

**BRIGER  
COMMUNITY DEVELOPMENT  
DISTRICT**

**JANUARY 28, 2019**

**AGENDA PACKAGE**

# Briger Community Development District

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**Inframark, Infrastructure Management Services**  
210 N. University Drive, #702, Coral Springs, FL 33071  
Phone: 954-603-0033; Fax: 954-345-1292

January 21, 2019

Board of Supervisors  
Briger Community  
Development District

Dear Board Members:

A meeting of the Board of Supervisors of the Briger Community Development District will be held **Monday, January 28, 2019 at 8:30 a.m.** at the offices of Billing, Cochran, Lyles, Mauro & Ramsey, located at The Centurion Tower, 1601 Forum Place, Suite 400, West Palm Beach, Florida 33401. Following is the advance agenda for this meeting:

- 1. Call to Order and Roll Call**
- 2. Public Comment**
- 3. Approval of the Minutes of the November 26, 2018 Meeting**
- 4. Manager's Report**
- 5. Attorney's Report**
- 6. Supervisors' Reports, Requests and Comments**
- 7. Approval of Financial Statements**
- 8. Adjournment**

All supporting documentation is enclosed or will be distributed at the meeting. The balance of the agenda is routine in nature, if you have any questions please contact me.

Sincerely,

*Kenneth G. Cassel*

Kenneth Cassel/jb  
Manager

## **Third Order of Business**

**MINUTES OF MEETING  
BRIGER COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Briger Community Development District was held on Monday, November 26, 2018 at 8:30 a.m. in the offices of Billing, Cochran et al, the Centurion Tower, 1601 Forum Place, Suite 400, West Palm Beach, Florida.

Present and constituting a quorum:

Hyman J. Zacharia	Chairman
Calvin Lovelace	Vice Chairman
John Buxton	Assistant Secretary
Dena Comfort	Assistant Secretary
Shaina Zacharia	Assistant Secretary

Also present:

Kenneth Cassel	District Manager
Scott Cochran (via telephone)	District Counsel

*The following is a summary of the minutes and actions taken at the November 26, 2018 Briger Community Development District Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Mr. Cassel called the meeting to order and called the roll; a quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the  
September 24, 2018 Meeting**

Mr. Cassel stated each Board member received a copy of the minutes of the September 24, 2018 meeting and requested any corrections, additions or deletions.

On MOTION by Mr. Lovelace seconded by Ms. Comfort with all in favor the minutes of the September 24, 2018 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office**

- Mr. Cassel, being a notary public of the State of Florida, administered the oath of office to Shaina Zacharia.
- Ms. Zacharia will fill out and submit Form 1 with her personal check of \$10 to the State of Florida, Division of Elections.

**B. Election of Officers – Resolution 2019-01**

- Mr. Cassel indicated currently the slate of officers are Mr. Hyman Zacharia, Chairman; Mr. Calvin Lovelace Vice Chairman; Mr. Cassel Secretary; Mr. Stephen Bloom, Treasurer; Mr. Alan Baldwin, Assistant Treasurer; Ms. Dena Comfort, Assistant Secretary and Mr. John Buxton, Assistant Secretary with the addition of Ms. Shaina Zacharia who was just elected.

On MOTION by Ms. Comfort seconded by Mr. Lovelace with all in favor Resolution 2019-01 was adopted.

**FIFTH ORDER OF BUSINESS**

**Manager’s Report**

**A. Motion to Assign Fund Balance**

On MOTION by Ms. Comfort seconded by Mr. Lovelace with all in favor the Motion to Assign Fund Balance was approved.

**B. Acceptance of Engagement Letter FY 2018**

On MOTION by Ms. Comfort seconded by Ms. Zacharia with all in favor the Audit Engagement Letter for Fiscal Year 2018 with Grau & Associates was accepted.

**C. Acceptance of Engineer’s Annual Report**

On MOTION by Mr. Lovelace seconded by Ms. Zacharia with all in favor the Engineer’s Annual Report was accepted.

**SIXTH ORDER OF BUSINESS**

**Attorney’s Report**

- There being no report, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Supervisors Reports, Requests and Comments**

- There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Approval of Financial Statements**

- Mr. Cassel reviewed the financials for September 2018.

On MOTION by Ms. Comfort seconded by Ms. Zacharia with all in favor the financial statements for September 2018 were accepted.

**NINTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Lovelace seconded by Ms. Comfort with all in favor the meeting was adjourned.

- Mr. Cassel asked for a motion to reopen the meeting.

On MOTION by Ms. Comfort seconded by Ms. Zacharia with all in favor the meeting was re-opened.

- Mr. Cassel noted the reason the meeting was reopened is because Mr. Buxton has joined the meeting.
- Mr. Buxton’s seat expired. No one qualified to run for his seat. The motion would be to reappoint Mr. Buxton.
- Mr. Cochran noted first you have to declare a vacancy for that seat because no one qualified for it in the General Election, effective as of November 20<sup>th</sup>, the second Tuesday after the General Election. Then you can nominate anyone, including Mr. Buxton, to fill that vacant seat.

On MOTION by Ms. Zacharia seconded by Ms. Comfort with all in favor declaring a vacancy for Seat #2 was approved.

On MOTION by Ms. Comfort seconded by Mr. Zacharia with all in favor appointing Mr. Buxton to Seat #2 was approved.

- There being no further business,

On MOTION by Mr. Zacharia seconded by Ms. Zacharia with all in favor the meeting was adjourned.

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Kenneth Cassel  
Secretary

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Hyman J. Zacharia  
Chairman

## **Seventh Order of Business**



## MEMORANDUM

**TO:** Board of Supervisors  
**FROM:** Sergio Inguanzo, District Accountant  
**CC:** Ken Cassel, District Manager  
**DATE:** January 28, 2019  
**SUBJECT:** December Financial Report

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Please find enclosed the December 2018 financials for Briger CDD. Currently, the General Fund has excess revenues over expenditures of approximately \$35,906. In addition, below is some information on the District's current financial position. Should you have any other questions or require additional information, please do not hesitate to contact me at [Sergio.Inguanzo@inframark.com](mailto:Sergio.Inguanzo@inframark.com).

### **Finance Report**

#### **General Fund**

- Total revenues through December were approximately 86% collected.
- Total expenditures through December were approximately 26% of the annual budget with the following notes for the fiscal year:
  - ProfServ-Engineering – annual engineer report.
  - Printing & Binding – Inframark fees to-date.

#### **Debt Service Fund**

- Total revenues through December were approximately 86% collected.
- Total expenditures through December were approximately 20% of the annual budget with the following note for the fiscal year:
  - Interest Expense – interest payment of \$40,998.27 made on 11/1/2018, per amortization schedule. For 5/1/19 interest payment of \$49,329.82, total interest will be in line with total budget.

**Briger  
Community Development District**

*Financial Report  
December 31, 2018*



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**Briger  
Community Development District**

**Financial Statements**

**(Unaudited)**

**December 31, 2018**

**Balance Sheet**  
December 31, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2008 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 253,721	\$ -	\$ 253,721
Due From Other Funds	-	188,975	188,975
Investments:			
Money Market Account	96,838	-	96,838
Reserve Fund	-	22,130	22,130
Revenue Fund	-	55,349	55,349
<b>TOTAL ASSETS</b>	<b>\$ 350,559</b>	<b>\$ 266,454</b>	<b>\$ 617,013</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 660	\$ -	\$ 660
Due To Other Funds	188,975	-	188,975
<b>TOTAL LIABILITIES</b>	<b>189,635</b>	<b>-</b>	<b>189,635</b>
<b><u>FUND BALANCES</u></b>			
<b>Restricted for:</b>			
Debt Service	-	266,454	266,454
<b>Assigned to:</b>			
Operating Reserves	14,964	-	14,964
<b>Unassigned:</b>			
	145,960	-	145,960
<b>TOTAL FUND BALANCES</b>	<b>\$ 160,924</b>	<b>\$ 266,454</b>	<b>\$ 427,378</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 350,559</b>	<b>\$ 266,454</b>	<b>\$ 617,013</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b>REVENUES</b>					
Interest - Investments	\$ 100	\$ 25	\$ 394	\$ 369	394.00%
Special Assmnts- Tax Collector	62,250	57,141	53,472	(3,669)	85.90%
Special Assmnts- Discounts	(2,490)	(2,290)	(2,148)	142	86.27%
<b>TOTAL REVENUES</b>	<b>59,860</b>	<b>54,876</b>	<b>51,718</b>	<b>(3,158)</b>	<b>86.40%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	6,000	2,000	1,600	400	26.67%
FICA Taxes	459	153	122	31	26.58%
ProfServ-Engineering	1,400	1,400	1,463	(63)	104.50%
ProfServ-Legal Services	7,350	1,225	1,060	165	14.42%
ProfServ-Mgmt Consulting Serv	17,672	4,418	4,418	-	25.00%
ProfServ-Property Appraiser	150	-	-	-	0.00%
ProfServ-Special Assessment	1,120	1,120	1,120	-	100.00%
Auditing Services	4,750	-	-	-	0.00%
Postage and Freight	220	55	38	17	17.27%
Insurance - General Liability	5,236	5,236	4,966	270	94.84%
Printing and Binding	225	56	81	(25)	36.00%
Legal Advertising	400	-	-	-	0.00%
Misc-Assessmnt Collection Cost	623	548	513	35	82.34%
Misc-Web Hosting	1,000	250	250	-	25.00%
Office Supplies	50	13	6	7	12.00%
Annual District Filing Fee	175	175	175	-	100.00%
<b>Total Administration</b>	<b>46,830</b>	<b>16,649</b>	<b>15,812</b>	<b>837</b>	<b>33.76%</b>
<b>Field</b>					
R&M-Grounds	13,030	-	-	-	0.00%
<b>Total Field</b>	<b>13,030</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>59,860</b>	<b>16,649</b>	<b>15,812</b>	<b>837</b>	<b>26.41%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	38,227	35,906	(2,321)	0.00%
Net change in fund balance	\$ -	\$ 38,227	\$ 35,906	\$ (2,321)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>125,018</b>	<b>125,018</b>	<b>125,018</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 125,018</b>	<b>\$ 163,245</b>	<b>\$ 160,924</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>REVENUES</u></b>					
Interest - Investments	\$ 50	\$ 13	\$ 79	\$ 66	158.00%
Special Assmnts- Tax Collector	234,856	214,804	202,020	(12,784)	86.02%
Special Assmnts- Discounts	(9,394)	(8,612)	(8,118)	494	86.42%
<b>TOTAL REVENUES</b>	<b>225,512</b>	<b>206,205</b>	<b>193,981</b>	<b>(12,224)</b>	<b>86.02%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
ProfServ-Arbitrage Rebate	600	-	-	-	0.00%
ProfServ-Trustee Fees	4,771	4,771	3,976	795	83.34%
Misc-Assessmnt Collection Cost	2,349	2,062	1,939	123	82.55%
<b>Total Administration</b>	<b>7,720</b>	<b>6,833</b>	<b>5,915</b>	<b>918</b>	<b>76.62%</b>
<b><u>Debt Service</u></b>					
Principal Debt Retirement	140,000	-	-	-	0.00%
Interest Expense	81,328	40,998	40,998	-	50.41%
<b>Total Debt Service</b>	<b>221,328</b>	<b>40,998</b>	<b>40,998</b>	<b>-</b>	<b>18.52%</b>
<b>TOTAL EXPENDITURES</b>	<b>229,048</b>	<b>47,831</b>	<b>46,913</b>	<b>918</b>	<b>20.48%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(3,536)	158,374	147,068	(11,306)	n/a
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Contribution to (Use of) Fund Balance	(3,536)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(3,536)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (3,536)	\$ 158,374	\$ 147,068	\$ (11,306)	n/a
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>119,386</b>	<b>119,386</b>	<b>119,386</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 115,850</b>	<b>\$ 277,760</b>	<b>\$ 266,454</b>		

**Briger  
Community Development District**

Supporting Schedules

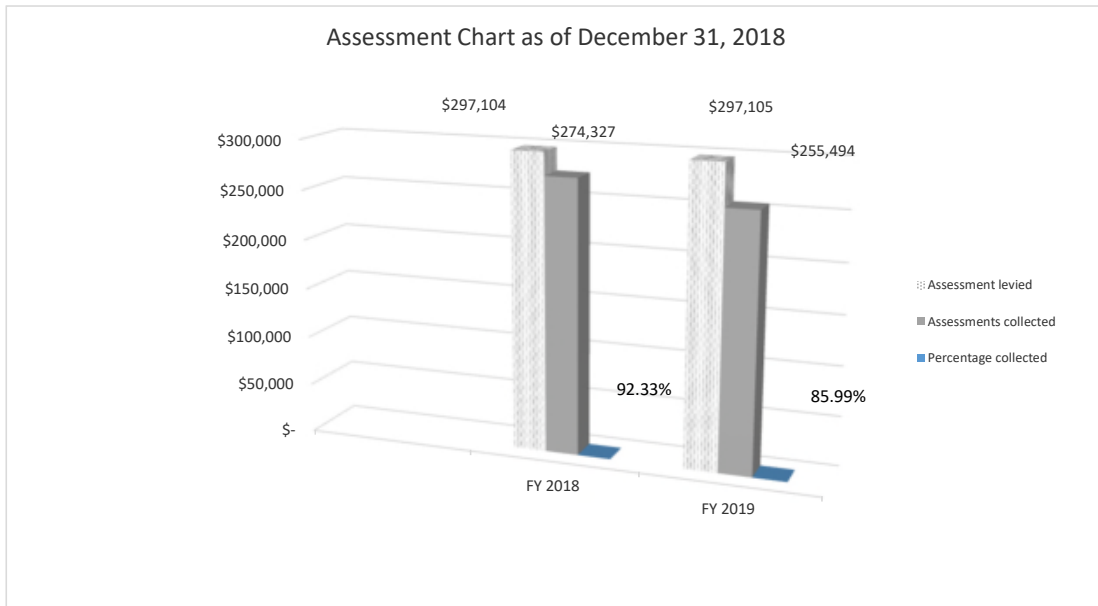
December 31, 2018



**Non-Ad Valorem Special Assessments**  
(Palm Beach County Tax Collector - Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2019

Date Received	Net Amount Received	Discount / (Penalties) Amount	Property Appraiser (1)	Collection Costs	Gross Amount Received	ALLOCATION BY FUND	
						General Fund	Series 2008 Debt Service Fund
Assessments Levied					\$ 297,105	\$ 62,248	\$ 234,856
Allocation %					100%	20.95%	79.05%
11/07/18	\$ 4,839	\$ 263	\$ -	\$ 49	\$ 5,152	\$ 869	\$ 4,282
11/21/18	41,660	1,755	-	421	43,835	9,166	34,667
12/05/18	140,800	5,927	-	1,422	148,149	30,855	117,294
12/12/18	47,460	1,996	-	479	49,936	10,994	38,941
12/26/18	8,016	326	-	81	8,422	1,587	6,835
<b>TOTAL</b>	<b>\$ 242,774</b>	<b>\$ 10,267</b>	<b>\$ -</b>	<b>\$ 2,452</b>	<b>\$ 255,494</b>	<b>53,472</b>	<b>202,020</b>

% COLLECTED 85.99% 85.90% 86.02%



**Cash & Investment Report**  
**December 31, 2018**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
<b>OPERATING FUND</b>			
Super Checking Non-Profit	CenterState Bank	0.00%	\$ 253,721 (1)
Public Funds Money Market Account	BankUnited	1.75%	96,838
		<b>Subtotal</b>	350,559
<b>DEBT SERVICE AND CAPITAL PROJECT FUNDS</b>			
Series 2008 Reserve Account	US Bank	0.15%	22,130
Series 2008 Revenue Account	US Bank	0.15%	55,349
		<b>Subtotal</b>	77,479 (2)
		<b>Total</b>	<b>\$ 428,038</b>

NOTE 1 - In January 2018, \$188,975 of this balance was transferred to the Trustee.

NOTE 2 - U.S. Bank open ended monthly commercial paper manual sweep.

# Briger CDD

## Bank Reconciliation

**Bank Account No.** 8806 CenterState Bank - GF  
**Statement No.** 12-18  
**Statement Date** 12/31/2018

<b>G/L Balance (LCY)</b>	253,720.80	<b>Statement Balance</b>	253,720.80
<b>G/L Balance</b>	253,720.80	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>	<b>Subtotal</b>	253,720.80
<b>Subtotal</b>	253,720.80	<b>Outstanding Checks</b>	0.00
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
	<hr/>		
<b>Ending G/L Balance</b>	253,720.80	<b>Ending Balance</b>	253,720.80
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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**BRIGER**  
**Community Development District**

**Payment Register by Bank Account**  
For the Period from 10/01/2018 to 12/31/2018  
(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
<b>CENTERSTATE BANK - GF - (ACCT# XXXXX8806)</b>									
Check	00620	10/03/18	Employee	JOHN C. BUXTON	PAYROLL	***Voided Voided***			\$0.00
Check	00621	10/03/18	Employee	CALVIN L. LOVELACE	PAYROLL	October 03, 2018 Payroll Posting			\$183.87
Check	00622	10/03/18	Employee	HYMAN J. ZACHARIA	PAYROLL	October 03, 2018 Payroll Posting			\$133.87
Check	00623	10/03/18	Employee	DENA M COMFORT	PAYROLL	October 03, 2018 Payroll Posting			\$184.70
Check	00624	10/16/18	Vendor	DEPT OF ECONOMIC OPPORTUNITY	72228	ANNUAL FILING FEE 18/19	Annual District Filing Fee	001-554007-51301	\$175.00
Check	00625	10/16/18	Vendor	FEDEX	6-328-92788	POSTAGE- CERTIFICATES	Postage and Freight	001-541006-51301	\$15.21
Check	00626	10/16/18	Vendor	U.S. BANK	5126315	TRUSTEE FEES 9/1/18-8/31/19	9/1/18-8/31/19	202-531045-51301	\$361.42
Check	00626	10/16/18	Vendor	U.S. BANK	5126315	TRUSTEE FEES 9/1/18-8/31/19	9/1/18-8/31/19	155000	\$3,975.52
Check	00627	10/30/18	Vendor	BILLING, COCHRAN, LYLES,	152329	LEGAL SERVICES 9/17-9/24	ProfServ-Legal Services	001-531023-51401	\$596.00
Check	00628	10/30/18	Vendor	INFRAMARK, LLC	35062	OCT MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$1,472.67
Check	00628	10/30/18	Vendor	INFRAMARK, LLC	35062	OCT MANAGEMENT FEES	Postage and Freight	001-541006-51301	\$1.88
Check	00628	10/30/18	Vendor	INFRAMARK, LLC	35062	OCT MANAGEMENT FEES	Printing and Binding	001-547001-51301	\$21.70
Check	00628	10/30/18	Vendor	INFRAMARK, LLC	35062	OCT MANAGEMENT FEES	Office Supplies	001-551002-51301	\$5.50
Check	00628	10/30/18	Vendor	INFRAMARK, LLC	35062	OCT MANAGEMENT FEES	Misc-Web Hosting	001-549915-51301	\$83.33
Check	00629	11/28/18	Vendor	MICHAEL B. SCHORAH & ASSOCIATE	25589	ANNUAL ENGINEERS REPORT	ProfServ-Engineering	001-531013-51501	\$1,462.50
Check	00630	11/29/18	Vendor	INFRAMARK, LLC	35895	NOV MGMT SERVICES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$1,472.67
Check	00630	11/29/18	Vendor	INFRAMARK, LLC	35895	NOV MGMT SERVICES	Postage and Freight	001-541006-51301	\$2.82
Check	00630	11/29/18	Vendor	INFRAMARK, LLC	35895	NOV MGMT SERVICES	Printing and Binding	001-547001-51301	\$2.40
Check	00630	11/29/18	Vendor	INFRAMARK, LLC	35895	NOV MGMT SERVICES	Misc-Web Hosting	001-549915-51301	\$83.33
Check	00631	12/04/18	Employee	JOHN C. BUXTON	PAYROLL	December 04, 2018 Payroll Posting			\$164.70
Check	00632	12/04/18	Employee	CALVIN L. LOVELACE	PAYROLL	December 04, 2018 Payroll Posting			\$183.87
Check	00633	12/04/18	Employee	HYMAN J. ZACHARIA	PAYROLL	December 04, 2018 Payroll Posting			\$133.87
Check	00634	12/04/18	Employee	DENA M COMFORT	PAYROLL	December 04, 2018 Payroll Posting			\$184.70
Check	00635	12/05/18	Vendor	FEDEX	6-378-28611	NOV POSTAGE	Postage and Freight	001-541006-51301	\$17.48
Check	00636	12/17/18	Vendor	BILLING, COCHRAN, LYLES,	152995	CURRENT GEN COUNSEL	ProfServ-Legal Services	001-531023-51401	\$400.00
Check	00637	12/18/18	Employee	SHAINA L. ZACHARIA	PAYROLL	December 18, 2018 Payroll Posting			\$183.87
Check	00638	12/26/18	Vendor	INFRAMARK, LLC	36689	MANAGEMENT SERVICES-DEC 2018	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$1,472.67
Check	00638	12/26/18	Vendor	INFRAMARK, LLC	36689	MANAGEMENT SERVICES-DEC 2018	Postage and Freight	001-541006-51301	\$0.47
Check	00638	12/26/18	Vendor	INFRAMARK, LLC	36689	MANAGEMENT SERVICES-DEC 2018	Printing and Binding	001-547001-51301	\$56.90
Check	00638	12/26/18	Vendor	INFRAMARK, LLC	36689	MANAGEMENT SERVICES-DEC 2018	Misc-Web Hosting	001-549915-51301	\$83.33
Check	00638	12/26/18	Vendor	INFRAMARK, LLC	36689	MANAGEMENT SERVICES-DEC 2018	ProfServ-Special Assessment	001-531038-51301	\$1,120.00
<b>Account Total</b>									<b>\$14,236.25</b>

**BRIGER  
Community Development District**

**Payment Register by Bank Account**

For the Period from 10/01/2018 to 12/31/2018

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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Total Amount Paid	\$14,236.25
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	9,899.31
Series 2008 Debt Service Fund - 202	4,336.94
<b>Total</b>	<b>14,236.25</b>