



**MONTEREY CONGRESS
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
NOVEMBER 7, 2023
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
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AGENDA
MONTEREY CONGRESS
COMMUNITY DEVELOPMENT DISTRICT
100 Lake Monterey Circle
Boynton Beach, Florida 33426
REGULAR BOARD MEETING
November 7, 2023
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. August 1, 2023 Regular Board Meeting Minutes & Public Hearing.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2022/2023 Amended Budget.....Page 6
 - 2. Discussion Regarding School Bus Stop Lighting and Shelter
 - 3. Consider Appointments to Board Vacancy
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Monterey Congress Cdd
Monterey Congress Cdd
2501 BURNS RD
STE A

PALM BEACH GARDENS FL 334105207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

09/25/2023

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/25/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

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NICOLE JACOBS
Notary Public
State of Wisconsin

MONTEREY/CONGRESS
COMMUNITY DEVELOPMENT
DISTRICT
FISCAL YEAR 2023/2024
REGULAR MEETING SCHEDULE
NOTICE IS HEREBY GIVEN that
the Board of Supervisors of the
Monterey/Congress Community
Development District will hold
meetings at 100 Loke Monterey
Circle, Boynton Beach, Florida 33426
at 6:00 p.m. on the following dates:
October 3, 2023
November 7, 2023
December 5, 2023
January 2, 2024
February 6, 2024
March 5, 2024
April 2, 2024
May 7, 2024
June 4, 2024
July 2, 2024
August 6, 2024
September 3, 2024

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 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 (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
9/25/2023 #9301298

**MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
AUGUST 1, 2023**

A. CALL TO ORDER

District Manager Jason Pierman called the August 1, 2023, Regular Board Meeting of the Monterey/Congress Community Development District (“District”) to order at 6:09 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 23, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, as legally required.

C. CONSIDER RESIGNATIONS AND APPOINTMENTS TO BOARD VACANCIES

Mr. Pierman presented Betty Clark’s letter of resignation from the Board.

A **motion** was made by Mr. Ford, seconded by Ms. Cristancho and unanimously passed accepting Ms. Ford’s resignation.

Mr. Pierman stated that he had spoken to two residents concerning their interest in joining the Board but noted that they were not in attendance.

D. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Vice Chairman Willie Ford and Supervisors Libia Cristancho, 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.

E. ELECTION OF OFFICERS

Mr. Pierman explained that the Board must hold officer elections, because there is a change in the Board. Following discussion, a motion was made by Ms. Montavo, seconded by Ms. Puentes, and unanimously approved to elect the following slate of officers:

Chair: Libia Cristancho

Vice Chair: Willie Ford

Assistant Secretary: Diana Puentes

Assistant Secretary: Lissette Montavo

Secretary/Treasurer: Jason Pierman

F. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

G. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

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

H. APPROVAL OF MINUTES

1. April 4, 2023, Regular Board Meeting

Mr. Pierman presented the minutes of the April 4, 2023,, Regular Board Meeting and asked if there were any changes.

Mr. Pierman noted that there were typos in Section F and they would be corrected.

A **motion** was made by Mr. Ford, seconded by Mr. Montavo and passed unanimously approving the minutes of the April 4, 2023, Regular Board Meeting, as amended.

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

I. 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 July 12, 2023, and July 19, 2023, as legally required.

2. Receive Public Comment on Fiscal Year 2023/2024 Final Budget

There was no public comment on the Fiscal Year 2023/2024 Final Budget.

3. Consider Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Final Budget

Resolution No. 2023-02 was presented, entitled:

RESOLUTION NO. 2023-02

A RESOLUTION OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2023/2024 BUDGET.

A **motion** was made by Mr. Ford, seconded by Ms. Montavo and passed unanimously adopting Resolution No. 2023-02, as presented.

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

J. OLD BUSINESS

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

K. NEW BUSINESS

1. Consider Resolution No. 2023-03 – Adopting a Fiscal Year 2023/2024 Meeting Schedule

Resolution No. 2023-03 was presented, entitled:

RESOLUTION NO. 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 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. Puentes and passed unanimously adopting Resolution No. 2023-03, as presented.

2. Consider Resolution No. 2023-04 – Adopting a Records Retention Policy

Resolution No. 2023-04 was presented, entitled:

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A motion was made by Ms. Montavo, seconded by Mr. Ford and passed unanimously adopting Resolution No. 2023-04, as presented.

3. Discussion Regarding Required Ethics Training

Mr. Pierman and Mr. Cochran explained that, beginning in 2024, Board Members would be required to complete four hours of State ethics training each year. More information will be provided closer to the end of the year.

L. ADMINISTRATIVE MATTERS

Mr. Pierman noted that the next meeting would have held on November 7, 2023.

M. BOARD MEMBER COMMENTS

The Board requested that Mr. Pierman contact Mr. Dixon prior to the November meeting to ask if the HOA would like to submit a request for the District to fund the holiday lighting installation.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Cristiancho, seconded by Mr. Ford and unanimously passed adjourning the Regular Board Meeting at 6:28 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MONTEREY CONGRESS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 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 2022/2023 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 7th day of November, 2023.

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 2022/2023
October 1, 2022 - September 30, 2023**

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- II **AMENDED FINAL DEBT SERVICE FUND BUDGET**

AMENDED FINAL BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
O & M Assessments	75,326	75,532	75,532
Debt Assessments	217,294	217,382	217,382
Other Revenues	0	0	0
Interest Income	180	4,253	4,253
TOTAL REVENUES	\$ 292,800	\$ 297,167	\$ 297,167
EXPENDITURES			
Supervisor Fees	6,000	2,600	2,600
Payroll Taxes (Employer)	480	199	199
Engineering/Inspections	2,500	2,500	0
Management	21,840	21,840	21,840
Secretarial	3,000	3,000	3,000
Legal	7,000	6,357	6,357
Assessment Roll	3,000	3,000	3,000
Audit Fees	3,400	3,400	3,400
Insurance	6,000	6,134	6,134
Legal Advertisements	1,250	1,250	905
Miscellaneous	800	600	346
Postage	175	285	273
Office Supplies	350	350	337
Dues & Subscriptions	175	175	175
Trustee Fee	4,100	4,139	4,139
Continuing Disclosure Fee	1,000	0	0
Website Management	2,000	2,000	2,000
Reserve	7,916	7,916	0
TOTAL EXPENDITURES	\$ 70,986	\$ 65,745	\$ 54,705
REVENUES LESS EXPENDITURES	\$ 221,814	\$ 231,422	\$ 242,462
Bond Payments	(204,256)	(207,172)	(207,172)
BALANCE	\$ 17,558	\$ 24,250	\$ 35,290
County Appraiser & Tax Collector Fee	(5,853)	(3,378)	(3,378)
Discounts For Early Payments	(11,705)	(10,945)	(10,945)
EXCESS/ (SHORTFALL)	\$ -	\$ 9,927	\$ 20,967
Carryover From Prior Year		0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 9,927	\$ 20,967

FUND BALANCE AS OF 9/30/22
FY 2022/2023 ACTIVITY
FUND BALANCE AS OF 9/30/23

\$157,110
\$9,927
\$167,037

AMENDED FINAL BUDGET
MONTEREY/CONGRESS COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
Interest Income	25	4,216	4,166
NAV Tax Collection	204,256	207,172	207,172
Total Revenues	\$ 204,281	\$ 211,388	\$ 211,338
EXPENDITURES			
Principal Payments	154,000	154,000	154,000
Interest Payments	49,502	51,088	51,088
Bond Redemption	779	0	0
Total Expenditures	\$ 204,281	\$ 205,088	\$ 205,088
Excess/ (Shortfall)	\$ -	\$ 6,300	\$ 6,250

FUND BALANCE AS OF 9/30/22	\$97,546
FY 2022/2023 ACTIVITY	\$6,300
FUND BALANCE AS OF 9/30/23	\$103,846

Notes

Revenue Fund Balance = \$103,846*.

Revenue Fund Balance to be used to make 11/1/2023 Interest Payment of \$23,958.

* Approximate Amounts

Series 2021 Bond Refunding Information

Original Par Amount =	\$2,631,000	Annual Principal Payments Due:
Interest Rate =	2.060%	May 1st
Issue Date =	September 2021	Annual Interest Payments Due:
Maturity Date =	May 2036	May 1st & November 1st

Par Amount As Of 9/29/23 = \$2,326,000