



**SONOMA BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
DECEMBER 10, 2018  
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

**AGENDA**  
**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT**  
Sonoma Bay Clubhouse  
3600 Sonoma Drive  
Riviera Beach, Florida 33404  
**REGULAR BOARD MEETING**  
December 10, 2018  
10:00 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Seat New Board Members
- D. Administer Oath of Office & Review Board Member Responsibilities and Duties
- E. Establish Quorum
- F. Election of Officers
  - Chairman
  - Vice Chairman
  - Secretary/Treasurer
  - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
  - 1. November 12, 2018 Regular Board Meeting Minutes.....Page 3
- J. Old Business
- K. New Business
- L. Administrative Matters
  - 1. Security Update
  - 2. Financial Report.....Page 6
- M. Board Members Comments
- N. Adjourn

## PROOF OF PUBLICATION

STATE OF FLORIDA

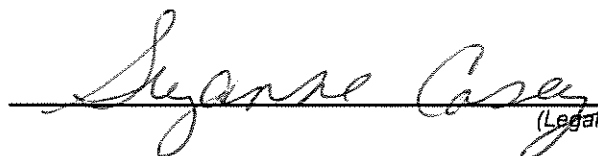
## PUBLIC NOTICE

Before the undersigned authority, personally appeared Suzanne Casey, who on oath, says that he/she is a Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published in West Palm Beach and distributed in Palm Beach County, Martin County, and St. Lucie County, Florida; that the attached copy of advertising for a Legal - PublicNotice was published in said newspaper on: first date of Publication 09/28/2018 and last date of Publication 09/28/2018. Affiant further says that the said The Palm Beach Post is a newspaper published in 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 he/she 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 said newspaper.

SONOMA BAY CDD  
2501 BURNS RD  
STE A  
PALM BEACH GARDENS, FL 33410-5207

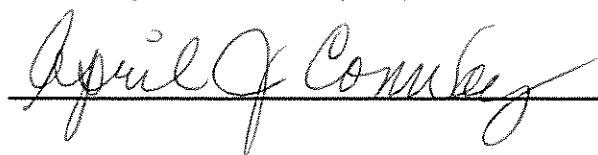
Invoice/Order Number:	0000426190
Ad Cost:	\$271.76
Paid:	\$0.00
Balance Due:	\$271.76

Signed

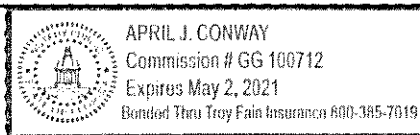
  
\_\_\_\_\_  
(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 28th day of September, 2018 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed

  
\_\_\_\_\_  
(Notary)

Please see Ad on following page(s).



SONOMA BAY CDD  
2501 BURNS RD  
STE A  
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number: 0000426190  
Ad Cost: \$271.76  
Paid: \$0.00  
Balance Due: \$271.76

SONOMA BAY COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2018/2019  
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 8, 2018  
November 12, 2018  
December 10, 2018  
January 14, 2019  
February 11, 2019  
March 11, 2019  
April 8, 2019  
May 13, 2019  
June 10, 2019  
July 8, 2019  
August 12, 2019  
September 9, 2019

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](http://www.sonomabaycdd.org)  
9-28/2018  
0000426190-01

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 12, 2018**

**A. CALL TO ORDER**

District Manager Jason Pierman called the November 12, 2018, Regular Board Meeting of the Sonoma Bay Community Development District to order at 10:03 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 28, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

Mr. Pierman congratulated Ms. Dennis and Ms. Turner for their election victories and explained that they would take office effective November 20, 2018. He also noted that no one had qualified for Seat #4, and it was necessary for the Board to declare a vacancy for that seat, effective November 20, 2018.

A **motion** was made by Ms. Bailey, seconded by Ms. Dennis, and unanimously passed declaring a vacancy for Seat #4, effective November 20, 2018.

**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 Managers Jason Pierman & Andrew Karmaris of Special District Services, Inc.; and District Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present were: Pamela Turner, the newest Board Member; and Jose Farigua, a District resident.

**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. August 13, 2018, Public Hearing & Regular Board Meeting**

Mr. Pierman presented the minutes of the August 13, 2018, Public Hearing & Regular Board Meeting. Without comment, Ms. Dennis **moved** approval, seconded by Mr. Gelin approving the minutes of the August 13, 2018, Public Hearing & Regular Board Meeting, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

#### **G. OLD BUSINESS**

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

#### **H. NEW BUSINESS**

##### **1. Consider Resolution No. 2018-05 – Adopting a Fiscal Year 2017/2018 Amended Budget**

Resolution No. 2018-05 was presented, entitled:

#### **RESOLUTION NO. 2018-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2017/2018 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

A **motion** was made by Ms. Bailey seconded by Ms. Dennis and passed unanimously to adopt Resolution No. 2018-05, as presented.

The Regular Board Meeting was recessed at 10:15 a.m. and a meeting of the Auditor Selection Committee was opened.

#### **I. AUDITOR SELECTION COMMITTEE**

##### **1. Ranking of Proposals/Consider Selection of an Auditor**

A **motion** was made by Ms. Bailey, seconded by Mr. Hasan, to accept staff’s ranking of proposals as follows:

1. Grau & Associates
2. Nowlen, Holt & Miner
3. Carr, Riggs & Ingram

The Regular Board Meeting reconvened at 10:21 a.m.

A **motion** was made by Ms. Bailey, seconded by Mr. Hasan, to accept the Audit Committee recommendation, selecting Grau & Associates as the top ranked choice for auditor.

**J. ADMINISTRATIVE MATTERS**

**1. Security Report**

A lengthy discussion amongst the Board Members ensued. John Petrow of Marksman Security was unable to attend today's meeting. The Board discussed issues with unauthorized guests entering the community, lack of a roving guard in the morning, traffic being backed up on Congress Avenue due to the security guards working the gate, and a lack of accountability.

**2. Financial Report**

Mr. Pierman presented the Financial Report in the meeting book. There were no questions.

**K. BOARD MEMBER COMMENTS**

There were no comments from the Board Members.

**L. ADJOURNMENT**

There being no further business to come before the Board, Ms. Bailey **moved** for adjournment at 10:41 a.m., Mr. Hasan seconded and the **motion** carried 5 to 0.

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Secretary

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Chairperson

Sonoma Bay  
Community Development District

**Financial Report For  
November 2018**



**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
NOVEMBER 2018**

	Annual Budget 10/1/18 - 9/30/19	Actual Nov-18	Year To Date Actual 10/1/18 - 11/30/18
<b>REVENUES</b>			
O&M Assessments	274,881	42,158	42,158
Debt Assessments	173,041	28,129	28,129
Other Revenues	0	0	0
Interest Income	180	0	0
<b>Total Revenues</b>	<b>\$ 448,102</b>	<b>\$ 70,287</b>	<b>\$ 70,287</b>
<b>EXPENDITURES</b>			
Supervisor Fees	11,000	1,000	1,000
Payroll Taxes - Employer	880	53	53
Engineering/Inspections	2,500	0	0
Lake Maintenance	1,500	0	0
Fountain Maintenance	1,000	0	0
Lighting	15,000	918	1,836
Security	180,000	17,685	35,573
Security - Second Roving Officer	12,000	0	0
Management	28,632	2,386	4,772
Legal	9,500	0	0
Assessment Roll	7,500	0	0
Audit Fees	3,900	0	0
Insurance	6,356	0	5,000
Legal Advertisements	1,400	0	0
Miscellaneous	1,100	77	77
Postage	300	3	22
Office Supplies	675	28	33
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	1,500	125	250
<b>Total Expenditures</b>	<b>\$ 287,768</b>	<b>\$ 22,275</b>	<b>\$ 48,791</b>
<b>Revenues Less Expenditures</b>	<b>\$ 160,334</b>	<b>\$ 48,012</b>	<b>\$ 21,496</b>
Bond Payments	(162,659)	(26,705)	(26,705)
<b>BALANCE</b>	<b>\$ (2,325)</b>	<b>\$ 21,307</b>	<b>\$ (5,209)</b>
County Appraiser & Tax Collector Fee	(8,958)	(674)	(1,444)
Discounts For Early Payments	(17,917)	(2,890)	(2,890)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (29,200)</b>	<b>\$ 17,743</b>	<b>\$ (9,543)</b>
Carryover from Prior Year	\$ 29,200	\$ -	\$ -
<b>NET/EXCESS (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 17,743</b>	<b>\$ (9,543)</b>

<b>Bank Balance As Of 10/31/18</b>	<b>\$ 144,883.07</b>
<b>Funds Received: 11/1/18 - 11/30/18</b>	<b>\$ 69,241.48</b>
<b>Disbursements: 11/1/18 - 11/30/18</b>	<b>\$ 23,348.90</b>
<b>Bank Balance As Of 11/30/18</b>	<b>\$ 190,775.65</b>
<b>Accounts Payable As Of 11/30/18</b>	<b>\$ 39,008.76</b>
<b>Accounts Receivable As Of 11/30/18</b>	<b>\$ -</b>
<b>Available Funds As Of 11/30/18</b>	<b>\$ 151,766.89</b>

**Sonoma Bay CDD  
Expenditures  
October through November 2018**

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
<b>Expenditures</b>					
<b>511.122 · Payroll Taxes</b>					
	11/12/2018	PR 11.13.18	Payroll	mtg 11.12.2018 ck 11.13.2018 (Payroll Taxes)	52.75
Total 511.122 · Payroll Taxes					<u>52.75</u>
<b>511.131 · Supervisor Fee</b>					
	11/12/2018	PR 11.13.18	Payroll	mtg 11.12.2018 ck 11.13.2018 (Supervisor Fees)	1,000.00
Total 511.131 · Supervisor Fee					<u>1,000.00</u>
<b>511.304 · Lighting</b>					
	10/18/2018	31246-25371	FPL	Account#31246-25371 for 09/19/2018-10/18/2018	918.08
	11/16/2018	31246-25371	FPL	Account#31246-25371 for 10.18.18-11.16.18	918.30
Total 511.304 · Lighting					<u>1,836.38</u>
<b>511.308 · Security</b>					
	10/01/2018	46691	Marksman Security Corporation	Invoice #46691 Security Services for 9.29.2019-10.12.2018 (Gate House Officer Hours)	7,073.92
	10/01/2018	46692	Marksman Security Corporation	invoice #46692 Security Services for 9.29.18-10.12.18 (Roving Officer Hours)	1,768.48
	10/26/2018	47088	Marksman Security Corporation	Invoice #47088 Security Services 10.13.2018-10.26.2018	7,073.92
	10/26/2018	47089	Marksman Security Corporation	Invoice # 47089 Security Services-Roving Office 10.13.2018-10.26.2018	1,768.48
	10/30/2018	46876-B	Marksman Security Corporation	Invoice #46876 Golf Cart for Oct 2018	203.67
	11/09/2018	47397	Marksman Security Corporation	Invoice #47397 Security Services 10.27.18-11.09.18	7,073.92
	11/09/2018	47398	Marksman Security Corporation	Invoice #47398 Security Services (roving Officer) 10.27.18-11.09.18	1,768.48
	11/23/2018	47756	Marksman Security Corporation	Invoice #47756 Security Services 11.10.18-11.23.18	7,073.92
	11/23/2018	47757	Marksman Security Corporation	Invoice #47757 Security Services (Roving Officer) 11.10.18-11.23.18	1,768.48
Total 511.308 · Security					<u>35,573.27</u>
<b>511.311 · Management Fees</b>					
	10/31/2018	2018-2566	Special District Services, Inc.	Management Fees Oct 2018	2,386.00
	11/30/2018	2018-2746	Special District Services, Inc.	Management Fees Nov 2018	2,386.00
Total 511.311 · Management Fees					<u>4,772.00</u>
<b>511.450 · Insurance</b>					
	10/01/2018	8073	Egis Insurance & Risk Advisors	Invoice #8073 Renew Policy #100118062 10/1/18-10/1/19	5,000.00
Total 511.450 · Insurance					<u>5,000.00</u>
<b>511.512 · Miscellaneous</b>					
	11/12/2018	PR 11.13.18	Payroll	mtg 11.12.2018 ck 11.13.2018 (Payroll Processing)	76.50
Total 511.512 · Miscellaneous					<u>76.50</u>
<b>511.513 · Postage and Delivery</b>					
	10/31/2018	2018-2566	Special District Services, Inc.	Postage Sept 2018	18.63
	11/30/2018	2018-2746	Special District Services, Inc.	Postage Charges Oct 2018	3.29
Total 511.513 · Postage and Delivery					<u>21.92</u>
<b>511.514 · Office Supplies</b>					
	10/31/2018	2018-2566	Special District Services, Inc.	Copier Charges Sept 2018	4.80
	11/30/2018	2018-2746	Special District Services, Inc.	Copier Charges Oct 2018	28.65
Total 511.514 · Office Supplies					<u>33.45</u>
<b>511.540 · Dues, License &amp; Subscriptions</b>					

**Sonoma Bay CDD  
Expenditures  
October through November 2018**

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Total 511.540 · Dues, License & Subscriptions	10/01/2018	72465	Department of Economic Opportunity	Invoice #72465 FY 2018/2019 Special District Fee	175.00
<b>511.750 · Website Management</b>					<u>175.00</u>
	10/31/2018	2018-2566	Special District Services, Inc.	Website Management Oct 2018	125.00
	11/30/2018	2018-2746	Special District Services, Inc.	Website Management Nov 2018	125.00
Total 511.750 · Website Management					<u>250.00</u>
<b>Total Expenditures</b>					<b><u>48,791.27</u></b>