



The Thousand Oaks Community Development District is a special purpose unit of local government created under Florida Law, chapter 190, for the purpose of financing, constructing, operating, and maintaining community-wide infrastructure, improvements, and services for the benefit of the properties within its boundaries.



**PALM BEACH COUNTY
REGULAR BOARD MEETING
FEBRUARY 12, 2024
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
Thousand Oaks HOA Office
1034 Center Stone Lane
Riviera Beach, Florida 33404
REGULAR BOARD MEETING
February 12, 2024
4:15 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Moment of Silence
- D. Establish Quorum
- E. Additions or Deletions to Agenda/ Board Member Disclosures
- F. Approval of Minutes
 - 1. January 8, 2024 Regular Board Meeting Minutes.....Page 3
- G. Comments from the Public for Items Not on the Agenda
- H. Old Business
 - 1. Update on Newsletter and Website
 - 2. Update on Fountain Installation
 - 3. Update on 1277 Rosegate Blvd. Swell Issue
 - 4. Update Tree Trim Project along Congress.....Page 6
 - 5. Update on Pressure Cleaning of Sidewalk along Congress
 - 6. Update Regarding Fountain Repairs
 - 7. Update on Preserve/Dry Conservation Project
 - 8. Update on 2024 Conferences.....Page 11
 - 9. Update on Logo Trademark.....Page 15
 - 10. Update Regarding Encroachment Issue (Presentation by Mr. Wells)
- I. New Business
 - 1. Discussion Regarding Irrigation along Congress
 - 2. Consider Approval of Proposal from SLB General Contracting, LLCPage 16
 - 3. Discussion Regarding Travel Policy.....Page 17
- J. Administrative Matters
- K. Attorney Matters
- L. Board Members Comments
- M. Adjourn

PALM BEACH

STATE OF FLORIDA
COUNTY OF PALM BEACH:

Before the undersigned authority personally appeared ANGELINA GARAY, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Palm Beach Daily Business Review f/k/a Palm Beach Review, of Palm Beach County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 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., ETC.

in the XXXX Court,
was published in a newspaper by print in the issues of Palm
Beach Daily Business Review f/k/a Palm Beach Review on

09/29/2023

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

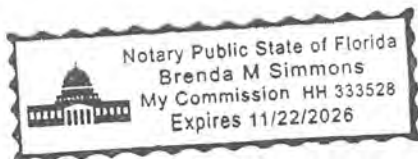
Angelina Garay

Sworn to and subscribed before me this
29 day of SEPTEMBER, A.D. 2023

[Signature]

(SEAL)

ANGELINA GARAY personally known to me



THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that
the Board of Supervisors of the
Thousand Oaks Community Develop-
ment District will hold Regular Meetings
at 4:15 p.m. in the Thousand Oaks
HOA Office located at 1034 Center
Stone Lane, Riviera Beach, Florida
33404, 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 business coming before
the Board. The meetings are open
to the public and will be conducted
in accordance with the provisions of
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

9/29 23-03/0000685721P

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
JANUARY 8, 2024**

A. CALL TO ORDER

The January 8, 2024, Regular Board Meeting of the Thousand Oaks Community Development District (the “District”) was called to order at 4:17 p.m. in the Thousand Oaks’ HOA Office located at 1034 Center Stone Lane, Riviera Beach, Florida 33404.

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 29, 2023, as part of the District’s Fiscal Year 2023/2024 Regular Board Meeting, as legally required.

C. MOMENT OF SILENCE

D. ESTABLISH A QUORUM

A quorum was established by the presence of Chairman Jeff Jackson, Vice Chairman Rance Gaede and Supervisors Malachi Knowles, Horace Towns and Corey Smith.

Staff present included District Manager Sylvia Bethel of Special District Services, Inc.

E. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

F. APPROVAL OF MINUTES

1. December 11, 2023, Regular Board Meeting

The minutes of the December 11, 2023, Regular Board Meeting were presented for consideration.

A **motion** was made by Mr. Knowles, seconded by Mr. Smith and passed unanimously approving the minutes of the December 11, 2023, Regular Board Meeting, as presented.

G. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

H. OLD BUSINESS

1. Update on Newsletter and Website

Mr. Knowles indicated he was short on response and requested that this item be placed on the February agenda.

2. Update on Fountain Installation

Ms. Bethel advised that when she had spoken with the vendor, they indicated that the fountain arrival and installation would be completed in 3 weeks.

3. Update Regarding Encroachment Issue

Ms. Bethel advised that she had met with Mr. Wells who indicated that the project had been completed with the exception of a few minor changes and would be ready for presentation at the February meeting.

4. Update on 1277 Rosegate Boulevard Swell Issue

Ms. Bethel advised that she had reached out to the engineer who sent several e-mails to different vendors. One vendor came out late last week to inspect the location and advised that the proposal would be ready soon.

5. Update on Fence Line Maintenance (Northern/Western)

Ms. Bethel stated that it was determined at the last meeting that this was HOA property, however, she called Mock Ross several times and left messages with no return calls. Mr. Gaede stated that this should be removed from the agenda and the HOA would take it over from here.

6. Update on Tree Trimming Project along Congress

Ms. Bethel stated the project had been completed, however, at the last meeting Mr. Jackson stated that some trees were removed due to holiday lights. Therefore, Ms. Bethel is awaiting the revised invoice for the Board's review.

7. Update on Pressure Cleaning of Sidewalk along Congress

Ms. Bethel advised that this project would begin January 25 – January 31.

8. Update Regarding Fountain Repairs

Ms. Bethel indicated that she had followed up with the vendor and found out that the part will ship this week and should be installed by the end of next week. Mr. Knowles stated that he was very dissatisfied with this vendor and that he sent an email to Ms. Bethel and is unsure as to why it was not shared with the Board. The fountain has been without lights since October and no payments should be released to the vendor until it is repaired. Ms. Bethel stated that the company that ships the lights were closed for the holidays and that the part was under warranty so the District will be billed only for labor. The vendor has not yet sent an invoice because the lights have not been replaced and payments are not released until the job has been completed. Mr. Gaede stated, for future repairs, maybe they can look at other companies if they warranty fountain their parts.

9. Update on Preserve/Dry Conservation Project

Ms. Bethel indicated she had spoken with Mr. Russ and they had some setbacks due to other companies cutting trees on the property but said this would be completed today. Ms. Bethel stated once this project has been completed and Mr. Jackson returns from his conference, she will schedule a ride-through with Messrs. Jackson and Russ.

10. Update on 2024 Conferences

Mr. Knowles stated that the Palm Beach County Day Conference was this week. Messrs. Jackson and Towns should be on their way, if not already there.

He further stated that the National League of Cities was in Washington this February/March and he does not deem this beneficial to attend. However, the Florida League of Cities would benefit the Board and he suggests that all Board Members attend, as he would like to attend himself.

Ms. Bethel stated that the FASD conference in Orlando would be held June 10-13 this year. Mr. Palen normally sends an email to the Board with information about this conference.

I. NEW BUSINESS

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

J. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

K. ATTORNEY MATTERS

Ms. Bethel advised that Mr. Palen was still out but should be at the February meeting.

L. BOARD MEMBER COMMENTS

Mr. Jackson stated that Mr. Wells had completed his project and there were some trees on CDD property that needed to be cut. He would like a motion for a not to exceed amount of \$5,000/\$10,000 to get this done. Mr. Knowles asked if this could wait until the next meeting. Mr. Smith stated he would like to have more information before making a decision. Mr. Jackson stated he wanted to get it completed at the same time as the HOA, since they are already trimming trees, but it can wait until the next meeting.

Mr. Towns stated that the trademarking needed additional questions answered and the attorney that initially completed this for the District had since passed. He will need to find another attorney to complete this task. Mr. Jackson asked if this could be taken care of now. Mr. Towns stated once he finds an attorney, then he get with Ms. Bethel to move forward.

M. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 4:34 p.m. on a motion made by Mr. Knowles, seconded by Mr. Smith and passed unanimously.

Secretary/Assistant Secretary

Chair/Vice Chair



PO Box 7144
Jupiter, FL 33468
onlytrees@bellsouth.net
561-747-8050



Invoice

Date	Invoice #
12/13/2023	62992



Bill To
Thousand Oaks CDD c/o Special District Services, Inc. 2501-A Burns Road Palm Beach Gardens, FL 33410

P.O. No.	Terms
	Due on receipt

Item	Quantity	Description	Rate	Location	Amount
		Tree Services @ Thousand Oaks Master Association, Inc. 1085 Center Stone Lane Riviera Beach, FL 33404			
Sabal Palms	112	ROADSIDE BERM Sabal Palms trimmed	40.00		4,480.00
Royal Palms	4	Royal Palms trimmed	50.00		200.00
Oak Tree th...	40	Live and Laurel Oak Trees-thin and raise canopies on Thousand Oaks HOA side only (the part of tree accessible from the street) NOTE: 15 Oak Trees at entrance were not trimmed as they have Holiday lights in them	105.00		4,200.00
Palm Remo...	2	Sabal Palm Trees Removed/base cut NOTE: Trees have significant decay and are leaning over sidewalk. Removing is recommended as they pose a risk.	375.00		750.00

Rep	Thank you for your business, we appreciate it very much!
C3	

Total
Payments/Credits
Balance Due Page 6



PO Box 7144
Jupiter, FL 33468
onlytrees@bellsouth.net
561-747-8050



Invoice

Date	Invoice #
12/13/2023	62992



Bill To
Thousand Oaks CDD c/o Special District Services, Inc. 2501-A Burns Road Palm Beach Gardens, FL 33410

P.O. No.	Terms
	Due on receipt

Item	Quantity	Description	Rate	Location	Amount
Brazilian Pe...	2	Brazilian Pepper removed/base cut	87.50		175.00
Tree Removal	2	Silver Buttonwood Tree Removal/base cut	137.50		275.00
Buttonwoo...	2	Silver Buttonwood Tree trimmed	137.50		275.00
Saw Palmet...	4	Saw Palmetto Cluster trimmed back off sidewalk only	50.00		200.00
Cypress Tree	4	Cypress Tree trimmed	100.00		400.00
Tree Removal	9	Holly Tree Removal/base cut	75.00		675.00
Holly Tree	8	Holly Tree trimmed	34.375		275.00
Palm Trees		TERMS: The Palm Trees will be trimmed at the 9-3 o'clock level. The seed pods and fruit will be removed.			
Thin		Thin: Selective pruning to reduce density of live branches			

Rep	Thank you for your business, we appreciate it very much!
C3	

Total
Payments/Credits
Balance Due



PO Box 7144
Jupiter, FL 33468
onlytrees@bellsouth.net
561-747-8050



Invoice

Date	Invoice #
12/13/2023	62992



Bill To
Thousand Oaks CDD c/o Special District Services, Inc. 2501-A Burns Road Palm Beach Gardens, FL 33410

P.O. No.	Terms
	Due on receipt

Item	Quantity	Description	Rate	Location	Amount
Raise		Raise: Selective pruning to provide vertical clearance			
Base Cut		Base of tree/stump is the part of a tree that remains after the main tree is removed. It was formerly the base of the tree, which is now gone.			

Rep	Thank you for your business, we appreciate it very much!
C3	

Total
Payments/Credits
Balance Due



PO Box 7144
Jupiter, FL 33468
onlytrees@bellsouth.net
561-747-8050



Invoice

Date	Invoice #
12/13/2023	62992



Bill To
Thousand Oaks CDD c/o Special District Services, Inc. 2501-A Burns Road Palm Beach Gardens, FL 33410

P.O. No.	Terms
	Due on receipt

Item	Quantity	Description	Rate	Location	Amount
Owner Per...		Owner Permission. The property owner warrants that all trees, plant material and premises upon which work is to be performed are either owned by him/her or that permission for the work has been obtained from the owner. Only Trees, LLC is to be held harmless from all claims for costs, loss, damages, liability, expense, penalty or fine whatsoever resulting from the customer's failure to obtain such permission, including any such charges due to any suggested or actual violation or failure to comply with any laws, statutes, ordinances, and regulations issued by any private or public governmental body or subdivision.			
Ansi A300		All work performed by Only Trees, LLC will be in accordance with the American National Standards Institute (ANSI) A300 Standard for Tree Care Operations unless otherwise noted.			

Rep	Thank you for your business, we appreciate it very much!	Total
C3		Payments/Credits
		Balance Due



PO Box 7144
Jupiter, FL 33468
onlytrees@bellsouth.net
561-747-8050



Invoice

Date	Invoice #
12/13/2023	62992



Bill To
Thousand Oaks CDD c/o Special District Services, Inc. 2501-A Burns Road Palm Beach Gardens, FL 33410

P.O. No.	Terms
	Due on receipt

Item	Quantity	Description	Rate	Location	Amount
Debris		Complete clean-up and debris removal is included in this estimate/invoice.			
Convenienc...		For all credit card transactions Only Trees LLC will assess a 2.75% non-refundable convenience fee.			

Rep	Thank you for your business, we appreciate it very much!
C3	

Total	\$11,905.00
Payments/Credits	\$0.00
Balance Due	\$11,905.00

From: Frank Palen <palen@caldwellpacetti.com>

Sent: Wednesday, January 31, 2024 12:25 PM

To: Corey Smith (cmsmithlaw@gmail.com) <cmsmithlaw@gmail.com>; Horace Towns (thehoracetowns@gmail.com) <thehoracetowns@gmail.com>; Jeffery Jackson (jack3177@aol.com) <jack3177@aol.com>; Malachi Knowles (malachiknowles@icloud.com) <malachiknowles@icloud.com>; Rance Gaede (gaeder@yahoo.com) <gaeder@yahoo.com>

Cc: Sylvia Bethel <sbethel@sdsinc.org>

Subject: FW: Save the Date for Blazin' Saddles

Dear Board of Supervisors,

FYI. Mark your calendars. Sounds like a country western experience this year! Don't forget your boots.

Frank

Frank S. Palen, Esq., AICP

Caldwell Pacetti Edwards Schoech & Viator LLP

FCB Bank Building

1555 Palm Beach Lakes Boulevard, Suite 1200

West Palm Beach, Florida 33401

Tel.: (561) 655-0620

Fax: (561) 655-3775

E-mail: palen@caldwellpacetti.com

From: FASD Events <angela@fasd.ccsend.com>

Sent: Tuesday, January 30, 2024 4:30 PM

To: Frank Palen <palen@caldwellpacetti.com>

Subject: Save the Date for Blazin' Saddles

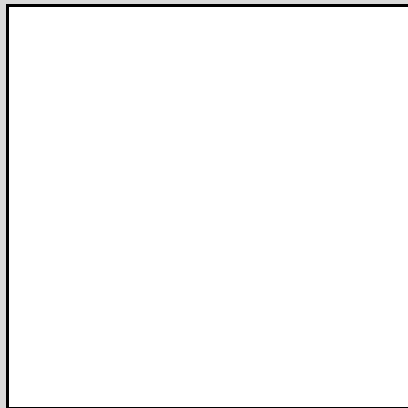
**Join us for the FASD Annual Conference - Blazin' Saddles,
scheduled June 10 - 13, 2024, at the Rosen Plaza in Orlando, FL.**

This year's conference will be both fun-filled and educational as we plan for new and innovative ways to strengthen special purpose government through education, the exchange of ideas, and active involvement in the legislative process.

With fresh sponsorship opportunities, additional evening events, impactful pre-conference courses, and an array of new speakers, the year's Annual Conference is guaranteed to be a success.

To provide a sneak peek into what awaits, here's a preview of the speakers and events that have been confirmed:

MONDAY, JUNE 10



State-mandated Four Hour Training Online Course

Last year, the Florida Legislature passed a law requiring all Special District elected officials to receive four hours of ethics-specific training each year.

We are proud to offer a special district-specific ethics continuing education course to our members, as well as non-members. We are bringing the state-required ethics course to you in-person at our Annual Conference.

This will require a separate sign up during Annual Conference registration.

TUESDAY, JUNE 11



Samantha Livingstone, Olympic Gold Medalist

Keynote Speaker

It's time to develop the skills, strategies, and supports to help you and those you lead to positively cope with challenges, stress, and struggle so you can live free, lead mindfully, and rise through hard things.

It's time to cultivate greatness and fulfillment by honoring our whole-selves.

WEDNESDAY, JUNE 12



Exciting Updates and More!

We are thrilled to announce necessary updates across various domains:

- Property/Casualty Insurance
- Cybersecurity for Onsite Technology & SCADA
- National Special Districts Coalition Briefing

End the Annual Conference experience on a high note with our exclusive Top Golf event. Network with industry leaders, share insights, and enjoy a fun-filled evening at the intersection of business and leisure.

The Conference Committee has incorporated the following themes:

Monday, June 10

Badges & Buckles

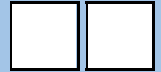
Tuesday, June 11

Boots & Cowboy Hats

Wednesday, June 12

Wild West Wednesday

FASD.com



Florida Association of Special Districts | 120 S Monroe Street, Tallahassee, FL 32301

[Unsubscribe palen@caldwellpacetti.com](mailto:palen@caldwellpacetti.com)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by angela@fasd.ccsend.com



To:

Thousand Oaks CDD c/o
Special District Services, Inc
561-630-4922 ext 227
sbethel@sdsinc.org

From:

Willishia Plant
305-794-0234
WPlant@esquirelitgroup.com

2501A Burns Road
Palm Beach Gardens, FL
33410

801 Brickell Ave
Suite 800
Miami, Florida 33131
USA

Item

Qty/Hrs Tax Price Subtotal

Trademark Package

- The Legal Services to be provided by Firm to Client are the completion of a Trademark Assessment and evaluation of the Previously filed mark, consultation time of up to thirty (30) minutes regarding the Client's trademark application status, tracking Client's trademark application, and responding to one Office Action issued by the USPTO which require thirty (30) minutes of time or less to answer ("Legal Services"). All additional services are at an additional charge. Firm will perform the Legal Services called for under this Agreement, keep Client informed of progress and developments, and respond promptly to Client's inquiries and communications. Client will cooperate with Firm, be available as requested, provide necessary declarations, promptly pay all fees and costs, and keep Firm informed of client's whereabouts and current street address, telephone number(s), fax number, and e-mail address at all times. Client understands this is an application process which could result in denial of the Client's trademark. Law Office of W. Plant makes no representations or warranties as to the outcome of the prosecution of Client's trademark application(s), and all expressions made by us relating thereto are matters of opinion only.
- us relating thereto are matters of opinion only.

1

\$1,150.00 \$1,150.00

Subtotal: \$1,150.00**Tax: \$0.00****Total: \$1,150.00****Remainder: \$1,150.00**

Date: 1/24/24	CK#
Vend TO	GL#
7	



SLB General Contracting, LLC

6900 Barbour Road, West Palm Beach, FL 33407

Phone: 561-619-6822 Fax: 561-660-5349

Proposal

Special District Services
Attn: Sylvia Bethel
2501A Burns Road
Palm Beach Gardens Fl, 33410
561.630.4922 ext 227
sbethel@sdsinc.org

Date: January 8, 2024
Project: Thousand Oaks
Palm Beach Gardens
Palm Beach Gardens

<u>SCOPE OF WORK</u>	<u>QTY</u>	<u>UNITS</u>	<u>UNIT \$</u>	<u>TOTALS</u>
1 Mobilization	1	LS	\$1,160.00	\$1,160.00
2 Replace Rip Rap outfall pad at structures #5, #10, #16, #27, #64, & #116 - includes removal of existing rip rap bags, regrade to remove hump, install new rip rap bags on filter fabric with last two rows of bags pinned, sod disturbed access points.	1	Ls	\$46,950.00	\$46,950.00
3 Box Culvert structure #126 & #125 - Remove excess soil in front of and inside each end of box culvert and sod disturbed areas	1	Ls	\$3,850.00	\$3,850.00
Total				\$51,960.00

NOTES

- 1 No surveys or engineering is included.
- 2 We have excluded any permits and permit costs.
- 3 We have excluded the watering and grow-in of sod.

Thank you for allowing SLB General Contracting the opportunity to bid this project.
Please contact us with any questions regarding the above.

Respectfully,


SLB General Contracting, LLC

Accepted: _____

Date: _____

**A RESOLUTION NO. 2022-001 OF THE BOARD OF SUPERVISORS
OF THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
AMENDING RESOLUTION 2018-05 (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 Board of Supervisors of the District previously adopted Resolution 2018-05 on June 11, 2018 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 2018-05 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 upon adoption

THIS RESOLUTION PASSED AND WAS ADOPTED BY THE BOARD OF SUPERVISORS OF THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT ON May 9, 2022.

ATTEST:

**THOUSAND OAKS COMMUNITY
DEVELOPMENT DISTRICT**

By: Maechin Knowles
Assistant Secretary

By: Jeffery Jackson
Chair 6/1/22

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 accounting for and reconciliation of travel and training expenses.

PROCEDURES

General guidelines for travel and training expenses:

1. Travel for training and other public purposes shall be approved by the Board of Supervisors.
2. 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.
3. Reimbursement should be requested within a reasonable time, generally fourteen (14) working days of return.
4. 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).
5. Subsistence shall be reduced for any meals or lodging included in the conference, seminar or meeting registration.
6. No reimbursement shall be allowed for the spouse or any other traveling companion of a Supervisor or District employee.
7. No reimbursement shall be allowed for costs not actually incurred.
8. All travel expenses incurred by a Supervisor must be approved in advance by the Board of Supervisors.
9. 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.
10. The District Administrator will verify receipts and expenses to District guidelines.

11. Unless otherwise provided in this Policy, the requirements of Section 112.061, Florida Statutes, shall apply to travel advances and reimbursements.

GUIDELINES FOR CALCULATING REASONABLE EXPENSES

The traveler may be reimbursed

1. **Either for** the Per Diem Reimbursement Rate provided by the current U.S. General Services Administration Travel Policy (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) for the place of destination;

or for
2. Actual expenses for lodging at a single-occupancy or convention rate, to be substantiated by paid bills therefor; *plus*
3. Payment for Subsistence/Meals & Incidentals actually incurred, limited to the following per diem:

Breakfast:	\$20
Lunch:	\$25
Dinner:	\$40
4. Meals or lodging included in the registration fee will be deducted from reimbursement.
5. Tips on food will be reimbursed on a reasonable and appropriate basis (i.e., not to exceed 20% on food).
6. No entertainment or alcoholic beverage expenses shall be reimbursed.
7. Unless specifically approved by the Board of Supervisors, travel will be limited to locations within the State of Florida.

TRANSPORTATION EXPENSES

12. Airfare - The traveler should arrange for the most economical means of airfare possible, taking advantage of special rates, when available. Reimbursement shall generally not exceed the reasonable cost of commercial airfare, including transportation to and from the airport.
13. Mileage - The rate of reimbursement for the use of a personal car will be \$0.65 per mile. Travel must be by the most direct, usually-traveled route as determined by the District.
14. Rental Car - A copy of the lease agreement must be provided.
15. Taxi/Limousine Service - Receipts must be provided.
16. Tolls/Parking Facilities - Receipts must be provided.

OTHER REIMBURSABLE EXPENSES

1. Convention Registration Fee (including fess for extras events that enhance the public purpose) approved by the District.
2. Communication expenses.

TRAVEL ADVANCES

Travel advances may be approved by the Board of Supervisors to cover the reasonable anticipated costs of travel.

EXPENDITURE CERTIFICATION & DECLARATION

All claims for a **travel advance** shall be accompanied by an appropriate justification and shall contain a statement executed by the traveler, as follows:

"I hereby certify that the above estimated expenses are anticipated to be incurred by me as necessary traveling expenses in the performance of my official duties; attendance at the conference or convention directly relates to the official duties of the agency; any meals or lodging included in the registration fee have been deducted from this travel advance request. If the travel advance exceeds actual travel expenses incurred, I will refund to the District the remaining unexpended funds within 10 days after completion of the travel period."

All claims for **reimbursement of expenses** shall be accompanied by a written certification that "the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties", and shall be verified by a written declaration that the claim "is true and correct in every material matter."