



**KENDALL BREEZE WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
JANUARY 15, 2020  
7:00 P.M.**

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

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

305.777.0761 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT**  
Community Clubhouse – Meeting Room  
11780 SW 138<sup>th</sup> Avenue,  
Miami, Florida 33186  
**REGULAR BOARD MEETING**  
January 15, 2020  
7:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Election of Officers
  - Chairperson
  - Vice Chairperson
  - Secretary/Treasurer
  - Assistant Secretaries
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
  - 1. October 16, 2019 Regular Board Meeting.....Page 2
- H. Old Business
  - 1. Update Regarding Southern Asphalt Project
  - 2. Staff Report as Required
- I. New Business
  - 1. Staff Report as Required
- J. Administrative & Operational Matters
  - 1. Staff Report as Requires
- K. Board Member & Staff Closing Comments
- L. 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 GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, 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

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT  
DISTRICT - FISCAL YEAR 2019/2020 REGULAR MEETING  
SCHEDULE

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

10/04/2019

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.

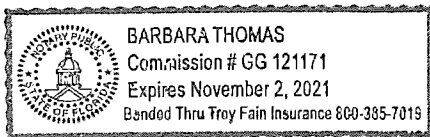
*Guillermo Garcia*

Sworn to and subscribed before me this  
4 day of OCTOBER, A.D. 2019.

*Barbara Thomas*

(SEAL)

GUILLERMO GARCIA personally known to me



## KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2019/2020 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Kendall Breeze West Community Development District (the "District") will hold Regular Meetings in the Kendall Breeze West Community Clubhouse Meeting Room located at 11780 SW 138th Avenue, Miami, Florida 33186 at 7:00 p.m. on the following dates:

October 16, 2019  
November 20, 2019  
January 15, 2020  
February 19, 2020  
March 16, 2020  
April 15, 2020  
May 20, 2020  
June 17, 2020  
September 16, 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 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.

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT

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

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19-36/000429399M

**KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 16, 2019**

**A. CALL TO ORDER**

District Manager Nancy Nguyen called the October 16, 2019, Regular Board Meeting of the Kendall Breeze West Community Development District to order at approximately 7:00 p.m. in the Meeting Room at the Kendall Breeze West Community Clubhouse located at 11780 SW 138<sup>th</sup> Avenue, Miami, Florida 33186.

**B. PROOF OF PUBLICATION**

Ms. Nguyen presented proof of publication that notice of the October 16, 2019, Regular Board Meeting had been published in the *Miami Daily Business Review* on October 4, 2019, as part of the District's Fiscal Year 2019/2020 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of Chairperson Wilmer Gonzalez, Vice Chairperson Eduardo Sanchez and Supervisors Ahsaki Guilbeaux, Marianna Antunez and Jessica Figueroa (who arrived at approximately 7:02 p.m.) constituted a quorum and it was in order to proceed with the meeting.

Attending Staff members were as follows: District Manager Nancy Nguyen of Special District Services, Inc.; and General Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present were: Gabriel Antunez, Miami, Florida, Maricel Perez, Miami, Florida; and Dena Sherman, Miami, Florida.

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

Mr. Sanchez requested to have the following item added to the agenda:

- Old Business – Discussion Regarding Speed Hump Signage

The Board acknowledged Mr. Sanchez's 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. June 19, 2019, Regular Board Meeting & Public Hearing**

The minutes of the June 19, 2019, Regular Board Meeting and Public Hearing were presented and the Board was asked if there were any changes. There being no comments or changes to the minutes, a **motion** was made by Mr. Gonzalez, seconded by Ms. Guilbeaux and unanimously passed to approve the minutes of the June 19, 2019, Regular Board Meeting and Public Hearing, *as presented*.

**G. OLD BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

**2. ADD-ON ITEM – Discussion Regarding Speed Hump Signage**

Ms. Nguyen asked Mr. Sanchez if he would like to elaborate on his concerns regarding the speed hump and speed bump signs within the District. Mr. Sanchez advised that his request for this add-on item was to remind the Board that “speed bump” signs would be replaced with “speed hump” signs on an “as needed” basis. Updates on this topic will be provided at future meetings, when necessary.

**H. NEW BUSINESS**

**1. Consider Resolution No. 2019-04 – Adopting Fiscal Year 2018/2019 Amended Budget**

Ms. Nguyen presented Resolution No. 2019-04, entitled:

**RESOLUTION NO. 2019-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KENDALL BREEZE WEST 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.**

Ms. Nguyen read the title of the resolution into the record and provided an explanation for the document. Ms. Nguyen stated that as of September 30, 2019, the Operating Fund as of had a positive balance. A discussion ensued after which;

A **motion** was made by Ms. Figueroa, seconded by Ms. Antunez and unanimously passed to approve and adopt Resolution No. 2019-04, *as presented*, thereby approving the Amended Final 2018/2019 Fiscal Year Budget.

**2. Discussion Regarding Pressure Cleaning of Sidewalks**

Ms. Nguyen informed the Board that the pressure cleaning of the small section of sidewalks requiring attention was completed. The Board requested that another inspection of sidewalks be done prior to the holiday season and if needed, have the sidewalks pressure cleaned. The Board consensus was to have the sidewalks pressure cleaned on an annual basis.

**3. Staff Report as Required**

There was no Staff Report at this time.

**I. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Audit Committee Meeting**

Ms. Nguyen reminded the Board that at the last Board Meeting, the Board and the District Manager were appointed as the Audit Committee.

Ms. Nguyen recessed the Kendall Breeze West CDD (the “District”) Regular Board Meeting and simultaneously called to order a meeting of the Audit Committee at approximately 7:16 p.m. The purpose of the Audit Committee meeting is to rank and recommend, in order of preference, no fewer than three (3) audit firms to perform the required auditing services for three (3) fiscal years commencing with the 2018/2019 audit and to include a 2-year renewal option.

The District Manager (“DM”), who was previously appointed to the Audit Committee, explained that only one (1) audit firm had responded to the legal advertisement requesting proposals to perform annual audits for fiscal years ending 9/30/2019, 9/30/2020, 9/30/2021 and to include a 2-year renewal option for fiscal years 9/30/2022 and 9/30/2023.

Ms. Wald informed the Board that they had two options. They could either waive the three (3) audit proposer rule or they can start the request for proposals process again. The Board consensus was to waive the three (3) audit proposer rule. Consequently, Ms. Nguyen asked the Audit Committee to waive the three (3) audit proposer rule and also rank the firm of Grau & Associates #1, the only qualified and responsible firm. A discussion ensued after which;

A **motion** was made by Ms. Figueroa, seconded by Mr. Gonzalez and unanimously passed to waive the three (3) audit proposer rule and to rank the firm of Grau & Associates (current audit firm for the District) deemed to be most qualified to perform the auditing services as #1.

There being no further Audit Committee business to conduct, Ms. Nguyen adjourned the Audit Committee Meeting and simultaneously reconvened the Regular Board Meeting at approximately 7:20 p.m. A discussion ensued after which;

A **motion** was made by Ms. Figueroa, seconded by Ms. Antunez and unanimously passed authorizing the District Manager to engage the firm of Grau & Associates, a qualified and responsible auditing firm proposer, to perform audits for the three (3) fiscal years 2019, 2020 and 2021; and the fees for the fiscal years will be \$3,400, \$3,500 and \$3,600, respectively; and to provide in the engagement a 2-year renewal option for the fiscal years 2022 and 2023; and the fees for the option years, subject to fee adjustments for inflation, will be \$3,700 and \$3,800, respectively.

## **2. Financial Risk Management Policy/Review – Fiscal Year 2018/2019**

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(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, 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.

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

Ms. Nguyen informed the Board that she was in receipt of three (3) proposals for items discussed during the last Board Meeting.

- Asphalt Patching of 500 SQ Ft in four (4) locations
- Straightening of 22 sign posts
- Replace five (5) stop signs
- Replace eight (8) street name blades
- Replace one (1) street bump sign for a street hump sign
- Installation of two (2) galvanized posts
- Supply and install 132 reflective pavement markings.

Southern Asphalt Engineering, Inc. \$8,100 (complete scope of work)

Elite Property Service & Painting Corp. \$9,750 (complete scope of work)

Persant Construction Co., Inc. \$6,468 (signs only)

A discussion ensued, after which:

A **motion** was made by Ms. Figueroa, seconded by Mr. Sanchez and unanimously passed to accept the proposal received from Southern Asphalt Engineering, Inc. in the amount of \$8,100 for the complete scope of work outlined above; and further authorizing District Counsel to create a small project agreement and for District Staff to execute same on behalf of the District.

## **L. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Gonzalez, seconded by Ms. Figueroa and unanimously passed to adjourn the Regular Board Meeting at approximately 7:29 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson