



**SONOMA BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
& PUBLIC HEARING  
JUNE 12, 2023  
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 & PUBLIC HEARING**  
June 12, 2023  
10:30 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
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- D. Establish Quorum
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
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- J. New Business
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- L. Board Members Comments
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## **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

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SONOMA BAY COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2022/2023 REGU-  
LAR MEETING SCHEDULE  
NOTICE IS HEREBY GIVEN that  
the Board of Supervisors of the  
Sonoma Bay Community Develop-  
ment District will hold Regular  
Meetings in the Sonoma Bay Club-  
house 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 tele-  
phone; therefore a speaker tele-  
phone 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 meet-  
ings, 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 accom-  
modations 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

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

**To Whom It May Concern**

Please accept this as a formal notice of my resignation as a board member of the Sonoma Bay Community Development District, effective April 30, 2023, due to relocating out of state.

I would like to thank you for the opportunity, skills and experience that I have garnered here, which will go a long way in my future endeavors.

Yours Truly,  
Sherman Cogle

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
APRIL 10, 2023**

**A. CALL TO ORDER**

The April 10, 2023, Regular Board Meeting of the Sonoma Bay Community Development District (the “District”) was called to order at 10:35 a.m. in 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, Vice Chairperson Jordia Spence and Supervisor 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.

**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 13, 2023, Regular Board Meeting**

The minutes of the March 13, 2023, Regular Board Meeting were presented for Board consideration.

A **motion** was made by Mr. Hasan, seconded by Ms. Dennis and passed unanimously approving the minutes of the March 13, 2023, 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. 2023-01 – Adopting a Fiscal Year 2023/2024 Proposed Budget**

Resolution No. 2023-01 was presented, entitled:

### **RESOLUTION NO. 2023-01**

#### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.**

In response to the Board's request for additional time to review the proposed budget, Ms. Bethel asked if there were any questions. A lengthy discussion ensued. Ms. Spence stated that the police department was scheduled to come out and do a complimentary security survey but had cancelled. Ms. Spence is concerned about the security in the community and would like to know how the CDD and HOA could work together to resolve this concern. Mr. Gregory stated that the CDD could pay for a guarded gatehouse and the HOA could take over the roving security guard. Ms. Bethel advised that they could increase the security line item and can make changes to decrease it at a later time. Ms. Bethel will get some security proposals for the manned guard gate and set up a security workshop between the CDD and the HOA. If the HOA is interested, then the workshop will take place during the next meeting in May. If not, staff is directed to cancel May's meeting.

Mr. Gregory indicated he could address the sidewalk question Ms. Spence had inquired about. Ms. Spence filled the Board in about the sidewalks needing repairs and the fact that they are a hazard to residents. Mr. Gregory stated the CDD was not responsibility for the sidewalks but maybe the HOA is.

A **motion** was made by Ms. Spence, seconded by Mr. Hasan and passed unanimously adopting Resolution No. 2023-01, setting the Public Hearing for June 12, 2023.

#### **I. ADMINISTRATIVE MATTERS**

##### **1. Financial Report**

Ms. Bethel directed the Board's attention to the financials in the meeting booklet. She requested that the Board look over the information and let her know of any questions.

Ms. Spence asked about legal fees to which Mr. Gregory responded.

#### **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 11:17 a.m. on a **motion** made by Mr. Hasan, seconded by Ms. Dennis and passed unanimously.

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Secretary

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Chairperson

**Location**

Palm Beach County, Florida

**Notice Text**

Notice of Public Hearing and Regular Board Meeting of the Sonoma Bay Community Development District

The Board of Supervisors of the Sonoma Bay Community Development District (the District ) will hold a Public Hearing and Regular Board Meeting on June 12, 2023, at 10:30 a.m., or as soon thereafter as can be heard, at the Sonoma Bay Clubhouse located at 3600 Sonoma Drive, Riviera Beach, Florida 33404.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget of the Sonoma Bay Community Development District. The purpose of the Regular Board Meeting is for the Board to consider any business which may properly come before it. A copy of the Budget and/or the Agenda may be obtained from the District s website or at the offices of the District Manager, 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or more Supervisors will 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.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at 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 meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Meetings may be cancelled from time to time without advertised notice.

Sonoma Bay Community Development District

[www.sonomabaycdd.org](http://www.sonomabaycdd.org)

8836183 5/23 5/30/23



**RESOLUTION NO. 2023-02**

**A RESOLUTION OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2023/2024 BUDGET.**

**WHEREAS**, the Sonoma Bay Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

**WHEREAS**, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

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

**Section 1.** The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

**Section 2.** The 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 12<sup>th</sup> day of June, 2023.

**ATTEST:**

**SONOMA BAY  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

Sonoma Bay  
Community Development District

**Final Budget For  
Fiscal Year 2023/2024  
October 1, 2023 - September 30, 2024**

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- III DETAILED FINAL DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

**FINAL BUDGET**  
**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	<b>FISCAL YEAR 2023/2024 BUDGET</b>
<b>REVENUES</b>	
O&M Assessments	292,277
Debt Assessments	173,041
Other Revenues	0
Interest Income	300
<b>TOTAL REVENUES</b>	<b>\$ 465,618</b>
<b>EXPENDITURES</b>	
Supervisor Fees	11,000
Payroll Taxes - Employer	880
Engineering/Inspections	1,500
Lighting	13,000
Security	150,000
Contingency	27,900
Management	30,360
Legal	13,000
Assessment Roll	7,500
Audit Fees	3,900
Insurance	6,600
Legal Advertisements	2,000
Miscellaneous	1,000
Postage	475
Office Supplies	900
Dues & Subscriptions	175
Trustee Fee	2,500
Continuing Disclosure Fee	350
Website Management	2,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 275,040</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 190,578</b>
Bond Payments	(162,659)
<b>BALANCE</b>	<b>\$ 27,919</b>
County Appraiser & Tax Collector Fee	(9,306)
Discounts For Early Payments	(18,613)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
Carryover Funds From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL BUDGET**  
**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
O&M Assessments	157,694	132,818	292,277	Expenditures Less Interest/.94
Debt Assessments	173,334	173,041	173,041	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	134	240	300	Interest Projected At \$25 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 331,162</b>	<b>\$ 306,099</b>	<b>\$ 465,618</b>	
<b>EXPENDITURES</b>				
Supervisor Fees	5,600	11,000	11,000	Supervisor Fees
Payroll Taxes - Employer	367	880	880	Projected At 8% Of Supervisor Fees
Engineering/Inspections	1,913	1,500	1,500	No Change From 2022/2023 Budget
Lighting	10,840	13,000	13,000	No Change From 2022/2023 Budget
Security	24,125	0	150,000	Line Item Reinstated
Contingency	0	29,000	27,900	Contingency
Management	28,632	29,484	30,360	CPI Adjustment (Capped At 3%)
Legal	10,133	13,000	13,000	FY 22/23 Expenditures Through Dec 2022 = \$2,025
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,700	3,800	3,900	\$100 Increase From 2022/2023 Budget
Insurance	5,706	6,200	6,600	FY 22/23 Expenditures Was \$6,134
Legal Advertisements	868	2,300	2,000	\$300 Decrease From 2022/2023 Budget
Miscellaneous	639	1,000	1,000	No Change From 2022/2023 Budget
Postage	133	500	475	\$25 Decrease From 2022/2023 Budget
Office Supplies	605	900	900	No Change From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fee	2,500	2,500	2,500	No Change From 2022/2023 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2022/2023 Budget
Website Management	2,000	2,000	2,000	No Change From 2022/2023 Budget
<b>TOTAL EXPENDITURES</b>	<b>\$ 105,786</b>	<b>\$ 125,089</b>	<b>\$ 275,040</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 225,376</b>	<b>\$ 181,010</b>	<b>\$ 190,578</b>	
Bond Payments	(165,841)	(162,659)	(162,659)	2024 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 59,535</b>	<b>\$ 18,351</b>	<b>\$ 27,919</b>	
County Appraiser & Tax Collector Fee	(2,536)	(6,117)	(9,306)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,333)	(12,234)	(18,613)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 45,666</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover Funds From Prior Year	0	0	0	Carryover Funds From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 45,666</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED FINAL DEBT SERVICE FUND BUDGET**  
**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
<b>REVENUES</b>				
Interest Income	227	25	100	Projected Interest For 2023/2024
NAV Tax Collection	165,841	162,659	162,659	Yearly Maximum Debt Assessment
<b>Total Revenues</b>	<b>\$ 166,068</b>	<b>\$ 162,684</b>	<b>\$ 162,759</b>	
<b>EXPENDITURES</b>				
Principal Payments	105,000	110,000	115,000	Principal Payment Due In 2024
Interest Payments	52,622	47,550	43,984	Interest Payment Due In 2024
Bond Redemption	0	5,134	3,775	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 157,622</b>	<b>\$ 162,684</b>	<b>\$ 162,759</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 8,446</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2015 Bond Refunding Information**

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Original Par Amount = \$2,240,000      Annual Principal Payments Due = May 1st

Interest Rate = 3.17% - 5.45%      Annual Interest Payments Due = May 1st & November 1st

Issue Date = August 2015

Maturity Date = May 2035

Par Amount As Of 1/1/23 = \$1,555,000

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
ASSESSMENT COMPARISON**

	Fiscal Year 2020/2021 <u>Assessment*</u>	Fiscal Year 2021/2022 <u>Assessment*</u>	Fiscal Year 2022/2023 <u>Assessment*</u>	Fiscal Year 2023/2024 <u>Projected Assessment*</u>
O & M For Two Bedroom Units	\$ 909.90	\$ 521.07	\$ 439.80	\$ 967.81
<u>Debt For Two Bedroom Units</u>	<u>\$ 391.23</u>	<u>\$ 391.23</u>	<u>\$ 391.23</u>	<u>\$ 391.23</u>
<b>Total For Two Bedroom Units</b>	<b>\$ 1,301.13</b>	<b>\$ 912.30</b>	<b>\$ 831.03</b>	<b>\$ 1,359.04</b>
O & M For Three Bedroom Units	\$ 909.90	\$ 521.07	\$ 439.80	\$ 967.81
<u>Debt For Three Bedroom Units</u>	<u>\$ 535.94</u>	<u>\$ 535.94</u>	<u>\$ 535.94</u>	<u>\$ 535.94</u>
<b>Total For Three Bedroom Units</b>	<b>\$ 1,445.84</b>	<b>\$ 1,057.01</b>	<b>\$ 975.74</b>	<b>\$ 1,503.75</b>
O & M For Three Bedroom Units With Garage	\$ 909.90	\$ 521.07	\$ 439.80	\$ 967.81
<u>Debt For Three Bedroom Units With Garage</u>	<u>\$ 782.46</u>	<u>\$ 782.46</u>	<u>\$ 782.46</u>	<u>\$ 782.46</u>
<b>Total For Three Bedroom Units With Garage</b>	<b>\$ 1,692.36</b>	<b>\$ 1,303.53</b>	<b>\$ 1,222.26</b>	<b>\$ 1,750.27</b>

\* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Two Bedroom Units	76
Three Bedroom Units	136
<u>Three Bedroom Units With Garage</u>	<u>90</u>
<b>Total Units</b>	<b>302</b>

**RESOLUTION NO. 2023-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Sonoma Bay Community Development District ("District") to establish a regular meeting schedule for fiscal year 2023/2024; and

**WHEREAS**, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 12<sup>th</sup> day of June, 2023.

**ATTEST:**

**SONOMA BAY  
COMMUNITY DEVELOPMENT DISTRICT**

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

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



**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2023/2024 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 09, 2023  
November 13, 2023  
December 11, 2023  
January 8, 2024  
February 12, 2024  
March 04, 2024  
April 08, 2024  
May 13, 2024  
June 10, 2024  
July 08, 2024  
August 12, 2024  
September 09, 2024**

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)**

**PUBLISH: THE PALM BEACH POST 09/30/22**

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION  
EVALUATION CRITERIA**

**1. *Ability of Personnel (10 Points).***

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

**2. *Proposer's Experience (10 Points).***

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

**3. *Understanding of Scope of Work (10 Points).***

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. *Ability to Furnish the Required Services (10 Points).***

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

**5. *Price (10 Points).***

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2022/2023, 2023/2024 and 2024/2025  
With Two Year Option (2025/2026 and 2026/2027)  
Palm Beach County, Florida**

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than August 29, 2023 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. REJECTION OF PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit two (2) copies of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Sonoma Bay Community Development District” on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**SECTION 15. REJECTION OF ALL PROPOSALS.** The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.

Sonoma Bay  
Community Development District

**Financial Report For  
May 2023**

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
MAY 2023**

	<b>Annual Budget 10/1/22 - 9/30/23</b>	<b>Actual May-23</b>	<b>Year To Date Actual 10/1/22 - 5/31/23</b>
<b>REVENUES</b>			
O&M Assessments	132,818	0	126,708
Debt Assessments	173,041	0	165,248
Other Revenues	0	0	0
Interest Income	240	0	2,492
<b>Total Revenues</b>	<b>\$ 306,099</b>	<b>\$ -</b>	<b>\$ 294,448</b>
<b>EXPENDITURES</b>			
Supervisor Fees	11,000	0	3,600
Payroll Taxes - Employer	880	0	260
Engineering/Inspections	1,500	0	7,525
Lighting	13,000	972	0
Contingency	29,000	0	0
Management	29,484	2,457	19,656
Legal	13,000	0	3,925
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	5	343
Postage	500	36	244
Office Supplies	900	33	303
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	2,000	166	1,333
Fountain Maintenance	0	0	240
<b>Total Expenditures</b>	<b>\$ 125,089</b>	<b>\$ 3,669</b>	<b>\$ 43,970</b>
<b>Revenues Less Expenditures</b>	<b>\$ 181,010</b>	<b>\$ (3,669)</b>	<b>\$ 250,478</b>
Bond Payments	(162,659)	0	(157,865)
<b>BALANCE</b>	<b>\$ 18,351</b>	<b>\$ (3,669)</b>	<b>\$ 92,613</b>
County Appraiser & Tax Collector Fee	(6,117)	0	(3,736)
Discounts For Early Payments	(12,234)	0	(10,184)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (3,669)</b>	<b>\$ 78,693</b>
Carryover from Prior Year	\$ -	\$ -	\$ -
<b>NET/EXCESS (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (3,669)</b>	<b>\$ 78,693</b>

<b>Bank Balance As Of 5/31/23</b>	<b>\$ 162,405.09</b>
<b>Accounts Payable As Of 5/31/23</b>	<b>\$ 4,368.84</b>
<b>Accounts Receivable As Of 5/31/23</b>	<b>\$ -</b>
<b>Available Funds As Of 5/31/23</b>	<b>\$ 158,036.25</b>

**Sonoma Bay Community Development District**  
**Expenditures**  
**October 2022 through May 2023**

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</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 (Dennis, Cogle, Carter)	51.95
	12/16/2022	PR 12.12.22	Payroll	mtg 12.12.22 ck 12.16.22 (Dennis, Cogle, Carter, Hasan)	52.60
	02/16/2023	PR 02.13.23	Payroll	mtg 02.13.23 ck 12.16.23 (Dennis, Carter, Hasan)	51.95
	03/13/2023	PR 03.13.23	Payroll	mtg 03.13.23 ck 03.14.23 (Dennis, Carter, Spence)	51.95
	04/11/2023	PR 04.10.23	Payroll	mtg 04.10.23 ck 04.12.23 (Dennis, Hasan, Spence)	51.95
Total 511.122 · Payroll Taxes					<u>260.40</u>
<b>511.131 · Supervisor Fee</b>					
	11/17/2022	PR 11.14.22	Payroll	mtg 11.14.22 ck 11.16.22 (Dennis, Cogle, Carter)	600.00
	12/16/2022	PR 12.12.22	Payroll	mtg 12.12.22 ck 12.16.22 (Dennis, Cogle, Carter, Hasan)	800.00
	02/16/2023	PR 02.13.23	Payroll	mtg 02.13.23 ck 12.16.23 (Dennis, Carter, Hasan)	600.00
	03/13/2023	PR 03.13.23	Payroll	mtg 03.13.23 ck 03.14.23 (Dennis, Carter, Spence)	1,000.00
	04/11/2023	PR 04.10.23	Payroll	mtg 04.10.23 ck 04.12.23 (Dennis, Hasan, Spence)	600.00
Total 511.131 · Supervisor Fee					<u>3,600.00</u>
<b>511.303 · Fountain Maintenance</b>					
	12/20/2022	1010196	Aquatic Vegetation Control Inc.	Timer replacement on fountain	240.00
Total 511.303 · Fountain Maintenance					<u>240.00</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
	12/17/2022	31246-25371	FPL	For: Nov 17, 2022 to Dec 17, 2022 (30 days)	901.65
	01/19/2023	31246-25371	FPL	For: Dec 17, 2022 to Jan 19, 2023 (33 days)	955.40
	02/17/2023	31246-25371	FPL	For: Jan 19, 2023 to Feb 17, 2023 (29 days)	954.12
	03/20/2023	31246-25371	FPL	For: Feb 17, 2023 to Mar 20, 2023 (31 days)	954.12
	04/19/2023	31246-25371	FPL	For: Mar 20, 2023 to Apr 19, 2023 (30 days)	981.96
	05/18/2023	31246-25371	FPL	For: Apr 19, 2023 to May 18, 2023 (29 days)	971.53
Total 511.304 · Lighting					<u>7,524.62</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
	12/31/2022	2022-1956	Special District Services, Inc.	Management Fee Dec 2022	2,457.00
	01/31/2023	2023-0043	Special District Services, Inc.	Management Fee Jan 2023	2,457.00
	02/28/2023	2023-0151	Special District Services, Inc.	Management Fee Feb 2023	2,457.00
	03/31/2023	2023-0260	Special District Services, Inc.	Management Fee March 2023	2,457.00
	04/30/2023	2023-0367	Special District Services, Inc.	Management Fee April 2023	2,457.00
	05/31/2023	2023-0492	Special District Services, Inc.	Management Fee May 2023	2,457.00
Total 511.311 · Management Fees					<u>19,656.00</u>



**Sonoma Bay Community Development District**  
**Expenditures**  
**October 2022 through May 2023**

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>511.315 · Legal Fees</b>					
	10/31/2022	177732	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Oct 2022	500.00
	11/30/2022	178172	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Nov 2022	837.50
	12/31/2022	178603	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Dec 2022	687.50
	01/31/2023	179203	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Jan 2023	500.00
	02/28/2023	179721	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Feb 2023	700.00
	03/31/2023	180515	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services March 2023	700.00
Total 511.315 · Legal Fees					<u>3,925.00</u>
<b>511.450 · Insurance</b>					
	10/01/2022	16394	Egis Insurance & Risk Advisors	Renew 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 (Dennis, Cogle, Carter)	45.90
	12/16/2022	PR 12.12.22	Payroll	mtg 12.12.22 ck 12.16.22 (Dennis, Cogle, Carter, Hasan)	61.20
	12/31/2022	2022-1956	Special District Services, Inc.	Mailouts	50.00
	12/31/2022	2022-1956	Special District Services, Inc.	Travel Nov 2022	4.50
	01/31/2023	2023-0043	Special District Services, Inc.	Travel Dec 2022	4.50
	02/16/2023	PR 02.13.23	Payroll	mtg 02.13.23 ck 12.16.23 (Dennis, Carter, Hasan)	45.90
	03/13/2023	PR 03.13.23	Payroll	mtg 03.13.23 ck 03.14.23 (Dennis, Carter, Spence)	76.50
	04/11/2023	PR 04.10.23	Payroll	mtg 04.10.23 ck 04.12.23 (Dennis, Hasan, Spence)	45.90
	04/30/2023	2023-0367	Special District Services, Inc.	Travel March 2023	4.21
	05/31/2023	2023-0492	Special District Services, Inc.	Travel April 2023	4.72
Total 511.512 · Miscellaneous					<u>343.33</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
	12/31/2022	2022-1956	Special District Services, Inc.	Postage Nov 2022	167.28
	02/28/2023	2023-0151	Special District Services, Inc.	Postage Jan 2023	2.85
	03/31/2023	2023-0260	Special District Services, Inc.	Postage Feb 2023	4.72
	04/30/2023	2023-0367	Special District Services, Inc.	FedEx March 2023	16.95
	05/08/2023	FY 2023 Postage	Anne M. Gannon, Tax Collector, PBC	Prorated Share of Tax Roll Postage cost- FY 2023	19.00
	05/31/2023	2023-0492	Special District Services, Inc.	FedEx April 2023	16.68
Total 511.513 · Postage and Delivery					<u>244.15</u>

**Sonoma Bay Community Development District**  
**Expenditures**  
**October 2022 through May 2023**

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</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
	12/31/2022	2022-1956	Special District Services, Inc.	Copier Nov 2022	65.55
	12/31/2022	2022-1956	Special District Services, Inc.	Meeting Books Nov 2022	32.00
	01/31/2023	2023-0043	Special District Services, Inc.	Copier Dec 2022	22.65
	01/31/2023	2023-0043	Special District Services, Inc.	Meeting Books Dec 2022	24.00
	02/28/2023	2023-0151	Special District Services, Inc.	Copier Jan 2023	3.15
	03/31/2023	2023-0260	Special District Services, Inc.	Copier Feb 2023	16.95
	03/31/2023	2023-0260	Special District Services, Inc.	Meeting Books Feb 2023	32.00
	04/30/2023	2023-0367	Special District Services, Inc.	Copier March 2023	37.20
	04/30/2023	2023-0367	Special District Services, Inc.	Meeting Books March 2023	32.00
	05/31/2023	2023-0492	Special District Services, Inc.	Copier April 2023	5.25
	05/31/2023	2023-0492	Special District Services, Inc.	Meeting Books April 2023	28.00
Total 511.514 · Office Supplies					<u>302.65</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
	12/31/2022	2022-1956	Special District Services, Inc.	Website Fee Dec 2022	166.66
	01/31/2023	2023-0043	Special District Services, Inc.	Website Fee Jan 2023	166.66
	02/28/2023	2023-0151	Special District Services, Inc.	Website Fee Feb 2023	166.66
	03/31/2023	2023-0260	Special District Services, Inc.	Website Fee March 2023	166.66
	04/30/2023	2023-0367	Special District Services, Inc.	Website Fee April 2023	166.66
	05/31/2023	2023-0492	Special District Services, Inc.	Website Fee May 2023	166.66
Total 511.750 · Website Management					<u>1,333.28</u>
<b>Total Expenditures</b>					<b><u>43,970.18</u></b>