

**Sebastian Inlet District**  
Regular Commission Meeting  
Wednesday, 4 PM, August 10, 2022  
114 Sixth Avenue  
Indialantic, FL

Minutes

Present at the meeting were: Chairwoman Jenny Lawton Seal, Commissioner Beth Mitchell (Vice Chair), and Commissioner Lisa Frazier. Commissioners Chris Hendricks (Secretary/Treasurer) and Michael Rowland were absent (both excused). Also, in attendance were: Executive Director James Gray, Contracts & Accounting Manager Dave Kershaw, SID Public Outreach Associate Ed Garland, SID Legal Counsel Jack Kirschenbaum, Ken Torres (SISP), Bryan Flynn (ESA), Eric Charest (IRC), Kendra Cope (Coastal Connections, Inc.), Steven Jachec (ATM) and David Barney (District resident/ SID Commissioner-elect, (District 4).

Under Agenda Item I

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

Under Agenda Item II

Approval of the Minutes of the regular Commission meeting of July 13, 2022. Commissioner Mitchell said she wanted to clarify her comments about Commissioner Frazier and Commissioner-Elect Barney, which unintentionally appeared to read that she was congratulation them for filing election paperwork. Her intent, she said, was to congratulation them for signing up to serve for four years for the District. Commissioner Mitchell then made a motion to approve the minutes. Commissioner Frazier seconded the motion. The **motion carried 3-0.**

Under Agenda Item III

There were no presentations.

Under Agenda Item IV

Information and Discussion Agenda

A. Media and information

No comments.

B. Executive Director's Reports:

1. Update on the North and South Shoreline Stabilization Project

Mr. Gray gave a presentation to the Commission that included images of the North Shoreline Stabilization Project prior to and post construction. He also shared recent photos of ongoing work on the south shoreline, where he said 20 sections will be repaired between the western groin near the T-Dock and the area beneath the Sebastian Inlet Bridge.

2. Review of the District 2021/22 Accomplishments and 2022/2023 Goals and Objectives

Mr. Gray highlighted some of the District's accomplishments during the current fiscal year.

3. Submittal of Beach Management Funding Assistance Program Local Government Funding Request – FY 2023/24 – Sebastian Inlet IMP

On July 27, District staff applied to DEP for cost-share funding for a continuation of post-construction monitoring of its Truck Haul project and dredging project, as well as funding request for a supplemental bypassing project. The total grant request is \$562,550, which represents 50% of the estimated project costs. The District will fund the remaining project costs.

4. Discussion of the Memorandum of Understanding Between Indian River County and the District and the District for Coordination of Supplemental Beach Renourishment and Related Coastal Activities

In response to Vice Chairman Mitchell's request during the July meeting Mr. Gray discussed the District 2013 MOU with Indian River County to coordinate beach management activities in Sectors 1 and 2, and supplemental fill opportunities in Sector 3. In 2019, the MOU was renewed and extended to April 1, 2023. Commissioner Mitchell said the DEP had urged the District and Indian River County to establish an MOU during the original TAC meetings several years ago. She thanked Mr. Gray for bringing the MOU forward.

5. Discussion of Consent Agenda

Under Agenda Item V

Public Outreach Activities — Mr. Garland provided a brief update on outreach activities, including an upcoming feature article about Wayne Landry, who provides the District with a weekly fishing report for the District's website.

Under Agenda Item VI

Draft FY2022-23 Second Detailed Budget Discussion

Mr. Kershaw said the Tentative Millage and Budget Hearing will occur on September 14 and the North Indian River County Library in Sebastian. There are minor changes to the budget on three line items.

Under Agenda Item VII

Park Matters — Ken Torres, SISP Park Manager

Mr. Torres said he appreciates the District's infrastructure improvement projects at the park.

Under Agenda Item VIII

Legal Counsel Update — Jack Kirschenbaum (Gray Robinson)  
Nothing to report.

Under Agenda Item IX

Public Comment Period

There were no public comments.

Under Item X

Consent Agenda

A. Authorized Work for Commission Review

None at this time

B. Recommended for Approval

1. Personal Protective Equipment Policy

Mr. Kershaw cited a number of upcoming projects that will require staff to be on site. For safety reason, the District needed to establish a Personal Protective Equipment Policy. The District modeled its policy after that of Brevard County. The policy will allow for a reimbursement of up to \$150 for protective footwear.

2. Work Order No. 2122-025-CRI (Carr Riggs Ingram) Audit of Financial Statements for the Period Ending September 30, 2022

The cost for the audit for FY 2021-22 by Carr Riggs Ingram has increased by 10 percent to \$22,000. New software fees to support the District's compliance with the new Government Accounting Standards Board's Statement 87 (leases) are \$1,500 plus \$1,200 annually.

3. Work Order No. 2122-026-CCinc., Coastal Connections Inc. Beach Basket Pilot Program – North Shore Project Area

Mr. Gray said the District Coastal Connections Inc. to develop a pilot program to collect trash and organize volunteers for clean-up events at the newly refurbished North Shore. He introduced Ms. Cope, who displayed a basket typical of those used in the program. Ms. Cope said the program will include the tracking of baskets and quarterly reports to the District. The program has been successful in St. Lucie and Indian River Counties. The first opportunity to use the baskets for a major event at the Inlet is during International Coastal Clean-up Day on September 17. Cost to the District is \$3,000.

4. Change Order No. 1 – Work Order No. 2122-014-S&S, Sea & Shoreline, LLC – North and South Shoreline Stabilization Project

Mr. Gray said that due to challenges in the transporting of material to the North Shore Shoreline Stabilization Project, Sea & Shoreline has requested 51-day extension to complete the South Shoreline portion of the project. Change Order No. 1 extends the contract completion date from August 31, 2022 to October 21, 2022. There is no cost to the District to fulfill this request.

5. Change Order No. 1 – Work Order No. 2122-01-ESA, Environmental Science Associates – North and South Shoreline Stabilization – Additional Construction Inspection & Engineer of Record Services

Mr. Gray said ESA is the engineer of record for the North and South Shoreline Stabilization Project. Due to the request for the time extension (Consent Agenda Item 4), the change order provides an additional \$15,885 for engineering and inspection services.

Commissioner Mitchell made a motion to approve the Consent Agenda. Commissioner Frazier seconded the motion. The **motion carried 3-0.**

Under Agenda Item XI

Commissioner Items

Chairwoman Lawton Seal — Nothing

Commissioner Frazier — Commissioner Frazier will be absent for the September 28 Final Millage Rate and Budget hearing.

Commissioner Rowland — Absent

Commissioner Mitchell — Nothing

Commissioner Hendricks — Absent

Under Item XII

Unfinished Business

Commissioner Mitchell asked Mr. Gray to pursue updating the Sebastian Inlet District's Economic Benefit Analysis. Mr. Gray said he is pursuing and will update the Board when he has additional information.

Under Item XIII

New Business

Chairman Lawton Seal said the Commission has received a letter from Commissioner Hendricks, requesting a resignation from the Secretary/Treasurer position. Commissioner Mitchell made a motion to nomination Commissioner Rowland as the interim Secretary/Treasurer. Commissioner Frazier seconded the motion. **The motion passed 3-0.**

Under Item XIV

Adjournment — Chairwoman Lawton Seal adjourned the meeting at 4:41 p.m.

Secretary/Treasurer

Date

2/27/22