



**KEYS COVE II  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
SPECIAL BOARD MEETING  
FEBRUARY 9, 2022  
12:00 P.M.**

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

[www.keyscove2cdd.org](http://www.keyscove2cdd.org)  
786.303.3661 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT**  
Palm Breeze Clubhouse  
1427 SE 24<sup>th</sup> Place  
Homestead, Florida 33035  
**SPECIAL BOARD MEETING**  
February 9, 2022  
12:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Resignation of Raquel Castaneda (Seat #1).....Page 2
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
  - 1. January 12, 2021 Special Board Meeting.....Page 3
- H. Old Business
  - 1. Discussion Regarding Maverick Security – Rate Increase.....Page 7
- I. New Business
  - 1. Discussion Regarding Scope of Services for Porter Services.....Page 9
- J. Administrative & Operational Matters
- K. Board Member & Staff Closing Comments
- L. Adjourn



## Miscellaneous Notices

Published in Miami Daily Business Review on January 27, 2022

### Location

Miami-Dade County, Florida

### Notice Text

NOTICE OF SPECIAL BOARD  
MEETING OF THE  
KEYS COVE II COMMUNITY  
DEVELOPMENT DISTRICT

The Board of Supervisors (the "Board") of the Keys Cove II Community Development District (the "District") will hold a Special Board Meeting on February 9, 2022, at 12:00 p.m. in the Palm Breeze Clubhouse located at 1427 SE 24th Place, Homestead, Florida 33035.

The purpose of the Special Board Meeting is for the Board to discuss the possibility of contracting a janitorial services contractor and any other District business which may come before the Board. A copy of the Agenda may be obtained from the District's website or at the offices of the District Manager, 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, during normal business hours. The meeting is 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) 313-3661 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meeting.

If any person decides to appeal any decision made with respect to any matter considered at this Special 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.

Keys Cove II Community Development District

[www.keyscove2cdd.org](http://www.keyscove2cdd.org)

1/27 22-53/0000575301M

Date: 1/13/2022

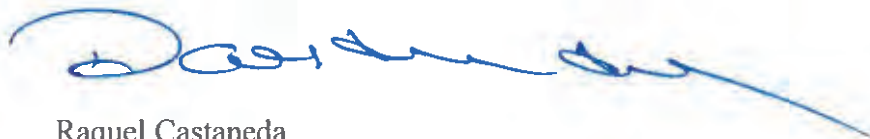
Board of Supervisors  
Keys Cove II Community Development District  
C/o Special District Services, Inc.,  
8785 SW 165<sup>th</sup> Avenue, Suite 200  
Miami, Florida 33193

**RE: Resignation**

Dear Board of Supervisors,

Please be advised that I am resigning my position as Board Member and Officer on the **Keys Cove II Community Development District** Board of Supervisors effective immediately 1/13/22, 2021.

Sincerely,



Raquel Castaneda

**KEYS COVE II COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL BOARD MEETING  
JANUARY 12, 2022**

**A. CALL TO ORDER**

District Manager Armando Silva called the January 12, 2022, Special Board Meeting of the Keys Cove II Community Development District (the “District”) to order at 12:02 p.m. in the Palm Breeze Clubhouse located at 1427 SE 24<sup>th</sup> Place, Homestead, Florida 33035.

**B. PROOF OF PUBLICATION**

Mr. Silva presented proof of publication that notice of the Special Board Meeting had been published in the *Miami Daily Business Review* on January 13, 2022, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Silva determined that the attendance of Chairperson Grant Johnson, Vice Chairperson Janine Ferreiro and Supervisor Melony Fogelstrom constituted a quorum and it was in order to proceed with the meeting

Staff in attendance: District Manager Armando Silva of Special District Services, Inc.; and General Counsel Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Others in attendance was Jose Fabregas of Property Keepers Management, LLC, Ft. Lauderdale, Florida.

**D. CONSIDER RESIGNATION OF RAQUEL CASTANEDA (SEAT #1)**

*This topic was tabled.*

**E. ADDITIONS OR DELETIONS TO THE AGENDA**

Mr. Silva requested to have the following item added to the agenda for discussion:

- **Administrative and Operational Matters – Discussion Regarding Maverick Security Rate Increase**

The Board acknowledged Mr. Silva’s request.

**F. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

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

**G. APPROVAL OF MINUTES**

**1. December 1, 2021, Special Board Meeting**

Mr. Silva presented the minutes of the December 1, 2021, Special Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Ms. Fogelstrom, seconded by Mr. Johnson

and unanimously passed to approve the minutes of the December 1, 2021, Special Board Meeting, *as presented*.

## **H. OLD BUSINESS**

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

There was no Staff Report as Required.

## **I. NEW BUSINESS**

### **1. Discussion Regarding Scope of Services for Porter Services**

Mr. Gregory George provided the Board with the following information regarding this topic:

At the Special Meeting last month the idea to bring porter services into the community was discussed. During that meeting, one of the Supervisors mentioned the possibility of having a porter business. At that time, it was stated that the Board discussion was only related to the idea of bringing in porter services and not engaging any business at that time. I told you I would look into the possible conflict of interest and educate the Board members of their ethical obligations.

We are faced with a scenario where the Board may wish to engage a porter service provider. The Board cannot prevent a business from submitting a proposal however, Section 112.313(7)(a), Florida Statutes, provides:

**CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP.--**No public officer or employee of an agency shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, any agency of which he is an officer or employee . . . ; nor shall an officer or employee of an agency have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties. [Section 112.313(7)(a), Florida Statutes.]

Therefore it would be a violation of the law to engage the contractor who also serves as Supervisor. Further, as this item is the agenda, I want to bring Section 112.3143(3)(a) to your attention, and it reads as follows:

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporation parent by which he or she is retained, other than an agency as defined in s. 112.312(2); or which he or she knows would insure to the special private gain or loss of a relative or business associate of the public officer.

It would violate the law if a Supervisor voted on a contract that would provide them a special gain. These conflicts are apparent and unavoidable. If the District wants to move forward with porter services, they cannot hire a contractor who currently serves on the Board. In addition, it is my recommendation that the Supervisor resigns from the Board if they wish to submit a proposal.

A discussion ensued after which the board consensus was to table this topic to a future meeting.

**J. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Consider Resolution No. 2022-01 – Authorizing Electronic Approvals and Check Signers**

Mr. Silva presented Resolution No. 2022-01, entitled:

**RESOLUTION NO. 2022-01**

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

Mr. Silva provided an explanation for the document and outlined that due to the recent changes on the Board, check signers for the District’s operating account would be changing and it would be in order to consider said changes. A discussion ensued after which:

A **motion** was made by Ms. Ferreiro, seconded by Mr. Grant and unanimously passed to approve and adopt Resolution No. 2022-01, as presented, thereby authorizing electronic approvals for expenditures and selecting Todd Wodraska, Jason Pierman, Patricia LasCasas, Armando Silva, Nancy Nguyen and Melony Fogelstrom to serve as the signatories on the District’s checking/operating account. Two (2) signatures will be required on each check and checks will be released after electronic approvals have been provided by the Chairperson or the Vice Chairperson in the Chairperson’s absence.

**2. ADD-ON: Discussion Regarding Maverick Security Rate Increase**

*This topic was tabled.*

**K. BOARD MEMBER & STAFF CLOSING COMMENTS**

Mr. Silva stated that there would be a Special Meeting on February 9, 2022 at 12:00 P.M. at the Palm Breeze Clubhouse to discuss the scope of services for the potential porter services along with any other District business which may come up before the Board.

**L. ADJOURNMENT**

There being no further business to conduct, a **motion** was made by Ms. Fogelstrom, seconded by Mr. Johnson and passed unanimously to adjourn the Regular Board Meeting at 12:52 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson





**MAVERICK SECURITY SERVICES - Keys Cove 2**

Post Type	Hourly Rate	Weekly Hours	Monthly Cost	Yearly Cost	Sales Tax 7%	Total Cost
<b>Security Officer 1</b>	\$15.45	168	\$11,247.60	\$134,971.20	\$0.00	\$134,971.20
Includes:						
<b>Account Manager</b>			\$0.00	\$0.00	\$0.00	\$0.00
<b>Cell-Phone</b>						
<b>Online Reporting System</b>			\$0.00	\$0.00	\$0.00	\$0.00
<b>GPS Tracking</b>						
<b>Field Supervision</b>			\$0.00	\$0.00	\$0.00	\$0.00
<b>Estimated Cost of Holidays</b>			\$108.15	\$1,297.80	\$0.00	\$1,297.80
<b>Sub-Totals</b>		<b>168</b>	<b>\$11,355.75</b>	<b>\$136,269.00</b>	<b>\$0.00</b>	<b>\$136,269.00</b>

Vehicle Type	Number of Units	Monthly Cost per Unit	Total Monthly Cost of Vehicles	Annual Cost of Vehicles	Veh Sales Tax of 7%	Total Cost of Vehicles
<b>Golf Cart</b>	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes:						
<b>Rain Enclosure</b>			\$0.00	\$0.00	\$0.00	\$0.00
<b>Maintenance</b>						
<b>Loaner Service</b>			\$0.00	\$0.00	\$0.00	\$0.00

Client pays the actual cost of fuel + 5% fee or provides fueling options at client's expense. **Estimated yearly cost of fuel:**

<b>Proposed Annual Security Budget</b>	<b>136,269.00</b>	<b>0.00</b>	<b>136,269.00</b>
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<b>Number of units in complex</b>	<b>810</b>
<b>Monthly cost per unit</b>	<b>\$14.02</b>
<b>Annual cost per unit</b>	<b>\$168.23</b>

\*\* This proposed budget is an estimate of costs. The actual cost could vary due to a client requesting an increase or decrease in the number of hours worked or the number of vehicles or holidays worked at the holiday rate specified in the contract.



**MAVERICK SECURITY SERVICES - Keys Cove 2**

Post Type	Hourly Rate	Weekly Hours	Monthly Cost	Yearly Cost	Sales Tax 7%	Total Cost
<b>Security Officer 1</b>	\$16.15	168	\$11,757.20	\$141,086.40	\$0.00	\$141,086.40
Includes:						
<b>Account Manager</b>			\$0.00	\$0.00	\$0.00	\$0.00
<b>Cell-Phone</b>						
<b>Online Reporting System</b>			\$0.00	\$0.00	\$0.00	\$0.00
<b>GPS Tracking</b>						
<b>Field Supervision</b>			\$0.00	\$0.00	\$0.00	\$0.00
<b>Estimated Cost of Holidays</b>			\$113.05	\$1,356.60	\$0.00	\$1,356.60
<b>Sub-Totals</b>		<b>168</b>	<b>\$11,870.25</b>	<b>\$142,443.00</b>	<b>\$0.00</b>	<b>\$142,443.00</b>

Vehicle Type	Number of Units	Monthly Cost per Unit	Total Monthly Cost of Vehicles	Annual Cost of Vehicles	Veh Sales Tax of 7%	Total Cost of Vehicles
<b>Golf Cart</b>	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes:						
<b>Rain Enclosure</b>			\$0.00	\$0.00	\$0.00	\$0.00
<b>Maintenance</b>						
<b>Loaner Service</b>			\$0.00	\$0.00	\$0.00	\$0.00

Client pays the actual cost of fuel + 5% fee or provides fueling options at client's expense. **Estimated yearly cost of fuel:**

<b>Proposed Annual Security Budget</b>	<b>142,443.00</b>	<b>0.00</b>	<b>142,443.00</b>
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<b>Number of units in complex</b>	<b>810</b>
<b>Monthly cost per unit</b>	<b>\$14.65</b>
<b>Annual cost per unit</b>	<b>\$175.86</b>

\*\* This proposed budget is an estimate of costs. The actual cost could vary due to a client requesting an increase or decrease in the number of hours worked or the number of vehicles or holidays worked at the holiday rate specified in the contract.

**KEYS COVE II CDD  
JANITORIAL SERVICES  
PROPOSED SCOPE OF SERVICES**

The Keys Cove II Community Development District (the “District”) has a need to engage an independent contractor to provide janitorial/porter services (“Janitorial Services”). The duties, obligations and responsibilities of the Contractor are to perform the Janitorial Services outlined in the Scope of Services below:

**SCOPE OF SERVICES**

- Janitorial Services will be performed 5 days a week between the hours of 7:00 A.M. and 5:00 P.M.
- Janitorial Services will include the collection of casual trash on District owned roads, sidewalks, commons areas and lake banks.
- Palm fronds will be collected and placed in a designated area assigned by the client for the disposal by the landscape maintenance contractor.
- Golf Cart will be supplied
- Empty Doggy Waste Stations within District owned right-of-ways.