



**CAPRON TRAIL  
COMMUNITY DEVELOPMENT  
DISTRICT**

**ST. LUCIE COUNTY  
REGULAR BOARD MEETING  
& PUBLIC HEARING  
JULY 17, 2023  
1:30 P.M.**

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

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

**AGENDA**  
**CAPRON TRAIL**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Premier Citrus  
14885 Indrio Road  
Ft. Pierce, Florida 34945  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
July 17, 2023  
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 19, 2023 Regular Board Meeting Minutes.....Page 3
- G. Public Hearing
  - 1. Proof of Publication.....Page 6
  - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
  - 3. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Final Budget.....Page 7
- H. Old Business
- I. New Business
  - 1. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.....Page 13
  - 2. Consider Resolution No. 2023-06 – Adopting a Records Retention Policy.....Page 15
- J. Engineer’s Report
- K. Attorney’s Report
- L. Field Maintenance Report
- M. Administrative Matters
  - 1. Financial Report.....Page 19
- N. Board Members Comments
- O. Adjourn

# Treasure Coast Newspapers

PART OF THE USA TODAY NETWORK

St Lucie News Tribune  
1801 U.S. 1, Vero Beach, FL 32960  
**AFFIDAVIT OF PUBLICATION**

**SPECIAL DISTRICT SERVICES**  
2501 BURNS RD # A

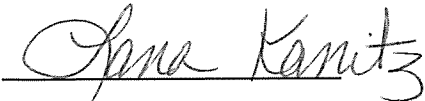
**PALM BEACH GARDENS, FL 33410-5207**

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 St Lucie News Tribune, a daily newspaper published at Fort Pierce in St. Lucie County, Florida: that the attached copy of advertisement was published in the St Lucie News Tribune in the following issues below. Affiant further says that the said St Lucie News Tribune is a newspaper published in Fort Pierce in said St. Lucie County, Florida, and that said newspaper has heretofore been continuously published in said St. Lucie County, Florida, daily and distributed in St. Lucie 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 St Lucie News Tribune has been entered as Periodical Matter at the Post Offices in Fort Pierce, St. Lucie 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 :

**10/07/2022**



Subscribed and sworn to before on October 7, 2022:



Notary, State of WI, County of Brown

*1-7-25*

My commission expires

KATHLEEN ALLEN  
Notary Public  
State of Wisconsin

Publication Cost: \$147.06  
Ad No: 0005432737  
Customer No: 1313365  
PO #: CT FY 2022-2023

CAPRON TRAIL COMMUNITY  
DEVELOPMENT DISTRICT FIS-  
CAL YEAR 2022/2023 REGU-  
LAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Capron Trail Community Development District will hold Regular Meetings in the offices of Premier Citrus located at 14885 Indrio Road, Fort Pierce, Florida 34945 at 1:30 p.m. on the following dates:

October 17, 2022  
November 21, 2022  
December 19, 2022  
January 16, 2023  
February 20, 2023  
March 20, 2023  
April 17, 2023  
May 15, 2023  
June 19, 2023  
July 17, 2023  
August 21, 2023  
September 18, 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 or by contacting the District Manager at (772) 345-5119 and/or at toll free 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone may be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meetings 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.

Capron Trail Community  
Development District  
[www.caprontrailcdd.org](http://www.caprontrailcdd.org)  
PUB October 7, 2022.  
TCN5432737

**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING MINUTES  
JUNE 19, 2023**

**A. CALL TO ORDER**

District Manager Frank Sakuma called the June 19, 2023, Regular Board Meeting of the Capron Trail Community Development District (the “District”) to order at 1:30 p.m. at the offices of Premier Citrus, 14885 Indrio Road, Fort Pierce, Florida 34945.

**B. PROOF OF PUBLICATION**

Mr. Sakuma presented proof that notice of the Regular Board Meeting had been published in the *St. Lucie News Tribune* on October 7, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, as required by law.

**C. ESTABLISH QUORUM**

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

Also in attendance were: District Manager Frank Sakuma and Intern Belhaim Sakuma of Special District Services, Inc.; District Engineer Tom McGowan, P.E. of AECOM; Attorney Susan Garrett of Torcivia, Donlon, Goddeau & Rubin, P.A.; and Attorney Jonathan Johnson of Kutak Rock LLP (by phone).

**D. ADDITIONS OR DELETIONS TO THE 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. April 17, 2023, Regular Board Meeting**

The April 17, 2023, Regular Board Meeting minutes were approved, as presented, on a **motion** made by Mr. Bass, seconded by Mr. Cofer. The **motion** passed unanimously.

**G. OLD BUSINESS**

There were no Old Business items to come before the Board.

**H. NEW BUSINESS**

## **1. Consider Letter from Florida Land and Water Adjudicatory Commission**

Attorney Jonathan Johnson referred the Board to the letter in the agenda package and explained the District was being asked to conduct a public hearing on the Petition to Amend the District Boundary. He answered several procedural questions of the Board and recommended the adoption of Resolution 2023-03, setting the public hearing, and designating Todd Wodraska of Special District Services to serve as the hearing officer.

## **2. Consider Resolution No. 2023-03 – Ratifying Prior Authorization Regarding District Boundary Amendment and Setting a Public Hearing on Petition to Amend the Boundary of the District**

Mr. Sakuma presented Resolution No. 2023-03, entitled:

### **RESOLUTION NO. 2023-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT RATIFYING PRIOR AUTHORIZATION REGARDING DISTRICT BOUNDARY AMENDMENT; SETTING THE PUBLIC HEARING ON THE PETITION TO AMEND THE BOUNDARY OF THE DISTRICT AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

There was a **motion** adopting Resolution No. 2023-03, as presented, setting the public hearing date on August 3, 2023 and designating Todd Wodraska as the hearing officer, made by Mr. Bass, seconded by Mr. Cofer and the **motion** carried unanimously.

### **I. ENGINEER'S REPORT**

Mr. McGowan had nothing further to report.

### **J. ATTORNEY'S REPORT**

Ms. Garrett had nothing further to report.

### **K. FIELD MAINTENANCE REPORT**

- 1. Wetlands:** Helicopter treatment of the wetlands should happen around late-June and run about \$10,000. Mr. Bass will contact SFWMD to confirm and answer any questions they may have on the maintenance.
- 2. Annual Impoundment Inspection:** The draft inspection report would be shared via email with the Board and Engineer.

**3. Aquatic Spraying:** Aquatic spraying will commence in June.

**L. ADMINISTRATIVE MATTERS**

**1. Financial Report:** Mr. Sakuma briefly went over the Financial Report included in the Board package.

**M. BOARD MEMBER COMMENTS**

There were no further Board comments.

**N. ADJOURN**

Mr. Sakuma advised the next meeting was scheduled for July 17<sup>th</sup>.

There being no further business to come before the Board, the Chairman adjourned the meeting at 1:44 p.m. There were no objections.

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Secretary

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Chairman

## Public Notice

Originally published at [tcpalm.com](http://tcpalm.com) on 07/03/2023

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Notice of Public Hearing and Regular Board Meeting of the Capron Trail Community Development District The Board of Supervisors (the Board) of the Capron Trail Community Development District (the District) will hold a Public Hearing and Regular Board Meeting on July 17, 2023, at 1:30 p.m., or as soon thereafter as can be heard, at the offices of Premier Citrus located at 14885 Indrio Road, Ft. Pierce, Florida 34945. The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget of the District. A copy of the Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record. There may be occasions when one or more Supervisors will participate by telephone. At the location of the meeting, there may be a speaker telephone present so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication. In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings. If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based. Meetings may be cancelled from time to time without advertised notice. Capron Trail Community Development District [www.caprontrailcdd.org](http://www.caprontrailcdd.org) Pub: June 26 & July 3, 2023 TCN5746432



**RESOLUTION NO. 2023-04**

**A RESOLUTION OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2023/2024 BUDGET.**

**WHEREAS**, the Capron Trail Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

**WHEREAS**, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

**Section 2.** The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

**PASSED, ADOPTED and EFFECTIVE** this 17<sup>th</sup> day of July, 2023.

**ATTEST:**

**CAPRON TRAIL  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

# Capron Trail Community Development District

**Final Budget For  
Fiscal Year 2023/2024  
October 1, 2023 - September 30, 2024**

# **CONTENTS**

- I      FINAL BUDGET**
- II     DETAILED FINAL BUDGET**
- III    ASSESSMENT COMPARISON**

**FINAL BUDGET**  
**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	<b>FISCAL YEAR 2023/2024 BUDGET</b>
<b>REVENUES</b>	
O & M ASSESSMENTS	341,193
FACILITIES & SERVICE AGREEMENT	15,209
OTHER INCOME	0
INTEREST INCOME	420
<b>TOTAL REVENUES</b>	<b>\$ 356,822</b>
<b>ADMINISTRATIVE EXPENDITURES</b>	
SUPERVISOR FEES	0
FICA TAXES	0
ENGINEERING	12,000
MANAGEMENT FEES	24,000
LEGAL FEES	4,000
AUDIT FEES	3,700
INSURANCE - LIABILITY	6,800
LEGAL ADVERTISING	1,050
POSTAGE AND DELIVERY	275
OFFICE SUPPLIES/MISCELLANEOUS	1,000
DUES & SUBSCRIPTIONS	175
WEBSITE MANAGEMENT	1,750
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>54,750</b>
<b>MAINTENANCE EXPENDITURES</b>	
MOWING	30,000
FUEL & OIL	95,000
AQUATIC MAINTENANCE	17,565
OPERATIONS MANAGEMENT	43,000
ROADWAYS & CULVERTS	11,600
CANAL REPAIR & MAINTENANCE	8,400
RESERVOIR REPAIR & MAINTENANCE	12,000
DRAINAGE ENGINE/PUMP REPAIR & MAINTENANCE	55,000
INSURANCE - MAINTENANCE	500
MISCELLANEOUS MAINTENANCE	495
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>273,560</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 328,310</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 28,512</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(14,256)
DISCOUNTS FOR EARLY PAYMENTS	(14,256)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
CARRYOVER FROM PRIOR YEAR	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL BUDGET**  
**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
<b>REVENUES</b>				
O & M ASSESSMENTS	341,226	341,193	341,193	Expenditures Less Interest, Other Income & Carryover/.92
FACILITIES & SERVICE AGREEMENT	15,209	15,209	15,209	Baer LLC: 241.41 Acres X 63.00 = 15,209
OTHER INCOME	0	0	0	
INTEREST INCOME	23	360	420	Interest Projected At \$35.00 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 356,458</b>	<b>\$ 356,762</b>	<b>\$ 356,822</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>				
SUPERVISOR FEES	0	0	0	No Change From 2022/2023 Budget
FICA TAXES	0	0	0	No Change From 2022/2023 Budget
ENGINEERING	17,396	12,000	12,000	No Change From 2022/2023 Budget
MANAGEMENT FEES	24,000	24,000	24,000	\$2,000 Per Month
LEGAL FEES	5,706	3,000	4,000	\$1,000 Increase From 2022/2023 Budget
AUDIT FEES	3,500	3,600	3,700	Accepted Amount For 2022/2023 Audit
INSURANCE - LIABILITY	5,706	6,425	6,800	FY 2022/2023 Expenditure Was \$6,134
LEGAL ADVERTISING	308	1,150	1,050	\$50 Decrease From 2022/2023 Budget
POSTAGE AND DELIVERY	141	300	275	\$25 Decrease From 2022/2023 Budget
OFFICE SUPPLIES/MISCELLANEOUS	1,103	1,000	1,000	No Change From 2022/2023 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2022/2023 Budget
WEBSITE MANAGEMENT	1,750	1,750	1,750	No Change From 2022/2023 Budget
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>59,785</b>	<b>53,400</b>	<b>54,750</b>	
<b>MAINTENANCE EXPENDITURES</b>				
MOWING	31,539	30,000	30,000	No Change From 2022/2023 Budget
FUEL & OIL	121,394	85,000	95,000	FY 22/23 Expenditure Through Feb 2023 Was \$41,100
AQUATIC MAINTENANCE	18,770	17,565	17,565	No Change From 2022/2023 Budget
OPERATIONS MANAGEMENT	31,375	48,000	43,000	FY 22/23 Expenditure Through Feb 2023 Was \$11,233
ROADWAYS & CULVERTS	10,543	12,000	11,600	\$400 Decrease From 2022/2023 Budget
CANAL REPAIR & MAINTENANCE	6,940	8,400	8,400	No Change From 2022/2023 Budget
RESERVOIR REPAIR & MAINTENANCE	3,980	16,000	12,000	\$4,000 Decrease From 2022/2023 Budget
DRAINAGE ENGINE/PUMP REPAIR & MAINTENANCE	74,152	55,000	55,000	FY 22/23 Expenditure Through Feb 2023 Was \$8,980
INSURANCE - MAINTENANCE	0	1,000	500	\$500 Decrease From 2022/2023 Budget
MISCELLANEOUS MAINTENANCE	0	1,885	495	Miscellaneous Maintenance
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>298,693</b>	<b>274,850</b>	<b>273,560</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 358,478</b>	<b>\$ 328,250</b>	<b>\$ 328,310</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ (2,020)</b>	<b>\$ 28,512</b>	<b>\$ 28,512</b>	
COUNTY APPRAISER & TAX COLLECTOR FEE	(12,266)	(14,256)	(14,256)	Four Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(11,417)	(14,256)	(14,256)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (25,703)</b>	<b>\$ -</b>	<b>\$ -</b>	
CARRYOVER FROM PRIOR YEAR	0	0	0	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ (25,703)</b>	<b>\$ -</b>	<b>\$ -</b>	

## Capron Trail Community Development District Assessment Comparison

	Fiscal Year 2020/2021 Assessment Per Unit	Fiscal Year 2021/2022 Assessment Per Unit	Fiscal Year 2022/2023 Assessment Per Unit	Fiscal Year 2023/2024 Projected Assessment Per Unit
O & M	\$ 63.00	\$ 63.00	\$ 63.00	\$ 63.00
Loan Debt	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 63.00</b>	<b>\$ 63.00</b>	<b>\$ 63.00</b>	<b>\$ 63.00</b>

\* Assessments Include the Following :

4% Discount for Early Payments

2% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Units (One Unit = 1 Acre) 5,657.57

Includes Baer LLC Acres (241.41)

**RESOLUTION NO. 2023-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT,  
ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL  
YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID  
DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Capron Trail Community Development District ("District") to establish a regular meeting schedule for fiscal year 2023/2024; and

**WHEREAS**, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT, ST. LUCIE COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 17<sup>th</sup> day of July, 2023.

**ATTEST:**

**CAPRON TRAIL  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the Capron Trail Community Development District will hold Regular Meetings in the offices of Premier Citrus located at 14885 Indrio Road, Fort Pierce, Florida 34945 at 1:30 p.m. on the following dates:

**October 16, 2023  
November 20, 2023  
December 18, 2023  
January 15, 2024 (MLK Day)  
February 19, 2024 (Presidents Day)  
March 18, 2024  
April 15, 2024  
May 20, 2024  
June 17, 2024  
July 15, 2024  
August 19, 2024  
September 16, 2024**

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 or by contacting the District Manager at (772) 345-5119 and/or at toll free 1-877-737-4922 prior to the date of the particular meeting.

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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.

**Capron Trail Community Development District**

**[www.caprontrailcdd.org](http://www.caprontrailcdd.org)**

**PUBLISH: St. Lucie News Tribune 00/00/2023**



## **RESOLUTION 2023-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPRON TRAIL 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 Capron Trail 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 CAPRON TRAIL 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 17<sup>th</sup> day of July, 2023.

ATTEST:

**CAPRON TRAIL 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.

Capron Trail  
Community Development District

**Financial Report For  
June 2023**

**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
OPERATING FUND  
JUNE 2023**

	<b>Annual Budget 10/1/22 - 9/30/23</b>	<b>Actual Jun-23</b>	<b>Year To Date Actual 10/1/22 - 6/30/23</b>
<b>REVENUES</b>			
O & M ASSESSMENTS	341,193	0	341,836
FACILITIES & SERVICE AGREEMENT	15,209	0	15,209
OTHER INCOME	0	0	0
INTEREST INCOME	360	0	2,000
<b>TOTAL REVENUES</b>	<b>\$ 356,762</b>	<b>\$ -</b>	<b>\$ 359,045</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
SUPERVISOR FEES	0	0	0
FICA TAXES	0	0	0
ENGINEERING	12,000	0	0
MANAGEMENT FEES	24,000	2,000	18,000
LEGAL FEES	3,000	0	720
AUDIT FEES	3,600	3,600	3,600
INSURANCE - LIABILITY	6,425	0	6,813
LEGAL ADVERTISING	1,150	0	449
POSTAGE AND DELIVERY	300	0	156
OFFICE SUPPLIES/MISCELLANEOUS	1,000	76	926
DUES & SUBSCRIPTIONS	175	0	175
WEBSITE MANAGEMENT	1,750	146	1,312
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 53,400</b>	<b>\$ 5,822</b>	<b>\$ 32,151</b>
<b>MAINTENANCE EXPENDITURES</b>			
MOWING	30,000	0	20,236
FUEL & OIL	85,000	0	71,000
AQUATIC MAINTENANCE	17,565	0	7,923
OPERATIONS MANAGEMENT	48,000	0	21,703
ROADWAYS & CULVERTS	12,000	0	11,401
CANAL REPAIR & MAINTENANCE	8,400	0	0
RESERVOIR REPAIR & MAINTENANCE	16,000	0	3,132
DRAINAGE ENGINE/PUMP REPAIR & MAINTENANCE	55,000	0	14,899
INSURANCE - MAINTENANCE	1,000	0	0
MISCELLANEOUS MAINTENANCE	1,885	0	0
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 274,850</b>	<b>\$ -</b>	<b>\$ 150,294</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 328,250</b>	<b>\$ 5,822</b>	<b>\$ 182,445</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 28,512</b>	<b>\$ (5,822)</b>	<b>\$ 176,600</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(14,256)	0	(13,464)
DISCOUNTS FOR EARLY PAYMENTS	(14,256)	0	(9,235)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (5,822)</b>	<b>\$ 153,901</b>
CARRYOVER FROM PRIOR YEAR	0	0	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (5,822)</b>	<b>\$ 153,901</b>

**Note: Premier Citrus Management Invoices Received Through May 2023**

Bank Balance As Of 6/30/23	\$ 230,191.66
Accounts Payable As Of 6/30/23	\$ 25,038.83
Accounts Receivable As Of 6/30/23	\$ 15,208.83
Available Funds As Of 6/30/23	\$ 220,361.66

# Capron Trail Community Development District

## Budget vs. Actual

October 2022 through June 2023

	Oct '22 - Jun 23	22/23 Budget	\$ Over Budget	% of Budget
<b>Income</b>				
01-3100 · O & M Assessments	341,836.42	341,193.00	643.42	100.19%
01-3830 · Assessment Fees	-13,464.03	-14,256.00	791.97	94.45%
01-3831 · Assessment Discounts	-9,234.80	-14,256.00	5,021.20	64.78%
01-9401 · Facilities & Service Agreement	15,208.83	15,209.00	-0.17	100.0%
01-9410 · Interest Income (GF)	2,000.14	360.00	1,640.14	555.59%
<b>Total Income</b>	<b>336,346.56</b>	<b>328,250.00</b>	<b>8,096.56</b>	<b>102.47%</b>
<b>Expense</b>				
01-1310 · Engineering	0.00	12,000.00	-12,000.00	0.0%
01-1311 · Management Fees	18,000.00	24,000.00	-6,000.00	75.0%
01-1315 · Legal Fees	720.00	3,000.00	-2,280.00	24.0%
01-1320 · Audit Fees	3,600.00	3,600.00	0.00	100.0%
01-1450 · Insurance (Liability)	6,813.32	6,425.00	388.32	106.04%
01-1480 · Legal Advertisements	449.46	1,150.00	-700.54	39.08%
01-1513 · Postage and Delivery	156.35	300.00	-143.65	52.12%
01-1514 · Office Supplies	925.75	1,000.00	-74.25	92.58%
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	7,923.30	17,565.00	-9,641.70	45.11%
01-1822 · Mowing	20,236.08	30,000.00	-9,763.92	67.45%
01-1823 · Fuel & oil	70,999.57	85,000.00	-14,000.43	83.53%
01-1824 · Operations Management	21,702.94	48,000.00	-26,297.06	45.21%
01-1825 · Roadways & Culverts	11,401.02	12,000.00	-598.98	95.01%
01-1826 · Canal Repair & Maintenance	0.00	8,400.00	-8,400.00	0.0%
01-1827 · Reservoir Repair & Maintenance	3,132.52	16,000.00	-12,867.48	19.58%
01-1828 · Drainage Engine/Pump Repair Mai	14,897.84	55,000.00	-40,102.16	27.09%
01-1829 · Insurance-Maintenance	0.00	1,000.00	-1,000.00	0.0%
01-1831 · Maintenance Miscellaneous	0.00	1,885.00	-1,885.00	0.0%
<b>Total Expense</b>	<b>182,445.62</b>	<b>328,250.00</b>	<b>-145,804.38</b>	<b>55.58%</b>
<b>Net Income</b>	<b>153,900.94</b>	<b>0.00</b>	<b>153,900.94</b>	<b>100.0%</b>

**Capron Trail Community Development District**  
**Balance Sheet**  
**As Of June 30, 2023**

	Operating Fund	Debt Service Fund	Capital Projects Fund	General Fixed Assets Fund	Long Term Debt Fund	TOTAL
<b>ASSETS</b>						
Current Assets						
Checking/Savings	230,191.66	0.00	0.00	0.00	0.00	230,191.66
CSB	230,191.66	0.00	0.00	0.00	0.00	230,191.66
Total Checking/Savings						
Total Current Assets	230,191.66	0.00	0.00	0.00	0.00	230,191.66
Other Assets						
Accounts Receivable	15,208.83	0.00	0.00	0.00	0.00	15,208.83
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	-6,048,290.00	0.00	-6,048,290.00
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	15,208.83	0.00	0.00	502,767.00	0.00	517,975.83
TOTAL ASSETS	245,400.49	0.00	0.00	502,767.00	0.00	748,167.49
<b>LIABILITIES &amp; EQUITY</b>						
Liabilities						
Current Liabilities						
Accounts Payable	25,038.83	0.00	0.00	0.00	0.00	25,038.83
Accounts Payable	25,038.83	0.00	0.00	0.00	0.00	25,038.83
Total Accounts Payable						
Other Current Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Accrued Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Current Liabilities						
Total Current Liabilities	25,038.83	0.00	0.00	0.00	0.00	25,038.83
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	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities	25,038.83	0.00	0.00	0.00	0.00	25,038.83
Equity						
Retained Earnings	66,460.72	0.00	0.00	-6,053,290.00	0.00	-5,986,829.28
Net Income	153,900.94	0.00	0.00	0.00	0.00	153,900.94
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	220,361.66	0.00	0.00	502,767.00	0.00	723,128.66
TOTAL LIABILITIES & EQUITY	245,400.49	0.00	0.00	502,767.00	0.00	748,167.49