



**CAPTAIN'S KEY  
DEPENDENT DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
SEPTEMBER 10, 2024  
6:00 P.M.**

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

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

**AGENDA**  
**CAPTAIN’S KEY DEPENDENT DISTRICT**  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, Florida 33410  
**REGULAR BOARD MEETING**  
September 10, 2024  
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
  - 1. July 9, 2024 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
  - 1. Update on Lighting
- H. New Business
  - 1. Consider Resolution No. 2024-05 – Goals and Objectives.....Page 6
- I. Administrative Matters
  - 1. Financial Report.....Page 9
  - 2. Consider Invoices.....Page 13
- J. Board Members Comments
- K. Adjourn

**PALM BEACH**

STATE OF FLORIDA  
COUNTY OF PALM BEACH:

Before the undersigned authority personally appeared ANGELINA GARAY, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Palm Beach Daily Business Review f/k/a Palm Beach Review, of Palm Beach County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CAPTAINS KEY DEPENDENT DISTRICT - NOTICE IS HEREBY GIVEN THAT THE BOARD OF SUPERVISORS OF THE CAPTAIN'S KEY COMMUNITY DEPENDENT DISTRICT, ET AL.

in the XXXX Court,  
was published in a newspaper by print in the issues of Palm Beach Daily Business Review f/k/a Palm Beach Review on

09/29/2023

Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

*Angelina Garay*

Sworn to and subscribed before me this  
29 day of SEPTEMBER, A.D. 2023

*[Signature]*  
(SEAL)  
ANGELINA GARAY personally known to me



**CAPTAIN'S KEY  
DEPENDENT DISTRICT  
FISCAL YEAR 2023/2024  
REGULAR MEETING  
SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Captain's Key Community Dependent District will hold Regular Meetings at The Oaks Center at 2501A Burns Road, Palm Beach Gardens, Florida 33410 at 6:00 p.m. on the following dates:

- October 10, 2023
- November 14, 2023
- December 12, 2023
- January 9, 2024
- February 13, 2024
- March 12, 2024
- April 9, 2024
- May 14, 2024
- June 11, 2024
- July 9, 2024
- August 13, 2024
- September 10, 2024

The purpose of the meetings is to conduct and all business coming before the Board. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting. Said meetings may be continued from time to time to a time and date certain as stated on the record.

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

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 (561) 630-4922 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.

CAPTAIN'S KEY DEPENDENT DISTRICT  
www.captainskeydd.org  
9/29 23-04/0000685731P

**CAPTAIN’S KEY DEPENDENT DISTRICT  
PUBLIC HEARING & REGULAR BOARD MEETING  
JULY 9, 2024**

**A. CALL TO ORDER**

District Manager Jason Pierman called the July 9, 2024, Regular Board Meeting of the Captain’s Key Dependent District (the “District”) to order at 6:10 p.m. at The Oaks Center located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

**B. PROOF OF PUBLICATION**

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in the *Palm Beach Daily Business Review* on September 29, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Pierman determined that the attendance of Vice Chairman Russell Jones and Supervisors Trey Mahoney and Judge Moss constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Jason Pierman of Special District Services, Inc.

Also present was James Candela of Special District Services, Inc..

**D. ADDITIONS OR DELETIONS TO AGENDA**

There were no additions or deletions to the agenda.

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

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

**F. APPROVAL OF MINUTES**

**1. May 14, 2024, Regular Board Meeting**

Mr. Pierman presented the minutes of the May 14, 2024, Regular Board Meeting for approval.

A **motion** was made by Mr. Jones, seconded by Mr. Moss and passed unanimously approving the minutes of the May 14, 2024, Regular Board Meeting, as presented.

**G. OLD BUSINESS**

**1. Update on Gate Painting**

Mr. Pierman noted that he was awaiting an update from the gate company. Mr. Jones suggested replacing the bearings when the gates are off.

## **2. Update on Lighting**

Mr. Pierman suggested meeting onsite with a Board Member and Gilbert Electric to discuss lighting at the entrance. Mr. Jones offered to meet onsite. Following discussion regarding street lighting within the community, the Board consensus was to not move forward with street lighting

### **H. NEW BUSINESS**

#### **1. Consider Resolution No. 2024-02 – Resetting Public Hearing Date to Adopt Fiscal Year 2024/2025 Final Budget**

Resolution No. 2024-02 was presented, entitled:

#### **RESOLUTION NO. 2024-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPTAIN'S KEY DEPENDENT DISTRICT AMENDING RESOLUTION NO. 2024-01; AMENDING THE DATE AND TIME FOR THE PUBLIC HEARING TO CONSIDER THE FISCAL YEAR 2024/2025 FINAL BUDGET AND ASSESSMENTS AND AUTHORIZING THE SECRETARY AND DISTRICT MANAGER TO TAKE CERTAIN ACTIONS TO ACCOMPLISH THE INTENT OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.**

A **motion** was made by Mr. Mahoney, seconded by Mr. Jones and passed unanimously adopting Resolution No. 2024-02, resetting the Public Hearing date to July 9, 2024, as presented.

#### **2. Consider Resolution No. 2024-03 – Adopting a Fiscal Year 2024/2025 Meeting Schedule**

Resolution No. 2024-03 was presented, entitled:

#### **RESOLUTION NO. 2024-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPTAIN'S KEY DEPENDENT 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.**

A **motion** was made by Mr. Mahoney, seconded by Mr. Jones and passed unanimously adopting Resolution No. 2024-03, as presented.

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

Mr. Pierman stated that the existing contract for auditing services was ending, and that it was appropriate to solicit for auditing services.

A **motion** was made by Mr. Jones, seconded by Mr. Moss and passed unanimously appointing the entire District Board as the Audit Selection Committee.

Sitting as the Audit Selection Committee, a **motion** was made by Mr. Jones, seconded by Mr. Moss and unanimously passed approving the audit selection criteria.

Mr. Pierman then recessed the Regular Board Meeting and opened the Public Hearing.

**I. PUBLIC HEARING**

**1. Proof of Publication**

Mr. Pierman presented proof of publication that notice of the Public Hearing had been published in *The Palm Beach Post* on June 19, 2024, and June 26, 2024, as legally required.

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

There was no public comment on the Fiscal Year 2024/2025 Final Budget.

**3. Consider Resolution No. 2024-04 – Adopting a Fiscal Year 2024/2025 Final Budget**

Resolution No. 2024-04 was presented, entitled:

**RESOLUTION NO. 2024-04**

**A RESOLUTION OF THE CAPTAIN’S KEY DEPENDENT DISTRICT  
ADOPTING A FISCAL YEAR 2024/2025 BUDGET.**

A **motion** was made by Mr. Jones, seconded by Mr. Moss and passed unanimously adopting Resolution No. 2024-04, as presented.

Mr. Pierman then closed the Public Hearing and reconvened the Regular Board Meeting.

**J. ADMINISTRATIVE MATTERS**

**1. Discussion Regarding POA Maintenance Agreement**

Mr. Mahoney asked if the District could take possession of Tract A. Mr. Pierman stated that he would speak with the District’s attorney to see what it would take. Discussion ensued regarding the possibility of entering into a maintenance agreement with the POA. The Board’s consensus was to delay any decision until the new POA management firm proved itself.

**2. Financial Report**

**3. Consider Invoices**

**K. BOARD MEMBER COMMENTS**

There were no further comments from the Board Members.

**L. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Jones, seconded by Mr. Moss and unanimously passed adjourning the Regular Board Meeting at 6:59 p.m.

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Secretary/Assistant Secretary

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Chair/Vice-Chair

## RESOLUTION 2024-05

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPTAIN'S KEY DEPENDENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Captain's Key Dependent District (the "District") is a local unit of special-purpose government organized and existing under and pursuant to Chapters 189 and 190, Florida Statutes, as amended; and

**WHEREAS**, effective July 1, 2024, the Florida Legislature adopted House Bill 7013, codified as Chapter 2024-136, Laws of Florida ("HB 7013") and creating Section 189.0694, Florida Statutes; and

**WHEREAS**, pursuant to HB 7013 and Section 189.0694, Florida Statutes, beginning October 1, 2024, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District's achievement of those goals and objectives; and

**WHEREAS**, the District Manager has prepared the attached goals, objectives, and performance measures and standards and presented them to the Board of the District; and

**WHEREAS**, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution the attached goals, objectives and performance measures and standards.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CAPTAIN'S KEY DEPENDENT DISTRICT:**

**SECTION 1.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2.** The District Board of Supervisors hereby adopts the goals, objectives and performance measures and standards as provided in **Exhibit A**. The District Manager shall take all actions to comply with Section 189.0694, Florida Statutes, and shall prepare an annual report regarding the District's success or failure in achieving the adopted goals and objectives for consideration by the Board of the District.

**SECTION 3.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.



**PASSED AND ADOPTED** this 10<sup>th</sup> day of September, 2024.

**ATTEST:**

**CAPTAIN'S KEY DEPENDENT DISTRICT**

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

\_\_\_\_\_  
Chairman, Board of Supervisors

**Exhibit A:** Performance Measures/Standards and Annual Reporting

## Exhibit A

**Program/Activity: District Administration**

**Goal:** Remain compliant with Florida Law for all district meetings

**Objectives:**

- Notice all District regular, special, and public hearing meetings
- Conduct all post-meeting activities
- District records retained in compliance with Florida Sunshine Laws

**Performance Measures:**

- All Meetings publicly noticed as required (yes/no)
- Meeting minutes and post-meeting action completed (yes/no)
- District records retained as required by law (yes/no)

**Program/Activity: District Finance**

**Goal:** Remain Compliant with Florida Law for all district financing activities

**Objectives:**

- District adopted fiscal year budget
- District amended budget at end of fiscal year
- Process all District finance accounts receivable and payable
- Support District annual financial audit activities

**Performance Measures:**

- District adopted fiscal year budget (yes/no)
- District amended budget at end of fiscal year (yes/no)
- District accounts receivable/payable processed for the year (yes/no)
- “No findings” for annual financial audit (yes/no)
  - If “yes” explain

**Program/Activity: District Operations**

**Goal:** Insure, Operate and Maintain District owned Infrastructure & assets

**Objectives:**

- Annual renewal of District insurance policy(s)
- Contracted Services for District operations in effect
- Compliance with all required permits

**Performance Measures:**

- District insurance renewed and in force (yes/no)
- Contracted Services in force for all District operations (yes/no)
- Permits in compliance (yes/no)

Captain's Key  
Dependent District

**Financial Report For  
August 2024**

**Captain's Key Dependent District**  
**Budget vs. Actual**  
**October 2023 through August 2024**

	<u>Oct 23 - Aug 24</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
363.100 · O & M Assessments	101,589.46	101,500.00	89.46	100.09%
363.830 · Assessment Fees	-1,338.38	-2,030.00	691.62	65.93%
363.831 · Assessment Discounts	-3,661.98	-4,060.00	398.02	90.2%
369.400 · Other Income	378.00	0.00	378.00	100.0%
369.401 · Interest Income	6,776.06	480.00	6,296.06	1,411.68%
<b>Total Income</b>	<u>103,743.16</u>	<u>95,890.00</u>	<u>7,853.16</u>	<u>108.19%</u>
<b>Expense</b>				
511.310 · Engineering	0.00	1,000.00	-1,000.00	0.0%
511.311 · Management Fees	16,929.00	18,468.00	-1,539.00	91.67%
511.312 · Secretarial Fees	3,850.00	4,200.00	-350.00	91.67%
511.315 · Legal Fees	1,421.00	2,000.00	-579.00	71.05%
511.318 · Assessment/Tax Roll	0.00	2,500.00	-2,500.00	0.0%
511.320 · Audit Fees	3,900.00	3,900.00	0.00	100.0%
511.410 · Telephone/Cable	7,023.22	6,800.00	223.22	103.28%
511.431 · Power	706.63	600.00	106.63	117.77%
511.432 · Irrigation Maintenance	1,118.00	1,250.00	-132.00	89.44%
511.433 · Landscaping Maintenance	15,070.98	13,800.00	1,270.98	109.21%
511.435 · Gate Maintenance	11,460.26	9,000.00	2,460.26	127.34%
511.437 · Water Service	5,987.48	4,750.00	1,237.48	126.05%
511.439 · Gate Access Cards	0.00	1,000.00	-1,000.00	0.0%
511.440 · Security Camera	0.00	500.00	-500.00	0.0%
511.450 · Insurance	6,203.00	6,400.00	-197.00	96.92%
511.480 · Legal Advertisements	525.34	650.00	-124.66	80.82%
511.512 · Miscellaneous	0.00	250.00	-250.00	0.0%
511.513 · Postage and Delivery	60.80	100.00	-39.20	60.8%
511.514 · Office Supplies	359.85	400.00	-40.15	89.96%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.750 · Website Management	1,375.00	1,500.00	-125.00	91.67%
512.513 · Major Trimming & New Planting	0.00	2,000.00	-2,000.00	0.0%
513.001 · Reserves	0.00	14,647.00	-14,647.00	0.0%
<b>Total Expense</b>	<u>76,165.56</u>	<u>95,890.00</u>	<u>-19,724.44</u>	<u>79.43%</u>
<b>Net Income</b>	<u><u>27,577.60</u></u>	<u><u>0.00</u></u>	<u><u>27,577.60</u></u>	<u><u>100.0%</u></u>

**CAPTAIN'S KEY DEPENDENT DISTRICT  
MONTHLY FINANCIAL REPORT  
AUGUST 2024**

	Annual Budget 10/1/23- 9/30/24	Actual Aug-24	Year To Date Actual 10/1/23 - 8/31/24
<b>REVENUES</b>			
O & M ASSESSMENTS	101,500	0	101,589
OTHER REVENUES	0	0	378
INTEREST INCOME	480	0	6,776
<b>REVENUES</b>	<b>\$ 101,980</b>	<b>\$ -</b>	<b>\$ 108,743</b>
<b>EXPENDITURES</b>			
ENGINEERING	1,000	0	0
MANAGEMENT	18,468	1,539	16,929
SECRETARIAL	4,200	350	3,850
LEGAL	2,000	0	1,421
ASSESSMENT ROLL	2,500	0	0
AUDIT FEES	3,900	0	3,900
TELEPHONE/CABLE	6,800	646	7,023
POWER	600	56	707
IRRIGATION MAINTENANCE	1,250	79	1,118
LANDSCAPE MAINTENANCE	13,800	0	15,071
MAJOR TRIMMING & NEW PLANTING	2,000	0	0
GATE MAINTENANCE	9,000	0	11,460
WATER SERVICE	4,750	543	5,987
SECURITY CAMERA	500	0	0
INSURANCE	6,400	0	6,203
LEGAL ADVERTISING	650	0	525
MISCELLANEOUS	250	0	0
POSTAGE	100	0	61
OFFICE SUPPLIES	400	50	360
DUES & SUBSCRIPTIONS	175	0	175
GATE ACCESS CARDS	1,500	0	0
WEBSITE MANAGEMENT	1,000	125	1,376
RESERVES (MISCELLANEOUS MAINTENANCE-DRAINAGE)	14,647	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 95,890</b>	<b>\$ 3,388</b>	<b>\$ 76,166</b>
<b>EXCESS OR (SHORTFALL)</b>	<b>\$ 6,090</b>	<b>\$ (3,388)</b>	<b>\$ 32,577</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(2,030)	0	(1,338)
DISCOUNTS FOR EARLY PAYMENTS	(4,060)	0	(3,662)
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (3,388)</b>	<b>\$ 27,577</b>

<b>Bank Balance As Of 8/31/24</b>	<b>\$ 215,970.82</b>
<b>Accounts Payable As Of 8/31/24</b>	<b>\$ 3,388.28</b>
<b>Accounts Receivable As Of 8/31/24</b>	<b>\$ 1,227.12</b>
<b>Reserve Funds As Of 8/31/24</b>	<b>\$ 91,620.00</b>
<b>Available Funds As Of 8/31/24</b>	<b>\$ 122,189.66</b>

**Captain's Key Dependent District  
Balance Sheet  
As of August 31, 2024**

	<u>Operating Fund</u>	<u>General Fixed Assets Fund</u>	<u>Long Term Debt Fund</u>	<u>TOTAL</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Centerstate Bank	215,970.82	0.00	0.00	215,970.82
<b>Total Checking/Savings</b>	<u>215,970.82</u>	<u>0.00</u>	<u>0.00</u>	<u>215,970.82</u>
<b>Total Current Assets</b>	215,970.82	0.00	0.00	215,970.82
<b>Other Assets</b>				
Accounts Receivable	1,227.12	0.00	0.00	1,227.12
Roadways	0.00	67,400.00	0.00	67,400.00
Gate System	0.00	164,326.00	0.00	164,326.00
Gate System Improvements	0.00	36,577.00	0.00	36,577.00
Depreciation - Roadways	0.00	-39,322.00	0.00	-39,322.00
Depreciation - Gate System	0.00	-168,708.00	0.00	-168,708.00
Amount To Be Provided	0.00	0.00	0.00	0.00
<b>Total Other Assets</b>	<u>1,227.12</u>	<u>60,273.00</u>	<u>0.00</u>	<u>61,500.12</u>
<b>TOTAL ASSETS</b>	<u><b>217,197.94</b></u>	<u><b>60,273.00</b></u>	<u><b>0.00</b></u>	<u><b>277,470.94</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	3,388.28	0.00	0.00	3,388.28
<b>Total Accounts Payable</b>	<u>3,388.28</u>	<u>0.00</u>	<u>0.00</u>	<u>3,388.28</u>
<b>Total Current Liabilities</b>	3,388.28	0.00	0.00	3,388.28
<b>Long Term Liabilities</b>				
Due To Captain's Key HOA	0.00	0.00	0.00	0.00
<b>Total Long Term Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Liabilities</b>	3,388.28	0.00	0.00	3,388.28
<b>Equity</b>				
Retained Earnings	94,612.06	-208,030.00	0.00	-113,417.94
Net Income	27,577.60	0.00	0.00	27,577.60
Reserve Funds	91,620.00	0.00	0.00	91,620.00
Current Year Depreciation	0.00	0.00	0.00	0.00
Investment In Gen Fixed Assests	0.00	268,303.00	0.00	268,303.00
<b>Total Equity</b>	<u>213,809.66</u>	<u>60,273.00</u>	<u>0.00</u>	<u>274,082.66</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>217,197.94</b></u>	<u><b>60,273.00</b></u>	<u><b>0.00</b></u>	<u><b>277,470.94</b></u>

**Captain's Key Dependent District**  
**Check Register**  
 As of September 3, 2024

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
<b>1072 - South State bank account</b>					
	07/01/2024		Seacost Utility		760.12
	07/01/2024		Comcast		298.35
	07/01/2024		FPL		57.59
	07/01/2024		Frontsteps		347.28
	07/01/2024		Grau and Associates		3,900.00
	07/01/2024		Greentone Irrigation		79.00
	07/01/2024		SDS		2,101.03
	08/06/2024		Comcast		298.35
	08/06/2024		FPL		60.76
	08/06/2024		Frontsteps		347.28
	08/06/2024		Gannett Florida LocalIQ		422.24
	08/06/2024		SDS		2,051.68
	08/06/2024		Seacost Utility		1,198.15
	08/16/2024		Greentone Irrigation		328.00
	08/16/2024		Victory Access		406.72
<b>1072 - South State bank account</b>					<u>12,656.55</u>
<b>TOTAL</b>					<u><u><b>12,656.55</b></u></u>