

DUCK KEY SECURITY DISTRICT ADVISORY BOARD

Minutes of Meeting January 2, 2024

Location: Hawks Cay Conference Center, Room C

BOARD MEMBERS PRESENT/ZOOM (Z)

Rick Sherman, Chair
Tim Abner, Vice Chair (Z)
Laurie Oestreicher, Secretary
Megan Merryman
Jon Porter
Bob Kelley (Z)
Laurie Keiling

BOARD MEMBERS ABSENT: 0

QUORUM PRESENT: Yes

OTHERS PRESENT:

Tamara Lamarche - Executive Asst. for Comm. David Rice
Christina Corey, Assistant County Attorney (Z)
Frank Jackson – DKSAB Technical Asst.
MCSO – Detective Swire (Z)
Tiffany Holmes – Resort Director, Hawks Cay
Luis Requejo – Ralons Security (Z)
Chris Lancaster – Resident (Z)
Jim Rhyne - Resident
Karen Schulte – Resident
Ken Floyd – Resident
Ron Oestreicher – DKPOA President, Resident
Scott Keiling - Resident

ABSENT

Judith Clarke, Chief Engineer, Monroe County, (Sent last report, dated Dec. 15, 2023)
FWC – Officer Brian Sapp (Called out on emergency, sent in a report next day)

PROCEEDINGS:

- Meeting called to order at 4:04 by Rick Sherman, Chair
- Meeting held in person with ZOOM Hybrid Communication Media Technology (CMT)
- Date of meeting: January 2, 2024

Rick Sherman welcomed all and noted the meeting was being held at the Hawks Cay Conference Center, room C, as well as via ZOOM. Rick welcomed Tiffiany Holmes, Hawks Cay Resort Director who is temporarily replacing Bob Moore, and representing Hawks Cay until a Manager is in place.

Roll call: 2 members attended by ZOOM. Quorum achieved. See listing on first page.

Item II. Approval of January 2, 2024 Meeting Agenda.

Motion to approve by Jon Porter; second Laurie Keiling, none opposed.

MOTION CARRIED

Item III: Approval of the meeting minutes of November 7, 2023

Motion to approve by Laurie Keiling; second by Bob Kelley, none opposed

MOTION CARRIED

Item IV. Comments from the Public

Rick Sherman advised questions can be asked by the public at any time during the meeting.

V. STANDING REPORTS

MCSO – Detective Swire advised there were no crimes to report, just a few medical incidents. Discussion was directed to Detective Swire about the Bimini Bridge traffic, specifically concerning the speed of drivers over the bridge, despite the Speed Limit being 10 MPH. It was requested MCSO post officers periodically at the base of the bridge with radar, and issuing tickets. Also requested was the MCSO Radar sign, to be put up temporarily before the bridge entrance to advise drivers of the 10 MPH Speed Limit. Questions came up as to whether or not the 10 MPH Speed Limit signs have been replaced on the bridge since its renovation, on both sides, to advise drivers. This will be brought to the attention of Judith Clarke to ensure the Speed Limit is posted.

Ralons Security – Luis Requejo reported that Duck Key has been quiet, with not many incidents. A resident did report to Ralons Security that he saw 2 men walking on his property during the day via his security camera, he was advised to call MCSO to alert them of suspicious activity and if possible to share the video with MCSO.

Hawks Cay Resort – Tiffiany Holmes, Resort Director, advised all that they have increased security to the Resort via the Guard Shack now being permanently manned. They also increased

MCSO coverage on the property from December 22, 2023 through January 2, 2024. Work on the Marina Ship Store should resume after the 1 of the year, there were permit issues that have now been resolved.

FWC – Lt. Brian Sapp was not able to attend the meeting due to an emergency, but submitted the following report via email.

“My apologies for missing the meeting yesterday, I was called out to the Marquesas for a group of migrants that had just landed with children.”

Highlights and updates from FWC:

-Migrant activity seems to have picked up recently. If residents should see a refugee arrival or a chug on the shoreline, please call MCSO. FWC continues to support other state and federal agencies with the early detection and interdiction of migrant vessels.

-FWC continues to conduct high visibility patrols on the bridges, on U.S. 1, and in the waters of Monroe County. Our officers continue to discover fisheries violations that result in arrests and citations.

-FWC has made a big push for discovering, investigating, and processing derelict vessels in Monroe County. Vessels that have been deemed “at-risk” of becoming derelict are being asked to conduct propulsion test for safe navigation. Those that do not pass this assessment are being documented and cited.

-FWC manpower has dipped slightly due to promotions and transfers.

-2 new officers have started today in Monroe County. They will enter a field training program for the next 14 weeks before going on solo patrol.

-Lastly, if anyone should see any activity that seems illegal, they can report it to FWC by Text 847411 (Tip411) with keyword “FWC” and information about the violation or Call the Wildlife Alert Hotline at 888-404-FWCC (888-404-3922).

VI. OLD BUSINESS/Technology Report

Technology Update – Frank Jackson reported no problems with the camera equipment, all are operational. All Radar signs are operational and working. There continue to be intermittent issues with some cameras going offline, he will continue to work with Barnes Security and Bosch to get the issue resolved.

VII. NEW BUSINESS

A. Bridge Update - Judith Clarke, Chief Engineer, Monroe County (Absent) Duck Key Bridge Update 12-15-2023

A great deal of discussion came from the Board and audience concerning the bridges and it has been requested Judith Clarke receives the following comments/questions from the meeting: (Note from Tamara: To save length of the minutes for the update report and comments will be included as an addendum to the minutes.) (See Addendum A)

B. Finance Report – John Quinn, Budget Administrator. OMB was not able to attend the meeting due to illness. Rick Sherman recapped on several questions concerning the current Duck Key Security Special District report period to date. John Quinn provided answers today, January 4, 2024 and the questions/answers are below: (Note from Tamara: My comments for clarification are in RED text, and John Quinn’s responses are in GREEN text.) (See Addendum B)

C. **Security Bid Update** – Tamara Lamarche, Commissioner Rice’s Office advised the bid is out for the bid process and was published December 18th, the closing time frame is January 18, bids will then be checked for appropriate responses. I was told the bids will be opened at a ZOOM meeting on the 18th. I will send out the ZOOM link to the advisory board when I receive it. The bid packets will be sent out by the end of January at which time I will send out the board. DKSAB will discuss the bids at the March 5, 2024 meeting and give their recommendations to the BOCC to review and approve at their April 2024 meeting.

D. BOCC action: Tamara - BOCC has approved a new vendor, Anser Advisory Consulting, LLC, for annual maintenance review of Duck Key Security District Assessment Program.

X. Public Comments

Chris Lancaster advised there are many underage children driving golf carts on the Island. The required age to drive a golf cart is 14 years of age. All are advised if underage children are seen driving golf carts call MCSO.

Motion to adjourn made by Laurie Keiling: second by Tim Abner Meeting was adjourned at 4:40 p.m.

Next DKSAB meeting will be March 5, 2024, at 4 p.m. at the Hawks Cay Resort.

Minutes submitted by: Laurie Oestreicher, laurie.oestreicher@gmail.com.

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ADDENDUM A

Bridge Update reserved for Judy Clarke, Engineer. She was absent and had previously submitted a December 15, 2023 status report.

Bimini Drive Bridge - American Empire Builders (AEB) removed materials and equipment from the Bimini Bridge site and is awaiting delivery of materials to perform required site restoration. The contractor needs to groove and seal the deck, seal joints and install signage prior to placing the remaining sod. AEB has provided a proposal to replace fencing and install new fence along the canal on each side of the bridge to prevent access to the water for county review and approval. Seaview Drive Bridge -The contractor completed construction of the end bent on the west side of the Seaview Drive bridge and has completed installation of the sheet pile wall on the east side. AEB is backfilling areas of the shoulder behind the sheet pile and will predrill to prepare for concrete pile installation on the east side. Vibration monitoring equipment is in place and monitoring is ongoing throughout the project in accordance with project specifications. Substantial completion of the Seaview Drive Bridge project is scheduled for July 9, 2024, which is 540 days after the date of commencement. Harbour Drive Bridge - AEB crews constructed the forms and steel reinforcing for the widening of the west lane of the Harbour Drive bridge; the final section of concrete was poured this week. The contractor will backfill the widened section next week and install temporary pavement in anticipation of shifting traffic to the west lane. Substantial completion of the Harbour Drive Bridge project is scheduled for March 18, 2025, which is 540 days after commencement.

Comments:

Ron Oestreicher, DKPOA President and resident, advised he had questions/comments he had sent to Judith via email concerning the bridges. Why AEB is it that has not worked at all on the Seaview bridge for the past two weeks?

AEB and your CEI provided the revised project schedule on 12/15/23 and now have completely missed their project task on the revised plan.

Concrete piles have not been delivered or installed which were scheduled to be completed 12/22/23.

MSE Wall Phase 1 and 2 have not been started and because of no work over the past several weeks and again the Superstructure cannot start as planned on Jan 1st.

There has never been any consequences for AEB and they continue to mislead the county and community. Additionally while the Bimini bridge common areas restoration has started, it too has not been completed as AEB had committed to due before Christmas.

Laurie Keiling, Board member and Duck Key resident on Vista Lane also advised that at our November 2023 meeting Judith advised the Bimini bridge common restoration of Vista Lane properties and landscaping would be cleaned up and restored before Christmas. To date no action has been taken, debris is still laying on right of way areas, driveways broken, etc...

Rick Sherman, Board member and Duck Key resident on Schooner Lane advised that the fences that were promised property owners on all side of the Bimini bridge for security of properties from trespassers and to limit access to properties under the bridge have not been put in place.

AEB is not attending to homeowners damages/cracks due to vibrations as well. He recommends there should be a hold back/payment withheld from AEB until the bridge is 100% complete to all stipulations.

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ADDENDUM B Finance Report, John Quinn – Response to questions from Rick Sherman, Chair, Duck Key Security District Advisory Board.

1. (Other Revenue – Interest): How did we have \$13,492 in interest income in 2023 and showed a loss of \$3,425 in interest income in 2022?

The County pays the financial advisor fees from the Interest Revenue received; each County Fund pays a portion of the financial advisor's fees.

During FY2022, Fund 152's portion of the financial advisor's fees exceeded the interest revenue received which resulted in "negative" interest revenue.

With the rise in interest rates during FY2023, the County received significantly more Interest revenue.

2. Reference Fund Balance of \$367, 120 (Reserves: 5% FL Stat.): He referenced \$119,459 in 2023 actual revenue and \$111,542. Unexpended balance of \$7,917.00. The FY2024 Special Assessment Revenue was budgeted at the same amount budgeted for FY2023 (\$118,596), this was done due to the Special Assessment Rate remaining the same. When the new Fiscal Year budget is prepared (June-August), we have not yet finished the current fiscal year and therefore do not know what the final revenue will be. However, for FY2024 we kept the budget the same at \$118,596 which is a slight increase over the FY2022 Actual Special Assessment Revenue which was \$117,093. Now that we have seen the FY2023 Actual revenue exceed the FY2023 budget, it would be a safe assumption to increase the revenue budget when preparing the FY2025 budget. The revenue budget is an estimate of how much revenue will be received during the fiscal year. This does not reduce the amount of revenue that the County will collect, it is just an estimate to determine how much can be appropriated on the Expenditure side.

3. Question 3 is an estimate by Rick of completed houses last year that he estimates would add assessment revenue. The Property Appraiser by law will only change the assessment to developed amount by finalized Certificate of Occupancy. A house can sit virtually complete from the outside view for many months and not have gotten the CO for various reasons. If the CO submission misses the end of year cutoff date for the Property Appraiser process, that house will not be counted as developed in the rolls prepared in January of each year, for the tax and assessment rolls of October for the new fiscal budget year. The assessments, and property taxes, are based on Property Appraiser inspections and Building Department records of the PREVIOUS YEAR. County operates on the previous year's property values and legal certification issues like a CO for assessments. They will pick them up in the following year 99% of the time, but trying to guess when a home construction will get the CO and will hit the developed side of the assessment page is a recipe for misinformation. Properties and

construction have sat idle for years in some cases of estate issues, or other legal processes until the building actually required demolition. Yes, I would suggest not assuming more revenue that guaranteed. If you are unsure if a property will be upgraded from “Vacant” to “Improved” I would not assume that we will receive the increased assessment amount.

4. Reserves: \$367,120 Actual FY2023 Fund balance. He references less \$30,000 reserves, and less \$15,000 in the 5% reserve. The ending Fund Balance for FY2023 was \$367,120 which was calculated by taking the Beginning FY2023 Fund Balance of \$345,273 then adding the total FY2023 Revenue of \$133,389, then subtracting the total FY2023 expenditures of \$111,542. ($\$345,273 + \$133,389 - \$111,542 = \$367,120$). We do not budget for the full fund balance forward because we would then need to increase the expenditure side of the budget to balance. In previous years, we budgeted more fund balance forward which allowed for a larger expenditure side budget, but with FY2024 the board asked for the expenditure side of the budget to be reduced and budgeted closer to what the actual expenditures would be. This resulted in the Operating cost center budget reduced from \$174,660 in FY2023 to \$115,000 for FY2024. The \$30,000 in reserves is included on the expenditure side to supplement the budget in case of any unforeseen expenses which would overspend the current operating budget.

5. Budgeted FY2024 for about \$1300 less assessed revenue. Please see comment #2 Budget balances adopted for 2024 is \$161,100 revenue and \$161,100 Appropriations equalized, with the cash balance of \$30,000, and the \$15,000 contingency. (I believe he is confused by the equalized balances of revenue and appropriations, including the hurricane emergency fund required by OMB of \$30,000 and second contingency fund of \$15,000 with actual expenses of previous year. Per FL Statues, all Funds in the County adopted budget for a fund must be balanced, meaning Total Revenue Budget must equal Total Expenditure Budget. At this end of fiscal year reporting with Adopted FY2024 numbers, we see the FY2024 Revenue and developed adopted budget equaled out. The expense year to date report you provided showed the budgeted versus the actuals, at 63.3% of budget for FY2023. OMB over estimates with healthy excess for unanticipated expenditures that could arise. This is a good thing, and responds to the instructions of the Advisory Board, but very difficult budgeting practices for the public to understand, especially this first year of lower margins of excess funds budgeted, to be more aligned with actual expenses. Yes, you are correct. The total amount of the expenditure budget does not necessarily mean that that amount will be spent during the year. On the breakdown of Operating expenses for FY2023, \$110,569 of the \$174,660 budget was spent. However, at the request of the Board, OMB has reduced the FY2024 Operating budget to \$115,000. This amount is much closed to the Total Operating Expenditures incurred during FY2023 and will leave a small amount of room for any small cost increases or unexpected expenditures.