



**MARSH HARBOUR
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
OCTOBER 19, 2018
10:00 A.M.**

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

www.marshharbourcdd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT
Marsh Harbour Community Clubhouse
1000 Marsh Harbour Drive
Riviera Beach, Florida 33404
REGULAR BOARD MEETING
October 19, 2018
10:00 a.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. September 21, 2018 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Discussion Regarding Security
 - 2. Discussion Regarding Landscaping
- H. New Business
 - 1. Consider Resolution No. 2018-05 – Adopting a Fiscal Year 2017/2018 Amended Budget.....Page 5
- I. Administrative Matters
- J. Auditor Selection Committee
 - 1. Ranking of Proposals/Consider Selection of an Auditor.....Page 10
- K. Board Members Comments
- L. Adjourn

Palm Beach Post, The
Oct. 5, 2018
Miscellaneous Notices

MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Marsh Harbour Community Development District will hold Regular Meetings at 10:00 a.m. in the Marsh Harbour Community Clubhouse located at 1000 Marsh Harbour Drive, Riviera Beach, Florida 33404 on the following dates: October 19, 2018 November 16, 2018 December 21, 2018 January 18, 2019 February 15, 2019 March 15, 2019 April 19, 2019 May 17, 2019 June 21, 2019 July 19, 2019 August 16, 2019 September 20, 2019 The purpose of the meetings is to conduct any 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. 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 (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. MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT www.marshharbourcdd.org 10-5/2018

**MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 21, 2018**

A. CALL TO ORDER

District Manager Jason Pierman called the September 21, 2018, Regular Board Meeting of the Marsh Harbour Community Development District to order at 10:06 a.m. at the Marsh Harbour Community Clubhouse located at 1000 Marsh Harbor Drive, Riviera Beach, Florida 33404.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the September 21, 2018, Regular Board Meeting had been published in *The Palm Beach Post* on October 2, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Chairperson Charlene Little, Vice Chairman Nathan Gordon and Supervisors Judy Briggs, Heather Eccles (via phone) and Allen Walker constituted a quorum and it was in order to proceed with the meeting.

Staff present were: District Managers Jason Pierman & Andrew Karmeris of Special District Services, Inc.; and District Counsel Vanessa Steinerts of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present were Michael & Bryan from Leaderscape; and Kena Brown, HOA Property Manager.

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. August 17, 2018, Public Hearing & Regular Board Meeting

Mr. Pierman presented the minutes of the August 17, 2018, Public Hearing & Regular Board Meeting. Without discussion, Gordon **moved** approval and Ms. Briggs seconded that the minutes of the August 17, 2018, Public Hearing & Regular Board Meeting be approved, as presented. The **motion** carried 5 to 0.

G. OLD BUSINESS

1. Discussion Regarding Security

Mr. Pierman advised that the security contract expires March 1st. He also advised that this discussion would be a topic at the November meeting at which time the Board would have the option of renewing the contract or requesting new bids.

2. Discussion Regarding Landscaping

A lengthy discussion ensued between Bryan & Michael from Leaderscape and the Board. Bryan reviewed photos taken by Ms. Eccles and discussed putting up red reflectors to prevent certain trees from being trimmed.

Michael presented two proposals to the Board regarding the landscape of the development. The first proposal was for the replacement of 1,680 plants around the neighborhood. The second proposal was for mulch in the playground area.

A **motion** was made by Mr. Gordon, seconded by Mr. Walker, to table the proposals until the new property manager, Kena Brown, could review the proposals. The **motion** carried 5 to 0.

H. NEW BUSINESS

1. Discussion Regarding Meeting Frequency

Mr. Pierman went over the current meeting schedule. The Board would like to move forward with the current schedule and cancellation inquiries, if no meeting is required.

I. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

J. BOARD MEMBER COMMENTS

Ms. Brown recommended additional signage around the lakes. Mr. Pierman indicated that he would bring a proposal to the next meeting.

K. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 10:42 a.m. on a **motion** made by Ms. Little, seconded by Mr. Gordon and the **motion** carried 5 to 0.

Secretary/Assistant Secretary

Chairman/Vice Chairman

RESOLUTION NO. 2018-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2017/2018 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Marsh Harbour 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 MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Amended Budget for Fiscal Year 2017/2018 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 19th day of October, 2018.

ATTEST:

**MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Marsh Harbour
Community Development District

**Amended Final Budget For
Fiscal Year 2017/2018
October 1, 2017 - September 30, 2018**

CONTENTS

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

AMENDED FINAL BUDGET
MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2017/2018 BUDGET 10/1/17 - 9/30/18	AMENDED FINAL BUDGET 10/1/17 - 9/30/18	YEAR TO DATE ACTUAL 10/1/17 - 9/29/18
REVENUES			
O & M Assessments	533,045	535,330	535,330
Debt Assessments	254,572	255,475	255,475
Other Revenues	0	0	0
Interest Income	180	800	784
TOTAL REVENUES	\$ 787,797	\$ 791,605	\$ 791,589
EXPENDITURES			
Supervisor Fees	10,000	11,600	11,600
Payroll Taxes - Employer	800	887	887
Engineering/Inspections	2,750	1,000	0
Lake Maintenance	12,500	10,000	7,800
Landscaping/Irrigation/Maintenance	130,000	135,000	129,446
Lighting	37,000	36,000	34,698
Security	222,000	220,000	198,101
Security - HOA/Police	45,000	37,395	37,395
Management	31,512	31,512	31,512
Secretarial	4,200	4,200	4,200
Legal	11,000	12,500	11,010
Assessment Roll	7,500	7,500	7,500
Audit Fees	3,600	3,600	3,600
Insurance	6,356	5,778	5,778
Legal Advertisements	1,750	1,750	1,232
Miscellaneous	1,000	1,000	887
Postage	325	175	169
Office Supplies	775	850	828
Dues & Subscriptions	175	175	175
Trustee Fee	2,500	2,500	2,500
Continuing Disclosure Fee	500	350	350
Website Management	1,500	1,500	1,500
Reserve	5,000	5,000	0
TOTAL EXPENDITURES	\$ 537,743	\$ 530,272	\$ 491,168
REVENUES LESS EXPENDITURES	\$ 250,054	\$ 261,333	\$ 300,421
Bond Payments	(239,297)	(244,478)	(244,478)
BALANCE	\$ 10,757	\$ 16,855	\$ 55,943
County Appraiser & Tax Collector Fee	(15,752)	(8,649)	(8,649)
Discounts For Early Payments	(31,505)	(26,645)	(26,645)
EXCESS/ (SHORTFALL)	\$ (36,500)	\$ (18,439)	\$ 20,649
Carryover From Prior Year	36,500	36,500	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 18,061	\$ 20,649

FUND BALANCE AS OF 9/30/17	\$222,929
FY 2017/2018 ACTIVITY	(\$18,439)
FUND BALANCE AS OF 9/30/18	\$204,490

Note

\$36,500 Of Fund Balance Used To Reduce 2017/2018 Assessments.
\$61,650 Of Fund Balance To Be Used To Reduce 2018/2019 Assessments.

AMENDED FINAL BUDGET
MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2017/2018 BUDGET	AMENDED FINAL BUDGET	YEAR TO DATE ACTUAL
REVENUES	10/1/17 - 9/30/18	10/1/17 - 9/30/18	10/1/17 - 9/29/18
Interest Income	25	1,610	1,602
NAV Tax Collection	239,297	244,478	244,478
Total Revenues	\$ 239,322	\$ 246,088	\$ 246,080
EXPENDITURES			
Principal Payments	140,000	140,000	140,000
Interest Payments	95,904	98,172	98,172
Bond Redemption	3,418	0	0
Total Expenditures	\$ 239,322	\$ 238,172	\$ 238,172
Excess/ (Shortfall)	\$ -	\$ 7,916	\$ 7,908

FUND BALANCE AS OF 9/30/17	\$134,043
FY 2017/2018 ACTIVITY	\$7,916
FUND BALANCE AS OF 9/30/18	\$141,959

Notes

Reserve Fund Balance = \$60,000*. Revenue Fund Balance = \$81,746*.

Revenue Fund Balance To Be Used To Make 11/1/2018 Interest Payment Of \$46,818.

* Approximate Amounts

Series 2015 Bond Refunding Information

Original Par Amount =	\$3,295,000	Annual Principal Payments Due:
Interest Rate =	3.24% - 5.45%	May 1st
Issue Date =	August 2015	Annual Interest Payments Due:
Maturity Date =	May 2035	May 1st & November 1st
Par Amount As Of 9/30/18 =	\$2,890,000	

MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
RANKING OF AUDITOR PROPOSALS
FOR FISCAL YEAR ENDING 9/30/18

Criteria	Point Range	Audit Firms		
		Carr Riggs & Ingram	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	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	8	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	8	8	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	8	8	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	5	9	9
TOTAL POINTS	50	38	43	44
BID PRICE - 2017/2018 AUDIT		\$5,000.00	\$3,400.00	\$3,600.00
BID PRICE - 2018/2019 AUDIT		\$5,000.00	\$3,500.00	\$3,600.00
BID PRICE - 2019/2020 AUDIT		\$5,000.00	\$3,600.00	\$3,600.00
BID PRICE - 2020/2021 AUDIT		\$5,000.00	\$3,700.00	\$3,600.00
BID PRICE - 2021/2022 AUDIT		\$5,000.00	\$3,800.00	\$3,600.00

COMMENTS:	Currently the auditing firm for more than 60 CDD's	Currently the auditing firm for more than 200 CDD's.	Currently the auditing firm for thirty governmental entities
		Grau & Associates was the previous auditor for the District (Eight Years: 2006 - 2013)	Nowlen Holt & Miner is the current auditor for the District (Four Years: 2014 - 2017)

RECOMMENDATION:	All three firms have the capacity to perform the audit. Management recommends that Nowlen, Holt & Miner, the current auditor for the District, and the co-low bidder, be selected to perform the September 30, 2018, 2019 and 2020 annual audits with an option, subject to fee adjustments for inflation, to perform the fiscal year end audits for the following two years (FYE 9/30/21 and 9/30/22).
------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Note: 2018/2019 Budget For Audit Services is \$3,700.00