



**CAPRON TRAIL
COMMUNITY DEVELOPMENT
DISTRICT**

**ST. LUCIE COUNTY
REGULAR BOARD MEETING
AUGUST 21, 2023
1:30 P.M.**

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

www.caprontrailcdd.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
August 21, 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. July 17, 2023 Regular Board Meeting & Public Hearing Minutes.....Page 3
 - 2. August 3, 2023 Public hearing on the Petition to Amend the Boundary of the District.....Page 6
- Old Business
- G. New Business
 - 1. Consider Approval of Report from Hearing on Boundary Amendment.....Page 8
- H. Engineer’s Report
- I. Attorney’s Report
- J. Field Maintenance Report
- K. Administrative Matters
 - 1. Financial Report.....Page 9
- L. Board Members Comments
- M. 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
PUB October 7, 2022.
TCN5432737

**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING AND PUBLIC HEARING MINUTES
JULY 17, 2023**

A. CALL TO ORDER

District Manager Frank Sakuma called the July 17, 2023, Regular Board Meeting of the Capron Trail Community Development District (the “District”) to order at 1:31 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 was published in the *St. Lucie News Tribune* on October 7, 2022, 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 of Special District Services, Inc.; and General Counsel Susan Garrett, of Torcivia, Donlon, Goddeau & Rubin, P.A.

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 members of the public in attendance.

F. APPROVAL OF MINUTES

1. June 19, 2023, Regular Board Meeting

The June 19, 2023 Regular Board Meeting minutes were approved, as presented, on a **motion** made by Mr. Bass, seconded by Mr. Cofer and the **motion** passed unanimously.

Note: At approximately 1:33 p.m., Mr. Sakuma recessed the Regular Meeting and opened the Public Hearing on the Fiscal Year 2023/2024 Final Budget Adoption by the District.

G. PUBLIC HEARING

Mr. Sakuma called the July 17, 2023 Public Hearing of the District’s Fiscal Year 2023/2024 Final Budget to order at 1:33 p.m.

1. Proof of Publication

Mr. Sakuma presented proof of publication that the notice of the Public Hearing was published in the *St. Lucie News Tribune* on June 26, 2023 & July 3, 2023, as required by law.

2. Receive Public Comments on Adopting a Fiscal Year 2023/2024 Final Budget

Mr. Sakuma opened the Public Comment portion of the meeting. There were no comments from the public. Mr. Sakuma closed the Public Comment portion of the meeting.

3. Consider Resolution No. 2023-04 – Adopting Fiscal Year 2023/2024 Final Budget

Mr. Sakuma presented Resolution No. 2023-04, entitled:

RESOLUTION NO. 2023-04

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

After Board discussion, Resolution 2023-04 was approved on a **motion** made by Mr. Bass, seconded by Mr. Cofer and the **motion** carried unanimously.

Note: *At approximately 1:34 p.m., Mr. Sakuma closed the Public Hearing on the Fiscal Year 2023/2024 Final Budget and simultaneously reconvened the Regular Board Meeting.*

H. OLD BUSINESS

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

I. NEW BUSINESS

1. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2023/2024 Meeting Schedule

Mr. Sakuma presented Resolution No. 2023-05, entitled:

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.

A **motion** to adopt Resolution No. 2023-05, as presented, was made by Mr. Bass, seconded by Mr. Cofer and the **motion** carried unanimously.

2. Consider Resolution No. 2023-03 – Adopting a Records Retention Policy

Mr. Sakuma presented Resolution No. 2023-06, entitled:

RESOLUTION NO. 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.

A **motion** to adopt Resolution No. 2023-06, as presented, was made by Mr. Bass, seconded by Mr. Cofer and the **motion** carried unanimously.

J. ENGINEER’S REPORT

There was no Engineer’s Report at this time.

K. ATTORNEY’S REPORT

There was no Attorney’s Report at this time.

L. FIELD MAINTENANCE REPORT

Mr. Bass advised of work being done on several of the District pumps. He also provided an update on the wetlands work being done to remain in compliance with the South Florida Water Management District.

M. ADMINISTRATIVE MATTERS

Mr. Sakuma noted the Financial Report was included in the Board package.

N. BOARD MEMBER COMMENTS

There were no additional Board member comments.

O. ADJOURNMENT

Mr. Sakuma advised the Board the next meeting would be the Public Hearing on the Boundary Amendment, scheduled for August 3rd at 1:30pm. There being no further business to come before the Board, Mr. Jerkins adjourned the meeting at 2:01 p.m. without objection.

Secretary

Chairman

**PUBLIC HEARING ON THE PETITION TO AMEND THE BOUNDARY OF THE
CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT
AUGUST 3, 2023**

A. OPEN PUBLIC HEARING

Hearing Officer Todd Wodraska opened the August 3, 2023, Public Hearing on the Petition to Amend the Boundary of the Capron Trail Community Development District (the “District”) at 1:34 p.m. at the offices of Premier Citrus, 14885 Indrio Road, Fort Pierce, Florida 34945.

B. PROOF OF PUBLICATION

During the discussion regarding procedural matters, Mr. Wodraska confirmed to those in attendance that notice of the Public Hearing was published in the *Treasure Coast Palm* as required by law.

C. DISCUSSION REGARDING PROCEDURAL MATTERS

Attorney Kyle Magee explained the purpose of the meeting and outlined the expected process and flow of how the meeting would be conducted. He referred to the handout titled “CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT - Boundary Amendment Local Hearing – Exhibits” and asked for permission to enter all exhibits into the record. Mr. Wodraska allowed the exhibits, as presented, to be entered into the record.

D. PRESENTATION OF CASE BY PETITIONER

Prior to offering testimony, the following persons were sworn in by the court reporter: Tom Jerkins, Frank Sakuma and Tom McGowan.

Mr. Magee asked Mr. Jerkins to refer to the exhibits handout and inquired if his written testimony and exhibits were accurate, to which Mr. Jerkins replied “yes”. Mr. Magee asked if Mr. Jerkins would like to change any of his submitted written testimony, to which Mr. Jerkins replied “no”.

Mr. Magee asked Mr. Sakuma to refer to the exhibits handout and inquired if his written testimony and exhibits were accurate, to which Mr. Sakuma replied “yes”. Mr. Magee asked if Mr. Sakuma would like to change any of his submitted written testimony, to which Mr. Sakuma replied “no”. Mr. Wodraska recognized Mr. Sakuma as an expert witness for those items related to his testimony.

Mr. Magee asked Mr. McGowan to refer to the exhibits handout and inquired if his written testimony and exhibits were accurate, to which Mr. McGowan replied “yes”. Mr. Magee asked if Mr. McGowan would like to change any of his submitted written testimony, to which Mr. McGowan replied “no”. Mr. Wodraska recognized Mr. McGowan as an expert witness for those items related to his testimony.

Mr. Magee advised that the presentation of the case by the petitioner was complete and asked for any public comment.

E. RECEIVE PUBLIC COMMENTS ON THE PETITION TO AMEND THE DISTRICT BOUNDARY

There were no members of the public in attendance, and no comments were offered.

F. REBUTTAL BY PETITIONER IF ANY

There was no rebuttal by petitioner.

H. ADJOURNMENT

Mr. Magee asked for Mr. Wodraska to hold the proceedings open for 10 days to allow for any public comment to be submitted and received. Mr. Wodraska ordered the proceedings to remain open for 10 days and for any public comment to be submitted to Mr. Sakuma. At 2:00 p.m. without objection, the hearing was put in recess for purposes of allowing public comment to be received for the next 10 days.

Secretary

Chairman

**CONSIDER APPROVAL OF REPORT
FROM HEARING ON BOUNDARY
AMENDMENT**

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**