



**KEYS EDGE
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
SPECIAL BOARD MEETING
JUNE 2, 2022
11:00 A.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

www.keysedgecdd.org
786.347.2700 ext. 2027 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
Conference Room
1100 West Palm Drive
Florida City, Florida 33034
SPECIAL BOARD MEETING
June 2, 2022
11:00 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Board Member Resignations (Gary Hutcherson).....Page 2
- E. Appointment of Supervisor to Vacant Seat
- F. Administer Oath of Office and Review New Board Member Duties and Responsibilities
- G. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretary
- H. Additions or Deletions to Agenda
- I. Comments from the Public for Items Not on the Agenda
- J. Approval of Minutes
 - 1. April 27, 2022 Regular Board Meeting.....Page 3
- K. Old Business
 - 1. Update Regarding Petition to Expand District Boundary
- L. New Business
 - 1. Consider Resolution No. 2022-03 – Authorizing Chair or Vice Chair to Execute Plats.....Page 8
 - 2. Consider Resolution No. 2002-04 – Authorizing Electronic Approvals & Check Signers.....Page 10
- M. Administrative & Operational Matters
 - 1. Staff Report, as Required
- N. Board Member & Staff Closing Comments
- O. Adjourn

Miscellaneous Notices



Published in Miami Daily Business Review on May 24, 2022

Location

Miami-Dade County, Florida

Notice Text

KEYS EDGE COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF SPECIAL BOARD MEETING

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Keys Edge Community Development District (the "District") will hold a Special Board Meeting (the "Meeting") at 11:00 a.m. on June 2, 2022, in the Conference Room located at 1100 West Palm Drive, Florida City, Florida 33034.

The purpose of the Meeting is to discuss the expansion of the District boundaries and to conduct any other District business which may lawfully and properly come before the Board. A copy of the Agenda for this Meeting may be obtained from the District's website or by contacting the District Manager at nnguyen@sdsinc.org and/or toll free at 1-877-737-4922 five (5) days prior to the date of the meeting.

Meetings are open to the public and are conducted in accordance with the provisions of Florida law for community development districts. This Meeting may be continued as found necessary to a date, time and place specified on the record. Also, there may be occasions when Staff and/or Board members may participate by speaker telephone.

If any person decides to appeal any decision made with respect to any matter considered at this meeting, 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 this Meeting should contact the District Manager at nnguyen@sdsinc.org and/or 1-877-737-4922 at least seven (7) days prior to the date of this particular meeting.

Meetings may be cancelled from time to time without advertised notice.

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT

www.keysedgecdd.org

5/24 22-46/0000598976M

March 2, 2022

Board of Supervisors
Keys Edge Community Development District
c/o Special District Services, Inc., District Manager
2501A Burns Road
Palm Beach Gardens, FL 33410

RE: Resignation

Dear Board of Supervisors,

Please be advised that I am resigning my position as Board Member and Officer on the Board of Supervisors of the **Keys Edge Community Development District** effective March 2, 2022.

It has been a pleasure serving as a Board Member.

Sincerely,



Alan Rodriguez

**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 27, 2022**

A. CALL TO ORDER

District Manager Nancy Nguyen called the November 17, 2021, Regular Board Meeting of Keys Edge Community Development District (the “District”) to order at 3:26 p.m. in the Conference Room located at 1200 NW 4th Street, Homestead, Florida 33030.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 13, 2021, as part of the District’s Fiscal Year 2021/2022 Regular Meeting Schedule, *as legally required*.

C. ESTABLISH A QUORUM

Ms. Nguyen stated that she is was in receipt of three resignations from Board members; therefore, Ms. Lopez is the only active Board member remaining. Furthermore, Ms. Nguyen stated that there are three persons present today who expressed their interest in serving on the Board (Gary Hutcherson, Ronald Fields, and Fernando Arango).

Staff members in attendance were: District Manager Nancy Nguyen of Special District Services, Inc.; and District Counsel, Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

NOTE: A quorum was established under item G.

D. CONSIDER BOARD MEMBER RESIGNATIONS (SENTEL MAYS & ALAN RODRIGUEZ)

Ms. Nguyen stated that she was in possession of a resignation letter from Sentel Mays with an effective date of March 3, 2022, and it would be in order for the Ms. Lopez to consider. Ms. Lopez accepted Mr. Mays’ resignation from Seat #2 which term expires in November 2023. Ms. Nguyen stated that there is now a vacancy in Seat #2.

Ms. Nguyen stated that she was in possession of a resignation letter from Alan Rodriguez with an effective date of March 3, 2022, and it would be in order for the Ms. Lopez to consider. Ms. Lopez accepted Mr. Rodriguez’ resignation from Seat #1 which term expires in November 2025. Ms. Nguyen stated that there is now a vacancy in Seat #1.

Ms. Nguyen stated that she was in possession of a resignation letter from Glen Seiler with an effective date of April 27, 2022, and it would be in order for the Ms. Lopez to consider. Ms. Lopez accepted Mr. Seiler’s resignation from Seat #4 which term expires in November 2025. Ms. Nguyen stated that there is now a vacancy in Seat #4.

E. APPOINTMENT OF SUPERVISORS TO VACANT SEATS

A **motion** was made by Ms. Lopez to appoint Mr. Hutcherson to the unexpired 4-year term of office in Seat #2 and such term of office will expire in November 2023.

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Mr. Hutcherson.

A **motion** was made by Ms. Lopez, seconded by Mr. Hutcherson to appoint Mr. Fields to the unexpired 4-year term of office in Seat #3 and such term of office will expire in November 2023.

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Mr. Fields.

A **motion** was made by Ms. Lopez, seconded by Mr. Hutcherson and unanimously passed appointing Mr. Arango to the unexpired 4-year term of office in Seat #1 and such term of office will expire in November 2025.

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Mr. Arango.

Ms. Nguyen and Ms. Wald will review the duties and responsibilities as Board Supervisors with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2021 Form 1 must be completed and mailed to the Supervisor of Elections in the County of residency within thirty (30) days of appointment) and the Code of Ethics for Public Officials with Mr. Hutcherson, Mr. Fields, and Mr. Arango following the meeting.

F. ADMINISTER OATH OF OFFICE AND REVIEW NEW BOARD MEMBER DUTIES AND RESPONSIBILITIES

This item was discussed during item E. Appointment of Supervisors to Vacant Seats.

G. ELECTION OF OFFICERS

As a result of the changes to the Board of the District, Ms. Nguyen recommended that re-election of the District's Officers take place. She provided the following slate of names for election:

- Chairperson – Gary Hutcherson
- Vice Chairperson – Miriam Lopez
- Secretary/Treasurer – Nancy Nguyen
- Assistant Secretaries – Ronald Fields, Fernando Arango, Armando Silva and Gloria Perez

A discussion ensued after which;

A **motion** was made by Mr. Hutcherson, seconded by Mr. Arango and passed unanimously to *elect* the District's Officers, as listed above.

Ms. Nguyen determined that the attendance of Chairman Gary Hutcherson, Vice Chairperson Miriam Lopez, and Supervisors Ronald Fields and Fernando Arango constituted a quorum and it was in order to proceed with the meeting.

Staff members in attendance were: District Manager Nancy Nguyen of Special District Services, Inc.; and District Counsel, Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

H. ADDITIONS OR DELETIONS TO THE AGENDA

Ms. Nguyen added item L.3. Consider Resolution No. 2022-03 – Revised Fiscal Year 2021/2022 Meeting Schedule to the agenda during item L.1.

I. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

J. APPROVAL OF MINUTES

1. November 17, 2021, Regular Board Meeting

Ms. Nguyen presented the minutes of the November 17, 2021, Regular Board Meeting and asked if there were any changes and/or corrections.

There being no changes, a **motion** was made by Mr. Fields, seconded by Mr. Hutcherson and unanimously passed approving the minutes of the November 17, 2021, Regular Board Meeting, *as presented*.

K. OLD BUSINESS

1. Update Regarding Petition to Expand District Boundaries

Ms. Nguyen advised that Mr. Silva had a meeting with the representatives of Onx Odagled Grand Palms II, LLC, Nelson Delgado and Gabriel Delgado, on April 22, 2022 to discuss the District boundaries. Furthermore, Ms. Nguyen stated that Mr. Silva and Messrs. Delgado will continue communicating on the plans for the expansion. More information on this matter will be provided at an upcoming meeting.

L. NEW BUSINESS

1. Consider Resolution No. 2022-01 – Adopting a Fiscal Year 2022/2023 Proposed Budget

Ms. Nguyen presented Resolution No. 2022-01, entitled:

RESOLUTION NO. 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A PROPOSED BUDGET AND NON-AD VALOREM ASSESSMENTS FOR THE FISCAL YEAR 2022/2023; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen provided an explanation for the document and advised that based on the expansion of the District boundaries and issuing bonds in the upcoming fiscal year, she has increased the engineering and legal budget lines. Furthermore, Ms. Nguyen stated that as part of Resolution No. 2022-01, the Board must set a date for the public hearing to adopt the fiscal year 2022/2023 final budget. The Board discussed the meeting location venue for the Public Hearing and future meetings.

A **motion** was made by Mr. Fields, seconded by Mr. Arango and unanimously passed to approve and adopt Resolution No. 2022-01, *as presented*, setting the public hearing to adopt the fiscal year 2022/2023 final budget for July 27, 2022, at 3:00 p.m. in the Conference Room located at 1100 West Palm Drive, Florida City, Florida 33034; and further authorizes publication/notice of the budget public hearing, as required by law.

Ms. Nguyen stated that she would like to add item L.3. Consider Resolution No. 2022-03 – Revised Fiscal Year 2021/2022 Meeting Schedule to the agenda. The Board acknowledged Ms. Nguyen's request.

2. Consider Resolution No. 2022-02 – Authorizing Electronic Approvals & Check Signers

Resolution No. 2022-02 was presented, entitled:

RESOLUTION NO. 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen advised that due to the changes to the Board of Supervisors changes, it would be in order to designate a new District Official as an authorized electronic approver and re-elect authorized District Staff as electronic approvers and check signers. The following slate of names were suggested:

- Todd Wodraska
- Jason Pierman
- Patricia LasCasas
- Nancy Nguyen
- Gary Hutcherson

A **motion** was made by Mr. Fields, seconded by Ms. Lopez and unanimously passed to approve and adopt Resolution No. 2022-02, designating the authorized electronic approvers and check signers, as listed above.

3. ADD-ON: Consider Resolution No. 2022-03 – Revised Fiscal Year 2021/2022 Meeting Schedule

Ms. Nguyen advised that pursuant to the Board's desire to change the venue for future meetings, it would be in order to *revise* the fiscal year 2021/2022 meeting schedule.

A **motion** was made by Mr. Fields, seconded by Mr. Arango and unanimously passed to adopt the meeting schedule provided, updating the meeting venue to the Conference Room located at 1100

West Palm Drive, Florida City, Florida 33034, and further authorizing the District Manager to advertise the revised schedule, *as legally required*.

M. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Statement of Financial Interests/Disclosure 2021 Form 1 – Filing Deadline: July 1, 2022

Ms. Lopez was reminded of the importance of completing and mailing to the Supervisor of Elections within the County of her residency her individual 2021 Statement of Financial Interests Form 1. The deadline for submittal is July 1, 2022.

Ms. Nguyen informed the other Board members that they would need to complete their individual 2021 Statement of Financial Interests Form 1 within 30 days of appointment.

N. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no comments from Board Members or District Staff.

NOTE: Ms. Lopez left the conference room at approximately 3:33 p.m.

Ms. Wald and Ms. Nguyen reviewed the duties and responsibilities as Board Supervisors with emphasis on the Sunshine Law, Financial Disclosure for Public Officials (2021 Form 1 must be completed and mailed to the Supervisor of Elections in the County of residency within thirty (30) days of appointment) and the Code of Ethics for Public Officials with Mr. Hutcherson, Mr. Fields, and Mr. Arango.

O. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Fields, seconded by Mr. Hutcherson and unanimously passed to adjourn the Regular Board Meeting at approximately 3:51 p.m.

Secretary/Assistant Secretary

Chair/Vice Chair

RESOLUTION 2022-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS
EDGE COMMUNITY DEVELOPMENT DISTRICT GRANTING THE
CHAIR AND VICE CHAIR THE AUTHORITY TO EXECUTE REAL AND
PERSONAL PROPERTY CONVEYANCE AND DEDICATION
DOCUMENTS, PLATS AND OTHER DOCUMENTS RELATED TO THE
DEVELOPMENT OF THE DISTRICT'S IMPROVEMENTS; APPROVING
THE SCOPE AND TERMS OF SUCH AUTHORIZATION; PROVIDING A
SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the Keys Edge Community Development District (the "**District**") is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to construct, install, operate, and/or maintain systems and facilities for certain basic infrastructure, including but not limited to, roadways, stormwater management, utilities (water and sewer), offsite improvements, amenity, hardscaping/landscaping/irrigation/lighting; and

WHEREAS, the District adopted and intends to revise the "**Engineer's Report**," which sets forth the scope of the District's capital improvement plan and the improvements which are to be constructed thereto (the "**Improvements**"); and

WHEREAS, in connection with the development of the Improvements in accordance with the Engineer's Report, which includes, but is not limited to, obtaining all necessary permits and approvals from local governments and agencies for the construction and/or operation of infrastructure improvements, the District is required, from time to time, to accept, convey and dedicate certain interests in real and personal property, including, but not limited to easements, plat dedications, deeds and bills of sale for infrastructure improvements (the "**Permits and Conveyances**"); and

WHEREAS, to facilitate the efficient development of the Improvements, the District desires to authorize the Chair, and the Vice Chair in the Chair's absence, to approve and execute the Permits and Conveyances necessary to finalize the development of the District's capital improvement plan (the "**Conveyance Authority**"); and

WHEREAS, the Conveyance Authority shall be subject to the District Engineer and District Counsel agreeing that each such proposed Permit or Conveyance is legal, consistent with the District's improvement plan and necessary for the development of the Improvements; and

WHEREAS, the Board of Supervisors finds that granting to the Chair and the Vice Chair the Conveyance Authority is in the best interests of the District so that the development of the Improvements may proceed expeditiously, subject to the terms and limitations imposed by this Resolution.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT
DISTRICT:**

1. INCORPORATION OF RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

2. DELEGATION OF AUTHORITY. The Chair and the Vice Chair of the District's Board of Supervisors are hereby authorized to sign, accept or execute Permits and Conveyances as defined above. The Vice Chair, Secretary, and Assistant Secretary of the District's Board of Supervisors are hereby authorized to countersign any such Permits and Conveyances signed by the Chair or the Vice Chair, respectively. Such authority shall be subject to the District Engineer and District Counsel's review and approval.

3. SEVERABILITY. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

4. EFFECTIVE DATE. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 2nd day of June, 2022.

ATTEST:

**KEYS EDGE COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

RESOLUTION NO. 2022-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Keys Edge Community Development District (the "District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

WHEREAS, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

WHEREAS, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Nancy Nguyen and _____ to serve as the signatories, as required, on the District checking/operating account; and

WHEREAS, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

Section 3. When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

PASSED, ADOPTED and becomes EFFECTIVE this 2nd day of June, 2022.

ATTEST:

**KEYS EDGE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson