



**CAPTAIN'S KEY
DEPENDENT DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
MARCH 11, 2025
6:00 P.M.**

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

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
March 11, 2025
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Seat New Board Members
- D. Administer Oath of Office & Review Board Member Responsibilities and Duties
- E. Establish Quorum
- F. Election of Officers
 - Chairman
 - Vice Chairman
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. November 12, 2024 Regular Board Meeting.....Page 2
- J. Old Business
- K. New Business
 - 1. Discussion Regarding Road Repaving & Drainage Project
 - 2. Discussion Regarding Drainage Easement Pipe – Manju George
- L. Administrative Matters
 - 1. Financial Report.....Page 5
 - 2. Consider Invoices.....Page 9
- M. Board Members Comments
- N. Adjourn

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Laura Archer
Captain's Key Dependent District
2501 Burns RD
Palm Beach Gardens FL 33410-5207

STATE OF WISCONSIN, COUNTY OF BROWN

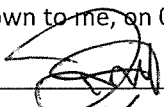
Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

09/24/2024

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/24/2024

Legal Clerk



Nancy Heyrman

Notary, State of WI, County of Brown

5.15.27

My commission expires

Publication Cost: \$255.38
Tax Amount: \$0.00
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Order No: 10583908 # of Copies:
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THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NANCY HEYRMAN
Notary Public
State of Wisconsin

CAPTAIN'S KEY DEPENDENT DISTRICT
FISCAL YEAR 2024/2024 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 of 2501A Burns Road, Palm Beach Gardens, Florida 33410 at 6:00 p.m. on the following dates:

- October 8, 2024
- November 12, 2024
- December 10, 2024
- January 14, 2025
- February 11, 2025
- March 11, 2025
- April 8, 2025
- May 13, 2025
- June 10, 2025
- July 8, 2025
- August 12, 2025
- September 9, 2025

The purpose of the meetings is to conduct any 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
No. Sept. 24, 2024

**CAPTAIN’S KEY DEPENDENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 12, 2024**

A. CALL TO ORDER

District Manager Jason Pierman called the November 12, 2024, Regular Board Meeting of the Captain’s Key Dependent District (the “District”) to order at 6:02 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 Chairman John Banister, Vice Chairman Russell Jones and Supervisor 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.

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. September 10, 2024, Public Hearing & Regular Board Meeting

Mr. Pierman presented the minutes of the September 10, 2024, Public Hearing & Regular Board Meeting for approval.

A **motion** was made by Mr. Jones, seconded by Mr. Moss and passed unanimously approving the minutes of the September 10, 2024, Public Hearing & Regular Board Meeting, as presented.

G. OLD BUSINESS

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

H. NEW BUSINESS

1. Consider Resolution No. 2024-06 – Adopting a Fiscal Year 2023/2024 Amended Budget

Resolution No. 2024-06 was presented, entitled:

RESOLUTION NO. 2024-06

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

A **motion** was made by Mr. Jones, seconded by Mr. Banister and passed unanimously adopting Resolution No. 2024-06, as presented.

2. Discussion Regarding Road Repaving and Drainage Project

Mr. Moss advised that Seacoast would not be done until March.

I. AUDITOR SELECTION COMMITTEE

1. Ranking of Proposals/Consider Selection of Auditor

Mr. Pierman explained that, at this time, it was in order for the Board to convene as the Auditor Selection Committee to review the results of the auditor selection criteria from the responding firms.

Mr. Pierman noted that Grau & Associates was the only proposal.

A **motion** was made by Mr. Moss, seconded by Mr. Jones and unanimously passed recommending Grau & Associates, and to recess the Auditor Selection Committee and resume the Regular Board Meeting.

Sitting as the Board, a **motion** was made by Mr. Jones, seconded by Mr. Banister and unanimously passed accepting the recommendation of the Auditor Selection Committee and directing staff to enter into negotiations with Grau & Associates.

J. ADMINISTRATIVE MATTERS

1. Financial Report

2. 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. Banister and unanimously passed adjourning the Regular Board Meeting at 6:19 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

Captain's Key
Dependent District

**Financial Report For
February 2025**

**Captain's Key Dependent District
Budget vs. Actual
October 2024 through February 2025**

	<u>Oct 24 - Feb 25</u>	<u>24/25 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
363.100 · O & M Assessments	89,216.75	101,500.00	-12,283.25	87.9%
363.830 · Assessment Fees	-1,067.98	-2,030.00	962.02	52.61%
363.831 · Assessment Discounts	-3,418.77	-4,060.00	641.23	84.21%
369.401 · Interest Income	1,080.48	960.00	120.48	112.55%
Total Income	<u>85,810.48</u>	<u>96,370.00</u>	<u>-10,559.52</u>	<u>89.04%</u>
Expense				
511.310 · Engineering	0.00	1,000.00	-1,000.00	0.0%
511.311 · Management Fees	7,925.00	19,020.00	-11,095.00	41.67%
511.312 · Secretarial Fees	1,750.00	4,200.00	-2,450.00	41.67%
511.315 · Legal Fees	0.00	2,000.00	-2,000.00	0.0%
511.318 · Assessment/Tax Roll	0.00	2,500.00	-2,500.00	0.0%
511.320 · Audit Fees	0.00	4,000.00	-4,000.00	0.0%
511.410 · Telephone/Cable	3,508.97	6,800.00	-3,291.03	51.6%
511.431 · Power	322.44	750.00	-427.56	42.99%
511.432 · Irrigation Maintenance	575.00	1,350.00	-775.00	42.59%
511.433 · Landscaping Maintenance	6,750.00	14,500.00	-7,750.00	46.55%
511.435 · Gate Maintenance	7,876.25	9,000.00	-1,123.75	87.51%
511.437 · Water Service	1,875.63	5,350.00	-3,474.37	35.06%
511.439 · Gate Access Cards	985.00	1,000.00	-15.00	98.5%
511.440 · Security Camera	0.00	500.00	-500.00	0.0%
511.450 · Insurance	6,608.00	6,800.00	-192.00	97.18%
511.480 · Legal Advertisements	329.54	650.00	-320.46	50.7%
511.512 · Miscellaneous	0.00	225.00	-225.00	0.0%
511.513 · Postage and Delivery	2.76	100.00	-97.24	2.76%
511.514 · Office Supplies	122.15	400.00	-277.85	30.54%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.750 · Website Management	625.00	1,500.00	-875.00	41.67%
512.513 · Major Trimming & New Planting	0.00	2,000.00	-2,000.00	0.0%
513.001 · Reserves	0.00	12,550.00	-12,550.00	0.0%
Total Expense	<u>39,430.74</u>	<u>96,370.00</u>	<u>-56,939.26</u>	<u>40.92%</u>
Net Income	<u><u>46,379.74</u></u>	<u><u>0.00</u></u>	<u><u>46,379.74</u></u>	<u><u>100.0%</u></u>

**CAPTAIN'S KEY DEPENDENT DISTRICT
MONTHLY FINANCIAL REPORT
FEBRUARY 2025**

	Annual Budget 10/1/24- 9/30/25	Actual Feb-25	Year To Date Actual 10/1/24 - 2/28/25
REVENUES			
O & M ASSESSMENTS	101,500	893	89,217
OTHER REVENUES	0	0	0
INTEREST INCOME	960	0	1,081
REVENUES	\$ 102,460	\$ 893	\$ 90,298
EXPENDITURES			
ENGINEERING	1,000	0	0
MANAGEMENT	19,020	1,585	7,925
SECRETARIAL	4,200	350	1,750
LEGAL	2,000	0	0
ASSESSMENT ROLL	2,500	0	0
AUDIT FEES	4,000	0	0
TELEPHONE/CABLE	6,800	663	3,509
POWER	750	67	322
IRRIGATION MAINTENANCE	1,350	213	575
LANDSCAPE MAINTENANCE	14,500	1,350	6,750
MAJOR TRIMMING & NEW PLANTING	2,000	0	0
GATE MAINTENANCE	9,000	4,042	7,876
WATER SERVICE	5,350	175	1,876
SECURITY CAMERA	500	0	0
INSURANCE	6,800	0	6,608
LEGAL ADVERTISING	650	0	330
MISCELLANEOUS	225	0	0
POSTAGE	100	2	3
OFFICE SUPPLIES	400	6	122
DUES & SUBSCRIPTIONS	175	0	175
GATE ACCESS CARDS	1,000	0	985
WEBSITE MANAGEMENT	1,500	125	625
RESERVES (MISCELLANEOUS MAINTENANCE-DRAINAGE)	12,550	0	0
TOTAL EXPENDITURES	\$ 96,370	\$ 8,578	\$ 39,431
EXCESS OR (SHORTFALL)	\$ 6,090	\$ (7,685)	\$ 50,867
COUNTY APPRAISER & TAX COLLECTOR FEE	(2,030)	(8)	(1,068)
DISCOUNTS FOR EARLY PAYMENTS	(4,060)	(27)	(3,419)
NET EXCESS/ (SHORTFALL)	\$ -	\$ (7,720)	\$ 46,380

Bank Balance As Of 2/28/25	\$ 252,552.78
Accounts Payable As Of 2/28/25	\$ 7,236.44
Accounts Receivable As Of 2/28/25	\$ 1,227.12
Reserve Funds As Of 2/28/25	\$ 106,260.00
Available Funds As Of 2/28/25	\$ 140,283.46

**Captain's Key Dependent District
Balance Sheet
As of February 28, 2025**

	<u>Operating Fund</u>	<u>General Fixed Assets Fund</u>	<u>Long Term Debt Fund</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
Bank Account	252,552.78	0.00	0.00	252,552.78
Total Checking/Savings	<u>252,552.78</u>	<u>0.00</u>	<u>0.00</u>	<u>252,552.78</u>
Total Current Assets	252,552.78	0.00	0.00	252,552.78
Other Assets				
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
Total Other Assets	<u>1,227.12</u>	<u>60,273.00</u>	<u>0.00</u>	<u>61,500.12</u>
TOTAL ASSETS	<u>253,779.90</u>	<u>60,273.00</u>	<u>0.00</u>	<u>314,052.90</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	7,236.44	0.00	0.00	7,236.44
Total Accounts Payable	<u>7,236.44</u>	<u>0.00</u>	<u>0.00</u>	<u>7,236.44</u>
Total Current Liabilities	7,236.44	0.00	0.00	7,236.44
Long Term Liabilities				
Due To Captain's Key HOA	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>
Total Liabilities	7,236.44	0.00	0.00	7,236.44
Equity				
Retained Earnings	93,903.72	-208,030.00	0.00	-114,126.28
Net Income	46,379.74	0.00	0.00	46,379.74
Reserve Funds	106,260.00	0.00	0.00	106,260.00
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
Total Equity	<u>246,543.46</u>	<u>60,273.00</u>	<u>0.00</u>	<u>306,816.46</u>
TOTAL LIABILITIES & EQUITY	<u>253,779.90</u>	<u>60,273.00</u>	<u>0.00</u>	<u>314,052.90</u>

Captain's Key Dependent District
Check Register
As of February 27, 2025

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
101.125 · CSB # 6006					
	02/03/2025		Seacoast Utility		427.71
	02/03/2025		Comcast		298.35
	02/03/2025		FPL		70.44
	02/03/2025		Frontsteps		347.28
	02/03/2025		Greentone Irrigation		125.00
	02/03/2025		SDS		2,063.15
	02/18/2025		DoorKing		263.45
	02/18/2025		Gannett Florida		329.54
	02/18/2025		Surf Landscape		2,700.00
	02/18/2025		Victory Access		4,041.76
Total 101.125 · CSB # 6006					<u>10,666.68</u>
TOTAL					<u>10,666.68</u>