting of the  
Sausalito Bay Community Development District**

The Board of Supervisors (the "Board") of the Sausalito Bay Community Development District ("District") will hold a Public Hearing and Regular Board Meeting on May 1, 2025, at 6:15 p.m., or as soon thereafter as the meeting can be heard, in the Conference Room of the Kendall Executive Center located at 8785 SW 16th Avenue, Suite 200, Miami, Florida 33193.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2025/2026 Proposed Final Budget of the District. A copy of the Budget and/or the Agenda may be obtained from the District's website or by contacting the District Manager at [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org). The purpose of the Regular Board Meeting is for the Board to consider any other business which may lawfully and properly come before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Board Members will 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. In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at 786-347-2700 ext. 2027 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based. Public Hearings and/or meetings may be cancelled from time to time without advertised notice.

**Sausalito Bay Community Development District**  
**[www.sausalitobaycdd.org](http://www.sausalitobaycdd.org)**  
IPL0224884  
Apr 11, 18 2025

**PUBLISHED DAILY  
MIAMI-DADE-FLORIDA**

**STATE OF FLORIDA  
COUNTY OF MIAMI-DADE**

Before the undersigned authority personally appeared, Mary Castro, who on oath says that he/she is Custodian of Records of the The Miami Herald, a newspaper published in Miami Dade County, Florida, that the attached was published on the publicly accessible website of The Miami Herald or by print in the issues and dates listed below.

2 insertion(s) published on:

04/11/25, 04/18/25

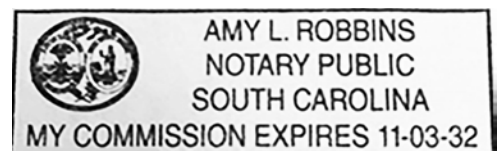
Affiant further says that the said Miami Herald website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

*Mary Castro*

Sworn to and subscribed before me this 18th day of  
April in the year of 2025

*Amy Robbins*

Notary Public in and for the state of South Carolina,  
residing in Beaufort County



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**RESOLUTION NO. 2025-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
APPROVING AND ADOPTING A FISCAL YEAR 2025/2026  
FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL  
ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Sausalito Bay Community Development District (the “District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2025/2026 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and

**WHEREAS**, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non-ad valorem assessments upon the properties within the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Final Budget and Final Special Assessment Roll for Fiscal Year 2025/2026 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

**Section 2.** The 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 May, 2025.

**ATTEST:**

**SAUSALITO BAY  
COMMUNITY DEVELOPMENT DISTRICT**

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

By: \_\_\_\_\_  
Chair/Vice Chair

Sausalito Bay  
Community Development District

**Final Budget For  
Fiscal Year 2025/2026  
October 1, 2025 - September 30, 2026**

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- III      DETAILED FINAL DEBT SERVICE FUND BUDGET**
- IV      ASSESSMENT COMPARISON**

**FINAL BUDGET**  
**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026**  
**OCTOBER 1, 2025 - SEPTEMBER 30, 2026**

	<b>FISCAL YEAR 2025/2026 BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	87,234
Maintenance Assessments	25,984
Debt Assessments	183,996
Other Revenues	0
Interest Income	1,200
<b>TOTAL REVENUES</b>	<b>\$ 298,414</b>
<b>EXPENDITURES</b>	
<b>MAINTENANCE EXPENDITURES</b>	
Aquatic Maintenance (SFH - 50)	6,130
Aquatic Maintenance (TH - 23)	1,630
Lawn Maintenance (SFH - 50)	22,500
Lawn Maintenance/Lake Tracts (TH - 23)	6,000
Lake Tract Shoreline Maintenance (SFH - 50)	900
Lake Tract Shoreline Maintenance (TH - 23)	480
Miscellaneous Maintenance Expenses (SFH - 50)	8,000
Miscellaneous Maintenance Expenses (TH - 23)	750
Misc Grounds Maintenance/Mulch/Fertilizer	3,800
Engineering/Inspections	1,600
Outside Janitorial Services (SFH - 50)	3,000
Maintenance Contingency	2,020
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 56,810</b>
<b>ADMINISTRATIVE EXPENDITURES</b>	
Supervisor Fees	4,000
Payroll Taxes (Employer)	306
Management	35,064
Secretarial & Field Operations	6,180
Legal	8,000
Assessment Roll	6,000
Audit Fees	3,500
Insurance	7,400
Legal Advertisements	2,700
Miscellaneous	1,300
Postage	250
Office Supplies	375
Dues & Subscriptions	175
Trustee Fee	3,700
Continuing Disclosure Fee	350
Website Management	2,000
Administrative Contingency	700
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 82,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 138,810</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 159,604</b>
Bond Payments	(172,956)
<b>BALANCE</b>	<b>\$ (13,352)</b>
County Appraiser & Tax Collector Fee	(5,944)
Discounts For Early Payments	(11,889)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (31,185)</b>
Carryover From Prior Year	31,185
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL BUDGET**  
**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026**  
**OCTOBER 1, 2025 - SEPTEMBER 30, 2026**

	FISCAL YEAR 2023/2024 ACTUAL	FISCAL YEAR 2024/2025 BUDGET	FISCAL YEAR 2025/2026 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	84,571	86,189	87,234	Expenditures/.94
Maintenance Assessments	33,511	29,202	25,984	Expenditures Less Interest & Carryover/.94
Debt Assessments	184,654	183,996	183,996	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	14,405	600	1,200	Interest Projected At \$100 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 317,141</b>	<b>\$ 299,987</b>	<b>\$ 298,414</b>	
<b>EXPENDITURES</b>				
<b>MAINTENANCE EXPENDITURES</b>				
Aquatic Maintenance (SFH - 50)	7,441	5,400	6,130	No Change From 2024/2025 Budget
Aquatic Maintenance (TH - 23)	0	1,800	1,630	No Change From 2024/2025 Budget
Lawn Maintenance (SFH - 50)	16,112	22,500	22,500	No Change From 2024/2025 Budget
Lawn Maintenance/Lake Tracts (TH - 23)	5,674	6,000	6,000	No Change From 2024/2025 Budget
Lake Tract Shoreline Maintenance (SFH - 50)	0	900	900	No Change From 2024/2025 Budget
Lake Tract Shoreline Maintenance (TH - 23)	0	480	480	No Change From 2024/2025 Budget
Miscellaneous Maintenance Expenses (SFH - 50)	0	8,000	8,000	No Change From 2024/2025 Budget
Miscellaneous Maintenance Expenses (TH - 23)	0	750	750	No Change From 2024/2025 Budget
Misc Grounds Maintenance/Mulch/Fertilizer	0	4,800	3,800	\$1,000 Decrease From 2024/2025 Budget
Engineering/Inspections	1,100	1,600	1,600	No Change From 2024/2025 Budget
Outside Janitorial Services (SFH - 50)	200	3,000	3,000	No Change From 2024/2025 Budget
Maintenance Contingency	10,391	2,020	2,020	Maintenance Contingency
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 40,918</b>	<b>\$ 57,250</b>	<b>\$ 56,810</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>				
Supervisor Fees	2,200	5,000	4,000	Supervisor Fees
Payroll Taxes (Employer)	168	383	306	Supervisor Fees *7.65%
Management	33,096	34,080	35,064	CPI Adjustment
Secretarial & Field Operations	6,180	6,180	6,180	No Change From 2024/2025 Budget
Legal	8,185	8,000	8,000	No Change From 2024/2025 Budget
Assessment Roll	6,000	6,000	6,000	No Change From 2024/2025 Budget
Audit Fees	3,300	3,400	3,500	Accepted Amount Of 2024/2025 Audit
Insurance	6,594	7,100	7,400	Fiscal Year 2024/2025 Expenditure Was \$6,858
Legal Advertisements	2,646	1,800	2,700	Costs Have Increased Due To Closing Of The Miami Business Review
Miscellaneous	765	1,400	1,300	\$100 Decrease From 2024/2025 Budget
Postage	191	250	250	No Change From 2024/2025 Budget
Office Supplies	232	400	375	\$25 Decrease From 2024/2025 Budget
Dues & Subscriptions	175	175	175	No Change From 2024/2025 Budget
Trustee Fee	3,548	3,800	3,700	\$100 Decrease From 2024/2025 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2024/2025 Budget
Website Management	2,000	2,000	2,000	No Change From 2024/2025 Budget
Administrative Contingency	0	700	700	Administrative Contingency
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 75,630</b>	<b>\$ 81,018</b>	<b>\$ 82,000</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 116,548</b>	<b>\$ 138,268</b>	<b>\$ 138,810</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 200,593</b>	<b>\$ 161,719</b>	<b>\$ 159,604</b>	
Bond Payments	(176,084)	(172,956)	(172,956)	2026 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 24,509</b>	<b>\$ (11,237)</b>	<b>\$ (13,352)</b>	
County Appraiser & Tax Collector Fee	(2,912)	(5,988)	(5,944)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,111)	(11,975)	(11,889)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 10,486</b>	<b>\$ (29,200)</b>	<b>\$ (31,185)</b>	
Carryover From Prior Year	0	29,200	31,185	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 10,486</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED FINAL DEBT SERVICE FUND BUDGET**

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2025/2026

OCTOBER 1, 2025 - SEPTEMBER 30, 2026

	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	FISCAL YEAR 2025/2026	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	9,365	500	1,100	Projected Interest For FY 2025/2026
NAV Tax Collection	176,084	172,956	172,956	2026 P & I Payments Less Earned Interest
<b>Total Revenues</b>	<b>\$ 185,449</b>	<b>\$ 173,456</b>	<b>\$ 174,056</b>	
<b>EXPENDITURES</b>				
Principal Payments	110,000	115,000	120,000	Principal Payment Due In 2026
Interest Payments	64,738	58,456	54,056	Interest Payments Due In 2026
<b>Total Expenditures</b>	<b>\$ 174,738</b>	<b>\$ 173,456</b>	<b>\$ 174,056</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 10,711</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2013 Bond Refunding Information**

Original Par Amount =	\$2,595,000	Annual Principal Payments Due =	May 1st
Interest Rate =	1.375% - 4.00%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	March 2013		
Maturity Date =	May 2035		

Par Amount As Of 1/1/25 = \$1,530,000

## Sausalito Bay Community Development District Assessment Comparison

	Original Projected Assessment Before Discount*	Fiscal Year 2022/2023 Assessment Before Discount*	Fiscal Year 2023/2024 Assessment Before Discount*	Fiscal Year 2024/2025 Assessment Before Discount*	Fiscal Year 2025/2026 Projected Assessment Before Discount*
Administrative Assessment For Lot Size 23	\$ -	\$ 191.69	\$ 195.74	\$ 200.91	\$ 203.35
Maintenance Assessment For Lot Size 23	\$ -	\$ 29.13	\$ 30.39	\$ 26.48	\$ 22.85
<u>Debt For Lot Size 23</u>	<u>\$ -</u>	<u>\$ 378.18</u>	<u>\$ 371.29</u>	<u>\$ 369.96</u>	<u>\$ 369.96</u>
<b>Total</b>	<b>\$ 625.00</b>	<b>\$ 599.00</b>	<b>\$ 597.42</b>	<b>\$ 597.35</b>	<b>\$ 596.16</b>
Administrative Assessment For Lot Size 50	\$ -	\$ 191.69	\$ 195.74	\$ 200.91	\$ 203.35
Maintenance Assessment For Lot Size 50	\$ -	\$ 117.32	\$ 121.40	\$ 105.79	\$ 94.77
<u>Debt For Lot Size 50</u>	<u>\$ -</u>	<u>\$ 493.05</u>	<u>\$ 484.06</u>	<u>\$ 482.33</u>	<u>\$ 482.33</u>
<b>Total</b>	<b>\$ 750.00</b>	<b>\$ 802.06</b>	<b>\$ 801.20</b>	<b>\$ 789.03</b>	<b>\$ 780.45</b>

\* Assessments Include the Following :

4% Discount for Early Payments  
1% County Tax Collector Fee  
1% County Property Appraiser Fee

### Community Information:

Twenty Three Foot Lots	204
<u>Fifty Foot Lots</u>	<u>225</u>
Total Units	429



**RESOLUTION NO. 2025-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2025/2026 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Sausalito Bay Community Development District (the "District") to establish a regular meeting schedule for fiscal year 2025/2026; and

**WHEREAS**, the Board of Supervisors (the "Board") of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2025/2026 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted by the Board.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2025/2026 which is attached hereto as Exhibit "A" is hereby adopted by the Board and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 1<sup>st</sup> day of May, 2025.

**ATTEST:**

**SAUSALITO BAY  
COMMUNITY DEVELOPMENT DISTRICT**

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

By: \_\_\_\_\_  
Chair/Vice Chair

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2025/2026 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 Kendall Executive Center located at 8785 SW 165<sup>th</sup> Avenue, Suite 200, Miami, Florida 33193, on the following dates: at **6:15 p.m.** on the following dates:

**October 2, 2025  
November 6, 2025  
February 5, 2026  
March 5, 2026  
April 2, 2026  
May 7, 2026  
June 4, 2026  
September 3, 2026**

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 [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) 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 ensure 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 [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) 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](http://www.sausalitobaycdd.org)**

**PUBLISH: MIAMI HERALD 09/22/25**

## MEMORANDUM

TO: District Manager

FROM: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.  
District Counsel

DATE: February 10, 2025

RE: Stormwater system legal requirements update

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As district counsel, throughout the year we continuously monitor state legislation and municipal and county ordinances that may be applicable to the governance and operation of our special district clients. Below is a summary of the current stormwater system requirements for Miami-Dade County, Florida (which include requirements imposed statewide by the Florida legislature, requirements for systems within the jurisdiction of the South Florida Water Management District (SFWMD), and requirements exclusive to Miami-Dade County imposed by county ordinances). We suggest that you review the legal requirements with the district engineer of each special district to ensure that appropriate inspections, reporting and funding for the applicable stormwater management system are in place.

### **2021 Requirements for Districts with Stormwater Systems:**

In 2021, the Florida legislature created Section 403.9302, Florida Statutes, which required that local governments, including special districts, develop a 20-year needs analysis of the stormwater management system. This required each special district to provide a report no later than June 30, 2022, to the county in which the special district was located providing the following:

- (1) Description of stormwater management program or system and its facilities and projects;
- (2) Number of current and projected residents served in 5-year increments;
- (3) Current and projected service area for stormwater management program and system;
- (4) Current and projected costs of providing services in 5-year increments;
- (5) Estimated remaining useful life of facility or its major components;
- (6) Recent 5-year history of annual contributions and capital expenditures for maintenance or expansion; and
- (7) Special district's plan to fund the maintenance or expansion of the facility or its major components.

Each county was required to compile and submit a cumulative report to the state. Thereafter, the state issued a comprehensive report on its findings. Unless a further change in state legislation occurs, each special district must submit this stormwater management needs report again on **June 30, 2027**.

**New Requirements for Districts with Stormwater Systems:**  
**Chapter 2024-275, Laws of Florida**

During this past legislative session, the state enacted Chapter 2024-275, effective June 28, 2024, known as the Florida Stormwater Ratification Bill, which codified several significant changes to the Environmental Resource Permit Handbook promulgated by the Florida Department of Environment Protection (FDEP) (the “FDEP Handbook”).

**Operation and Maintenance Plan:**

As it relates to stormwater management systems, the FDEP Handbook requires that an applicant for construction, alteration or operation of a stormwater management system shall provide a written operation and maintenance plan (“O&M Plan”) at the time of application. The O&M Plan shall provide the following:

- (1) List and details of all stormwater system components, including location, type, how systems connect, etc.;
- (2) List and description of maintenance and inspection tasks for the system and its components (specific procedures provided);
- (3) Regular inspection and maintenance schedules;
- (4) Inspection checklists;
- (5) Copies of or references to pertinent sections of covenants, conditions, restrictions or other documents, permits approvals, and agreements that govern operation and maintenance of the stormwater system; and
- (6) Permitted or as-built plans of the stormwater system.

The O&M Plan must also include a list of after-hours telephone numbers for key maintenance personnel in case of emergencies and information necessary for reviewing copies of maintenance and inspection records. This O&M Plan must be maintained by the operation and maintenance entity, and if a third party performs the operation and maintenance, the permittee remains responsible for all the requirements.

**Additional Inspections and Reports – Florida Requirements:**

The new legislation also requires additional inspections and reports from districts with stormwater infrastructure. The FDEP Handbook provides that the applicant may propose a maximum frequency of inspections for a stormwater system of **5 years**, but FDEP may determine that the stormwater system requires a greater minimum frequency of inspections and includes a chart of the type of system and the inspection frequency for that system, which could require yearly inspections. The stormwater management system inspections conducted on or after **June 28, 2025**, require a qualified inspector to conduct the inspection and submit the reports. FDEP also has adopted additional requirements for each regional water management district, including the South Florida Water Management District (SFWMD). These additional requirements, including the inspection checklist, are available on SFWMD’s website ([www.sfwmd.gov](http://www.sfwmd.gov)), which provides for the reporting requirements and signature of the inspector. The inspection report shall be submitted within **30 days** of the date of the inspection.

### Transfer of Permits for Stormwater Management Systems:

Based on this new legislation and the requirements for permit applications, prior to the acceptance of the transfer of any permit for the stormwater management system, the district manager should obtain the O&M Plan from the developer and confirm that the above requirements have been met. Additionally, the district manager will need to budget for the required inspections and reporting by a qualified inspector.

### **New Requirements for Districts located in Miami-Dade County**

#### Additional Inspections and Reports – Miami-Dade County Requirements:

In Miami-Dade County, the County Commission enacted an ordinance imposing new stormwater management reporting and inspection requirements which commence **3 years** after adoption of the ordinance (**September 4, 2027**). These new ordinance amendments require owners and operators of stormwater management systems that connect to or drain into a public right-of-way drainage infrastructure to certify the stormwater system and submit an asset inventory of the stormwater system and structures, inspections/maintenance records, and maintenance standard operating procedures to the County. After the first certification, the stormwater management system will need to be certified every **10 years thereafter**, unless the County determines an earlier recertification is required.

If the requirements above apply to the special district, the district manager should discuss with the district engineer the anticipated costs of certifying the stormwater system, including the asset inventory of the structures, maintenance standard operating procedures and maintenance report formats to comply with the new County requirements.

#### Miami-Dade County Class V Dewatering Permits:

Additionally, the Miami-Dade County Commission amended the code of ordinances to require **Class V permits** for dewatering operations associated with the cleaning and maintenance of stormwater management systems. Dewater means to discharge either on- or off-site water from an excavation, underground structure, or depressed lands, which includes the cleaning of stormwater infrastructure systems in the special districts. Presently, a special district, or its contractor, will need to apply for and obtain a permit from Miami-Dade County Department of Environmental Resource Management (DERM) prior to the stormwater cleaning. Previously, the special district did not have to obtain a permit from DERM to perform stormwater structure cleaning. There are multiple costs involved, which vary depending upon the length of time of the permit. According to the information provided by DERM, the fee for a one-year permit is \$2,150, as provided on the permit application form. The permit must be issued before work commences, otherwise there will be fines equal to double the permit cost imposed by Miami-Dade County. It is imperative that the permit be issued, and that this requirement is included in the agreement with a contractor. There are also other requirements that the contractor will need to adhere to as a part of the cleaning of the stormwater system under the permit, including, but not limited to, a description of the portion of the infrastructure to be cleaned, the equipment to be used for cleaning,

the standard operating procedure for the cleaning, details and specifications of required pre-treatment system if discharged into same stormwater infrastructure, information on how the filtrate will be collected, transported, and disposed of, details for the authorized facility where the solid content of the truck will be transported, visual inspection of the drainage structure and content for signs of contamination, and proper use of the equipment.

### **Recommendation**

Taking all of these current and new requirements into account, it would benefit the special district for the district engineer to review the current stormwater management systems, including having the district engineer make a determination of: whether mapping is required to identify the location of the stormwater infrastructure, the current condition of the infrastructure, the required maintenance of the system, a maintenance plan, the estimate for the future needs of the stormwater system as a whole and the estimated costs for the regular maintenance (including permit costs) and future capital costs.