



**SEBASTIAN RIVER  
IMPROVEMENT DISTRICT**

**INDIAN RIVER COUNTY**

**REGULAR BOARD MEETING  
& PUBLIC HEARING  
SEPTEMBER 13, 2023  
10:00 A.M.**

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

[www.sridfl.org](http://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 27<sup>th</sup> Street  
Vero Beach, Florida 32960  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
**September 13, 2023**  
**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. July 19, 2023 Special Board Meeting.....Page 4
- F. Public Hearing
  - 1. Proof of Publication.....Page 7
  - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
  - 3. Consider Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Final Budget.....Page 8
- G. Old Business
- H. New Business
  - 1. Discussion Regarding Offer Package from FDOT.....Page 12
  - 2. Consider Resolution No. 2023-03 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.....Page 17
  - 3. Consider Resolution No. 2023-04 – Adopting a Records Retention Policy.....Page 19
- I. Administrative Matters
  - 1. Sand Mine Update
  - 2. Financial Update.....Page 23
  - 3. Engineer Update
  - 4. Manager Update
- J. Board Members Comments
- K. Comments from the Public for Items Not on the Agenda
- L. Adjourn

# Treasure Coast Newspapers

PART OF THE USA TODAY NETWORK

Indian River Press Journal  
1801 U.S. 1, Vero Beach, FL 32960

## AFFIDAVIT OF PUBLICATION

Attn: Special District Services, Inc.  
**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, said legal clerk, who on oath says that he/she is a legal clerk of the Indian River Press Journal, a daily newspaper published at Vero Beach in Indian River County, Florida: that the attached copy of advertisement was published in the Indian River Press Journal in the following issues below. Affiant further says that the said Indian River Press Journal is a newspaper published in Vero Beach in said Indian River County, Florida, and that said newspaper has heretofore been continuously published in said Indian River County, Florida, daily and distributed in Indian River County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid or promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper. The Indian River Press Journal has been entered as Periodical Matter at the Post Offices in Vero Beach, Indian River County, Florida and has been for a period of one year next preceding the first publication of the attached copy of advertisement.

Issue(s) dated before where the dates are noted or by publication on the newspaper's website, if authorized, on :

**09/30/2022**



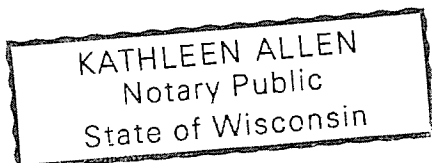
Subscribed and sworn to before on September 30, 2022:



Notary, State of WI, County of Brown

*1-7-25*

My commission expires



Publication Cost: \$188.10  
Ad No: 0005422153  
Customer No: 1313368  
PO #: FY 22/23 Mtg Schedule

SEBASTIAN RIVER  
IMPROVEMENT DISTRICT  
FISCAL YEAR 2022/2023  
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 in the Offices of the Indian River County Administration Complex, Bldg. A, Room A1-102, 1801 27th Street, Vero Beach, Florida 32960 at 10:00 a.m. (\*\*unless otherwise noted\*\*) on the following dates:

October 12, 2022  
November 9, 2022  
December 14, 2022  
January 11, 2023  
February 8, 2023  
March 8, 2023  
April 12, 2023  
May 10, 2023  
\*\*June 14, 2023\*\*  
July 12, 2023  
August 9, 2023  
September 13, 2023

\*\*The June 14, 2023, Regular Board Meeting will be held Offices of the Indian River County Administration Complex, Bldg. A, Room A1-102, 1801 27th Street, Vero Beach, Florida 32960 and will commence at 9:00 a.m. The Annual Meeting will immediately follow the Regular Board 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 one Supervisor may participate by telephone; therefore, a speaker telephone may be present at the meeting location so the 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 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.

SEBASTIAN RIVER IMPROVE-  
MENT DISTRICT

<https://sridfl.org/>

Pub: Sept 30, 2022  
TCN5422153

**SEBASTIAN RIVER IMPROVEMENT DISTRICT  
SPECIAL BOARD MEETING MINUTES  
JULY 19, 2023**

**A. Call to Order**

The July 19, 2023, Special Board Meeting of the Sebastian River Improvement District (the “District”) was called to order at 10:01 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 Special Board Meeting had been published in *Indian River Press Journal* on July 12, 2023, 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
Vice Chairman	Chad Kelly	Present

Staff members in attendance were:

District Manager	Frank Sakuma	Special District Services, Inc.
District Counsel	Ruth Holmes (by phone)	Torcivia, Donlon, Goddeau & Rubin, PA
District Engineer	George Simons	Carter Associates, Inc.

**D. Additions or Deletions to Agenda**

No additions nor deletions to the agenda were offered.

**E. Approval of Minutes**

**1. June 14, 2023, Regular Board Meeting Minutes**

Mr. Sakuma informed the Board of a necessary edit to the draft minutes, related to Mr. Simons attendance and the name of the legal firm for Ms. Holmes. A **motion** was made by Mr. Bass, seconded by Mr. Kelly approving the minutes of the June 14, 2023, Regular Board Meeting, as amended. The **motion** approving the minutes passed unanimously.

**F. OLD BUSINESS**

There were no items.

**G. NEW BUSINESS**

## **1. Lateral C – Radial Gates Maintenance Recommendation**

Mr. Sakuma explained staff’s recommendation to have the radial gates sandblasted, inspected and then re-coated. He asked for permission to have the scheduled hole repair postponed until an updated proposal could be considered, allowing for all the work to occur at the same time. Board consensus was to have R&S adjust their currently approved proposal for the additional work, and if reasonable, to move forward before hurricane season.

## **2. Discussion Regarding Offer Package from FDOT**

The Board reviewed the FDOT offer package and had several recommended items for inclusion in a response letter.

- Request that the orphan parcel be included in the offer;
- Request the “easement” parcel No. 800 be changed to “fee simple”;
- Confirm that FDOT offer include SRID maintenance access for the levy;
- Confirm that FDOT will pay for an independent appraisal if SRID makes that request.

After Board discussion, a **motion** was made by Mr. Bass, seconded by Mr. Hammond and passed unanimously to authorize the District to send a response letter to FDOT with the conditions noted above.

## **H. Administrative Matters**

### **1. Sand Mine Update**

Mr. Simons advised that all the sand mine renewals had been complete.

### **2. Financial Update**

Mr. Sakuma asked for the Board to consider shifting \$500,000 of District funds to FLClass to take advantage of their 5.28% interest. After further discussion, and without having sufficient information to make a decision as to the FLClass option, the Board directed staff to contact their current bank and request a higher interest rate.

## **I. Board Member Comments**

There were no further 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 Special Board Meeting of the District was adjourned at 10:58 a.m.

---

**Secretary/Assistant Secretary**

---

**Chair/Vice-Chairman**



Publication Date  
2023-08-24

Subcategory  
Miscellaneous Notices

Notice of Public Hearing and Regular Board Meeting of the Sebastian River Improvement District The Board of Supervisors (the "Board") of the Sebastian River Improvement District (the "District") will hold a Public Hearing and Regular Board Meeting on September 13, 2023, at 10:00 a.m., or as soon thereafter as can be heard, in the Offices of the Indian River County Administration Complex, Bldg. A, Room A1-102, Vero Beach, Florida 32960. The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget of the District. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. A copy of the Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, Special District Services, Inc., 10807 SW Tradition Square, Port St. Lucie, Florida, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Meetings may be continued as found necessary to a time and place specified on the record. There may be occasions when one or more Supervisors will participate by telephone; therefore, a speaker telephone may be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (772) 345-5119 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings. If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based. Meetings may be cancelled from time to time without advertised notice. SEBASTIAN RIVER IMPROVEMENT DISTRICT [www.sridfl.org](http://www.sridfl.org) PUB: 8/24 & 8/31/2023 TCN#5803498

**RESOLUTION NO. 2023-02**

**A RESOLUTION OF THE SEBASTIAN RIVER IMPROVEMENT DISTRICT ADOPTING A FISCAL YEAR 2023/2024 BUDGET.**

**WHEREAS**, the Sebastian River Improvement District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

**WHEREAS**, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non-ad valorem assessments upon the properties within the District.

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

**Section 1.** The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

**Section 2.** The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

**PASSED, ADOPTED and EFFECTIVE** this 13<sup>th</sup> day of September, 2023.

**ATTEST:**

**SEBASTIAN RIVER  
IMPROVEMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

# Sebastian River Improvement District

**Final Budget For  
Fiscal Year 2023/2024  
October 1, 2023 - September 30, 2024**

# CONTENTS

## I FINAL BUDGET

**FINAL BUDGET**  
**SEBASTIAN RIVER IMPROVEMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
<b>REVENUES</b>				
NAV ASSESSMENTS	319,968	308,436	308,436	10,046 Acres @ \$30.70
R-O-W USE FEES	25,515	16,765	25,515	
PERMIT FEES	34,363	5,000	5,000	
OTHER REVENUES	504,073	0	0	
INTEREST INCOME	5,720	960	1,200	Interest Projected At \$100 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 889,639</b>	<b>\$ 331,161</b>	<b>\$ 340,151</b>	
<b>EXPENDITURES</b>				
LEGAL	41,082	20,000	20,000	No Change From 2022/2023 Budget
LEGAL - SPECIAL COUNSEL	194,152	0	0	Fiscal Year 2021/2022 Expenditure
EXPERT CONSULTANT FEES	86,859	0	0	Fiscal Year 2021/2022 Expenditure
DISTRICT ADMINISTRATIVE	27,000	30,000	30,000	\$2,500 Per Month
OPERATIONS MANAGER	21,000	21,000	21,000	No Change From 2022/2023 Budget
OPERATIONS MANAGER - PAYROLL TAXES	1,607	1,607	1,607	Operations Manager *7.65%
ENGINEERING /GENERAL	58,313	45,000	55,000	FY 2022/2023 Expenditure Through April 2023 Was \$33,720
ENGINEERING /PERMIT	0	5,000	5,000	No Change From 2022/2023 Budget
ENGINEERING /OTHER	18,210	42,900	32,000	\$10,900 Decrease From 2022/2023 Budget
ACCOUNTING / AUDIT	5,100	5,200	5,300	Accepted Amount For 2022/2023 Audit
INSURANCE	7,196	20,000	15,000	FY 2022/2023 Expenditure Was \$9,090
WEBSITE MANAGEMENT	2,000	2,000	2,000	No Change From 2022/2023 Budget
DUES & SUBSCRIPTIONS	175	925	925	\$175 For Dept Of Economic Opportunity - \$750 For FL Assoc Special Districts
LEGAL ADVERTISEMENTS	1,034	1,150	1,150	No Change From 2022/2023 Budget
MISCELLANEOUS	3,243	4,100	4,163	Includes Travel, Postage & Office Supplies
WATER QUALITY ANALYTICAL SERVICE	1,056	1,000	1,000	Quarterly Service
MAINTENANCE CONTRACT (ROW)	118,474	110,273	125,000	Includes Bank Mowing, Canal Maintenance & ROW Maintenance Evaluation
MISCELLANEOUS MAINTENANCE	900	2,500	2,500	No Change From 2022/2023 Budget
<b>TOTAL EXPENDITURES</b>	<b>\$ 587,401</b>	<b>\$ 312,655</b>	<b>\$ 321,645</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 302,238</b>	<b>\$ 18,506</b>	<b>\$ 18,506</b>	
COUNTY APPRAISER & TAX COLLECTOR FEE	(1,791)	(6,169)	(6,169)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(10,140)	(12,337)	(12,337)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 290,307</b>	<b>\$ -</b>	<b>\$ -</b>	
PREVIOUS YEAR CARRYOVER	-	-	-	Comes from Current Fund Balance
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 290,307</b>	<b>\$ -</b>	<b>\$ -</b>	

**Notes**

Assessable Acres = 10,046

FY 2021 Assessment per Acre = \$22.50

FY 2021 Budgeted Carryover Funding Assessment per Acre = \$4.21

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

FUND BALANCE AS OF 9/30/21	\$ 622,558.00
PROJECTED FY 2021/2022 BUDGET ACTIVITY	\$ 290,307.00
PROJECTED FUND BALANCE AS OF 9/30/22	\$ 912,865.00

FUND BALANCE AS OF 9/30/22	\$ 912,865.00
PROJECTED FY 2022/2023 BUDGET ACTIVITY	\$ -
PROJECTED FUND BALANCE AS OF 9/30/23	\$ 912,865.00

# SEBASTIAN RIVER IMPROVEMENT DISTRICT

C/O SPECIAL DISTRICT SERVICES, INC.  
2501A BURNS ROAD  
PALM BEACH GARDENS, FL 33410

August \_\_, 2023

Mark Besoner  
HDR Engineering, Inc.  
Right-of-Way Specialist

Re: Florida Department of Transportation Offer Letter

Item Segment No.: 4056064  
District: 4  
Federal Project No.: D418-081-B  
State Road No.: CR 510 (85<sup>th</sup> St. / 90<sup>th</sup> Ave)  
County: Indian River  
Parcel Nos.: 101 and 800

Dear Mr. Besoner:

The Sebastian River Improvement District (“SRID”) is in receipt of a notification letter from you as agent for the Florida Department of Transportation (“FDOT”), dated June 13, 2023 and appreciates the opportunity to respond. In the June 13, 2023 notification letter, you communicated revisions to acquisition areas of SRID owned property that FDOT is offering to purchase for improvements to County Road 510 in Indian River County, as identified above.

SRID has reviewed the FDOT offer and proposes the following:

1. Parcel 800, currently offered to be purchased as an easement, be instead purchased by FDOT in fee simple, and appraised as such, as is offered for parcel 101;
2. Between the two segments (parcel 101 and parcel 800), exists a smaller parcel, approximately 34,148 square feet, also referred to as “area 5”, located west of the proposed alignment of CR 510 and west of lateral D canal. Area 5 is shown on Exhibits: “A”, CAI ROW Acquisition Exhibit, Sheet 1 of 1; and “B”, highlighted parcel on FDOT Statement of Offer, Sea Parcel Sketch Acquisition Area – pg. 2. Should FDOT finalize the acquisition of the parcels 101 and 800, area 5 will be rendered valueless to SRID. SRID requests FDOT purchase area 5 in fee concurrent with the acquisition of parcels 101 and 800;
3. Any purchase and sale agreement must provide for confirmation that, following closing, SRID will retain full access, via perpetual easement or otherwise, for its operation and maintenance responsibilities on levies and canals pursuant to SRID’s statutory obligations under Chapter 298, Florida Statutes; and

# ***SEBASTIAN RIVER IMPROVEMENT DISTRICT***

C/O SPECIAL DISTRICT SERVICES, INC.  
2501A BURNS ROAD  
PALM BEACH GARDENS, FL 33410

4. Confirmation that FDOT will reimburse SRID for any costs incurred in obtaining an independent appraisal for the parcels identified above (including area 5), survey and engineering review fees and reasonable attorney's fees.

SRID looks forward to discussing these proposals in more detail with you or FDOT, as appropriate.

Sincerely,

Jeff E. Bass,  
Chairman, Sebastain River Improvement District

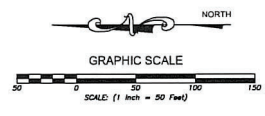
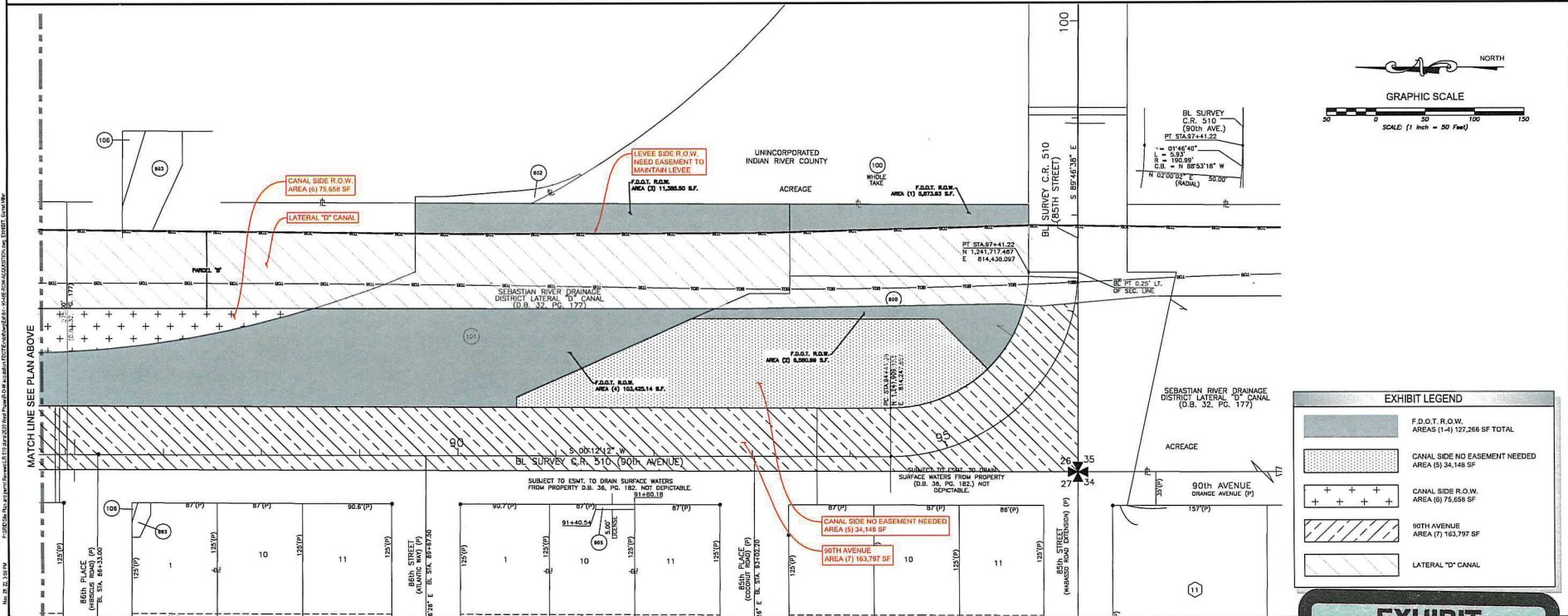
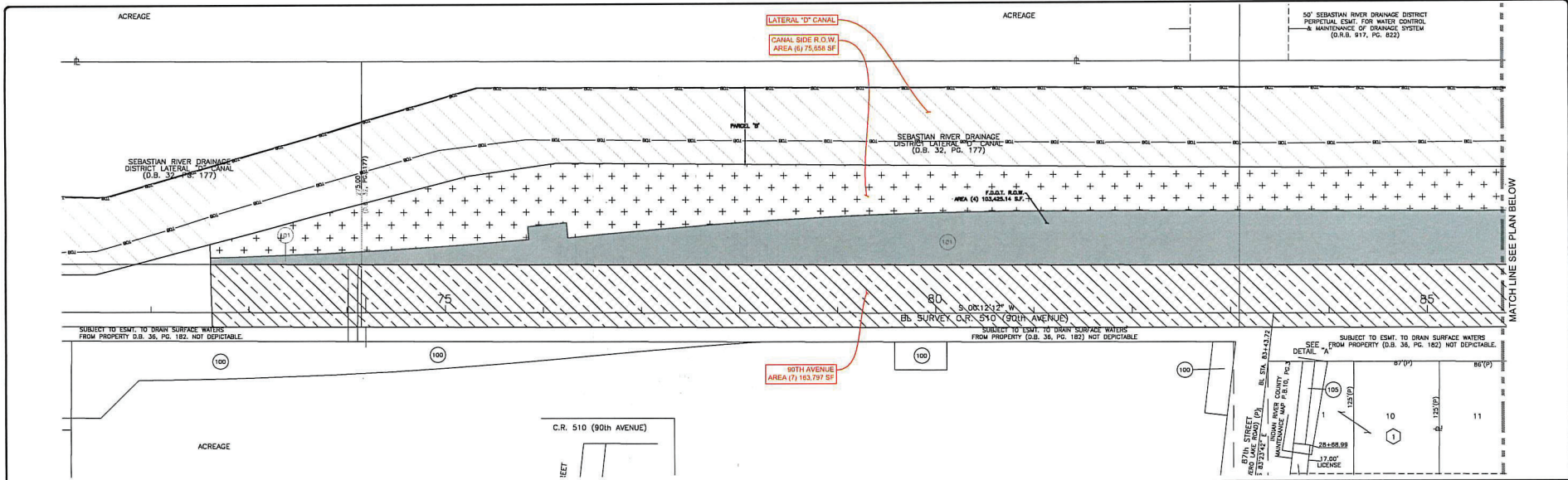


EXHIBIT LEGEND	
	F.D.O.T. R.O.W. AREAS (1-4) 127,266 SF TOTAL
	CANAL SIDE NO EASEMENT NEEDED AREA (5) 34,148 SF
	CANAL SIDE R.O.W. AREA (6) 75,658 SF
	90TH AVENUE AREA (7) 163,797 SF
	LATERAL "D" CANAL

**CAI**  
 CARTER ASSOCIATES, INC.  
 SERVING FLORIDA SINCE 1911  
 CROSS LISTING ENGINEERS  
 AND LAND SURVEYORS  
 1209 21ST STREET  
 VERO BEACH, FL 32906  
 TEL: 321.232.4191  
 EMAIL: [info@caifl.com](mailto:info@caifl.com)

SEBASTIAN RIVER  
 IMPROVEMENT DISTRICT  
 926 SW 122ND STREET  
 VERO BEACH, FLORIDA

DATE	REVISION

**SKETCH OF INFORMATION**  
 A PORTION OF SECTION 26  
 TOWNSHIP 31 SOUTH, RANGE 38 EAST  
 INDIAN RIVER COUNTY  
 R.O.W. ACQUISITION

DATE: 11/16/22  
 PROJ. # 195496  
 DRAWN BY: DTM  
 DATUM: SEC SURVEY  
 FILE # 195496  
 P.L.S. & P.C.:

SHEET TITLE:  
**RIGHT-OF-WAY ACQUISITION EXHIBIT**  
 SHEET  
**1 of 1**  
 DWG. NO. 22367-C

**EXHIBIT**  
**A**  
 Page 14

PROJECT: 195496 - SEBASTIAN RIVER IMPROVEMENT DISTRICT - R.O.W. ACQUISITION EXHIBIT - SHEET 1 OF 1





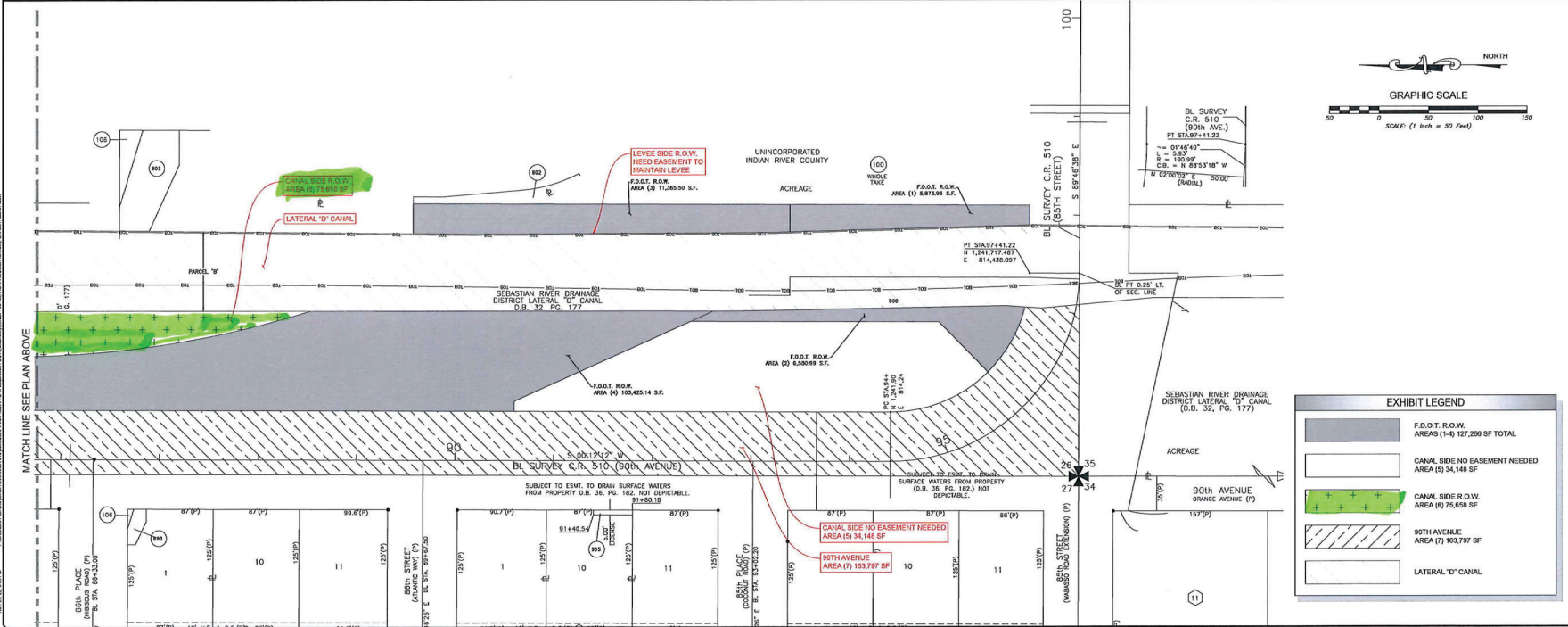
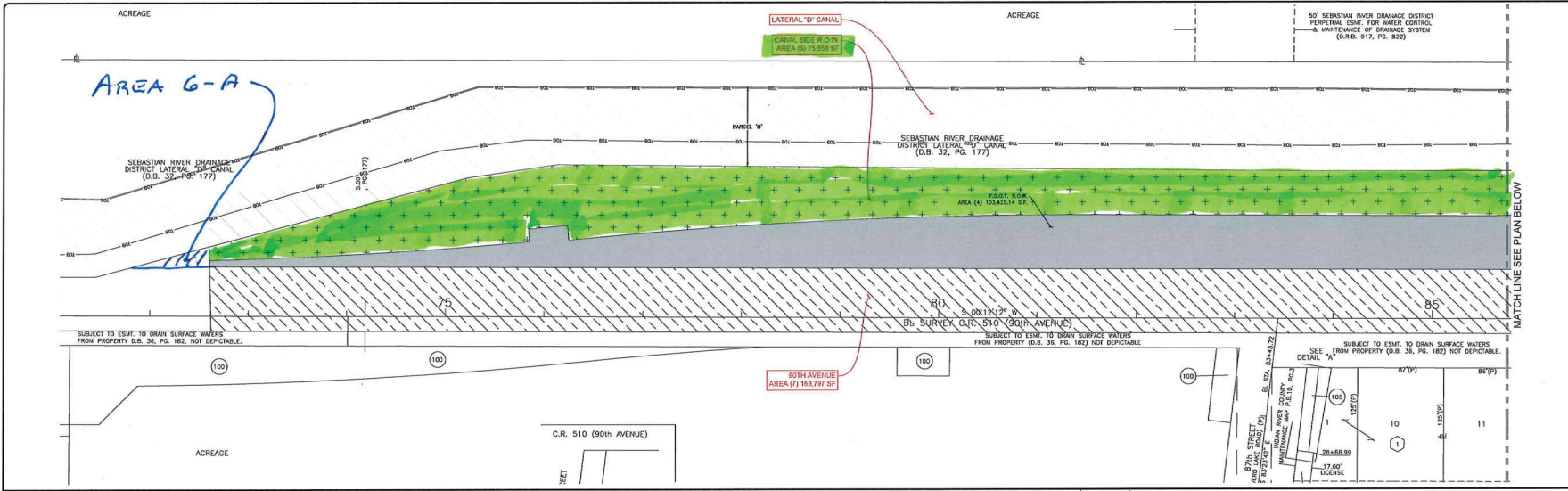
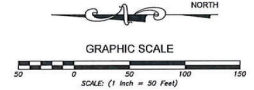


EXHIBIT LEGEND	
	F.D.O.T. R.O.W. AREAS (1-4) 127,266 SF TOTAL
	CANAL SIDE NO EASEMENT NEEDED AREA (5) 34,148 SF
	CANAL SIDE R.O.W. AREA (5) 75,959 SF
	90th AVENUE AREA (7) 163,797 SF
	LATERAL 'D' CANAL



**CAI**  
**CARTER ASSOCIATES, INC.**  
 SERVING FLORIDA SINCE 1911  
 CONSULTING ENGINEERS  
 AND LAND SURVEYORS  
 1708 31ST STREET  
 VERO BEACH, FL 32909  
 TEL 888-584-1111  
 EMAIL: info@caicon.com

SEBASTIAN RIVER  
 IMPROVEMENT DISTRICT  
 926 SW 122nd STREET  
 VERO BEACH, FLORIDA

NO.	REVISION	DATE	TITLE

**SKETCH OF INFORMATION**  
 A PORTION OF SECTION 26  
 TOWNSHIP 31 SOUTH, RANGE 38 EAST  
 INDIAN RIVER COUNTY  
 R.O.W. ACQUISITION

DATE: \_\_\_\_\_

DAVID E. LUETHKE, P.S.M.  
 FL LIC. NO. 57108  
 CARTER ASSOCIATES, INC.  
 COA 229 / LB 205

DATE: 10/19/22  
 PLOTTED BY: 0316  
 DRAWN BY: 0316  
 CHECKED BY: SEE SURVEY  
 REF. # : ROW EXHIBIT  
 P.A.# : 1

SHEET TITLE  
**RIGHT-OF-WAY  
 ACQUISITION  
 EXHIBIT**

SHEET  
**1 of 1**

DWG. NO: 22367-C

10/19/22 10:16 AM P:\Projects\22367-C\22367-C.dwg Plot: 22367-C.dwg 10/19/22 10:16 AM

**RESOLUTION NO. 2023-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SEBASTIAN RIVER IMPROVEMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Sebastian River Improvement District ("District") to establish a regular meeting schedule for fiscal year 2023/2024; and

**WHEREAS**, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SEBASTIAN RIVER IMPROVEMENT DISTRICT, INDIAN RIVER COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 13<sup>th</sup> day of September, 2023.

**ATTEST:**

**SEBASTIAN RIVER  
IMPROVEMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

**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 at 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 11, 2023  
November 8, 2023  
December 13, 2023  
January 10, 2024  
February 14, 2024  
March 13, 2024  
April 10, 2024  
May 8, 2024  
**\*\*June 12, 2024\*\***  
July 10, 2024  
August 14, 2023  
September 11, 2024**

**\*\*On June 12, 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 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.

**SEBASTIAN RIVER IMPROVEMENT DISTRICT**

[www.sridfl.org](http://www.sridfl.org)

**PUBLISH: INDIAN RIVER PRESS JOURNAL \_\_\_\_/\_\_\_\_/20**

**RESOLUTION 2023-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SEBASTIAN RIVER IMPROVEMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Sebastian River Improvement District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

**WHEREAS**, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

**WHEREAS**, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

**WHEREAS**, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a records retention policy (the “Records Retention Policy”) for immediate use and application.

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

**SECTION 1.** The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management

Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

**SECTION 2.** The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the Records Retention Policy, as amended as provided herein;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

**SECTION 3.** The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in Exhibit A. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in Exhibit A. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

**SECTION 4.** In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

**SECTION 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 6.** This Resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** at a meeting of the District Board of Supervisors, this 13<sup>th</sup> day of September, 2023.

ATTEST:

**SEBASTIAN RIVER IMPROVEMENT  
DISTRICT**

\_\_\_\_\_

\_\_\_\_\_

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amendments to General Records Schedules Established by the Division

## Exhibit A

### **Amendments to General Records Schedules established by the Division**

**ADVERTISEMENTS: LEGAL (Item #25)**

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

**AUDITS: INDEPENDENT (Item #56)**

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

**DISBURSEMENT RECORDS: DETAIL (Item #340)**

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

**DISBURSEMENT RECORDS: SUMMARY (Item #341)**

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

**FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)**

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

**INCIDENT REPORT FILES (Item #241)**

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

**MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)**

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

**PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)**

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

**REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)**

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

**REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)**

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.



Sebastian River  
Improvement District

**Financial Report For  
August 2023**

**SEBASTIAN RIVER IMPROVEMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
AUGUST 2023**

	Annual Budget 10/1/22 - 9/30/23	Actual Aug-23	Year To Date Actual 10/1/22 - 8/31/23
<b>REVENUES</b>			
NAV Assessments	308,436	0	320,632
R-O-W Use Fees	16,765	0	0
Permit Fees	5,000	0	10,759
Other Revenue	0	0	0
Interest Income	960	0	27,711
<b>Total Revenues</b>	<b>\$ 331,161</b>	<b>\$ -</b>	<b>\$ 359,102</b>
<b>EXPENDITURES</b>			
Legal - General	20,000	0	0
Legal - Special Counsel	0	0	9,783
Legal - BMAP Issues	0	0	0
Expert Consultant Fees	0	0	0
District Administrative	30,000	2,500	27,500
Operations Manager	21,000	1,750	19,250
Operations Manager - Payroll Taxes	1,607	134	1,473
Engineering - General	45,000	0	41,612
Engineering - Permit	5,000	0	0
Engineering - Special Projects	0	0	0
Engineering - Sand Mines	0	0	2,159
Engineering - 82nd Ave Extension	0	0	555
Engineering - Other	42,900	0	945
Engineering - Mowing Contract	0	0	1,583
Accounting/Audit	5,200	0	5,200
Insurance	20,000	0	9,090
Website Management	2,000	167	1,833
Dues & Subscriptions	925	0	490
Legal Advertisements	1,150	0	974
Miscellaneous	4,100	687	3,309
Water Quality Analytical Service	1,000	0	287
R-O-W Maintenance	110,273	0	115,456
C/L (Canal/Lateral) Maintenance	0	0	5,000
Miscellaneous Maintenance	2,500	0	234
<b>Total Expenditures</b>	<b>\$ 312,655</b>	<b>\$ 5,238</b>	<b>\$ 246,733</b>
<b>Revenues Less Expenditures</b>	<b>\$ 18,506</b>	<b>\$ (5,238)</b>	<b>\$ 112,369</b>
County Appraiser & Tax Collector Fee	(6,169)	0	(2,350)
Discounts For Early Payments	(12,337)	0	(9,422)
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ (5,238)</b>	<b>\$ 100,597</b>
Carryover From Prior Year	0	0	0
<b>Net Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ (5,238)</b>	<b>\$ 100,597</b>

<b>Bank Balance As Of 8/31/23</b>	<b>\$ 1,076,984.72</b>
<b>Accounts Payable As Of 8/31/23</b>	<b>\$ 8,732.55</b>
<b>Other Current Liabilities As Of 8/31/23</b>	<b>\$ 73,707.29</b>
<b>Accounts Receivable As Of 8/31/23</b>	<b>\$ 18,916.99</b>
<b>Available Funds As Of 8/31/23</b>	<b>\$ 1,013,461.87</b>