

**Beacon Lakes Community  
Development District**

**December 5, 2017**

**Agenda Package**

# Beacon Lakes Community Development District

---

Severn Trent Services, Management Services Division

210 N. University Drive • Suite 702 • Coral Springs, Florida 33071

Telephone: (954) 603-0033 • Fax: (954) 345-1292

November 28, 2017

Board of Supervisors  
Beacon Lakes Community Development District

Dear Board Members:

The rescheduled regular business meeting of the Board of Supervisors of the Beacon Lakes Community Development District will be held Tuesday, December 5, 2017 at 9:00 a.m. at 12400 NW 22<sup>nd</sup> Street, Miami, Florida. Following is the advance agenda for the meeting:

1. **Roll Call**
2. **Approval of Agenda**
3. **Manager's Report**
  - A. Approval of the Minutes of the November 11, 2017 meeting
  - B. Acceptance of Financial Report dated October 31, 2017
4. **Management Agreement – Prologis**
5. **Maintenance Agreement**
6. **Engineer's Report**
  - A. Update Report
7. **Attorney's Report**
8. **Public Comments**
9. **Supervisor Requests**
10. **Adjournment**

All supporting documentation is enclosed or will be distributed at the meeting. The balance of the agenda is routine in nature. If you have any questions, please give me a call.

Sincerely,

Kenneth Cassel/ab  
District Manager

## **Third Order of Business**

**3A.**

**MINUTES OF MEETING  
BEACON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Beacon Lakes Community Development District was held on Tuesday, November 7, 2017 at 9:00 a.m. at 12400 N.W. 22<sup>nd</sup> Street, Miami, Florida.

Present and constituting a quorum were:

Karley Megrew  
Denver Glazier  
Leslie Menendez  
Barbara Mantecon

Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Kenneth Cassel  
Michael Pawelczyk  
Juan Alvarez

District Manager  
District Counsel  
District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Cassel called the meeting to order at 9:15 a.m. and called the roll. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Approval of the Agenda**

There being no comments, the next item followed.

On MOTION by Ms. Mantecon seconded by Ms. Megrew with all in favor the agenda was approved.
---

**THIRD ORDER OF BUSINESS**

**Manager's Report**

**A. Approval of the Minutes of the September 26, 2017 Meeting**

On MOTION by Ms. Mantecon seconded by Ms. Megrew with all in favor the minutes of the September 26, 2017 meeting were approved as presented.
--

UNAPPROVED

**B. Acceptance of Financial Report dated September 30, 2017**

- Mr. Cassel reviewed the financial report with the Board. He informed them these financials were the end of year financials which is the basis for the audits.
- He mentioned overall the District came in under budget but is 1% behind on the collections. There is still about \$9,000 outstanding, but they will get that in a tax sale.

On MOTION by Ms. Megrew seconded by Ms. Mantecon with all in favor the financial report dated September 30, 2017 was accepted.

**C. Motion for Assigning Fund Balance**

- Mr. Cassel explained at the end of the year the District has to put away by motion the first quarter of its operating reserves out of their funds. These funds are always carried forward and the balances assigned in the capital reserve.

On MOTION by Ms. Mantecon seconded by Ms. Megrew with all in favor the motion to assign fund balance, September 30, 2017 was approved.

**D. Consideration of Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Fiscal Year 2017**

- Mr. Cassel indicated the fees will remain the same as last year.

On MOTION by Ms. Megrew seconded by Ms. Mantecon with all in favor to engage Berger, Toombs, Elam, Gaines & Frank to perform audit services for the FY 2017 audit was approved.

**FOURTH ORDER OF BUSINESS**

**Engineer’s Report**

- Mr. Alvarez reviewed a few items with the Board.
- The bid phase for NW 126 Avenue has already started. Mr. Alavarez will receive bids from different contractors in his office. He will perform an analysis and inform the Board what the bids were and will make a recommendation.
- The schedule provided shows the bidding phase which started yesterday when it was posted in the Daily Business Review.

- On January 9, 2018, which is the date of one of the regular meeting Mr. Alvarez will bring the recommendation and the analysis of the bids received.
- Once the analysis is completed, he will provide a copy of this report to Mr. Cassel on January 2, 2018 to be included in the agenda package for the January 9, 2018 meeting which will allow the Board the opportunity to review and take action at the January meeting.
- Once the contractor has been decided, he will negotiate the contract and bring it back to the February 6, 2018 meeting for the Boards' acceptance.
- Mr. Alvarez indicated the cost of this project is approximately \$4.2 million in the budget but the real cost will be provided when the contractors submit their bids.
- Mr. Alvarez indicated there was an amendment for designing the lighting for 122<sup>nd</sup> Avenue which was accepted at the September 26, 2017 meeting. Mr. Alvarez presented the paperwork for execution by the Board.

*Let the record reflect Mr. Glazier joined the meeting.*

#### **FIFTH ORDER OF BUSINESS**

#### **Attorney's Report**

- Mr. Pawelczyk gave a brief overview of what Mr. Glazier missed prior to joining the meeting.
- Mr. Pawelczyk is working with Travis on items which are not yet finalized.
  - Storm water drainage easement agreement pertaining to Dunn Lake in the outfall. This is still in process.
  - The FDOT right-of-way. It looks like Laurie Swanson was in there and has just finalized some legal descriptions. This is in process as well.
- At the last meeting, they discussed briefly the NW 137<sup>th</sup> Avenue sign. Mr. Pawelczyk emailed the Board on September 27, 2017 with the status of this. In this easement there were some terms and the District was close on negotiating a final version of the easement, but at the time they decided not to go forward they even went forward to create a plan design.
- Discussion ensued regarding putting a Beacon Lakes sign much like the one they have near the turnpike and they agreed to it but the Cemex at the time were not willing to grant a perpetual easement as they wanted some ability to terminate the easement and our concern at the time if we are going to spend \$50,000 to

\$100,000 on a sign with lighting and landscaping we want to make sure that sign stays there for some period of time.

- Discussion ensued regarding preservation area and placing a sign in that area. Mr. Pawelczyk will check with Travis to see if this is feasible and get feedback.
- Mr. Alvarez questioned whether they have a site plan so he can email to the South Florida Water Management District. Mr. Alvarez stated if we take a certain amount of wetlands and we give them more.

**SIXTH ORDER OF BUSINESS**

**Public Comment**

There being no public, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Glazier indicated he spoke with Ms. Megrew regarding service agreements and together they are working to get them fixed and updated as necessary.
- They have a number of agreements which are almost completed which they will present at the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Mantecon seconded by Ms. Menendez with all in favor the meeting was adjourned.

---

Kenneth Cassel  
Secretary

---

Chairperson/Vice Chairperson



**3B.**

**FINANCIALS**

**UNDER SEPARATE COVER**