

**MINUTES OF MEETING  
MIAMI WORLD CENTER  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Miami World Center Community Development District held a Regular Meeting on April 16, 2024 at 11:30 a.m., at the Caoba Sales Center Management Office, 698 NE 1<sup>st</sup> Ave., G188, Miami, Florida 33132.

**Present were:**

John Chiste	Chair
Cora DiFiore (via telephone)	Vice Chair
Jared Bouskila	Assistant Secretary
Joe DiCristina	Assistant Secretary
Esteban Anzola	Assistant Secretary

**Also present:**

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC (WHA)
Ginger Wald	District Counsel
Aaron Buchler	District Engineer
Fernando Perez	Operations (JLLA)
Giovanni Lopez	Operations (JLLA)

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 11:46 a.m. Supervisors Chiste, DiCristina, Bouskila and Anzola were present. Supervisor DiFiore attended via telephone.

Mr. Rom noted that, prior to the meeting, he administered the Oath of Office to Mr. Chiste, Mr. Anzola and Mr. Bouskila, who were elected at the Landowners' Election in November 2023; therefore, a quorum was established for today's meeting.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Elected Supervisors (the following will also be provided in a separate package)**

Mr. Rom reiterated that the Oath of Office was administered before the meeting.

Supervisors Chiste and Bouskila are familiar with the following items and Mr. Rom discussed them with Mr. Anzola via telephone:

**A. Required Ethics Training and Disclosure Filing**

- **Sample Form 1 2023/Instructions**

Mr. Rom discussed the new requirement for Supervisors to complete a four-hour ethics continuing education course every year.

The Memorandum in the agenda includes links to free online courses. Completion of the requirement will be reported when filing Form 1 electronically in 2025. The Memorandum will be emailed to the Board Members.

**B. Membership, Obligations and Responsibilities**

**C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

**D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes; Providing a Severability Clause; Providing for Conflict and Providing an Effective Date**

Mr. Rom presented Resolution 2024-01.

The results of the Landowners’ Election will be inserted into Sections 1 and 2. The Landowners’ Election results were as follows:

Seat 1	John Chiste	14 Votes	4-year Term
Seat 2	Esteban Anzola	6 Votes	2-year Term
Seat 3	Jared Bouskila	14 Votes	4-year Term

**On MOTION by Mr. Chiste and seconded by Mr. Bouskila, with all in favor, Resolution 2024-01, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes; Providing a Severability Clause; Providing for Conflict and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02, Electing and Removing Officers of the District and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-02.

Mr. Chiste nominated the following slate:

Chair	John Chiste
Vice Chair	Cora DiFiore
Assistant Secretary	Joe DiCristina
Assistant Secretary	Jared Bouskila
Assistant Secretary	Estaban Anzola

No other nominations were made.

This Resolution removes Mr. Peter Brown from the Board.

Prior appointments by the Board for Secretary, Treasurer, Assistant Treasurer, and Assistant Secretary Daniel Rom, remain unaffected by this Resolution.

**On MOTION by Mr. DiCristina and seconded by Mr. Chiste, with all in favor, Resolution 2024-02, Electing and Removing Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Rom presented Resolution 2024-03. He reviewed the proposed Fiscal Year 2025 General Fund budget highlighting increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any adjustments.

Mr. Perez and Mr. Lopez presented the Field Operations portion of the proposed Fiscal Year 2025 budget.

Discussion ensued regarding the “Janitorial & pressure washing” line item.

Mr. Rom stated that the “Office lease” and “Office-miscellaneous” line items will be recoded into the “Office equipment” line item.

The following change was made to the proposed Fiscal Year 2025 budget:

Pages 2 and 5: Decrease “Janitorial & pressure washing” to “250,000”

Mr. Rom stated assessments will decrease as compared to Fiscal Year 2024.

**On MOTION by Mr. Chiste and seconded by Mr. Bouskila, with all in favor, Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on July 16, 2024 at 11:30 a.m., at the Caoba Sales Center Management Office, 698 NE 1<sup>st</sup> Ave., G188, Miami, Florida 33132; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

Discussion ensued regarding the scope of work and the proposed 5% Jones Lang LaSalle America, Inc. (JLLA) fee increase for Fiscal Year 2025, beginning October 1, 2024, and incorporating a 30-day “out” provision.

**On MOTION by Mr. Chiste and seconded by Mr. Bouskila, with all in favor, the Jones Lang LaSalle America, Inc., fee increase and entering into the Amendment, contingent upon inclusion of a 30-day “out” provision, and authorizing the Chair and Vice Chair to execute, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of**

**Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-04.

The following will be inserted into the Fiscal Year 2025 Meeting Schedule:

TIME: 11:00 AM

**On MOTION by Mr. Bouskila and seconded by Mr. Chiste, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.**

▪ **Consideration of RFP for Janitorial and Porter Services**

**This item, previously the Ninth Order of Business, was presented out of order.**

The Board authorized publication of the Request for Proposals (RFP).

**EIGHTH ORDER OF BUSINESS**

**Discussion: Rule Authorizing Property Manager/District Manager to Permit Utilization of CDD Property for Certain Events**

Mr. Rom recalled discussion of recent examples of incidents on PIA property that led District Counsel to advise implementation of Rules.

The Board and Staff discussed areas to be closed off for special events.

Ms. Wald discussed the need to preserve public access to CDD areas, such as thoroughfares, which cannot be used for private purposes.

Discussion ensued regarding the need to address liability, responsible parties for each event and predetermined start and end times.

Ms. Wald stated that a Facility Use Agreement can be drafted to create a Rule granting authority to the Property Manager and/or District Manager to authorize events that would close off CDD areas. Staff will continue to workshop this and will present it to the Board when ready.

**NINTH ORDER OF BUSINESS**

**Consideration of RFP for Janitorial and Porter Services**

This item was discussed following the Seventh Order of Business.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date**

Mr. Rom presented Resolution 2024-05.

**On MOTION by Mr. Chiste and seconded by Mr. Bouskila, with all in favor, Resolution 2024-05, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-06, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; Providing for Severability; and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-06.

**On MOTION by Mr. Chiste and seconded by Mr. Bouskila, with all in favor, Resolution 2024-06, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; Providing for Severability; and Providing for an Effective Date, was adopted.**

**TWELFTH ORDER OF BUSINESS**

**Discussion: Insured Cash Sweep (ICS) Program**

Mr. Rom presented investment options from Synovus Bank and BankUnited for the CDD’s operating funds.

The Board and Staff discussed the features and benefits of each option and how the program will be implemented. Mr. Chiste will work with Staff in this regard.

**On MOTION by Mr. DiCristina and seconded by Mr. Bouskila, with all in favor, investing CDD funds utilizing the Bank United ICS Money Market investment option, and authorizing the Chair to finalize, was approved.**

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Greenberg Traurig, P.A., Invoice 1000547114 for 2017 Bond Financing**

Mr. Rom presented Greenberg Traurig, P.A., Invoice 1000547114 for the 2017 Bond Financing.

**On MOTION by Mr. Chiste and seconded by Mr. Bouskila, with all in favor, Greenberg Traurig, P.A., Invoice 1000547114 for the 2017 Bond Financing, in the amount of \$920, was approved.**

**FOURTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of February 29, 2024**

Mr. Chiste asked for a budget or estimates related to usage of Capital Projects funds related to the Metro Mover.

Discussion ensued regarding related funds and ongoing talks with the Developer.

It was noted that, in some cases, the Developer will perform work and then request reimbursement from the CDD; in other cases, the CDD will contract directly with the vendor.

Mr. Rom noted that the year-to-date off-roll assessment revenue totaling \$251,655 was not budgeted. Funds received were related to an unbilled parcel sent to the Property Appraiser’s office; the issue was corrected and the invoice was paid.

Mr. Rom stated the “Irrigation - maintenance” line item is at 585% of budget due to miscoding of expenses related to “Landscape enhancements/improvements” that has since been corrected.

In response to a question, Mr. DiCristina stated he does not think any other segments of work that have not already been installed for the CDD are abutting into Developer properties for future construction. If the Developer replaces or redoes work, it should not impact the CDD.

An itemized breakdown of the Capital Projects Fund will be presented at the next meeting by the District Engineer.

**On MOTION by Mr. Chiste and seconded by Mr. Bouskila, with all in favor, the Unaudited Financial Statements as of February 29, 2024, as presented, were accepted.**

**FIFTEENTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. October 17, 2023 Regular Meeting**
- B. November 7, 2023 Landowners’ Meeting**

**On MOTION by Mr. DiCristina and seconded by Mr. Bouskila, with all in favor, the October 17, 2023 Regular Meeting and the November 7, 2023 Landowners’ Meeting Minutes, as presented, were approved.**

**SIXTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.**
- B. District Engineer: Kimley-Horn and Associates, Inc.**



- C. **Operations Manager: Jones Lang Lasalle Americas, Inc.**
- D. **District Manager: Wrathell, Hunt and Associates, LLC**

There were no Staff reports.

- **UPCOMING MEETING DATE: May 21, 2024 at 11:30 AM**
  - **QUORUM CHECK**

Mr. Rom stated the May meeting will likely be canceled.

**SEVENTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**EIGHTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Chiste and seconded by Mr. Bouskila, with all in favor, the meeting adjourned at 12:36 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair