



**SONOMA BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
JULY 8, 2024
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
July 8, 2024
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. May 13, 2024 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Approval of Plant Proposal for Pool/Fence Line Security.....Page 5
 - 2. Discussion Regarding FPL Extra Lighting for Security
- I. Administrative Matters
 - 1. Financial Report.....Page 7
- 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 WISCONSIN, COUNTY OF BROWN

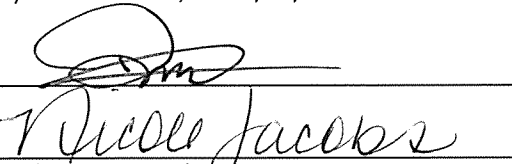
Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

09/29/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/29/2023

Legal Clerk



Nicole Jacobs
Notary, State of WI, County of Brown
8-21-26

My commission expires

Publication Cost: \$231.75
Order No: 9317667 # of Copies:
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THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NICOLE JACOBS
Notary Public
State of Wisconsin

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 9, 2023
November 13, 2023
December 11, 2023
January 8, 2024
February 12, 2024
March 4, 2024
April 8, 2024
May 13, 2024
June 10, 2024
July 8, 2024
August 12, 2024
September 9, 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
9/29/2023 #9317667

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
MAY 13, 2024**

A. CALL TO ORDER

The May 13, 2024, Regular Board Meeting of the Sonoma Bay Community Development District (the “District”) was called to order at 10:32 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 29, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairperson Dorothy Dennis, Vice Chairperson Jordia Spence (who arrived at 10:35 a.m.) and Supervisors Pamela Carter 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.

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. February 12, 2024, Regular Board Meeting

The minutes of the February 12, 2024, Regular Board Meeting were presented for Board consideration.

A **motion** was made by Mr. Hasan, seconded by Ms. Carter and passed unanimously approving the minutes of the February 12, 2024, Regular Board Meeting, as presented.

Ms. Bethel then recessed the Regular Board Meeting and opened the Public Hearing.

G. PUBLIC HEARING

1. Proof of Publication

Proof of publication was presented which stated that notice of the Public Hearing had been published in the *Palm Beach Post* on April 23, 2024, and April 30, 2024, as legally required.

2. Receive Public Comment on Fiscal Year 2024/2025 Final Budget

There was no public comment on the Fiscal Year 2024/2025 Final Budget.

3. Consider Resolution No. 2024-02 – Adopting a Fiscal Year 2024/2025 Final Budget

Resolution No. 2024-02 was presented, entitled:

RESOLUTION NO. 2024-02

A RESOLUTION OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2024/2025 BUDGET.

Ms. Bethel explained that the proposed budget was approved a few meetings ago and nothing had changed since then. She asked that the Board review the budget and let her know if anyone has any questions.

A **motion** was made by Mr. Hasan, seconded by Ms. Dennis and passed adopting Resolution No. 2024-02 – Adopting a Fiscal Year 2024/2025 Final Budget, as presented.

Ms. Bethel then closed the Public Hearing and reconvened the Regular Board Meeting.

H. OLD BUSINESS

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

I. NEW BUSINESS

1. Consider Resolution No. 2024-03 – Adopting a Fiscal Year 2024/2025 Meeting Schedule

Resolution No. 2024-03 was presented, entitled:

RESOLUTION NO. 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2024/2025 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Ms. Spence inquired about changing the meeting time to earlier and Mr. Hasan stated that he would be okay with that. Ms. Bethel explained that she had another meeting at 9 a.m. on those days.

A **motion** was made by Ms. Dennis, seconded by Mr. Hasan and passed unanimously adopting Resolution No. 2024-03, as presented.

J. ADMINISTRATIVE MATTERS
1. Financial Report

Ms. Bethel directed the Board's attention to the financial report and requested that if anyone had questions, to please let her know.

Ms. Bethel then advised about Ms. Spence's question of whether FPL did LED lighting. Ms. Bethel indicated that they did not. Ms. Carter inquired if they could add additional dome lighting to some dark areas. Ms. Bethel indicated she would follow-up with FPL and keep her posted.

Ms. Spence asked if the CDD could assist with security and went on to explain that children were jumping the fence in the back. Ms. Bethel inquired about privacy bushes. Ms. Spence responded affirmatively. Mr. George indicated that the CDD could assist with something like that. A lengthy conversation ensued.

Ms. Bethel reiterated the Board's requests to contact FPL about the lighting and to contact a landscape company about privacy bushes. The Board confirmed the requests.

K. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

L. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 10:51 a.m. on a **motion** made by Mr. Hasan, seconded by Ms. Spence and passed unanimously.

Secretary

Chairperson

From: JOHN RUSS <john_a_russ@yahoo.com>
Sent: Monday, June 3, 2024 1:38 PM
To: Sylvia Bethel <sbethel@sdsinc.org>
Subject: Plant Installation

Russ Total Lawn Maintenance L.L.C.
1731 Ave F.
Riviera Beach Fla. 33404
John Russ

Community Development District,
The following is the proposal for the plant installation for security purposes in Sonoma Bay. If any questions please do not hesitate to contact me at: [\(561\) 319-7110](tel:5613197110).

Plant Installation Proposal Introduction

This document proposes that Russ Total Lawn Maintenance will perform the necessary Plant Installation in an effort to maintain the beauty of the property and to secure fence perimeter from intruders. The goal is to maintain a conspicuous landscape for attractive appearance for residents and visitors.

R.T.L.M. will be responsible for the following deliverables.

Deliverables

- Clear out dead or diseased plants and trees along fence line
- Remove existing roots and stumps before installation
- Install 12 twenty five gallon Bougainvillea (which stands approximately 4ft.)
- Dispose of any generated debris

Compensation

Our complete price for this project base on the deliverables outlined is: \$5,700.00. If approved we would like to request \$2,850.00 in advance and \$2,850.00 upon completion.

Thanks again for allowing Russ Total Lawn Maintenance to submit this proposal. Our company is small enough to give your property the attention it deserves and yet we are large enough to handle the equipment and labor necessary to do the job right and on time.

From: JOHN RUSS <john_a_russ@yahoo.com>
Sent: Monday, June 3, 2024 1:32 PM
To: Sylvia Bethel <sbethel@sdsinc.org>
Subject: Plant installation in Sonoma Bay

Russ Total Lawn Maintenance L.L.C.
1731 Ave F.
Riviera Beach Fla. 33404
John Russ

Community Development District,
The following is the proposal for the plant installation for security purposes in Sonoma Bay. If any questions please do not hesitate to contact me at: [\(561\) 319-7110](tel:5613197110).

Plant Installation Proposal Introduction

This document proposes that Russ Total Lawn Maintenance will perform the necessary Plant Installation in an effort to maintain the beauty of the property and to secure pool perimeter from intruders. The goal is to maintain a conspicuous landscape for attractive appearance for residents and visitors.

R.T.L.M. will be responsible for the following deliverables.

Deliverables

- Clear out two feet of existing sod from wall for planting
- Remove existing roots and stumps before installation
- Install 20 thirty gallon Blue Agave Cactus around perimeter of pool
- Dispose of any generated debris

Compensation

Our complete price for this project base on the deliverables outlined is: \$9,000.00. If approved we would like to request \$4,500.00 in advance and \$4,500.00 upon completion.

Thanks again for allowing Russ Total Lawn Maintenance to submit this proposal. Our company is small enough to give your property the attention it deserves and yet we are large enough to handle the equipment and labor necessary to do the job right and on time.

Sonoma Bay
Community Development District

**Financial Report For
June 2024**

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
JUNE 2024**

	Annual Budget 10/1/23 - 9/30/24	Actual Jun-24	Year To Date Actual 10/1/23 - 6/30/24
REVENUES			
O&M Assessments	132,702	0	126,857
Debt Assessments	173,041	0	165,685
Other Revenues	0	0	0
Interest Income	300	0	6,380
Total Revenues	\$ 306,043	\$ -	\$ 298,922
EXPENDITURES			
Supervisor Fees	11,000	0	2,400
Payroll Taxes - Employer	880	0	159
Engineering/Inspections	1,500	0	0
Lighting	13,000	0	7,636
Contingency	27,900	0	0
Management	30,360	2,530	22,770
Legal	13,000	0	5,027
Assessment Roll	7,500	0	0
Audit Fees	3,900	0	3,400
Insurance	6,600	0	6,594
Legal Advertisements	2,000	0	603
Miscellaneous	1,000	5	196
Postage	475	0	60
Office Supplies	900	45	363
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	2,000	167	1,500
Total Expenditures	\$ 125,040	\$ 2,747	\$ 50,883
Revenues Less Expenditures	\$ 181,003	\$ (2,747)	\$ 248,039
Bond Payments	(162,659)	0	(158,083)
BALANCE	\$ 18,344	\$ (2,747)	\$ 89,956
County Appraiser & Tax Collector Fee	(6,114)	0	(3,737)
Discounts For Early Payments	(12,230)	0	(10,564)
EXCESS/ (SHORTFALL)	\$ -	\$ (2,747)	\$ 75,655
Carryover from Prior Year	-	-	-
NET/EXCESS (SHORTFALL)	\$ -	\$ (2,747)	\$ 75,655

Bank Balance As Of 6/30/24	\$ 213,630.01
Accounts Payable As Of 6/30/24	\$ 4,046.82
Accounts Receivable As Of 6/30/24	\$ -
Available Funds As Of 6/30/24	\$ 209,583.19

Sonoma Bay Community Development District
Expenditures
October 2023 through June 2024

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Expenditures					
511.122 · Payroll Taxes					
	10/19/2023	PR 10.09.23	Payroll	mtg 10.09.23 ck 10.09.23 (Dennis, Carter, Spence, Hasan)	52.60
	02/16/2024	PR 02.12.24	Payroll	mtg 02.12.24 ck 02.15.24 (Dennis, Carter, Spence, Hasan)	53.00
	05/08/2024	PR 05.13.24	Payroll	mtg 05.13.24 ck 05.15.24 (Dennis, Carter, Spence, Hasan)	53.00
Total 511.122 · Payroll Taxes					<u>158.60</u>
511.131 · Supervisor Fee					
	10/19/2023	PR 10.09.23	Payroll	mtg 10.09.23 ck 10.09.23 (Dennis, Carter, Spence, Hasan)	800.00
	02/16/2024	PR 02.12.24	Payroll	mtg 02.12.24 ck 02.15.24 (Dennis, Carter, Spence, Hasan)	800.00
	05/08/2024	PR 05.13.24	Payroll	mtg 05.13.24 ck 05.15.24 (Dennis, Carter, Spence, Hasan)	800.00
Total 511.131 · Supervisor Fee					<u>2,400.00</u>
511.304 · Lighting					
	10/19/2023	31246-25371	FPL	For: Sep 19, 2023 to Oct 19, 2023 (30 days)	961.34
	11/17/2023	31246-25371	FPL	For: Oct 19, 2023 to Nov 17, 2023 (29 days)	960.43
	12/18/2023	31246-25371	FPL	For: Nov 17, 2023 to Dec 18, 2023 (31 days)	960.43
	01/18/2024	31246-25371	FPL	For: Dec 18, 2023 to Jan 18, 2024 (31 days)	957.31
	02/19/2024	31246-25371	FPL	For: Jan 18, 2024 to Feb 19, 2024 (32 days)	959.80
	03/19/2024	31246-25371	FPL	For: Feb 19, 2024 to Mar 19, 2024 (29 days)	957.98
	04/18/2024	31246-25371	FPL	For: Mar 19, 2024 to Apr 18, 2024 (30 days)	947.70
	05/20/2024	31246-25371	FPL	For: Apr 18, 2024 to May 20, 2024 (32 days)	931.18
Total 511.304 · Lighting					<u>7,636.17</u>
511.311 · Management Fees					
	10/31/2023	2023-1268	Special District Services, Inc.	Management Fee Oct 2023	2,530.00
	11/30/2023	2023-1605	Special District Services, Inc.	Management Fee Nov 2023	2,530.00
	12/31/2023	2023-1854	Special District Services, Inc.	Management Fee Dec 2023	2,530.00
	01/31/2024	2024-0045	Special District Services, Inc.	Management Fee Jan 2024	2,530.00
	02/29/2024	2024-0168	Special District Services, Inc.	Management Fee Feb 2024	2,530.00
	03/31/2024	2024-0405	Special District Services, Inc.	Management Fee March 2024	2,530.00
	04/30/2024	2024-0525	Special District Services, Inc.	Management Fee April 2024	2,530.00
	05/31/2024	2024-0661	Special District Services, Inc.	Management Fee May 2024	2,530.00
	06/30/2024	2024-0785	Special District Services, Inc.	Management Fee June 2024	2,530.00
Total 511.311 · Management Fees					<u>22,770.00</u>

Sonoma Bay Community Development District
Expenditures
October 2023 through June 2024

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
511.315 · Legal Fees					
	10/31/2023	183925	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees Oct 2023	1,385.00
	11/30/2023	184610	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees Nov 2023	500.00
	12/31/2023	185047	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees Dec 2023	500.00
	01/31/2024	186149	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees Jan 2024	500.00
	03/31/2024	186971	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees March 2024	500.00
	04/30/2024	187383	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees April 2024	517.50
	05/31/2024	187911	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees May 2024	1,125.00
Total 511.315 · Legal Fees					<u>5,027.50</u>
511.320 · Audit Fees					
	05/07/2024	25777	Grau and Associates	FY 2022/2023 Audit Fee	3,400.00
Total 511.320 · Audit Fees					<u>3,400.00</u>
511.450 · Insurance					
	10/01/2023	19753	Egis Insurance & Risk Advisors	Renew Policy #100123062 10/01/2023-10/01/2024	6,594.00
Total 511.450 · Insurance					<u>6,594.00</u>
511.480 · Legal Advertisements					
	04/30/2024	0006399350	Gannett Florida LocalIQ	Notice of PH & Reg Board Mtg	428.42
	05/30/2024	0006460754	Gannett Florida LocalIQ	Notice of PH & Reg Board Mtg	175.04
Total 511.480 · Legal Advertisements					<u>603.46</u>
511.512 · Miscellaneous					
	10/19/2023	PR 10.09.23	Payroll	mtg 10.09.23 ck 10.09.23 (Dennis, Carter, Spence, Hasan)	61.20
	11/30/2023	2023-1605	Special District Services, Inc.	Travel Oct 2023	4.72
	02/16/2024	PR 02.12.24	Payroll	mtg 02.12.24 ck 02.15.24 (Dennis, Carter, Spence, Hasan)	61.20
	03/31/2024	2024-0405	Special District Services, Inc.	Travel Feb 2024	2.68
	05/08/2024	PR 05.13.24	Payroll	mtg 05.13.24 ck 05.15.24 (Dennis, Carter, Spence, Hasan)	61.20
	06/30/2024	2024-0785	Special District Services, Inc.	Travel May 2024	4.82
Total 511.512 · Miscellaneous					<u>195.82</u>
511.513 · Postage and Delivery					
	10/31/2023	2023-1268	Special District Services, Inc.	Postage Sept 2023	17.06
	02/29/2024	2024-0168	Special District Services, Inc.	Postage Jan 2024	2.52
	03/31/2024	2024-0405	Special District Services, Inc.	Postage Feb 2024	12.07
	04/25/2024	FY 2024 Postage	Anne M. Gannon	Prorated Share of Tax Roll Postage cost- FY 2024	19.00
	05/31/2024	2024-0661	Special District Services, Inc.	FedEx April 2024	8.93
Total 511.513 · Postage and Delivery					<u>59.58</u>

Sonoma Bay Community Development District
Expenditures
October 2023 through June 2024

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
511.514 · Office Supplies					
	10/31/2023	2023-1268	Special District Services, Inc.	Copier Sept 2023	211.50
	11/30/2023	2023-1605	Special District Services, Inc.	Copier Oct 2023	2.25
	11/30/2023	2023-1605	Special District Services, Inc.	Meeting Books Oct 2023	28.00
	12/31/2023	2023-1854	Special District Services, Inc.	Copier Nov 2023	4.50
	01/31/2024	2024-0045	Special District Services, Inc.	Copier Dec 2023	4.65
	02/29/2024	2024-0168	Special District Services, Inc.	Copier Jan 2024	2.85
	03/31/2024	2024-0405	Special District Services, Inc.	Copier Feb 2024	28.20
	03/31/2024	2024-0405	Special District Services, Inc.	Meeting Books Feb 2024	24.00
	04/30/2024	2024-0525	Special District Services, Inc.	Copier March 2024	4.20
	05/31/2024	2024-0661	Special District Services, Inc.	Copier April 2024	7.80
	06/30/2024	2024-0785	Special District Services, Inc.	Copier May 2024	21.30
	06/30/2024	2024-0785	Special District Services, Inc.	Meeting Books May 2024	24.00
Total 511.514 · Office Supplies					<u>363.25</u>
511.540 · Dues, License & Subscriptions					
	10/02/2023	88811	Department of Economic Opportunity	Fiscal Year 2023-2024 Special District State Fee	175.00
Total 511.540 · Dues, License & Subscriptions					<u>175.00</u>
511.750 · Website Management					
	10/31/2023	2023-1268	Special District Services, Inc.	Website Fee Oct 2023	166.66
	11/30/2023	2023-1605	Special District Services, Inc.	Website Fee Nov 2023	166.66
	12/31/2023	2023-1854	Special District Services, Inc.	Website Fee Dec 2023	166.66
	01/31/2024	2024-0045	Special District Services, Inc.	Website Fee Jan 2024	166.66
	02/29/2024	2024-0168	Special District Services, Inc.	Website Fee Feb 2024	166.66
	03/31/2024	2024-0405	Special District Services, Inc.	Website Fee March 2024	166.66
	04/30/2024	2024-0525	Special District Services, Inc.	Website Fee April 2024	166.66
	05/31/2024	2024-0661	Special District Services, Inc.	Website Fee May 2024	166.66
	06/30/2024	2024-0785	Special District Services, Inc.	Website Fee June 2024	166.66
Total 511.750 · Website Management					<u>1,499.94</u>
Total Expenditures					<u>50,883.32</u>