

Sebastian Inlet District
Administration Policy Workshop Meeting
Wednesday, 4 PM, April 22, 2026
Sebastian Inlet District Office
114 Sixth Avenue
Indialantic, FL 32903

Minutes

Present at the meeting were: Chairman David Barney, Commissioner Lisa Frazier (Vice Chair), Commissioner Michael Rowland (Secretary/Treasurer), Commissioner John Campbell and Commissioner TJ Marshall. Also, in attendance were: Executive Director James Gray, SID Public Outreach Associate Ed Garland, SID Legal Counsel Shawn Demers (called in), SID Legal Counsel Christina Epperson, and William "Tuck" Ferrell (public).

Under Agenda Item I

Call to Order – Chairman Barney called the meeting to order at 4 p.m.

Under Agenda Item II

Discussion of the Draft Sebastian Inlet District Administrative Policy Manual. The Administrative Policy Manual Workshop Meeting focused on chapter-by-chapter revisions. Commissioners were provided in advance of the meeting all of the updates and edits recommended by individual Commissioners and the District's legal counsel. Ms. Epperson explained the workshop was an informal brainstorming session with no formal action taken. Supporting documents are attached to these minutes, and the recorded minutes are available upon request.

In reviewing the 11 chapters of the draft policy manual, the Commission recommended the following action items:

- The Commission unanimously supported updating the policy manual so that the district charter is attached as an appendix and hyperlinked to the Florida Statutes, and ensure the charter text includes all amendments with their enactment and revision dates. Commissioners recommended incorporating verbiage from the Jupiter Inland District, including establishing a taxing authority.
- Under Chapter 2 of the draft policy, which addresses District accountability, the Commission supported adding hyperlinks to the statement, "The District shall comply with Chapter 189.03, Florida Statutes." This chapter should include a reference to the Florida Special District Handbook by the Department of Commerce, which could be useful to new commissioners.
- Commissioners discussed the need for clear delineation of administrative authority between the board and the executive director. The Commissioners also discussed the role of the executive director in preparing agendas and meeting materials.
- Revise the policy manual to add the phrase "unless expressly authorized by board action" to the section stating that commissioners possess no independent administrative authority, and to clarify that the chair's authority over the agenda is delegated by the board.
- Update the policy manual to separate and clearly define the duties of the secretary and treasurer, and change the language from "unless done by staff" to "supervising" for those roles.

- Add a bullet under the executive director’s role stating that he may consult with legal counsel as needed for district business and bring such matters to the board when appropriate.
- Update the policy manual to state that the executive director prepares draft agendas and meeting materials for review by the chair, and that the chair is responsible for finalizing the agenda.
- Confirm that the district’s charter and policy manual comply with the statutory requirement that special meetings be called at least two days before the meeting date.
- Revise the fiscal procedures section of the policy manual to remove outdated details (such as specific bank names and exact sweep-account thresholds) and instead reference existing internal policies and the Florida Special District Handbook, while adding hyperlinks to those documents.
- Develop a concise summary of the district’s financial controls, banking, and investment policies (including segregation of duties and the highest-and-best-prudent-man rule) and incorporate it into the policy manual, with hyperlinks to the full audit and investment policy documents.
- Update the travel and reimbursement policy section of the manual so that meal reimbursements follow the lower of the federal per diem rate or the actual price paid, and clarify that commissioner travel expenses must be budgeted and approved in advance.
- Create a simple inventory of public records (types, locations, and retention) and a backup public records protocol, and add this information to the public records section of the policy manual.
- Revise the Sunshine Law section of the policy manual to replace the current purpose statement with the statutory definition that the Sunshine Law is implicated anytime two or more board members discuss a matter on which foreseeable action will be taken, and update the related subsections accordingly.
- Develop a written policy and process for commissioner travel and conference attendance, including which organizations are eligible for district funding and how requests must be budgeted and approved in advance.
- Add a vessel-use policy that specifies who may use the District’s vessel, when it may be used, and the required safety regulations.
- Draft a policy on commissioner contributions (including gifts, donations, and other contributions) by reviewing the prior presentation and minutes.

The draft Administrative Policy Manual will be updated to include all requested revisions in time to include it on the June 10, 2026 Regular Commission Meeting for a vote.

Under Agenda Item III

Public Comment

There was no public comment.

Under Agenda Item IV

Adjournment – Chairman Barney adjourned the meeting at 7:10 p.m.



 Secretary/Treasurer

_____ May 13, 2026

Date