

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

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

**Present were:**

Rob Bergman  
Jay Timberlake  
Win Williamson

Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Chuck Adams  
Ben Sheets (via telephone)

District Manager  
Grau & Associates

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 9:06 a.m.

Supervisors Bergman, Timberlake and Williamson were present. Supervisors Margetis and Aschenbrenner were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments: Agenda Items**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Presentation of Audited Financial Report  
for Fiscal Year Ended September 30, 2023,  
Prepared by Grau & Associates**

Mr. Steets presented the Audited Financial Report for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

Regarding the Enterprise Fund, Mr. Adams recalled the decision to keep assessments flat but to increase the water and sewer rate structures to avoid future deficits, as it is barely breaking even. He anticipates presenting another rate increase at the next meeting to keep pace with Hillsboro County and to slightly build up fund balance to avoid initiating annual rate increases.

Mr. Steets stated that he also observed CDD Utility Fund rate increases in the past year.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-06, Hereby Accepting the Audited Financial Report for Fiscal Year Ended September 30, 2023**

**On MOTION by Mr. Williamson and seconded by Mr. Bergman, with all in favor, Resolution 2024-06, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2024/2025 Budget**

- A. Proof/Affidavit of Publication**
- B. Consideration of Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Adams reviewed the additional budget line item changes he made to the proposed Fiscal Year 2025 budget and noted that it increases the General Fund assessments to \$1,935.07, which is only a slight increase and is within the maximum assessment level previously set.

Discussion ensued regarding potential changes to the Enterprise Fund, obtaining quotes for structural repairs to the boat cradle system instead of replacing it now, the repairs made to date, identifying parts of the boat cradle system to repair, which parts are in urgent need of repair and deemed a safety concern, difficulty finding contractors to make repairs versus replacement, determining when repairs are no longer reasonable compared to proceeding with full replacement.

Discussion ensued regarding the proposal behind Item 7A, which is based on the 2024 Annual Inspection; proceeding with structural repairs; researching when the CDD replaced the gaskets and damaged guide wheel; and obtaining new proposals.

**Mr. Adams opened the Public Hearing.**

No affected property owners or members of the public spoke.

**Mr. Adams closed the Public Hearing.**

**On MOTION by Mr. Bergman and seconded by Mr. Timberlake, with all in favor, Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Mr. Williamson and seconded by Mr. Bergman, with all in favor, Resolution 2024-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Boat Cradle System Proposals**

This item was discussed during the Fifth Order of Business.

- A. Mazzella Companies Quote #DP104176 [2024 Annual Inspection Repairs to Boat Lift]**

**B. MB Marine Construction Estimate #115 [Remove and Replace Current System]**

Mr. Bergman will obtain proposals from local steel fabricators while Mr. Adams obtains proposals.

Discussion ensued regarding the proposed project scope and funding.

**On MOTION by Mr. Williamson and seconded by Mr. Bergman, with all in favor, authorizing the District Manager to work with the Chair to commence with the most cost-efficient repairs to keep the Boat Cradle System operating safely and, in the event it is not cost efficient to proceed with repairs, authorizing Mr. Adams to work on another funding source or an extension of the existing Note and to proceed with replacing the system, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of May 31, 2024**

Mr. Adams presented the Unaudited Financial Statements as of May 31, 2024.

The financials were accepted.

**NINTH ORDER OF BUSINESS**

**Approval of April 11, 2024 Regular Meeting Minutes**

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

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Straley Robin Vericker**

**B. District Engineer: Landmark Engineering & Surveying Corp.**

There were no District Counsel or District Engineer reports.

**C. District Manager: Wrathell, Hunt and Associates, LLC**

- **187 Registered Voters in District as of April 15, 2024**
- **NEXT MEETING DATE: November 14, 2024 at 9:00 AM [Landowners' Meeting and Regular Meeting]**

○ **QUORUM CHECK**

Mr. Adams stated that Seats 1, 3 and 4, currently held by Supervisors Bergman, Aschenbrenner and Timberlake, respectively, will be up for election at the November 14, 2024 Landowner’s meeting.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments: Non-Agenda Items**

No members of the public spoke.

**TWELFTH ORDER OF BUSINESS**

**Supervisors’ Requests**

Mr. Bergman stated that the aerators at the marina are not working again and overgrown weeds are getting caught in the boat propellers. Mr. Adams stated that he notified SOLitude and, in the meantime, he suggests checking the aerator breaker box in case it was tripped. He will advise SOLitude to treat the weeds.

Mr. Bergman asked that SOLitude submit a schedule and regular Treatment Reports.

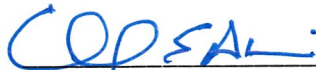
Discussion ensued regarding the accounts payable cycle, vendor ability to submit invoices directly to the CDD’s digital mail box, a blue hue emitted by the new lighting, street lighting systems transitioning to LED lights and the status of posting new signage at the kayak ramp and front gate.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
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Secretary/Assistant Secretary

  
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Chair/Vice Chair