



**CAPRON TRAIL
COMMUNITY DEVELOPMENT
DISTRICT**

**ST. LUCIE COUNTY
REGULAR BOARD MEETING
OCTOBER 21, 2024
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
October 21, 2024
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. August 19, 2024 Regular Board Meeting & Public Hearing Minutes.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2024-05 – Adopting a Fiscal Year 2023/2024 Amended Budget.....Page 0
- I. Auditor Selection Committee
 - 1. Ranking of Proposals/Consider Selection of an Auditor.....Page 0
- J. Engineer’s Report
- K. Attorney’s Report
- L. Field Maintenance Report
- M. Administrative Matters
 - 1. Financial Report.....Page 0
- N. Board Members Comments
- O. Adjourn

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 21, 2024

November 18, 2024

December 16, 2024

January 20, 2025

February 17, 2025

March 17, 2025

April 21, 2025

May 19, 2025

June 16, 2025

July 21, 2025

August 18, 2025

September 15, 2025

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 toll free at 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 ensure 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

PUBLISH: ST. LUCIE NEWS TRIBUNE 10/10/24 #10646309

**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING MINUTES
AUGUST 19, 2024**

A. CALL TO ORDER

District Manager Stephanie Brown called the August 19, 2024, 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 located at 14885 Indrio Road, Fort Pierce, Florida 34945.

B. PROOF OF PUBLICATION

Ms. Brown presented proof of publication that notice of the Regular Board Meeting was published in the *St. Lucie News Tribune* on October 6, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as required by law.

C. ESTABLISH QUORUM

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

Also in attendance were: District Managers Stephanie Brown and Frank Sakuma of Special District Services, Inc.; and District Attorney Susan Garrett of Torcivia, Donlon, Goddeau & Rubin, P.A.

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. May 20, 2024, Regular Board Meeting Minutes

The May 20, 2024, Regular Board Meeting minutes were approved, as presented, on a **motion** made by Mr. Bass, seconded by Mr. Cofer. The **motion** passed unanimously.

**Note At approximately 1:31 p.m., Ms. Brown recessed the Regular Board Meeting and opened the Public Hearing on the Fiscal Year 2024/2025 Final Budget.*

G. PUBLIC HEARING

1. Proof of Publication

The Public Hearing for the Fiscal Year 2024/2025 Final Budget was published on July 30, 2024 & August 6, 2024, in the *St. Lucie News Tribune* as legally required.

2. Receive Public Comments on Fiscal Year 2024/2025 Final Budget

There were no public comments.

3. Consider Resolution No. 2024-02 Adopting a Fiscal Year 2024/2025 Final Budget

Resolution No. 2024-02 was presented entitled:

A RESOLUTION OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2024/2025 BUDGET.

Mr. Bass discussed pump repairs and concerns regarding staying within the amount budgeted for FY 23/24 and the consideration of an emergency fund for repairs. Mr. Jerkins suggested splitting the repairs between the FY 23/24 and FY 24/25 budgets, and also creating a more detailed worksheet for pump repairs to assist with future budgets.

After Board discussion, Mr. Bass made a **motion**, seconded by Mr. Cofer adopting Fiscal Year 2024/2025 Final Budget as presented. The **motion** passed unanimously.

**Note At approximately 1:58 p.m., Ms. Brown closed the Public Hearing on the Fiscal Year 2024/2025 Final Budget Regular Board Meeting and resumed the Regular Board Meeting.*

H. OLD BUSINESS

There was no old business to come before the Board.

I. NEW BUSINESS

1. Consider Resolution No. 2024-03 Adopting Fiscal Year 2024/2025 Meeting Schedule

Resolution No. 2024-03 presented entitled:

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2024/2025 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Bass made a **motion**, seconded by Mr. Cofer, adopting Resolution No. 2024-03 Fiscal Year 2024/2025 Meeting Schedule. The **motion** passed unanimously.

2. Consider Resolution No. 2024-04 Adopting Goals and Objectives

Resolution No. 2024-04 presented entitled:

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

After Board discussion, Mr. Bass made a **motion**, seconded by Mr. Cofer, adopting Resolution No. 2024-04 Goals and Objectives. The **motion** passed unanimously.

3. Consider Appointment of Audit Committee & Approval of Evaluation Criteria

Mr. Bass made a **motion**, seconded by Mr. Cofer appointing the Board as the Audit Committee. The **motion** passed unanimously.

Mr. Bass made a **motion**, seconded by Mr. Cofer, approving the auditor selection evaluation criteria and authorizing the release of the RFP for audit services. The **motion** passed unanimously.

4. Consider Approval of Legal Services Increase

After Board discussion, Mr. Bass made a **motion**, seconded by Mr. Cofer, approving the legal services increase. The **motion** passed 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 gave an update on vegetation control and stated the spraying has removed most of it.

M. ADMINISTRATIVE MATTERS

1. Financial Report

Ms. Brown stated that the Financial Report was included in the Board package. She also reminded the Board of the required annual ethics training to be completed by December 31, 2024, and will send out the links to access the trainings.

N. BOARD MEMBERS COMMENTS

Mr. Cofer submitted his resignation to the Board.

Mr. Bass made a **motion**, seconded by Mr. Jerkins, to accept Mr. Cofer's resignation from the Capron Trail Community Development District Board of Supervisors. The **motion** passed unanimously.

Mr. Bass nominated Buster Hunter to the District Board of Supervisors Seat #4.

Mr. Jerkins made a **motion**, seconded by Mr. Bass, appointing Buster Hunter to the District Board of Supervisors vacant Seat #4 (term expires November 2024). The **motion** passed unanimously.

Mr. Bass made a **motion**, seconded by Mr. Hunter, to reconsider the previous adoption of Resolution No. 2024-02 Fiscal Year 2024/2025 Final Budget. The **motion** passed unanimously.

**Note At approximately 2:26 p.m. Mr. Sakuma reopened the Public Hearing on the Fiscal Year 2024/2025 Final Budget.*

Mr. Jerkins requested that the administrative expenditures be increased by \$4,440 to equal the direct bill for the new acreage.

After Board discussion, Mr. Bass made a **motion**, seconded by Mr. Hunter, adopting Resolution No. 2024-02 Fiscal Year 2024/2025 Final Budget as modified. The **motion** passed unanimously.

**Note At approximately 2:29 p.m., Mr. Sakuma closed the Public Hearing on the Fiscal Year 2024/2025 Final Budget Regular Board Meeting.*

O. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 2:31 p.m. There were no objections.

Secretary

Chairman

RESOLUTION NO. 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2023/2024 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Capron Trails Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

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

Section 1. The Amended Budget for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant 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 21st day of October, 2024.

ATTEST:

**CAPRON TRAIL
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Capron Trail
Community Development District

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

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

	FISCAL YEAR 2023/2024 BUDGET 10/1/23 - 9/30/24	AMENDED FINAL BUDGET 10/1/23 - 9/30/24	YEAR TO DATE ACTUAL 10/1/23 - 9/29/24
REVENUES			
O & M ASSESSMENTS	341,193	341,249	341,249
FACILITIES & SERVICE AGREEMENT	15,209	15,209	15,209
DEVELOPER CONTRIBUTION - EXTRAORDINARY	0	47,370	47,370
INTEREST INCOME	420	5,500	5,471
TOTAL REVENUES	\$ 356,822	\$ 409,328	\$ 409,299
ADMINISTRATIVE EXPENDITURES			
SUPERVISOR FEES	0	0	0
FICA TAXES	0	0	0
ENGINEERING	12,000	5,000	3,300
ENGINEERING - EXTRAORDINARY	0	47,370	47,370
MANAGEMENT FEES	24,000	24,000	24,000
LEGAL FEES	4,000	4,000	1,920
AUDIT FEES	3,700	3,700	3,700
INSURANCE (LIABILITY)	6,800	7,267	7,267
LEGAL ADVERTISING	1,050	1,600	1,188
POSTAGE AND DELIVERY	275	225	212
OFFICE SUPPLIES/MISCELLANEOUS	1,000	1,525	1,471
DUES & SUBSCRIPTIONS	175	175	175
WEBSITE MANAGEMENT	1,750	1,750	1,750
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 54,750	\$ 96,612	\$ 92,353
MAINTENANCE EXPENDITURES			
MOWING	30,000	25,000	20,439
FUEL & OIL	95,000	114,000	104,544
AQUATIC MAINTENANCE	17,565	22,500	18,140
OPERATIONS MANAGEMENT	43,000	43,000	37,717
ROADWAYS & CULVERTS	11,600	11,600	9,219
CANAL REPAIR & MAINTENANCE	8,400	10,000	7,975
RESERVOIR REPAIR & MAINTENANCE	12,000	12,000	10,807
DRAINAGE ENGINE/PUMP REPAIR & MAINTENANCE	55,000	44,000	24,126
INSURANCE - MAINTENANCE	500	0	0
MISCELLANEOUS MAINTENANCE	495	495	25
TOTAL MAINTENANCE EXPENDITURES	\$ 273,560	\$ 282,595	\$ 232,992
TOTAL EXPENDITURES	\$ 328,310	\$ 379,207	\$ 325,345
REVENUES LESS EXPENDITURES	\$ 28,512	\$ 30,121	\$ 83,954
COUNTY APPRAISER & TAX COLLECTOR FEE	(14,256)	(13,551)	(13,551)
DISCOUNTS FOR EARLY PAYMENTS	(14,256)	(4,871)	(4,871)
EXCESS/ (SHORTFALL)	\$ -	\$ 11,699	\$ 65,532
CARRYOVER FROM PRIOR YEAR	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 11,699	\$ 65,532

Note: Premier Citrus Management Invoices Received Through August 2024

FUND BALANCE AS OF 9/30/23	\$55,320
FY 2023/2024 ACTIVITY	\$11,699
FUND BALANCE AS OF 9/30/24	\$67,019

October 21, 2024

RE: Capron Trail Community Development District

The Capron Trail Community Development District is required to select an auditor to perform the audit for the district for the years ending September 30, 2024, September 30, 2025, and September 30, 2026; with an option for an additional two-year renewal.

In accordance with the Auditor Selection procedures as outlined by Florida Statute 218.391, the District has established the auditor selection criteria and has placed a legal advertisement requesting proposals from qualified audit firms.

The current auditor for the Capron Trail Community Development District is the firm of Grau & Associates.

Grau & Associates was the only firm to respond to the legal advertisement requesting proposals to perform the fiscal year ending September 30, 2024, September 30, 2025, and September 30, 2026, audits. The proposed fee for the audit for fiscal year ending September 30, 2024, is \$3,400.00. The proposed fee for the audit for fiscal year ending September 30, 2025, is \$3,500.00. The proposed fee for the audit for fiscal year ending September 30, 2026, audit is \$3,600.00. The proposed fee for the audit for fiscal year ending September 30, 2027 (option year) is \$3,700.00. And the proposed fee for the audit for fiscal year ending September 30, 2028 (option year) is \$3,800.00. The approved fee for the fiscal year ending September 30, 2023, audit, which Grau & Associates has completed, was \$3,700.00. The proposed Audit Fee budget for Fiscal Year 2024/2025 is \$3,800.00.

Management would like to report that it is pleased with the professionalism and the competence of the Grau and Associates, partners and supporting staff.

It is recommended at this time that Grau & Associates be hired to perform the September 30, 2024, September 30, 2025, and September 30, 2026 annual government audits and also be selected, subject to fee adjustments for inflation, to perform the fiscal year end audits for the following two years (FYE 9/30/27 and 9/30/28).

Special District Services, Inc.



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

CAPRON TRAIL

Community Development District

Proposal Due: September 17, 2024
4:00PM

Submitted to:

Capron Trail
Community Development District
c/o SDS
2501A Burns Road
Palm Beach Gardens, Florida 33410

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



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September 17, 2024

Capron Trail Community Development District
C/o SDS
2501A Burns Road
Palm Beach Gardens, Florida 33410

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2024-2026, with an option for two (2) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Capron Trail Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Government audits are at the core of our practice: **95% of our work is performing audits for local governments and of that 98% are for special districts.** With our significant experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to your operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

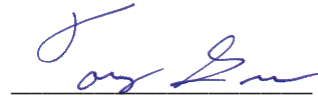
Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or David Caplivski, CPA (dcaplivski@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



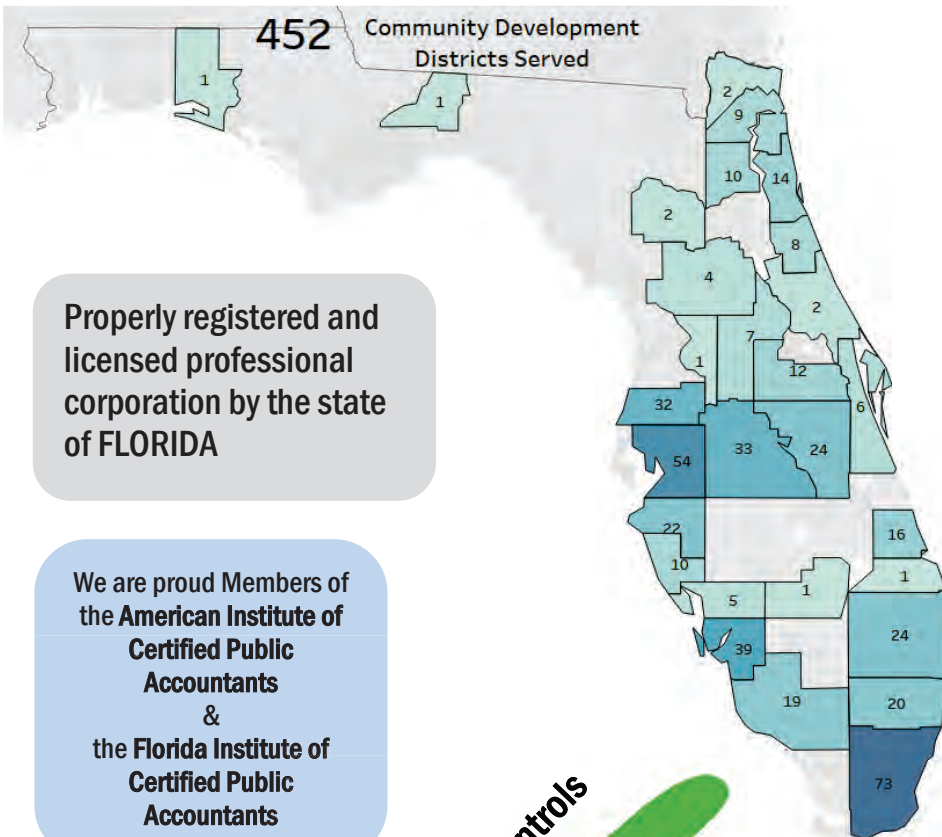
3 Partners
11 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the American Institute of Certified Public Accountants & the Florida Institute of Certified Public Accountants



- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate

March 17, 2023

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

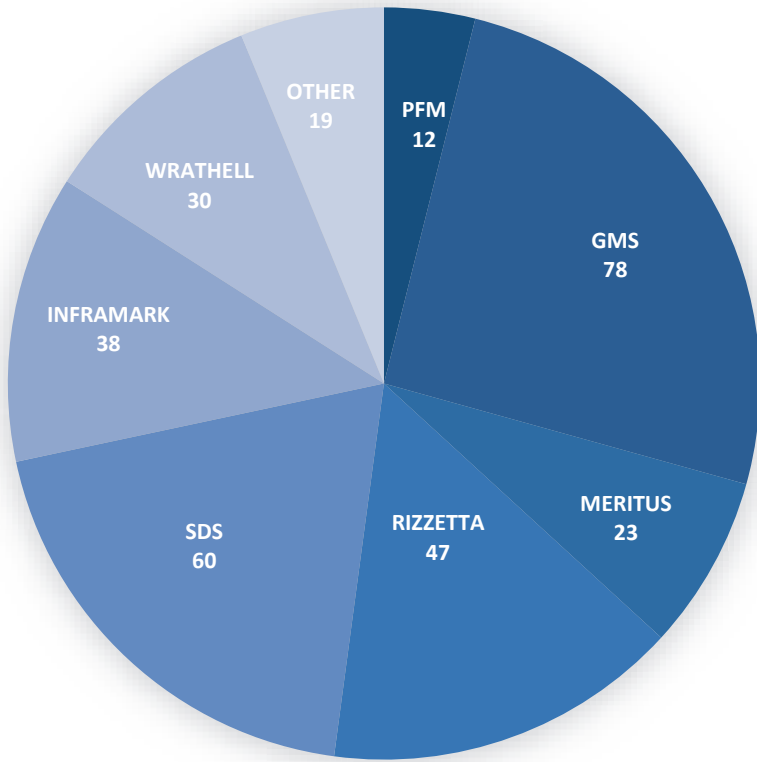
Review Number: 594791

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

*Years Performing Audits: 35+
CPE (last 2 years): Government Accounting, Auditing: 32 hours; Accounting, Auditing and Other: 58 hours
Professional Memberships: AICPA, FICPA, FGFOA, GFOA*

David Caplivski, CPA (Partner)

*Years Performing Audits: 13+
CPE (last 2 years): Government Accounting, Auditing: 48 hours; Accounting, Auditing and Other: 33 hours
Professional Memberships: AICPA, FICPA, FGFOA, FASD*

“Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process.”

- Tony Grau

“Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization.”

- David Caplivski

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

The Certified Information Technology Professional (CITP) Partner will bring a unique blend of IT expertise and understanding of accounting principles to the financial statement audit of the District.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



Antonio 'Tony' J. Grau, CPA Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District	St. Lucie West Services District
Dunes Community Development District	Ave Maria Stewardship Community District
Fishhawk Community Development District (I, II, IV)	Rivers Edge II Community Development District
Grand Bay at Doral Community Development District	Bartram Park Community Development District
Heritage Harbor North Community Development District	Bay Laurel Center Community Development District
Boca Raton Airport Authority	
Greater Naples Fire Rescue District	
Key Largo Wastewater Treatment District	
Lake Worth Drainage District	
South Indian River Water Control	

Professional Associations/Memberships

American Institute of Certified Public Accountants Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	32
Accounting, Auditing and Other	<u>58</u>
Total Hours	<u>90</u> (includes of 4 hours of Ethics CPE)



Experience

Grau & Associates	Partner	2021-Present
Grau & Associates	Manager	2014-2020
Grau & Associates	Senior Auditor	2013-2014
Grau & Associates	Staff Auditor	2010-2013

Education

Florida Atlantic University (2009)
 Master of Accounting
 Nova Southeastern University (2002)
 Bachelor of Science
 Environmental Studies

Certifications and Certificates

Certified Public Accountant (2011)
 AICPA Certified Information Technology Professional (2018)
 AICPA Accreditation COSO Internal Control Certificate (2022)

Clients Served (partial list)

(>300) Various Special Districts	Hispanic Human Resource Council
Aid to Victims of Domestic Abuse	Loxahatchee Groves Water Control District
Boca Raton Airport Authority	Old Plantation Water Control District
Broward Education Foundation	Pinetree Water Control District
CareerSource Brevard	San Carlos Park Fire & Rescue Retirement Plan
CareerSource Central Florida 403 (b) Plan	South Indian River Water Control District
City of Lauderdale GERS	South Trail Fire Protection & Rescue District
City of Parkland Police Pension Fund	Town of Haverhill
City of Sunrise GERS	Town of Hypoluxo
Coquina Water Control District	Town of Hillsboro Beach
Central County Water Control District	Town of Lantana
City of Miami (program specific audits)	Town of Lauderdale By-The-Sea Volunteer Fire Pension
City of West Park	Town of Pembroke Park
Coquina Water Control District	Village of Wellington
East Central Regional Wastewater Treatment Fac.	Village of Golf
East Naples Fire Control & Rescue District	

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	48
Accounting, Auditing and Other	33
Total Hours	<u>81</u> (includes 4 hours of Ethics CPE)

Professional Associations

Member, American Institute of Certified Public Accountants
 Member, Florida Institute of Certified Public Accountants
 Member, Florida Government Finance Officers Association
 Member, Florida Association of Special Districts

References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2007
Client Contact	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

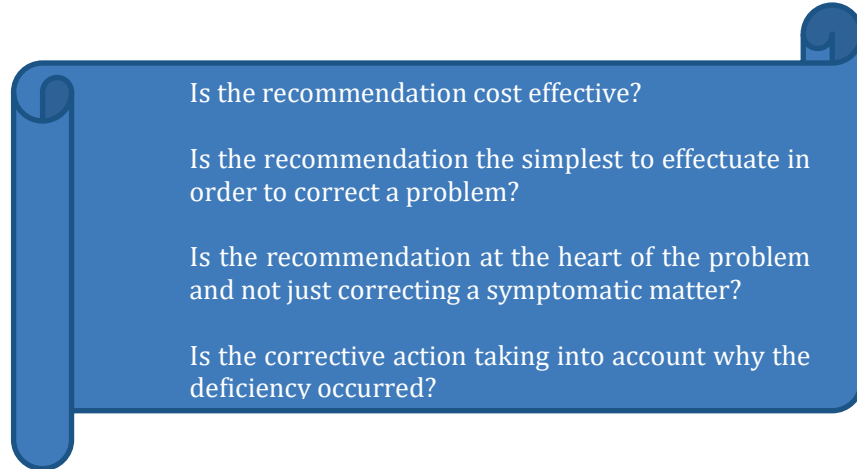
Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:



To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2024-2028 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2024	\$3,400
2025	\$3,500
2026	\$3,600
2027	\$3,700
2028	<u>\$3,800</u>
TOTAL (2024-2028)	<u>\$18,000</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional debt is issued the fees would be adjusted accordingly upon approval from all parties concerned.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Asbury Municipal Service Benefit District	✓			✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Port of The Islands Community Improvement District	✓		✓	✓	9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓				9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunrise Lakes Phase IV Recreation District	✓			✓	9/30
Sunshine Water Control District	✓			✓	9/30
Sunny Hills Units 12-15 Dependent District	✓			✓	9/30
West Villages Independent District	✓			✓	9/30
Various Community Development Districts (452)	✓			✓	9/30
TOTAL	490	5	4	484	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

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Current
Arbitrage
Calculations

We look forward to providing Capron Trail Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

Capron Trail
Community Development District

**Financial Report For
September 2024**

**CAPRON TRAIL COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
OPERATING FUND
SEPTEMBER 2024**

	Annual Budget 10/1/23 - 9/30/24	Actual Sep-24	Year To Date Actual 10/1/23 - 9/30/24
REVENUES			
O & M ASSESSMENTS	341,193	0	341,249
FACILITIES & SERVICE AGREEMENT	15,209	0	15,209
OTHER INCOME	0	0	0
INTEREST INCOME	420	0	5,471
DEVELOPER CONTRIBUTION - EXTRAORDINARY	0	0	47,370
TOTAL REVENUES	\$ 356,822	\$ -	\$ 409,299
ADMINISTRATIVE EXPENDITURES			
SUPERVISOR FEES	0	0	0
FICA TAXES	0	0	0
ENGINEERING	12,000	0	3,300
ENGINEERING - EXTRAORDINARY	0	0	47,370
MANAGEMENT FEES	24,000	2,000	24,000
LEGAL FEES	4,000	0	1,920
AUDIT FEES	3,700	0	3,700
INSURANCE - LIABILITY	6,800	0	7,267
LEGAL ADVERTISING	1,050	0	1,188
POSTAGE AND DELIVERY	275	40	212
OFFICE SUPPLIES/MISCELLANEOUS	1,000	153	1,471
DUES & SUBSCRIPTIONS	175	0	175
WEBSITE MANAGEMENT	1,750	145	1,750
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 54,750	\$ 2,338	\$ 92,353
MAINTENANCE EXPENDITURES			
MOWING	30,000	0	20,439
FUEL & OIL	95,000	0	104,544
AQUATIC MAINTENANCE	17,565	0	18,140
OPERATIONS MANAGEMENT	43,000	0	37,717
ROADWAYS & CULVERTS	11,600	0	9,219
CANAL REPAIR & MAINTENANCE	8,400	0	7,975
RESERVOIR REPAIR & MAINTENANCE	12,000	0	10,807
DRAINAGE ENGINE/PUMP REPAIR & MAINTENANCE	55,000	0	24,126
INSURANCE - MAINTENANCE	500	0	0
MISCELLANEOUS MAINTENANCE	495	0	25
TOTAL MAINTENANCE EXPENDITURES	\$ 273,560	\$ -	\$ 232,992
TOTAL EXPENDITURES	\$ 328,310	\$ 2,338	\$ 325,345
REVENUES LESS EXPENDITURES	\$ 28,512	\$ (2,338)	\$ 83,954
COUNTY APPRAISER & TAX COLLECTOR FEE	(14,256)	0	(13,551)
DISCOUNTS FOR EARLY PAYMENTS	(14,256)	0	(4,871)
EXCESS/ (SHORTFALL)	\$ -	\$ (2,338)	\$ 65,532
CARRYOVER FROM PRIOR YEAR	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ (2,338)	\$ 65,532

Note: Premier Citrus Management Invoices Received Through August 2024

Bank Balance As Of 9/30/24	\$ 143,701.34
Accounts Payable As Of 9/30/24	\$ 22,849.07
Accounts Receivable As Of 9/30/24	\$ -
Available Funds As Of 9/30/24	\$ 120,852.27

Capron Trail Community Development District
Budget vs. Actual
October 2023 through September 2024

	<u>Oct 23 - Sept 24</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
01-3100 · O & M Assessments	341,248.71	341,193.00	55.71	100.02%
01-3830 · Assessment Fees	-13,551.30	-14,256.00	704.70	95.06%
01-3831 · Assessment Discounts	-4,871.22	-14,256.00	9,384.78	34.17%
01-6001 · Developer Contribution - Extraordinary	47,370.00	0.00	47,370.00	100.0%
01-9401 · Facilities & Service Agreement	15,208.83	15,209.00	-0.17	100.0%
01-9410 · Interest Income (GF)	5,471.43	420.00	5,051.43	1,302.72%
Total Income	<u>390,876.45</u>	<u>328,310.00</u>	<u>62,566.45</u>	<u>119.06%</u>
Expense				
01-1310 · Engineering	3,300.00	12,000.00	-8,700.00	27.5%
Engineering - Extraordinary	47,370.00	0.00	47,370.00	100.0%
01-1311 · Management Fees	24,000.00	24,000.00	0.00	100.0%
01-1315 · Legal Fees	1,920.00	4,000.00	-2,080.00	48.0%
01-1320 · Audit Fees	3,700.00	3,700.00	0.00	100.0%
01-1450 · Insurance (Liability)	7,266.66	6,800.00	466.66	106.86%
01-1480 · Legal Advertisements	1,187.92	1,050.00	137.92	113.14%
01-1513 · Postage and Delivery	212.25	275.00	-62.75	77.18%
01-1514 · Office Supplies/Miscellaneous	1,471.21	1,000.00	471.21	147.12%
01-1540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
01-1750 · Website Management	1,749.96	1,750.00	-0.04	100.0%
01-1803 · Aquatic Maintenance	18,140.05	17,565.00	575.05	103.27%
01-1815 · Miscellaneous Maintenance	25.00	0.00	25.00	100.0%
01-1822 · Mowing	20,439.12	30,000.00	-9,560.88	68.13%
01-1823 · Fuel & oil	104,543.62	95,000.00	9,543.62	110.05%
01-1824 · Operations Management	37,716.86	43,000.00	-5,283.14	87.71%
01-1825 · Roadways & Culverts	9,218.88	11,600.00	-2,381.12	79.47%
01-1826 · Canal Repair & Maintenance	7,975.00	8,400.00	-425.00	94.94%
01-1827 · Reservoir Repair & Maintenance	10,807.10	12,000.00	-1,192.90	90.06%
01-1828 · Drainage Engine/Pump Repair Mai	24,125.42	55,000.00	-30,874.58	43.86%
01-1829 · Insurance-Maintenance	0.00	500.00	-500.00	0.0%
01-1831 · Maintenance Miscellaneous	0.00	495.00	-495.00	0.0%
Total Expense	<u>325,344.05</u>	<u>328,310.00</u>	<u>-2,965.95</u>	<u>99.1%</u>
Net Income	<u><u>65,532.40</u></u>	<u><u>0.00</u></u>	<u><u>65,532.40</u></u>	<u><u>100.0%</u></u>

**Capron Trail Community Development District
Balance Sheet
As Of September 30, 2024**

	<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	143,701.34	0.00	0.00	0.00	0.00	143,701.34
Total Checking/Savings	<u>143,701.34</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>143,701.34</u>
Total Current Assets	143,701.34	0.00	0.00	0.00	0.00	143,701.34
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	-6,052,708.00	0.00	-6,052,708.00
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>498,349.00</u>	<u>0.00</u>	<u>498,349.00</u>
TOTAL ASSETS	<u>143,701.34</u>	<u>0.00</u>	<u>0.00</u>	<u>498,349.00</u>	<u>0.00</u>	<u>642,050.34</u>
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
Accounts Payable	22,849.07	0.00	0.00	0.00	0.00	22,849.07
Total Accounts Payable	<u>22,849.07</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>22,849.07</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	22,849.07	0.00	0.00	0.00	0.00	22,849.07
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	22,849.07	0.00	0.00	0.00	0.00	22,849.07
Equity						
Retained Earnings	55,319.87	0.00	0.00	-6,057,708.00	0.00	-6,002,388.13
Net Income	65,532.40	0.00	0.00	0.00	0.00	65,532.40
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>120,852.27</u>	<u>0.00</u>	<u>0.00</u>	<u>498,349.00</u>	<u>0.00</u>	<u>619,201.27</u>
TOTAL LIABILITIES & EQUITY	<u>143,701.34</u>	<u>0.00</u>	<u>0.00</u>	<u>498,349.00</u>	<u>0.00</u>	<u>642,050.34</u>