



**SONOMA BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
DECEMBER 12, 2022  
10:30 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 12, 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. November 14, 2022 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Update on Security Detail
  - 2. Update on Fountain & Lakes.....Page 5
- H. New Business
- I. Administrative Matters
  - 1. Financial Report.....Page 9
- J. Board Members Comments
- K. Adjourn

# LOCALIQ

The Gainesville Sun | The Ledger  
Daily Commercial | Ocala StarBanner  
News Chief | Herald-Tribune  
News Herald | The Palm Beach Post  
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

## **PROOF OF PUBLICATION**

Sonoma Bay Cdd  
Sonoma Bay Cdd  
2501 BURNS RD  
STE A

PALM BEACH GARDENS FL 334105207

STATE OF FLORIDA, COUNTY OF PALM BEACH

The Palm Beach Post, a daily newspaper printed and published in the city of West Palm Beach and of general circulation in Palm Beach, Martin, Okeechobee and St Lucie Counties, Florida; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

09/30/2022

and that the fees charged are legal.  
Sworn to and subscribed before on 09/30/2022

Legal Clerk

Notary, State of WI, County of Brown

1-7-05

My commision expires

Publication Cost:	\$231.75	
Order No:	7814342	# of Copies:
Customer No:	730511	1
PO #:		

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2022/2023 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 10, 2022
- November 14, 2022
- December 12, 2022
- January 9, 2023
- February 13, 2023
- March 13, 2023
- April 10, 2023
- May 8, 2023
- June 12, 2023
- July 10, 2023
- August 14, 2023
- September 11, 2023

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  
9-30/2022

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

**A. CALL TO ORDER**

The November 14, 2022, Regular Board Meeting of the Sonoma Bay Community Development District (the “District”) was called to order at 10:35 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 September 30, 2022, as part of the District’s Fiscal Year 2022/2023 Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of Chairperson Dorothy Dennis and Supervisors Pamela Carter and Sherman Cogle 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.

**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. March 14, 2022, Regular Board Meeting**

The minutes of the March 14, 2022, Regular Board Meeting were presented for Board consideration.

A **motion** was made by Mr. Cogle, seconded by Ms. Dennis and passed unanimously approving the minutes of the March 14, 2022, Regular Board Meeting, as presented.

**2. August 8, 2022, Public Hearing & Regular Board Meeting**

The minutes of the August 8, 2022, Public Hearing & Regular Board Meeting were presented for Board consideration.

A **motion** was made by Mr. Cogle, seconded by Ms. Dennis and passed unanimously approving the minutes of the August 8, 2022, Public Hearing & Regular Board Meeting, as presented.

## **G. OLD BUSINESS**

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

## **H. NEW BUSINESS**

### **1. Consider Resolution No. 2022-04 – Adopting a Fiscal Year 2021/2022 Amended Budget**

Resolution No. 2022-04 was presented, entitled:

#### **RESOLUTION NO. 2022-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Ms. Bethel asked the Board to review the Amended Budget on Page 8 of the meeting book. Ms. Bethel explained that this was a look back at the fiscal year 2021/2022 and that everything appears to be on track with no overages. She asked that they review the material and advise her of any questions.

A **motion** was made by Mr. Cogle, seconded by Ms. Dennis and passed unanimously approving Resolution No. 2022-04 – Adopting a Fiscal Year 2021/2022 Amended Budget, as presented.

### **2. Discussion Regarding Police Detail**

Mr. Cogle advised that the police detail was not working for the community. They are not available to detail the community, when needed. Ms. Bethel explained that the police detail is only when the shifts are picked up. If no one picks up the shift, then the shift is missed and there will not be any police detail coverage. Ms. Carter and Mr. Cogle both indicated that when they did show up, they sat in the car and did nothing. The Board suggested looking into getting a roving security guard. Ms. Bethel checked the budget to see if funds were available and advised that funds were available and how much. The Board suggested that Ms. Bethel reach out to some security companies to see what coverage they could get within the District’s budget.

### **3. Discussion Regarding Fountain & Lakes**

Ms. Bethel advised that she had inquired about the fountains/lakes and believes the HOA manages these. Mr. Cogle stated he agrees that the HOA manages the fountains and lakes. Ms. Bethel indicated that there were still line items in the budget for fountains and lakes. Mr. Cogle stated that a pump was out and wanted to know if there was a way to share the cost between the HOA and the CDD. Mr. George indicated that this was a possibility and the Board would still have to approve the proposals. The Board directed staff to obtain proposals for the repair and bring them to next meeting for discussion.

**I. ADMINISTRATIVE MATTERS**

**1. Financial Report**

There was no Financial Report at this time.

**J. BOARD MEMBER COMMENTS**

There were no further comments from the Board Members.

**K. ADJOURNMENT**

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 11:03 a.m. on a **motion** made by Mr. Cogle, seconded by Ms. Carter and passed unanimously.

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Secretary

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Chairperson



**Aquatic Vegetation Control, Inc.**  
 1860 W. 10th Street  
 Riviera Beach, Florida 33404  
 (561) 845-5525 or (800) 327-8745 Fax (561) 845-5374  
[www.avcaquatic.com](http://www.avcaquatic.com)

**PROPOSAL/AGREEMENT/CONTRACT**

This Agreement for environmental services is entered into contract between **Aquatic Vegetation Control, Inc.** hereinafter referred to as **AVC**, whose address is 1860 W. 10th Street, Riviera Beach, Florida 33404, and submitted to Thousand Oaks CDD whose address is listed below, on the latest date of execution of this Agreement by both parties signature.

**Address:** 2501-A Burns Rd. **City, State, & Zip:** Palm Beach Gardens, FL 33410  
**Phone:** (561) 630-4922 **Fax:** (561) 630-4923  
**Contact:** Silvia Bethel **Email:** sbethel@sdsinc.org  
**Job Name:** Sonoma Bay Fountain Timer Replacement **Location:** Riviera Beach, FL

**Scope of Services and Related Costs**

AVC does hereby agree to furnish all labor, equipment, herbicides, and materials unless otherwise specified for Fountain Sales and Installation to be performed as One-Time Event

Scope of Services: (may be continued on page 4)

Faulty timer will be replaced with a new timer and set to the original settings. This may or may not fix the issue with the fountain cutting off, but the timer is definitely an issue and not working correctly. This is the first and cheapest step in getting the fountain repaired. No other issues were found on the initial inspection other than the timer and the fountain was operational at that time.

AVC proposes to perform the work as specified for the sum of:  continued page 4

Two Hundred Forty Dollars and 00 cents  
 (\$ 240.00 ) As Specified Plus Applicable Sales Tax to be billed for a  
 grand total of \_\_\_\_\_ Dollars and \_\_\_\_\_  
 cents (\$ \_\_\_\_\_ ) As Specified Plus Applicable Sales Tax

**Invoices will be submitted** upon completion.

**Invoices and Billing-**Any fee disputed by Thousand Oaks CDD shall be brought to the attention of AVC, in writing, within fifteen (15) days of receipt of an invoice. If an invoice is not disputed within that time, the invoice shall be deemed acceptable and shall be paid within Net 30 days of receipt. Interest shall accrue on the invoice at a rate of 1 ½ percent per month or the maximum rate allowed by law, whichever is less.

**Terms and Conditions-**All material is guaranteed to be as specified. All work will be completed in a skillful manner according to standard practices. Any modification from the above scope of work will be completed only upon a



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**PROPOSAL/AGREEMENT/CONTRACT**

written work order signed by both parties, and will be at an extra charge over and above the cost specified in this agreement. This agreement is contingent upon strikes, accidents, or delays beyond our control. This agreement is subject to acceptance within 30 days and is void thereafter at the option of AVC. Each party shall acknowledge changes for any modifications, additions, and/or deletions to this proposal/agreement.

**Plant Warranty/Guarantee Terms and Conditions-** Aquatic Vegetation Control, Inc. (AVC) guarantees the plants' health and professional installation, if applicable, under normal site and weather conditions. AVC cannot be held liable for plant mortality under abnormal site and/or weather conditions, or acts of God. Plant sales and installation will be guaranteed for \_\_\_\_\_ days.

This agreement shall be in effect for a period of one-year. This agreement may be executed for an additional year or years on terms and conditions mutually agreeable to the parties and reduced in writing unless cancelled by either party in writing with 30 days notice via certified mail. We reserve the right to include a CPI increase not to exceed 5% per year with proper written notice to client.

**Liability-**The parties to this agreement understand that AVC bears responsibility for their own willful or negligent actions that result in damages or injury to persons or property arising out of the performance of this contract. Provided, however, the extent of any damages for which AVC may be responsible because of its negligence or willful activity, shall be limited to the amount of this contract.

All herbicides used in the program are approved by the Department of Environmental Protection. Safety and Data Sheets (SDS) are available upon request. AVC will assist customer in obtaining a permit from the Department of Environmental Protection, if required. AVC will furnish proof of liability, vehicle, worker's compensation, and pollution liability insurance upon request.

Proposal date: 12/5/2022 Proposal expiration date: 1/3/2023 Commencement date:

Aquatic Vegetation Control, Inc.  
 Project Manager/Point of Contact:  
 Kevin Damaso (561) 262-2471

Accepted By:

Salvador Medina Digitally signed by Salvador Medina  
Date: 2022.12.05 12:37:58 -05'00'

Authorized AVC Signatory Salvador Medina

12/5/2022

Date

Accepted By:

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Name and Title

\_\_\_\_\_  
 Date



**Aquatic Vegetation Control, Inc.**  
 1860 W. 10th Street  
 Riviera Beach, Florida 33404  
 (561) 845-5525 or (800) 327-8745 Fax (561) 845-5374  
[www.avcaquatic.com](http://www.avcaquatic.com)

**PROPOSAL/AGREEMENT/CONTRACT**

Contact Information

Please complete the following information upon acceptance of the agreement and return to our office.

Billing Information

Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: (561) 630-4923

Email Address: \_\_\_\_\_

Submit Bills To: \_\_\_\_\_  
 \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

Tax Exempt: \_\_\_\_\_ Yes (*attach exemption certificate*) \_\_\_\_\_ No

Send Bills:  Mail  Fax  Email  Other \_\_\_\_\_

Instructions for returning signed proposal:  
 Upon execution of proposal/agreement/contract, please return to:

Attention: Betsy Johnston,  
 Accounting and Billing Administrator  
 Aquatic Vegetation Control, Inc.  
 1860 W. 10<sup>th</sup> Street  
 Riviera Beach, Florida 33404

Phone: 561-845-5525

Fax: 561-845-5374

Email: [bjohnston@avcaquatic.com](mailto:bjohnston@avcaquatic.com)

Executed proposal/agreement/contract can be mailed, faxed, or emailed.

## Scope of Services Continued:

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Sonoma Bay  
Community Development District

**Financial Report For  
November 2022**

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

	<b>Annual Budget 10/1/22 - 9/30/23</b>	<b>Actual Nov-22</b>	<b>Year To Date Actual 10/1/22 - 11/30/22</b>
<b>REVENUES</b>			
O&M Assessments	132,818	1,443	1,443
Debt Assessments	173,041	1,721	1,721
Other Revenues	0	0	0
Interest Income	240	0	0
<b>Total Revenues</b>	<b>\$ 306,099</b>	<b>\$ 3,164</b>	<b>\$ 3,164</b>
<b>EXPENDITURES</b>			
Supervisor Fees	11,000	600	600
Payroll Taxes - Employer	880	52	52
Engineering/Inspections	1,500	0	0
Lighting	13,000	902	1,806
Contingency	29,000	0	0
Management	29,484	2,457	4,914
Legal	13,000	0	500
Assessment Roll	7,500	0	0
Audit Fees	3,800	0	0
Insurance	6,200	0	6,134
Legal Advertisements	2,300	0	232
Miscellaneous	1,000	46	46
Postage	500	16	17
Office Supplies	900	3	4
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	2,000	166	332
<b>Total Expenditures</b>	<b>\$ 125,089</b>	<b>\$ 4,242</b>	<b>\$ 14,812</b>
<b>Revenues Less Expenditures</b>	<b>\$ 181,010</b>	<b>\$ (1,078)</b>	<b>\$ (11,648)</b>
Bond Payments	(162,659)	(1,613)	(1,613)
<b>BALANCE</b>	<b>\$ 18,351</b>	<b>\$ (2,691)</b>	<b>\$ (13,261)</b>
County Appraiser & Tax Collector Fee	(6,117)	(30)	(800)
Discounts For Early Payments	(12,234)	(168)	(168)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (2,889)</b>	<b>\$ (14,229)</b>
Carryover from Prior Year	\$ -	\$ -	\$ -
<b>NET/EXCESS (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (2,889)</b>	<b>\$ (14,229)</b>

<b>Bank Balance As Of 11/30/22</b>	<b>\$ 71,002.78</b>
<b>Accounts Payable As Of 11/30/22</b>	<b>\$ 5,889.22</b>
<b>Accounts Receivable As Of 11/30/22</b>	<b>\$ -</b>
<b>Available Funds As Of 11/30/22</b>	<b>\$ 65,113.56</b>

**Sonoma Bay Community Development District**  
**Expenditures**  
**October through November 2022**

	<u>Date</u>	<u>Invoice #</u>	<u>Description</u>	<u>Memo</u>	<u>Amount</u>
<b>Expenditures</b>					
<b>511.122 · Payroll Taxes</b>					
	11/17/2022	PR 11.14.22	Payroll	mtg 11.14.22 ck 11.16.22 (Payroll Taxes)	51.95
Total 511.122 · Payroll Taxes					<u>51.95</u>
<b>511.131 · Supervisor Fee</b>					
	11/17/2022	PR 11.14.22	Payroll	mtg 11.14.22 ck 11.16.22 (Supervisor Fees)	600.00
Total 511.131 · Supervisor Fee					<u>600.00</u>
<b>511.304 · Lighting</b>					
	10/19/2022	31246-25371	FPL	For: Sep 19, 2022 to Oct 19, 2022 (30 days)	904.19
	11/17/2022	31246-25371	FPL	For: Oct 19, 2022 to Nov 17, 2022 (29 days)	901.65
Total 511.304 · Lighting					<u>1,805.84</u>
<b>511.311 · Management Fees</b>					
	10/31/2022	2022-1642	Special District Services, Inc.	Management Fee Oct 2022	2,457.00
	11/30/2022	2022-1746	Special District Services, Inc.	Management Fee Nov 2022	2,457.00
Total 511.311 · Management Fees					<u>4,914.00</u>
<b>511.315 · Legal Fees</b>					
	10/31/2022	177732	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Oct 2022	500.00
Total 511.315 · Legal Fees					<u>500.00</u>
<b>511.450 · Insurance</b>					
	10/01/2022	16394	Egis Insurance & Risk Advisors	Policy #100122062 10/01/2022-10/01/2023	6,134.00
Total 511.450 · Insurance					<u>6,134.00</u>
<b>511.480 · Legal Advertisements</b>					
	10/31/2022	0005017001	CA Florida Holdings, LLC	FY 22/23 Mtg Schedule	231.75
Total 511.480 · Legal Advertisements					<u>231.75</u>
<b>511.512 · Miscellaneous</b>					
	11/17/2022	PR 11.14.22	Payroll	mtg 11.14.22 ck 11.16.22 (Payroll Processing)	45.90
Total 511.512 · Miscellaneous					<u>45.90</u>
<b>511.513 · Postage and Delivery</b>					
	10/31/2022	2022-1642	Special District Services, Inc.	FedEx Sept 2022	1.03
	11/30/2022	2022-1746	Special District Services, Inc.	Postage Oct 2022	15.64
Total 511.513 · Postage and Delivery					<u>16.67</u>
<b>511.514 · Office Supplies</b>					
	10/31/2022	2022-1642	Special District Services, Inc.	Copier Sept 2022	0.60
	11/30/2022	2022-1746	Special District Services, Inc.	Copier Oct 2022	3.30
Total 511.514 · Office Supplies					<u>3.90</u>
<b>511.540 · Dues, License &amp; Subscriptions</b>					
	10/03/2022	86834	Department of Economic Opportunity	Special District Fee FY 2022/2023	175.00
Total 511.540 · Dues, License & Subscriptions					<u>175.00</u>
<b>511.750 · Website Management</b>					
	10/31/2022	2022-1642	Special District Services, Inc.	Website Fee Oct 2022	166.66
	11/30/2022	2022-1746	Special District Services, Inc.	Website Fee Nov 2022	166.66
Total 511.750 · Website Management					<u>333.32</u>
<b>Total Expenditures</b>					<b><u>14,812.33</u></b>