



**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
OCTOBER 3, 2017
6:00 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.montereycongresscdd.org

561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
MONTEREY CONGRESS
COMMUNITY DEVELOPMENT DISTRICT
100 Lake Monterey Circle
Boynton Beach, Florida 33426
REGULAR BOARD MEETING
October 3, 2017
6:00 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. June 6, 2017 Regular Board Meeting & Public Hearing Minutes.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget.....Page 6
 - 2. Discussion Regarding Lighting
- I. Administrative Matters
 - 1. Annual Audit – Consider and Approve 2-Year Renewal Option – Grau & Associates.....Page 11
- J. Board Members Comments
- K. Adjourn

Palm Beach Post, The
Sept. 20, 2017
Miscellaneous Notices

MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Monterey/Congress Community Development District has the Fiscal Year 2017/2018 Regular Meeting Schedule to reflect that meetings will be held at 100 Lake Monterey Circle, Boynton Beach, Florida 33426 at 6:00 p.m. on the following dates: October 3, 2017 November 7, 2017 December 5, 2017 January 2, 2018 February 6, 2018 March 6, 2018 April 3, 2018 May 1, 2018 June 5, 2018 July 3, 2018 August 7, 2018 September 4, 2018 The purpose of the meetings is to conduct any and all business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting. From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Meeting 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 (561) 630-4922 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 without advertised notice.

MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
www.montereycongresscdd.org 9-20/2017

MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 6, 2017

A. CALL TO ORDER

District Manager Jason Pierman called the June 6, 2017, Regular Board Meeting of the Monterey/Congress Community Development District to order at 6:01 p.m. at 100 Lake Monterey Circle, Boynton Beach, Florida 33426.

B. PROOF OF PUBLICATION

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on May 17, 2017, and May 24, 2017, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Chairperson Cheli Rosa, Vice Chairman Willie Ford and Supervisors Betty Clark and Diana Puentes constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance were District Manager Jason Pierman of Special District Services, Inc.; and General Counsel Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. ADDITIONS OR DELETIONS TO THE AGENDA

Ms. Rosa noted that Ms. Montalvo was interested in joining the Board. After a brief explanation of the District and the responsibilities of being a Board Member, a **motion** was made by Mr. Ford, seconded by Ms. Rosa, and unanimously passed to appoint Ms. Montalvo to the vacant Seat 4, which expires in November 2018.

Mr. Pierman, a Notary for the State of Florida, administered the Oath of Office to Ms. Montalvo, and explained the role and responsibilities as a Board Member.

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 14, 2017, Regular Board Meeting

Mr. Pierman presented the minutes of March 14, 2017, Regular Board Meeting and asked if there were any changes. There being none, a **motion** was made by Mr. Ford, seconded by Ms. Clark and passed unanimously to approve the minutes of the March 14, 2017, Regular Board Meeting, as presented.

Mr. Pierman then recessed the Regular Board Meeting and opened the Public Hearing.

MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 6, 2017

G. PUBLIC HEARING
1. Proof of Publication

Mr. Pierman presented proof of publication that notice of the Public Hearing had been published in *The Palm Beach Post* on May 17, 2017, and May 24, 2017, as legally required.

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

Mr. Pierman noted that no members of the public were present.

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

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

RESOLUTION NO. 2017-03

**A RESOLUTION OF THE MONTEREY CONGRESS COMMUNITY
DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2017/2018 BUDGET.**

A **motion** was made by Mr. Ford, seconded by Ms. Rosa and passed unanimously to adopt Resolution No. 2017-03, as presented.

Mr. Pierman then closed the Public Hearing and reconvened the Regular Board Meeting.

H. OLD BUSINESS

There were no Old Business items to come before the Board.

I. NEW BUSINESS

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

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

RESOLUTION NO. 2017-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY
CONGRESS 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.**

MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 6, 2017

Following a brief discussion, the Board decided to change the meeting dates to the first Tuesday of each month at 6:00 p.m.

A **motion** was made by Mr. Ford, seconded by Ms. Rosa and passed unanimously to adopt Resolution No. 2017-04, as amended.

J. ADMINISTRATIVE MATTERS

Mr. Pierman noted that, because Ms. Montalvo had been appointed to the Board, it was in order to elect officers.

A **motion** was made by Ms. Puentes, seconded by Ms. Clark, and unanimously passed to keep the officers the same, adding Ms. Montalvo as an Assistant Secretary.

Mr. Pierman reminded the Board to submit their Form 1, Statement of Financial Interests, before the July 1st deadline.

K. BOARD MEMBER COMMENTS

Ms. Clark requested that the Board look into the addition lighting along the perimeter wall. Mr. Ford asked if adding wireless speaker rocks would be an option for the District. Mr. Cochran offered to look into it as a public benefit.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Rosa, seconded by Ms. Clark and unanimously passed to adjourn the Regular Board Meeting at 6:39 p.m.

MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 6, 2017

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2017-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS 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 Monterey Congress 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 MONTEREY CONGRESS 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 3rd day of October, 2017.

ATTEST:

**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Monterey/Congress
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
MONTEREY/CONGRESS 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 - 8/31/17
REVENUES			
O & M Assessments	71,397	71,433	71,433
Debt Assessments	288,368	288,484	288,484
Other Revenues	0	0	0
Interest Income	180	190	179
TOTAL REVENUES	\$ 359,945	\$ 360,107	\$ 360,096
EXPENDITURES			
Supervisor Fees	6,000	2,800	2,800
Payroll Taxes (Employer)	480	214	214
Engineering/Inspections	3,500	2,506	2,506
Management	19,272	19,272	17,666
Secretarial	3,000	3,000	2,750
Legal	7,000	9,000	7,411
Assessment Roll	3,000	3,000	0
Audit Fees	3,000	3,000	3,000
Insurance	6,373	5,778	5,778
Legal Advertisements	1,300	1,300	929
Miscellaneous	750	750	515
Postage	250	100	91
Office Supplies	450	325	259
Dues & Subscriptions	175	175	175
Trustee Fee	3,800	3,717	3,717
Continuing Disclosure Fee	1,000	1,000	1,000
Website Management	1,500	1,500	1,375
Congress Buffer Plantings	0	5,795	5,795
Reserve	6,444	649	0
TOTAL EXPENDITURES	\$ 67,294	\$ 63,881	\$ 55,981
REVENUES LESS EXPENDITURES	\$ 292,651	\$ 296,226	\$ 304,115
Bond Payments	(271,066)	(273,066)	(273,066)
BALANCE	\$ 21,585	\$ 23,160	\$ 31,049
County Appraiser & Tax Collector Fee	(7,195)	(4,348)	(4,348)
Discounts For Early Payments	(14,390)	(13,416)	(13,416)
EXCESS/ (SHORTFALL)	\$ -	\$ 5,396	\$ 13,285
Carryover From Prior Year	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 5,396	\$ 13,285

FUND BALANCE AS OF 9/30/16
FY 2016/2017 ACTIVITY
FUND BALANCE AS OF 9/30/17

\$95,298
\$5,396
\$100,694

AMENDED FINAL BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE 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 - 8/31/17
REVENUES			
Interest Income	100	800	766
NAV Tax Collection	271,066	273,066	273,066
Total Revenues	\$ 271,166	\$ 273,866	\$ 273,832
EXPENDITURES			
Principal Payments	95,000	95,000	95,000
Extraordinary Principal Payments	0	30,000	30,000
Interest Payments	176,166	177,913	177,913
Total Expenditures	\$ 271,166	\$ 302,913	\$ 302,913
Excess/ (Shortfall)	\$ -	\$ (29,047)	\$ (29,081)

FUND BALANCE AS OF 9/30/16	\$382,861
FY 2016/2017 ACTIVITY	(\$29,047)
FUND BALANCE AS OF 9/30/17	\$353,814

Notes

Reserve Fund Balance = \$218,402*. Revenue Fund Balance = \$135,488*.
Revenue Fund Balance To Be Used To Make 11/1/2017 Interest Payment Of \$86,000
And Extraordinary Principal Payment Of \$15,000.
* Approximate Amounts

Series 2005 Bond Information

Original Par Amount =	\$4,045,000	Annual Principal Payments Due:
Interest Rate =	5.375%	May 1st
Issue Date =	October 2005	Annual Interest Payments Due:
Maturity Date =	May 2036	May 1st & November 1st

October 3, 2017

RE: Monterey/Congress Community Development District Auditor Renewal

At the November 19, 2014 Monterey/Congress 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, 9-30-2015 and 9-30-16 audits were \$3,000. The proposed fee for the 9-30-2017 audit is \$3,100, which is the budgeted amount for audit fees for Fiscal Year 2017/2018.

Grau & Associates has been the district auditor for the past eleven 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.