



**DELTA FARMS
WATER CONTROL DISTRICT**

INDIAN RIVER COUNTY

**REGULAR BOARD MEETING
JULY 18, 2023
8:00 A.M.**

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

www.deltafarmswcd.org

561.630.4922 Telephone

877.SDS.4922 Toll Free

561.630.4923 Facsimile

AGENDA
DELTA FARMS
WATER CONTROL DISTRICT
1708 21st Street
Vero Beach, Florida 32960
REGULAR BOARD MEETING
July 18, 2023
8:00 A.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
- F. Approval of Minutes
 - 1. June 20, 2023 Regular Board Meeting Minutes.....Page 3
- G. Reports
 - 1. Treasurer’s Report.....Page 6
 - 2. Engineer
 - Status Report
 - 3. Attorney
 - 4. Chairman
- H. Old Business
 - 1. Update on Colella FPL Permit
 - 2. Update on Lex Kromhout Request
- I. New Business
 - 1. Consider Resolution No. 2023-03 – Adopting a Records Retention Policy.....Page 13
- J. Administrative Matters
- K. Board Members Comments
- L. Adjourn

Treasure Coast Newspapers

PART OF THE USA TODAY NETWORK

Indian River Press Journal
1801 U.S. 1, Vero Beach, FL 32960
AFFIDAVIT OF PUBLICATION

DELTA FARMS WCD
2501 BURNS RD # A

PALM BEACH GARDENS, FL 33410-5207

STATE OF WISCONSIN
COUNTY OF BROWN

Before the undersigned authority personally appeared, said legal clerk, who on oath says that he/she is a legal clerk of the Indian River Press Journal, a daily newspaper published at Vero Beach in Indian River County, Florida: that the attached copy of advertisement was published in the Indian River Press Journal in the following issues below. Affiant further says that the said Indian River Press Journal is a newspaper published in Vero Beach in said Indian River County, Florida, and that said newspaper has heretofore been continuously published in said Indian River County, Florida, daily and distributed in Indian River County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid or promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper. The Indian River Press Journal has been entered as Periodical Matter at the Post Offices in Vero Beach, Indian River County, Florida and has been for a period of one year next preceding the first publication of the attached copy of advertisement.

Issue(s) dated before where the dates are noted or by publication on the newspaper's website, if authorized, on :

05/05/2023

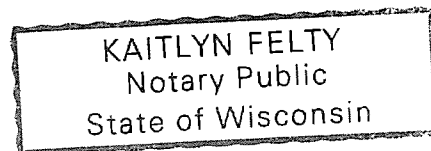
Matt Vero

Subscribed and sworn to before on May 5, 2023:

Kaitlyn Felty
Notary, State of WI, County of Brown

3/7/27

My commission expires



Publication Cost: \$155.61
Ad No: 0005686653
Customer No: 2293504
PO #:

of Affidavits 1

DELTA FARMS WATER CONTROL DISTRICT
REVISED FISCAL YEAR
2022/2023 REGULAR MEETING
SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Delta Farms Water Control District (the "District") will hold Regular Board Meetings (the "Meeting" or "Meetings") at the offices of Carter Associates located at 1708 21st Street, Vero Beach, Florida 32960 at 8:00 a.m. on the following dates:

May 16, 2023

June 20, 2023

July 18, 2023

August 15, 2023

September 19, 2023

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website www.deltafarmswcd.org or by contacting the District Manager at 772-345-5119 or by email at bsakuma@sdsinc.org and/or toll free at 1-877-737-4922 prior to the date of the particular meeting. The Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for special districts. The Meetings may be continued to a date, time and place to be specified on the record at the Meeting.

From time to time a Supervisor may participate by telephone; therefore, a speaker telephone may be present at the meeting location so that Supervisor may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 772-345-5119 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

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

DELTA FARMS WATER CONTROL DISTRICT
www.deltafarmswcd.org
Publish May 5, 2023
TCN 5686653

**DELTA FARMS WATER CONTROL DISTRICT
REGULAR BOARD MEETING MINUTES
JUNE 20, 2023**

A. CALL TO ORDER

The June 20, 2023, Regular Board Meeting of the Delta Farms Water Control District (the “District”) was called to order at 8:08 a.m. at the Offices of Carter Associates located at 1708 21st Street, Vero Beach, Florida 32960.

B. PROOF OF PUBLICATION

Mr. Sakuma presented proof of publication that notice of the Regular Board Meeting was published in the *Indian River Press Journal* on May 5, 2023, as required by law.

C. ESTABLISH QUORUM

Mr. Sakuma stated that the attendance of Supervisors Clayton Amestoy, Tim Dooley and Rusty Banack constituted a quorum and it was in order for the meeting to proceed.

D. ADDITIONS OR DELETIONS TO AGENDA

Mr. Banack asked for an addition to the Old Business section of the agenda: Consideration of FPL Easement to serve Colella property. The agenda, as amended, was adopted without objection.

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 16, 2023, Regular Board Meeting

There were several edits made by the Board to the minutes. The May 16, 2023, Regular Board Meeting minutes were approved, as amended, on a **motion** made by Mr. Dooley, seconded by Mr. Banack. The **motion** passed unanimously.

G. REPORTS

1. Treasurer

Mr. Banack presented the financials provided in the Board package. After review with Supervisors of the expenses and account balances, he recommended shifting funds from checking to the money market account to take advantage of better interest rates. The Board agreed, and consensus was that \$50,000 was sufficient to remain in checking with remainder in the money market account.

2. Engineer

District Engineer, Mr. Spencer, referred the Board to his handout and went over the rain reports, reservoir and lateral U-stage summary and water pumping reports. The Board reviewed the draft

pump station maintenance schedule handout and discussed the benefit of repairing existing equipment versus purchasing new. Mr. Spencer noted that several rain gauges needed to be repaired. Mr. Dooley recommended evaluating newer gauges with real-time reporting. The Board was advised that Future Horizons, contracted vendor for aquatic maintenance, would be using aquatic 2, 4-d in canal B during the summer.

3. Attorney

There was no Attorney Report at this time.

4. Secretary

There was no Secretary Report at this time.

5. Chairman

There was no Chairman Report at this time.

H. OLD BUSINESS

1. Update on Cynthia Colella FPL Permit & Consideration of Easement

Prior to the meeting, Mr. Banack and Mr. Dooley each participated in field visits to the eastern border of the District in an effort to determine the most appropriate route of FPL power to the Colella property. After much discussion about whether to cross through the Kromhout property, top of District dike, or along the District road, the Board determined it most appropriate to run the power lines along the District road. There was a **motion** authorizing the District to provide an FPL easement from Mr. Kromhout's transformer, then east under District property/canal, then north along the District road on the District's eastern boundary to the Colella parcel, made by Mr. Banack, seconded by Mr. Dooley. The **motion** passed unanimously.

4. Lex Kromhout Request

The Board discussed the several options that could possibly assist District neighbor, Mr. Kromhout, to memorialize his access road which appears to have been constructed partially on District property. After several meetings, including one in which Mr. Kromhout presented his request to the Board, it was determined the best course would be to authorize a conveyance of land to Mr. Kromhout, at his expense. The Board authorized only the conveyance of land on which the road currently exists. There was a **motion** authorizing conveyance of the district land on which Mr. Kromhout's road currently exists, to Mr. Kromhout, with all expenses incurred in the transfer to be paid by Mr. Kromhout, made by Mr. Dooley, seconded by Mr. Banack. The **motion** passed unanimously.

I. NEW BUSINESS

There were no new business matters discussed.

J. ADMINISTRATIVE MATTERS

There were no administrative matters discussed.

K. BOARD MEMBER COMMENTS

There were no further comments from the Board.

L. ADJOURNMENT

Mr. Sakuma advised that July 18, 2023, would be the next scheduled meeting.

There being no further District business, Chairman Amestoy adjourned the meeting at 9:41 a.m. without objection.

Secretary

Chairman

Delta Farms
Water Control District

**Financial Report For
June 2023**

**DELTA FARMS WATER CONTROL DISTRICT
MONTHLY FINANCIAL REPORT
JUNE 2023**

	Annual Budget 10/1/22 - 9/30/23	Actual Jun-23	Year To Date Actual 10/1/22 - 6/30/23
REVENUES			
O & M ASSESSMENTS	210,650	0	211,779
OTHER REVENUES	0	0	400
INTEREST INCOME - MONEY MARKET	0	0	1,630
INTEREST INCOME - PRIME	0	0	173
NET FMIT INTEREST INCOME	0	0	19,211
LOSS ON FMIT FUNDS	0	0	-7,699
TOTAL REVENUES	\$ 210,650	\$ -	\$ 225,494
EXPENDITURES			
MAINTENANCE EXPENDITURES			
AQUATIC WEED CONTROL	20,000	0	20,646
CANAL MAINTENANCE	5,000	0	1,000
FUEL	60,000	9,356	34,958
REPAIRS	20,000	0	63,657
R/W MAINTENANCE	22,500	0	0
SUPPLIES	1,000	0	53
WATER QUALITY TESTING	1,250	0	648
TOTAL MAINTENANCE EXPENDITURES	\$ 129,750	\$ 9,356	\$ 120,962
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATIVE	3,911	0	0
ENGINEERING	6,000	0	22,319
INSURANCE	12,000	0	13,826
LEGAL AND ACCTG.	6,600	0	210
LEGAL ADVERTISING	0	0	1,050
MANAGEMENT	22,000	2,000	18,000
MISCELLANEOUS	2,000	0	814
DUES & SUBSCRIPTIONS	0	0	175
OFFICE	250	60	603
RESERVES	15,500	0	0
BANK SERVICE CHARGES	0	0	84
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 68,261	\$ 2,060	\$ 57,081
TOTAL EXPENDITURES	\$ 198,011	\$ 11,416	\$ 178,043
REVENUES LESS EXPENDITURES	\$ 12,639	\$ (11,416)	\$ 47,451
DEBT PAYMENTS	0	0	0
BALANCE	\$ 12,639	\$ (11,416)	\$ 47,451
COUNTY APPRAISER & TAX COLLECTOR FEES	(4,213)	0	(3,300)
DISCOUNTS FOR EARLY PAYMENTS	(8,426)	0	(5,860)
EXCESS/ (SHORTFALL)	\$ -	\$ (11,416)	\$ 38,291
CARRYOVER FROM PRIOR YEAR	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ (11,416)	\$ 38,291

Bank Balance As Of 6/30/23	\$ 914,588.56	Bank Account Balances	
Accounts Payable As Of 6/30/23	\$ 11,571.52	FMIT HQ:	\$ 303,821.24
Accounts Receivable As Of 6/30/23	\$ 200.00	Marine Bank (Checking):	\$ 107,509.95
Other Current Assets As Of 6/30/23	\$ -	Marine Bank (MMA):	\$ 496,347.61
Other Assets As Of 6/30/23	\$ 15,000.00	SBA:	\$ 6,909.76
Available Funds As Of 6/30/23	\$ 918,217.04	TOTAL:	\$ 914,588.56

DELTA FARMS WATER CONTROL DISTRICT
Expenditures
October 2022 through June 2023

Expenditures	<u>Date</u>	<u>Invoice #</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
ADMINISTRATIVE EXPENSES					
BANK SERVICE CHARGES					
	10/12/2022			Service Charge	14.00
	10/31/2022			Service Charge	10.00
	11/30/2022			Service Charge	10.00
	12/31/2022			Service Charge	10.00
	01/31/2023			Service Charge	10.00
	01/31/2023			Service Charge	10.00
	03/31/2023			Service Charge	10.00
	04/28/2023			Service Charge	10.00
Total BANK SERVICE CHARGES					<u>84.00</u>
dues, subscriptions					
	10/03/2022	85920	Florida Department of Economic Opportunit	Special district fee 2022/2023	175.00
Total dues, subscriptions					<u>175.00</u>
ENGINEERING					
	10/31/2022	8840-340	CARTER ASSOCIATES, INC.	engineering thru 10/31/2022	3,375.00
	11/30/2022	8840-341	CARTER ASSOCIATES, INC.	engineering thru 11/30/2022	1,050.00
	12/31/2022	8840-342	CARTER ASSOCIATES, INC.	engineering thru 12/31/2022	5,245.00
	01/31/2023	8840-343	CARTER ASSOCIATES, INC.	engineering thru 01/31/23	3,362.50
	02/28/2023	8840-344	CARTER ASSOCIATES, INC.	engineering thru 02/28/2023	3,623.48
	03/31/2023	8840-345	CARTER ASSOCIATES, INC.	engineering thru 03/31/2023	375.00
	04/30/2023	8840-346	CARTER ASSOCIATES, INC.	engineering thru 04/30/2023	3,544.83
	05/31/2023	8840-347	CARTER ASSOCIATES, INC.	engineering thru 05/31/2023	1,743.34
Total ENGINEERING					<u>22,319.15</u>
INSURANCE					
	10/01/2022	17197	Egis Insurance & Risk Advisors	policy # 1001122947 10/1/22 - 10/1/23	12,856.00
	04/20/2023	18152	Egis Insurance Advisors	policy # 11355723 (06/01/2023 - 06/01/2024	963.36
	05/01/2023	18186	Egis Insurance Advisors	policy # 11355723 (06/01/2023 - 06/01/2024 (change)	6.66
Total INSURANCE					<u>13,826.02</u>
LEGAL & ACCOUNTING					
	12/31/2022	217028	Collins Brown Barkett Chartered	legal matters thru 12/31/2022	210.00
Total LEGAL & ACCOUNTING					<u>210.00</u>

DELTA FARMS WATER CONTROL DISTRICT
Expenditures
October 2022 through June 2023

	<u>Date</u>	<u>Invoice #</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Legal Advertisement					
	11/29/2022	0005126224	Treasure Coast Newspapers	Notice of Annual LO Mtg & Reg Board Mtg	314.64
	11/30/2022	0005126227	Treasure Coast Newspapers	Notice of Reg Board Mtg	121.41
	11/30/2022	0005126227	Treasure Coast Newspapers	RFP for Annual Audit Services	138.51
	12/31/2022	0005209688	Treasure Coast Newspapers	FY 22/23 Mtg Schedule	193.23
	01/01/2023	0005311121	Treasure Coast Newspapers	Notice of Reg Board Mtg	126.54
	05/05/2023	0005632847	Treasure Coast Newspapers	REVISED FY 22/23 Mtg Schedule	155.61
Total Legal Advertisement					<u>1,049.94</u>
MANAGEMENT FEES					
	10/31/2022	2022-1697	Special District Services	management fee October 2022	2,000.00
	11/30/2022	2022-1801	Special District Services	management fee November 2022	2,000.00
	12/31/2022	2022-2011	Special District Services	management fee December 2022	2,000.00
	01/31/2023	2023-0098	Special District Services	management fee January 2023	2,000.00
	02/28/2023	2023-0206	Special District Services	management fee February 2023	2,000.00
	03/31/2023	2023-0316	Special District Services	management fee March 2023	2,000.00
	04/30/2023	2023-0422	Special District Services	management fee April 2023	2,000.00
	05/31/2023	2023-0550	Special District Services	management fee May 2023	2,000.00
	06/30/2023	2023-0661	Special District Services	management fee June 2023	2,000.00
Total MANAGEMENT FEES					<u>18,000.00</u>
MISCELLANEOUS					
	10/01/2022	318	FLORIDA ASSOCIATION OF SPECIAL DISTRICT	membership 10/22 - 9/23	750.00
	11/30/2022	2022-1801	Special District Services	Travel October 2022	20.00
	01/31/2023	2023-0098	Special District Services	Travel - December 2022	20.00
	03/31/2023	2023-0316	Special District Services	travel - February 2023	24.24
Total MISCELLANEOUS					<u>814.24</u>

DELTA FARMS WATER CONTROL DISTRICT
Expenditures
October 2022 through June 2023

	<u>Date</u>	<u>Invoice #</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
OFFICE					
	10/31/2022	2022-1697	Special District Services	copier charges September 2022	13.80
	10/31/2022	2022-1697	Special District Services	Postage September 2022	23.01
	11/30/2022	2022-1801	Special District Services	copier charges October 2022	29.10
	11/30/2022	2022-1801	Special District Services	FedEx October 2022	57.05
	11/30/2022	2022-1801	Special District Services	meeting books October 2022	28.00
	12/31/2022	2022-2011	Special District Services	copier charges November 2022	14.55
	01/31/2023	2023-0098	Special District Services	copier charges December 2022	89.70
	01/31/2023	2023-0098	Special District Services	postage - December 2022	35.21
	01/31/2023	2023-0098	Special District Services	meeting books - December 2022	48.00
	02/28/2023	2023-0206	Special District Services	copier charges January 2023	0.75
	03/31/2023	2023-0316	Special District Services	copier charges February 2023	42.30
	03/31/2023	2023-0316	Special District Services	postage February 2023	27.08
	03/31/2023	2023-0316	Special District Services	meeting books February 2023	24.00
	04/30/2023	2023-0422	Special District Services	postage March 2023	1.20
	04/30/2023	2023-0422	Special District Services	FedEx March 2023	32.95
	05/31/2023	2023-0550	Special District Services	postage April 2023	8.34
	05/31/2023	2023-0550	Special District Services	FedEx April 2023	13.60
	05/31/2023	2023-0550	Special District Services	meeting books - April 2023	28.00
	05/31/2023	2023-0550	Special District Services	copier charges - April 2023	25.95
	06/30/2023	2023-0661	Special District Services	meeting books - May 2023	32.00
	06/30/2023	2023-0661	Special District Services	copier charges - May 2023	28.05
Total OFFICE					<u>602.64</u>
Total ADMINISTRATIVE EXPENSES					57,080.99
OPERATING EXPENSES					
AQUATIC WEED CONTROL					
	10/19/2022	75431	Future Horizons Inc	treated 19 acres of emergent & floating aquatics	3,990.00
	01/26/2023	76729	Future Horizons Inc	treated 19 acres of emergent & floating aquatics	4,011.00
	01/31/2023	76871	Future Horizons Inc	treated 53 acres of floating aquatics	7,950.00
	04/12/2023	77959	Future Horizons Inc	aquatic weed control	4,695.00
Total AQUATIC WEED CONTROL					<u>20,646.00</u>
CANAL MAINTENANCE					
	12/07/2022	793328	St Johns River Water Management District	application # 2262-8	1,000.00
Total CANAL MAINTENANCE					<u>1,000.00</u>

DELTA FARMS WATER CONTROL DISTRICT
Expenditures
October 2022 through June 2023

	<u>Date</u>	<u>Invoice #</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
FUEL					
	11/08/2022	1867456	Palmdale Oil Company, Inc.	fuel	3,757.95
	11/09/2022	1865402	Palmdale Oil Company, Inc.	fuel	8,454.81
	02/02/2023	1915598	Palmdale Oil Company, Inc.	fuel	4,095.21
	02/02/2023	1915603	Palmdale Oil Company, Inc.	fuel	4,093.97
	02/02/2023	1915534	Palmdale Oil Company, Inc.	fuel	5,124.75
	05/23/2023	784457	DEP - Storage Tank Registration	acct# STCM-5616 storage tank registration	75.00
	06/21/2023	2002927	Palmdale Oil Company, Inc.	fuel	9,355.86
Total FUEL					<u>34,957.55</u>
REPAIRS					
	10/11/2022	0063813	Sports Welding	Station C pample replaced clutch	760.00
	10/13/2022	272475	BLUE GOOSE GROWERS	install, maintain, operate portable pump station C	14,932.90
	11/18/2022	0063823	Sports Welding	Station A pample replaced fuel selinoid	760.00
	11/21/2022	9529	R&S METALWORKS	repair pump - remove, repair, and re-install	24,590.00
	04/30/2023	9661	R&S METALWORKS	repair pump - remove, repair, and re-install	22,614.00
Total REPAIRS					<u>63,656.90</u>
SUPPLIES					
	04/24/2023	314406	NAPA AUTO PARTS	air filter	52.79
Total SUPPLIES					<u>52.79</u>
WATER QUALITY TESTING					
	03/16/2023	2335537463	PACE ANALYTICAL SERVICES, INC.	sample 03/07/23 analytical charges	250.00
	03/17/2023	2335537853	PACE ANALYTICAL SERVICES, INC.	sample 03/07/23 analytical charges	398.30
Total WATER QUALITY TESTING					<u>648.30</u>
Total OPERATING EXPENSES					<u>120,961.54</u>
Total Expenditures					<u>178,042.53</u>

**DELTA FARMS WATER CONTROL DISTRICT
TAX COLLECTIONS
2022-2023**

#	ID#	PAYMENT FROM	DATE	FOR	Tax Collect Receipts	Interest Received	Commissions Paid	Discount	Net From Tax Collector	O&M Assessment Income (Before Discounts & Fees)	Debt Assessment Income (Before Discounts & Fees)	O&M Assessment Income (After Discounts & Fees)	Debt Assessment Income (After Discounts & Fees)
				GROSS *					\$210,650	\$210,650	\$0	\$210,650	\$0
				NET **					\$198,011	\$198,011	\$0	\$198,011	\$0
1	1	Indian River County Tax Collector	11/04/22	NAV Taxes	\$ 10,058.00		\$ (193.11)	\$ (402.32)	\$ 9,462.57	\$ 10,058.00		\$ 9,462.57	
2		Indian River County Prop Appraiser	11/07/22	Fees			\$ (1,800.00)		\$ (1,800.00)			\$ (1,800.00)	
3	2	Indian River County Tax Collector	12/16/22	NAV Taxes	\$ 54,614.00		\$ (1,048.59)	\$ (2,184.56)	\$ 51,380.85	\$ 54,614.00		\$ 51,380.85	
4	3	Indian River County Tax Collector	12/22/22	NAV Taxes	\$ 86,386.00		\$ (258.30)	\$ (2,591.58)	\$ 83,536.12	\$ 86,386.00		\$ 83,536.12	
5	Int - 1	Indian River County Tax Collector	01/27/23	Interest		\$ 36.94			\$ 36.94	\$ 36.94		\$ 36.94	
6	4	Indian River County Tax Collector	02/10/23	NAV Taxes	\$ 7,520.00			\$ (150.40)	\$ 7,369.60	\$ 7,520.00		\$ 7,369.60	
7	5	Indian River County Tax Collector	03/24/23	NAV Taxes	\$ 53,110.00			\$ (531.10)	\$ 52,578.90	\$ 53,110.00		\$ 52,578.90	
8	Int - 2	Indian River County Tax Collector	04/28/23	Interest		\$ 54.34			\$ 54.34	\$ 54.34		\$ 54.34	
9									\$ -				
10									\$ -				
11									\$ -				
12	EF	Indian River County Tax Collector		Excess Fees					\$ -				
13									\$ -				
14									\$ -				
15									\$ -				
16								\$ -	\$ -				
					\$ 211,688.00	\$ 91.28	\$ (3,300.00)	\$ (5,859.96)	\$ 202,619.32	\$ 211,779.28	\$ -	\$ 202,619.32	\$ -

Note: \$210,650 is 2022/2023 Budgeted assessments before discounts and fees.
\$198,011 is 2022/2023 Budgeted assessments after discounts and fees.

\$ 211,688.00	
\$ 91.28	\$ 202,619.32
\$ (211,779.28)	\$ (202,619.32)
\$ -	\$ -
\$ -	\$ -
\$ -	\$ 0.00

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DELTA FARMS 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.

WHEREAS, the Delta Farms Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a records retention policy (the “Records Retention Policy”) for immediate use and application.

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

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management

Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the Records Retention Policy, as amended as provided herein;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in Exhibit A. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in Exhibit A. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This Resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 18th day of July, 2023.

ATTEST:

**DELTA FARMS COMMUNITY
DEVELOPMENT DISTRICT**

Print name: _____
Secretary / Assistant Secretary

Print name: _____
Chairperson, Board of Supervisors

Exhibit A: Amendments to General Records Schedules Established by the Division

Exhibit A

Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.