



**SEBASTIAN RIVER
IMPROVEMENT DISTRICT**

INDIAN RIVER COUNTY

**REGULAR BOARD MEETING
OCTOBER 18, 2023
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
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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
October 18, 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. September 13, 2023 Regular Board Meeting & Public Hearing.....Page 2
- F. Old Business
 - 1. Discussion Regarding Offer Package from FDOT
- G. New Business
 - 1. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2022/2023 Amended Budget.....Page 6
 - 2. Consider and Approve 2-Year Renewal Option – Grau & Associates.....Page 9
- H. Administrative Matters
 - 1. Sand Mine Update
 - 2. Financial Update.....Page 10
 - 3. Engineer Update
 - 4. Manager Update
- I. Board Members Comments
- J. Comments from the Public for Items Not on the Agenda
- K. Adjourn

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 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 Districts 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

PUBLISH OCT 6, 2023

TCN9343949

**SEBASTIAN RIVER IMPROVEMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING MINUTES
SEPTEMBER 13, 2023**

A. Call to Order

The Regular Board Meeting of the Sebastian River Improvement District (the “District”) was called to order at 10:04 a.m.

B. Proof of Publication

Proof of publication was presented showing that notice of the Regular Board Meeting had been published in the *Indian River Press Journal* on August 24, 2023, and August 31, 2023, as legally required.

C. Establish Quorum

A quorum was established with the following Supervisors present:

Board of Supervisors

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

Staff members in attendance were:

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

D. Additions or Deletions to Agenda

No additions or deletions to the agenda were offered.

E. Approval of Minutes

1. July 19, 2023 Special Board Meeting

A **motion** was made by Mr. Hammond, seconded by Mr. Kelly and passed unanimously approving the July 19, 2023, Special Board Meeting minutes, as presented.

Note: *At approximately 10:05 a.m., Mr. Sakuma recessed the Regular Meeting and opened the Public Hearing on the Fiscal Year 2023/2024 Final Budget.*

F. PUBLIC HEARING

1. Proof of Publication

Mr. Sakuma noted the public hearing notice was published in the *Indian River Press Journal* on August 24, 2023, and August 31, 2023, as required by law.

2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget

There were not comments from the public.

3. Consider Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Final Budget

Resolution No. 2023-02 was presented, entitled:

RESOLUTION NO. 2023-02

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

Mr. Sakuma advised that the budget presented was identical to the Proposed Budget approved by the Board in June, and the assessment levels were the same as in the prior year.

A **motion** was made by Mr. Hammond, seconded by Mr. Kelly and passed unanimously to adopt Resolution 2023-02, which sets the annual assessment at \$30.70 per acre.

Note: *At approximately 10:06 a.m., Mr. Sakuma closed the Public Hearing on the Fiscal Year 2023/2024 Final Budget and simultaneously reconvened the Regular Meeting.*

G. OLD BUSINESS

There were no items offered.

H. NEW BUSINESS

1. Discussion Regarding Offer Package from FDOT

Mr. Sakuma informed the Board of a conference call held with FDOT, George Simons, and himself. FDOT seemed amendable to the requests from SRID response letter. Additionally, there was discussion about “Area 6” and “Area 6-A”, that appears to be another orphaned parcel which is not needed for SRID maintenance. The Board agreed it would be appropriate to ask FDOT to take areas 6 and 6-A in fee. Mr. Hammond asked for confirmation as to those parcels being found “surplus” by SRID. Mr. Sakuma advised he would follow up with that question.

A **motion** was made by Mr. Hammond, seconded by Mr. Kelly and passed unanimously authorizing a follow up letter to FDOT requesting they take areas 6 and 6-A in fee simple.

2. Consider Resolution No. 2023-03 – Adopting a Fiscal Year 2023/2024 Meeting Schedule

Resolution No. 2023-03 was presented, entitled:

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.

Mr. Sakuma presented the meeting schedule for the upcoming year.

A **motion** was made by Mr. Hammond, seconded by Mr. Kelly and passed unanimously adopting Resolution No. 2023-03, as presented.

3. Consider Resolution No. 2023-04 – Adopting a Records Retention Policy

Resolution No. 2023-04 was presented, entitled:

RESOLUTION NO. 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.

A **motion** was made by Mr. Hammond, seconded by Mr. Kelly and passed unanimously adopting Resolution No. 2023-04, as presented.

I. ADMINISTRATIVE MATTERS

1. Sand Mine Update

No update was made.

2. Financial Report

Mr. Sakuma presented the current financials of the District.

3. Engineer Update

No update was made.

4. Manager Update

Mr. Sakuma updated the Board on the County's response to SRID request to return the canal banks along 82nd Avenue to their proper width. After discussion, Mr. Sakuma was asked to send another letter to the County with aerial imagery explaining the need to return the banks to their proper width.

Mr. Hammond advise that SJRWMD has an artesian well capping program that may benefit landowners in the District with uncontrolled discharges. He asked if that information would be shared with landowners.

J. BOARD MEMBER COMMENTS

There were no further Board comments.

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

There were no comments from the public.

L. ADJOURNMENT

There being no further business to come before the Board, Mr. Kelly adjourned the Regular Board Meeting of the District at 10:29 a.m. There were no objections.

Secretary/Assistant Secretary

Chair/Vice-Chairman

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SEBASTIAN RIVER IMPROVEMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Sebastian River Improvement District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

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

Section 1. The Amended Budget for Fiscal Year 2022/2023 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant 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 18th day of October, 2023.

ATTEST:

**SEBASTIAN RIVER
IMPROVEMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Sebastian River Improvement District

**Amended Final Budget For
Fiscal Year 2022/2023
October 1, 2022 - September 30, 2023**

FINAL AMENDED BUDGET
SEBASTIAN RIVER IMPROVEMENT DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/21 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
NAV ASSESSMENTS	308,436	320,633	320,633
R-O-W USE FEES	16,765	16,765	16,765
PERMIT FEES	5,000	10,759	10,759
OTHER REVENUE	0	0	0
INTEREST INCOME	960	32,110	32,010
TOTAL REVENUES	\$ 331,161	\$ 380,267	\$ 380,167
EXPENDITURES			
LEGAL - GENERAL	20,000	20,000	5,997
LEGAL - SPECIAL COUNSEL	0	5,487	5,487
DISTRICT ADMINISTRATIVE	30,000	30,000	30,000
OPERATIONS MANAGER	21,000	21,000	21,000
OPERATIONS MANAGER - PAYROLL TAXES	1,607	1,607	1,607
ENGINEERING - GENERAL	45,000	50,000	43,210
ENGINEERING - PERMIT	5,000	5,000	0
ENGINEERING - SAND MINES	0	3,000	2,159
ENGINEERING - 82ND AVE EXTENSION	0	1,000	555
ENGINEERING - OTHER	42,900	1,500	945
ENGINEERING - MOWING CONTRACT	0	2,500	1,583
ACCOUNTING / AUDIT	5,200	5,200	5,200
INSURANCE	20,000	9,090	9,090
WEBSITE MANAGEMENT	2,000	2,000	2,000
DUES & SUBSCRIPTIONS	925	2,990	2,990
LEGAL ADVERTISEMENTS	1,150	2,000	1,401
MISCELLANEOUS	4,100	5,000	3,435
WATER QUALITY ANALYTICAL SERVICE	1,000	1,000	288
R-O-W MAINTENANCE	110,273	155,000	137,456
MISCELLANEOUS MAINTENANCE	2,500	2,500	546
TOTAL EXPENDITURES	\$ 312,655	\$ 325,874	\$ 274,949
REVENUES LESS EXPENDITURES	\$ 18,506	\$ 54,393	\$ 105,218
COUNTY APPRAISER & TAX COLLECTOR FEE	(6,169)	(2,350)	(2,350)
DISCOUNTS FOR EARLY PAYMENTS	(12,337)	(9,422)	(9,422)
EXCESS/ (SHORTFALL)	\$ -	\$ 42,621	\$ 93,446
PREVIOUS YEAR CARRY OVER	-	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 42,621	\$ 93,446

Notes

Assessable Acres = 10,046

FY 2023 Assessment per Acre = \$30.70

FY 2023 Budgeted (Carry Over) Funding Assessment per Acre = \$0

FUND BALANCE AS OF 9/30/22	\$ 912,865
FY 2022/2023 AMENDED BUDGET ACTIVITY	\$ 42,621
FUND BALANCE AS OF 9/30/23	\$ 955,486

October 18, 2023

RE: Sebastian River Improvement District Auditor Renewal

At the December 2, 2020 Sebastian River Improvement District Board Of Supervisors meeting, the firm of Grau & Associates was selected to perform the 9-30-2020, 9-30-2021 and 9-30-2022 year end audits of the District with an option to perform the 9-30-2023 and 9-30-2024 audits.

The fees for the 9-30-2020 audit were \$5,000. The fees for the 9-30-2021 audit were \$5,100. And the fees for the 9-30-2022 audit were \$5,200. The proposed fee for the 9-30-2023 audit is \$5,300, which is the budgeted amount for audit fees for Fiscal Year 2023/2024. And the proposed fee for the 9-30-2024 audit is \$5,400.

Management is pleased with the professionalism and the competence of the Grau & Associates partners and staff; therefore management recommends that the Board approve the renewal option for the Fiscal Year Ending 9-30-2023 and 9-30-2024 audits for Grau & Associates.

Special District Services, Inc.

Sebastian River
Improvement District

**Financial Report For
September 2023**

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

	Annual Budget 10/1/22 - 9/30/23	Actual Sep-23	Year To Date Actual 10/1/22 - 9/30/23
REVENUES			
NAV Assessments	308,436	0	320,633
R-O-W Use Fees	16,765	0	16,765
Permit Fees	5,000	0	10,759
Other Revenue	0	0	0
Interest Income	960	0	32,010
Total Revenues	\$ 331,161	\$ -	\$ 380,166
EXPENDITURES			
Legal - General	20,000	0	5,997
Legal - Special Counsel	0	0	5,487
Legal - BMAP Issues	0	0	0
District Administrative	30,000	2,500	30,000
Operations Manager	21,000	1,750	21,000
Operations Manager - Payroll Taxes	1,607	134	1,607
Engineering - General	45,000	1,598	43,210
Engineering - Permit	5,000	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	2,000
Dues & Subscriptions	925	0	2,990
Legal Advertisements	1,150	0	1,401
Miscellaneous	4,100	127	3,435
Water Quality Analytical Service	1,000	0	288
R-O-W Maintenance	110,273	17,000	137,456
Miscellaneous Maintenance	2,500	311	546
Total Expenditures	\$ 312,655	\$ 23,586	\$ 274,948
Revenues Less Expenditures	\$ 18,506	\$ (23,586)	\$ 105,218
County Appraiser & Tax Collector Fee	(6,169)	0	(2,350)
Discounts For Early Payments	(12,337)	0	(9,422)
Excess/ (Shortfall)	\$ -	\$ (23,586)	\$ 93,446
Carryover From Prior Year	0	0	0
Net Excess/ (Shortfall)	\$ -	\$ (23,586)	\$ 93,446

Bank Balance As Of 9/30/23	\$ 1,072,550.41
Accounts Payable As Of 9/30/23	\$ 28,214.45
Other Current Liabilities As Of 9/30/23	\$ 73,707.29
Accounts Receivable As Of 9/30/23	\$ 35,681.99
Available Funds As Of 9/30/23	\$ 1,006,310.66