



**PENTATHLON  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
& PUBLIC HEARING  
MAY 11, 2023  
6:00 P.M.**

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

[www.pentathloncdd.org](http://www.pentathloncdd.org)  
786.347.2700 ext. 2027 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**PENTATHLON COMMUNITY DEVELOPMENT DISTRICT**  
Conference Room of Signature Flight Support  
14150 SW 129<sup>th</sup> Street  
Miami, Florida 33186  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
**May 11, 2023**  
**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. March 9, 2023 Regular Board Meeting.....Page 2
- G. Public Hearing
  - 1. Proof of Publication.....Page 6
  - 2. Receive Public Comments Adopting a Fiscal Year 2023/2024 Final Budget
  - 3. Consider Resolution No. 2023-03 – Adopting a Fiscal Year 2023/2024 Final Budget.....Page 7
- H. Old Business
  - 1. Staff Report, as Required
- I. New Business
  - 1. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.....Page 0
  - 2. Appointment of Audit Committee & Hold Audit Committee Meeting.....Page 0
    - a. Audit Committee Approval of Audit Criteria to Evaluate Audit Firms
    - b. Announcement to Advertise Request for Proposals (RFPs) for Auditing Services
- J. Administrative Matters
  - 1. Statement of Financial Interest 2022 Form 1 – Filing Deadline: July 1, 2023
- K. Board Members Comments
- L. Adjourn

## Miscellaneous Notices

Published in Miami Daily Business Review on April 21, 2023

### Location

Miami-Dade County, Florida

### Notice Text

#### NOTICE OF PUBLIC HEARING AND REGULAR BOARD MEETING OF THE PENTATHLON COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors (the "Board") of the Pentathlon Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on May 11, 2023, at 6:00 p.m., or as soon thereafter as the meeting can be heard, in the Second Floor Conference Room at Signature Flight Support, Miami Executive Airport, located at 14150 SW 129th Street Miami, Florida 33186.

The purpose of the Public Hearing is to receive public comment on the District's Fiscal Year 2023/2024 Proposed Final Budget and Assessment Roll for the District. The purpose of the Regular Board Meeting is for the Board to consider any other District business which may lawfully and properly come before the Board. 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, 8785 SW 165 Avenue, Suite 200, Miami, Florida 33193, 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 two 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 786-347-2700 ext. 2027 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.

Pentathlon Community Development District

[www.pentathloncdd.org](http://www.pentathloncdd.org)

4/21-28 23-54/0000657440M

**PENTATHLON COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 9, 2023**

**A. CALL TO ORDER**

District Manager Nancy Nguyen called the March 9, 2023, Regular Board Meeting of the Pentathlon Community Development District (the “District”) to order at 6:04 p.m. in the Conference Room of the Signature Flight Support Building located at 14150 SW 129<sup>th</sup> Street, Miami, Florida 33186.

**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 September 30, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Ms. Nguyen determined that the attendance of Vice Chairwoman Ana Ibarra and Supervisors Michael Hunt, and Andre Goins constituted a quorum and it was in order to proceed with the meeting.

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

**D. CONSIDER RESOLUTION NO. 2023-01 – DECLARING VACANCIES (SEATS #3 AND #4)**

Ms. Nguyen presented Resolution No. 2023-01, entitled:

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
PENTATHLON COMMUNITY DEVELOPMENT DISTRICT  
DECLARING VACANCIES ON THE BOARD OF SUPERVISORS  
PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES;  
AND PROVIDING AN EFFECTIVE DATE.**

Ms. Nguyen provided an explanation for the document and advised that the 4-year terms of office for Seat #3 (currently held by Grissobelle Reyes-Obando) and Seat #4 (currently held by Julio Cesar Obando) expired in November 2022. She further explained that no elector qualified for Seat #3 or Seat #4 to be filled in the General Election. Pursuant to Section 190.006(3)(b), Florida Statutes, the District is required to declare the seats to be filled by the election to which no qualified elector has qualified as vacant and to appoint a qualified elector to fill each such vacancy within ninety (90) days of the second Tuesday following the General Election. Until such appointment, the incumbent board member in such seat shall remain in office.

A **motion** was made by Mr. Goins, seconded by Ms. Ibarra and unanimously passed to declare Seat #3 and Seat #4 as vacant effective November 22, 2022 and further authorizing incumbent board members in these seats to remain in office as holdovers until the appointment of a qualified elector to such seats.

## **E. CONSIDER RESIGNATION (ANA IBARRA/SEAT #5)**

It was noted that Ms. Ibarra's resignation letter had a scrivener's error and should be corrected. The effective date was updated from February 14, 2023 to March 9, 2023 at 11:59 p.m.

**NOTE:** After the scrivener's error was corrected, it was determined that this item should be discussed under Item O. Board Member & Staff Closing Comments along with the Election of Officers.

Ms. Nguyen presented that corrected resignation letter from Ana Ibarra with an effective date of March 9, 2023 at 11:59 p.m., and it would be in order for the Board of Supervisors (the "Board") to consider. A discussion ensued after which:

A **motion** was made by Mr. Hunt, seconded by Mr. Goins and unanimously passed to accept the resignation of Ana Ibarra, effective March 9, 2023 at 11:59 p.m..

Ms. Nguyen stated that there was now a vacancy in Seat #5 which term expires in November 2024.

## **F. DISCUSSION REGARDING VACANCIES IN SEATS 3, 4, AND 5 AND APPOINTMENT TO FILL VACANCIES**

This item was not needed at this time.

## **G. ADMINISTER OATH OF OFFICE AND REVIEW NEW BOARD MEMBER DUTIES AND RESPONSIBILITIES**

This item was not needed at this time.

## **H. ELECTION OF OFFICERS**

**NOTE:** This item was discussed under Item O. Board Member & Staff Closing Comments.

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:

- Chairwoman – Grissobelle Reyes-Obando
- Vice Chairperson – Andre Goins
- Secretary/Treasurer – Nancy Nguyen
- Assistant Secretaries – Michael Hunt, Julio Cesar Obando, Armando Silva and Gloria Perez

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

## **I. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

## **J. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments for items not on the agenda.

**K. APPROVAL OF MINUTES**

**1. November 10, 2022, Regular Board Meeting**

Ms. Nguyen presented the November 10, 2022, Regular Board Meeting minutes and asked if there were any comments and/or changes.

There being no changes and/or comments, a **motion** was made by Mr. Goins, seconded by Ms. Ibarra and unanimously passed approving the November 10, 2022, Regular Board Meeting minutes, as presented.

**L. OLD BUSINESS**

**1. Staff Report, as Required**

There was no staff report at this time.

**M. NEW BUSINESS**

**1. Consider Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Proposed Budget**

Ms. Nguyen presented Resolution No. 2023-02, entitled:

**RESOLUTION NO. 2023-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PENTATHLON COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.**

Ms. Nguyen provided an explanation for the document explained that the proposed 2023/2024 fiscal year budget would be balanced by designating a carryover of approximately \$9,000 from the projected fund balance as of September 30, 2023. Ms. Nguyen advised that since the overall proposed assessments were not increasing in the fiscal year 2023/2024, letters to the residents would not be required. Furthermore, Ms. Nguyen stated as part of Resolution No. 2023-02, the Board must set a date for the public hearing to adopt the fiscal year 2023/2024 final budget and assessment roll. A discussion ensued after which:

A **motion** was made by Mr. Hunt, seconded by Mr. Goins and unanimously passed to approve and adopt Resolution No. 2023-02, as presented, setting the public hearing to adopt the fiscal year 2023/2024 final budget and assessments for May 11, 2023, at 6:00 p.m. in Conference Room at Signature Flight Support located at 14150 SW 129<sup>th</sup> Street, Miami, Florida 33186; and further authorizes publication/notice of the budget public hearing, as required by law.

**2. Consider Engineering Updated Rates Request (Alvarez Engineers)**

Ms. Nguyen presented a letter from Alvarez Engineers, the District Engineer, respectfully requesting the Board's consideration in updating the engineering hourly billing rates for engineering personnel. Ms. Nguyen informed the Board that the existing billing rates have been in effect since 2007. Ms. Nguyen confirmed that the District's budget includes sufficient funds for the budget line, and that the increase in billing rates will not affect the District's budget. As per Alvarez Engineers, the billing rates will be reviewed again after a period of five (5) years. A discussion ensued, after which:

A **motion** was made Mr. Goins, seconded by Ms. Ibarra and unanimously passed, accepting the updated billing rates proposed by Alvarez Engineers; further authorizing District Counsel to prepare an Amendment to the Engineering Agreement, and further authorizing the District Manager to execute the Amendment on behalf of the District.

### **3. Consider Adjustment to District Counsel Fee Structure**

Ms. Nguyen presented a letter provided to her by Ms. Wald.

Ms. Wald explained that District Counsel's firm, Billing, Cochran, Lyles, Mauro & Ramsey, P.A., has had the current fee structure in place since 2017. Ms. Wald further explained that although the firm was mindful of the necessity to keep increases in the District's expenses, including the cost of legal services, to a minimum, it has become necessary for the firm to adjust their hourly rates, effective April 1, 2023.

Ms. Nguyen confirmed that the District's budget includes sufficient funds for the legal budget line, and that the increase in billing rates will not affect the District's budget.

A **motion** was made Mr. Hunt, seconded by Ms. Ibarra and unanimously passed accepting the updated billing rates proposed by Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

## **N. ADMINISTRATIVE MATTERS**

### **1. Staff Report, as Required**

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet until May 11, 2023.

## **O. BOARD MEMBER & STAFF CLOSING COMMENTS**

**NOTE:** Items E and H were discussed at this time.

There were no further comments from Board Members or District Staff.

## **P. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Goins, seconded by Mr. Hunt adjourning the Regular Board Meeting at approximately 6:20 p.m. There were no objections.

---

Secretary/Assistant Secretary

---

Chairperson/Vice-Chairperson

## Miscellaneous Notices

Published in Miami Daily Business Review on April 21, 2023

### Location

Miami-Dade County, Florida

### Notice Text

#### NOTICE OF PUBLIC HEARING AND REGULAR BOARD MEETING OF THE PENTATHLON COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors (the "Board") of the Pentathlon Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on May 11, 2023, at 6:00 p.m., or as soon thereafter as the meeting can be heard, in the Second Floor Conference Room at Signature Flight Support, Miami Executive Airport, located at 14150 SW 129th Street Miami, Florida 33186.

The purpose of the Public Hearing is to receive public comment on the District's Fiscal Year 2023/2024 Proposed Final Budget and Assessment Roll for the District. The purpose of the Regular Board Meeting is for the Board to consider any other District business which may lawfully and properly come before the Board. 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, 8785 SW 165 Avenue, Suite 200, Miami, Florida 33193, 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 two 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 786-347-2700 ext. 2027 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.

Pentathlon Community Development District

[www.pentathloncdd.org](http://www.pentathloncdd.org)

4/21-28 23-54/0000657440M



**RESOLUTION NO. 2023-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PENTATHLON COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2023/2024 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Pentathlon Community Development District (the “District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 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 PENTATHLON COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 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 11<sup>th</sup> day of May, 2023.

**ATTEST:**

**PENTATHLON  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

**RESOLUTION NO. 2023-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PENTATHLON COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Pentathlon Community Development District (the "District") to establish a regular meeting schedule for fiscal year 2023/2024; and

**WHEREAS**, the Board of Supervisors (the "Board") of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PENTATHLON COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted by the Board.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 11<sup>th</sup> day of May, 2023.

**ATTEST:**

**PENTATHLON  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

**PENTATHLON COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors (the “Board”) of the **Pentathlon Community Development District** (the “District”) will hold Regular Meetings in the Conference Room at Kendall Executive Center located at 8785 SW 165<sup>th</sup> Avenue, Suite 200, Miami, Florida 33193 at **6:00 p.m.** on the following dates:

**October 18, 2023  
November 15, 2023  
February 21, 2024  
March 20, 2024  
April 17, 2024  
May 15, 2024  
June 19, 2024  
September 18, 2024**

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. A copy of the Agenda for any of the meetings may be obtained from the District’s website or by contacting the District Manager at [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) and/or toll free 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) 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 [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) and/or toll free 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.

**PENTATHLON COMMUNITY DEVELOPMENT DISTRICT**

[www.pentathloncdd.org](http://www.pentathloncdd.org)

**PUBLISH: MIAMI DAILY BUSINESS REVIEW 10/09/23**