



**CAPRON TRAIL
COMMUNITY DEVELOPMENT
DISTRICT**

**ST. LUCIE COUNTY
REGULAR BOARD MEETING
JULY 20, 2020
1:30 P.M.**

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

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

**AGENDA
CAPRON TRAIL
COMMUNITY DEVELOPMENT DISTRICT**
VIDEO ACCESS AT: [HTTPS://US02WEB.ZOOM.US/J/85199329315](https://us02web.zoom.us/j/85199329315)
MEETING ID: 851 9932 9315
PHONE FOR TELEPHONIC ACCESS AT: 929 436 2866
REGULAR BOARD MEETING

July 20, 2020
1:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. June 15, 2020 Regular Board Meeting.....Page 2
- G. Old Business
- H. New Business
- I. Engineer’s Report
- J. Attorney’s Report
- K. Field Maintenance Report
- L. Administrative Matters
 - 1. Announce Landowners Meeting – November 16, 2020
 - 2. Financial Report.....Page 5
- M. Board Members Comments
- N. Adjourn

CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF MEETING BY COMMUNICATIONS MEDIA TECHNOLOGY

As a result of the public health emergency that exists in the State of Florida as a consequence of the COVID-19 coronavirus, in light of the guidelines established by the Centers for Disease Control for the protection of all members of the community, and with the authority granted by Executive Orders issued by Governor Ron DeSantis, including Executive Order 20-69 (Emergency Management—COVID-19—Local Government Public Meetings), **the Board of Supervisors of the Capron Trail Community Development District gives notice that it will conduct a meeting using communications media technology on July 20, 2020, at 1:30 p.m.** Additional information about this Board meeting can be obtained from District Manager, B. Frank Sakuma, Jr. by email at bsakuma@sdsinc.org, or by telephone at (772) 453-0975.

The public can participate in this Board meeting by joining via video conferencing at:

Join Zoom Meeting: <https://us02web.zoom.us/j/85199329315>

Meeting ID: 851 9932 9315

OR

Dial In at: 1 929 436 2866

The public may also offer public comment or submit written or other physical evidence by emailing comments or evidence to the following email address: bsakuma@sdsinc.org, or mailing comments or evidence to B. Frank Sakuma, Jr., at 10807 SW Tradition Square, Port St. Lucie, Florida 34987. All emails and evidence received by the close of business on July 17, 2020, will be provided to Board Members in advance of the meeting and will be posted on the District's website along with the minutes of the Board Meeting. The public is advised that this email address will be used solely for obtaining public comments and evidence for the Board Meeting and should not be used for other purposes or questions. All comments received will be public records.

Dated this 6th day of July, 2020.

CAPRON TRAIL COMMUNITY DEVELOPMENT
DISTRICT

By: B. Frank Sakuma, Jr., District Manager

www.caprontrailcdd.org

PUBLISH: ST. LUCIE NEWS TRIBUNE 07/10/20

CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
June 15, 2020

A. CALL TO ORDER

District Manager Frank Sakuma called the June 15, 2020, Regular Board Meeting of the Capron Trail Community Development District to order at 1:37 p.m. via Zoom (<HTTPS://US02WEB.ZOOM.US/J/81638719006>).

B. PROOF OF PUBLICATION

Mr. Sakuma presented proof of publication that notice of the Regular Board Meeting was published in the *Fort Pierce Tribune* on June 5, 2020, as required by law.

C. ESTABLISH QUORUM

Mr. Sakuma stated that the attendance of Supervisors Tom Jerkins, David Bass and Randy Weaver constituted a quorum and it was in order for the meeting to proceed.

Also in attendance were: District Manager Frank Sakuma of Special District Services, Inc. and Peter May of AECOM, Inc.

D. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

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. November 18, 2019 Regular Board Meeting

The November 18, 2019 Regular Board Meeting minutes were approved, as presented, on a **motion** made by Mr. Bass, seconded by Mr. Weaver. The **motion** passed unanimously.

G. OLD BUSINESS

H. NEW BUSINESS

1. Consider Resolution No. 2020-01 – Adopting a Fiscal Year 2020/2021 Proposed Budget

Mr. Sakuma presented Resolution No. 2019-01, entitled:

RESOLUTION NO. 2020-01

CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
June 15, 2020

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2020/2021; AND PROVIDING AN EFFECTIVE DATE.

There was a **motion** to adopt Resolution No. 2020-01, as presented and set a public hearing for August 17, 2020 for the purpose of receiving public comments on the Proposed Fiscal Year 2020/2021 Budget, made by Mr. Bass, seconded by Mr. Weaver and the **motion** carried unanimously.

I. ENGINEER'S REPORT

The Board was notified the annual above ground impoundment report was complete and all necessary actions required by the report had been taken.

J. ATTORNEY'S REPORT

No report.

K. FIELD MAINTENANCE REPORT

The Board was notified the pumps in the field are working well after repairs were completed.

L. FINANCE REPORT

Mr. Sakuma briefly reviewed the balance sheet in the agenda packet and noted the CDD was in sound financial condition.

M. ADMINISTRATIVE MATTERS

None.

N. BOARD MEMBER COMMENTS

No comments.

O. ADJOURN

CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
June 15, 2020

There being no further business to come before the Board, the meeting was adjourned at 2:03 p.m. on a **motion** made by Mr. Bass, seconded by Mr. Weaver and the **motion** carried unanimously.

Secretary

Chairman

Capron Trail
Community Development District

**Financial Report For
June 2020**

**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
OPERATING FUND
JUNE 2020**

	Annual Budget 10/1/19 - 9/30/20	Year To Date Actual 10/1/19 - 6/30/20
REVENUES		
O & M ASSESSMENTS	243,700	243,796
OTHER INCOME	10,863	10,863
INTEREST INCOME	360	321
TOTAL REVENUES	\$ 254,923	\$ 254,980
ADMINISTRATIVE EXPENDITURES		
SUPERVISOR FEES	0	0
FICA TAXES	0	0
ENGINEERING	15,000	355
MANAGEMENT FEES	24,000	18,000
LEGAL FEES	3,500	148
AUDIT FEES	5,200	0
INSURANCE - LIABILITY	6,350	5,251
LEGAL ADVERTISING	1,050	161
POSTAGE AND DELIVERY	300	209
OFFICE SUPPLIES/MISCELLANEOUS	1,000	307
DUES & SUBSCRIPTIONS	175	175
WEBSITE MANAGEMENT	1,750	1,312
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 58,325	\$ 25,918
MAINTENANCE EXPENDITURES		
MOWING	38,000	27,310
FUEL & OIL	72,630	36,318
AQUATIC MAINTENANCE	37,000	4,687
OPERATIONS MANAGEMENT	48,000	25,899
ROADWAYS & CULVERTS	10,000	10,436
CANAL REPAIR & MAINTENANCE	9,000	1,158
RESERVOIR REPAIR & MAINTENANCE	24,380	7,828
DRAINAGE ENGINE/PUMP REPAIR & MAINTENANCE	45,000	73,142
INSURANCE - MAINTENANCE	2,500	0
MISCELLANEOUS MAINTENANCE	2,500	11
TOTAL MAINTENANCE EXPENDITURES	\$ 289,010	\$ 186,789
TOTAL EXPENDITURES	\$ 347,335	\$ 212,707
REVENUES LESS EXPENDITURES	\$ (92,412)	\$ 42,273
COUNTY APPRAISER & TAX COLLECTOR FEE	(10,183)	(9,611)
DISCOUNTS FOR EARLY PAYMENTS	(10,183)	(6,922)
EXCESS/ (SHORTFALL)	\$ (112,778)	\$ 25,740
CARRYOVER FROM PRIOR YEAR	112,778	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 25,740

Note: Premier Citrus Management Invoices Received Through May 2020

Bank Balance As Of 6/30/20	\$ 221,555.68
Accounts Payable As Of 6/30/20	\$ 21,817.03
Accounts Receivable As Of 6/30/20	\$ -
Available Funds As Of 6/30/20	\$ 199,738.65

Capron Trail Community Development District
Budget vs Actual
October 2019 - June 2020

	<u>Oct '19 - Jun 20</u>	<u>19-20 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
01-1399 · Carryover from prior year	0.00	112,778.00	-112,778.00	0.0%
01-3100 · O & M Assessments	243,795.72	243,700.00	95.72	100.04%
01-3830 · Assessment Fees	-9,610.65	-10,183.00	572.35	94.38%
01-3831 · Assessment Discounts	-6,921.71	-10,183.00	3,261.29	67.97%
01-9401 · Facilities & Service Agreement	10,863.45	10,863.00	0.45	100.0%
01-9410 · Interest Income (GF)	321.31	360.00	-38.69	89.25%
Total Income	238,448.12	347,335.00	-108,886.88	68.65%
Expense				
01-1311 · Management Fees	18,000.00	24,000.00	-6,000.00	75.0%
01-1315 · Legal Fees	147.55	3,500.00	-3,352.45	4.22%
01-1320 · Audit Fees	0.00	5,200.00	-5,200.00	0.0%
01-1450 · Insurance (Liability)	5,251.00	6,350.00	-1,099.00	82.69%
01-1480 · Legal Advertisements	160.74	1,050.00	-889.26	15.31%
01-1513 · Postage and Delivery	209.32	300.00	-90.68	69.77%
01-1514 · Office Supplies	307.38	1,000.00	-692.62	30.74%
01-1540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
01-1750 · Website Management	1,312.47	1,750.00	-437.53	75.0%
01-1803 · Aquatic Maintenance	4,686.81	37,000.00	-32,313.19	12.67%
01-1810 · Engineering / Inspections	354.63	15,000.00	-14,645.37	2.36%
01-1815 · Miscellaneous Maintenance	11.39	2,500.00	-2,488.61	0.46%
01-1822 · Mowing	27,310.02	38,000.00	-10,689.98	71.87%
01-1823 · Fuel & oil	36,317.97	72,630.00	-36,312.03	50.0%
01-1824 · Operations Management	25,899.20	48,000.00	-22,100.80	53.96%
01-1825 · Roadways & Culverts	10,435.73	10,000.00	435.73	104.36%
01-1826 · Canal Repair & Maintenance	1,158.25	9,000.00	-7,841.75	12.87%
01-1827 · Reservoir Repair & Maintenance	7,827.68	24,380.00	-16,552.32	32.11%
01-1828 · Drainage Engine/Pump Repair Maint	73,142.43	45,000.00	28,142.43	162.54%
01-1829 · Insurance-Maintenance	0.00	2,500.00	-2,500.00	0.0%
Total Expense	212,707.57	347,335.00	-134,627.43	61.24%
Net Income	25,740.55	0.00	25,740.55	100.0%

**Capron Trail Community Development District
Balance Sheet
As Of June 30, 2020**

	<u>Operating Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>General Fixed Assets Fund</u>	<u>Long Term Debt Fund</u>	<u>TOTAL</u>
ASSETS						
Current Assets						
Checking/Savings						
CSB	221,555.68	0.00	0.00	0.00	0.00	221,555.68
Total Checking/Savings	<u>221,555.68</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>221,555.68</u>
Total Current Assets	<u>221,555.68</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>221,555.68</u>
Other Assets						
Accounts Receivable	0.00	0.00	0.00	0.00	0.00	0.00
Land & Land Improvements	0.00	0.00	0.00	458,847.00	0.00	458,847.00
Infrastructure (Grass Carp System)	0.00	0.00	0.00	29,374.00	0.00	29,374.00
Infrastructure	0.00	0.00	0.00	6,062,836.00	0.00	6,062,836.00
Equipment	0.00	0.00	0.00	5,000.00	0.00	5,000.00
Depreciation - Infrastructure	0.00	0.00	0.00	-6,035,036.00	0.00	-6,035,036.00
Depreciation - Equipment	0.00	0.00	0.00	-5,000.00	0.00	-5,000.00
Amount Available In DSF	0.00	0.00	0.00	0.00	0.00	0.00
Amount To Be Provided	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>516,021.00</u>	<u>0.00</u>	<u>516,021.00</u>
TOTAL ASSETS	<u>221,555.68</u>	<u>0.00</u>	<u>0.00</u>	<u>516,021.00</u>	<u>0.00</u>	<u>737,576.68</u>
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
Accounts Payable	21,817.03	0.00	0.00	0.00	0.00	21,817.03
Total Accounts Payable	<u>21,817.03</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21,817.03</u>
Other Current Liabilities						
Accrued Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Current Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Current Liabilities	<u>21,817.03</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21,817.03</u>
Long Term Liabilities						
Special Assessment Debt (2002)	0.00	0.00	0.00	0.00	0.00	0.00
Special Assessment Debt (2008)	0.00	0.00	0.00	0.00	0.00	0.00
Total Long Term Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Liabilities	<u>21,817.03</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21,817.03</u>
Equity						
Retained Earnings	173,998.10	0.00	0.00	-6,040,036.00	0.00	-5,866,037.90
Net Income	25,740.55	0.00	0.00	0.00	0.00	25,740.55
Current Year Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Investment In Gen Fixed Assets	0.00	0.00	0.00	6,556,057.00	0.00	6,556,057.00
Total Equity	<u>199,738.65</u>	<u>0.00</u>	<u>0.00</u>	<u>516,021.00</u>	<u>0.00</u>	<u>715,759.65</u>
TOTAL LIABILITIES & EQUITY	<u>221,555.68</u>	<u>0.00</u>	<u>0.00</u>	<u>516,021.00</u>	<u>0.00</u>	<u>737,576.68</u>