

**SEBASTIAN INLET TAX DISTRICT**  
**ADMINISTRATIVE POLICY MANUAL**

Adopted: JUNE 10, 2026  
Resolution No.: 06.10.26-03



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## **CHAPTER 1**

### **ENABLING LEGISLATION & GOVERNANCE STRUCTURE**

#### **1.1 Establishment**

Created as an independent special taxing district by the Florida State Legislature through the passage of Chapter 7976, Laws of Florida, Special Acts of 1919, recodified by Chapter 2003-373, Laws of Florida, as amended by Chapters 2012-238 and 2018-177, Laws of Florida (“Enabling Legislation”), the Sebastian Inlet Tax District was chartered to maintain the navigational channel between the Atlantic Ocean and the Indian River Lagoon. This enabling legislation authorized the excavation of the Sebastian Inlet and established a taxing authority to finance it.

#### **1.2 Purpose and Authority**

It shall be the duty of the Board of Commissioners of Sebastian Inlet District (District) to construct, improve, widen or deepen, and maintain an inlet between Indian River and the Atlantic Ocean. The powers exercisable by the District, in addition to its charge to maintain the Sebastian Inlet, are limited to those explicitly provided for in the Enabling Legislation and include, among others, environmental preservation and enhancement, ad valorem taxation, eminent domain, interlocal cooperation, acquisition and transfer or disposal of property, and the power to issue bonds. The District is authorized to conduct such programs and projects as it finds necessary or convenient for sediment bypassing (beach renourishment), erosion control, environmental protection, navigation, boating, recreation and public safety for the operation and maintenance of the inlet and the waters of the Atlantic Ocean and Indian River Lagoon adjacent thereto.

#### **1.3 Governing Body**

The District is governed by a five-member Board of Commissioners as provided in its Enabling Legislation with three (3) Brevard County seats and two (2) Indian River County seats. Property owners within the District's boundaries in Brevard and Indian River Counties can cast their vote for all eligible Sebastian Inlet District Commission seats during the general election held in November of each even-numbered year. The terms of the Board members shall be staggered, with three (3) Board members standing for election in one general election for a 4-year term, and two (2) Board members standing for election 2 years later at the general election for a 4-year term. Unless specified by Florida Statutes, approval of District policy, budget, contracts, etc., requires a majority vote in favor. Three members of the Board shall constitute quorum, with two affirmative votes required to transact business when only 3 members are present. Commissioners act collectively as the governing body. Individual commissioners possess no independent administrative authority

unless expressly authorized by Board action. Pursuant to [Chapter 189](#), Florida Statutes, and the Enabling Legislation, the District is an Independent Special Taxing District that operates under the unifying governing body of the Board of Commissioners, which Board has the ultimate responsibility and authority for the operation and administration of the District. The Board may delegate its administrative authority to the Executive Director or staff, who may carry out the day-to-day functions of the District as directed by the Board.

#### **1.4 Officers**

The officers of this Commission shall be a Chair, Vice-Chair, Secretary and Treasurer, to be elected by the Board. The positions of Secretary and Treasurer may be combined and held by one Commissioner. Officers serve two-year terms or until successors are elected.

As the presiding officer of the Board, the Chair shall:

- At every meeting call the Board to order, call the roll on the appearance of a quorum, and proceed to the business of the Board
- Sign all ordinances enacted and resolutions adopted by the Board
- Authorize the placing of items on the Regular Agenda and the removal of items from the Consent Agenda
- Exercise the powers granted by these Rules and Policies to the Chair or to the presiding officer
- Present, or designate another Commissioner to present, all awards, resolutions and honors presented on behalf of the Board
- Perform such other duties as the Board may direct

The duties of the Vice-Chair shall include performance of all duties of the Chair, in the temporary absence, disability or conflict of the Chair.

The supervisory duties of the Secretary shall include the following:

- Recording the minutes of all meetings
- Providing notices for all meetings

The supervisory duties of the Treasurer shall include the following:

- Custodial care of all funds and investments of the District
- Maintenance of financial records and a report thereon at each quarter
- Such other financial duties as may be directed by the Commission

## **CHAPTER 2**

### **UNIFORM SPECIAL DISTRICT ACCOUNTABILITY ACT COMPLIANCE**

The District shall comply with Chapter 189, Florida Statutes. Refer to the [Florida Special District Handbook](#) for details.

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## **CHAPTER 3**

### **ADMINISTRATIVE AUTHORITY & BOARD PROCEDURES**

#### **3.1 Role of the Board**

The Board:

- Governs, establishes policy, and adopts resolutions
- Annually adopts budget and millage rate
- Approves contracts
- Evaluates the Executive Director
- Delegates administrative and ministerial functions to the Executive Director and staff
- Responsible for District operation and administration

#### **3.2 Role of the Executive Director**

The Executive Director, pursuant to delegations of authority by the Board:

- Serves as chief administrative officer and shall be responsible for the general and day-to-day administration of the District, subject to the direction and authority of the Board
- Implements Board policy
- Develops, recommends, implements, administers, reviews and monitors the District's budget as approved by the Board
- Supervises all District staff and consultants
- Oversees operations, procurement, programs and projects, grants, and compliance
- Prepares draft agendas and meeting materials for review by the Chairman

- Serves as spokesperson for the District, attends public meetings, and works with the public to identify the needs and interests of the surrounding communities and to promote the District’s interests and objectives
- May consult with legal counsel as needed, within budget, and bring such matters to the Board when appropriate
- Performs such other duties as may be required by the Board

All District operational direction flows through the Executive Director.

### **3.3 Board Meetings**

- All meeting shall be open to the public, and there shall be allocated time at each meeting for public comment. See [FS Section 189.015](#)
- Regular meetings: The Board meets on the 2nd Wednesday of each month. Meeting location and time alternates between Indian River and Brevard counties to better serve constituents residing within the District's boundaries in both counties. Public meetings are noticed in the local newspapers one week prior to the meeting and on the District website. Meeting agendas and packages are located on the District website ([www.sitd.us](http://www.sitd.us))
- Workshops: As needed. Notice will be provided in the same manner as for regular meetings.
- Special meetings: As needed. Two days written notice of the time and purpose of a special meeting shall be given to all members, the news media, and will be posted (on website).
- Emergency meetings: Where there is an immediate danger to public health, safety, or welfare that requires immediate action, the Board may hold an emergency meeting pursuant to [Section 120.525\(3\), Florida Statutes](#). The Board must give notice by a procedure that is reasonable under the circumstances and necessary to protect the public interest.

### **3.4 Board Meeting Minutes**

- **Statutory Authority**
  - Pursuant to [Section 286.011\(2\), Florida Statutes](#), minutes of all meetings of the Board shall be promptly recorded and maintained as public records.

- **Nature of Minutes**
    - Board minutes are intended to serve as an official summary record of actions taken by the Board. The purpose of Board minutes is to document official action of the Board as a body.
    - Minutes shall:
      - Identify the date, time, and location of the meeting
      - Identify Board members present and absent
      - Record motions, seconds, and vote outcomes
      - Reflect official actions taken
      - Provide a concise summary of discussion sufficient to reflect the substance of matters considered
  - **Attribution of Individual Comments**
    - Florida law does not require detailed attribution of individual comments made during Board discussion
    - The District shall prepare summary-style minutes unless the Board formally directs otherwise by majority vote
    - Individual Board members may request that their vote be recorded, which shall be reflected in the minutes as required by law
  - **Recording of Meetings**
    - Audio or video recordings, when made, are public records but do not replace the statutory requirement for written minutes.
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## **CHAPTER 4**

### **FISCAL PROCEDURES & FINANCIAL CONTROLS**

#### **4.1 Budget Process**

The Executive Director shall prepare a proposed annual budget in compliance with [Chapter 189, Florida Statutes](#), and coordinate all Truth in Millage (TRIM) requirements. The budget shall be adopted by the Board via resolution through properly noticed public hearings.

#### **4.2 Accounting System**

The District shall maintain a standardized Chart of Accounts and utilize approved governmental accounting software.

### **4.3 Payment Authorization**

The payables are paid semi-monthly by the Contracts/Accounting Manager. All ACH payments and check payments are reviewed and approved by the Executive Director and one of the authorized Commissioners. Checks are signed by the Executive Director and one of the authorized Commissioners. Authorized check signers for the District include the Executive Director, the Commission Chair and the Commission Secretary/Treasurer.

### **4.4 Banking and Investments**

Consist with Florida Statutes and Board approved Cash Management Policy (Appendix B – Cash Management Policy), the District manages public funds through the use of separate accounts (checking, money market, and government investment pool approved by the State Board of Administration (SBA))

### **4.5 Internal Controls**

Under supervision by the Board, the Executive Director shall be responsible for establishing and maintaining internal controls, including implementation and monitoring of all ongoing District activities to ensure prevention and detection of fraud, safeguard public funds, ensure reliability of financial reporting, promote operational efficiency, and ensure compliance with applicable laws, regulations, and [Florida Special District Handbook](#).

The District shall maintain:

- Segregation of duties
- Monthly bank reconciliations
- Authorization & Approval Controls
- Physical & Digital Safeguards
- Annual Independent/single audits
- Fraud Reporting (If necessary)

### **Segregation of Duties**

To the extent practical given staffing levels, financial responsibilities shall be segregated to prevent any single individual from controlling authorization, custody, and recordkeeping functions.

### **Monthly Bank Reconciliations**

- Monthly bank reconciliations shall be performed and reviewed
- Investment statements shall be reconciled monthly
- Variances between budget and actual expenditures shall be reported to the Board quarterly

### **Authorization & Approval Controls**

- All contract authorizations require Board approval unless specifically delegated
- Contracts must be executed in accordance with adopted procurement policies
- All ACH payments and check payments are reviewed and approved by the Executive Director and one of the authorized Commissioners
- Opening or modifying District financial accounts and wire transfer authorizations shall be formally authorized by Board action

### **Physical & Digital Safeguards**

The District shall maintain safeguards over:

- Check stock and financial instruments
- Online banking credentials
- Electronic accounting systems
- Sensitive personnel and legal records

### **Annual Independent/single audits**

The District shall engage an independent certified public accountant annually in accordance with [Chapter 218, Florida Statutes](#). Single Audits will be conducted when required. Annual audits shall be presented at a public meeting.

### **Fraud Reporting**

Any suspected fraud, misuse of public funds, or financial irregularity shall be reported immediately to the Board Chair, Executive Director, and/or legal counsel.

### **4.6 Financial Reporting Requirements**

The District will comply with all reporting requirements as required by [Chapter 189](#), Florida Statutes and [Florida Special District Handbook](#).

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## **CHAPTER 5**

### **PROCUREMENT & CONTRACTING**

The District shall comply with all applicable procurement laws under [Chapter 287, Florida Statutes](#), including competitive bidding requirements, statutory thresholds and internal procurement processes. All procurement will be in accordance with those procedures used by the Brevard County Board of Commissioners.

The Executive Director may execute contracts up to a Board-approved spending threshold (\$10,000) without prior Board approval, subject to ratification at the next Board meeting. (Appendix C – Executive Director Spending Authority - Resolution No. 07.10.19-2).

In the event of an emergency and consistent with the District Charter, the Board is authorized to spend a sum not to exceed \$15,000.

On occasion the District receives sponsorship and/or donation requests from organizations. The District shall comply with the Sponsorship and Donations Policy adopted by the Board on June 10, 2026. (Appendix D – Sponsorship and Donations Policy – Resolution No. 06.10.26-02).

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## **CHAPTER 6**

### **PERSONNEL POLICIES**

#### **6.1 Employment Status**

All employees are at-will unless otherwise specified by written contract.

#### **6.2 Standards of Conduct**

Employees shall maintain professional ethical conduct and comply with all applicable Brevard County human resources workplace policies and procedures.

Harassment, discrimination, retaliation, and disruptive conduct are prohibited.

#### **6.3 Travel & Reimbursement Policy**

It is the policy of the District to reimburse authorized travel expenses incurred by District Commissioners and staff when such travel serves an official District purpose and provides a benefit to the District. Travel may include attendance at training, educational programs, conferences, meetings, or other activities related to maintaining professional knowledge,

complying with governmental requirements, exchanging information, or conducting District business.

All Commissioner and staff travel must be budgeted and approved in the advance of travel. The District shall comply with the Travel Policy adopted by the Board on March 9, 2005. (Appendix E – Travel Policy – Resolution No. 2005-1).

The Travel Policy establishes procedures for authorization and reimbursement of travel expenses incurred by District Commissioner and staff in the performance of official District business. Procedures not covered by the Travel Policy will be in accordance with [Part I, Chapter 112, Florida Statutes](#).

#### **A. Transportation**

- Travel shall be by the most efficient and economical means available
- Air travel shall be booked to obtain the lowest reasonable fare as practical
- Use of a personal vehicle shall be reimbursed at the IRS standard mileage rate in effect at the time of travel. Tolls and parking fees will be reimbursed when documented

#### **B. Lodging**

- Lodging should be reserved in advance at the lowest reasonable rate
- Florida sales tax exemption shall be requested when applicable
- Travelers shall verify lodging charges at check-in and check-out

#### **C. Meal Expenses**

- Meal reimbursements shall be in accordance with the District Travel Policy
- Alcoholic beverages and tobacco products are not reimbursable under any circumstances

#### **D. Per Diem Advances**

Advance per diem payments are not permitted unless specifically authorized by Board policy.

#### **E. Documentation & Reimbursement**

- All travel reimbursement requests must be submitted within ten (10) business days of return
- Reimbursement requests must include itemized receipts and proof of payment

- Reimbursements are subject to review by the Executive Director and approval by the Board when required

#### 6.4 Vessel Use Policy

The District maintains and operates a vessel to support authorized District operations, programs, projects, inspections, and related official activities. Use of the District vessel shall be conducted in accordance with the Vessel Use Policy adopted by the Board on June 10, 2026. (Appendix F – Vessel Use Policy - Resolution No. 06.10.26-01).

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## CHAPTER 7

### PUBLIC RECORDS & RECORDS MANAGEMENT

#### 7.1 Compliance with Chapter 119, Florida Statutes

The District complies with [Chapter 119, Florida Statutes](#), and applicable physical public records retention schedules issued by the Florida Division of Library and Information Services. District staff have been migrating to a more digital records filing and retention program where records are secure, frequently backed up, and available for quick access from cloud based storage .

The Executive Director, or his or her designee, shall serve as the Custodian of public records charged with the responsibility of maintaining public records.

Pursuant to [Chapter 119, Florida Statutes](#), public records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

#### 7.2 District Public Records Request and Fee Schedule Procedures

In addition to Florida Statues, all public records requests received orally and/or in writing shall follow the District Public Records Request and Fee Schedule Procedures adopted by the Board on March 13, 2024. (Appendix G).

The Executive Director must be informed of all public records requests received by telephone, email, letter, fax, or in person.

## **CHAPTER 8**

### **ETHICS, SUNSHINE & GOVERNANCE COMPLIANCE**

#### **8.1 Commissioner Conduct & Professional Civility**

##### **A. Purpose**

The Board of Commissioners affirms that effective governance requires professionalism, mutual respect, and adherence to ethical standards. This section establishes expectations for Commissioner conduct to promote orderly meetings and operations, preserve public confidence in District leadership, and minimize District risk.

##### **B. Standards of Professional Conduct**

Commissioners shall:

- Treat fellow commissioners, staff, consultants, and members of the public with dignity and respect
- Refrain from personal attacks, disruptive behavior, or conduct that undermines orderly proceedings
- Refrain from discrimination, harassment, intimidation, or retaliatory conduct

If just cause exists, on a case-by-case basis, the Board may address corrective matters through:

- Board discussion in open session
- Formal reminder of policy
- Referral to ethics training
- Other lawful corrective measures under Florida Law

##### **C. Operation within Administrative Structure**

Individual Commissioners shall not, either publicly or privately:

- Direct or supervise staff outside Board action
- Demand operational changes outside Board action
- Conduct independent action without Board authorization
- Interfere with the operational, administrative, and ministerial obligations of the Executive Director and staff

- Interfere with vendor, consultant, or stakeholder relationships outside Board action

Individual Commissioners are encouraged to engage with the community, perform independent research, and raise concerns with staff to the extent that such actions do not interfere with District operations or raise conflict of interest concerns.

All operational inquiries shall be directed to the Executive Director. The Executive Director shall be subject to the oversight and control of the Board acting as a unit in meeting assembled.

#### **D. Meeting Decorum**

The Chair is authorized to maintain decorum during meetings. Deliberations of the Board of Commissioners shall be conducted pursuant to Robert's Rules of Order. The Chair shall exercise care that the right of each Commissioner to be heard is respected, and that the actions of the Board are clear. In controversial deliberations, strict adherence to Robert's Rules of Order may be invoked by the Chair, or any Commissioner by raising a point of order. The latest published edition of "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure.

### **8.2 Board Member Communications Outside Public Meetings**

#### **A. Purpose**

The Sunshine Law is implicated anytime two or more members of the Board discuss, via any form of communication, some matter on which foreseeable action will be taken by the Board or Commission.

#### **B. Prohibited Communications**

Pursuant to Florida's Sunshine Law, Commissioners shall not email, text, message, call, or otherwise communicate with one another regarding any District business outside a duly noticed public meeting.

This prohibition applies regardless of whether the matter is:

- On a current agenda
- Anticipated for a future agenda
- Described as informational only
- Characterized by the communicating Commissioner as not foreseeable for Board action

All discussion of District business shall occur only during properly noticed public meetings.

### **C. Serial Communications Prohibited**

Commissioners shall not engage in serial or "daisy chain" communications for the purpose of discussing District matters outside a public meeting.

### **D. Staff as Intermediaries Prohibited**

Commissioners shall not use staff or consultants to convey positions, opinions, or preferences to other Commissioners outside public meetings.

### **E. Permitted Communications**

Permitted communications include:

1. Administrative scheduling coordination not involving District business discussion
2. One-way informational distribution from the Executive Director
3. Communications during duly noticed public meetings
4. Communications unrelated to District business

District Business means any matter involving officials acts, transactions, or discussions that fall within the Board's governmental authority and decision-making responsibilities, including but not limited to, operational matters, budget discussions, and policy development.

### **F. Social Media**

Commissioners shall not engage in interactive discussions with one another concerning District business on social media or digital platforms outside public meetings.

### **G. Inadvertent Communications**

If a Commissioner receives a District-related communication from another Commissioner outside a public meeting, the recipient shall refrain from responding and notify the Executive Director for retention of public records and may request legal counsel to provide an opinion.

### **8.3 Conflicts of Interest**

All Commissioners and District staff must adhere to the conflict-of-interest provisions outlined in Part III of [Chapter 112, Florida Statutes](#). A conflict of interest arises when personal interests could improperly influence the performance of official duties. Commissioners and staff must avoid situations where their personal interests conflict with the interests of the District. Any potential conflicts must be disclosed in writing to the District's ethics officer. This includes, but is not limited to, financial interests, relationships

with vendors, or any other situation that could compromise impartiality. Failure to disclose conflicts of interest may result in disciplinary action, including termination of employment or removal from office. The District will provide regular training, or otherwise require Commissioners and staff to attend comparable training, on identifying and managing conflicts of interest to ensure compliance and maintain public trust.

#### **8.4 Code of Ethics**

The District is committed to maintaining the highest ethical standards. All Commissioners and staff must comply with the Code of Ethics as set forth in [Chapter 112, Florida Statutes](#). This includes, but is not limited to, prohibitions on accepting gifts, misuse of position, and disclosure of confidential information. Commissioners and staff are expected to act with integrity, fairness, and accountability in all district-related activities. The Code of Ethics requires that all decisions be made in the best interest of the District and its constituents, free from personal bias or gain. The District will conduct regular ethics training sessions, or otherwise require Commissioners and staff to attend comparable training, to reinforce these principles and ensure that all personnel are aware of their ethical obligations. Violations of the Code of Ethics may result in disciplinary action, including suspension or termination.

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### **CHAPTER 9**

#### **EMERGENCY AUTHORITY**

In emergency circumstances threatening life, safety, or District property, the Executive Director may take necessary action consistent with Florida law. All emergency actions shall be reported to and ratified by the Board at the next public meeting.

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### **CHAPTER 10**

#### **AMENDMENTS**

This Administrative Policy Manual may be amended by resolution of the Board of Commissioners at a duly noticed public meeting.

**BOARD ADOPTION RESOLUTION**

**RESOLUTION NO. 06.10.26-03**

A RESOLUTION OF THE SEBASTIAN INLET DISTRICT ADOPTING AN ADMINISTRATIVE POLICY MANUAL; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Sebastian Inlet District is an independent special district of the State of Florida; and

WHEREAS, the Board of Commissioners finds it necessary and appropriate to adopt a comprehensive Administrative Policy Manual to provide structure, transparency, and compliance with applicable Florida law; and

WHEREAS, the Board desires to establish clear governance procedures, financial controls, personnel standards, procurement practices, public records compliance, and Sunshine Law safeguards;


THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SEBASTIAN INLET TAX DISTRICT, AS THE GOVERNING BOARD OF THE SEBASTIAN INLET TAX DISTRICT:

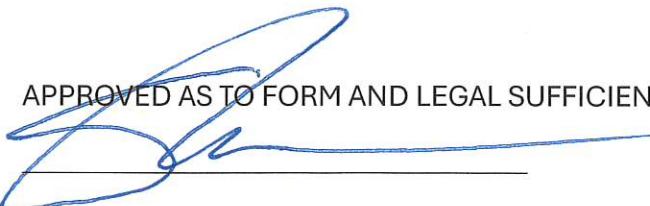
Section 1. The Administrative Policy Manual attached hereto is hereby adopted.

Section 2. The Executive Director is authorized to implement and administer the Manual.

Section 3. This Resolution shall take effect immediately upon adoption.

DONE, ORDERED AND ADOPTED this 10 day of JUNE, 2026.

  
\_\_\_\_\_  
David Barney, Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
  
\_\_\_\_\_  
Shawn L. Demers, Esq.

**APPENDIX A**

**SEBASTIAN INLET TAX DISTRICT CHARTER,  
INCLUDING AMENDMENTS**

**SEBASTIAN INLET TAX DISTRICT  
CHARTER (ORIGINAL)**

**CHAPTER 12259**

**DATED 1919**

SEBASTIAN INLET DISTRICT  
CHARTER - CHAPTER 12259

AN ACT Amending Chapter 7976 of the Laws of Florida, Special Acts of 1919, Being An Act Entitled: "An Act to Create and Incorporate a Special Taxing District in Brevard and Saint Lucie Counties Florida, to be known and designed as Sebastian Inlet District; Prescribing the Boundaries Thereof; to Provide for the Government and Administration of Said District; to Define the Powers and Purposes thereof; to Authorize Said Board to Connect the Waters of the Atlantic Ocean with the Waters of the Indian River; to Construct all Other Works Necessary to Proper In Connection with Said Inlet of any property Needed for District Purposes; to Empower the Board of Commissioners of Said District to Levy and Collect Taxes for District Purposes; to authorize Bonds to Procure Money to Carry Out the Provisions of this Act; to Provide for the Election of Said Commissioners and an Election to Determine Whether Bonds of the District Shall be Issued; to Prevent Injury to Any Works Constructed under this Act, and Prescribing Penalties Therefore; and Generally to Provide for the Construction and Maintenance of an Inlet in Said District to Connect the Waters of the Atlantic Ocean With the Water of the Indian River."

Be it Enacted by the Legislature of the State of Florida:

Section 1. Section 1 of Chapter 7976, Laws of Florida, 1919, as amended by Chapter 12259, Laws of Florida, 1927, is amended to read:

SEBASTIAN INLET DISTRICT

Section 1. That a special taxing district is hereby created to be known as the Sebastian Inlet Tax District, to consist of so much of Brevard and Indian River Counties, Florida, as is described and embraced in the following boundaries, to-wit:

LANDS EMBRACED

All of the Third Commissioner's District of Brevard County and that part of the Fourth Commissioner's District of Brevard County, Florida, bounded on the north by the township line between Township Twenty-five (25), and Township Twenty six (26) and all of that part of Indian River County, Florida, which comprised and made up the first Commissioner's District of Saint Lucie County, Florida, as located and established upon the passage of Chapter 7976, Laws of Florida, Special Acts of 1919 aforesaid.

BOARD OF COMMISSIONERS

Section 2. That a governing body of said Sebastian Inlet District to be known and designated as the "Board of Commissioners of Sebastian Inlet District," shall be composed of three members, who shall have been and shall be elected as provided in said Chapter 7976, and as provided herein. Said governing body shall have all the powers of a body corporate, including the power to sue and be sued as a corporation in said name in any court; to contract, to adopt and use a common seal and alter the same at pleasure; and to purchase or

otherwise acquire, own, hold, lease, sell, mortgage and convey or otherwise dispose of such real estate and personal property as said Board may deem proper to carry out the purposes of this Act; to appoint during its pleasure, a Chief Engineer and Consulting Engineer, and such agents and employees as said Board Engineer, and such agents and employees as said Board may require or deem advisable; to borrow money and to issue negotiable promissory notes or bonds therefore to enable it to carry out the provisions of this Act.

#### COMMISSIONERS TO CANCEL BONDS OR CERTIFICATES OF INDEBTEDNESS

Section 3. The Commissioners of said District upon receipt of any bonds or certificates of indebtedness from the State Treasurer by reason of the provisions of this Act shall immediately cancel such bonds or certificates of indebtedness delivered to said Board of Commissioner by the Treasurer of the State of Florida under the provisions of this Act and such receipt shall stand in lieu of said bonds or certificates of indebtedness in the office and records of the Treasurer of the State of Florida.

#### TERMS

Section 4. (a) There shall be five commissioners elected as members of the Board of Commissioners of the Sebastian Inlet District. Commissioner shall be elected at the general election held in November of each even-numbered year. The terms of office of such commissioners shall be 4 years until their successors are duly elected and qualified. Each member shall be a qualified elector and resident within the district; provided, however; that three members, or a majority, of the commission shall reside in the county within the district's boundaries with the larger (Brevard) population. Two members shall reside in the other county (Indian River County). All candidates for office shall stand for election in all precincts of the Districts.

1. In order that the terms of the commission members may be staggered, each of the three commission members in office on the effective date of this act, representing District 1, 2, and 3, shall remain in office until the expiration of his term and the election of his successor. Two commissioners, one from District 4, and one from District 5, shall be elected at the November 1962 general election for 4 year terms.

2. Newly elected commissioners shall take office at the next regularly scheduled meeting of the commission, or if that meeting is not planned within 30 days of the election, then a special meeting shall be called for the purpose of seating the new members of the commission and providing them with an orientation.

(b) Commissioners shall be elected on a nonpartisan basis by a majority of the qualified electors of the district voting at the election to be held in both Indian River and Brevard Counties as follows:

1. Any candidate for membership on the Board shall qualify with the Clerk of the Circuit Court of the circuit in which the candidate resides. The Clerks of the Circuit Courts of Indian River and Brevard Counties shall certify the names of qualified candidates to one another for purposes of placing such names upon the ballot in both counties. The Ballots shall be in the form for general elections as provided by law.

2. The election officials of each voting district or

precinct with the Sebastian Inlet District shall conduct the election of the commissioners of the district at the time of conducting such general election and shall furnish to each qualified voter of each of such election district or precincts a ballot for the election of commissioner of Sebastian Inlet District. Each voter qualified to vote in each such general election in the respective election districts or precincts situated within the boundaries of Sebastian Inlet District, and which voter resides within the boundaries of such district, shall be entitled to cast a ballot for the election of commissioners of said Sebastian Inlet District.

3. Upon the closing of the polls in each election district or precinct; the officials conducting such elections shall tally the votes cast for commissioners of Sebastian Inlet District. The vote shall be canvassed in the manner provided by general law.

(c) Before he assumes office, each commissioner shall be required to give to Sebastian Inlet District a good and sufficient surety bond in the sum of \$2,000 conditioned for the faithful performance of the duties of his office and said bond to be approved by and filed with the Clerk of the Circuit Court of Brevard County. Said bond shall be recorded in the minutes of said Board of Commissioners of said Sebastian Inlet District. The failure of any person so elected as commissioner of Sebastian Inlet District to give such bond within 30 days after his election as such, shall create a vacancy as to such commissioner. In such event, or in the event of any vacancy on said Board of Commissioners of Sebastian Inlet District whether by resignation, death, removal from the district or otherwise, within 30 days next after the existence of such unexpired term and who shall give bond as hereinbefore provided.

(d) All meetings shall be opened to the public. The commission shall conduct all meetings in accordance with Chapter 286, Florida Statutes. In addition, notice of the meetings shall be sent to the news media at least 7 days in advance, stating the time, date convene in special session when called by a majority of the members. Actions taken at special meetings shall have the same force and effect as if taken at a regular meeting. Two days' written notice of the time and purpose of the meeting shall be given to all members and the news media. The minutes of the meeting shall set forth the facts regarding the procedure in calling the meeting and the reason therefore, and shall be signed either by the chairman or by a majority of the members. Upon due public notice, regular or special meetings of the board shall be held at any appropriate public place in the district which is readily accessible to the general public; provided, however, that at least 50 per cent of the number of meetings of the commission held each year be held in Indian River County.

(e) All bookkeeping and accounting shall be in accordance with the uniform accounting system for units of local government established by the Department of Banking and Finance.

(f) All purchasing and bidding shall be in accordance with the procedures used by the Brevard County Board of Commissioners.

Section 5. All laws and part of laws in conflict herewith be, and the same are, herewith repealed.

Section 6. This Act shall take effect immediately upon its passage and approval by the Governor or upon its becoming a law without such approval.

## QUORUM

Section 7. As soon as practicable after this act becomes a law, the commission holding over or after they have been elected or appointed and have qualified, they shall meet and be organized by the election, from among their number, of a chairman, vice-chairman, and a secretary/treasurer. Three members of the board shall constitute a quorum. The vote of two members shall be necessary to transact business. The chairman and all members of the said board present shall vote at all meetings of the board.

## COMPENSATION

Section 8. The members of the Commission shall each receive the sum of one thousand dollars (\$1,000.) per year, payable in monthly installments of eighty-three dollars and thirty-three (\$83.33) as compensation for serving on the Commission, but shall not be reimbursed for any travel expenses inside the boundaries of the District. The members of the Commission shall be reimbursed for per diem and travel expenses outside the boundaries of the District in accordance with Section 112.081, Florida Statutes.

## DUTY TO CONSTRUCT INLET

Section 9. It shall be the duty of said Board of Commissioners of Sebastian Inlet District to construct, improve, widen and or deepen, and maintain the inlet between the Indian River and the Atlantic Ocean at the place designated by the War Department of the United States Government in the permit granted to Sebastian Inlet Association. With character, manner of construction of said inlet shall be determined by said Board of Commissioners with the approval and recommendation of the Chief Engineer, and said Board is further authorized to do all acts and things proper, necessary or convenient for the aforesaid purposes. The opening and maintenance of such Inlet or waterway connecting the waters of the Atlantic Ocean with the waters of the Indian River within the Sebastian Inlet District are hereby found and declared to be for public purposes and to be necessary for the use of shipping and for transportation and for the extension of commerce of the State of Florida and of said District, and also to be necessary for the maintenance of the health of the inhabitants of the territory embraced in the said district and for the convenience, comfort and welfare of the said district and the inhabitants thereof. The District is authorized to conduct such programs and projects as it finds necessary or convenient for beach renourishment, erosion public safety for the operation and maintenance of the Inlet and the waters of the Atlantic Ocean and Indian River Lagoon adjacent thereto.

## CHIEF ENGINEER

Section 10. Immediately after the organization of said Board, it shall elect a Chief Engineer. That the depth, width, character and manner of improvement and construction of said Inlet or waterway shall be determined by said board upon the approval and recommendation of the Chief Engineer of the board.

## REPORT

Section 11. The Chief Engineer of the board shall make a full and complete report of his preliminary survey of the inlet or waterway proposed to be improved and constructed together with the Jetty or Jetties if any should be necessary or advisable to protect the same, with the estimated cost of carrying out all of said work; and such report shall be published one time in a newspaper published in Vero Beach and to a newspaper published in Melbourne, Florida, in said district.

## ADDITIONAL BOARDS

Section 12. If the said Board of Commissioners of Sebastian Inlet District shall determine after receiving the report and estimate of their Chief Engineer that a substantial inlet can be constructed for a cost not exceeding the proceeds of said additional bond issue, then the said Board of Commissioners are hereby authorized to issue and sell said additional bonds, or so much of them as may be necessary or advisable, and use the proceeds for the purposes provided in the act.

## PROVISIONS BEFORE WORK CAN BE STARTED

Section 13. No Inlet shall be made or improved, widened or deepened or constructed until a sufficient sum of money shall have been provided and set aside for the building and construction and improvement of said Inlet. And provide further, that before any construction work upon said Inlet shall be undertaken it shall be the duty of the said Chief Engineer to prepare and submit to said Board a plan showing in detail a method to be employed in the construction of said Inlet or waterway and the Jetty or Jetties, if any; said plan may thereafter be submitted to and approved by a competent consulting engineer thoroughly versed in works of this nature, and when so adopted and approved shall be adhered to in the construction work upon such Inlet or waterway and Jetty or Jetties, if any; except, in case it shall appear desirable as the work advances to modify said plans in order to further insure permanency in the location of said Inlet or waterway or Jetty or Jetties, then a modification of said plans, to accomplish said purpose, may be permitted and regularly incorporated in said plan, after have been approved by said Consulting Engineer and adopted by said Board; or such modification may be made without the advice of a Consulting Engineer.

## PROPERTY

Section 14. That the said Board shall have the power and authority to hold, control and acquire by gift or purchase, for the use of the District, any real or personal property, and to condemn any lands or easements needed for the purpose the right of eminent domain and institute and maintain condemnation proceedings as prescribed by laws of Florida.

## SPECIAL TAX

Section 15. The Board of Commissioners of Sebastian Inlet District is hereby authorized and empowered to levy upon all of the real and personal taxable property in said district, a special tax not exceeding 1 1/2 mills on the dollar for the year 1977, and for each and every year thereafter, to be used solely for the purpose authorized and prescribed by this act. Said levy shall be made each year, not later than September 30 of each year by resolution of the board, or a majority thereof, duly entered at large upon its minutes. Certified copies of such resolution executed in the name of the board by its chairman and secretary and under its corporate seal shall be made and delivered to the Board of County Commissioners of Indian River County and to the Board of County Commissioners of Brevard County and to the comptroller of the State of Florida, not later than September 30 of each and every year thereafter. It shall be the duty of the Board of County Commissioners of Indian River County and the Board of County Commissioners of Brevard County, to order the assessment and collection of taxes levied by the board of commissioners of the district within the respective counties in the manner provided by law for regular property taxes in the county. Proceeds of such taxes shall be paid within the time and in the manner described by law to the treasurer of the board. All such taxes shall be held by the treasurer of the credit of the board and paid out by him as provided herein.

#### TEMPORARY LOANS

Section 16. That said Board is hereby authorized and empowered in order to provide for the work prescribed by this Act and to pay the expenses incident to all such work or any other expense necessary in carrying out the work or any other expense necessary in carrying out the general purposes of this Act, to borrow money, temporarily, from time to time for periods of time not exceeding two years at any one time, and to issue its promissory notes therefore upon such terms and at such rates of interest, not exceeding seven per cent, per annum as said Board may deem advisable. Any note so made and issued may be paid out of the proceeds of the bonds authorized to be issued by the Act or out of any other revenue and property of said Board. In case of an injury by storm or otherwise to any of the works of this District, thereby causing an emergency which must be met at once in order to protect or reconstruct such works, said Board is authorized to borrow money under the terms prescribed above in order to meet such emergency.

#### ADDITIONAL BONDS

Section 17. The additional bonds authorized by this Act and by the vote at said election shall not exceed the sum of \$250,000 and shall bear interest at the rate of six per cent per annum, interest payable semi-annually, and shall be payable to bearer, they shall be signed by each member of the Board and attested by the Secretary under the seal of said Board. Said bonds shall be in such form, bear such date, in such denominations and be payable at such place and at such time or times as shall be prescribed by the Board, and shall recite that they are issued under the authority of this Act, and shall pledge the full faith and credit of said Board of Commissioners of Sebastian Inlet District for the payment of the principal and the interest

thereon. Said bonds shall be numbered consecutively in order of their issuance. Interest coupons shall be attached to said bonds and said coupons shall be consecutively numbered, specifying the number of the bond to which they are attached, and they shall be attested by the lithographed or engraved facsimile signature of the Secretary of the said Board and of the Chairman or other such member of said Board as said Board shall designate. Said bonds may be validated pursuant to the provisions of the law of Florida.

#### LEGAL CUSTODIAN

Section 18. After said additional bonds shall have been executed they shall be delivered to the Secretary of said Board who shall enter in a book to be kept by him the number of each bond, the rate of interest, its maturity, date of sale, and the person to whom sold, with his post office address. The Secretary of said Board shall hold said bonds and be the legal custodian thereof and deliver the same to the purchaser upon the resolution of said Board duly recorded in its Minutes. In case any officers whose signatures, counter-signatures or certificates appear upon said bonds and coupons shall cease to be such officer before the delivery of such bonds to the purchaser, such signatures or counter-signatures or certificates shall nevertheless be valid and sufficient for all purposes in like manner and with the same effect as if such officer had remained in office until the delivery of the bonds.

#### VALIDITY OF BONDS

Section 19. This Act shall without reference to any other Act of the Legislature of Florida, be full authority for the issuance and the sale of the additional bonds in the Act authorized, which bonds shall have all the qualities of negotiable paper under the law merchant, and shall not be invalid for any irregularity or defect in the proceedings for the issue and sale thereof, and shall be incontestable in the hands of bona fide purchasers for value. No proceedings in respect to the issuance of any such bonds shall be necessary except such as are required by this Act. The provisions of this Act shall constitute an irrevocable contract between said Board and the holders of any such bonds, and coupons thereof issued pursuant to the provisions thereof. Any holder of said bonds or coupons may either at law or in equity, by suit, action or mandamus enforce and compel the performance of any of the duties required by this Act of any of the officers or persons mentioned hereon in relation of said bonds or the collection, enforcement and application of the taxes for the payment thereof.

#### SINKING FUND

Section 20. It shall be the duty of the said Board and of the proceeds of taxes levied and imposed by this Act and out of any other moneys in the possession of said Board, which moneys so far as necessary are hereby set apart and appropriated for the purpose, to apply said moneys and pay the interest on said bonds as the same fall due, and at the maturity of said bonds out of said moneys to pay the principal thereof; and there shall be and is hereby created a sinking fund for the payment of the principal of said bonds, and said Board shall set apart and pay into such sinking fund annually, out of the

taxes levied and imposed under this Act, any other revenues and funds of said District, at least two per cent of the amount of bonds outstanding. Said sinking fund for the payment of the principal of said bonds shall not be appropriated to any other purposes than that herein specified.

#### INVESTMENT OF SINKING FUND

Section 21. That said Board is hereby authorized and empowered to invest the moneys belonging to sinking fund created by this Act in bonds issued under this Act or in bonds of the United States of America or of any State of the United States of America or in bonds of any county or municipal corporation of the United States of America, which shall at the time of such investment have a population of at least twenty thousand according to the Federal census immediately preceding such investment, provided, always, that for the payment of the bonds so purchased the full faith and credit of such county, city or municipal corporation shall be pledged. Said Board is hereby authorized and empowered for the purpose of paying the bonds issued under this Act, and when necessary to protect the interest of said Board and said sinking fund, to sell and dispose of any of the securities in which said sinking fund may be invested and re-invest the proceeds from time to time in conformity with the provisions of this Act as said Board may deem expedient. The Treasurer shall be the custodian of all funds belonging to said Board and to the said District, and said fund shall be disbursed only upon the order of said Board signed by the Secretary and countersigned by the Chairman thereof. Said Board shall be and is hereby empowered and authorized to select depositories in which funds of said Board shall be deposited by said Treasurer, any Bank or Trust Company organized under the laws of the United States or of the State of Florida, upon such terms and conditions as said Board may deem just and reasonable and upon such terms as to security as the Board shall deem proper, but no sinking fund shall be required, provided said bonds are made payable serially, required, provided said bonds are made payable serially, with maturities beginning not later than three years from date and ending not later than thirty years after said date.

#### CHIEF ENGINEER

Section 22. All work done under the provisions of this Act both in construction and maintenance, shall be carried on under the supervision of a competent Chief Engineer to be employed by said Board, and no money shall be paid out for any such work to any contractor or sub-contractor until such work has been inspected and approved by the Board's Chief Engineer.

#### DAMAGES

Section 23. It shall be the duty of the Board of Commissioners of Sebastian Inlet District to use every reasonable means to maintain, protect, and preserve any and all of the works constructed by said Board; and for such purposes the said Board is authorized to use funds derived from taxes assessed and collected for Sebastian Inlet District.

Section 24. Whoever shall wilfully damage any ditch, canal,

levee, inlet, waterway, Jetty or other work established or constructed under this Act or who shall fill in or obstruct the flow of water in any inlet, canal, water way, or remove any earth, stone, or other material from the banks of any canal, inlet, waterway, revetment, or ditch, without having first obtained permission in writing from said Board to remove such material, shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be fined not exceeding one thousand dollars or imprisonment in the county jail not longer than six months, or both such fine and imprisonment, in the discretion of the Court.

Section 25. Any clause or section of this Act which for any reason may be declared invalid may be eliminated from this Act, and the remaining portion or portions shall be and remain in full force and valid as if such invalid clause or section had not been incorporated therein.

#### REMOVAL OF OFFICIALS

Section 26. The Chief Engineer and any Consulting Engineer and any agent or employee of the Board of Commissioner or District may be removed at any time by the Board.

#### LETTING CONTRACTS

Section 27. All work performed and materials furnished for the construction of said Inlet and for the maintenance of said Inlet, shall be let by contract in accordance with the general laws of the State of Florida governing acquisition of professional engineering services, the purchase of commodities, and the construction and maintenance of public works. The Board shall have the right to reject any and all bids. Each contractor shall be required to give a surety bond in form and amount to be approved by the Board, with a responsible surety company thereon as surety. The Board, however, as a public authority, is authorized to exempt any person entering a contract with the District for the construction of any buildings, public works, or for the repair of any building or public works from the requirements for payment, performance, and surety bonds in the manner and the amounts which are authorized under Section 255.05, Florida Statutes, for other public authorities to exempt their contractors from bond requirements.

Section 28. The Commission is authorized to vacate any easement or transfer fee simple interest in any real property which is held to any unit of local, state or federal government. Prior to such vacation or transfer the Commission shall conduct a public hearing and determine if it is in the public interest to authorize the vacation or transfer. At such hearing the Commission shall consider what effect, if any, the vacation or transfer shall have on public access to the Inlet for fishing and recreation purposes and what action best serves the public health, safety, and welfare.

**SEBASTIAN INLET TAX DISTRICT CHARTER**

**AMENDMENT – HB 1449 – CHAPTER 2003-373**

## House Bill No. 1449

An act relating to Indian River and Brevard Counties; codifying, amending, and reenacting special acts relating to the Sebastian Inlet Tax District, an independent special district; providing for a governing body; providing powers and duties; providing for construction and maintenance of an inlet between the Indian River and the Atlantic Ocean; authorizing the levy of taxes; providing severability; repealing chapters 7976 (1919), 8901 (1921), 12259 (1927), 18138 (1937), 18139 (1937), 22891 (1945), 63-910, 76-329, 78-470, 82-307, and 88-535, Laws of Florida; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Pursuant to section 189.429, Florida Statutes, this act constitutes the codification of all special acts relating to the Sebastian Inlet Tax District, also known as the Sebastian Inlet District. It is the intent of the Legislature in enacting this law to provide a single, comprehensive special act charter for the district, including all current legislative authority granted to the district by its several legislative enactments and any additional authority granted by this act.

Section 2. Chapters 7976 (1919), 8901 (1921), 12259 (1927), 18138 (1937), 18139 (1937), 22891 (1945), 63-910, 76-329, 78-470, 82-307, and 88-535, Laws of Florida, are codified, reenacted, amended, and repealed as herein provided.

Section 3. The Sebastian Inlet Tax District is reenacted, and the charter for the district is re-created and reenacted to read:

Section 1. A special taxing district is hereby created to be known as the Sebastian Inlet Tax District, an independent special district, to consist so much of Brevard and Indian River Counties, Florida as is described and embraced in the following boundaries, to-wit:

All of the Third Commissioner's District of Brevard County and that part of the Fourth Commissioner's District of Brevard County, Florida, bounded on the north by the township line between Township Twenty-five (25), and Township Twenty-six (26) and all of that part of Indian River County, Florida, which comprised and made up the First Commissioner's District of Saint Lucie County, Florida, as located and established upon the passage of Chapter 7976, Laws of Florida, Special Acts of 1919 aforesaid.

Section 2. A governing body of said Sebastian Inlet Tax District, to be known and designated as the "Board of Commissioners of Sebastian Inlet Tax District," shall be composed of five members, who shall have been and shall be elected as provided by law. Said governing body shall have all the powers of a body corporate, including the power to sue and be sued as a corporation in said name in any court; to contract; to adopt and use a common seal and alter the same at pleasure; to purchase or otherwise

acquire, own, hold, lease, sell, mortgage, and convey or otherwise dispose of such real estate and personal property as said Board may deem proper to carry out the purposes of this act; to appoint during its pleasure a Chief Engineer, a Consulting Engineer, and such agents and employees as said Board may require or deem advisable; and to borrow money and to issue negotiable promissory notes or bonds therefor to enable it to carry out the provisions of this act.

Section 3. (a) Members of the Board shall be elected at the general election held in November of each even-numbered year. The terms of office of such Board members shall be for 4 years and until their successors are duly elected and qualified. Each member shall be a qualified elector and resident within the District; however, three members, or a majority, of the Board shall reside in the county within the District's boundaries with the larger population. Two members shall reside in the other county. All candidates for office shall stand for election in all precincts of the District.

1. The terms of the Board members shall be staggered, with three Board members standing for election in one general election for a 4-year term, and two Board members shall be elected 2 years later at the general election for a 4-year term.

2. Newly elected Board members shall take office at the next regularly scheduled meeting of the Board, or, if that meeting is not planned within 30 days after the election, then a special meeting shall be called for the purpose of seating the new members of the Board and providing them with an orientation.

(b) Board members shall be elected on a nonpartisan basis by a majority of the qualified electors of the District voting at the election to be held in both Indian River and Brevard Counties as follows:

1. Any candidate for membership on the Board shall qualify as provided by law. The ballots shall be in the form for general elections as provided by law.

2. The election officials of each voting district or precinct within the Sebastian Inlet Tax District shall conduct the election of the members of the Board of Commissioners of the District at the time of conducting such general election. Each voter who is qualified to vote in each such general election in the respective election districts or precincts situated within the boundaries of the Sebastian Inlet Tax District and who resides within the boundaries of such District shall be entitled to cast a ballot for the election of members of the Board of Commissioners of said Sebastian Inlet Tax District.

3. Upon the closing of the polls in each election district or precinct, the officials conducting such elections shall tally the votes cast for members of the Board of Commissioners of the Sebastian Inlet Tax District. The vote shall be canvassed in the manner provided by general law.

(c) Before he or she assumes office, each Board member shall be required to give to the Sebastian Inlet Tax District a good and sufficient surety bond

in the sum of \$2,000 conditioned for the faithful performance of the duties of his or her office and said bond to be approved by and filed with the Clerk of the Circuit Court of Brevard County. Said bond shall be recorded in the minutes of said Board of Commissioners of said Sebastian Inlet Tax District. The failure of any person so elected as a member of the Board of Commissioners of the Sebastian Inlet Tax District to give such bond within 30 days after his or her election as such shall create a vacancy as to such Board member. In such event or in the event of any vacancy on said Board of Commissioners of the Sebastian Inlet Tax District, whether by resignation, death, removal from the District, or otherwise, within 30 days after the existence of such vacancy, the Governor of the State of Florida shall appoint a Board member as provided by law to fill such vacancy, who shall serve for the remainder of such expired term and who shall give bond as hereinbefore provided.

(d) All meetings shall be open to the public. The Board shall conduct all meetings in accordance with chapter 286, Florida Statutes. In addition, notice of the meetings shall be sent to the news media at least 7 days in advance, stating the time, date, location, and purpose of the meeting. A majority of the members may convene in special session when called by a majority of the members or the chair. Actions taken at special meetings shall have the same force and effect as if taken at a regular meeting. Two days' written notice of the time and purpose of a special meeting shall be given to all members and the news media. The minutes of the meeting shall set forth the facts regarding the procedure in calling the meeting and the reason therefor and shall be signed either by the chair or by a majority of the members. Upon due public notice, regular or special meetings of the Board shall be held at any appropriate public place in the District which is readily accessible to the general public; however, at least 50 percent of the number of meetings of the Board held each year shall be held in Indian River County.

(e) All bookkeeping and accounting of the District shall meet the requirements imposed by law for special districts.

(f) All purchasing and bidding shall be in accordance with the procedures used by the Brevard County Board of Commissioners.

Section 4. As soon as practicable after this act becomes a law, the Board holding over or after they have been duly elected or appointed and have qualified, they shall meet and organized by the election, from among their number, of a chair, a vice-chair, a secretary/treasurer. Three members of the Board shall constitute a quorum. The affirmative vote of two members shall be necessary to transact business. The chair and all members of the said Board present shall vote at meetings of the Board as provided by law.

Section 5. The members of the Board shall each receive the sum of \$3,600 per year commencing October 1, 2003. The salary shall be paid in monthly installments as compensation for serving on the Board, but Board members shall not be reimbursed for any travel expenses inside the boundaries of the District. The members of the Board shall be reimbursed for per diem and travel expenses outside the boundaries of the District in accordance with the law.

The members of the Board shall set their own compensation for each fiscal year commencing October 1, 2004, provided the Board shall not increase its members' compensation for any fiscal year by a percentage greater than the percentage the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased from the date of the commencement of the fiscal year when the Board members last received an increase in their compensation. In the event the U.S. Department of Labor no longer publishes the Consumer Price Index, the Board must use a similar published standard to set any increase in its compensation.

Section 6. It shall be the duty of said Board of Commissioners of Sebastian Inlet Tax District to construct, improve, widen or deepen, and maintain the inlet between the Indian River and the Atlantic Ocean. With character, manner of construction of said inlet shall be determined by said Board of Commissioners with the approval and recommendation of the Chief Engineer, and said Board is further authorized to do all acts and things proper, necessary, or convenient for the aforesaid purposes. The opening and maintenance of such inlet or waterway connecting the waters of the Atlantic Ocean with the waters of the Indian River within the Sebastian Inlet Tax District are hereby found and declared to be for public purposes and to be necessary for the use of shipping and for transportation and for the extension of commerce of the State of Florida and of said District, and also to be necessary for the maintenance of the health of the inhabitants of the territory embraced in the said District and for the convenience, comfort, and welfare of the said District and the inhabitants thereof. The District is authorized to conduct such programs and projects as it finds necessary or convenient for beach renourishment, erosion control, environmental protection, navigation, boating, recreation, and public safety for the operation and maintenance of the inlet and the waters of the Atlantic Ocean and Indian River Lagoon adjacent thereto.

Section 7. The Board shall elect a Chief Engineer. The depth, width, character, and manner of improvement and construction of said inlet or waterway shall be determined by said Board upon the approval and recommendation of the Chief Engineer of the Board. The Board, in setting the depth of the inlet, shall consider the impact on navigation from the Intra-coastal Waterway to the Atlantic Ocean.

Section 8. The said Board shall have the power and authority to hold, control, and acquire by gift or purchase, for the use of the District, any real or personal property and to condemn any lands or easements needed for the purposes of the District. Said Board is authorized to exercise the right of eminent domain and institute and maintain condemnation proceedings as prescribed by the laws of Florida.

Section 9. The Board of Commissioners of Sebastian Inlet Tax District is hereby authorized and empowered to levy upon all of the real and personal taxable property in said District a special tax not exceeding 1½ mills on the dollar for the year 1977, and for each and every year thereafter, to be used solely for the purpose authorized and prescribed by this act. Said levy shall be made each year, not later than September 30 of each year by resolution of the Board, or a majority thereof, duly entered at large upon its minutes.

Certified copies of such resolution executed in the name of the Board by its chair and secretary and under its corporate seal shall be made and delivered to the Board of County Commissioners of Indian River County, to the Board of County Commissioners of Brevard County, and to the Chief Financial Officer of the State of Florida not later than September 30 of each and every year thereafter. It shall be the duty of the Board of County Commissioners of Indian River County and the Board of County Commissioners of Brevard County to order the assessment and collection of taxes levied by the Board of Commissioners of the District within the respective counties in the manner provided by law for regular property taxes in the county. Proceeds of such taxes shall be paid within the time and in the manner prescribed by law to the treasurer of the Board. All such taxes shall be held by the treasurer for the credit of the Board and paid out by him or her as provided herein.

Section 10. Said Board is hereby authorized and empowered, in order to provide for the work prescribed by this act and to pay the expenses incident to all such work or any other expense necessary in carrying out the general purposes of this act, to borrow money, temporarily, from time to time for a period of time not exceeding 2 years at any one time, and to issue its promissory notes therefor upon such terms and at such rates of interest as said Board may deem advisable. Any note so made and issued may be paid out of the proceeds of the bonds authorized to be issued by this act or out of any other revenues or funds of said Board, and said notes shall be a charge upon all of the revenue and property of said Board. In case of an injury by storm or otherwise to any of the works of this District, thereby causing an emergency which must be met at once in order to protect or reconstruct such works, said Board is authorized to borrow money under the terms prescribed above in order to meet such emergency.

Section 11. All work done under the provisions of this act, both in construction and maintenance, shall be carried on under the supervision of a competent Chief Engineer to be employed by said Board, and no money shall be paid out for any such work to any contractor or subcontractor until such work has been inspected and approved by the Board's Chief Engineer.

Section 12. It shall be the duty of the Board of Commissioners of Sebastian Inlet Tax District to use every reasonable means to maintain, protect, and preserve any and all of the works constructed by said Board, and for such purposes the said Board is authorized to use funds derived from taxes assessed and collected for Sebastian Inlet Tax District.

Section 13. Whoever shall willfully damage any ditch, canal, levee, inlet, waterway, jetty, or other work established or constructed under this act or who shall fill in or obstruct the flow of water in any inlet, canal, or waterway, or remove any earth, stone, or other material from the banks of any canal, inlet, waterway, revetment, or ditch without having first obtained permission in writing from said Board to remove such material, shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be fined not exceeding \$1,000 or imprisoned in the county jail not longer than 6 months, or both such fine and imprisonment, in the discretion of the Court.

Section 14. Any clause or section of this act which for any reason may be declared invalid may be eliminated from this act, and the remaining portion or portions shall be and remain in full force and valid as if such invalid clause or section had not been incorporated therein.

Section 15. The Chief Engineer, any Consulting Engineer, and any agent or employee of the Board of Commissioners or District may be removed at any time by the Board.

Section 16. All work performed and materials furnished for the construction of said inlet and for the maintenance of said inlet shall be let by contract in accordance with the general laws of the State of Florida governing acquisition of professional engineering services, the purchase of commodities, and the construction and maintenance of public works. The Board shall have the right to reject any and all bids. Each contractor shall be required to give a surety bond in form and amount to be approved by the Board, with a responsible surety company thereon as surety. The Board, however, as a public authority, is authorized to exempt any person entering into a contract with the District for the construction of any buildings or public works, or for the repair of any buildings or public works, from the requirements for payment, performance, and surety bonds in the manner and the amounts which are authorized by law for other public authorities to exempt their contractors from bond requirements.

In the event of an emergency, the Board of Commissioners of Sebastian Inlet Tax District is authorized to spend a sum not to exceed \$15,000, utilizing the following procedure:

(a) The Board shall obtain at least three telephone bid offers to perform such work or furnish such property from at least three independent persons or business entities responsible in the subject business endeavor under consideration; and

(b) The Board shall make a record of the offers. After obtaining and recording such offers, the Board, with at least three of five members concurring, shall award the contract to the lowest responsible bidder of those solicited. The Board shall then notify all local news media which commonly cover the area within the District of the type and nature of the emergency and what actions the Board has taken to rectify the emergency.

Section 17. The Board is authorized to vacate any easement or transfer fee simple interest in any real property which it holds to any unit of local, state, or federal government. Prior to such vacation or transfer, the Board shall conduct a public hearing and determine if it is in the public interest to authorize the vacation or transfer. At such hearing, the Board shall consider what effect, if any, the vacation or transfer shall have on public access to the inlet for fishing and recreation purposes and what action best serves the public health, safety, and welfare.

Section 4. Chapters 7976 (1919), 8901 (1921), 12259 (1927), 18138 (1937), 18139 (1937), 22891 (1945), 63-910, 76-329, 78-470, 82-307, and 88-535, Laws of Florida, are repealed.

Section 5. This act shall take effect upon becoming a law.

Approved by the Governor June 26, 2003.

Filed in Office Secretary of State June 26, 2003.

**SEBASTIAN INLET TAX DISTRICT CHARTER**

**AMENDMENT – HB 601 – CHAPTER 2012-238**

## CHAPTER 2012-238

### House Bill No. 601

An act relating to the Sebastian Inlet Tax District, Brevard and Indian River Counties; amending chapter 2003-373, Laws of Florida; requiring the members of the district's board of commissioners to be elected by a plurality of the qualified electors of the district; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (b) of section 3 of section 3 of chapter 2003-373, Laws of Florida, is amended to read:

Section 3.

(b) Board members shall be elected on a nonpartisan basis by a plurality ~~majority~~ of the qualified electors of the District voting at the election to be held in both Indian River and Brevard Counties as follows:

1. Any candidate for membership on the Board shall qualify as provided by law. The ballots shall be in the form for general elections as provided by law.

2. The election officials of each voting district or precinct within the Sebastian Inlet Tax District shall conduct the election of the members of the Board of Commissioners of the District at the time of conducting such general election. Each voter who is qualified to vote in each such general election in the respective election districts or precincts situated within the boundaries of the Sebastian Inlet Tax District and who resides within the boundaries of such District shall be entitled to cast a ballot for the election of members of the Board of Commissioners of said Sebastian Inlet Tax District.

3. Upon the closing of the polls in each election district or precinct, the officials conducting such elections shall tally the votes cast for members of the Board of Commissioners of the Sebastian Inlet Tax District. The vote shall be canvassed in the manner provided by general law.

Section 2. This act shall take effect upon becoming a law.

Approved by the Governor April 13, 2012.

Filed in Office Secretary of State April 13, 2012.

**SEBASTIAN INLET TAX DISTRICT CHARTER  
AMENDMENT – HB 1117 – CHAPTER 2018**

ENROLLED

CS/HB 1117

2018 Legislature

1  
2 An act relating to the Sebastian Inlet Tax District,  
3 Indian River and Brevard Counties; amending ch. 2003-  
4 373, Laws of Florida, as amended; authorizing the  
5 district to enter into interlocal agreements,  
6 memoranda of understanding, or other agreements with  
7 local and state authorities to provide security for  
8 district facilities; providing an effective date.  
9

10 Be It Enacted by the Legislature of the State of Florida:  
11

12 Section 1. Section 6 of section 3 of chapter 2003-373, as  
13 amended by chapter 2012-238, Laws of Florida, is amended to  
14 read:

15 Section 6. (a) It shall be the duty of said Board of  
16 Commissioners of Sebastian Inlet Tax District to construct,  
17 improve, widen or deepen, and maintain the inlet between the  
18 Indian River and the Atlantic Ocean. With character, manner of  
19 construction of said inlet shall be determined by said Board of  
20 Commissioners with the approval and recommendation of the Chief  
21 Engineer, and said Board is further authorized to do all acts  
22 and things proper, necessary, or convenient for the aforesaid  
23 purposes. The opening and maintenance of such inlet or waterway  
24 connecting the waters of the Atlantic Ocean with the waters of  
25 the Indian River within the Sebastian Inlet Tax District are

ENROLLED

CS/HB 1117

2018 Legislature

26 hereby found and declared to be for public purposes and to be  
27 necessary for the use of shipping and for transportation and for  
28 the extension of commerce of the State of Florida and of said  
29 District, and also to be necessary for the maintenance of the  
30 health of the inhabitants of the territory embraced in the said  
31 District and for the convenience, comfort, and welfare of the  
32 said District and the inhabitants thereof. The District is  
33 authorized to conduct such programs and projects as it finds  
34 necessary or convenient for beach renourishment, erosion  
35 control, environmental protection, navigation, boating,  
36 recreation, and public safety for the operation and maintenance  
37 of the inlet and the waters of the Atlantic Ocean and Indian  
38 River Lagoon adjacent thereto.

39 (b) In order to protect, maintain, and ensure peaceful,  
40 recreational use of District facilities, the District may enter  
41 into such interlocal agreements, memoranda of understanding, or  
42 other agreements with local law enforcement agencies, the Board  
43 of Trustees of the Internal Improvement Trust Fund, the Florida  
44 Department of Environmental Protection, or the Florida Fish and  
45 Wildlife Conservation Commission necessary to provide and  
46 facilitate security services on properties owned, controlled, or  
47 operated by the District.

48 Section 2. This act shall take effect upon becoming a law.

## **APPENDIX B**

### **CASH MANAGEMENT POLICY – 4-13-22**

**SEBASTIAN INLET DISTRICT  
BOARD MEMORANDUM**

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**TO:** Members of the Board  
of Sebastian Inlet District Commission

**THROUGH:** James D. Gray, Jr. *JDG*  
Executive Director

**FROM:** Dave Kershaw *DK*  
Sr. Contracts/Accounting Manager

**SUBJECT:** Cash Management Policy

**DATE:** April 1, 2022

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**DESCRIPTION AND CONDITIONS**

As District revenue is received from grants, contracts and other sources, that revenue is deposited into its Checking/Savings account with PNC Bank. Recently, the District has sought to maintain a cash balance in its Checking/Savings account at PNC of approximately \$5 million. This amount allows the District to maintain a prudent level of funds to meet its annual general government expenditures, required monitoring expenditures and to have the liquidity to meet a potential disaster situation. The total of the PNC account as of March 31, 2022 was \$7,691,733.92.

**FUNDING**

District internal funds

**RECOMMENDATION**

Authorize staff to: 1) transfer \$2,691,733.92 from PNC to the District's account with Florida PRIME; and 2) begin a monthly transfer of funds in excess of \$5 million in the PNC account into the Florida PRIME account approved by the Commission on September 28, 2021. The current 30-Day SEC Yield on 03/31/22 was .28.

**ATTACHMENT**

None

**APPROVED AGENDA ITEM FOR: APRIL 13, 2022**

**APPENDIX C**

**EXECUTIVE DIRECTOR SPENDING AUTHORITY –  
RESOLUTION NO. 07.10.19-02**

RESOLUTION NO. 07.10.19-2

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SEBASTIAN INLET DISTRICT, AUTHORIZING SPENDING AUTHORITY TO DISTRICT EXECUTIVE DIRECTOR

WHEREAS, the duty of the Sebastian Inlet District is to construct, improve, widen or deepen, and maintain the inlet between the Indian River and Atlantic Ocean; and

WHEREAS, Sebastian Inlet District is authorized to conduct such programs and projects as it finds necessary or convenient for beach renourishment, erosion control, environmental protection, navigation, boating, recreation, and public safety for the operation and maintenance of the inlet and the waters of the Atlantic Ocean and Indian River Lagoon adjacent thereto; and

WHEREAS, Sebastian Inlet District has hired an Executive Director to recommend programs and projects to fulfill its Charter; and

WHEREAS, on occasion programs and projects require immediate attention and approval.

BE IT HEREBY RESOLVED that the Board of Commissioners of the Sebastian Inlet District approves, except as otherwise provided by Florida Statutes, the Executive Director or his designee, the authority to purchase or contract for supplies, materials, equipment, and services costing ten thousand dollars (\$10,000) or less. Any such purchase or contract may be executed by the Executive Director in the name of the Sebastian Inlet District without Commission action, although copies of any such contracts shall be available to the Commission for inspection. \*

THE FOREGOING RESOLUTION Upon motion by Commissioner Frazier and second by Commissioner Mitchell, the Board approved the Resolution as follows:

Lisa Frazier  
Chris Hendricks  
Beth Mitchell  
Jenny Lawton Seal  
Michael Rowland

The Chair thereupon declared the resolution duly passed and adopted this 10<sup>th</sup> day of July, 2019.

SEBASTIAN INLET DISTRICT

By: Jenny Lawton Seal  
Jenny Lawton Seal, Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
By: Jack Kirschenbaum  
Jack Kirschenbaum  
Attorney for Sebastian Inlet District

\* and shall be brought to the attention of the Board at the next Board meeting.

## **APPENDIX D**

### **SPONSORSHIP AND DONATIONS POLICY – RESOLUTION NO. 06.10.26-02**

RESOLUTION NO. 06.10.26-02

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
THE SEBASTIAN INLET DISTRICT SPONSORSHIP AND DONATIONS POLICY

**WHEREAS**, the duty of the Sebastian Inlet District is to construct, improve, widen or deepen, and maintain the inlet between the Indian River and Atlantic Ocean; and

**WHEREAS**, Sebastian Inlet District is authorized to conduct such programs and projects as it finds necessary or convenient for beach renourishment, erosion control, environmental protection, navigation, boating, recreation, and public safety for the operation and maintenance of the inlet and the waters of the Atlantic Ocean and Indian River Lagoon adjacent thereto; and

**WHEREAS**, On occasion the District receives sponsorship and/or donation requests from organizations.

**BE IT HEREBY RESOLVED** that the Board of Commissioners of the Sebastian Inlet District establishes a Sponsorship and Donations Policy for considering requests to ensure all contributions align with District programs and projects identified in its Charter. All Sponsorship and Donations requests must be evaluated by the Executive Director and presented to the Board for approval.

**THE FOREGOING RESOLUTION** Upon motion by Commissioner Frazier and second by Commissioner Rowland, the Board approved the Resolution as follows:

Lisa Frazier  
David Barney  
John Campbell  
TJ Marshall  
Michael Rowland

The Chair thereupon declared the resolution duly passed and adopted this 10<sup>th</sup> day of June, 2026.

SEBASTIAN INLET DISTRICT

By: David Barney  
David Barney, Chairman

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: Shawn L. Demers, Esq.  
Attorney for Sebastian Inlet District

**APPENDIX E**

**TRAVEL POLICY –  
RESOLUTION NO. 2005-1**

RESOLUTION NO. 2005-1

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SEBASTIAN  
INLET TAX DISTRICT, ESTABLISHING THE MAXIMUM TRAVEL  
REIMBURSEMENT RATES FOR MEALS AND MILEAGE

**WHEREAS**, the Sebastian Inlet Tax District (the "District") is a special independent taxing district of the state of Florida established and operating under Chapter 2003-373, Florida Statutes; and

**WHEREAS**, the District is subject to the travel and per diem rates established by s. 112.061, FS.; and

**WHEREAS**, the Florida Legislature has passed SB 1426 that became law as Chapter 2003-125, Florida Statutes, which allows special districts to establish travel and per diem rates that exceed those specified in s. 112.061, FS. by passage of a resolution.

**NOW, THEREFORE**, be it resolved by the Board of Commissioners of the Sebastian Inlet Tax District:

Section 1. The Board hereby establishes the mileage rate for travel in an individual's personal vehicle to be the standard mileage rate established by the Internal Revenue Service for the calendar year of the travel incurred.

Section 2. The Board hereby establishes the per diem meal rate to be the lesser of; (1) the actual meal expense made by the individual for their meals during the authorized travel or (2) the standard meal allowance established by the Internal Revenue Service for other than high-cost locations for the calendar year of the meal expense incurred as provided by the U.S. General Services Administration – Domestic Per Diem Rates. Approved rates for states and cities are found at <http://www.gsa.gov>

Section 3. The Board hereby establishes the following policy to provide further clarification to Class B Travel – Continuous travel of less than 24 hours which involves overnight absence from official headquarters: All travel must be authorized and approved by the Sebastian Inlet Tax District Administrator. When District business requires travel beyond 50 miles from the point of origin, and official District business extends beyond 7:00 pm, overnight lodging may be authorized.

Section 4. This Resolution shall become effective on March 9, 2005.

Upon motion by Commissioner Mitchell and second by Commissioner Culberson, the Board approved the Resolution as follows:

Ann Perry	<u>yes</u>
Jim Culberson	<u>yes</u>
Beth Mitchell	<u>yes</u>
Jenny Lawton Seal	<u>yes</u>
Raymond Reed	<u>yes</u>

The Chair thereupon declared the resolution duly passed and adopted this 9<sup>th</sup> day of March, 2005.

**SEBASTIAN INLET TAX DISTRICT**

By:   
Ann Perry, Chair

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: \_\_\_\_\_  
Jack Kitschenbaum  
Attorney for Sebastian Inlet Tax District

**APPENDIX F**

**VESSEL USE POLICY –  
RESOLUTION NO. 06.10.26-01**

## RESOLUTION NO. 06.10.26-01

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SEBASTIAN INLET DISTRICT VESSEL USE POLICY

**WHEREAS**, the duty of the Sebastian Inlet District is to construct, improve, widen or deepen, and maintain the inlet between the Indian River and Atlantic Ocean; and

**WHEREAS**, Sebastian Inlet District is authorized to conduct such programs and projects as it finds necessary or convenient for beach renourishment, erosion control, environmental protection, navigation, boating, recreation, and public safety for the operation and maintenance of the inlet and the waters of the Atlantic Ocean and Indian River Lagoon adjacent thereto; and

**WHEREAS**, In 2009, Sebastian Inlet District purchased a Parker 2520XL to assist in the implementation of District programs and projects to fulfill its Charter.

**BE IT HEREBY RESOLVED** that the Board of Commissioners of the Sebastian Inlet District establishes a Vessel Use Policy for the authorized use, maintenance, and safe operation of all watercraft owned, leased, or operated by the District to support official District business.

#### Section 1 – Authorized Use:

1.1 **Official Business Only:** Vessels are to be used exclusively for official District programs and projects. Personal use is strictly prohibited.

1.2 **Authorized Operators:** Commissioners authorized by the Board and staff authorized by the Executive Director who have a valid captain's license, have completed an approved Boater's Safety Course, and/or possess a valid State Boater Education Card may operate agency vessels.

1.3 **Passengers:** Passengers must be Commissioners and staff or partners authorized by the District.

1.4 **Vessel Sign Out:** The Executive Director must be notified in writing of intended vessel use at least 48 hours prior to departure. In emergency situations, the Executive Director is to be notified prior to departure.

#### Section 2 – Vessel Operator Responsibilities:

2.1 **Safety Equipment:** Must ensure all USCG approved safety equipment is on board and serviceable, including Personnel Floatation Devices (PFDs) for all occupants, fire extinguishers, and proper navigation lights and equipment.

2.2 **Compliance:** Must follow all federal, state, and local boating laws, including speed zones and "Slow Speed, Minimum Wake" regulations.

2.3 **Documentation of Trip:** Operators must log pre-trip and post trip vessel hours and report to the Executive Director.

Section 3 – Safety and Operational Procedures:

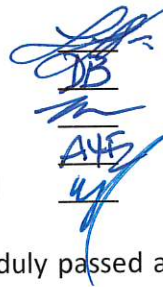
- 3.1 Life Jackets: PFDs must be worn as required by state law and are strongly recommended for all occupants on District vessels.
- 3.2 Alcohol and Drugs: Operation of a District vessel while impaired is strictly prohibited.
- 3.3 Hazardous Conditions: Vessels shall not be operated in weather conditions exceeding the capacity of Operator experience.
- 3.4 Incident Reporting: All emergency situations must be immediately reported to law enforcement. Any incident involving the District vessel and/or Operator and Passengers must be immediately reported to the Executive Director.

Section 4 – Vessel Maintenance and Security:

- 4.1 Vessel Inspection: Operators are responsible for checking oil, fuel level, and safety equipment before use.
- 4.2 Security: Vessel and equipment must be secured and locked when not in use.

**THE FOREGOING RESOLUTION** Upon motion by Commissioner Rowland and second by Commissioner Campbell, the Board approved the Resolution as follows:

Lisa Frazier  
David Barney  
John Campbell  
TJ Marshall  
Michael Rowland



The Chair thereupon declared the resolution duly passed and adopted this 10<sup>th</sup> day of June, 2026.

**SEBASTIAN INLET DISTRICT**

By: David Barney  
David Barney, Chairman

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: Shawn L. Demers, Esq.  
Attorney for Sebastian Inlet District

## **APPENDIX G**

### **DISTRICT PUBLIC RECORDS AND FEE SCHEUDLE PROCEDURES 3-13-24**

## District Public Records Request and Fee Schedule Procedures

1. All public records requests received orally and/or in writing, will be acknowledged by the District within three (3) business days.
2. The District will aim to fulfill all reasonable public records requests with five (5) business days. If a request warrants a longer time to complete, that will be communicated to the requestor within five (5) business days of the request.
3. All requests will be subject to the provisions of 119.07 (4)—fees for copying and the labor time required. The District's labor will be charged at a rate of \$25.00 per hour in half-hour minimum charge increments plus the cost of required supplies. Request responses that require less than 10 copies and/or 30 minutes or less of staff labor to fulfill will not be charged a fee. Responses to requests that can be sent via electronic mail and meet the aforementioned time/staff requirement, will also not be charged. If charges are warranted, the person requesting the records will be contacted and provided an estimate of costs within five (5) business days. If the requestor agrees to the fee and remits payment to the district via check, staff will complete the request and send it by the most economical means.
4. If the request is for Financial records, a **SUMMARY** – if possible – should be provided. ***All records requests responses will be sent via email in PDF format when practicable.***
5. If a Public Record contains personnel information such as a social security number, home address, phone, etc., this part of the record will be redacted prior to being sent to the requestor.
6. Staff must receive acknowledgment from the requestor that the request has been satisfied.

All public records requests will be filed, including the media used and the timing of the response, in the District office and available for viewing upon request.

Florida Statutes mandate that a government entity must respond to Public Record Requests under the Sunshine Law.

The Executive Director must be informed of all requests received by telephone, email, letter, fax and in person.

Board Adopted     **MARCH 13, 2024**