



**SEAGROVE
COMMUNITY DEVELOPMENT
DISTRICT**

**ST. LUCIE COUNTY
REGULAR BOARD MEETING
NOVEMBER 17, 2023
2:00 P.M.**

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

www.seagrovecdd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
SEAGROVE
COMMUNITY DEVELOPMENT DISTRICT
Special District Services, Inc. – Tradition Management Offices
10807 SW Tradition Square
Port St. Lucie, FL 34987
1-877-873-8017 Access #9758310
REGULAR BOARD MEETING
November 17, 2023
2:00 P.M.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. June 30, 2023 Regular Board Meeting & Public Hearing Minutes.....Page 3
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2023-24 – Adopting a Fiscal Year 2022-2023 Amended Budget..Page 6
- I. Administrative and Operational Matters
- J. Board Members & Staff Closing Comments
- K. Adjourn

Publication Date
2023-10-13

Subcategory
Miscellaneous Notices

BOARD OF SUPERVISORS MEETING DATES
SEAGROVE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024

The Board of Supervisors of the Seagrove Community Development District (the District) will hold their regular meetings for Fiscal Year 2023/2024 at 2:00 p.m. at Special District Services, Inc., Tradition Management Offices located at 10807 SW Tradition Square, Port St. Lucie, FL 34987, as follows:

October 27, 2023
November 17, 2023
December 22, 2023
January 26, 2024
February 23, 2024
March 29, 2024
April 26, 2024
May 31, 2024
June 28, 2024
July 26, 2024
August 30, 2024
September 27, 2024

The meetings are open to the public and will be conducted in accordance with the provision of Florida law for community development districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. Copies of the Agendas for any of the meetings may be obtained from the Districts website at www.seagrovecdd.org or by contacting the District Manager at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (561) 630-4922 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

Any person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Meetings may be cancelled from time to time without advertised notice.

District Manager
SEAGROVE COMMUNITY DEVELOPMENT DISTRICT
www.seagrovecdd.org
Publish: October 13, 2023 TCN9389141

**SEAGROVE COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 30, 2023**

A. CALL TO ORDER

District Manager Andrew Karmeris called the June 30, 2023, Regular Board Meeting & Public Hearing of the Seagrove Community Development District (the “District”) to order at 2:13 p.m. at the offices located at 10807 SW Tradition Square, Port St. Lucie, Florida 34987.

B. PROOF OF PUBLICATION

Mr. Karmeris presented proof of publication that Notice of the Regular Meeting had been published in the *St. Lucie News Tribune* on March 21, 2023, as legally required.

C. ESTABLISH QUORUM

A quorum was established with the presence of the following Board Members and it was in order to proceed:

Chairman	Gregory Pettibon	Present
Vice Chairman	Chris Cutler	Present
Supervisor	Matthew Pisciotta	Absent
Supervisor	Kayla Holody	Absent
Supervisor	Jared Shaver	Present

Staff present included:

District Manager	Andrew Karmeris	Special District Services, Inc.
District Manager	Frank Sakuma	Special District Services, Inc.
District Counsel	Gregory George (via phone)	Billing, Cochran
District Engineer	Tim Foster (via phone)	Caulfield & Wheeler, Inc.

Also present was Eugene Collings-Bonfill.

D. ADDITIONS OR DELETIONS TO AGENDA

None.

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

There were no comments from the public for items not on the agenda.

F. APPROVAL OF MINUTES

1. May 26, 2023 Regular Board Meeting & Public Hearing Minutes

A **motion** was made by Mr. Shaver, seconded by Mr. Pettibon and passed unanimously approving the minutes of the May 26, 2023, Regular Board Meeting & Public Hearing Minutes, as presented.

The regular board meeting was recessed, and the public hearing on the Fiscal Year 2023/2024 Final Budget was opened at 2:14 p.m.

G. PUBLIC HEARING – ADOPTING A FISCAL YEAR 2023/2024 FINAL BUDGET

1. Proof of Publication

Proof of publication was presented that a notice of the Public Hearing had been published in *St. Lucie News Tribune* on June 9, 2023 and June 16, 2023, as legally required.

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

Mr. Karmeris opened the public comment portion of the Public Hearing to receive comments from the public on the Fiscal Year 2023/2024 Final Budget. There being no comments, Mr. Karmeris closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2023-21 – Adopting a Fiscal Year 2023/2024 Final Budget

Mr. Karmeris presented.

RESOLUTION NO. 2023-21

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SEAGROVE COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2023/2024 FINAL BUDGET PURSUANT TO CHAPTER 190, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Shaver, seconded by Mr. Pettibon and passed unanimously adopting Resolution No. 2023-21 – Adopting the Fiscal Year 2023/2024 Final Budget, as presented.

The public hearing on the Fiscal Year 2023/2024 Final Budget was closed at 2:15 p.m. and the regular board meeting reconvened.

H. OLD BUSINESS

There was no old business.

J. NEW BUSINESS

1. Consider Resolution No. 2023-22 – Adopting a Fiscal Year 2023/2024 Meeting Schedule

Mr. Karmeris presented.

RESOLUTION NO. 2023-22

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SEAGROVE COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING

SCHEDULE FOR THE FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Cutler, seconded by Mr. Pettibon and passed unanimously adopting Resolution No. 2023-22 – Adopting a Fiscal Year 2023/2024 Meeting Schedule, as presented.

2. Consider Resolution No. 2023-23 – Adopting a Records Retention Policy

Mr. Karmaris presented.

RESOLUTION NO. 2023-23

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

A **motion** was made by Mr. Cutler, seconded by Mr. Pettibon and passed unanimously adopting Resolution No. 2023-23 – Adopting a Records Retention Policy, as presented.

3. Consider Appointment of Audit Committee & Approval of Evaluation Criteria

A **motion** was made by Mr. Shaver, seconded by Mr. Pettibon and passed unanimously appointing the Board of supervisors as the audit committee and approving the evaluation criteria, as presented.

4. Consider Selection of District Engineer

The Board reviewed the ranking of proposals and noted that the main differences among the three (3) proposals were location and work previously awarded to consultant by District. A discussion ensued.

A **motion** was made by Mr. Cutler, seconded by Mr. Pettibon and passed unanimously selecting Caulfield & Wheeler as the District Engineer. Mr. Pettibon extended thanks to the other engineering firms that submitted proposals and thanks Mr. Bonfill who was present in person.

K. ADMINISTRATIVE MATTERS

There were no administrative matters.

L. BOARD MEMBERS COMMENTS

There were no board member comments.

M. ADJOURN

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 2:21 p.m. by Chairman Pettibon. There were no objections.

Secretary
Chairperson

Chairperson

RESOLUTION NO. 2023-24

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SEAGROVE COMMUNITY DEVELOPMENT DISTRICT, THAT:

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

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

PASSED, ADOPTED and EFFECTIVE this 17th day of November, 2023.

ATTEST:

**SEAGROVE
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chair/Vice Chair

Seagrove
Community Development District

**Amended Final Budget For
Fiscal Year 2022/2023
February 22, 2023 - September 30, 2023**

AMENDED FINAL BUDGET
SEAGROVE COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2022/2023
FEBRUARY 22, 2023 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 2/22/23 - 9/30/23	AMENDED FINAL BUDGET 2/22/23 - 9/30/23	YEAR TO DATE ACTUAL 2/22/23 - 9/29/23
REVENUES			
O&M Assessments	0	0	0
Developer Contribution	74,375	74,375	74,375
Debt Assessments	0	0	0
Interest Income	0	354	354
TOTAL REVENUES	\$ 74,375	\$ 74,729	\$ 74,729
EXPENDITURES			
Administrative Expenditures			
Supervisor Fees	0	0	0
Management	21,000	21,000	21,000
Legal	30,000	9,933	9,933
Assessment Roll	0	0	0
Audit Fees	0	0	0
Arbitrage Rebate Fee	0	0	0
Insurance	5,000	2,534	2,534
Legal Advertisements	5,000	6,300	5,223
Miscellaneous	1,500	1,250	382
Postage	200	145	127
Office Supplies	2,500	580	542
Dues & Subscriptions	175	125	125
Organizational Meeting Fee	5,000	5,000	5,000
Trustee Fees	0	0	0
Continuing Disclosure Fee	0	0	0
Total Administrative Expenditures	\$ 70,375	\$ 46,867	\$ 44,866
Maintenance Expenditures			
Engineering/Inspections	2,000	6,500	5,493
Miscellaneous Maintenance	2,000	0	0
Field Operations	0	0	0
Total Maintenance Expenditures	\$ 4,000	\$ 6,500	\$ 5,493
TOTAL EXPENDITURES	\$ 74,375	\$ 53,367	\$ 50,359
REVENUES LESS EXPENDITURES	\$ -	\$ 21,362	\$ 24,370
Bond Payments	0	0	0
BALANCE	\$ -	\$ 21,362	\$ 24,370
County Appraiser & Tax Collector Fee	0	0	0
Discounts For Early Payments	0	0	0
EXCESS/ (SHORTFALL)	\$ -	\$ 21,362	\$ 24,370

FUND BALANCE AS OF 9/30/22	
FY 2022/2023 ACTIVITY	
FUND BALANCE AS OF 9/30/23	

	\$0
	\$21,362
	\$21,362