



**SAIL HARBOUR
COMMUNITY DEVELOPMENT
DISTRICT**

**LEE COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
JUNE 11, 2018
6:00 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.sailharbouredd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
Hilton Garden Inn
12600 University Drive
Fort Myers, Florida 33907
REGULAR BOARD MEETING
April 9, 2018
6:00 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. April 9, 2017 Regular Board Meeting.....Page 2
- G. Public Hearing
 - 1. Proof of Publication.....Page 5
 - 2. Receive Public Comments on Fiscal Year 2018/2019 Final Budget
 - 3. Consider Resolution No. 2018-02 – Adopting a Fiscal Year 2018/2019 Final Budget.....Page 6
- H. Old Business
- I. New Business
 - 1. Consider Resolution No. 2018-03 – Adopting a Fiscal Year 2018/2019 Meeting Schedule.....Page 13
 - 2. Consider Resolution No. 2018-04 – Adopting a Statewide Mutual Aid Agreement.....Page 15
 - 3. Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 17
- J. Administrative Matters
 - 1. Financials.....Page 21
- K. Board Members Comments
- L. Adjourn

Attn: *LAURA*
SAIL HARBOUR COM DEV DISTRICT
2501 BURNS RD STE A
PALM BEACH GARDENS, FL 33410

STATE OF FLORIDA COUNTY OF LEE:
 Before the undersigned authority personally appeared Shari Terrell, who on oath says that he or she is a Legal Assistant of the News-Press, a daily newspaper published at Fort Myers in Lee County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of

Notice of Meetings

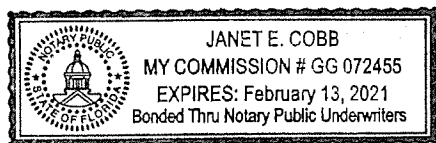
In the Twentieth Judicial Circuit Court was published in said newspaper in the issues of:

09/21/17

Affiant further says that the said News-Press is a paper of general circulation daily in Lee, Charlotte, Collier, Glades and Hendry Counties and published at Fort Myers, in said Lee County, Florida, and that the said newspaper has heretofore been continuously published in said Lee County, Florida each day and has been entered as periodicals matter at the post office in Fort Myers, in said Lee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has never paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and Subscribed before me this 21st of September 2017, by Shari Terrell who is personally known to me.

Janet E. Cobb
 Janet E. Cobb
 Notary Public for the State of Florida
 My Commission expires February 13, 2021



**SAIL HARBOUR
 COMMUNITY DEVELOPMENT DISTRICT
 FISCAL YEAR 2017/2018
 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Sail Harbour Community Development District will hold Regular Meetings in a Meeting Room at the Hilton Garden Inn located at 12600 University Drive, Fort Myers, Florida 33907 at 6:00 p.m. on the following dates:

- October 9, 2017
- November 13, 2017
- December 11, 2017
- January 8, 2018
- February 12, 2018
- March 12, 2018
- April 9, 2018
- May 14, 2018
- June 11, 2018
- July 9, 2018
- August 13, 2018
- September 10, 2018

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 District's 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.

SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
 www.sailharbourcdd.org
 AD# 2416808 Sept. 21, 2017

**SAIL HARBOUR
 COMMUNITY DEVELOPMENT DISTRICT
 FISCAL YEAR 2017/2018
 REGULAR MEETING SCHEDULE**

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SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
 www.sailharbourcdd.org
 AD# 2416808 Sept. 21, 2017

SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 9, 2018

A. CALL TO ORDER

The April 9, 2018, Regular Board Meeting of the Sail Harbour Community Development District was called to order at 6:00 p.m. in a meeting room of the Hilton Garden Inn located at 12600 University Drive, Fort Myers, Florida 33907.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Fort Myers News-Press* on September 21, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was noted that a quorum was established by the presence of:

| | | |
|------------------|----------------|---------|
| Chairperson | Marge Howerton | Present |
| Vice Chairperson | Susan Balaun | Present |
| Supervisor | Richard Balaun | Present |
| Supervisor | Aaron Roeth | Present |
| Supervisor | June Gill | Present |

Staff members in attendance were:

| | | |
|-------------------|-----------------|---------------------------|
| District Manager | Kathleen Dailey | Special District Services |
| District Engineer | Mallory Clancy | Johnson Engineering |

Also present was District resident John Gill.

D. ADDITIONS OR DELETIONS TO 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. December 11, 2017, Regular Board Meeting

The minutes of the December 11, 2017, Regular Board Meeting were presented for approval.

SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 9, 2018

A **motion** was made by Ms. Gill, seconded by Mrs. Balaun and passed unanimously approving the minutes of the December 11, 2017, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update on Encroachment Agreements

Ms. Howerton stated that there was no update from the CDD's perspective, as all the requests have gone through the process. Ms. Gill asked if HealthPark has to approve the requests and Ms. Howerton responded that they look at the initial request and we look at it and obtain an encroachment agreement, if it impacts drainage.

H. NEW BUSINESS

1. Designation of Engineer of Record

Ms. Dailey introduced Mallory Clancy of Johnson Engineering who is taking over as designated engineer of the district with the retirement of David Robson. Ms. Clancy went over her background and stated that she had worked with Mr. Robson for 6 months to come up to speed with the 15 CDDs she will be representing. She also stated that she participated in Sail Harbour's most recent inspection.

2. Consider Resolution No. 2018-01 – Adopting a Fiscal Year 2018/2019 Proposed Budget

Resolution No. 2018-01 was presented, entitled:

RESOLUTION NO. 2018-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
APPROVING A PROPOSED BUDGET FOR FISCAL YEAR
2018/2019; AND PROVIDING AN EFFECTIVE DATE.**

A **motion** was made by Mr. Roeth, seconded by Ms. Gill and passed unanimously to adopt Resolution No. 2018-01, setting the Public Hearing for June 11, 2018.

I. ADMINISTRATIVE MATTERS

1. Financials

Ms. Dailey went over the financials. There were no questions from the Board.

2. Candidate Qualifying Period – Noon on June 18, 2018, through Noon on June 22, 2018

SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 9, 2018

Ms. Dailey advised of the qualifying period and noted that Mr. Roeth's and Mr. Balaun's seats were expiring this year.

J. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Gill, seconded by Mr. Roeth to adjourn the Regular Board Meeting at 6:18 p.m. The **motion** carried unanimously.

Secretary/Assistant Secretary

Chair/Vice-Chair

Attn: **Laura**
SAIL HARBOUR COM DEV DISTRICT
2501 BURNS RD STE A
PALM BEACH GARDENS, FL 33410

STATE OF FLORIDA COUNTY OF LEE:
Before the undersigned authority personally appeared Milagros A Isberto, who on oath says that he or she is a Legal Assistant of the News-Press, a daily newspaper published at Fort Myers in Lee County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of

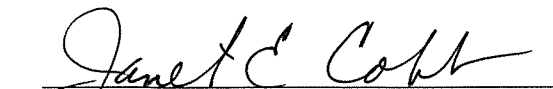
Notice of Meetings

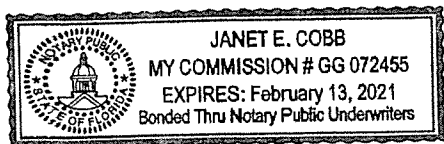
In the Twentieth Judicial Circuit Court was published in said newspaper in the issues of:

05/22/18, 05/29/18

Affiant further says that the said News-Press is a paper of general circulation daily in Lee, Charlotte, Collier, Glades and Hendry Counties and published at Fort Myers, in said Lee County, Florida, and that the said newspaper has heretofore been continuously published in said Lee County, Florida each day and has been entered as periodicals matter at the post office in Fort Myers, in said Lee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has never paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and Subscribed before me this 29th of May 2018, by Milagros A Isberto who is personally known to me.


Janet E Cobb
Notary Public for the State of Florida
My Commission expires february 13, 2021



Notice of Public Hearing and Regular Board Meeting of the Sail Harbour Community Development District

The Board of Supervisors of the Sail Harbour Community Development District will hold a Public Hearing and Regular Board Meeting on June 11, 2018, at 6:00 p.m., or as soon thereafter as can be heard, in a Meeting Room at the Hilton Garden Inn located at 12600 University Drive, Ft. Myers, Florida 33907.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2018/2019 Proposed Final Budget of the Sail Harbour Community Development District. The purpose of the Regular Board Meeting is for the Board to consider any business which may properly come before it. A copy of the Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 27499 Riverview Center Boulevard, Suite 253, Bonita Springs, Florida 34134, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or more Supervisors will 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.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (239) 444-5790 and/or toll-free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

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

Sail Harbour Community Development District

www.sailharbourcdd.org
AD# 2934195 | May 22, 29, 2018

RESOLUTION NO. 2018-02

A RESOLUTION OF THE SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2018/2019 BUDGET.

WHEREAS, the Sail Harbour Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2018/2019 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2018/2019 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The 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 11th day of June, 2018.

ATTEST:

**SAIL HARBOUR
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Sail Harbour
Community Development District

**Final Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

CONTENTS

- I FINAL BUDGET
- II DETAILED FINAL BUDGET
- III DETAILED FINAL DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

FINAL BUDGET
SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

| | FISCAL YEAR 2018/2019 BUDGET |
|--------------------------------------|---|
| REVENUES | |
| O & M Assessments | 69,017 |
| Debt Assessments | 509,434 |
| Other Revenues | 0 |
| Interest Income | 300 |
| TOTAL REVENUES | \$ 578,751 |
| EXPENDITURES | |
| Supervisor Fees | 9,000 |
| Payroll Taxes (Employer) | 720 |
| Engineering/Inspections | 7,500 |
| Pipe Maintenance/Replacement | 10,000 |
| Management | 24,000 |
| Legal | 5,500 |
| Assessment Roll | 5,000 |
| Audit Fees | 3,900 |
| Arbitrage Rebate Fee | 600 |
| Travel | 500 |
| Insurance | 6,356 |
| Legal Advertisements | 1,500 |
| Miscellaneous | 1,800 |
| Postage | 350 |
| Office Supplies | 600 |
| Dues & Subscriptions | 175 |
| Trustee Fee | 4,400 |
| Website Management | 1,500 |
| TOTAL EXPENDITURES | \$ 83,401 |
| REVENUES LESS EXPENDITURES | \$ 495,350 |
| Bond Payments | (478,868) |
| BALANCE | \$ 16,482 |
| County Appraiser & Tax Collector Fee | (11,569) |
| Discounts For Early Payments | (23,138) |
| EXCESS/ (SHORTFALL) | \$ (18,225) |
| Carryover Funds From Prior Year | 18,225 |
| NET EXCESS/ (SHORTFALL) | \$ - |

DETAILED FINAL BUDGET
SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

| | FISCAL YEAR 2016/2017 ACTUAL | FISCAL YEAR 2017/2018 BUDGET | FISCAL YEAR 2018/2019 BUDGET | COMMENTS |
|--------------------------------------|------------------------------------|------------------------------------|------------------------------------|--|
| REVENUES | | | | |
| O & M Assessments | 69,932 | 69,022 | 69,017 | Expenditures Less Interest/.94 |
| Debt Assessments | 510,512 | 509,434 | 509,434 | Bond Payments/.94 |
| Other Revenues | 0 | 0 | 0 | |
| Interest Income | 294 | 300 | 300 | Interest Projected At \$25 Per Month |
| TOTAL REVENUES | \$ 580,738 | \$ 578,756 | \$ 578,751 | |
| EXPENDITURES | | | | |
| Supervisor Fees | 5,400 | 9,000 | 9,000 | No Change From 2017/2018 Budget |
| Payroll Taxes (Employer) | 413 | 720 | 720 | 8% Of Supervisor Fees |
| Engineering/Inspections | 4,123 | 7,500 | 7,500 | No Change From 2017/2018 Budget |
| Pipe Maintenance/Replacement | 0 | 10,000 | 10,000 | No Change From 2017/2018 Budget |
| Management | 24,000 | 24,000 | 24,000 | No Change From 2017/2018 Budget |
| Legal | 6,741 | 5,500 | 5,500 | No Change From 2017/2018 Budget |
| Assessment Roll | 5,000 | 5,000 | 5,000 | No Change From 2017/2018 Budget |
| Audit Fees | 3,700 | 3,800 | 3,900 | \$100 Increase From 2017/2018 Budget |
| Arbitrage Rebate Fee | 600 | 600 | 600 | No Change From 2017/2018 Budget |
| Travel | 206 | 500 | 500 | No Change From 2017/2018 Budget |
| Insurance | 5,778 | 6,356 | 6,356 | Insurance Company Estimate |
| Legal Advertisements | 2,273 | 1,300 | 1,500 | \$200 Increase From 2017/2018 Budget |
| Miscellaneous | 1,024 | 2,000 | 1,800 | \$200 Decrease From 2017/2018 Budget |
| Postage | 263 | 350 | 350 | No Change From 2017/2018 Budget |
| Office Supplies | 432 | 600 | 600 | No Change From 2017/2018 Budget |
| Dues & Subscriptions | 175 | 175 | 175 | No Change From 2017/2018 Budget |
| Trustee Fee | 4,337 | 4,400 | 4,400 | No Change From 2017/2018 Budget |
| Website Management | 1,500 | 1,500 | 1,500 | No Change From 2017/2018 Budget |
| TOTAL EXPENDITURES | \$ 65,965 | \$ 83,301 | \$ 83,401 | |
| REVENUES LESS EXPENDITURES | \$ 514,773 | \$ 495,455 | \$ 495,350 | |
| Bond Payments | (486,512) | (478,868) | (478,868) | 2019 P & I Payments Less Earned Interest |
| BALANCE | \$ 28,261 | \$ 16,587 | \$ 16,482 | |
| County Appraiser & Tax Collector Fee | (891) | (11,569) | (11,569) | Two Percent Of Total Assessment Roll |
| Discounts For Early Payments | (20,199) | (23,138) | (23,138) | Four Percent Of Total Assessment Roll |
| EXCESS/ (SHORTFALL) | \$ 7,171 | \$ (18,120) | \$ (18,225) | |
| Carryover Funds From Prior Year | 0 | 18,120 | 18,225 | Carryover Funds From Prior Year |
| NET EXCESS/ (SHORTFALL) | \$ 7,171 | \$ - | \$ - | |

DETAILED FINAL DEBT SERVICE FUND BUDGET
SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

| | FISCAL YEAR 2016/2017 ACTUAL | FISCAL YEAR 2017/2018 BUDGET | FISCAL YEAR 2018/2019 BUDGET | COMMENTS |
|-------------------------------|------------------------------------|------------------------------------|------------------------------------|----------------------------------|
| REVENUES | | | | |
| Interest Income | 1,084 | 25 | 50 | Projected Interest For 2018/2019 |
| NAV Tax Collection | 486,512 | 478,868 | 478,868 | Yearly Maximum Debt Assessment |
| Prepaid Bond Collection | 13,309 | 0 | 0 | |
| Total Revenues | \$ 500,905 | \$ 478,893 | \$ 478,918 | |
| | | | | |
| EXPENDITURES | | | | |
| Principal Payments | 245,000 | 250,000 | 260,000 | Principal Payment Due In 2019 |
| Interest Payments | 238,710 | 225,168 | 215,494 | Interest Payments Due In 2019 |
| Additional Principal Payments | 10,000 | 3,725 | 3,424 | Additional Principal Payments |
| Total Expenditures | \$ 493,710 | \$ 478,893 | \$ 478,918 | |
| | | | | |
| Excess/ (Shortfall) | \$ 7,195 | \$ - | \$ - | |

Series 2015 Bond Refunding Information

| | | | |
|---------------------------|---------------|---------------------------------|------------------------|
| Original Par Amount = | \$6,775,000 | Annual Principal Payments Due = | May 1st |
| Interest Rate = | 3.60% | Annual Interest Payments Due = | May 1st & November 1st |
| Issue Date = | February 2015 | | |
| Maturity Date = | May 2036 | | |
| Par Amount As Of 1/1/18 = | \$6,285,000 | | |

Sail Harbour Community Development District Assessment Comparison

| | Original Projected Assessment <u>Before Discount*</u> | Fiscal Year 2015/2016 Assessment <u>Before Discount*</u> | Fiscal Year 2016/2017 Assessment <u>Before Discount*</u> | Fiscal Year 2017/2018 Assessment <u>Before Discount*</u> | Fiscal Year 2018/2019 Projected Assessment <u>Before Discount*</u> |
|--------------|--|---|---|---|---|
| O & M | \$ 168.54 | \$ 168.51 | \$ 146.02 | \$ 145.93 | \$ 145.92 |
| <u>Debt</u> | <u>\$ 1,223.46</u> | <u>\$ 1,079.31</u> | <u>\$ 1,079.31</u> | <u>\$ 1,079.31</u> | <u>\$ 1,079.31</u> |
| Total | \$ 1,392.00 | \$ 1,247.82 | \$ 1,225.33 | \$ 1,225.24 | \$ 1,225.23 |

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

| | |
|-----------------|-----|
| Total Units | 473 |
| Prepayments | 1 |
| Billed for Debt | 472 |

RESOLUTION NO. 2018-03

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

WHEREAS, it is necessary for the Sail Harbour Community Development District ("District") to establish a regular meeting schedule for fiscal year 2018/2019; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2018/2019 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT, LEE COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2018/2019 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 11th day of June, 2018.

ATTEST:

**SAIL HARBOUR
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Sail Harbour Community Development District will hold Regular Meetings in a Meeting Room at the Hilton Garden Inn located at 12600 University Drive, Fort Myers, Florida 33907 at 6:00 p.m. on the following dates:

**October 8, 2018
November 12, 2018
December 10, 2018
January 14, 2019
February 11, 2019
March 11, 2019
April 8, 2019
May 13, 2019
June 10, 2019
July 8, 2019
August 12, 2019
September 9, 2019**

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SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT

www.sailharbourcdd.org

RESOLUTION NO. 2018-04

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

WHEREAS, the State Emergency Management Act, Chapter 252, Florida Statutes, authorizes the state and its political subdivisions to develop and enter into mutual aid agreements for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted; and

WHEREAS, the Board of Supervisors of the Sail Harbour Community Development District (“District”) hereby approve an agreement with the State of Florida, Division of Emergency Management, concerning the Statewide Mutual Aid Agreement; and

WHEREAS, the Florida Department of Emergency Management requires an independent special district to participate in the Statewide Mutual Aid Agreement to be eligible for funds under Administrative Rule 27P-19, Base Funding for County Emergency Management Agencies and Municipal Competitive Grant and Loan Programs;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT, STATE OF FLORIDA, THAT:

Section 1. The above recitals are hereby adopted.

Section 2. That execution of the attached revised Statewide Mutual Aid Agreement is hereby authorized, and the Agreement is hereby approved.

PASSED, ADOPTED and EFFECTIVE this 11th day of June, 2018.

ATTEST:

**SAIL HARBOUR
COMMUNITY DEVELOPMENT DISTRICT,
FLORIDA**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

STATEWIDE MUTUAL AID AGREEMENT

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**

**SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. *Ability of Personnel (10 Points).*

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience (10 Points).*

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work (10 Points).*

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services (10 Points).*

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price (10 Points).*

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2017/2018, 2018/2019 and 2019/2020
With Two Year Option (2020/2021 and 2021/2022)
Lee County, Florida**

**SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

SECTION 1. DUE DATE. Sealed proposals must be received no later than August 16, 2018 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. REJECTION OF PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit five (5) copies of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Sail Harbour Community Development District” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

SECTION 15. REJECTION OF ALL PROPOSALS. The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.

Sail Harbour
Community Development District

**Financial Report For
April 2018**

Sail Harbour Community Development District
Balance Sheet
As of April 30, 2018

| | <u>Operating Fund</u> | <u>Capital Projects Fund</u> | <u>Debt Service Fund</u> | <u>General Fixed Assets Fund</u> | <u>Long Term Debt Fund</u> | <u>TOTAL</u> |
|---------------------------------------|--------------------------|------------------------------|--------------------------|----------------------------------|----------------------------|-----------------------------|
| ASSETS | | | | | | |
| Current Assets | | | | | | |
| Checking/Savings | | | | | | |
| 101.100 - Checking | 281,239.93 | 0.00 | 0.00 | 0.00 | 0.00 | 281,239.93 |
| Total Checking/Savings | <u>281,239.93</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>281,239.93</u> |
| Total Current Assets | 281,239.93 | 0.00 | 0.00 | 0.00 | 0.00 | 281,239.93 |
| Fixed Assets | | | | | | |
| Earthwork | 0.00 | 0.00 | 0.00 | 547,952.00 | 0.00 | 547,952.00 |
| Surface Water Management | 0.00 | 0.00 | 0.00 | 889,049.00 | 0.00 | 889,049.00 |
| Land Acquisition | 0.00 | 0.00 | 0.00 | 3,267,406.00 | 0.00 | 3,267,406.00 |
| Accum Deprec - Surface Water Mgt | 0.00 | 0.00 | 0.00 | -244,486.00 | 0.00 | -244,486.00 |
| Total Fixed Assets | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>4,459,921.00</u> | <u>0.00</u> | <u>4,459,921.00</u> |
| Other Assets | | | | | | |
| Accounts Receivable | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Investments - Interest Account | 0.00 | 0.00 | 0.43 | 0.00 | 0.00 | 0.43 |
| Investments - Reserve Account | 0.00 | 0.00 | 192,716.14 | 0.00 | 0.00 | 192,716.14 |
| Investments - Revenue Account | 0.00 | 0.00 | 490,016.65 | 0.00 | 0.00 | 490,016.65 |
| Investments - Prepayment Account | 0.00 | 0.00 | 3,999.22 | 0.00 | 0.00 | 3,999.22 |
| Investments - Construction Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| A/R Non Ad Valorem Receipts | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Amount Available In DSF | 0.00 | 0.00 | 0.00 | 0.00 | 686,732.44 | 686,732.44 |
| Amount To Be Provided | 0.00 | 0.00 | 0.00 | 0.00 | 5,598,267.56 | 5,598,267.56 |
| Total Other Assets | <u>0.00</u> | <u>0.00</u> | <u>686,732.44</u> | <u>0.00</u> | <u>6,285,000.00</u> | <u>6,971,732.44</u> |
| TOTAL ASSETS | <u>281,239.93</u> | <u>0.00</u> | <u>686,732.44</u> | <u>4,459,921.00</u> | <u>6,285,000.00</u> | <u>11,712,893.37</u> |
| LIABILITIES & EQUITY | | | | | | |
| Liabilities | | | | | | |
| Current Liabilities | | | | | | |
| Accounts Payable | | | | | | |
| Accounts Payable | 20,651.92 | 0.00 | 0.00 | 0.00 | 0.00 | 20,651.92 |
| Total Accounts Payable | <u>20,651.92</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>20,651.92</u> |
| Total Current Liabilities | 20,651.92 | 0.00 | 0.00 | 0.00 | 0.00 | 20,651.92 |
| Long Term Liabilities | | | | | | |
| Special Assessment Debt | 0.00 | 0.00 | 0.00 | 0.00 | 6,285,000.00 | 6,285,000.00 |
| Total Long Term Liabilities | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>6,285,000.00</u> | <u>6,285,000.00</u> |
| Total Liabilities | 20,651.92 | 0.00 | 0.00 | 0.00 | 6,285,000.00 | 6,305,651.92 |
| Equity | | | | | | |
| Retained Earnings | 232,654.58 | 0.00 | 336,809.30 | -244,486.00 | 0.00 | 324,977.88 |
| Net Income | 27,933.43 | 0.00 | 349,923.14 | 0.00 | 0.00 | 377,856.57 |
| Current Year Depreciation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Investment In General Fixed Assets | 0.00 | 0.00 | 0.00 | 4,704,407.00 | 0.00 | 4,704,407.00 |
| Total Equity | <u>260,588.01</u> | <u>0.00</u> | <u>686,732.44</u> | <u>4,459,921.00</u> | <u>0.00</u> | <u>5,407,241.45</u> |
| TOTAL LIABILITIES & EQUITY | <u>281,239.93</u> | <u>0.00</u> | <u>686,732.44</u> | <u>4,459,921.00</u> | <u>6,285,000.00</u> | <u>11,712,893.37</u> |

**SAIL HARBOUR COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
APRIL 2018**

| | Annual Budget 10/1/17 - 9/30/18 | Year To Date Actual 10/1/17 - 4/30/18 |
|--|---------------------------------------|--|
| REVENUES | | |
| O & M Assessments | 69,022 | 67,143 |
| Debt Assessments | 509,434 | 496,613 |
| Other Revenues | 0 | 0 |
| Interest Income | 300 | 166 |
| Total Revenues | \$ 578,756 | \$ 563,922 |
| EXPENDITURES | | |
| Supervisor Fees | 9,000 | 2,000 |
| Payroll Taxes (Employer) | 720 | 153 |
| Engineering/Inspections | 7,500 | 1,929 |
| Pipe Maintenance/Replacement | 10,000 | 0 |
| Management | 24,000 | 14,000 |
| Legal | 5,500 | 2,605 |
| Assessment Roll | 5,000 | 0 |
| Audit Fees | 3,800 | 3,800 |
| Arbitrage Rebate Fee | 600 | 500 |
| Travel | 500 | 34 |
| Insurance | 6,356 | 5,778 |
| Legal Advertisements | 1,300 | 0 |
| Miscellaneous | 2,000 | 394 |
| Postage | 350 | 27 |
| Office Supplies | 600 | 144 |
| Dues & Subscriptions | 175 | 175 |
| Trustee Fee | 4,400 | 4,337 |
| Website Management | 1,500 | 875 |
| Total Expenditures | \$ 83,301 | \$ 36,751 |
| Revenues Less Expenditures | \$ 495,455 | \$ 527,171 |
| Bond Payments | (478,868) | (477,203) |
| BALANCE | \$ 16,587 | \$ 49,968 |
| County Appraiser & Tax Collector Fee | (11,569) | (1,145) |
| Discounts For Early Payments | (23,138) | (20,890) |
| EXCESS/ (SHORTFALL) | \$ (18,120) | \$ 27,933 |
| Carryover Funds From Prior Year | 18,120 | 0 |
| NET EXCESS/ (SHORTFALL) | \$ - | \$ 27,933 |
| Bank Balance As Of 4/30/18 | \$ 281,239.93 | |
| Accounts Payable As Of 4/30/18 | \$ 20,651.92 | |
| Accounts Receivable As Of 4/30/18 | \$ - | |
| Available Funds As Of 4/30/18 | \$ 260,588.01 | |

Sail Harbour Community Development District
Budget vs. Actual
October 2017 through April 2018

| | <u>Oct '17 - Apr 18</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|-------------------------|--------------------|-------------------------|----------------------|
| Income | | | | |
| 363.100 · O & M Assessments | 67,143.38 | 69,022.00 | -1,878.62 | 97.28% |
| 363.810 · Debt Assessments | 496,612.95 | 509,434.00 | -12,821.05 | 97.48% |
| 363.820 · Debt Assessment-Paid To Trustee | -477,202.70 | -478,868.00 | 1,665.30 | 99.65% |
| 363.830 · Assessment Fees | -1,144.66 | -11,569.00 | 10,424.34 | 9.89% |
| 363.831 · Assessment Discounts | -20,889.98 | -23,138.00 | 2,248.02 | 90.28% |
| 369.401 · Interest Income | 166.27 | 300.00 | -133.73 | 55.42% |
| 369.402 · Carryover From Prior Year | 0.00 | 18,120.00 | -18,120.00 | 0.0% |
| Total Income | <u>64,685.26</u> | <u>83,301.00</u> | <u>-18,615.74</u> | <u>77.65%</u> |
| Gross Profit | 64,685.26 | 83,301.00 | -18,615.74 | 77.65% |
| Expense | | | | |
| 511.122 · Payroll Expense | 153.00 | 720.00 | -567.00 | 21.25% |
| 511.131 · Supervisors Fee | 2,000.00 | 9,000.00 | -7,000.00 | 22.22% |
| 511.310 · Engineering | 1,928.75 | 7,500.00 | -5,571.25 | 25.72% |
| 511.311 · Management Fees | 14,000.00 | 24,000.00 | -10,000.00 | 58.33% |
| 511.315 · Legal Fees | 2,605.00 | 5,500.00 | -2,895.00 | 47.36% |
| 511.318 · Assessment/Tax Roll | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 511.320 · Audit Fees | 3,800.00 | 3,800.00 | 0.00 | 100.0% |
| 511.330 · Arbitrage Rebate Fee | 500.00 | 600.00 | -100.00 | 83.33% |
| 511.441 · Travel | 34.24 | 500.00 | -465.76 | 6.85% |
| 511.450 · Insurance | 5,778.00 | 6,356.00 | -578.00 | 90.91% |
| 511.480 · Legal Advertisements | 0.00 | 1,300.00 | -1,300.00 | 0.0% |
| 511.512 · Miscellaneous | 394.29 | 2,000.00 | -1,605.71 | 19.72% |
| 511.513 · Postage and Delivery | 27.66 | 350.00 | -322.34 | 7.9% |
| 511.514 · Office Supplies | 143.95 | 600.00 | -456.05 | 23.99% |
| 511.540 · Dues, License & Subscriptions | 175.00 | 175.00 | 0.00 | 100.0% |
| 511.550 · Pipe Maintenance/Replacement | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 511.733 · Trustee Fees | 4,336.94 | 4,400.00 | -63.06 | 98.57% |
| 511.750 · Website Management | 875.00 | 1,500.00 | -625.00 | 58.33% |
| Total Expense | <u>36,751.83</u> | <u>83,301.00</u> | <u>-46,549.17</u> | <u>44.12%</u> |
| Net Income | <u><u>27,933.43</u></u> | <u><u>0.00</u></u> | <u><u>27,933.43</u></u> | <u><u>100.0%</u></u> |