



**EVERLANDS  
COMMUNITY DEVELOPMENT  
DISTRICT**

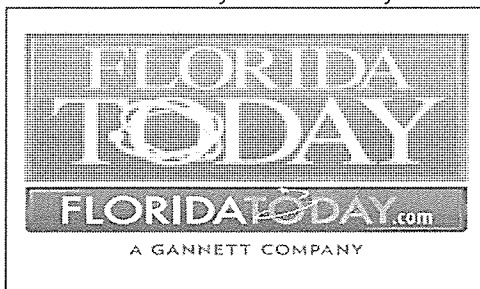
**REGULAR BOARD MEETING  
JUNE 11, 2021  
10:00 A.M.**

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

[www.everlandscdd.org](http://www.everlandscdd.org)  
561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**EVERLANDS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Offices of B.S.E. Consultants, Inc.  
312 South Harbour City Boulevard  
Melbourne, Florida 32949  
**REGULAR BOARD MEETING**  
June 11, 2021  
10:00 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 for Items Not on the Agenda
- F. Approval of Minutes
  - 1. May 14, 2021 Regular Board Meeting Minutes.....Page 2
- G. Old Business
- H. New Business
  - 1. Consider Approval of Engineer’s Report *(to be distributed under separate cover)*
  - 2. Consider Approval of Special Assessment Methodology *(to be distributed under separate cover)*
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn



SPECIAL DISTRICT SERVICES, INC.  
2501A BURNS ROAD

PALM BEACH GARDENS, FL, 33410

Ad#4387896 09/29/2020  
EVERLANDS COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2020/2021 REGULAR MEET-  
ING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Everlands Community Development District (the "District") will hold Regular Board Meetings (the "Meeting" or "Meetings") at the offices of B.S.E. Consultants, Inc. located at 312 South Harbor City Boulevard, Melbourne, Florida 32949 at 10:00 a.m. on the following dates:

- October 9, 2020
- November 13, 2020
- December 11, 2020
- January 8, 2021
- February 12, 2021
- March 12, 2021
- April 9, 2021
- May 14, 2021
- June 11, 2021
- July 9, 2021
- August 13, 2021
- September 10, 2021

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.everlandsdcd.org](http://www.everlandsdcd.org) or by contacting the District Manager at 772-453-0975 or by email at [bsakuma@dsinc.org](mailto:bsakuma@dsinc.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 one or two Supervisors may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors 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 772-453-0975 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.  
EVERLANDS COMMUNITY  
DEVELOPMENT DISTRICT

STATE OF WISCONSIN COUNTY OF BROWN:  
Before the undersigned authority personally appeared said legal clerk, who on oath says that he or she is a Legal Advertising Representative of the FLORIDA TODAY, a daily newspaper published in Brevard County, Florida that the attached copy of advertisement, being a Legal Ad in the matter of

**Legal Notices**

as published in FLORIDA TODAY in the issue(s) of:

09/29/2020

Affiant further says that the said FLORIDA TODAY is a newspaper in said Brevard County, Florida and that the said newspaper has heretofore been continuously published in said Brevard County, Florida each day and has been entered as periodicals matter at the post office in MELBOURNE in said Brevard County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has never paid nor promised any person, firm or coporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and Subscribed before me this 29th of September 2020, by legal clerk who is personally known to me

Affiant

Notary State of Wisconsin County of Brown

5.5.23

My commission expires

Publication Cost: \$274.84  
Ad No: 0004387896  
Customer No: 5616304922SPECC  
This is not an invoice  
# of Affidavits 1

NANCY HEYRMAN  
Notary Public  
State of Wisconsin

**EVERLANDS COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MAY 14, 2020**

**A. CALL TO ORDER**

The Regular Board Meeting of the Everlands Community Development District was called to order at 10:05 a.m. at 312 South Harbor City Boulevard, Melbourne, Florida 32949.

**B. PROOF OF PUBLICATION**

Proof of publication was presented which showed that notice of the Regular Board Meeting had been published in *The Florida Today* on September 29, 2020, as legally required.

**D. ESTABLISH A QUORUM**

A quorum was established with the following Supervisors in attendance:

Gregory J. Pettibon, Jeffrey Alexander and TR Beer.

Also in attendance were Frank Sakuma of Special District Services, Inc.; Attorney Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A. (by phone); Ken Ludwa of B.S.E. Consultants, Inc.

**C. CONSIDER RESIGNATION OF SUPERVISOR ADAM PICOW**

Mr. Sakuma presented the Board with Mr. Picow's resignation letter and asked the Board to accept the resignation. A **motion** was made by Mr. Pettibon, seconded by Mr. Beer and passed unanimously to accept the resignation of Mr. Picow.

**D. CONSIDER APPOINTMENT OF JARED SHAVER**

Mr. Sakuma advised the Board the resignation of Mr. Picow created a Vacancy on the Board and it would be in order to appoint a replacement. Mr. Pettibon offered Jared Shaver as a nominee to replace Mr. Picow. A **motion** was made by Mr. Pettibon, seconded by Mr. Alexander and passed unanimously to appoint Jared Shaver to the vacant board seat.

**F. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**G. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

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

**H. APPROVAL OF MINUTES**

**1. November 13, 2020, Regular Board Meeting**

The November 13, 2020, Regular Board Meeting minutes were presented for Board approval. A **motion** was made by Mr. Pettibon, seconded by Mr. Alexander and passed unanimously approving the November 13, 2020, Regular Board Meeting Minutes, as presented.

**I. POLICIES/PROCEDURES**

**1. Consider Resolution 2021-01 Adopting Prompt Payment Policy**

Mr. Sakuma presented Resolution 2021-01 entitled:

**RESOLUTION NO. 2021-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EVERLANDS COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES AND PROCEDURES PURSUANT TO CHAPTER 218, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Sakuma read the title of the resolution into the record and stated that the resolution provides for adopting prompt payment policies and procedures for the District. A **motion** was made by Mr. Beer, seconded by Mr. Alexander and unanimously passed to approve and adopt Resolution No. 2021-01, as presented, thereby adopting prompt payment policies and procedures for the District.

**2. Consider Resolution 2021-02 Adopting Travel Reimbursement Policy**

Mr. Sakuma presented Resolution 2021-02 entitled:

**RESOLUTION NO. 2021-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EVERLANDS COMMUNITY DEVELOPMENT DISTRICT ADOPTING A POLICY FOR REIMBURSEMENT OF DISTRICT TRAVEL EXPENSES; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

Mr. Sakuma read the title of the resolution into the record. A **motion** was made by Mr. Pettibon, seconded by Mr. Alexander and unanimously passed to approve and adopt Resolution No. 2021-02, as presented.

**3. Consider Resolution 2021-03 Adopting E-Verify Policy**

Mr. Sakuma presented Resolution 2021-03 entitled:

**RESOLUTION NO. 2021-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EVERLANDS COMMUNITY DEVELOPMENT DISTRICT DIRECTING THE DISTRICT MANAGER TO REGISTER THE DISTRICT WITH AND USE THE E-VERIFY SYSTEM PURSUANT TO THE REQUIREMENTS OF SECTION 448.095, FLORIDA STATUTES; AUTHORIZING EXECUTION OF THE E-**

**VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS BETWEEN THE DISTRICT AND THE DEPARTMENT OF HOMELAND SECURITY (DHS); PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mr. Sakuma read the title of the resolution into the record and explained the purpose of the resolution. A **motion** was made by Mr. Pettibon, seconded by Mr. Alexander and unanimously passed to approve and adopt Resolution No. 2021-03, as presented.

**J. DISTRICT BUSINESS**

**1. Authorization to Issue RFP for Auditing Services**

Mr. Sakuma explained the need to engage an auditor for the current fiscal and asked the Board for permission to issue an RFP for those services. A **motion** was made by Mr. Pettibon, seconded by Mr. Alexander and unanimously passed to authorize the District Manager to issue an RFP for Auditing Services.

**2. Designation of Board Supervisors as Audit Committee**

Mr. Sakuma recommended the Board appoint the Supervisors to serve on the Audit Committee. A **motion** was made by Mr. Pettibon, seconded by Mr. Alexander and unanimously passed to designate the Board of Supervisors as the Audit Committee.

**3. Consider Resolution 2021-04 Setting Public Hearing on the Rules of Procedure**

Mr. Sakuma presented Resolution 2021-04 entitled:

**RESOLUTION NO. 2021-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EVERLANDS COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Sakuma read the title of the resolution into the record and explained the purpose of the resolution. It was determined August 13, 2021 would be an appropriate date to schedule the public hearing. A **motion** was made by Mr. Beer, seconded by Mr. Alexander and unanimously passed to approve and adopt Resolution No. 2021-04, as presented.

**4. Consider Resolution 2021-05 Setting Public Hearing for Intent to Use Uniform Method of Collection**

Mr. Sakuma presented Resolution 2021-05 entitled:

**RESOLUTION NO. 2021-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EVERLANDS COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) EXPRESSING THE INTENT OF THE DISTRICT TO USE THE UNIFORM METHOD OF LEVY, COLLECTION AND ENFORCEMENT OF NON-AD VALOREM ASSESSMENTS AS AUTHORIZED AND PERMITTED BY SECTION 197.3632, FLORIDA STATUTES; EXPRESSING THE NEED FOR THE LEVY OF NON-AD VALOREM ASSESSMENTS AND SETTING FORTH THE LEGAL DESCRIPTION OF THE REAL PROPERTY WITHIN THE DISTRICT'S JURISDICTIONAL BOUNDARIES THAT MAY OR SHALL BE SUBJECT TO THE LEVY OF DISTRICT NON-AD VALOREM ASSESSMENTS.**

Mr. Sakuma read the title of the resolution into the record and explained the purpose of the resolution. It was determined August 13, 2021 would be an appropriate date to schedule the public hearing. A **motion** was made by Mr. Beer, seconded by Mr. Alexander and unanimously passed to approve and adopt Resolution No. 2021-05, as presented.

**5. Consider Resolution 2021-06 Adopting Internal Control Policy**

Mr. Sakuma presented Resolution 2021-06 entitled:

**RESOLUTION NO. 2021-06**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE EVERLANDS COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.**

Mr. Sakuma read the title of the resolution into the record and explained the purpose of the resolution. A **motion** was made by Mr. Pettibon, seconded by Mr. Alexander and unanimously passed to approve and adopt Resolution No. 2021-06, as presented.

**6. Consider Resolution 2021-07 Adopting Compensation for Board Members**

Mr. Sakuma presented Resolution 2021-07 entitled:

**RESOLUTION NO. 2021-07**

**A RESOLUTION OF THE EVERLANDS COMMUNITY DEVELOPMENT DISTRICT PROVIDING A POLICY FOR COMPENSATION OF BOARD MEMBERS.**

Mr. Sakuma read the title of the resolution into the record and explained the purpose of the resolution. A **motion** was made by Mr. Pettibon, seconded by Mr. Alexander and unanimously passed to approve and adopt Resolution No. 2021-07, as presented.

**7. Consider Resolution 2021-08 Amending Resolution 2020-16 to Provide for the Correct Acreage to Expand the Boundaries**

Mr. Sakuma presented Resolution 2021-08 entitled:

**RESOLUTION NO. 2021-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EVERLANDS COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2020-16 TO PROVIDE FOR THE CORRECT ACREAGE, AUTHORIZING DISTRICT COUNSEL AND DISTRICT STAFF TO FILE A PETITION WITH CITY OF PALM BAY, FLORIDA TO EXPAND THE BOUNDARIES OF THE DISTRICT; AND PROVIDE AN EFFECTIVE DATE.**

Mr. Sakuma read the title of the resolution into the record and explained the purpose of the resolution. A **motion** was made by Mr. Pettibon, seconded by Mr. Alexander and unanimously passed to approve and adopt Resolution No. 2021-08, as presented.

**8. Authorization to Enable District Manager to be able to Spend \$5,000 Unbudgeted, \$5,001+ with Chair Consent**

Mr. Sakuma explained the purpose of this item is to address products and services which may become necessary prior to Board consideration. A **motion** was made by Mr. Pettibon, seconded by Mr. Alexander and unanimously passed to authorize and enable the District Manager to spend up to \$5,000 unbudgeted, \$5,001+ with Chair consent.

**9. Consider Resolution 2021-09 Adopting a Fiscal Year 2021/2022 Proposed Budget**

Mr. Sakuma presented Resolution 2021-09 entitled:

**RESOLUTION NO. 2021-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EVERLANDS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2021/2022; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Sakuma read the title of the resolution into the record and explained the purpose of the resolution. It was determined August 13, 2021 would be an appropriate date to schedule the public hearing. A **motion** was made by Mr. Pettibon, seconded by Mr. Alexander and unanimously passed to approve and adopt Resolution No. 2021-09, as presented.

**I. ADMINISTRATIVE MATTERS**

There was discussion among the Board and staff as to the timing of bonds.

**J. BOARD MEMBER COMMENTS**

Board Members had no further comments.

**K. ADJOURNMENT**



There being no further business to come before the Board, a **motion** was made by Mr. Beer, seconded by Mr. Alexander and passed unanimously to adjourn the meeting at 10:25 a.m.

**ATTESTED BY:**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson/Vice-Chair