

**Minutes of a Regular Meeting
Board of Supervisors
Coral Bay Community Development District**

July 9, 2009

Coral Bay Recreation Center

7:00 PM

3101 South Bay Dr., Margate, FL 33063

Roll Call:

Chairperson Spavento called the meeting to order at 7:01 PM.

Present: Tony Spavento (Chair), Daniel Dean (Vice Chair), Tina Hagen, John Hall and Ronald Gallucci

Absent: None

Also Present: District Attorney Michael Pawelczyk; District Engineer Robert Cole; District Manager Leigh Hoffman and Assistant District Manager Millie Otero and GMS representative Dennis Baldis.

Pledge of Allegiance:

The Chairperson requested those in attendance to stand and recite the Pledge of Allegiance to the flag of the United States of America.

Chairman Spavento requested moving item 2 up on the agenda.

1. Presentations

Dennis Baldis stated he met with a several vendors, one of which was David Ball as they discussed reducing CHI's maintenance and hours. Mr. Baldis also met with Terry Glynn of IGM and requested an irrigation quote. Mr. Baldis suggested a plan to incorporate landscaping and irrigation in one contract. He also would like to see the maintenance schedule prioritized. He will be forwarding his plan to the Board of Supervisors. Supervisor Dean asked Mr. Baldis to explain how this plan would be structured. Mr. Baldis stated that the irrigation contractor would be responsible for everything on the discharge side of the pump and there would be a flat fee.

2. Approval of Minutes

Motion: To approve the minutes of the meeting held on June 11, 2009

By: Supervisor Dean

Second: Supervisor Hagen

Vote: 5-0

Action: To add the June minutes to the District records and post on the website CDD website.

Time: 0:15.31

3. Approval of Invoices

Tony Spavento asked that checks # 11054 and 11058 to be pulled for discussion at 17:45.

Tony Spavento passed gavel to Dan Dean

Motion:	To approve July check register excluding check # 11054 and check # 11058
By:	Tony Spavento
Second:	Tina Hagen seconded the motion at exactly 24:01
Vote:	All in favor 5-0
Action:	To approve July check register excluding check # 11054 and check # 11058
Time:	0: 22:50

Dan Dean passed gavel back to Tony Spavento

Motion:	Approve check 11058 for release by management when they are satisfied this work is correctly completed with direction to get this painted and cleaned up.
By:	Dan Dean @ 52:03
Second:	Tina Hagen seconded the motion at 52:34
Vote:	4-1 Chairman Spavento No: Hall: Yes; Hagen: Yes; Dean: Yes; Gallucci: Yes;
Action:	To approve check 11058
Time:	52:35 1:03:16

Motion:	To approve check # 11054 at 1:03:40
By:	Supervisor Dean
Second:	Supervisor Hagen
Vote:	5-0
Action:	Release check #11054
Time:	1:03:40

4. GLSC Audit

Mr. Hoffman reported on the status of the audit materials submitted by GLSC. He explained that the draft financial report was presented to Supervisor Hagen, Ms. Otero, himself, and some other members of his firm. Mr. Hoffman indicated that there were no issues with the findings of the audit. Supervisor Hagen asked Mr. Hoffman to read the findings. Mr. Hoffman explained that part of the audit is the Management Letter that contains five items generally directed at his firm and some other members of his firm. Mr. Hoffman read the four conditions presented by the auditors. Mr. Hoffman indicated that the first item pertains the Board's policy for approving invoices and the other three applied to his firm's control procedures and indicated that he had already begun applying the recommendations.

Mr. Hoffman also indicated that the management letter is addressed to the Board and that any official response must meet with the Board's approval.

Supervisor Hagen spoke about a clarification the auditor provided regarding the treatment of monies due from FEMA and their appearance on the Balance Sheet and Profit and Loss Statement. She indicated that next month's reports would reflect this change.

Addressing the "formal policy on purchasing and disbursement procedures" aspect of the first item in the Management Letter, Supervisor Dean asked Attorney Pawelczyk about the process other Districts use for invoice approval. Mr. Pawelczyk stated Coral Bay's policy is unique in this respect and discussed briefly the process used by other districts. Mr. Pawelczyk indicated that he had had a conversation with Mr. Hoffman regarding this issue, and that neither of them were entirely clear as to what the auditor meant by their comment. Mike suggested that Dennis Baldis from GMS be consulted as to what is done in other districts. He indicated that Coral Bay's current procedure has been in place for some time and he doesn't see anything inherently wrong with the current procedure and it is up to the Board to make a decision, but that an official policy should be adopted.

Mr. Hoffman asked for direction from the Board as to how he should respond to the Management Letter. Mr. Pawelczyk suggested that the direction be give to management to seek clarification from the auditor regarding the meaning of the stated issue and to prepare a policy for the Board's review and approval. If there are any recommendations to change the current policy, they can be discussed at the next meeting.

Mr. Pawelczyk stated that as long as there is not objection from the Board, Mr. Hoffman has direction on how to proceed. No objection was heard.

Mr. Hoffman stated that he had already sent the District's rules to the auditor.

5. Audience Comments

6. Supervisor's Comments

7. District Engineer's Report

Robert Cole reviewed the status report dated July 9, 2009 sent to the Board in advance of the meeting and commented that the contractor for the shoreline project has started the permitting process. The dock work will commence as soon as the city

issues the permits. Supervisor Dean asked about mobilization of work at Peninsula Park. Does the District need to provide storage accommodations for that mobilization? Engineer Cole responded there had not been a request for any storage space.

Supervisor Hall asked about the cost of the dumpster enclosure project. Mr. Cole responded that the cost was between approximately \$20,000 and \$25,000.

8. District Attorney's Report

- a. Memo sent to District Manager on recent legislation that impacts Special Districts which was forwarded to the Board. Attorney Pawelczyk stated the legislation does not affect the District at this time.

Engineer Robert Cole was excused at 9:13 p.m.

- b. Attorney Pawelczyk referred to a memorandum he distributed concerning recent legislation on procurement. Features of this legislation include:
 - Ability to piggyback on other governmental contracts. While useful and attractive, this may not provide any advantage to the District. It should be looked at, but not counted on for savings.
 - The threshold for competitive bidding on construction and repair projects was increased to \$300,000 and the threshold competitive bidding for electrical work was increased from \$50,000 to \$75,000.
 - The requirement that we go through a CCNA process (competitive selection) when hiring project managers for certain projects.
- c. Mr. Pawelczyk stated that a letter was sent to First American Telecommunications informing them they are in breach of contract with a termination date of July 19, 2009.

9. Treasurer's Report

Supervisor Hagen stated her monthly reports had previously been distributed via management and that the Board had discussed aspects of the reports at the Budget workshop the day before. She therefore indicated that she would not do an oral report, but rather answer any questions. There were none.

Recess 9:24 p.m.

Reconvened at 9:33 p.m.

10. District Manager's Report

Motion:	To adopt resolution 2009-03 directing District Management to move approximately 1.3 million from the current Bank of America Money Market account to a newly created Analyzed Business Interest Checking account, and to open up a Promotional Business Maximizer account with the FEMA check expected to arrive in the next few days
By:	Supervisor Dean
Second:	Supervisor Hall at 2:35:50
Vote:	5-0
Action:	Open new bank account.
Time:	0:2.39:35

11. Old Business

Motion:	To approve, the change order, not to exceed, \$25,000 for gate equipment
By:	Supervisor Dean
Second:	Supervisor Hagen at 3:40:43
Vote:	5-0
Action:	Proceed with equipment
Time:	0:3:47:30

Motion:	To approve expenditure, not to exceed, \$7,500 to cover construction incidentals and the installation of concrete filled bollards around the DVR encroachment at the NW 30 th Street Gate location.
By:	Supervisor Dean at 3:47:43
Second:	Supervisor Hagen at 3:48:11
Vote:	5-0
Action:	Proceed with installation
Time:	0:3.48:19

12. New Business

13. Adjournment

Motion:	To adjourn the meeting
By:	Supervisor Hagen
Second:	Supervisor Hall
Vote:	5-0
Action:	The meeting was adjourned at 11:35 p.m.
Time:	0:4.16

Leigh Hoffman, Secretary