



SEBASTIAN RIVER IMPROVEMENT DISTRICT

INDIAN RIVER COUNTY

REGULAR BOARD MEETING MAY 15, 2024 10:00 A.M.

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

www.sridfl.org

561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
SEBASTIAN RIVER IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS
Indian River County Administration Complex
Bldg. A, Room A1-102
1801 27th Street
Vero Beach, Florida 32960
REGULAR BOARD MEETING
May 15, 2024
10:00 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Approval of Minutes
 - 1. April 17, 2024 Regular Board Meeting.....Page 2
- F. Old Business
 - 1. Update on FDOT ROW Sale
 - 2. Update on R-13 ROW Dispute
- G. New Business
 - 1. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 5
- H. Administrative Matters
 - 1. Sand Mine Update
 - 2. Financial Update.....Page 9
 - 3. Engineer Update
 - 4. Manager Update
- I. Board Members Comments
- J. Comments from the Public for Items Not on the Agenda
- K. Adjourn



Florida

PO Box 631244 Cincinnati, OH 45263-1244

GANNETT

PROOF OF PUBLICATION

Special District Services Inc Sebast R
Laura Archer
Sebastian River Improvement District
2501 Burns RD # A
Palm Beach Gardens FL 33410-5207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Indian River Press Journal/St Lucie News Tribune/Stuart News, newspapers published in Indian River/St Lucie/Martin Counties, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible websites of Indian River/St Lucie/Martin Counties, Florida, or in a newspaper by print in the issues of, on:

10/06/2023

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 10/06/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$168.56

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KAITLYN FELTY
Notary Public
State of Wisconsin

SEBASTIAN RIVER IMPROVEMENT DISTRICT
FISCAL YEAR 2023/2024 REGULAR
BOARD MEETING SCHEDULE
NOTICE IS HEREBY GIVEN that the Sebastian River Improvement District ("SRID") will hold Regular Board Meetings of the Board of Supervisors of the Indian River County Administration Complex, Building A, Room A1-102, Vero Beach, Florida 32960 at 10:00 a.m. (**unless otherwise noted**) on the following dates:
October 18, 2023
November 15, 2023
December 20, 2023
January 17, 2024
February 21, 2024
March 20, 2024
April 17, 2024
May 15, 2024
June 19, 2024
July 17, 2024
August 21, 2024
September 18, 2024
On June 19, 2024, the Sebastian River Improvement District Annual Landowners' Meeting will be held at the Indian River County Administration Complex, Building A, Room A1-102, Vero Beach, Florida 32960 and will commence at 9:00 a.m. The Regular Board Meeting will immediately follow the Annual Landowners' Meeting at the same location.
The purpose of the meetings is to conduct any business which may properly come 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 Agenda 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. From time to time a Supervisor may participate by telephone; therefore, a speaker telephone may be present as required, at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meeting(s) 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 verbal 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.
SEBASTIAN RIVER IMPROVEMENT DISTRICT
www.sridfl.org
PUBLISH OCT 6, 2023
TCN 9343949

**SEBASTIAN RIVER IMPROVEMENT DISTRICT
REGULAR BOARD MEETING MINUTES
APRIL 17, 2024**

A. CALL TO ORDER

The April 17, 2024, Regular Board Meeting of the Sebastian River Improvement District (the “District”) was called to order at 10:05 a.m. in the Indian River County Administration Complex, Building A, Room A1-102, 1801 27th Street, Vero Beach, Florida 32960.

B. PROOF OF PUBLICATION

Proof of publication was presented showing that notice of the Regular Board Meeting had been published in *Indian River Press Journal* on October 6, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as legally required.

C. ESTABLISH QUORUM

A quorum was established with the following Supervisors present:

Board of Supervisors

Chairman	Jeff Bass	Present
Supervisor	Tom Hammond	Present
Supervisor	Chad Kelly	Present

Staff members in attendance were:

District Counsel	Ruth Holmes	Torcivia, Donlon, Goddeau & Rubin, P.A.
District Engineer	George Simons	Carter Associates, Inc.
District Manager	Frank Sakuma	Special District Services, Inc.
District Manager	Stephanie Brown	Special District Services, Inc

D. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the minutes.

E. APPROVAL OF MINUTES

1. February 21, 2024, Regular Board Meeting Minutes

Mr. Hammond made a **motion**, seconded by Mr. Kelly, and passed unanimously approving the February 21, 2024, Regular Board Meeting minutes as presented.

F. OLD BUSINESS

1. Consider Approval of FDOT Updated Offer & Purchase Agreement

After Board discussion, Mr. Bass made a **motion**, seconded by Mr. Hammond, and passed unanimously, approving the FDOT updated offer & purchase agreement subject to confirmation that the easement is on the right of way plans and the recorded deed, warranty deed edits, confirmation of per acre price and the ability to add any remaining expenses.

G. NEW BUSINESS

1. Update on the FDOT 82nd Avenue Paving and Drainage Improvement Project and on the Florida City Gas HP Gas Line Connector

District Engineer Mr. Simmons stated that there are issues with right of way legal descriptions on the Indian River farm side and the gas line connector project would be placed on hold until the legal description issues are resolved.

2. Update on FDOT/SRID Eminent Domain Cases

District Attorney Ruth Holmes notified the Board that a Disclaimer of Interest was filed, and the District was dropped as a party of interest.

3. Discussion Regarding Annual ROW Maintenance

After Board discussion a **motion** was made by Mr. Bass, seconded by Mr. Hammond, and passed unanimously approving Cates Tractor ROW maintenance proposal in the amount of \$104,571.30.

4. Discussion Regarding R-13 ROW Dispute

This item on the agenda was moved to the first item of discussion.

District Engineer George Simons stated that the project has been put on hold due to a dispute with a property owner regarding ownership of the ROW. A representative from Indian River County suggested sending notice to the property owner advising that they are encroaching into the district's ROW. District Attorney Ruth Holmes suggested requesting a title report.

Mr. Bass made a **motion**, seconded by Mr. Kelly, and passed unanimously to authorize a title search and based on the findings, direct staff to send a notice to the property owner.

5. Discussion Regarding Required Ethics Training

District Attorney Ruth Holmes notified the Board that ethics training must be provided no later than December 31, 2024, and discussed training options.

H. ADMINISTRATIVE MATTERS

1. Sand Mine Update

There were no sand mine updates.

2. Finance Report

Mr. Sakuma noted the Financial Report was included in the agenda package and stated that financials looked good and sufficient funds were available.

3. Engineer Update

There were no engineer updates.

4. Manager Update

Mr. Sakuma asked the Board if hunting was allowed on the District ROW. Board consensus that hunting is not allowed.

I. BOARD MEMBER COMMENTS

There were no Board member comments.

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

There were no comments from the public.

K. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting of the District was adjourned at 11:12 a.m. There were no objections.

Secretary/Assistant Secretary

Chair/Vice-Chairman

RESOLUTION NO. 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SEBASTIAN RIVER IMPROVEMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Sebastian River Improvement District (“District”) is required by Chapter 298, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2024/2025 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SEBASTIAN RIVER IMPROVEMENT DISTRICT THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2024/2025 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for August 21, 2024 at 10:00 a.m. at Indian River County Administration Complex, Building A, Room A1-102, 1801 27th Street, Vero Beach, Florida 32960, for the purpose of receiving public comments on the Proposed Fiscal Year 2024/2025 Budget.

PASSED, ADOPTED and EFFECTIVE this 15th day of May, 2024.

ATTEST:

**SEBASTIAN RIVER
IMPROVEMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Sebastian River Improvement District

**Proposed Budget For
Fiscal Year 2024/2025
October 1, 2024 - September 30, 2025**

CONTENTS

I PROPOSED BUDGET

PROPOSED BUDGET
SEBASTIAN RIVER IMPROVEMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
REVENUES				
NAV ASSESSMENTS	320,633	308,436	308,436	10,046 Acres @ \$30.70
R-O-W USE FEES	16,765	25,515	25,515	
PERMIT FEES	10,759	5,000	5,000	
OTHER REVENUES	0	0	0	
INTEREST INCOME	34,159	1,200	2,400	Interest Projected At \$200 Per Month
TOTAL REVENUES	\$ 382,316	\$ 340,151	\$ 341,351	
EXPENDITURES				
LEGAL	12,348	20,000	20,000	No Change From 2023/2024 Budget
DISTRICT ADMINISTRATIVE	30,000	30,000	30,000	\$2,500 Per Month
OPERATIONS MANAGER	21,000	21,000	21,000	No Change From 2023/2024 Budget
OPERATIONS MANAGER - PAYROLL TAXES	1,607	1,607	1,607	Operations Manager *7.65%
ENGINEERING /GENERAL	46,297	55,000	70,000	FY 2023/2024 Expenditure Through March 2024 Was \$42,987
ENGINEERING /PERMIT	0	5,000	5,000	No Change From 2023/2024 Budget
ENGINEERING /OTHER	5,242	32,000	14,000	\$18,000 Decrease From 2023/2024 Budget
ACCOUNTING / AUDIT	5,200	5,300	5,400	Accepted Amount For 2023/2024 Audit
INSURANCE	9,090	15,000	12,000	FY 2023/2024 Expenditure Was \$9,772
WEBSITE MANAGEMENT	2,000	2,000	2,000	No Change From 2023/2024 Budget
DUES & SUBSCRIPTIONS	2,990	925	3,000	\$175 For Dept Of Economic Opportunity - \$2,775 For FL Assoc Special Districts
LEGAL ADVERTISEMENTS	1,401	1,150	1,400	\$250 Increase From 2023/2024 Budget
MISCELLANEOUS	3,471	4,163	3,938	Includes Travel, Postage & Office Supplies
WATER QUALITY ANALYTICAL SERVICE	946	1,000	1,000	Quarterly Service
MAINTENANCE CONTRACT (ROW)	137,456	125,000	130,000	Includes Bank Mowing, Canal Maintenance & ROW Maintenance Evaluation
MISCELLANEOUS MAINTENANCE	1,595	2,500	2,500	No Change From 2023/2024 Budget
TOTAL EXPENDITURES	\$ 280,643	\$ 321,645	\$ 322,845	
REVENUES LESS EXPENDITURES	\$ 101,673	\$ 18,506	\$ 18,506	
COUNTY APPRAISER & TAX COLLECTOR FEE	(1,771)	(6,169)	(6,169)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(9,422)	(12,337)	(12,337)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 90,480	\$ -	\$ -	
PREVIOUS YEAR CARRYOVER	-	-	-	Comes from Current Fund Balance
NET EXCESS/ (SHORTFALL)	\$ 90,480	\$ -	\$ -	

Notes

Assessable Acres = 10,046

FY 2022 Assessment per Acre = \$30.70

FY 2022 Budgeted Carryover Funding Assessment per Acre = \$0.00

FY 2023 Assessment per Acre = \$30.70

FY 2023 Budgeted Carryover Funding Assessment per Acre = \$0.00

FY 2024 Assessment per Acre = \$30.70

FY 2024 Budgeted Carryover Funding Assessment per Acre = \$0.00

FY 2025 Assessment per Acre = \$30.70

FY 2025 Budgeted Carryover Funding Assessment per Acre = \$0.00

FUND BALANCE AS OF 9/30/23	\$ 1,003,344.00
PROJECTED FY 2023/2024 BUDGET ACTIVITY	\$ -
PROJECTED FUND BALANCE AS OF 9/30/24	\$ 1,003,344.00

FUND BALANCE AS OF 9/30/24	\$ 1,003,344.00
PROJECTED FY 2024/2025 BUDGET ACTIVITY	\$ -
PROJECTED FUND BALANCE AS OF 9/30/25	\$ 1,003,344.00

Sebastian River Improvement District

Financial Report For April 2024

**SEBASTIAN RIVER IMPROVEMENT DISTRICT
MONTHLY FINANCIAL REPORT
APRIL 2024**

	Annual Budget 10/1/23 - 9/30/24	Actual Apr-24	Year To Date Actual 10/1/23 - 4/30/24
REVENUES			
NAV Assessments	308,436	0	305,133
R-O-W Use Fees	25,515	0	0
Permit Fees	5,000	0	0
Other Revenue	0	0	0
Interest Income	1,200	0	27,162
Total Revenues	\$ 340,151	\$ -	\$ 332,295
EXPENDITURES			
Legal - General	20,000	0	11,060
Legal - Special Counsel	0	0	0
Legal - BMAP Issues	0	0	0
District Administrative	30,000	2,500	17,500
Operations Manager	21,000	1,750	12,250
Operations Manager - Payroll Taxes	1,607	134	937
Engineering - General	55,000	0	42,987
Engineering - Permit	5,000	0	0
Engineering - Sand Mines	0	0	0
Engineering - 82nd Ave Extension	0	0	0
Engineering - Other	32,000	0	0
Accounting/Audit	5,300	0	0
Insurance	15,000	0	9,772
Website Management	2,000	167	1,167
Dues & Subscriptions	925	0	175
Legal Advertisements	1,150	0	169
Miscellaneous	4,163	298	2,306
Water Quality Analytical Service	1,000	0	1,374
R-O-W Maintenance	125,000	0	0
Canal/Lateral Maintenance	0	0	50,744
Miscellaneous Maintenance	2,500	0	0
Total Expenditures	\$ 321,645	\$ 4,849	\$ 150,441
Revenues Less Expenditures	\$ 18,506	\$ (4,849)	\$ 181,854
County Appraiser & Tax Collector Fee	(6,169)	0	(2,350)
Discounts For Early Payments	(12,337)	0	(11,095)
Excess/ (Shortfall)	\$ -	\$ (4,849)	\$ 168,409
Carryover From Prior Year	0	0	0
Net Excess/ (Shortfall)	\$ -	\$ (4,849)	\$ 168,409

Bank Balance As Of 4/30/24	\$ 1,229,911.43
Accounts Payable As Of 4/30/24	\$ 14,633.78
Other Current Liabilities As Of 4/30/24	\$ 75,706.92
Accounts Receivable As Of 4/30/24	\$ 32,181.99
Available Funds As Of 4/30/24	\$ 1,171,752.72