



**KEYS EDGE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
MARCH 22, 2023  
3:00 P.M.**

Special District Services, Inc.  
8785 SW 165<sup>th</sup> Avenue, Suite 200  
Miami, FL 33193

[www.keysedgecdd.org](http://www.keysedgecdd.org)  
786.347.2700 ext. 2027 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT**  
Conference Room  
1200 NW 4<sup>th</sup> Street  
Homestead, Florida 33030  
**REGULAR BOARD MEETING**  
March 22, 2023  
3:00 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. November 16, 2022 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Update Regarding Petition to Amend District Boundary – Miami-Dade County
- H. New Business
  - 1. Consider Resolution No. 2023-01 – Adopting a Fiscal Year 2023/2024 Proposed Budget.....Page 5
  - 2. Consider Engineering Updated Rates Request (Alvarez Engineers).....Page 10
- I. Auditor Selection Committee
  - 1. Ranking of Proposals/Consider Selection of an Auditor.....Page 12
- J. Administrative & Operational Matters
- K. Board Member & Staff Closing Comments
- L. Adjourn

## Miscellaneous Notices

Published in Miami Daily Business Review on January 17, 2023

### Location

Miami-Dade County, Florida

### Notice Text

KEYS EDGE COMMUNITY  
DEVELOPMENT DISTRICT  
REVISED FISCAL YEAR 2022/2023  
REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Keys Edge Community Development District (the "District") will hold Regular Meetings in the Conference Room at 1200 NW 4th Street, Homestead, Florida 33030 at 3:00 p.m. on the following dates:

January 25, 2023

February 22, 2023

March 22, 2023

April 26, 2023

May 24, 2023

June 28, 2023

July 26, 2023

August 23, 2023

September 27, 2023

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org) 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 with no advertised notice.

KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT

[www.keysedgecdd.org](http://www.keysedgecdd.org)

1/17 23-31/0000641229M

**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 16, 2022**

**A. CALL TO ORDER**

District Manager Nancy Nguyen called the November 16, 2022, Regular Board Meeting of Keys Edge Community Development District (the “District”) to order at 3:00 p.m. in the Conference Room located at 1100 West Palm Drive, Florida City, Florida 33034.

**B. PROOF OF PUBLICATION**

Ms. Nguyen presented proof of publication that Notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 26, 2022, as part of the District’s Fiscal Year 2022/2023 Meeting Schedule, *as legally required*.

**C. ESTABLISH A QUORUM**

Ms. Nguyen determined that the attendance of Chairwoman Alicia Ale, Vice Chairwoman Miriam Lopez, and Supervisors Ronald Fields and Fernando Arango constituted a quorum and it was in order to proceed with the meeting.

Staff members in attendance were: District Manager Nancy Nguyen of Special District Services, Inc.; and District Counsel, Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

Mr. Fields stated that he would like to add a discussion of the meeting location to the agenda. Ms. Nguyen acknowledged his request and stated that she would add the following item to the agenda:

- New Business Item 2. – Discussion Regarding Meeting Location

**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. July 27, 2022, Regular Board Meeting & Public Hearing**

Ms. Nguyen presented the minutes of the July 27, 2022, Regular Board Meeting and Public Hearing and asked if there were any changes and/or corrections.

There being no changes, a **motion** was made by Mr. Fields, seconded by Ms. Ale and unanimously passed approving the minutes of the July 27, 2022, Regular Board Meeting and Public Hearing, *as presented*.

**G. OLD BUSINESS**

**1. Update Regarding Petition to Expand District Boundaries**

Ms. Nguyen stated that the City Commission of the City of Florida City had approved a resolution on October 25, 2022, expressing their support for the amendment to the boundaries of the District. Ms. Nguyen further explained that the Petition to Amend the District Boundaries had been sent to Miami-Dade County (the “County”) for their review and approval, but the County responded with some remarks. Ms. Nguyen indicated that the items being requested from the County were sketches of the water and sewer lines and Opinions of Title for the parcels being added. Mr. Gabriel Delgado explained that he was working with the District Engineer, Alvarez Engineers, to prepare the sketch of water and sewer lines for the parcels being added. Mr. Delgado also stated that he was working with Mr. Jose Garcia to obtain the Opinions of Title. Additional information on this item will be provided at a future meeting.

## **H. NEW BUSINESS**

### **1. Consider Resolution No. 2022-09 – Adopting a Fiscal Year 2021/2022 Amended Budget**

Ms. Nguyen presented Resolution No. 2022-09, entitled:

#### **RESOLUTION NO. 2022-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS  
EDGE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING  
AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022  
BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189,  
FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Ms. Nguyen provided an explanation for the document and indicated that there was an operating fund balance of approximately \$14,000 at the end of the fiscal year. A discussion ensued after which:

A **motion** was made by Mr. Fields, seconded by Mr. Arango and unanimously passed adopting Resolution No. 2022-09, *as presented*, thereby setting the amended/revised budget for the 2021/2022 fiscal year.

### **2. ADD-ON: Discussion Regarding Meeting Locations**

Mr. Fields stated that he would like to change the meeting location back to the old location. He advised that the old location had completed their renovations and he believed those persons who attend the District meetings would be more comfortable at that location. A discussion ensued after which the Board consensus was to change the meeting location to 1200 NW 4<sup>th</sup> Street, Homestead, Florida 33030; and further directed Ms. Nguyen to advertise the revised meeting schedule, *as required by law*.

## **I. ADMINISTRATIVE & OPERATIONAL MATTERS**

### **1. Appointment of Audit Committee and Hold Audit Committee Meeting**

Ms. Nguyen explained that because the District had surpassed the \$50,000 revenue threshold for fiscal year 2021/2022, an audit was required for the fiscal year ending September 30, 2022, and it would be in order for the Board to appoint an Audit Committee to commence the auditor selection process, pursuant to 218.391, *Florida Statutes*.

A **motion** was made by Mr. Fields, seconded by Mr. Arango and unanimously passed appointing the District Board and the District Manager as the Audit Committee.

At approximately 3:08 p.m., Ms. Nguyen recessed the Regular Board Meeting and simultaneously called to order a meeting of the Audit Committee to consider the criteria for selection of an auditor and to authorize advertising for a request for proposals. Ms. Nguyen presented the selection criteria information and an outline of material for the Request for Audit Proposals for the District. A discussion ensued after which:

A **motion** was made by Mr. Arango, seconded by Mr. Fields and unanimously passed approving the criteria for the selection of an auditor, as presented, directing the District Manager to proceed, as required, to advertise for requests for proposals (“RFP”) for the fiscal years ending September 30, 2022, 2023 and 2024; and to include in the proposal package an **option** for an additional 2-year renewal (2025 and 2026).

There being no further business to conduct by the Audit Committee, Ms. Nguyen adjourned the Audit Committee Meeting and simultaneously reconvened the Regular Board Meeting of the District at approximately 3:10 p.m.

Ms. Nguyen stated that it would now be appropriate for the Board to accept the actions of the Audit Committee, as outlined herein above.

A **motion** was made by Mr. Fields, seconded by Mr. Arango and unanimously passed accepting the actions of the Audit Committee.

## **J. BOARD MEMBER & STAFF CLOSING COMMENTS**

Ms. Nguyen stated that the next scheduled meeting date was January 25, 2023, and that meeting would be held in the conference room located at 1200 NW 4<sup>th</sup> Street, Homestead, Florida 33030.

There were no further comments from Board Members or District Staff.

## **K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Ms. Ale, seconded by Ms. Lopez and unanimously passed adjourning the Regular Board Meeting at approximately 3:30 p.m.

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Secretary/Assistant Secretary

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Chair/Vice Chair

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A PROPOSED BUDGET AND NON-AD VALOREM ASSESSMENTS FOR THE FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (the “Board”) of the Keys Edge Community Development District (the “District”) is required by Section 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

**WHEREAS**, the Proposed Budget including the Non-Ad Valorem Assessments for the Fiscal Year 2023/2024 has been prepared and considered by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Proposed Budget including the Non-Ad Valorem Assessments for the Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for May 24, 2023 at 3:00 p.m. in the Conference Room located at 1200 NW 4<sup>th</sup> Street, Homestead, Florida 33030, for the purpose of receiving public comments on the Proposed Fiscal Year 2023/2024 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 22<sup>nd</sup> day of March, 2023.

**ATTEST:**

**KEYS EDGE  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

# Keys Edge Community Development District

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



# **CONTENTS**

- I        PROPOSED BUDGET**
- II       DETAILED PROPOSED BUDGET**

**PROPOSED BUDGET**  
**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	<b>FISCAL YEAR 2023/2024 BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	0
Maintenance Assessments	0
Developer Contribution	109,925
Debt Assessments	0
Interest Income	0
<b>TOTAL REVENUES</b>	<b>\$ 109,925</b>
<b>EXPENDITURES</b>	
<b>Maintenance Expenditures</b>	
Engineering	5,000
Street/Roadway Maintenance/Signage	3,000
Common Area Maintenance	18,000
Entry Feature Maintenance	12,000
Maintenance Contingency	2,500
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 40,500</b>
<b>Administrative Expenditures</b>	
Supervisor Fees	0
Management	26,100
Legal	13,000
Assessment Roll	10,000
Audit Fees	4,100
Arbitrage Rebate Fee	0
Insurance	8,000
Legal Advertisements	3,500
Miscellaneous	1,500
Postage	300
Office Supplies	750
Dues & Subscriptions	175
Trustee Fees	0
Continuing Disclosure Fee	0
Website Management	2,000
Administrative Contingency	0
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 69,425</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 109,925</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ -</b>
Bond Payments	0
<b>BALANCE</b>	<b>\$ -</b>
County Appraiser & Tax Collector Fee	0
Discounts For Early Payments	0
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**KEYS EDGE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	0	0	0	
Maintenance Assessments	0	0	0	
Developer Contribution	63,345	109,825	109,925	Developer Contribution
Debt Assessments	0	0	0	
Interest Income	1	0	0	No Change From 2022/2023 Budget
<b>TOTAL REVENUES</b>	<b>\$ 63,346</b>	<b>\$ 109,825</b>	<b>\$ 109,925</b>	
<b>EXPENDITURES</b>				
<b>Maintenance Expenditures</b>				
Engineering	0	5,000	5,000	No Change From 2022/2023 Budget
Street/Roadway Maintenance/Signage	0	3,000	3,000	No Change From 2022/2023 Budget
Common Area Maintenance	0	18,000	18,000	No Change From 2022/2023 Budget
Entry Feature Maintenance	0	12,000	12,000	No Change From 2022/2023 Budget
Maintenance Contingency	0	2,500	2,500	No Change From 2022/2023 Budget
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 40,500</b>	<b>\$ 40,500</b>	
<b>Administrative Expenditures</b>				
Supervisor Fees	0	0	0	Typically Non-Applicable First Few Years
Management	26,100	26,100	26,100	No Change From 2022/2023 Budget
Legal	8,517	13,000	13,000	No Change From 2022/2023 Budget
Assessment Roll	0	10,000	10,000	Billed First Year District Is On Tax Roll
Audit Fees	0	4,000	4,100	For Fiscal Year 2022/2023 Audit
Arbitrage Rebate Fee	0	0	0	Will Commence In First Year After Bond Issue
Insurance	5,848	8,000	8,000	Insurance Estimate
Legal Advertisements	498	3,500	3,500	Higher First Few Years Due To More Required Advertising
Miscellaneous	334	1,500	1,500	No Change From 2022/2023 Budget
Postage	426	300	300	No Change From 2022/2023 Budget
Office Supplies	156	750	750	No Change From 2022/2023 Budget
Dues & Subscriptions	175	175	175	Annual Dues Paid To Department Of Economic Opportunity
Trustee Fees	0	0	0	Will Commence In First Year After Bond Issue
Continuing Disclosure Fee	0	0	0	Will Commence In First Year After Bond Issue
Website Management	2,000	2,000	2,000	Website Management
Administrative Contingency	0	0	0	Administrative Contingency
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 44,054</b>	<b>\$ 69,325</b>	<b>\$ 69,425</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 44,054</b>	<b>\$ 109,825</b>	<b>\$ 109,925</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 19,292</b>	<b>\$ -</b>	<b>\$ -</b>	
Bond Payments	0	0	0	2024 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 19,292</b>	<b>\$ -</b>	<b>\$ -</b>	
County Appraiser & Tax Collector Fee	0	0	0	Two Percent Of Total Assessment Roll
Discounts For Early Payments	0	0	0	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 19,292</b>	<b>\$ -</b>	<b>\$ -</b>	

February 10, 2023

Board of Supervisors  
Keys Edge Community Development District  
Attn: District Manager Nancy Nguyen  
Special District Services, Inc.  
2501 Burns Road  
Palm Beach Gardens, FL 33410

**Reference:** Keys Edge Community Development District  
Alvarez Engineers Personnel Billing Rates  
**Via:** Email Only: [nnguyen@sdsinc.org](mailto:nnguyen@sdsinc.org)

Dear Board of Supervisors,

In accordance with the terms of the Engineering Agreement, dated July 11, 2008, between Alvarez Engineers, Inc. and the CDD, I would like to respectfully request the Board of Supervisors to consider updating our hourly personnel billing rates and staff classifications to our proposed 2023 rates as shown in the attached table.

Please let me know if you have any questions or if you would like to discuss this further.

Sincerely,



Juan R. Alvarez, President  
Alvarez Engineers, Inc.

Keys Edge CDD			
Current 2008 Rates		Proposed 2023 Rates	
Principal	\$ 185.00	Principal	\$ 220.00
Chief Engineer			
Senior Engineer	\$ 150.00	Senior Engineer	\$ 185.00
Senior Project Engineer			
Project Manager	\$ 135.00	Engineer 2	\$ 160.00
Project Engineer	\$ 115.00	Engineer 1	\$ 140.00
		Electrical Engineer	\$ 135.00
Engineer	\$ 105.00	Engineering Intern	\$ 130.00
Engineer Intern	\$ 100.00		
CADD	\$ 80.00	Senior Designer	\$ 110.00
		CADD/Computer Technician	\$ 100.00
		Senior Engineering Technician	\$ 95.00
Engineering Technician	\$ 78.00	Engineering Technician	\$ 90.00
Secretary/Clerical	\$ 44.00	Senior Administrative	\$ 95.00
		Administrative	\$ 60.00

Principal	Professional Engineer with 20+ years of post registration experience
Senior Engineer	Professional Engineer with 10+ years of post registration experience
Engineer 2	Professional Engineer with 5+ years of post registration experience
Engineer 1	Professional Engineer with 0+ years of post registration experience
Electrical Engineer	Electrical Engineer with 2+ years of post-graduate experience
Engineer Intern	Entry level with engineering degree; Engineering Intern License
Senior Designer	15+ years of design experience, non-registered
CADD/Computer Technician	Design and Drafting with 1+ year of experience
Senior Engineering Technician	5+ years of experience
Engineering Technician	Entry level, with 0-4 years of experience
Senior Administrative	Degreed executive assistant with 8+ years of experience
Administrative	Secretary / Clerical

March 22, 2023

RE: Keys Edge Community Development District

The Keys Edge Community Development District (the "District") is required to select an auditor to perform the audit for the district for the years ending September 30, 2022, September 30, 2023 and September 30, 2024; 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.

Grau & Associates was the only firm to respond to the legal advertisement requesting proposals to perform the fiscal year ending September 30, 2022, September 30, 2023 and September 30, 2024 audits. The proposed fee for the audit for fiscal year ending September 30, 2022 is \$3,000.00. The proposed fee for the audit for fiscal year ending September 30, 2023 is \$3,100.00. The proposed fee for the audit for fiscal year ending September 30, 2024 audit is \$3,200.00. The proposed fee for the audit for fiscal year ending September 30, 2025 (option year) is \$3,300.00. And the proposed fee for the audit for fiscal year ending September 30, 2026 (option year) is \$3,400.00.

The proposal has a provision that if Debt is issued the fees would be adjusted accordingly upon approval from all parties.

**It is recommended at this time that Grau & Associates be hired to perform the September 30, 2022, September 30, 2023 and September 30, 2024 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 9/30/25 and 9/30/26).**

Special District Services, Inc.



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Proposal to Provide Financial Auditing Services:

## **KEYS EDGE**

**Community Development District**

Proposal Due: March 07, 2023  
4:00PM

**Submitted to:**

Keys Edge  
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](mailto:tgrau@graucpa.com)

[www.graucpa.com](http://www.graucpa.com)



## **Table of Contents**

	<b>PAGE</b>
EXECUTIVE SUMMARY / TRANSMITTAL LETTER .....	1
FIRM QUALIFICATIONS.....	3
FIRM & STAFF EXPERIENCE.....	6
REFERENCES.....	11
SPECIFIC AUDIT APPROACH.....	13
COST OF SERVICES .....	17
SUPPLEMENTAL INFORMATION .....	19





# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

March 07, 2023

Keys Edge 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, 2022-2024, with an option for two (2) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Keys Edge 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.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client 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](mailto:tgrau@graucpa.com)) or Racquel McIntosh, CPA ([rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com)) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,  
Grau & Associates

A handwritten signature in blue ink, appearing to read 'Antonio J. Grau', is written over a horizontal line.

Antonio J. Grau

# Firm Qualifications



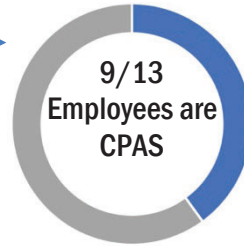
**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## Grau's Focus and Experience

### Our Team



3 Partners  
10 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**

Quality Controls

- ⇒ 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



**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

February 20, 2020

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 February 20, 2020, 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, 2022. 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  
paul@ficpa.org  
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

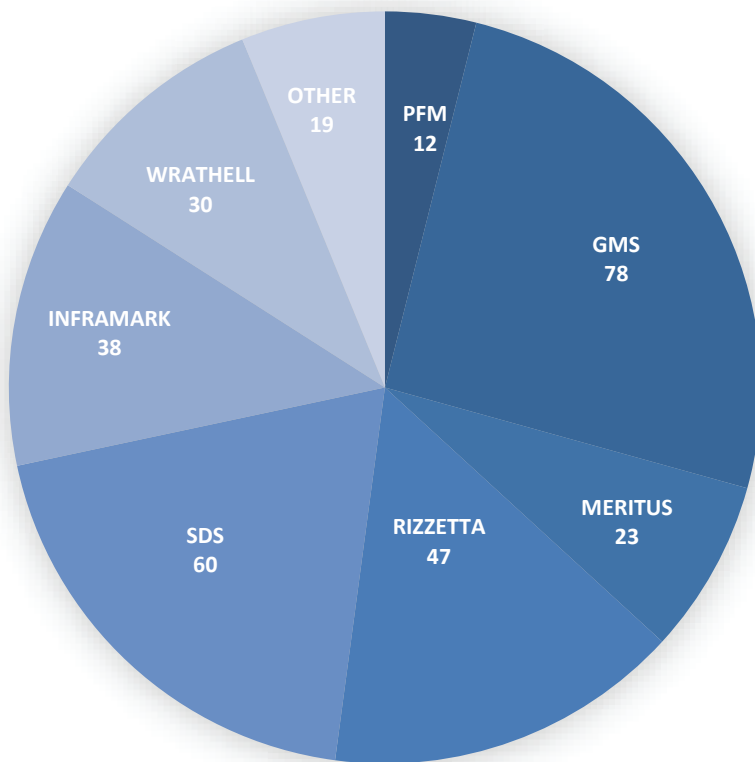
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.8190 | [www.ficpa.org](http://www.ficpa.org)

## **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:*

*24 hours; Accounting, Auditing and Other:*

*58 hours*

*Professional*

*Memberships: AICPA, FICPA, FGFOA, GFOA*

#### **Racquel McIntosh, CPA (Partner)**

*Years Performing Audits: 18+*

*CPE (last 2 years):*

*Government Accounting, Auditing:*

*38 hours; Accounting, Auditing and Other:*

*56 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."

-Racquel McIntosh



## **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.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

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](mailto: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

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### Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District  
Dunes Community Development District  
Fishhawk Community Development District (I,II,IV)  
Grand Bay at Doral Community Development District  
Heritage Harbor North Community Development District

St. Lucie West Services District  
Ave Maria Stewardship Community District  
Rivers Edge II Community Development District  
Bartram Park 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 Institute of Certified Public Accountants  
City of Boca Raton Financial Advisory Board Member

Florida Government Finance Officers Association  
Government Finance Officers Association Member

### Professional Education (over the last two years)

#### Course

Government Accounting and Auditing  
Accounting, Auditing and Other  
Total Hours

#### Hours

24  
58  
82 (includes of 4 hours of Ethics CPE)



**Racquel C. McIntosh, CPA**  
**Partner**

Contact: [rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com) | (561) 939-6669

**Experience**

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm’s quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit. Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

**Education**

Florida Atlantic University (2004)  
Master of Accounting  
Florida Atlantic University (2003)  
Bachelor of Arts:  
Finance, Accounting

**Clients Served** (partial list)

(>300) Various Special Districts, including:  
Carlton Lakes Community Development District  
Golden Lakes Community Development District  
Rivercrest Community Development District  
South Fork III Community Development District  
TPOST Community Development District

Westchase Community Development District  
Monterra Community Development District  
Palm Coast Park Community Development District  
Long Leaf Community Development District  
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities  
Indian Trail Improvement District  
Pinellas Park Water Management District  
Ranger Drainage District  
South Trail Fire Protection and Rescue Service District

**Professional Associations/ Memberships**

American Institute of Certified Public Accountants	FICPA State & Local Government Committee
Florida Institute of Certified Public Accountants	FGFOA Palm Beach Chapter

**Professional Education** (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	38
Accounting, Auditing and Other	56
Total Hours	94 (includes of 4 hours of Ethics CPE)

# 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

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

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### Two Creeks Community Development District

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

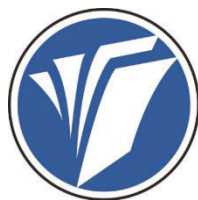
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### Journey's End Community Development District

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

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# **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:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

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.

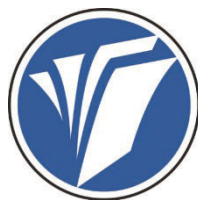
### **Communications**

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, 2022-2026 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2022	\$3,000
2023	\$3,100
2024	\$3,200
2025	\$3,300
2026	<u>\$3,400</u>
<b>TOTAL (2022-2026)</b>	<b><u>\$16,000</u></b>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or 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

<b>SPECIAL DISTRICTS</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>Utility Fund</b>	<b>Current Client</b>	<b>Year End</b>
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito 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 Waste Water Treatment 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
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
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
<b>TOTAL</b>	<b>332</b>	<b>5</b>	<b>3</b>	<b>327</b>	

## **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.

**73**

Current  
Arbitrage  
Calculations

**We look forward to providing **Keys Edge 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](http://www.graucpa.com).**