



**SONOMA BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
NOVEMBER 13, 2017  
10:00 A.M.**

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

[www.sonomabaycdd.org](http://www.sonomabaycdd.org)  
561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile







SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 9, 2017

**A. CALL TO ORDER**

District Manager Jason Pierman called the October 9, 2017, Regular Board Meeting of the Sonoma Bay Community Development District to order at 10:00 a.m. in the Sonoma Bay Clubhouse located at 3600 Sonoma Drive, Riviera Beach, Florida 33404.

**B. PROOF OF PUBLICATION**

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on September 21, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

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

Also present were District Manager Jason Pierman of Special District Services, Inc.; District Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.; and Security Rep John Petrow of Marksman Security.

Kena Brown was also in attendance.

**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.

**F. APPROVAL OF MINUTES**

**1. July 10, 2017, Public Hearing & Regular Board Meeting**

Mr. Pierman presented the minutes of the July 10, 2017, Public Hearing & Regular Board Meeting. Without comment, Ms. Bailey made a **motion**, seconded by Ms. Dennis to approve the minutes of the July 10, 2017, Public Hearing & Regular Board Meeting, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

**G. OLD BUSINESS**

**1. Discussion Regarding Fountains**

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 9, 2017

Mr. Pierman noted that the fountains were not currently working. Ms. Kulick explained that the fountains were installed by the HOA in 2013, and the company that installed them would not fix them. Ms. Wald explained that, because the HOA installed them, they would have to remedy the situation with the installer – the District could not do that on their behalf. Discussion ensued regarding the fountains’ warranty and what Lake Doctors was maintaining. Ms. Brown asked if the District could install new fountains. Ms. Wald noted that the District could, should the Board wish to budget for them, but recommended that the HOA exhaust their warranty claims with the installer before making the request.

**H. NEW BUSINESS**

**1. Discussion Regarding Security Reports**

Mr. Pierman explained that he had been copied on the security reports from Marksman for several weeks, and noted that there were often many per day, mostly for unsubstantial incidents. Ms. Brown noted that she also receives them, and looks for important items. Mr. Petrow provided an overview of the majority of issues, noting that they are mostly for trash being left out and abusive residents. He also requested cleaning supplies for the guard house, which Ms. Brown said that the HOA could provide. Following Ms. Bailey’s request, Mr. Petrow agreed to attend District meetings when they are scheduled.

**2. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget**

Mr. Pierman presented Resolution No. 2017-05, entitled:

**RESOLUTION NO. 2017-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2016/2017 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Pierman noted that the security line item was over budget, due to the additional rover hours. Following discussion, it was discovered that those additional hours were supposed to be billed to the HOA, but had been billed to the District erroneously. Ms. Wald explained that the HOA would have to repay the District for that cost, because the HOA had requested the additional hours, but that the District could approve a revised agreement and authorize the hours going forward. Mr. Pierman noted that there were available funds for the next year, but that after that, the Board may have to increase assessments to fund the additional security. A **motion** was made by Ms. Dennis, seconded by Mr. Gelin, and unanimously passed to amend the Marksman contract to include additional rover hours (second rover) for 8 hours per week at \$15.79/hour, effective October 1, 2017. A **motion**

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 9, 2017

was then made by Ms. Dennis, seconded by Mr. Gelin, and unanimously passed to adopt Resolution No. 2017-05, as presented.

**3. Consider Approval of Auditor Renewal**

Mr. Pierman explained that the Board had previously selected Grau & Associates, through the audit selection process, and awarded them a three-year contract with an option to renew for an additional year. A **motion** was made by Ms. Bailey, seconded by Ms. Dennis, and unanimously passed to renew Grau & Associates' agreement for an additional year.

**4. Consider Mosquito Control Proposals**

Ms. Bailey stated that she had received complaints about mosquitoes and asked if the District could do anything to help with mosquito control. Mr. Pierman explained that Lake Doctors had provided two options: spraying or fish stocking. Following discussion, it was noted that fish stocking is typically done in the spring, and that they should wait until after the fountains are fixed. A **motion** was made by Ms. Dennis, seconded by Ms. Bailey, and unanimously passed to accept the fish stocking proposal for \$900, but delay the stocking until the spring.

**5. Discussion Regarding Board Member Compensation**

Mr. Pierman explained the requirements to be on the Board, noting that the District is currently on the general election cycle, but that Ms. Kulick is in the last Landowners' Seat, set to expire in 2018.

**I. ADMINISTRATIVE MATTERS**

**1. Financial Report**

Mr. Pierman presented the financial reports, as requested by Ms. Bailey. Following discussion the Board consensus was to present the reports at each meeting.

**J. BOARD MEMBER COMMENTS**

There were no comments from the Board Members.

**K. ADJOURNMENT**

There being no further business to come before the Board, Ms. Bailey **moved** for adjournment at 11:18 a.m., Ms. Dennis seconded and the **motion** carried 5 to 0.

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 9, 2017

---

Secretary

---

Chairperson



**RESOLUTION NO. 2017-05A**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION NO. 2017-05; AMENDING THE AMENDED FINAL FISCAL YEAR 2016/2017 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the Board previously adopted Resolution 2017-05 approving an Amended Final Fiscal Year 2016/2017 Budget; and

**WHEREAS**, additional amendments to the Amended Final Fiscal Year 2016/2017 Budget were required.

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

**Section 1.** The Amended Budget for Fiscal Year 2016/2017 attached hereto as Exhibit “A” is hereby approved and adopted.

**Section 2.** The Secretary/Assistant 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 13<sup>th</sup> day of November, 2017.

**ATTEST:**

**SONOMA BAY  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

Sonoma Bay  
Community Development District

**Amended Final Budget For  
Fiscal Year 2016/2017  
October 1, 2016 - September 30, 2017**

# CONTENTS

- I      **AMENDED FINAL OPERATING FUND BUDGET**
- II     **AMENDED FINAL DEBT SERVICE FUND BUDGET**

**AMENDED FINAL BUDGET**  
**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2016/2017**  
**OCTOBER 1, 2016 - SEPTEMBER 30, 2017**

	FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17	AMENDED FINAL BUDGET 10/1/16 - 9/30/17	YEAR TO DATE ACTUAL 10/1/16 - 9/29/17
<b>REVENUES</b>			
O & M Assessments	275,029	275,668	275,668
Debt Assessments	173,041	173,445	173,445
Other Revenues (HOA - 2nd Roving Officer)	0	14,778	14,778
Interest Income	60	460	460
<b>TOTAL REVENUES</b>	<b>\$ 448,130</b>	<b>\$ 464,351</b>	<b>\$ 464,351</b>
<b>EXPENDITURES</b>			
Supervisor Fees	11,000	5,800	5,800
Payroll Taxes - Employer	880	444	444
Engineering/Inspections	2,500	1,250	0
Lake Maintenance	1,500	2,800	2,500
Lighting	32,000	13,500	12,964
Security	174,000	186,000	173,954
Security - 2nd Roving Officer	0	14,778	14,778
Management	28,632	28,632	28,632
Legal	9,000	9,000	7,429
Assessment Roll	7,500	7,500	7,500
Audit Fees	3,700	3,700	3,700
Insurance	6,200	5,778	5,778
Legal Advertisements	1,500	1,000	694
Miscellaneous	1,275	750	480
Postage	325	225	208
Office Supplies	600	400	322
Dues & Subscriptions	175	175	175
Trustee Fee	2,500	2,500	2,500
Continuing Disclosure Fee	500	350	350
Website Management	1,500	1,500	1,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 285,287</b>	<b>\$ 286,082</b>	<b>\$ 269,708</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 162,843</b>	<b>\$ 178,269</b>	<b>\$ 194,643</b>
Bond Payments	(162,659)	(166,659)	(166,659)
<b>BALANCE</b>	<b>\$ 184</b>	<b>\$ 11,610</b>	<b>\$ 27,984</b>
County Appraiser & Tax Collector Fee	(8,961)	(5,083)	(5,083)
Discounts For Early Payments	(17,923)	(12,942)	(12,942)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (26,700)</b>	<b>\$ (6,415)</b>	<b>\$ 9,959</b>
Carryover From Prior Year	26,700	26,700	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 20,285</b>	<b>\$ 9,959</b>

FUND BALANCE AS OF 9/30/16
FY 2016/2017 ACTIVITY
FUND BALANCE AS OF 9/30/17

\$178,699
(\$6,415)
\$172,284

**Notes**

\$26,700 Of Fund Balance Used To Reduce 2016/2017 Assessments.

\$17,500 Of Fund Balance To Be Used To Reduce 2017/2018 Assessments.

**AMENDED FINAL BUDGET**  
**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
**FISCAL YEAR 2016/2017**  
**OCTOBER 1, 2016 - SEPTEMBER 30, 2017**

	<b>FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17</b>	<b>AMENDED FINAL BUDGET 10/1/16 - 9/30/17</b>	<b>YEAR TO DATE ACTUAL 10/1/16 - 9/29/17</b>
<b>REVENUES</b>			
Interest Income	25	180	170
NAV Tax Collection	162,659	166,659	166,659
<b>Total Revenues</b>	<b>\$ 162,684</b>	<b>\$ 166,839</b>	<b>\$ 166,829</b>
<b>EXPENDITURES</b>			
Principal Payments	90,000	90,000	90,000
Interest Payments	66,729	68,155	68,155
Additional Principal Payments	5,955	0	0
<b>Total Expenditures</b>	<b>\$ 162,684</b>	<b>\$ 158,155</b>	<b>\$ 158,155</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 8,684</b>	<b>\$ 8,674</b>

FUND BALANCE AS OF 9/30/16	\$81,971
FY 2016/2017 ACTIVITY	\$8,684
FUND BALANCE AS OF 9/30/17	\$90,655

Notes

Reserve Fund Balance = \$40,062\*. Revenue Fund Balance = \$50,583\*.

Revenue Fund Balance To Be Used To Make 11/1/2017 Interest Payment Of \$32,651.

\* Approximate Amounts

**Series 2015 Bond Refunding Information**

Original Par Amount =	\$2,240,000	Annual Principal Payments Due:
Interest Rate =	3.17% - 5.45%	May 1st
Issue Date =	August 2015	Annual Interest Payments Due:
Maturity Date =	May 2035	May 1st & November 1st
Par Amount As Of 9/30/17 =	\$2,060,000	

Sonoma Bay  
Community Development District

**Financial Report For  
October 2017**

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
OCTOBER 2017**

	<b>Annual Budget 10/1/17 - 9/30/18</b>	<b>Actual Oct-17</b>	<b>Year To Date Actual 10/1/17 - 10/31/17</b>
<b>REVENUES</b>			
O&M Assessments	274,918	0	0
Debt Assessments	173,041	0	0
Other Revenues	0	0	0
Interest Income	120	0	0
<b>Total Revenues</b>	<b>\$ 448,079</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>			
Supervisor Fees	11,000	1,000	1,000
Payroll Taxes - Employer	880	77	77
Engineering/Inspections	2,500	0	0
Lake Maintenance	1,500	375	375
Fountain Maintenance	1,000	0	0
Lighting	15,000	985	985
Security	180,000	8,477	8,477
Management	28,632	2,386	2,386
Legal	9,500	0	0
Assessment Roll	7,500	0	0
Audit Fees	3,800	0	0
Insurance	6,356	5,778	5,778
Legal Advertisements	1,500	0	0
Miscellaneous	1,200	53	53
Postage	300	1	1
Office Supplies	700	33	33
Dues & Subscriptions	175	175	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	500	0	0
Website Management	1,500	125	125
<b>Total Expenditures</b>	<b>\$ 276,043</b>	<b>\$ 19,465</b>	<b>\$ 19,465</b>
<b>Revenues Less Expenditures</b>	<b>\$ 172,036</b>	<b>\$ (19,465)</b>	<b>\$ (19,465)</b>
BOND PAYMENTS	(162,659)	0	0
<b>BALANCE</b>	<b>\$ 9,377</b>	<b>\$ (19,465)</b>	<b>\$ (19,465)</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(8,959)	(770)	-770
DISCOUNTS FOR EARLY PAYMENTS	(17,918)	0	0
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (17,500)</b>	<b>\$ (20,235)</b>	<b>\$ (20,235)</b>
Carryover from Prior Year	\$ 17,500	\$ -	\$ -
<b>NET/EXCESS (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (20,235)</b>	<b>\$ (20,235)</b>

**Note: Check Received From Sonoma Bay HOA On 11-6-17 for \$14,777.89**

<b>Bank Balance As Of 10/31/17</b>	<b>\$ 167,755.93</b>
<b>Accounts Payable As Of 10/31/17</b>	<b>\$ 13,452.83</b>
<b>Accounts Receivable As Of 10/31/17</b>	<b>\$ 14,777.89</b>
<b>Available Funds As Of 10/31/17</b>	<b>\$ 169,080.99</b>

**Sonoma Bay CDD  
Expenditures  
October 2017**

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
<b>Expenditures</b>					
<b>363.830 · Assessment Fees</b>					
	10/04/2017	490-081817000...2318	Board of County Commissioner	Processing of NAV Assessment Roll Fee	770.00
Total 363.830 · Assessment Fees					<u>770.00</u>
<b>511.122 · Payroll Taxes</b>					
	10/12/2017	PR 10.09.17		CK 10.12.17 MTG 10.09.17 (Dennis D, Gelin C, Hasan R, Kulick J, Bailey C)	76.50
Total 511.122 · Payroll Taxes					<u>76.50</u>
<b>511.131 · Supervisor Fee</b>					
	10/12/2017	PR 10.09.17		CK 10.12.17 MTG 10.09.17 (Dennis D, Gelin C, Hasan R, Kulick J, Bailey C)	1,000.00
Total 511.131 · Supervisor Fee					<u>1,000.00</u>
<b>511.304 · Lighting</b>					
	10/18/2017	31246-25371	FPL	Account# 31246-25371 Oct 2017	984.88
Total 511.304 · Lighting					<u>984.88</u>
<b>511.307 · Lake Maintenance</b>					
	10/01/2017	323117	The Lake Doctors, Inc	Acct # 712683 Fountain Service - Quarterly Invoice 323117	250.00
	10/01/2017	320572	The Lake Doctors, Inc	Acct # 712683 Monthly lake maintenance for Oct Invoice 320572	125.00
	11/01/2017	326302	The Lake Doctors, Inc	Acct # 712683 monthly water management service Invoice 326302	125.00
Total 511.307 · Lake Maintenance					<u>500.00</u>
<b>511.308 · Security</b>					
<b>511.302 · Security Second Roving Officer</b>					
	10/28/2017	36365	Sonoma Bay Community Development District	Second Roving officer service for 10.14.2014 - 10.20.2017 and 10.21.2017-10.27.2017	1,768.48
Total 511.302 · Security Second Roving Officer					<u>1,768.48</u>
<b>511.308 · Security - Other</b>					
	10/28/2017	36364	Marksman Security Corporation	Security service for 10.14.2017 - 10.20.2017 and 10.21.2017-10.27.2017	6,708.79
Total 511.308 · Security - Other					<u>6,708.79</u>
Total 511.308 · Security					<u>8,477.27</u>
<b>511.311 · Management Fees</b>					
	10/31/2017	2017-2909	Special District Services, Inc.	Invoice 2017-2909 for Oct 2017	2,386.00
Total 511.311 · Management Fees					<u>2,386.00</u>
<b>511.450 · Insurance</b>					
	10/01/2017	6130	Egis Insurance & Risk Advisors	Policy# 100117062 10.01.2017 - 10.01.2018 Invoice# 6130	5,778.00
Total 511.450 · Insurance					<u>5,778.00</u>
<b>511.512 · Miscellaneous</b>					
	10/12/2017	PR 10.09.17		CK 10.12.17 MTG 10.09.17 (Dennis D, Gelin C, Hasan R, Kulick J, Bailey C)	52.75
Total 511.512 · Miscellaneous					<u>52.75</u>
<b>511.513 · Postage and Delivery</b>					
	10/31/2017	2017-2909	Special District Services, Inc.	Invoice 2017-2909 for Oct 2017 postage	1.48
Total 511.513 · Postage and Delivery					<u>1.48</u>
<b>511.514 · Office Supplies</b>					
	10/31/2017	2017-2909	Special District Services, Inc.	Invoice 2017-2909 for Oct 2017 copier	1.20
	10/31/2017	2017-2909	Special District Services, Inc.	Invoice 2017-2909 for Oct 2017 meeting books	32.00
Total 511.514 · Office Supplies					<u>33.20</u>



**Sonoma Bay CDD  
Expenditures  
October 2017**

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
<b>511.540 · Dues, License &amp; Subscriptions</b>					
	10/04/2017	70740	Department of Economic Opportunity	Special District Fee FY 2017-2018 Invoice 70740	175.00
Total 511.540 · Dues, License & Subscriptions					<u>175.00</u>
<b>511.750 · Website Management</b>					
	10/31/2017	2017-2909	Special District Services, Inc.	Invoice 2017-2909 for Oct 2017	125.00
Total 511.750 · Website Management					<u>125.00</u>
<b>Total Expenditures</b>					<b><u>20,235.08</u></b>