

**MINUTES OF MEETING
NORTH DADE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the North Dade Community Development District was held on June 20, 2023, at 7:00 p.m. at Milan's Community Center, 10284 NW 32nd Terrace, Miami, Florida.

Present and constituting a quorum were:

Miguel Medina
Franklin Lopez
Sergio Mises
Maria Godoy

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

Luis Hernandez
Andrew Gill
Ginger Wald

District Manager
Governmental Management Services
District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation Letter from Ms. Michelle Nelson

Mr. Hernandez: Under Organizational Matters, we have Acceptance of Resignation Letter from Ms. Michelle Nelson. I will ask the Board for a motion to accept that at this time.

On MOTION by Ms. Godoy seconded by Mr. Medina with all in favor, Ms. Nelson's resignation letter was accepted.

B. Consideration of Appointment of Supervisor to Unexpired Term of Office – Seat #5 (11/26)

C. Oath of Office for Newly Appointed Supervisor

D. Election of Officers

Mr. Hernandez: Now the Board has a vacant seat. It does not expire until November 2026. Does the Board have anyone that they would like to appoint?

Mr. Medina: No.

Mr. Hernandez: That is fine. We can table all of these items until the next meeting. It is recommended for the Board to try to find another Board member so we do not have issues getting quorum in the future. As we have done in the past, we will only meet as-needed, but if we need to have a meeting, we may have an issue securing quorum. With that being said, we will table these items until the next meeting and move on to the next item on the agenda.

THIRD ORDER OF BUSINESS

Audience Comments

Mr. Hernandez: Next, we have Audience Comments. As everyone can see, there is no one here today in our audience to make any comments, nor has anyone joined us virtually on GoToMeeting or by phone.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the April 18, 2023 Meeting

Mr. Hernandez: Item #4 is Approval of the Minutes of the April 18, 2023 Meeting. This would be the time to provide any changes, comments, corrections, additions, or deletions to the minutes. If there are none, then a motion to approve them would be in order at this time.

On MOTION by Mr. Medina seconded by Ms. Godoy with all in favor, the Minutes of the April 18, 2023 Meeting were approved.

FIFTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2024 Budget

A. Motion to Open the Public Hearing

Mr. Hernandez: Moving forward, the main reason for this meeting, that being the Public Hearing to Adopt the Fiscal Year 2024 Budget. The first action that we need to take is a motion from the Board to open the public hearing.

On MOTION by Mr. Medina seconded by Ms. Godoy with all in favor, the public hearing was opened.

B. Public Comment and Discussion

Mr. Hernandez: Once again for the record, there is no public with us today in person and no one has joined us virtually for any comments or discussion. The proposed budget in your agenda packages is the same as what you saw at the April meeting. The proposed budget does contemplate an increase. It is around \$80 per year because the District needs money for the lift station, and a few other items have also increased. Our main expense is the lift station.

Mr. Mises: What other expenses does the CDD have?

Mr. Hernandez: Mainly my office and other staff. My office provides management services, the administrative costs, accounting, and public records maintenance as per the Florida Statutes. Everything in the administrative side is a statutory requirement.

Mr. Medina: Have we ever had a rollover balance from one year to the next?

Mr. Hernandez: Carry-forward? Yes. In the past we have, but as soon as we started having problems with the pumps, that is when everything started going south.

Mr. Medina: So, from now on we should start seeing that again?

Mr. Hernandez: Yes, but keep in mind that we make the budget based on estimates. We couldn't predict the lift station was going to have issues. That is one of the main reasons for the increase so we can ensure we have enough funds so that if anything happens, we won't have concerns as to having the funds to pay for that. Also, there are other items we will need to have money for, such as we will need to have reports for checking the entire sewer system for the community, so we need to start setting aside funds for things like that.

Mr. Medina: The pump that we have as the extra, if we wanted to send it to be refurbished, I know if we keep it outside, it won't be long until it starts rusting. I already called and was told it will be around \$300 to do maintenance on it to open it up, lube everything, and put it back together. I can take it, but if we do that, who pays for it?

Mr. Hernandez: The District can reimburse you for that if the Board were to authorize that.

Mr. Medina: Okay, so we can do that and keep that one in storage so we don't ever have the same issues again. I can go to Home Depot and get a plastic container to store it in to keep it dry. I went to look at them the other day, and one of the pumps is not

pumping out as efficiently as the other one. They are both working fine, but the other one is not properly connected. I already spoke with them about that and about the other pump. They are coming next week supposedly to do the maintenance on the lift station, but the two pumps are brand new and they are very efficient.

Mr. Hernandez: Are there any other questions or comments regarding the proposed budget? Not hearing any, we can move on to the resolutions.

C. Consideration of Resolution #2023-03 Annual Appropriation Resolution

Mr. Hernandez: The way we adopt the proposed budget is by approving a resolution. In your agenda packages, you have Resolution #2023-03 Annual Appropriation Resolution. This resolution takes the District's proposed budget and makes it the adopted budget, so, the recommendation from staff is for the Board to approve Resolution #2023-03 by motion.

On MOTION by Mr. Medina seconded by Mr. Lopez with all in favor, Resolution #2023-03 the Annual Appropriation Resolution was approved.

D. Consideration of #2023-04 Levy of Non Ad Valorem Assessments

Mr. Hernandez: Resolution #2023-04 Levy of Non Ad Valorem Assessments will allow the District to levy assessments on the Miami-Dade County tax bill. So, with that being said, unless anyone has any questions, I will be asking for a motion to approve Resolution #2023-04.

On MOTION by Ms. Godoy seconded by Mr. Medina with all in favor, Resolution #2023-04 Levy of Non Ad Valorem Assessments was approved.

E. Motion to Close the Public Hearing

Mr. Hernandez: And now a motion to close the public hearing would be in order at this time.

On MOTION by Mr. Medina seconded by Ms. Godoy with all in favor, the public hearing was closed.

SIXTH ORDER OF BUSINESS**Consideration of Resolution
#2023-05 Establishing an
Electronic Signature Policy**

Mr. Hernandez: Moving forward, the next item that we have is Consideration of Resolution #2023-05 Establishing an Electronic Signature Policy. As we have been doing more recently with using the tablets and signing the documents electronically, this resolution will actually make this an official policy. Based on all of that, the recommendation from staff is to approve Resolution #2023-05.

On MOTION by Mr. Medina seconded by Mr. Miseses with all in favor, Resolution #2023-05 Establishing an Electronic Signature Policy was approved.

SEVENTH ORDER OF BUSINESS Staff Reports**A. Attorney – Discussion of Legislative Update Memorandum**

Mr. Hernandez: Moving on, the next item that we have is staff reports, Ginger?

Ms. Wald: You have in your agenda package one of our legislative memos. This is the short one. We do this every year to inform you of all of the new legislation that affects CDDs. We were waiting for some more information to come out, but in the meantime, this one is very important, so we wanted to make sure everyone knows about it because you will now have an additional obligation that you didn't have before. You know when you get that Form 1 that you have to fill out each year before July 1st? Well, you should be getting ready to fill it out and send it in if you haven't already. On the second page, there is a little box that you will now be required to check off indicating you have completed your ethics training. In the past, you have not had to do this, but starting next year, you will need to. So, the new law that is going to be in place will require you to take four hours of ethics training. There are plenty of websites that offer this. It will be similar to the continuing education ones that some people are required to take. As a public official, you will now be required to do this, as well. This will be very specific, related to ethics and the Florida Sunshine rules. Do not panic. We will be providing more information that Supervisors can utilize for those four hours. You can do an hour at a time, or all of them at once. Most of them are free. If for any reason you want our office to do a whole presentation at once, we are more than willing to do that. Most of my clients

that are public officials and not CDD Board members have had to do this for years. The four hours sounds like a lot, but it really isn't. You will have to do this starting next year, so this is the last year you don't. The memorandum discusses all of this, and again, we will provide more information on this. We will put together a list of approved courses. It is going to be very simple, but we wanted to make you aware about it now so it does not come to you as a surprise by the time you have to fill out your forms next year.

B. Engineer

There not being any report, the next item followed.

C. Manager**1) Number of Registered Voters in the District – 255**

Mr. Hernandez: Under Manager, the first item is that there are 255 registered voters in the District. The reason and importance of this announcement is that the District has finally reached both of the requirements to shift from having the Board members elected through landowner's election to now going through the general election process. Just for the record, the requirements from the Florida Statutes are for the District to have six years of establishment and at least 250 registered voters. The District has already been established for more than six years, so we have now hit both marks and in November 2024, two seats will be elected through the general election process. We will let you know which seats those will be and then you will need to go qualify for that seat. If no one else runs for that seat, you will win it uncontested, but if someone else does run for it, then you will be on the ballot and the residents of the CDD will get to vote.

Mr. Medina: So, does this mean that there are 255 homeowners living in the community now?

Mr. Hernandez: Registered voters. This letter comes from the Miami-Dade County Supervisor of Elections. It doesn't matter if they own or rent. As long as they are registered to vote with an address from this community, that counts.

Ms. Godoy: What happens if people move out and the number decreases?

Ms. Wald: It doesn't matter if it goes back down. Once you reach that number, it starts the process.

Mr. Hernandez: So, if 20 people move out that are renting or more people move in that are not American citizens, you have still already reached that amount. It is often

that what happens is you will go to register, and no one else will run against you, which means that you would win your seat uncontested. Then, you will get a note asking you to fill out your paperwork. In November 2024, there will be three seats up for election. Two seats will be elected through the general election process, and one will remain a landowner's seat and be elected through a landowner's election. We will discuss it in more detail next year as we get closer to that timeframe.

2) Consideration of Proposed Fiscal Year 2024 Meeting Schedule

Mr. Hernandez: Moving forward, next we have the proposed fiscal year meeting schedule for fiscal year 2024. As we have done in the past, we present more than what is probably needed mainly to fulfill the requirements of the Florida Statutes. Currently, we have meetings every other month on Tuesdays on October 17, 2023, December 19, 2023, February 20, 2024, April 16, 2024, June 18, 2024, and August 20, 2024. The meetings will be held at 7:00 p.m. at this location with the address being located at Milan's Community Center, 10284 NW 32 Terrace, Miami, Florida. If that still works for the Board, a motion to approve the proposed fiscal year 2024 meeting schedule would be in order, which will also authorize staff to advertise it. Otherwise, now would be the time to make any changes before we approve it.

On MOTION by Mr. Lopez seconded by Mr. Medina with all in favor, the proposed fiscal year 2024 meeting schedule and authorizing staff to advertise was approved.

3) Discussion of Financial Disclosure Report and Reminder to File Annual Form

Mr. Hernandez: The next item that I have is the financial disclosure report and to remind anyone who hasn't already filed their annual forms to please do so soon. The deadline is nearing. You should have already received a copy in the mail, and we included it in the agenda package, but should you need a copy please let me know. It is an obligation for each of the Supervisors individually, not of the District. It is a fine of \$25 a day for each day it is not received. The deadline is July 1st. Typically, they don't start fining right away, but technically once the deadline passes, they can start at any time. So, if you have not already taken care of this, please make sure you do so soon.

4) Lift Station – Discussion of Erroneous Letter from County and How it was Resolved and Status of New Pumps

Mr. Hernandez: The next item is about the lift station. Based on what you were telling me, Miguel, as of yet, the District has not paid the last part yet because the new pumps have not been installed yet. I called yesterday to find out about this. It has taken several additional weeks to get the brackets to be able to install the last pump. Hearing that one pump is not working as well as the other one, I think it would be appropriate at this point for the Board to please pass a motion authorizing Miguel to give the okay that everything is working properly since he is the one who is most familiar with all of this prior to the last payment being made. I will also request that the serial numbers for the two new pumps be given to the District.

On MOTION by Ms. Godoy seconded by Mr. Mieses with all in favor, the Chairman was authorized to give an okay that the lift station pumps are working properly prior to the last payment being made.

Mr. Medina: Also, what about the extra pump?

Mr. Hernandez: Yes. We can also authorize you to be reimbursed, not-to-exceed the amount of \$500 for maintenance of the extra pump so it is functional in case it is needed as a backup.

On MOTION by Mr. Lopez seconded by Ms. Godoy with all in favor, the Board authorized for the Chairman to be reimbursed for an amount not-to-exceed \$500 for maintenance of the extra pump to ensure it would be functional if needed.

EIGHTH ORDER OF BUSINESS Financial Reports

A. Acceptance of Check Run Summary

B. Acceptance of Combined Balance Sheet

Mr. Hernandez: Moving forward, the next item that you have is financial reports. First, we have the Acceptance of Check Run Summary, then we have Acceptance of Combined Balance Sheet. Unless anyone has questions on either of those, a motion to accept them would be in order at this time.

On MOTION by Mr. Lopez seconded by Ms. Godoy with all in favor, the check run summary and the combined balance sheet were accepted.

NINTH ORDER OF BUSINESS

Supervisors Requests

There not being any, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Mr. Hernandez: So, with that being said, unless anyone has any other District business to discuss, a motion to adjourn would be in order.

On MOTION by Mr. Mieses seconded by Ms. Godoy with all in favor, the meeting was adjourned.



Secretary / Assistant Secretary



Miguel Medina (Mar 27, 2024 12:16 EDT)

Chairman / Vice Chairman

02-20-24docstosign-NorthDade

Final Audit Report

2024-03-27

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