



**MARSH HARBOUR
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
OCTOBER 20, 2023
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 20, 2023
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 15, 2023 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Discussion Regarding Tact Tech Security Proposal.....Page 7
 - 2. Discussion Regarding Sigma Security & Investigation Solutions, LLC Proposal.....Page 13
- H. New Business
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
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 20, 2023

November 17, 2023

December 15, 2023

January 19, 2024

February 16, 2024

March 22, 2024

April 19, 2024

May 17, 2024

June 21, 2024

July 19, 2024

August 16, 2024

September 20, 2024

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 Districts 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

Oct 6, 2023 #9343449

**MARSH HARBOUR
COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 15, 2023**

A. CALL TO ORDER

The September 15, 2023, Regular Board Meeting of the Marsh Harbour Community Development District (the “District”) was called to order at 10:01 a.m. in the Marsh Harbour Community Clubhouse located at 1000 Marsh Harbour Drive, Riviera Beach, Florida 33404.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Palm Beach Post* on October 11, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairperson Allen Walker, Vice Chairman Kent Pollock and Supervisors Judy Briggs and Tasha Mullings constituted a quorum, and it was in order to proceed with the meeting.

Staff present included: District Manager Sylvia Bethel of Special District Services, Inc.; District Counsel Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A; and Onsite HOA Manager Tara Bennett.

Also present were Cedric Thomas and Danny Jones of Sigma Security.

D. ADDITIONS OR DELETIONS TO THE AGENDA

Ms. Bethel requested the following additions and rearrangement of agenda items under New Business, as follows:

1. Presentation from Sigma Security
7. Discussion Regarding Tree Removal at 1009 Lucaya Drive
8. Discussion Regarding Superior Waterway Increase
9. Consider Russ Total Lawn Maintenance Invoices for Irrigation Issues
10. Consider Resolution No. 2023-06 Attendance Policy

A **motion** was made by Mr. Pollock, seconded by Mr. Walker and unanimously passed approving the modified 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 18, 2023, Regular Board Meeting

The minutes of August 18, 2023, Regular Board Meeting were presented.

A **motion** was made by Mr. Pollock, seconded by Mr. Walker and unanimously passed approving the minutes of the August 18, 2023, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update on Landscape

Ms. Bethel advised that the payment for BrightView was sent today and everything is set.

2. Update on Hi-Tek Security

Ms. Bethel indicated she had spoken with Mr. DeCastro and went over the issues that concerned the Board. She also stated that Mr. DeCastro would reach out to them to set up a meeting. Ms. Bennett noted that Mr. DeCastro did reach out and the meeting was very productive and beneficial. Mr. Pollock stated that there was a lot of miscommunication that had been cleared up with this meeting.

H. NEW BUSINESS

1. Presentation from Sigma Security & Investigation Solutions, LLC

Ms. Bethel introduced Cedric Thomas and Danny Jones from Sigma Security. Mr. Thomas introduced himself and went over his company details. Mr. Jones introduced himself and discussed the company and both gentlemen answered questions of the Board.

2. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2022/2023 Amended Budget

Resolution No. 2023-05 was presented, entitled:

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSH HARBOUR 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.

Ms. Bethel indicated that this was a look back on last year’s budget. Everything stayed within budget except a slight increase in insurance. The Board discussed security proposals and how it will exceed the budget line item. Ms. Bethel stated they do have some reserve set aside but will contact the companies to find out about locking in the rates.

A **motion** was made by Mr. Walker, seconded by Mr. Pollock and passed unanimously adopting Resolution No. 2023-05, as presented.

3. Consider Proposal from Sigma Security & Investigation Solutions, LLC

Ms. Bethel asked if the Board wanted to make a decision or hold off regarding this item. Mr. Pollock inquired about the other security proposal and asked that Ms. Bethel bring both back to the next meeting.

Ms. Bennett asked for a breakdown with fees and the Board agreed. The Board also discussed having a 2- or 3-year contract that locks in a price. Mr. George confirmed that if the security company agreed, they could do that as well. Ms. Bethel will reach out to both security companies regarding the Board's request and bring both proposals back to the next meeting.

4. Consider Proposal from Russ Total Lawn Maintenance, LLC for Dead Tree Removal

Ms. Bethel reminded the Board that they had requested a proposal to remove all the dead trees in the community at the last meeting.

A **motion** was made by Ms. Briggs, seconded by Mr. Pollock and passed unanimously approving the Russ Total Lawn Maintenance, LLC proposal for the removal of dead trees in the amount of \$2,150, as presented.

5. Discussion Regarding Tree Trimming of 1200 Lucaya Drive

Ms. Bethel advised that this had been sent over from the HOA. Ms. Bennett stated that the residents say the tree is a nuisance and they would like it trimmed. Mr. George asked if this was on District property or on her property. Ms. Bennett replied that this was on the resident's property and would inform the resident that the District would not be responsible for trimming the tree.

6. Discussion Regarding Tree Removal at 970 Abaco Lane

Ms. Bennett advised that the resident indicated she could not exit her vehicle and would like the tree removed. Mr. Pollock stated that the tree could be trimmed, not removed and Ms. Bennett agreed.

7. Discussion Regarding Tree Removal at 1009 Lucaya Drive

Ms. Bethel indicated that this had been sent over by the HOA and referred the Board to the handout. Ms. Bethel asked if this was on District property and Ms. Bennett stated that it was in between the properties, so yes. Mr. George suggested approving a not to exceed amount so it does not have to wait until the next meeting. The Board agreed.

A **motion** was made by Ms. Briggs, seconded by Mr. Walker and passed unanimously approving Russ Total Lawn Maintenance, LLC for tree root removal at 1009 Lucaya Drive for the not to exceed amount of \$700.

8. Discussion Regarding Superior Waterway Increase

Ms. Bethel directed the Board's attention to the handout and stated that the increase would go into effect January 1, 2024. The Board discussed the issue and went over the increase. Ms. Bethel advised that the current annual amount is \$9,900, which comes to \$825 monthly. The increase would be around \$24.75, which would be \$13,464 annually or \$849.75 monthly.

A **motion** was made by Ms. Mullings seconded by Ms. Briggs and unanimously passed approving Superior Waterway Services, Inc. 3% increase, as presented.

9. Consider Russ Total Lawn Maintenance Invoices for Irrigation Issues

Ms. Bethel advised that she had been contacted by the HOA. The pump in the lake went out and caused an irrigation issue that needed to be repaired. Ms. Bennett went on to explain in more detail.

A **motion** was made by Ms. Mullings, seconded by Mr. Pollock and unanimously passed approving irrigation repairs by Russ Total Lawn Maintenance, LLC in the amounts of \$2,250 and \$1,500, as presented.

10. Consider Resolution No. 2023-06 – Attendance Policy

Resolution No. 2023-06 was presented, entitled:

RESOLUTION NO. 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSH HARBOUR COMMUNITY DEVELOPMENT DISTRICT ADOPTING A POLICY FOR BOARD MEMBERS TO ATTEND PUBLIC MEETINGS TELEPHONICALLY OR BY ELECTRONIC MEDIA TECHNOLOGY WHEN A QUORUM OF THE BOARD IS PHYSICALLY PRESENT

Ms. Bethel advised that this was the revised resolution from the last meeting. The Board discussed the amount for telephonic meetings and decided that a Supervisor could attend one meeting via telephone during the fiscal year.

A **motion** was made by Mr. Pollock, seconded by Ms. Briggs and unanimously passed approving Resolution No. 2023-06, as presented.

I. AUDITOR SELECTION COMMITTEE

1. Ranking of Proposals and Consider Selection of an Auditor

Ms. Bethel stated that the Board had selected themselves as the audit committee, then an ad was posted to solicit auditors and one company responded. The company came within budget and Mr. Pollock stated that this was also the current auditor.

A **motion** was made by Mr. Walker, seconded by Mr. Pollock and unanimously passed approving the selection of Nowlen, Holt & Miner, P.A as the District's auditor.

J. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

K. BOARD MEMBER COMMENTS

Mr. Pollock brought to the Board's attention an increase in the City of Riviera Beach's utility bill and asked that everyone attend the meeting next Wednesday at 5 p.m.

L. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 11:23 a.m. on a **motion** made by Mr. Walker, seconded by Mr. Pollock and the **motion** passed unanimously.

Secretary/Assistant Secretary

Chairman/Vice Chairman



Security Proposal

Prepared for: Marsh Harbour

Prepared by: Taylor Matchton, CEO

October 9, 2023

info@tactechsecurity.com

561-806-8836



ABOUT US:

We are committed to providing personnel that are well trained, equipped with state of the art technology, and given many career development opportunities. Tact Tech Security Solutions aims to provide our clients with the best-trained security force for their needs. Our concierge-level service, our VIP core values, and top-tier customized security service that surpasses our client's expectations is what sets us apart from the rest. Our goals are simple, our client's safety and security.

Tact Tech Security Solutions is your one-stop shop for all your security needs. Security for your worksite, office, and on the road. We offer a full range of personal and corporate security services to suit any situation and have been protecting people and property for more than 10 years. Our people are carefully screened and undergo rigorous training and continuous professional development, guaranteeing the very best in customer service. For your peace of mind, we carry comprehensive insurance, and all locally required licenses and certifications are up to date.

OUR CLOSE CLIENT REFERENCES:

- ELLE GONZALES 561-508-3600 - DEPUTY MARTINEZ 561-707-2266
- DEPUTY GEORGE - 954-445-5550 - SGT MAJOR PEAVY - 561-281-4756
- MARLENE BURGOS 561-723-7113 - ALEXANDER SKHOP 561-298-9300

MORE REFERENCES CAN BE PROVIDED UPON REQUEST



SERVICES SUMMARY

Location: 1000 Marsh Harbor Drive, Riviera Beach, FL 33404

Schedule: 24/7 gatehouse guard/ 3pm-7am Mon-Sun Rover

Duties: Unarmed officer will rove the community in company-supplied golf cart and conduct his or her patrols. Guards will also be responsible for Traffic control, data entry, parking violations, maintenance reports, the general safety of residents and staff, and other related duties as agreed, rule enforcement in common areas. Gatehouse Officers will help facilitate guest entry at the gatehouse. Duties may include gate entry, traffic control, data entry, general safety and other related duties as agreed upon.

Technology: 1 Iphone, 2 radios with digital trunking system, 2 body cameras, 1 Tact Tech Database System with client portal.

Patrol Vehicle: 1 marked vehicle

Pricing: See attached pricing options



TACT TECH SECURITY SOLUTIONS



BUDGET

| Description | Quantity | Unit Price | Cost |
|---|----------|------------|------------------|
| Unarmed Rover Patrol | 480 | \$21.00 | \$10,080 |
| Gatehouse Officer | 720 | \$21.00 | \$15,120 |
| Technology Package | 1 | \$250.00 | \$250 |
| Marked Rover | 1 | \$1,250.00 | \$1,250 |
| Supervisor | 40 | \$25.00 | \$1,000 |
| | | | |
| Subtotal | | | \$27,700 |
| Sales Tax (7%) | | | |
| | | | |
| Estimated Amount Due (Per Month) | | | \$27,700 |
| Estimated Annual Budget (Per Year) | | | \$332,400 |
| | | | |
| Unscheduled guard requests (Fire watch, etc) 72 hour notice | 1 | \$30.00 | \$30 |
| Unscheduled guard requests (Fire watch, etc) immediate request (\$100 - 1hr response) | 1 | \$35.00 | \$35 |

Holiday Rate is 1.5x the hourly rate

Hurricane/Hazard Rate is 2x the hourly rate

All pricing is subject to the Palm Beach County FL Sales Tax of 7%



TACT TECH SECURITY SOLUTIONS



BUDGET (YEAR 2 - 4% PROPOSED INCREASE)

| Description | Quantity | Unit Price | Cost |
|---|----------|------------|------------------|
| Unarmed Rover Patrol | 480 | \$21.85 | \$10,488 |
| Gatehouse Officer | 720 | \$21.85 | \$15,732 |
| Technology Package | 1 | \$250.00 | \$250 |
| Marked Rover | 1 | \$1,250.00 | \$1,250 |
| Supervisor | 40 | \$26.00 | \$1,040 |
| | | | |
| Subtotal | | | \$28,760 |
| Sales Tax (7%) | | | |
| | | | |
| Estimated Amount Due (Per Month) | | | \$28,760 |
| Estimated Annual Budget (Per Year) | | | \$345,120 |
| | | | |
| Unscheduled guard requests (Fire watch, etc) 72 hour notice | 1 | \$30.00 | \$30 |
| Unscheduled guard requests (Fire watch, etc) immediate request (\$100 - 1hr response) | 1 | \$35.00 | \$35 |

Holiday Rate is 1.5x the hourly rate

Hurricane/Hazard Rate is 2x the hourly rate

All pricing is subject to the Palm Beach County FL Sales Tax of 7%



SIGMA SECURITY & INVESTIGATION SOLUTIONS LLC

Marsh Harbour Homeowners Association (HOA)
1000 Marsh Harbor Dr,
Riviera Beach, FL 33404

August 23, 2023

Dear Members of the Marsh Harbour HOA,

I hope this letter finds you well. My name is Cedrick A. Thomas, and I am the owner of Sigma Security Solutions LLC. I am writing to present a proposal for providing comprehensive security services to the Marsh Harbour Homeowners Association. With a strong background in law enforcement and a commitment to ensuring safety within our local communities, I believe that Sigma Security can enhance the security measures at Marsh Harbour.

I am a retired law enforcement officer from Palm Beach County, specifically Riviera Beach, FL. My experience and connections within the local law enforcement community uniquely position Sigma Security to deliver exceptional security solutions. Understanding the needs of the community, coupled with our protocol-driven approach, enables us to offer a level of service that surpasses your current security arrangements.

Sigma Security takes pride in presenting our security guard services to the Marsh Harbour HOA. Our company holds the necessary licenses and insurance, ensuring a secure and reliable partnership. We are dedicated to delivering professional and trustworthy security services to our clients.

Our proposal includes the deployment of highly qualified security personnel for Marsh Harbour at a cost of \$329500 annually. Guards will be paid a minimum wage of \$17.00 per hour, providing a solid foundation of safety to your community. We recognize that each community has distinct needs, and we are willing to modify our services to fit those needs.

We assure you that all our security guards will meet stringent criteria, including valid Florida driver's licenses, adherence to state regulations, punctuality, professional appearance, efficient communication skills, and the ability to handle situations with professionalism and courtesy. Our personnel are equipped with cutting-edge technology and tools, ensuring 24/7 surveillance and safeguarding of your premises. Trained to handle diverse security situations such as access control, crowd management, and emergency response, our guards are not only skilled but also approachable and courteous when interacting with residents and visitors.



(561) 253-5775



2826 Broadway, Suite 203, Riviera Beach, FL.



Cedrick@sigmasecurity6.com



www.sigmasecurity6.com

LICENSE NUMBERS : FL #A3000186, #B3000321

Additionally, our security guard supervisor/liaison will possess training and supervisory experience to ensure all posts are adequately staffed and managed. Their availability 24/7, including holidays, guarantees swift issue resolution.

Sigma Security has an established record of serving various communities, including Thousand Oaks HOA and Water Glades HOA. The positive feedback received from their respective Board Chairs, Jefferson Jackson and Glen Spiritis, underscores our commitment to excellence. We are confident in replicating this level of service within your community.

In terms of responsibilities, our guards will cover general duties such as monitoring and patrolling the community, enforcing safety regulations, managing incidents, and coordinating emergency procedures. Our commitment extends to providing well-maintained uniforms and equipment for our guards' optimal performance. We understand the importance of tailored security solutions and are open to discussing any additional requirements you may have, including patrol cars, CCTV systems, and security assessments.

As for post orders, Sigma Security will provide comprehensive and approved guidelines within the stipulated time frame. These orders will encompass general safety procedures and emergency protocols to ensure a proactive approach to security.

We sincerely appreciate your consideration of Sigma Security as your security service provider. Our team is dedicated to upholding the highest standards of safety and security within your community. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your time and consideration.

Sincerely,

Cedrick A. Thomas

Cedrick Thomas
Owner, Sigma Security Solutions LLC

☎ (561) 253-5775

✉ Cedrick@sigmasecurity6.com

📍 2826 Broadway, Suite 203, Riviera Beach, FL.

🌐 www.sigmasecurity6.com

LICENSE NUMBERS : FL #A3000186, #B3000321