

**MINUTES OF MEETING  
PALM BAY  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Palm Bay Community Development District held a Regular Meeting on April 11, 2024 at 9:00 a.m., at the Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677.

**Present were:**

Rob Bergman	Chair
Joe Aschenbrenner	Vice Chair
Speros Margetis (via telephone)	Assistant Secretary
Jay Timberlake (via telephone)	Assistant Secretary
Win Williamson	Assistant Secretary

**Also present:**

Chuck Adams	District Manager
-------------	------------------

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 9:05 a.m.

Supervisors Bergman, Aschenbrenner and Williamson were present. Supervisors Margetis and Timberlake attended via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments: Agenda Items**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Adams presented Resolution 2024-03. He reviewed the proposed Fiscal Year 2025 budget, which is largely unchanged from the Fiscal Year 2024 budget. In its current form,

assessments are fairly similar to Fiscal Year 2024, with an increase of 1.13% for Fiscal Year 2025, strictly based on expenses.

Discussion ensued regarding whether to utilize fund balance to keep assessments flat, increase the “Contingency” line item or proceed with the increase to build the surplus fund balance, which is currently projected to be 50% of the annual budget, which is fairly healthy.

Mr. Williamson discussed resident requests for improvements to the beach park, including picnic tables, barbecue grills, trash cans, a gazebo, benches, a fire pit, another kayak stand and electrical power.

Mr. Adams advised against sending a Mailed Notice for a 1% increase, given the mailing expense, and recommended a more meaningful increase if the Board proceeds with an increase. The consensus was to consider other pending projects and then make a decision.

Discussion ensued regarding pending and future projects, use of surplus fund balance, working capital, utility rates and utility maintenance costs.

Mr. Adams recommended holding significant projects until after the existing note is repaid; another five-year note can be taken, should there be sizable projects in the future. The current note will be paid in full in 2027.

It was noted that the roadways will need to be milled and paved.

The consensus was that milling and paving can wait until 2027.

The consensus was to utilize fund balance to keep assessments flat.

**On MOTION by Mr. Aschenbrenner and seconded by Mr. Margetis, with all in favor, Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law for July 11, 2024 at 9:00 a.m., at the Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Update: Required Ethics Training and Disclosure Filing**

- **Sample Form 1 2023/Filing Instructions**

Mr. Adams highlighted items in the Ethics Training Memorandum regarding completing this requirement by December 31, 2024. He explained the new process of filing Form 1 electronically, beginning in 2024, and reporting completion of the ethics training requirement

on Form 1 when filing it in 2025. The ethics training is an annual requirement. CDD Supervisors are not required to file Form 6.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

Mr. Adams presented Resolution 2024-04.

The following change was made to the Fiscal Year 2025 Meeting Schedule:

DATE: Delete "October 10, 2024" and add "November 14, 2024" Regular Meeting

**On MOTION by Mr. Bergman and seconded by Mr. Aschenbrenner, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05, Relating to the Amendment of the General Fund Portion of the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date**

Mr. Adams presented Resolution 2024-05. He reviewed the General Fund budget and noted that the Amendment is necessary because total expenditures exceeded budget by approximately \$22,000. The Amendment increases the budget by \$32,000 as an extra buffer of \$10,000 was added to the \$22,000 increase, in an abundance of caution. This will avoid a finding in the annual audit.

**On MOTION by Mr. Margetis and seconded by Mr. Bergman, with all in favor, Resolution 2024-05, Relating to the Amendment of the General Fund Portion of the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date, was adopted.**

Mr. Adams presented the Unaudited Financial Statements as of February 29, 2024.  
The financials were accepted.

**EIGHTH ORDER OF BUSINESS**

**Approval of January 11, 2024 Public  
Hearing and Regular Meeting Minutes**

Mr. Adams presented the January 11, 2024 Public Hearing and Regular Meeting Minutes.

**On MOTION by Mr. Bergman and seconded by Mr. Aschenbrenner, with all in favor, the January 11, 2024 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Straley Robin Vericker**
- B. District Engineer: Landmark Engineering & Surveying Corp.**
- C. District Manager: Wrathell, Hunt and Associates, LLC**

There were no District Counsel or District Engineer reports.

- **NEXT MEETING DATE: July 11, 2024 at 9:00 AM**
  - **QUORUM CHECK**

Supervisors Aschenbrenner, Timberlake and Williamson confirmed their in-person attendance at the July 11, 2024 meeting. Supervisors Bergman and Margetis will not attend.

**TENTH ORDER OF BUSINESS**

**Public Comments: Non-Agenda Items**

No members of the public spoke.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests**

A Board Member discussed potholes at the front entrance and stated he received one quote so far; the vendor has a \$4,500 minimum for pothole repairs.

Discussion ensued regarding pothole repair methods and locations to be addressed near the front gate, on Hatteras Drive and locations where standing water collects.

**On MOTION by Mr. Aschenbrenner and seconded by Mr. Margetis, with all in favor, engaging a vendor to perform the pothole repairs, in a not-to-exceed amount of \$7,500, was approved.**

Discussion ensued regarding dead Washingtonian palm trees near the entrance and the need for diseased trees to be removed.

It was noted that the removal cost is \$500 per tree. One dead tree will be removed now and additional trees will be removed subject to need.

Discussion ensued regarding the status of the beach, the request for a slab and a gazebo and installation of an additional kayak rack, bench seats, a firepit and a grill.

The consensus was to defer to the HOA to approve the appearance and manner of improvements and for the CDD to fund it.

Mr. Margetis suggested requiring kayaks to be registered annually, have a registration sticker affixed and have assigned slots to prevent the area from becoming like a storage facility. He will work with the HOA in this regard.

A Board Member asked what can be done about nonresident youths that are trespassing, fishing and harvesting bass at the marina.

Discussion ensued regarding the need for residents to call law enforcement. It was noted that the finger docks are private and that residents are welcome to fish in the area.

Mr. Adams suggested posting signage indicating that the area is for use by residents and their guests only, so that law enforcement can enforce trespassing violations.

Discussion ensued regarding possible sign locations.


**Mr. Margetis left the meeting at 9:59 a.m.**

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Aschenbrenner and seconded by Mr. Williamson, with all in favor, the meeting adjourned at 10:00 a.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair