



**LAKE FRANCES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
OCTOBER 24, 2018
6:30 P.M.**

Special District Services, Inc.
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014

www.lakefrancescdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
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AGENDA
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT

Hampton Inn & Suites - Homestead
1st Floor Conference Room
(Cove Board Room)
2855 N.E. 9th Street
Homestead, Florida 33033

REGULAR BOARD MEETING

October 24, 2018

6:30 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 27, 2018 Regular Board Meeting and Public Hearing.....Page 2
- G. Old Business
 - 1. Staff Report as Required
 - a) Engineer’s Report on Public Streets within the District
- H. New Business
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 - 1. Audit Committee
 - (a) Consider 2-Year Renewal Option – Audit Firm of Grau & Associates.....Page 11
 - 2. Financial Risk Management Policy/Review – 2017/2018 Fiscal Year.....Page 12
 - 3. Staff Report: As Required
- J. Board Member & Staff Closing Comments
- K. Adjourn

Miami Daily Business Review

Oct. 12, 2018

Miscellaneous Notices

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Lake Frances Community Development District (the "District") will hold Regular Meetings in the Hampton Inn & Suites - Homestead 1st Floor Conference Room (Cove Board Room) located at 2855 NE 9th Street, Homestead, Florida 33033 at 6:30 p.m. on the following dates:

October 24, 2018

November 28, 2018

January 23, 2019

February 27, 2019

March 27, 2019

April 24, 2019

May 22, 2019

June 26, 2019

July 24, 2019

September 25, 2019

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) 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 305-777-0761 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 with no advertised notice.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT

www.lakefrancescdd.org

10/12 18-102/0000353181M

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2018

A. CALL TO ORDER

District Manager Neil Kalin called the June 27, 2018, Regular Board Meeting of the Lake Frances Community Development District to order at 6:40 p.m. in the Hampton Inn & Suites – Homestead, 1st Floor Conference Room (Cove Board Room) located at 2855 NE 9th Street, Homestead, Florida 33033.

B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on January 16, 2018, as part of the District's *Revised* Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of Chairman José Valles-Rivera, Vice Chairman Nelson Peña and Supervisors Kevin Jones and David Lumpkin constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance: District Manager Neil Kalin of Special District Services, Inc.; and General Counsel Vanessa Steinerts 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. April 25, 2018, Regular Board Meeting

Mr. Kalin presented the minutes of the April 25, 2018, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Peña, seconded by Mr. Jones and unanimously passed to approve the minutes of the April 25, 2018, Regular Board Meeting, *as presented*.

Note: At approximately 6:44 p.m., Mr. Kalin recessed the Regular Meeting and simultaneously opened the Public Hearing.

G. PUBLIC HEARING

1. Proof of Publication

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2018

Mr. Kalin presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on June 7, 2018, and June 14, 2018, as legally required.

2. Receive Public Comment on the Fiscal Year 2018/2019 Final Budget

Mr. Kalin opened the public comment portion of the public hearing to receive comments on the fiscal year 2018/2019 final budget and non-ad valorem special assessments. There being no public in attendance or comments on the fiscal year 2018/2019 final budget and assessments, Mr. Kalin closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2018-04 – Resolution No. 2018-04 – Adopting a Fiscal Year 2018/2019 Final Budget

Mr. Kalin presented Resolution No. 2018-04, entitled:

RESOLUTION NO. 2018-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
APPROVING AND ADOPTING A FISCAL YEAR 2018/2019
FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL
ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Kalin read the title into the record and stated that the resolution provides for approving and adopting the fiscal year 2018/2019 final budget and non-ad valorem special assessment tax roll. For review purposes, a copy of the tax roll was provided at the meeting. A discussion ensued after which;

A **motion** was made by Mr. Peña, seconded by Mr. Jones and passed unanimously to approve and adopt Resolution No. 2018-04, *as presented*, thereby setting the fiscal year 2018/2019 final budget and non-ad valorem special assessment tax roll.

Note: At approximately 6:53 p.m., Mr. Kalin closed the Public Hearing and simultaneously reconvened the Regular Meeting.

H. OLD BUSINESS

1. Staff Report, as Required

Mr. Lumpkin requested the District Manager find out the date that the second and final lift of asphalt was installed on the streets in the District. Board Members indicated that there appeared to be unfinished areas from the street to certain driveway approaches; and there were comments regarding the ponding of water (when it rains) adjacent to certain driveways throughout the District. Mr. Kalin will contact the District Engineer and obtain information regarding completion of the streets, as requested. A report on his findings will be provided to the Board as soon as possible.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2018

I. NEW BUSINESS

1. Consider Resolution No. 2018-05 – Adopting a Fiscal Year 2018/2019 Meeting Schedule

Mr. Kalin presented Resolution No. 2018-05, entitled:

RESOLUTION NO. 2018-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2018/2019 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin explained the purpose for the document and asked the Board to consider the Fiscal Year 2018/2019 Regular Meeting Schedule. A discussion ensued after which;

A **motion** was made by Mr. Peña, seconded by Mr. Lumpkin and passed unanimously to approve and adopt Resolution No. 2018-05, *as presented*; thereby setting the 2018/2019 regular meeting schedule and authorizes publication of the schedule, as required by law.

2. Qualified Elector (Registered Voters) Certification Announcement

Mr. Kalin announced for the record and pursuant to Florida Statutes (Section 190.006 (3)(a) 2.d.), that the Miami-Dade County Elections' Office had provided certification of qualified electors and as of May 1, 2018. He noted that there were **212** registered voters residing in the District. Since the District had not yet reached at least 250 qualified electors, the District will continue to elect Board Supervisors via the landowner meeting/election process.

3. Consider Resolution No. 2018-06 – Adopting a Revised Statewide Mutual Aid Agreement

Mr. Kalin presented Resolution No. 2018-06, entitled:

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT, STATE OF FLORIDA, APPROVING THE REVISED FLORIDA STATEWIDE MUTUAL AID AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin provided an explanation for the document. A discussion ensued after which; A **motion** was made by Mr. Lumpkin, seconded by Mr. Jones and unanimously passed to approve and adopt Resolution No. 2018-06, *as presented*; thereby accepting the *revised* Mutual Aid Agreement between the District and the State of Florida.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2018

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Discussion Regarding Lake Tract Maintenance Services

Mr. Jones had contacted the District Manager and indicated that the lake tract lawn service had not been performed. As of the date of this meeting the lawn service had been performed and the lake tract lawn condition was acceptable. Mr. Kalin advised that the current lawn service contractor had not been fulfilling the intent of the Lawn Maintenance Service Agreement and as such, District Staff was seeking proposals from other lawn service companies. District Staff anticipates making a change to the current contractor prior to the beginning of the new fiscal year.

2. Statement of Financial Interests – 2017 Form 1 – Deadline: July 2, 2018

The Board was reminded of the importance of completing and mailing to the Supervisor of Elections' Office within the County of residency their individual Statement of Financial Interests **2017 Form 1**. It was noted that the deadline for submitting the Form is July 2, 2018. Mr. Kalin stated that he would email the **2017 Form 1**, with instructions, to the Board members.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

Mr. Kalin stated that unless an emergency were to occur, the Board would not meet again until October or November.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Rivera, seconded by Mr. Peña and unanimously passed to adjourn the Regular Board Meeting at 7:25 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2018-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE FRANCES 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 Lake Frances 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 LAKE FRANCES 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 24th day of October, 2018.

ATTEST:

**LAKE FRANCES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Lake Frances
Community Development District

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

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II AMENDED FINAL DEBT SERVICE FUND BUDGET

AMENDED FINAL BUDGET
LAKE FRANCES 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			
Administrative Assessments	52,454	52,626	52,626
Maintenance Assessments	16,251	16,251	16,251
Debt Assessments	163,700	163,701	163,701
Other Revenues	0	0	0
Interest Income	360	560	556
TOTAL REVENUES	\$ 232,765	\$ 233,138	\$ 233,134
EXPENDITURES			
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	3,000	2,600	2,600
Payroll Taxes (Employer)	230	199	199
Management	30,156	30,156	30,156
Legal	11,000	9,700	8,636
Assessment Roll	6,000	6,000	6,000
Audit Fees	3,200	3,200	3,200
Insurance	6,356	5,778	5,778
Legal Advertisements	750	750	537
Miscellaneous	725	2,100	1,898
Postage	175	165	155
Office Supplies	400	555	533
Dues & Subscriptions	175	175	175
Trustee Fee	3,000	3,000	0
Continuing Disclosure Fee	1,500	350	350
Website Mangement	1,500	1,500	1,500
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 68,167	\$ 66,228	\$ 61,717
MAINTENANCE EXPENDITURES			
Aquatic Maintenance (Lake Tract)	3,276	2,750	2,145
Lawn & Landscape Maintenance	6,250	6,250	5,175
Engineering/Annual Report/Inspections	1,250	1,244	1,244
Field Operation Management	900	900	900
Maintenance Contingency	3,600	1,850	1,150
TOTAL MAINTENANCE EXPENDITURES	\$ 15,276	\$ 12,994	\$ 10,614
TOTAL EXPENDITURES	\$ 83,443	\$ 79,222	\$ 72,331
REVENUES LESS EXPENDITURES	\$ 149,322	\$ 153,916	\$ 160,803
Bond Payments	(153,878)	(156,896)	(156,896)
BALANCE	\$ (4,556)	\$ (2,980)	\$ 3,907
County Appraiser & Tax Collector Fee	(4,648)	(2,235)	(2,235)
Discounts For Early Payments	(9,296)	(9,020)	(9,020)
EXCESS/ (SHORTFALL)	\$ (18,500)	\$ (14,235)	\$ (7,348)
Carryover From Prior Year	18,500	18,500	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 4,265	\$ (7,348)

FUND BALANCE AS OF 9/30/17	
FY 2017/2018 ACTIVITY	
FUND BALANCE AS OF 9/30/18	

\$210,461
(\$14,235)
\$196,226

Notes

Carryover From Prior Year Of \$18,500 was used to reduce Fiscal Year 2017/2018 Assessments.
\$9,079 Of Fund Balance To Be Used To Reduce 2018/2019 Assessments.

AMENDED FINAL BUDGET
LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE 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			
Interest Income	100	1,620	1,616
NAV Tax Collection	153,878	156,896	156,896
Bond Refunding Proceeds	0	1,812,000	1,812,000
Premium	0	46,633	46,633
Transfer From 2007 Capital Projects Fund	0	20,121	20,121
Transfer From 2007 Debt Service	0	54,483	54,483
Total Revenues	\$ 153,978	\$ 2,091,753	\$ 2,091,749
EXPENDITURES			
Principal Payments (2007)	55,000	1,895,000	1,895,000
Principal Payments (2018)	0	0	0
Interest Payments (2007)	98,978	78,374	78,374
Interest Payments (2018)	0	14,521	14,521
Cost Of Bond Refunding Issuance	0	155,990	155,990
Closeout Of 2007 Debt Service	0	54,483	54,483
Total Expenditures	\$ 153,978	\$ 2,198,368	\$ 2,198,368
Excess/Shortfall	\$ -	\$ (106,615)	\$ (106,619)

FUND BALANCE AS OF 9/30/17	\$222,381
FY 2017/2018 ACTIVITY	(\$106,615)
FUND BALANCE AS OF 9/30/18	\$115,766

Notes

Reserve Fund Balance = \$69,414*. Revenue Fund Balance = \$12,830*.
Interest Fund Balance = \$33,522*.
Interest Fund Balance Used To Make 11/1/2018 Interest Payment Of \$33,085.
* Approximate Amounts

Series 2018 Bond Refunding Information

Original Par Amount =	\$1,812,000	Annual Principal Payments Due:
Interest Rate =	3.00% - 4.00%	May 1st
Issue Date =	February 2018	Annual Interest Payments Due:
Maturity Date =	May 2037	May 1st & November 1st
Par Amount As Of 9/30/18 =	\$1,812,000	

October 24, 2018

RE: Lake Frances Community Development District Auditor Renewal

At the November 17, 2015 Lake Frances Community Development District Board Of Supervisors meeting, the firm of Grau & Associates was selected to perform the 9-30-2015, 9-30-2016 and 9-30-2017 year end audits of the District with an option to perform the 9-30-2018 and 9-30-2019 audits.

The fees for the 9-30-2015 audit were \$3,000. The fees for the 9-30-2016 audit were \$3,100. And the fees for the 9-30-2017 audit were \$3,200. The proposed fee for the 9-30-2018 audit is \$3,200, which is the budgeted amount for audit fees for Fiscal Year 2018/2019. And the proposed fee for the 9-30-2019 audit is \$3,200.

Grau & Associates has been the district auditor for the past three years. Management is pleased with the professionalism and the competence of the Grau & Associates partners and staff; therefore management recommends that the Board approve the renewal option for the Fiscal Year Ending 9-30-2018 and 9-30-2019 audits for Grau & Associates.

Special District Services, Inc.

FINANCIAL RISK MANAGEMENT POLICY

(Fiscal Year 2017/2018)

Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of good management practices and to satisfy annual audit requirements does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

a. Each month the District’s operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and

b. Each expenditure from the District’s operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials and the respective approvals are provided by persons other than the preparer of the expenditure(s); and

c. All financial transactions are logged and maintained by the District Manager for record keeping purposes; and

d. A designated member of the Board (by an electronic approval procedure) has an opportunity to review the District’s expenditure(s) prior to the payment(s) being released; and

e. The District engages an independent firm, pursuant to Chapter 218.391, Florida Statutes, to audit the prior year’s financial activities (October 1st through September 30th) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30th) the District’s Board of Supervisors reviews, pursuant to Chapter 189.418(5), Florida Statutes, the prior year’s budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.
