



**SONOMA BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
JUNE 13, 2022
10:30 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
June 13, 2022
10:30 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. March 14, 2022 Regular Board Meeting.....Page 3
- G. Old Business
 - 1. FPL Light Pole Painting Update
 - 2. Discussion Regarding Security
 - 3. Discussion Regarding Riviera Beach Police
- H. New Business
- I. Administrative Matters
 - 1. Financial Report.....Page 6
- J. Board Members Comments
- K. Adjourn

PROOF OF PUBLICATION STATE OF FLORIDA

PUBLIC NOTICE

Before the undersigned authority, personally appeared Teal Pontarelli, 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 in issues dated: first date of Publication 10/01/2021 and last date of Publication 10/01/2021. 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:	0000662069
Ad Cost:	\$268.32
Paid:	\$0.00
Balance Due:	\$268.32

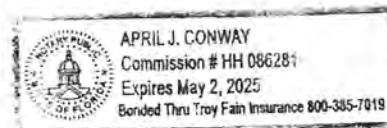
Signed



(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 6th day of October, 2021 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed



Please see Ad on following page(s).

Invoice/Order Number: 0000662069
Ad Cost: \$268.32
Paid: \$0.00
Balance Due: \$268.32

**SONOMA BAY
COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
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 10:30 a.m. on the following dates:

**October 11, 2021
November 8, 2021
December 13, 2021
January 10, 2022
February 7, 2022
March 14, 2022
April 11, 2022
May 9, 2022
June 13, 2022
July 11, 2022
August 8, 2022
September 12, 2022**

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
10-1/2021

0000662069-01

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 14, 2022**

A. CALL TO ORDER

The March 14, 2022, Regular Board Meeting of the Sonoma Bay Community Development District (the “District”) was called to order at 10:32 a.m. at the Sonoma Bay Clubhouse located at 3600 Sonoma Drive, Riviera Beach, Florida 33404.

B. PROOF OF PUBLICATION

Proof of publication was presented which stated that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on October 1, 2021, as part of the District’s Fiscal Year 2021/2022 Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairperson Dorothy Dennis, Vice Chairperson Consuella Bailey and Supervisors Pamela Whitehall, Sherman Cogle (via phone) and Rokibul Hasan constituted a quorum and it was in order to proceed with the meeting.

Staff present included: District Manager Sylvia Bethel of Special District Services, Inc.; and District Counsel Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present were Pamela Carter and Steven Stauffer.

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

Ms. Carter brought up the FPL cleanup and the waterline break. Ms. Bethel advised that that item was already on the agenda.

F. APPROVAL OF MINUTES

1. February 7, 2022, Regular Board Meeting

The minutes of the February 7, 2022, Regular Board Meeting were presented for Board consideration.

A **motion** was made by Mr. Cogle, seconded by Mr. Hasan and passed unanimously approving the minutes of the February 7, 2022, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. FPL Update

Ms. Bethel advised that FPL had stated that they do their best to minimize the damage and cause as little damage as possible. So they are not responsible for minimal damage. Mr. George stated depending on the damage, FPL may be responsible. Ms. Bethel advised that Sonoma Bay HOA has indicated that FPL damaged a mainline and sent over a bill. Ms. Bethel contacted FPL and they stated the mainline break was there before the new poles went in. Ms. Bethel asked them for evidence and is awaiting a reply.

Ms. Bethel then went over the Elite Painting proposal to paid the light poles black.

A **motion** was made by Mr. Hasan, seconded by Mr. Cogle and passed unanimously approving the Elite Painting proposal in the amount of \$4,855 to paint the light poles black.

H. NEW BUSINESS

1. Consider Resolution No. 2022-01 – Adopting a Fiscal Year 2022/2023 Proposed Budget

Resolution No. 2022-01 was presented, entitled:

RESOLUTION NO. 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2022/2023; AND PROVIDING AN EFFECTIVE DATE.

Ms. Bethel went over the budget, noting that there were a few increases to management and legal advertising, but assessments will be lower than last fiscal year. Ms. Bethel opened up the off-duty police officers line item for discussion to wit: are we still utilizing them or would they like to change this line item to contingency, which could be used for other projects. The Board agreed to change this line item to contingency.

A **motion** was made by Ms. Bailey, seconded by Mr. Hasan and passed unanimously adopting Resolution No. 2022-01, as presented, setting the Public Hearing for August 8, 2022.

I. ADMINISTRATIVE MATTERS

1. Financial Report

There was no Financial Report at this time.

J. BOARD MEMBER COMMENTS

The Board discussed nominating Pamela Carter to the District Board. Ms. Bethel advised that they could nominate Ms. Carter now or they can wait until the next meeting, in order to obtain more candidate options. Mr. Cogle thinks the community should be aware of the open seats. Ms. Bailey stated they sent letters to the community for Mr. Cogle's seat and no one was interested. Mr. George stated they do not have to send letters in order to nominate a person to a seat, they can nominate Ms. Carter today.

A **motion** was made by Mr. Cogle, seconded by Ms. Dennis and unanimously passed nominating Pamela Carter to Seat #4, which term of office expires November 2022.

K. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 11:11 a.m. on a **motion** made by Ms. Bailey, seconded by Mr. Hasan and passed unanimously.

Secretary

Chairperson

Sonoma Bay
Community Development District

**Financial Report For
May 2022**

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
MAY 2022**

	Original Annual Budget 10/1/21 - 9/30/22	Adjusted Annual Budget 10/1/21 - 9/30/22	Actual May-22	Year To Date Actual 10/1/21 - 5/31/22
REVENUES				
O&M Assessments	314,199	157,363	1,058	148,569
Debt Assessments	173,041	173,041	1,088	163,889
Other Revenues	0	0	0	0
Interest Income	240	240	0	89
Total Revenues	\$ 487,480	\$ 330,644	\$ 2,146	\$ 312,547
EXPENDITURES				
Supervisor Fees	11,000	11,000	0	3,800
Payroll Taxes - Employer	880	880	0	262
Engineering/Inspections	1,500	1,500	0	0
Lake Maintenance	1,250	1,250	0	0
Fountain Maintenance	1,000	1,000	0	0
Lighting	13,000	13,000	0	7,340
Security	178,000	29,308	0	21,162
Off Duty Police Officer	25,000	25,000	0	0
Management	28,632	28,632	2,386	19,088
Legal	9,500	9,500	0	6,240
Assessment Roll	7,500	7,500	0	0
Audit Fees	3,700	3,700	0	2,000
Insurance	6,000	6,000	0	5,706
Legal Advertisements	1,600	1,600	0	268
Miscellaneous	1,000	1,000	1	455
Postage	300	300	32	115
Office Supplies	700	700	29	444
Dues & Subscriptions	175	175	0	175
Trustee Fee	2,500	2,500	0	0
Continuing Disclosure Fee	350	350	0	0
Website Management	2,000	2,000	167	1,333
Total Expenditures	\$ 295,587	\$ 146,895	\$ 2,615	\$ 68,388
Revenues Less Expenditures	\$ 191,893	\$ 183,749	\$ (469)	\$ 244,159
Bond Payments	(162,659)	(162,659)	(1,077)	(156,404)
BALANCE	\$ 29,234	\$ 21,090	\$ (1,546)	\$ 87,755
County Appraiser & Tax Collector Fee	(9,744)	(7,030)	(22)	(4,281)
Discounts For Early Payments	(19,490)	(14,060)	0	(11,333)
EXCESS/ (SHORTFALL)	\$ -	\$ -	\$ (1,568)	\$ 72,141
Carryover from Prior Year	\$ -	\$ -	\$ -	\$ -
NET/EXCESS (SHORTFALL)	\$ -	\$ -	\$ (1,568)	\$ 72,141

Bank Balance As Of 5/31/22	\$ 111,510.01
Accounts Payable As Of 5/31/22	\$ 5,692.22
Accounts Receivable As Of 5/31/22	\$ -
Available Funds As Of 5/31/22	\$ 105,817.79

Sonoma Bay Community Development District
Expenditures
October 2021 through May 2022

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Expenditures					
511.122 · Payroll Taxes					
	10/11/2021	PR 10.11.21	Payroll	mtg 10.11.21 ck 10.13.21 (Bailey, Dennis, Cogle, Hasan)	52.20
	11/09/2021	PR 11.08.21	Payroll	mtg 11.08.21 ck 11.10.21 (Bailey, Dennis, Cogle, Hasan)	52.60
	12/13/2021	PR 12.13.21	Payroll	mtg 12.13.21 ck 12.14.21 (Bailey, Dennis, Cogle, Hasan)	52.60
	02/08/2022	PR 02.07.22	Payroll	mtg 02.07.22 ck 02.09.22 (Bailey, Cogle, Hasan)	51.95
	03/17/2022	PR 02.07.22	Payroll	mtg 03.14.22 ck 03.16.22 (Bailey, Denis, Cogle, Hasan)	52.60
Total 511.122 · Payroll Taxes					<u>261.95</u>
511.131 · Supervisor Fee					
	10/11/2021	PR 10.11.21	Payroll	mtg 10.11.21 ck 10.13.21 (Bailey, Dennis, Cogle, Hasan)	800.00
	11/09/2021	PR 11.08.21	Payroll	mtg 11.08.21 ck 11.10.21 (Bailey, Dennis, Cogle, Hasan)	800.00
	12/13/2021	PR 12.13.21	Payroll	mtg 12.13.21 ck 12.14.21 (Bailey, Dennis, Cogle, Hasan)	800.00
	02/08/2022	PR 02.07.22	Payroll	mtg 02.07.22 ck 02.09.22 (Bailey, Cogle, Hasan)	600.00
	03/17/2022	PR 02.07.22	Payroll	mtg 03.14.22 ck 03.16.22 (Bailey, Denis, Cogle, Hasan)	800.00
Total 511.131 · Supervisor Fee					<u>3,800.00</u>
511.304 · Lighting					
	10/19/2021	31246-25371 1021	FPL	acct# 31246-25371 9/20/21 - 10/19/21	903.49
	11/17/2021	31246-25371 1121	FPL	acct# 31246-25371 10/19/21 - 11/17/21	903.49
	12/17/2021	31246-25371 1221	FPL	acct# 31246-25371 11/17/21-12/17/21	903.49
	01/19/2022	31246-25371	FPL	For: Dec 17, 2021 to Jan 19, 2022 (33 days)	936.78
	02/17/2022	31246-25371	FPL	For: Jan 19, 2022 to Feb 17, 2022 (29 days)	933.29
	03/18/2022	31246-25371	FPL	For: Dec 17, 2021 to Mar 18, 2022	2,759.71
Total 511.304 · Lighting					<u>7,340.25</u>
511.308 · Security					
	10/08/2021	86410	Marksman Security Corporation	Security Services provided from 9.25.21-10.08.21 Gate House	6,983.25
	10/22/2021	86911	Marksman Security Corporation	Security Services 10.09.21-10.22.21	6,400.80
	10/29/2021	87502	Marksman Security Corporation	Security Services 10.23.21 -10.29.21	3,200.40
	11/01/2021	5004	Sonoma Bay HOA	reimbursement for security 10/29-10/31/2121	512.80
	11/15/2021	5029	Sonoma Bay HOA	reimbursement for security 11/1-11/15/2121	4,064.40
Total 511.308 · Security					<u>21,161.65</u>
511.311 · Management Fees					
	10/31/2021	2021-2178	Special District Services, Inc.	Management Fee Oct 2021	2,386.00
	11/30/2021	2021-2292	Special District Services, Inc.	Management Fees Nov 2021	2,386.00
	12/31/2021	2021-2507	Special District Services, Inc.	Management Fees Dec 2021	2,386.00
	01/31/2022	2022-0047	Special District Services, Inc.	Management Fees Jan 2022	2,386.00
	02/28/2022	2022-0200	Special District Services, Inc.	Management Fees Feb 2022	2,386.00
	03/31/2022	2022-0300	Special District Services, Inc.	Management Fees March 2022	2,386.00
	04/30/2022	2022-0398	Special District Services, Inc.	Management Fees April 2022	2,386.00

Sonoma Bay Community Development District
Expenditures
October 2021 through May 2022

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	05/31/2022	2022-0502	Special District Services, Inc.	Management Fees May 2022	2,386.00
Total 511.311 · Management Fees					<u>19,088.00</u>
511.315 · Legal Fees					
	10/31/2021	171825	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services for Oct 2021	1,705.00
	11/30/2021	172446	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services for Nov 2021	1,200.00
	12/31/2021	172918	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services for Dec 2021	805.00
	01/31/2022	173300	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services for Jan 2022	500.00
	02/28/2022	173757	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Feb 2022	700.00
	03/31/2022	174326	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services March 2022	1,330.00
Total 511.315 · Legal Fees					<u>6,240.00</u>
511.320 · Audit Fees					
	04/04/2022	22371	Grau and Associates	1st Progress Payment FY 20/21 Audit	2,000.00
Total 511.320 · Audit Fees					<u>2,000.00</u>
511.450 · Insurance					
	10/01/2021	14449	Egis Insurance & Risk Advisors	Renew Policy #100121062 10/01/2021-10/01/2022	5,706.00
Total 511.450 · Insurance					<u>5,706.00</u>
511.480 · Legal Advertisements					
	10/01/2021	100662069-10012021	PBN (NEWSPAPER)	FY 21/22 Mtg Schedule	268.32
Total 511.480 · Legal Advertisements					<u>268.32</u>
511.512 · Miscellaneous					
	10/11/2021	PR 10.11.21	Payroll	mtg 10.11.21 ck 10.13.21 (Bailey, Dennis, Cogle, Hasan)	61.20
	11/09/2021	PR 11.08.21	Payroll	mtg 11.08.21 ck 11.10.21 (Bailey, Dennis, Cogle, Hasan)	61.20
	11/30/2021	2021-2292	Special District Services, Inc.	Travel - Oct 2021	4.48
	12/13/2021	PR 12.13.21	Payroll	mtg 12.13.21 ck 12.14.21 (Bailey, Dennis, Cogle, Hasan)	61.20
	12/30/2021			Paymaster fee for W2s	133.25
	02/08/2022	PR 02.07.22	Payroll	mtg 02.07.22 ck 02.09.22 (Bailey, Cogle, Hasan)	45.90
	02/28/2022	2022-0200	Special District Services, Inc.	Conference Calls Jan 2022	20.74
	03/17/2022	PR 02.07.22	Payroll	mtg 03.14.22 ck 03.16.22 (Bailey, Denis, Cogle, Hasan)	61.20
	04/30/2022	2022-0398	Special District Services, Inc.	Travel March 2022	4.21
	05/31/2022	2022-0502	Special District Services, Inc.	Travel April 2022	1.23
Total 511.512 · Miscellaneous					<u>454.61</u>
511.513 · Postage and Delivery					
	10/31/2021	2021-2178	Special District Services, Inc.	FedEx Sept 2021	18.62
	10/31/2021	2021-2178	Special District Services, Inc.	Postage Sept 2021	14.66
	11/30/2021	2021-2292	Special District Services, Inc.	Postage Oct 2021	14.66
	02/28/2022	2022-0200	Special District Services, Inc.	Postage Jan 2022	2.65
	03/31/2022	2022-0300	Special District Services, Inc.	FedEx Feb 2022	16.17
	04/30/2022	2022-0398	Special District Services, Inc.	Postage March 2022	16.32

Sonoma Bay Community Development District
Expenditures
October 2021 through May 2022

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	05/02/2022	FY 2022 Postage	Anne M. Gannon, Tax Collector, PBC	Prorated Share of Tax Roll Postage cost- FY 2022	32.00
Total 511.513 · Postage and Delivery					115.08
511.514 · Office Supplies					
	10/31/2021	2021-2178	Special District Services, Inc.	Copier Sept 2021	78.30
	10/31/2021	2021-2178	Special District Services, Inc.	Meeting Books Sept 2021	40.00
	11/30/2021	2021-2292	Special District Services, Inc.	Copier charges - Oct 2021	34.50
	11/30/2021	2021-2292	Special District Services, Inc.	Meeting Books Oct 2021	32.00
	12/31/2021	2021-2507	Special District Services, Inc.	Copier charges - Nov 2021	23.70
	12/31/2021	2021-2507	Special District Services, Inc.	Meeting Books Nov 2021	32.00
	01/31/2022	2022-0047	Special District Services, Inc.	Copier Dec 2021	19.50
	01/31/2022	2022-0047	Special District Services, Inc.	Meeting Books Dec 2021	32.00
	02/28/2022	2022-0200	Special District Services, Inc.	Copier Jan 2022	6.00
	03/31/2022	2022-0300	Special District Services, Inc.	Copier Feb 2022	23.25
	03/31/2022	2022-0300	Special District Services, Inc.	Meeting Books Feb 2022	32.00
	04/30/2022	2022-0398	Special District Services, Inc.	Copier March 2022	29.85
	04/30/2022	2022-0398	Special District Services, Inc.	Meeting Books Feb 2022	32.00
	05/31/2022	2022-0502	Special District Services, Inc.	Copier April 2022	29.25
Total 511.514 · Office Supplies					444.35
511.540 · Dues, License & Subscriptions					
	10/01/2021	84929	Department of Economic Opportunity	Special District Fee FY 2021/2022	175.00
Total 511.540 · Dues, License & Subscriptions					175.00
511.750 · Website Management					
	10/31/2021	2021-2178	Special District Services, Inc.	Website Fee Oct 2021	166.66
	11/30/2021	2021-2292	Special District Services, Inc.	Website Fee Nov 2021	166.66
	12/31/2021	2021-2507	Special District Services, Inc.	Website Fee Dec 2021	166.66
	01/31/2022	2022-0047	Special District Services, Inc.	Website Fee Jan 2022	166.66
	02/28/2022	2022-0200	Special District Services, Inc.	Website Fee Feb 2022	166.66
	03/31/2022	2022-0300	Special District Services, Inc.	Website Fee March 2022	166.66
	04/30/2022	2022-0398	Special District Services, Inc.	Website Fee April 2022	166.66
	05/31/2022	2022-0502	Special District Services, Inc.	Website Fee May 2022	166.66
Total 511.750 · Website Management					1,333.28
Total Expenditures					68,388.49