



**WYNDAM PARK
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
NOVEMBER 5, 2018
7:00 P.M.**

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

www.wyndamparkcdd.org

561.630.4922 Telephone

877.SDS.4922 Toll Free

561.630.4923 Facsimile

AGENDA
WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
FAU/Pine Jog Environmental Education Center, Classroom 103
6301 Summit Boulevard
West Palm Beach, Florida 33415
REGULAR BOARD MEETING
November 5, 2018
7:00 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. May 7, 2018 Regular Board Meeting & Public Hearing Minutes.....Page 3
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2018-05 – Adopting a Fiscal Year 2018/2019 Amended Budget.....Page 6
 - 2. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 11
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

PROOF OF PUBLICATION

STATE OF FLORIDA

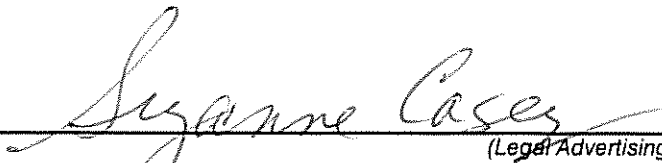
PUBLIC NOTICE

Before the undersigned authority, personally appeared Suzanne Casey, who on oath, says that he/she is a Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published in West Palm Beach and distributed in Palm Beach County, Martin County, and St. Lucie County, Florida; that the attached copy of advertising for a Legal - PublicNotice was published in said newspaper on: first date of Publication 09/21/2018 and last date of Publication 09/21/2018. Affiant further says that the said The Palm Beach Post is a newspaper published in West Palm Beach, in said Palm Beach County, Florida and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach 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/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

WYNDAM PARK COMM DEV DIST
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number:	0000423373
Ad Cost:	\$268.32
Paid:	\$0.00
Balance Due:	\$268.32

Signed



(Legal Advertising Agent)

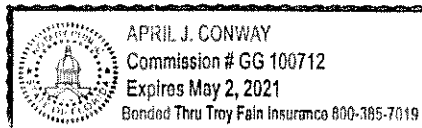
Sworn or affirmed to, and subscribed before me, this 21st day of September, 2018 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed



(Notary)

Please see Ad on following page(s).



Invoice/Order Number: 0000423373
Ad Cost: \$268.32
Paid: \$0.00
Balance Due: \$268.32

WYNDAM PARK COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Wyndam Park Community Development District will hold Regular Meetings in a classroom at the FAU/Pine Jog Environmental Education Center located at 6301 Summit Boulevard, West Palm Beach, Florida 33415, at 7:00 p.m. on the following dates:

October 1, 2018
November 5, 2018
December 3, 2018
January 7, 2019
February 4, 2019
March 4, 2019
April 1, 2019
May 6, 2019
June 3, 2019
July 1, 2019
August 5, 2019

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.

WYNDAM PARK COMMUNITY
DEVELOPMENT DISTRICT

www.wyndamparkcdd.org
9-21/2018

0000423373-01

WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
MAY 7, 2018

A. CALL TO ORDER

District Manager Jason Pierman called the May 7, 2018, Regular Board Meeting of the Wyndam Park Community Development District to order at 7:18 p.m. at the FAU/Pine Jog Environmental Education Center located at 6301 Summit Boulevard, West Palm Beach, Florida 33415.

B. PROOF OF PUBLICATION

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on September 21, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman then determined that the attendance of Chairman Steve Morrow, Vice Chairman Rampersaud Ramsamujh and Supervisor Audric George constituted a quorum and it was in order to proceed with the meeting

Also in attendance were District Manager Jason Pierman of Special District Services, Inc.; and District Counsel Scott Cochran 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. March 5, 2018, Regular Board Meeting

Mr. Pierman presented the minutes of the March 5, 2018, Regular Board Meeting.

A **motion** was made by Mr. Ramsamujh, seconded by Mr. George and passed unanimously approving the minutes of the March 5, 2018, Regular Board Meeting, as presented.

Mr. Pierman then recessed the Regular Board Meeting and opened the Public Hearing.

G. PUBLIC HEARING

1. Proof of Publication

Mr. Pierman presented proof of publication that notice of the Public Hearing had been published in *The Palm Beach Post* on April 17, 2018, and April 24, 2018, as legally required.

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

There was no public comment on the Fiscal Year 2018/2019 Final Budget.

3. Consider Resolution No. 2018-02 – Adopting a Fiscal Year 2018/2019 Final Budget

Resolution No. 2018-02 was presented, entitled:

RESOLUTION NO. 2018-02

A RESOLUTION OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2018/2019 BUDGET.

A **motion** was made by Mr. Ramsamujh, seconded by Mr. George and passed unanimously to adopt Resolution No. 2018-02, as presented.

Mr. Pierman then closed the Public Hearing and reconvened the Regular Board Meeting.

H. OLD BUSINESS

There were no Old Business items to come before the Board.

I. NEW BUSINESS

1. Consider Resolution No. 2018-03 – Adopting a Fiscal Year 2018/2019 Meeting Schedule

Mr. Pierman presented Resolution No. 2018-03, entitled:

RESOLUTION NO. 2018-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNDAM PARK 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.

A **motion** was made by Mr. Ramsamujh, seconded by Mr. George and passed unanimously to adopt Resolution No. 2018-03, as presented.

2. Consider Resolution No. 2018-04 – Adopting a Statewide Mutual Aid Agreement

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

RESOLUTION NO. 2018-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT, STATE OF FLORIDA, APPROVING THE FLORIDA STATEWIDE MUTUAL AID AGREEMENT;

PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Pierman noted that the District had adopted the Statewide Mutual Aid Agreement several years ago, but that the Division of Emergency Management had recently changed some agreement language, and was requesting new agreements be adopted.

A motion was made by Mr. Ramsamujh, seconded by Mr. George and passed unanimously to adopt Resolution No. 2018-04, as presented.

J. ADMINISTRATIVE MATTERS

Mr. Pierman reminded the Board to complete their Financial Disclosure form (Form 1) prior to the July deadline. He also noted that the qualifying period for Seats 1, 2, and 5 (Mr. Morrow, vacant, and Mr. Ramsamujh, respectively) runs from noon, June 18, 2018, to noon, June 22, 2018.

K. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Morrow, seconded by Mr. Ramsamujh and unanimously passed to adjourn the Regular Board Meeting at 7:21 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2018-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNDAM PARK 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 Wyndam Park 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 WYNDAM PARK 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 5th day of November, 2018.

ATTEST:

**WYNDAM PARK
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Wyndam Park
Community Development District

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

CONTENTS

- I **AMENDED FINAL OPERATING FUND BUDGET**
- II **AMENDED FINAL DEBT SERVICE FUND BUDGET**

AMENDED FINAL BUDGET
WYNDAM PARK 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			
O & M Assessments	68,116	67,973	67,973
Debt Assessments	184,222	183,798	183,798
Other Revenues	0	0	0
Interest Income	60	255	255
TOTAL REVENUES	\$ 252,398	\$ 252,026	\$ 252,026
EXPENDITURES			
Supervisor Fees	4,000	2,000	2,000
Payroll Taxes (Employer)	320	153	153
Engineering/Inspections	2,000	3,059	3,059
Management	25,000	25,000	25,000
Legal	7,000	5,950	5,950
Assessment Roll	6,000	6,000	6,000
Audit Fees	3,400	3,400	3,400
Insurance	6,356	5,778	5,778
Legal Advertisements	1,400	1,400	932
Miscellaneous	700	400	199
Postage	250	125	106
Office Supplies	450	225	189
Dues & Subscriptions	175	175	175
Trustee Fee	3,600	3,225	3,225
Continuing Disclosure Fee	500	350	350
Reserve	2,937	2,937	0
TOTAL EXPENDITURES	\$ 64,088	\$ 60,177	\$ 56,516
REVENUES LESS EXPENDITURES	\$ 188,310	\$ 191,849	\$ 195,510
Bond Payments	(173,169)	(175,117)	(175,117)
BALANCE	\$ 15,141	\$ 16,732	\$ 20,393
County Appraiser & Tax Collector Fee	(5,047)	(2,962)	(2,962)
Discounts For Early Payments	(10,094)	(9,499)	(9,499)
EXCESS/ (SHORTFALL)	\$ -	\$ 4,271	\$ 7,932
Carryover From Prior Year	0	0	-
NET EXCESS/ (SHORTFALL)	\$ -	\$ 4,271	\$ 7,932

FUND BALANCE AS OF 9/30/17	\$89,637
FY 2017/2018 ACTIVITY	\$4,271
FUND BALANCE AS OF 9/30/18	\$93,908

AMENDED FINAL BUDGET
WYNDAM PARK 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	25	1,812	1,812
NAV Tax Collection	173,169	175,117	175,117
Total Revenues	\$ 173,194	\$ 176,929	\$ 176,929
EXPENDITURES			
Principal Payments	95,000	95,000	95,000
Interest Payments	78,194	79,263	79,263
Total Expenditures	\$ 173,194	\$ 174,263	\$ 174,263
Excess/ (Shortfall)	\$ -	\$ 2,666	\$ 2,666

FUND BALANCE AS OF 9/30/17	\$138,798
FY 2017/2018 ACTIVITY	\$2,666
FUND BALANCE AS OF 9/30/18	\$141,464

Notes

Reserve Fund Balance = \$86,753*. Revenue Fund Balance = \$54,711*

Revenue Fund Balance To Be Used To Make 11/1/2018 Interest Payment Of \$38,563.

* Approximate Amounts

2013 Bond Refunding

Original Par Amount =	\$2,455,000
Interest Rate =	1.25% - 3.875%
Issue Date =	April 2013
Maturity Date =	May 2034
Par Amount As Of 9-30-18 =	\$2,010,000

**WYNDAM PARK 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.

**WYNDAM PARK 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)
Palm Beach County, Florida**

**WYNDAM PARK COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

SECTION 1. DUE DATE. Sealed proposals must be received no later than December 18, 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 – Wyndam Park 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.