



**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
OCTOBER 1, 2019
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 1, 2019
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 4, 2019 Regular Board Meeting & Public Hearing Minutes.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2019-04 – Adopting a Fiscal Year 2018/2019 Amended Budget.....Page 5
 - 2. Discussion Regarding Lighting and Landscape Maintenance
- I. Auditor Selection Committee
 - 1. Ranking of Proposals/Consider Selection of an Auditor.....Page 10
- J. Administrative Matters
- K. Board Members Comments
- L. Adjourn

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Monterey/Congress Community Development District has the Fiscal Year 2018/2019 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 1, 2019
November 5, 2019
December 3, 2019
January 7, 2020
February 4, 2020
March 3, 2020
April 7, 2020
May 5, 2020
June 2, 2020
July 7, 2020
August 4, 2020
September 1, 2020**

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

PUBLISH: THE PALM BEACH POST 09/20/19

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 4, 2019**

A. CALL TO ORDER

District Manager Jason Pierman called the June 4, 2019, 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 September 21, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Chairperson Betty Clark, Vice Chairman Willie Ford and Supervisors Natalia Patel, Diana Puentes, and Lissette Montavo 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

There were no additions or deletions to the agenda.

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 5, 2019, Regular Board Meeting

Mr. Pierman presented the minutes of March 5, 2019, Regular Board Meeting and asked if there were any changes. There being none, a **motion** was made by Ms. Montavo, seconded by Mr. Ford and passed unanimously approving the minutes of the March 5, 2019, Regular Board Meeting, as presented.

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

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 15, 2019, and May 22, 2019, as legally required.

2. Receive Public Comment on the Fiscal Year 2019/2020 Final Budget

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

3. Consider Resolution No. 2019-02 – Adopting a Fiscal Year 2019/2020 Final Budget

Mr. Pierman presented Resolution No. 2019-02, entitled:

RESOLUTION NO. 2019-02

A RESOLUTION OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2019/2020 BUDGET.

A **motion** was made by Ms. Montavo, seconded by Mr. Ford and passed unanimously to adopt Resolution No. 2019-02, 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. 2019-03 – Adopting a Fiscal Year 2019/2020 Meeting Schedule

Resolution No. 2019-03 was presented, entitled:

RESOLUTION NO. 2019-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2019/2020 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Ford, seconded by Ms. Montavo and passed unanimously adopting Resolution No. 2019-03, as presented.

2. Consider Appointment of Audit Committee & Approval of Evaluation Criteria

A **motion** was made by Mr. Ford, seconded by Ms. Montavo, and unanimously passed to appoint the entire Board as the Audit Selection Committee and approve the evaluation criteria.

J. ADMINISTRATIVE MATTERS

1. Statement of Financial Interests Disclosure – 2018 Form 1

Mr. Pierman reminded the Board to submit their Form 1s before the July 1 deadline.

K. BOARD MEMBER COMMENTS

Discussion ensued regarding mulching the landscape area. It was noted that the Board had previously authorized the mulch, but that the HOA had not yet scheduled it to be installed. Because prices had

increased, a **motion** was made by Ms. Montavo, seconded by Ms. Puentes, and unanimously passed authorizing a not-to-exceed amount of \$2,000 for mulch, to be coordinated by the HOA.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Montavo, seconded by Ms. Puentes and unanimously passed to adjourn the Regular Board Meeting at 6:25 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS 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 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 2018/2019 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 1st day of October, 2019.

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

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 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			
O & M Assessments	73,910	74,027	74,027
Debt Assessments	285,854	286,027	286,027
Other Revenues	0	0	0
Interest Income	180	235	231
TOTAL REVENUES	\$ 359,944	\$ 360,289	\$ 360,285
EXPENDITURES			
Supervisor Fees	6,000	4,000	4,000
Payroll Taxes (Employer)	480	381	381
Engineering/Inspections	3,000	2,000	1,000
Management	20,076	20,076	18,403
Secretarial	3,000	3,000	2,750
Legal	7,000	6,500	4,491
Assessment Roll	3,000	3,000	0
Audit Fees	3,200	3,100	3,100
Insurance	6,356	5,000	5,000
Legal Advertisements	1,300	1,300	743
Miscellaneous	750	750	520
Postage	250	100	85
Office Supplies	425	375	325
Dues & Subscriptions	175	175	175
Trustee Fee	4,100	4,089	4,089
Continuing Disclosure Fee	1,000	1,000	1,000
Website Management	1,500	1,500	1,375
Landscape Lighting	0	25,237	25,237
Reserve	8,044	2,500	0
TOTAL EXPENDITURES	\$ 69,656	\$ 84,083	\$ 72,674
REVENUES LESS EXPENDITURES	\$ 290,288	\$ 276,206	\$ 287,611
Bond Payments	(268,703)	(273,059)	(273,059)
BALANCE	\$ 21,585	\$ 3,147	\$ 14,552
County Appraiser & Tax Collector Fee	(7,195)	(4,301)	(4,301)
Discounts For Early Payments	(14,390)	(13,332)	(13,332)
EXCESS/ (SHORTFALL)	\$ -	\$ (14,486)	\$ (3,081)
Carryover From Prior Year	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ (14,486)	\$ (3,081)

FUND BALANCE AS OF 9/30/18
FY 2018/2019 ACTIVITY
FUND BALANCE AS OF 9/30/19

\$123,406
(\$14,486)
\$108,920

AMENDED FINAL BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE 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			
Interest Income	100	6,055	5,955
NAV Tax Collection	268,703	273,059	273,059
Total Revenues	\$ 268,803	\$ 279,114	\$ 279,014
EXPENDITURES			
Principal Payments	105,000	105,000	105,000
Extraordinary Principal Payments	0	15,000	15,000
Interest Payments	163,803	165,416	165,416
Total Expenditures	\$ 268,803	\$ 285,416	\$ 285,416
Excess/ (Shortfall)	\$ -	\$ (6,302)	\$ (6,402)

FUND BALANCE AS OF 9/30/18	\$344,520
FY 2018/2019 ACTIVITY	(\$6,302)
FUND BALANCE AS OF 9/30/19	\$338,218

Notes

Reserve Fund Balance = \$208,453*. Revenue Fund Balance = \$129,765*.

Revenue Fund Balance To Be Used To Make 11/1/2019 Interest Payment Of \$79,684
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
Par Amount As Of 8/31/19 =	\$2,965,000	

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
RANKING OF AUDITOR PROPOSALS
FOR FISCAL YEAR ENDING 9/30/19**

Criteria	Point Range	Grau & Associates	Nowlen Holt & Miner
Ability of Personnel: (E.g., geographic locations of the firms headquarters of permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load).	1-10	9	9
Proposer's Experience: (E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation).	1-10	9	8
Understanding of Scope of Work: Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	1-10	9	9
Ability to Furnish the Required Services: Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.	1-10	9	9
Price: Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.	1-10	8	9
TOTAL POINTS	50	44	44
BID PRICE - 2018/2019 AUDIT		\$3,100.00	\$3,000.00
BID PRICE - 2019/2020 AUDIT		\$3,200.00	\$3,100.00
BID PRICE - 2020/2021 AUDIT		\$3,300.00	\$3,200.00
BID PRICE - 2021/2022 AUDIT		\$3,400.00	\$3,300.00
BID PRICE - 2022/2023 AUDIT		\$3,500.00	\$3,400.00

COMMENTS:	Currently the auditing firm for more than 200 CDD's.	Currently the auditing firm for thirty governmental entities.
	Is the current auditor for the District.	

RECOMMENDATION:	Both firms have the capacity to perform the audit. Management recommends that either Grau & Associates, the current auditor for the District or Nowlen Holt & Miner, the low bidder, be selected to perform the September 30, 2019, 2020 and 2021 annual audits, with an option subject to fee adjustments for inflation, to perform the fiscal year end audits for the two following years (FYE 9/30/22, FYE 9/30/23).
------------------------	---

Note: 2019/2020 Budget For Audit Services is \$3,300.00