



**SONOMA BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
JANUARY 14, 2019
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
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
January 14, 2019
10:00 a.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. December 10, 2018 Regular Board Meeting Minutes.....Page 3
- G. Old Business
- H. New Business
 - 1. Discussion Regarding Fiscal Year 2019/2020 Budget Process
- I. Administrative Matters
 - 1. Security Update
 - 2. Financial Report.....Page 6
- J. Board Members Comments
- K. Adjourn

PROOF OF PUBLICATION

STATE OF FLORIDA

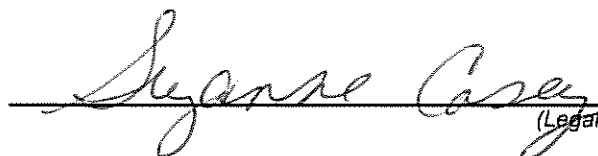
PUBLIC NOTICE

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

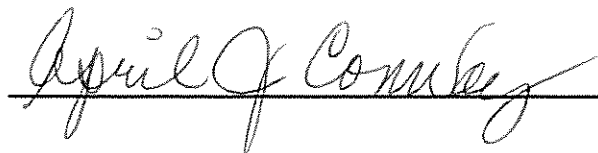
Signed



(Legal Advertising Agent)

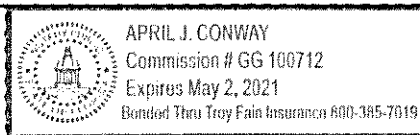
Sworn or affirmed to, and subscribed before me, this 28th day of September, 2018 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

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
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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
9-28/2018
0000426190-01

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
DECEMBER 10, 2018**

A. CALL TO ORDER

District Manager Jason Pierman called the December 10, 2018, 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 28, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

C. SEAT NEW BOARD MEMBERS

Ms. Bailey nominated Jose Farigua for Seat #4.

A **motion** was made by Mr. Hasan, seconded by Ms. Bailey, to appoint Jose Farigua to Seat #4. The **motion** carried unanimously.

D. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER RESPONSIBILITIES & DUTIES

Mr. Pierman administered the Oath of Office to Ms. Dennis, Ms. Turner, and Mr. Farigua.

E. ESTABLISH A QUORUM

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

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

Also present were: John Petrow and Seth Doyle of Marksman Security; and District residents Jose Farigua, Pamela Turner and Jeanne Kulick.

F. ELECTION OF OFFICERS

Ms. Dennis nominated herself as Chairperson. Ms. Turner nominated Ms. Bailey as Vice Chairperson.

A **motion** was made by Ms. Bailey, seconded by Mr. Hasan, to elect Dorothy Dennis as Chairperson, Consuella Bailey as Vice Chairperson, Jose Farigua as Assistant Secretary, Pamela Turner as Assistant Secretary, Rokibul Hasan as Assistant Secretary, Mr. Pierman as Secretary/Treasurer, and Mr. Karmeris as Assistant Secretary/Treasurer. The **motion** carried 5 to 0.

G. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

H. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

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

I. APPROVAL OF MINUTES

1. November 12, 2018, Regular Board Meeting

Mr. Pierman presented the minutes of the November 12, 2018, Regular Board Meeting. Without comment, Ms. Bailey **moved** approval, seconded by Ms. Dennis, approving the minutes of the November 12, 2018, Regular Board Meeting, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

J. OLD BUSINESS

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

K. NEW BUSINESS

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

L. ADMINISTRATIVE MATTERS

1. Security Report

Ms. Wald reminded the Board of the duties outlined in the security contract. A lengthy discussion between Mr. Petrow and the Board Members ensued. Ms. Bailey asked about general duties, post captain duties, and daily reports. Ms. Bailey also asked, specifically, about the duties of the additional rover that was hired. Mr. Petrow fielded all questions and advised that he would hold a training and update meeting with all guards later this afternoon. He advised that all of their issues and questions would be addressed with his team during said meeting. Ms. Turner asked Mr. Petrow to remind his team to be respectful to residents during interactions.

2. Financial Report

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

M. BOARD MEMBER COMMENTS

Mr. Pierman reminded the Board that the next meeting was scheduled for January 14, 2019, at 10:00 a.m.

N. ADJOURNMENT

There being no further business to come before the Board, Mr. Hasan **moved** for adjournment at 10:40 a.m., Ms. Dennis seconded and the **motion** carried 5 to 0.

Secretary

Chairperson

Sonoma Bay
Community Development District

**Financial Report For
December 2018**

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

	Annual Budget 10/1/18 - 9/30/19	Actual Dec-18	Year To Date Actual 10/1/18 - 12/31/18
REVENUES			
O&M Assessments	274,881	140,645	182,804
Debt Assessments	173,041	88,965	117,095
Other Revenues	0	0	0
Interest Income	180	0	27
Total Revenues	\$ 448,102	\$ 229,610	\$ 299,926
EXPENDITURES			
Supervisor Fees	11,000	800	1,800
Payroll Taxes - Employer	880	52	105
Engineering/Inspections	2,500	0	0
Lake Maintenance	1,500	0	0
Fountain Maintenance	1,000	0	0
Lighting	15,000	919	2,755
Security	180,000	7,481	41,286
Security - Second Roving Officer	12,000	0	0
Management	28,632	2,386	7,158
Legal	9,500	0	1,558
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	66	142
Postage	300	2	24
Office Supplies	675	56	90
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	1,500	125	375
Total Expenditures	\$ 287,768	\$ 11,887	\$ 60,468
Revenues Less Expenditures	\$ 160,334	\$ 217,723	\$ 239,458
Bond Payments	(162,659)	(84,575)	(111,281)
BALANCE	\$ (2,325)	\$ 133,148	\$ 128,177
County Appraiser & Tax Collector Fee	(8,958)	(2,205)	(3,649)
Discounts For Early Payments	(17,917)	(9,129)	(12,019)
EXCESS/ (SHORTFALL)	\$ (29,200)	\$ 121,814	\$ 112,509
Carryover from Prior Year	\$ 29,200	\$ -	\$ -
NET/EXCESS (SHORTFALL)	\$ -	\$ 121,814	\$ 112,509

Bank Balance As Of 11/30/18	\$ 190,802.47
Funds Received: 12/1/18 - 12/31/18	\$ 218,276.31
Disbursements: 12/1/18 - 12/31/18	\$ 11,448.56
Bank Balance As Of 12/31/18	\$ 397,630.22
Accounts Payable As Of 12/31/18	\$ 123,811.62
Accounts Receivable As Of 12/31/18	\$ -
Available Funds As Of 12/31/18	\$ 273,818.60

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

	<u>Date</u>	<u>Invoice #</u>	<u>Description</u>	<u>Description</u>	<u>Amount</u>
Expenditures					
511.122 · Payroll Taxes					
	11/12/2018	PR 11.13.18	Payroll	mtg 11.12.2018 ck 11.13.2018 (Bailey, Dennis, Gelin, Hasan, Kulick)	52.75
	12/17/2018	PR 12.18.18	Payroll	mtg 12.10.2018 ck 12.18.2018 (Bailey, Dennis, Farigua, Hasan)	52.20
Total 511.122 · Payroll Taxes					<u>104.95</u>
511.131 · Supervisor Fee					
	11/12/2018	PR 11.13.18	Payroll	mtg 11.12.2018 ck 11.13.2018 (Bailey, Dennis, Gelin, Hasan, Kulick)	1,000.00
	12/17/2018	PR 12.18.18	Payroll	mtg 12.10.2018 ck 12.18.2018 (Bailey, Dennis, Farigua, Hasan)	800.00
Total 511.131 · Supervisor Fee					<u>1,800.00</u>
511.304 · Lighting					
	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
	12/18/2018	31246-25371	FPL	Acct# 31246-25371 Billing for 11.16.2018-12.18.2018	918.30
Total 511.304 · Lighting					<u>2,754.68</u>
511.308 · Security					
	10/01/2018	46691	Marksman Security Corporation	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
	12/08/2018	48826	Marksman Security Corporation	Invoice #48826 Golf Cart Nov & Dec 2018	407.34
	12/08/2018	48576	Marksman Security Corporation	Security Services (Gate House/Roving Officer) 12.08.18-12.21.18	7,073.92
Total 511.308 · Security					<u>41,286.05</u>
511.311 · Management Fees					
	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
	12/31/2018	2018-3243	Special District Services, Inc.	Management Fees Dec 2018	2,386.00
Total 511.311 · Management Fees					<u>7,158.00</u>
511.315 · Legal Fees					
	10/31/2018	153013	Billing, Cochran, Lyles, Mauro & Ramsey	Statement #153013 Legal Services Oct 2018	500.00
	11/30/2018	153547	Billing, Cochran, Lyles, Mauro & Ramsey	Statement #153547 Legal Services Nov 2018	1,057.50
Total 511.315 · Legal Fees					<u>1,557.50</u>
511.450 · Insurance					
	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>
511.512 · Miscellaneous					
	11/12/2018	PR 11.13.18	Payroll	mtg 11.12.2018 ck 11.13.2018 (Bailey, Dennis, Gelin, Hasan, Kulick)	76.50
	12/17/2018	PR 12.18.18	Payroll	mtg 12.10.2018 ck 12.18.2018 (Bailey, Dennis, Farigua, Hasan)	61.20

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

	<u>Date</u>	<u>Invoice #</u>	<u>Description</u>	<u>Description</u>	<u>Amount</u>
	12/31/2018	2018-3243	Special District Services, Inc.	Travel Nov 2018	4.36
Total 511.512 · Miscellaneous					142.06
511.513 · Postage and Delivery					
	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
	12/31/2018	2018-3243	Special District Services, Inc.	Postage Charges Nov 2018	2.35
Total 511.513 · Postage and Delivery					24.27
511.514 · Office Supplies					
	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
	12/31/2018	2018-3243	Special District Services, Inc.	Copier Charges Nov 2018	24.30
	12/31/2018	2018-3243	Special District Services, Inc.	Meeting Books Nov 2018	32.00
Total 511.514 · Office Supplies					89.75
511.540 · Dues, License & Subscriptions					
	10/01/2018	72465	Department of Economic Opportunity	Invoice #72465 FY 2018/2019 Special District Fee	175.00
Total 511.540 · Dues, License & Subscriptions					175.00
511.750 · Website Management					
	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 Fees Nov 2018	125.00
	12/31/2018	2018-3243	Special District Services, Inc.	Website Management Fees Dec 2018	125.00
Total 511.750 · Website Management					375.00
Total Expenditures					60,467.26