



**SONOMA BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
MAY 8, 2017
10:00 A.M.**

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

www.sonomabaycdd.org
561.630.4922 Telephone
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AGENDA
SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
Sonoma Bay Clubhouse
3600 Sonoma Drive
Riviera Beach, Florida 33404
REGULAR BOARD MEETING
May 8, 2017
10:00 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. April 10, 2017 Regular Board Meeting Minutes.....Page 2
- G. Old Business
- H. New Business
 - 1. Discussion Regarding Marksman Security
 - 2. Consider Ratification of Marksman Security Contract
 - 3. Consider Resolution No. 2017-02 – Adopting a Fiscal Year 2017/2018 Proposed Budget.....Page 6
- I. Administrative Matters
- J. Consider Redesignation of District Secretary/Treasurer
- K. Board Members Comments
- L. Adjourn

**SONOMA BAY COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2016/2017
REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Sonoma Bay Community Development District will hold Regular Meetings in the Sonoma Bay Clubhouse located at 3600 Sonoma Drive, Riviera Beach, Florida 33404, at 10:00 a.m. on the following dates:

- October 10, 2016
- November 14, 2016
- December 12, 2016
- January 9, 2017
- February 13, 2017
- March 13, 2017
- April 10, 2017
- May 8, 2017
- June 12, 2017
- July 10, 2017
- August 14, 2017
- September 11, 2017

The purpose of the meetings is to conduct any and all 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 five (5) days 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.

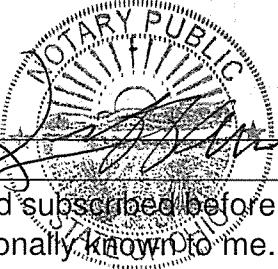
Meetings may be cancelled from time to time without advertised notice.

**SONOMA BAY COMMUNITY
DEVELOPMENT DISTRICT**

www.sonomabaycdd.org
PUB: The Palm Beach Post 9-26/2016
#653608

SONOMA BAY CDD PROOF OF PUBLICATION
STATE OF FLORIDA COUNTY OF PALM BEACH
Before the undersigned authority personally appeared Tiffani Everett, who on oath says that she is Call Center Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published at West Palm Beach in Palm Beach County, Florida; that the attached copy of advertising for a Notice was published in said newspaper on First date of Publication 09/26/2016 and last date of Publication 09/26/2016 Affiant further says that the said The Post is a newspaper published at 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 she/he 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 the said newspaper. Also published in Martin and St. Lucie Counties.
SONOMA BAY CDD Ad ID: 1272552 Ad Cost: 271.76

Signed



NADIA YAGELES, Notary Public
In and for the State of Ohio
My Commission Expires Sept. 2, 2019

Sworn to and subscribed before 09/28/2016.
Who is personally known to me.

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 10, 2017

A. CALL TO ORDER

District Manager Richard Ellington called the April 10, 2017, Regular Board Meeting of the Sonoma Bay Community Development District to order at 10:02 a.m. in the Sonoma Bay Clubhouse located at 3600 Sonoma Drive, Riviera Beach, Florida 33404.

B. PROOF OF PUBLICATION

Mr. Ellington presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on September 26, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Ellington determined that the attendance of Chairperson Jeanne Kulick, Vice Chairperson Dorothy Dennis and Supervisors Chancy Gelin and Consuella Bailey constituted a quorum and it was in order to proceed with the meeting.

Also present were District Managers Richard Ellington & Jason Pierman of Special District Services, Inc.; and District Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present was Kena Brown, HOA Director.

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.

Supervisor Rokibul Hasan joined the meeting at this point.

F. APPROVAL OF MINUTES

1. February 13, 2017, Regular Board Meeting

Mr. Ellington presented the minutes of the February 13, 2017, Regular Board Meeting. Without comment, Ms. Dennis made a **motion**, seconded by Ms. Bailey to approve the minutes of the February 13, 2017, Regular Board Meeting, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

G. OLD BUSINESS

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 10, 2017

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

H. NEW BUSINESS

1. Discussion Regarding Lake Maintenance

Ms. Wald went over the contract for Lake Doctors citing the requirements for Lake Doctors both to maintain the fountains and the lakes and the differences between the fees for each. She also reviewed with the Board the responsibilities for each service. The Board asked on a **motion** from Ms. Kulick, seconded by Ms. Dennis that a letter be sent to Lake Doctors outlining their responsibilities, primarily for the fountain maintenance, in light of comments that had been made to Ms. Kulick earlier by one of the representatives of the company. That **motion** carried 5 to 0.

2. Consider Selection of Security Contractor

Mr. Ellington introduced the fact there had been 3 responses that he found sufficient to meet the criteria of the RFP and one response that was not sufficient. Mr. Ellington indicated that the 3 that he found sufficient were Marksman Security; Hi-Tech Security; and American Guard Services. Mr. Ellington indicated that United American Security submitted one package in response to the RFP when 8 were required and therefore, he disqualified them from consideration. Mr. Ellington went through the various proposals with the Board, noting that the Board had been sent copies of the 3 proposals one week prior to the meeting. There was discussion as to various clarifications in the proposals that had been received and some of the issues included whether or not all three companies had included a golf cart, which Mr. Ellington responded that only Marksman had so included a golf cart in their proposal. Mr. Ellington also noted that in the financial proposal from Marksman that they included sales tax, which the District does not pay because of its tax-exempt status. Questions arose as to the rover and Ms. Kulick pointed out that even though the rover would be paid time & one-half during holiday periods, that the District would not have that cost passed on to them. In the end, Ms. Wald suggested that the Board rank the three proposals in a 1, 2, and 3 ranking, considering all of the factors involved. Ms. Dennis then made a **motion** that Marksman be ranked No. 1, that American Guard Services be ranked No. 2 and that Hi-Tech be ranked No. 3. Mr. Hasan seconded the motion and without discussion, the **motion** carried 5 to 0.

Following the motion, Ms. Wald was directed by the Board to prepare an agreement with Marksman and if they could not reach satisfaction on such as agreement that she was then to negotiate with American Guard Services. Mr. Ellington was asked to please contact Marksman to clarify a couple of matters related to some timing issues that were outlined in the proposal.

3. Consider Resolution No. 2017-01 – Electronic Approval Process and Authorized Signatories

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 10, 2017

Mr. Ellington presented Resolution No. 2017-01, entitled:

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY 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. Ellington explained the necessity for this resolution and Mr. Hasan **moved** that Ms. Kulick be named as the signatory for the District, Ms. Dennis seconded and the **motion** carried 5 to 0.

I. ADMINISTRATIVE MATTERS

Mr. Ellington expressed to the Board his appreciation for the support the Board had shown him during his time as the District Manager, noting that this would be his last Regular Meeting with this Board, pending his retirement at the end of the month. He also thanked the Board for the recognition that he had received earlier from Ms. Kulick and thanked Ms. Kulick for the work she had done in the community

J. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

K. ADJOURNMENT

There being no further business to come before the Board, Mr. Hasan **moved** for adjournment at 10:30 a.m., Ms. Dennis seconded and the **motion** carried 5 to 0.

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 10, 2017

Secretary

Chairperson

RESOLUTION NO. 2017-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Sonoma Bay Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2017/2018 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____, 2017 at 10:00 a.m. in the Sonoma Bay Clubhouse, 3600 Sonoma Drive, Riviera Beach, Florida 33404, for the purpose of receiving public comments on the Proposed Fiscal Year 2017/2018 Budget.

PASSED, ADOPTED and EFFECTIVE this 8th day of May, 2017.

ATTEST:

**SONOMA BAY
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Sonoma Bay
Community Development District

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

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PROPOSED BUDGET
SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2017/2018 BUDGET
REVENUES	
O&M Assessments	274,918
Debt Assessments	173,041
Other Revenues	0
Interest Income	120
TOTAL REVENUES	\$ 448,079
EXPENDITURES	
Supervisor Fees	11,000
Payroll Taxes - Employer	880
Engineering/Inspections	2,500
Lake Maintenance	1,500
Fountain Maintenance	1,000
Lighting	15,000
Security	180,000
Management	28,632
Legal	9,500
Assessment Roll	7,500
Audit Fees	3,800
Insurance	6,356
Legal Advertisements	1,500
Miscellaneous	1,200
Postage	300
Office Supplies	700
Dues & Subscriptions	175
Trustee Fee	2,500
Continuing Disclosure Fee	500
Website Management	1,500
TOTAL EXPENDITURES	\$ 276,043
REVENUES LESS EXPENDITURES	\$ 172,036
Bond Payments	(162,659)
BALANCE	\$ 9,377
County Appraiser & Tax Collector Fee	(8,959)
Discounts For Early Payments	(17,918)
EXCESS/ (SHORTFALL)	\$ (17,500)
Carryover Funds From Prior Year	17,500
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
O&M Assessments	277,678	275,029	274,918	Expenditures Less Interest/.94
Debt Assessments	174,357	173,041	173,041	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	214	60	120	Interest Projected At \$10 Per Month
TOTAL REVENUES	\$ 452,249	\$ 448,130	\$ 448,079	
EXPENDITURES				
Supervisor Fees	7,200	11,000	11,000	Supervisor Fees
Payroll Taxes - Employer	551	880	880	Projected At 8% Of Supervisor Fees
Engineering/Inspections	1,925	2,500	2,500	No Change From 2016/2017 Budget
Lake Maintenance	1,500	1,500	1,500	No Change From 2016/2017 Budget
Fountain Maintenance	500	0	1,000	\$250 Per Quarter
Lighting	29,436	32,000	15,000	Monthly Payments Of \$1,544 Ended In FY 16/17
Security	167,856	174,000	180,000	Budgeted At \$15,000 Per Month
Management	28,632	28,632	28,632	No Change From 2016/2017 Budget
Legal	9,091	9,000	9,500	\$500 Increase From 2016/2017 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,600	3,700	3,800	\$100 Increase From 2016/2017 Budget
Insurance	5,665	6,200	6,356	Insurance Estimate
Legal Advertisements	1,135	1,500	1,500	No Change From 2016/2017 Budget
Miscellaneous	580	1,275	1,200	\$75 Decrease From 2016/2017 Budget
Postage	112	325	300	\$25 Decrease From 2016/2017 Budget
Office Supplies	708	600	700	\$100 Increase From 2016/2017 Budget
Dues & Subscriptions	175	175	175	No Change From 2016/2017 Budget
Trustee Fee	2,500	2,500	2,500	No Change From 2016/2017 Budget
Continuing Disclosure Fee	500	500	500	No Change From 2016/2017 Budget
Website Management	1,500	1,500	1,500	No Change From 2016/2017 Budget
TOTAL EXPENDITURES	\$ 270,666	\$ 285,287	\$ 276,043	
REVENUES LESS EXPENDITURES	\$ 181,583	\$ 162,843	\$ 172,036	
Bond Payments	(166,582)	(162,659)	(162,659)	2018 P & I Payments Less Earned Interest
BALANCE	\$ 15,001	\$ 184	\$ 9,377	
County Appraiser & Tax Collector Fee	(1,925)	(8,961)	(8,959)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(12,213)	(17,923)	(17,918)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 863	\$ (26,700)	\$ (17,500)	
Carryover Funds From Prior Year	0	26,700	17,500	Carryover Funds From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 863	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
Interest Income	10	25	10	Projected Interest For 2017/2018
NAV Tax Collection	166,582	162,659	162,659	Yearly Maximum Debt Assessment
Total Revenues	\$ 166,592	\$ 162,684	\$ 162,669	
EXPENDITURES				
Principal Payments	90,000	90,000	95,000	Principal Payment Due In 2018
Interest Payments	49,706	66,729	63,797	Interest Payment Due In 2018
Additional Principal Payments	0	5,955	3,872	Additional Principal Payments
Total Expenditures	\$ 139,706	\$ 162,684	\$ 162,669	
Excess/ (Shortfall)	\$ 26,886	\$ -	\$ -	

Series 2015 Bond Refunding Information

Original Par Amount = \$2,240,000 Annual Principal Payments Due = May 1st

Interest Rate = 3.17% - 5.45% Annual Interest Payments Due = May 1st & November 1st

Issue Date = August 2015

Maturity Date = May 2035

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT COMPARISON**

	Fiscal Year 2014/2015 Assessment*	Fiscal Year 2015/2016 Assessment*	Fiscal Year 2016/2017 Assessment*	Fiscal Year 2017/2018 Projected Assessment*
O & M For Two Bedroom Units	\$ 920.31	\$ 910.78	\$ 910.69	\$ 910.32
<u>Debt For Two Bedroom Units</u>	<u>\$ 428.99</u>	<u>\$ 391.23</u>	<u>\$ 391.23</u>	<u>\$ 391.23</u>
Total For Two Bedroom Units	\$ 1,349.30	\$ 1,302.01	\$ 1,301.92	\$ 1,301.55
O & M For Three Bedroom Units	\$ 920.31	\$ 910.78	\$ 910.69	\$ 910.32
<u>Debt For Three Bedroom Units</u>	<u>\$ 590.35</u>	<u>\$ 535.94</u>	<u>\$ 535.94</u>	<u>\$ 535.94</u>
Total For Three Bedroom Units	\$ 1,510.66	\$ 1,446.72	\$ 1,446.63	\$ 1,446.26
O & M For Three Bedroom Units With Garage	\$ 920.31	\$ 910.78	\$ 910.69	\$ 910.32
<u>Debt For Three Bedroom Units With Garage</u>	<u>\$ 863.88</u>	<u>\$ 782.46</u>	<u>\$ 782.46</u>	<u>\$ 782.46</u>
Total For Three Bedroom Units With Garage	\$ 1,784.19	\$ 1,693.24	\$ 1,693.15	\$ 1,692.78

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Two Bedroom Units	76
Three Bedroom Units	136
<u>Three Bedroom Units With Garage</u>	<u>90</u>
Total Units	302