



**THOUSAND OAKS
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
JUNE 11, 2018
4:15 P.M.**

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

www.thousandoakscdd.org

561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
Board Room of Northern Palm Beach County Improvement District
359 Hiatt Drive
Palm Beach Gardens, Florida 33418
REGULAR BOARD MEETING
June 11, 2018
4:15 p.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 14, 2018 Regular Board Meeting & Public Hearing Minutes.....Page 3
- G. Old Business
 - 1. Update Regarding Villa Rosa Landscaping
- H. New Business
 - 1. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 7
- I. Administrative Matters
 - 1. Discussion Regarding Website ADA Compliance
- J. Board Members Comments
- K. Adjourn

The Palm Beach Post

Palm Beach Daily News



PROOF OF PUBLICATION STATE OF FLORIDA

PUBLIC NOTICE

Before the undersigned authority, personally appeared Tiffani Everett, 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 - Notice was published in said newspaper on: first date of Publication 09/21/2017 and last date of Publication 09/21/2017. 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.

THOUSAND OAKS CDD
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STE A
PALM BEACH GARDENS, FL 33410-5207

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Ad Cost: \$275.20
Paid: \$0.00
Balance Due: \$275.20

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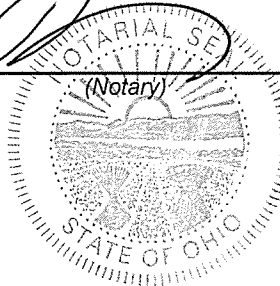
Sworn or affirmed to, and subscribed before me, this 22nd day of September, 2017 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed



VICKY LEE FLANNERY
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Please see Ad on following page(s).



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2501 BURNS RD
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**THOUSAND OAKS COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Thousand Oaks Community Development District will hold Regular Meetings at 4:15 p.m. in the Board Room of Northern Palm Beach County Improvement District, 359 Hiatt Drive, Palm Beach Gardens, Florida 33418, on the following dates:

**October 9, 2017
November 13, 2017
December 11, 2017
January 8, 2018
February 12, 2018
March 12, 2018
April 9, 2018
May 14, 2018
June 11, 2018
July 9, 2018
August 13, 2018
September 10, 2018**

The purpose of the meetings is to conduct any business coming before the Board. The 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 prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. 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 meeting 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.

**THOUSAND OAKS COMMUNITY
DEVELOPMENT DISTRICT
PUBLISH: THE PALM BEACH POST
9 - 21/ 2017**

0000220919-01

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
MAY 14, 2018

A. CALL TO ORDER

Mr. Pierman called to order the April 9, 2018, Regular Board Meeting of the Thousand Oaks Community Development District at 4:19 p.m. in the Board Room of the Northern Palm Beach County Improvement District located at 359 Hiatt Drive, Palm Beach Gardens, Florida 33418.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on September 21, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

A quorum was established by the presence of Chairman Jeff Jackson, Vice Chairman Randy Hicks and Supervisors Kimberly Jackson, Rance Gaede, and Corey Smith.

Staff present were: District Manager Jason Pierman of Special District Services, Inc.; and General Counsel Frank Palen of Caldwell Pacetti Edwards Schoech & Viator LLP.

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. April 9, 2018, Regular Board Meeting

Mr. Pierman presented the minutes of the April 9, 2018, Regular Board Meeting. Mr. Smith **moved** approval, seconded by Ms. Jackson, and the **motion** carried 5 to 0 approving the April 9, 2018, Regular Board Meeting minutes, as presented.

Mr. Pierman then recessed the Regular Board Meeting and opened the Public Hearing.

G. PUBLIC HEARING

1. Proof of Publication

Proof of publication was presented that notice of the Public Hearing had been published in *The Palm Beach Post* on April 24, 2018, and May 1, 2018, as legally required.

2. Receive Public Comment on the Fiscal Year 2018/2019 Final Budget

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
MAY 14, 2018

Mr. Pierman noted that there were no members of the public in attendance.

3. Consider Resolution No. 2018-02 – Adopting a Fiscal Year 2018/2019 Final Budget

Mr. Pierman presented Resolution No. 2018-02, entitled:

RESOLUTION NO. 2018-02

A RESOLUTION OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2018/2019 BUDGET.

A **motion** was made by Ms. Jackson, seconded by Mr. Hicks and passed unanimously to adopt Resolution No. 2018-02, as presented.

Mr. Pierman 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. 2018-03 – Adopting a Fiscal Year 2018/2019 Meeting Schedule

Mr. Pierman presented Resolution No. 2018-03, entitled:

RESOLUTION NO. 2018-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2018/2019 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Smith, seconded by Mr. Gaede and passed unanimously to adopt Resolution No. 2018-03, as presented.

2. Consider Resolution No. 2018-04 – Adopting a Statewide Mutual Aid Agreement

Mr. Pierman presented Resolution No. 2018-04, entitled:

RESOLUTION NO. 2018-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT, STATE OF FLORIDA, APPROVING THE REVISED FLORIDA STATEWIDE MUTUAL AID

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
MAY 14, 2018

AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A **motion** was made by Mr. Gaede, seconded by Mr. Smith and passed unanimously to adopt Resolution No. 2018-04, as presented.

3. Consider Approval of Proposal for Mulching in Villa Rosa

Mr. Pierman explained that a notice had been forwarded to him from the Villa Rosa HOA's attorney regarding the landscape buffer along Congress. Upon receiving the notice, Mr. Pierman met with the City Inspector and Terracon onsite to discuss what needed to be done. The main items of concern were the low-hanging trees, grass, and mulch. The trees were already trimmed, and grass had been plugged. The HOA had already mulched the entrance area, but mulch was still needed along the remaining berm area. Mr. Jackson recommended looking into mulching companies who can blow the mulch in, rather than using bags. A **motion** was made by Mr. Gaede, seconded by Mr. Hicks, to authorize the mulching, for a not-to-exceed amount of \$2,340. The **motion** passed on a vote of 4-0. Mr. Smith abstained, due to a conflict, and filed a Form 4B.

Upon further discussion, the Board asked if irrigation could be added to the berm to help with the grass. Mr. Pierman noted that the HOA was going to adjust the irrigation that is currently onsite, and suggested that the Board wait to see if that makes a difference.

4. Consider Approval of Proposal for Signage

Mr. Pierman noted that the Board had previously authorized the signs to be installed. However, since the proposal was just finalized last week, he brought it for the Board to review. Mr. Pierman also noted that the proposal did not include hardware, which would be purchased separately.

J. ADMINISTRATIVE MATTERS

Mr. Pierman reminded the Board to complete their Financial Disclosure form (Form 1) prior to the July deadline. He also noted that the qualifying period for Seats 1, 3 and 5 (Mr. Gaede, Mr. Smith, and Ms. Jackson, respectively) runs from noon, June 18, 2018, to noon, June 22, 2018.

Mr. Pierman also explained that he had been notified of an alligator in the back lake. He explained that until the alligator is more than four feet long, or becomes a nuisance, FWS will not remove it. The Board consensus was to leave it for now.

K. BOARD MEMBER COMMENTS

Ms. Jackson noted that she will call in for the June meeting.

L. ADJOURNMENT

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
MAY 14, 2018

There being no further business to come before the Board, a **motion** was made by Mr. Smith, seconded by Mr. Hicks to adjourn the meeting at 4:52 p.m. That **motion** carried 5 to 0.

Secretary/Assistant Secretary

Chair/Vice Chair

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2017/2018, 2018/2019 and 2019/2020
With Two Year Option (2020/2021 and 2021/2022)
Palm Beach County, Florida**

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

SECTION 1. DUE DATE. Sealed proposals must be received no later than August 9, 2018 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 five (5) 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 – Thousand Oaks 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.