



**THOUSAND OAKS
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
JULY 9, 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
July 9, 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. June 11, 2018 Regular Board Meeting Minutes.....Page 3
- G. Old Business
 - 1. Update Regarding Villa Rosa Landscaping
- H. New Business
 - 1. Consider Resolution No. 2018-05 – Adopting a Reimbursement Policy.....Page 6
 - 2. Discussion Regarding FASD Board Member Training
- I. Administrative Matters
 - 1. Update Regarding Website ADA Compliance
- J. Board Members Comments
- K. Adjourn

The Palm Beach Post

Palm Beach Daily News



PROOF OF PUBLICATION STATE OF FLORIDA

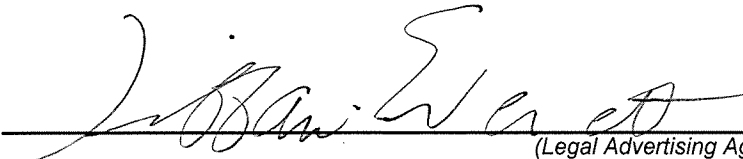
PUBLIC NOTICE

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
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number:	0000220919
Ad Cost:	\$275.20
Paid:	\$0.00
Balance Due:	\$275.20

Signed



(Legal Advertising Agent)

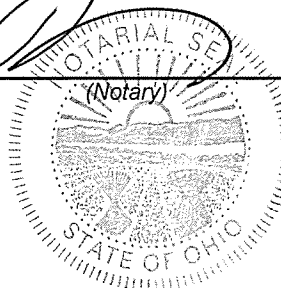
Sworn or affirmed to, and subscribed before me, this 22nd day of September, 2017 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed



VICKY LEE FLANNERY
NOTARY PUBLIC
STATE OF OHIO
Comm. Expires
03-16-2022

Please see Ad on following page(s).



THOUSAND OAKS CDD
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number: 0000220919
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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
REGULAR BOARD MEETING
JUNE 11, 2018

A. CALL TO ORDER

Mr. Pierman called to order the June 11, 2018, Regular Board Meeting of the Thousand Oaks Community Development District at 4:17 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 (via telephone), 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. May 14, 2018, Public Hearing & Regular Board Meeting

Mr. Pierman presented the minutes of the May 14, 2018, Public Hearing & Regular Board Meeting. Mr. Hicks **moved** approval, seconded by Mr. Smith, and the **motion** carried 5 to 0 approving the May 14, 2018, Public Hearing & Regular Board Meeting minutes, as presented.

G. OLD BUSINESS

1. Update Regarding Villa Rosa Landscaping

Mr. Pierman explained that the trees had been trimmed, mulch had been installed, and sod was put down in the bare spots. He noted, however, that he is awaiting the inspector to revisit the site and clear the CDD of the violations. Otherwise, he will attend the hearing on June 21st. Mr. Pierman presented a quote from Terracon, using Only Trees, to complete a Class 2 pruning of the trees for \$9,700. Following discussion, a **motion** was made by Mr. Gaede, seconded by Mr. Jackson, and unanimously passed to request other proposals, and authorize a not-to-exceed amount of \$8,500, or the lowest bid, to complete the Class 2 pruning.

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
JUNE 11, 2018

H. NEW BUSINESS

1. Consider Appointment of Audit Committee & Approval of Evaluation Criteria

Mr. Pierman presented the auditor selection evaluation criteria, explaining that the contract with the current auditor had an option to renew that had expired and it was necessary to follow the selection process for an auditor. Mr. Pierman further explained the auditor selection process and recommended that the entire Board be selected as the Auditor Selection Committee.

A **motion** was made by Mr. Smith, seconded by Mr. Hicks, and unanimously passed, to select the entire Board as the Auditor Selection Committee.

Sitting as the Auditor Selection Committee, a **motion** was made by Mr. Mr. Smith, seconded by Mr. Hicks, and unanimously passed, to adopt the Auditor Selection Evaluation Criteria, as presented, and instructing staff to advertise. Upon further discussion, the Board directed Mr. Pierman to send the RFQ document to the City of Riviera Beach.

I. ADMINISTRATIVE MATTERS

1. Discussion Regarding Website ADA Compliance

Mr. Pierman explained that the District had been named in a lawsuit alleging that its website was not ADA compliant. He further explained that there were several of these lawsuits being brought, and that the District's insurance was defending against the lawsuit. Based on what that attorney recommended, the website would be updated to protect against further lawsuits.

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 on June 18, 2018, to noon on June 22, 2018.

Mr. Pierman provided an update on the alligator, stating that he had called FWC for its removal.

Mr. Pierman noted that the Board had previously adopted Resolution 2009-05, setting travel and expense reimbursement amounts for Board Members. Following discussion, the Board requested that staff bring back an updated resolution, changing the meal reimbursement to reflect: Breakfast - \$20, Lunch - \$20, and Dinner - \$30.

J. BOARD MEMBER COMMENTS

Ms. Jackson noted that there was a training class for District Officials, offered through the FASD, and suggested that Board Members might want to attend. Mr. Pierman suggested that she bring the information to the next meeting for the other Board Members to review.

K. ADJOURNMENT

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
JUNE 11, 2018

There being no further business to come before the Board, a **motion** was made by Mr. Jackson, seconded by Ms. Jackson to adjourn the meeting at 4:56 p.m. That **motion** carried 5 to 0.

Secretary/Assistant Secretary

Chair/Vice Chair

RESOLUTION NO. 2018-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2009-05 (TRAVEL AND TRAINING EXPENSE REIMBURSEMENT POLICY); PROVIDING FOR REPEAL OF RESOLUTIONS IN CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Thousand Oaks Community Development District (the “District”) is an independent special district of the State of Florida established by and operating in accordance with Chapter 190, F.S. and Ordinances 2968 and 2989 of the City of Riviera Beach, Florida (collectively, the “Authorizing Legislation”); and

WHEREAS, Section 112.061(14), F.S., confers the authority for a special district, as defined in Section 189.403(1), F.S., to establish rates that vary from the per diem rate, subsistence rate or the mileage rate for travel reimbursements provided in subparagraphs 6(a), 6(b) and 7(d) of Section 112.061, F.S.; and

WHEREAS, the District is authorized to establish reimbursement rates that vary from the rates provided in the subparagraphs of Section 112.061, identified above; and

WHEREAS, the Board of Supervisors of the District previously adopted Resolution 2009-05 on July 13, 2009, creating a Travel and Training Expense Policy in accordance with and pursuant to the authorization set forth in Section 112.061(14), F.S., and

WHEREAS, the Board of Supervisors of the District wishes to amend Resolution 2009-05 to revise the allowable reimbursement amounts, as stipulated in Exhibit, and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:

1. The Board of Supervisors approves and adopts the Travel and Training Expense Reimbursement Policy attached hereto as Exhibit “A” and made a part hereof.
2. All resolutions or parts of resolutions in conflict herewith are hereby repealed.
3. This Resolution shall take effect as of June 11, 2018.

THIS RESOLUTION PASSED AND WAS ADOPTED BY THE BOARD OF SUPERVISORS OF THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT ON JULY 9, 2018.

ATTEST:

THOUSAND OAKS COMMUNITY
DEVELOPMENT DISTRICT

By: _____
Assistant Secretary

By: _____
Chair

EXHIBIT "A"

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT TRAVEL AND TRAINING EXPENSE POLICY

PURPOSE

The purpose of this policy is to set forth the policy and procedures for travel and training advances and expense reconciliation for the Board of Supervisors and District staff.

POLICY

This policy establishes guidelines for allowable expenses and the procedure for accurate and timely reconciliation of travel and training expenses.

PROCEDURES

General guidelines for travel and training expenses:

1. Travel and training expenses shall reflect correct and complete expenditures (registration fees, lodging, transportation, etc.) that were incurred by the requesting party and shall be accompanied by original receipts.
2. Reimbursement should be requested within a reasonable time, generally fourteen (14) working days of return.
3. No reimbursement shall be allowed where those costs are incurred and accounted by another person (i.e., two persons traveling in one vehicle cannot claim duplicate mileage/travel costs).
4. Subsistence shall be reduced for any meals or lodging included in the conference, seminar or meeting registration.
5. No reimbursement shall be allowed for the spouse or any other traveling companion of a Supervisor or District employee.
6. No reimbursement shall be allowed for costs not actually incurred.
7. All travel expenses incurred by a Supervisor must be approved in advance by the Board of Supervisors.
8. A photocopy of the program or agenda of the conference, seminar or meeting itemizing meals, lodging or fees must be attached to the request of reimbursement, when available.
9. The District Administrator will verify receipts and expenses to District guidelines.

GUIDELINES FOR REASONABLE EXPENSES

1. Food reimbursement is limited to the following per diem
 - Breakfast: \$20
 - Lunch: \$20
 - Dinner: \$30
2. Tips on food will be reimbursed on a reasonable and appropriate basis (i.e., not to exceed 20% on food).
3. No entertainment or alcoholic beverage expenses shall be reimbursed.
4. Unless specifically approved by the Board of Supervisors, travel will be limited to locations within the State of Florida.

TRANSPORTATION EXPENSES

1. Airfare - The traveler should arrange for the most economical means of airfare possible, taking advantage of special rates, when available.
2. Mileage - The rate of reimbursement for the use of a personal car will be that allowed by the IRS per the current calendar year. Reimbursement shall generally not exceed the reasonable cost of commercial airfare, including transportation to and from the airport.
3. Rental Car - A copy of the lease agreement must be provided.
4. Taxi/Limousine Service - Receipts must be provided.
5. Tolls/Parking Facilities - Receipts must be provided.