

*Cypress Bluff  
Community Development District*

*November 26, 2019*

# *Cypress Bluff*

## *Community Development District*

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475 West Town Place, Suite 114, St. Augustine, Florida 32092

Phone: 904-940-5850 - Fax: 904-940-5899

November 19, 2019

Board of Supervisors  
Cypress Bluff  
Community Development District

Dear Board Members:

The Cypress Bluff Community Development District Meeting is scheduled for **Tuesday, November 26, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida**. Following is the advance agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Approval of the Minutes of the September 24, 2019 Meeting
- IV. Ratification of Engagement Letter with Grau & Associates for the FY19 Audit
- V. Consideration of Resolution 2020-01, Adopting Amenity Rates and Rules
- VI. Consideration of Resolution 2020-02, Setting a Public Hearing for the Purpose of Using the Uniform Method of Collection for the Expansion Parcel
- VII. Consideration of Resolution 2020-03, Setting a Public Hearing for the Purpose of Adopting Rules of Procedure
- VIII. Staff Reports
  - A. District Counsel
  - B. District Engineer
    1. Ratification of Requisition Nos. 21-25
    2. Consideration of Requisition Nos. 26-30
  - C. District Manager
- IX. Financials Reports
  - A. Balance Sheet and Income Statement
  - B. Check Register
- X. Supervisor's Requests and Audience Comments
- XI. Next Scheduled Meeting – December 17, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library
- XII. Adjournment

Enclosed under the third order of business for your review and approval is a copy of the minutes of the September 24, 2019 Board of Supervisors meeting.

The fourth order of business is ratification of engagement letter with Grau & Associates for the FY19 audit. A copy of the engagement letter is enclosed for your review.

The fifth order of business is consideration of resolution 2020-01, adopting amenity rates and rules. A copy of the resolution will be provided under separate cover.

The sixth order of business is consideration of resolution 2020-02, setting a public hearing for the purpose of using the uniform method of collection for the expansion parcel. A copy of the resolution is enclosed for your review and approval.

The seventh order of business is consideration of resolution 2020-03, setting a public hearing for the purpose of adopting rules of procedure. A copy of the resolution is enclosed for your review and approval, along with a memorandum explaining the larger changes and a redlined version of all of the changes proposed to the rules of procedure.

The remainder of the agenda is general in nature. Staff will present their reports at the meeting.

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (904) 940-5850.

Sincerely,

*James Perry*

James Perry

District Manager  
Cypress Bluff Community  
Development District

## *AGENDA*



# *Cypress Bluff Community Development District Agenda*

Tuesday  
November 26, 2019  
1:30 p.m.

Duval County Southeast Regional Library  
10599 Deerwood Park Boulevard, Room D  
Jacksonville, Florida 32256  
**Call In # 1-888-850-4523 Code 322827**

- I. Call to Order
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XII. Adjournment

## *MINUTES*

MINUTES OF MEETING  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, September 24, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256.

Present and constituting a quorum were:

Richard Ray	Chairman
John Holmes	Vice Chairman
John Hewins	Supervisor
Chris Price	Supervisor

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel (by phone)
Brad Weeber	District Engineer
Joe Muhl	Parc Group
Mikey White	Parc Group
David Ray	GMS

The following is a summary of the discussions and actions taken at the September 24, 2019 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no audience members in attendance.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the August 27, 2019 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Richard Ray seconded by Mr. Hewins with all in favor the minutes of the August 27, 2019 Board of Supervisors meeting were approved.
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**FOURTH ORDER OF BUSINESS****Ratification of Agreement with Carlton Construction for Construction Manager at Risk Services**

Ms. Buchanan stated the draft agreement has not been provided to the Board. We would like to authorize District staff to move forward with entering into a construction management at risk contract with Carlton Construction. We would expect the value of that contract would be in an amount not to exceed \$5 million.

Mr. Richard Ray asked where are we at with Carlton right now?

Mr. Weeber stated Carlton is beginning the process of doing a revised overall estimate of the project. The theory is they provide the budget information and then you refine it so that at the end of the day the contract you sign is the right amount but so everyone is on the same page and so we're all aware of the target budget that the district has for the amenity, even though they haven't replied with a line by line item of what everything is going to cost the \$5 million is the general budget of what the whole project is going to cost when all of their numbers do finally add up. Our job will be to manage at or under the \$5 million.

Mr. Richard Ray asked so it is not a fixed price contract and the burden is on us to manage the pricing as we work our way through it?

Mr. Weeber stated yes.

Mr. Richard Ray asked what are we approving now at a cap of \$5 million?

Mr. Perry stated the structure of the agreement with Carlton.

Mr. Weeber stated it's a structure that I like better than a hard bid because you lose a lot of control on your pricing when things are refined.

Mr. Richard Ray asked where is the timing right now?

Mr. Weeber stated we should have all of the permits by the end of October.

On MOTION by Mr. Richard Ray seconded by Mr. Hewins with all in favor authorizing staff to move forward with entering into an agreement with Carlton Construction for construction manager at risk services in the amount of \$5 million was approved with final sign-off by the Chair.

**FIFTH ORDER OF BUSINESS****Discussion of Series 2020 Bonds Process**

Ms. Buchanan stated the District is in the preliminary stages of issuing a second series of bonds. This is not anticipated to happen this year but we would like to go ahead and

authorize MBS Capital Markets to begin their review of the financial components of the deal structure.

On MOTION by Mr. Richard Ray seconded by Mr. Holmes with all in favor the investment banking agreement with MBS Capital Markets, LLC was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2019-11, Designating a Public Hearing Date for the Purpose of Adopting Policies and Rates Regarding District Amenity Facilities**

Mr. Perry stated we would look for that public hearing to be at our scheduled meeting on November 26<sup>th</sup>. There are some broad policies in regards to suspension and termination of privileges and also the non-user fees and you're setting the max at \$4,000 per year.

On MOTION by Mr. Hewins seconded by Mr. Richard Ray with all in favor resolution 2019-11, designating a public hearing on November 26, 2019 at 1:30 p.m. for the purpose of adopting policies and rates regarding District amenity facilities was approved.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2019-12, Adopting an Amended and Restated Engineer's Report**

Mr. Weeber stated as you recall the original report was issued in July of 2018. Since that time there have been a few additions and revisions that need to get added to the original report. The most recent of which was the boundary amendment so we updated the report to include the area, the units and additional master infrastructure, which in this case is Apex Road. When we did the supplemental engineer's report for the bond issuance we increase the number of units in the original CDD boundary so we updated the report to reflect that as well. Finally, there was some additional master infrastructure for Axium Road and some infrastructure that was CDD eligible in E-Town Parkway. The main road itself is still not being reimbursed by the CDD, but there is some ancillary infrastructure such as signals, turn lanes and other modifications that were eligible so that's what was added to the report.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor resolution 2019-12, adopting an amended and restate engineer's report was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Investment Banking Agreement with MBS Capital Markets, LLC**

This item was approved under section V of the agenda.

**NINTH ORDER OF BUSINESS**

**Consideration of Amendment to Improvement Plan**

This item was covered under section VII of the agenda.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Buchanan stated we deferred the boundary amendment hearing to the first City Council meeting in October. I don't expect that it will be delayed further.

**B. District Engineer**

**1. Consideration of Requisition Nos. 17-20**

Mr. Perry stated requisition number 18 has been pulled at this time and we're going to have to adjust some amounts in regards to that and the result of that is maintaining before we incur any expenses related to the amenity center \$5.4 million placed in a bucket for that amenity center. Anything other than the amenity going forward will be developer funded so we will have to do a funding request to transfer the funds from the developer to the trustee.

Mr. Richard Ray asked why can't we just let the district exhaust its \$5.4 million and then look to the developer to fund it?

Mr. Perry stated we will. I'm just saying if there's anything else other than related to the amenity it will have to be developer funded.

Mr. Richard Ray asked why wouldn't we wait until the end of the project?

Mr. Perry stated because you are earmarking that \$5.4 million as a bucket.

Mr. Richard Ray stated so we will make it \$5.3 million. We realize we have an amenity project that we just approved up to \$5 million and we have other miscellaneous things that are going to go on and we have \$5.4 million in cash so what I'm saying is why can't we just go forward with everything we're doing and when the time comes that we run out of cash we then look to developer fund the district.

Mr. Perry stated that's fine. It's a little different than what we were structuring.

Mr. Weeber asked how are we memorializing deferred costs?

Mr. Richard Ray stated we can start a process anytime of packaging it up and bringing to the board and saying the board acquires the work product and gives an IOU to the developer. The district needs to acquire the assets when they're completed.

Mr. Weeber stated I'm asking because there is about to be a \$700,00 IOU written at the conclusion of this process.

Mr. Perry stated it's going to be memorialized through the district engineer and it's going to have reimbursement of a total of \$3.8 million. We've already got all of the paperwork and everything has been signed off on that, however the reimbursement itself due to limitation of funds is going to be \$3.1 million.

Mr. Weeber asked so there's going to be a current request and deferred request breakdown?

Mr. Perry stated correct.

Mr. Richard Ray asked is the district now maintaining the landscaping?

Mr. White stated the district is not maintaining the landscaping right now, the developer is, and my understanding is that those costs would be deferrable.

Mr. Richard Ray stated I would say if the district has acquired landscaping from that date the district ought to be paying to maintain the landscaping.

Mr. White stated a way to do it would be to wait until the landscaping is complete for phase two in about 60 days and then you would be able to have maintenance bidders walk out there and inspect the entire area to receive maintenance bids.

Mr. Richard Ray asked because it has to be done by bid?

Mr. Perry stated it's probably not going to meet contract thresholds.

Mr. Richard Ray stated if the district owns the landscaping now then is there a way for the district to either reimburse the developer for the landscape maintenance since it's all part of one integrated project? We don't want to separate phase one from phase two and create a problem but recognizing that the district owns the landscaping and the developer is maintaining it on the district's behalf and have the district at least maintain out of O&M, not out of capital for the maintenance costs.

Mr. Perry stated we just have to have an agreement drafted.



Ms. Buchanan stated as long as it's going to be under \$190,000 a year it seems like it makes sense to just go ahead and have the district enter into a maintenance agreement for phase one with the understanding that when phase two is complete we can amend the district's maintenance agreement to include phase two.

Mr. White stated I'll work with the landscape maintenance provider to get a proposal in the district's form of agreement for the district to take maintenance responsibilities on phase one and have invoices coming there.

Mr. Perry stated back to the requisitions. What I'm thinking is the Board approves requisitions 17, 19 and 20, which is \$51,189.94 and then we will address number 18 separately.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor requisition numbers 17, 19 and 20 were approved.
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Mr. Perry stated in regards to requisition number 18 the work product in total was \$3,839,377 and subject to funds availability in the trustee's account it will be reimbursed at approximately \$3.1 million. We ask that the Board approve that requisition knowing that some of the costs are going to be deferred approximately \$700,000.

On MOTION by Mr. Richard Ray seconded by Mr. Hewins with all in favor requisition number 18 was approved.
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## **2. Consideration of ETM Work Authorization No. 4 for FY20 Engineering Services Related to Construction Projects**

Mr. Weeber stated this for work that has been completed but we found that a lot of work that ETM has been doing for the past six months would be eligible to come out of the construction fund because it was preparing all of the documents for the acquisition, administrating the bid for the amenity center so the current work authorization is for the general fund that we don't want this money to come out of so this is just a work authorization for ETM to have been doing the work and to continue doing the work that can be charged to the construction account.

On MOTION by Mr. Richard Ray seconded by Mr. Holmes with all in favor ETM work authorization number four was approved.
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**C. District Manager**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement**

**B. Check Register**

Mr. Perry stated the check register totals \$1,932.60.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the check register was approved.

**TWELFTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – October 22, 2019  
at 1:30 p.m. at the Duval County Southeast  
Regional Library**

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Holmes seconded by Mr. Richard Ray with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## *FOURTH ORDER OF BUSINESS*



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
www.graucpa.com

September 17, 2019

Board of Supervisors  
Cypress Bluff Community Development District  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide Cypress Bluff Community Development District, Duval County, Florida ("the District") for the fiscal year ended September 30, 2019, with the option of two (2) additional one-year renewals. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Cypress Bluff Community Development District as of and for the fiscal year ended September 30, 2019, with the option of two (2) additional one-year renewals. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards

and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

### **Management Responsibilities**

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and

recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may

provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is **Jillian Burns** ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT (407) 841-5524, [jburns@gmscfl.com](mailto:jburns@gmscfl.com), OR AT 135 W. CENTRAL BLVD., SUITE 320, ORLANDO, FLORIDA 32801.**

This agreement provides for a contract period of one (1) year with the option of two (2) additional, one-year renewals upon the written consent of both parties. Our fee for these services will not exceed \$4,300 for the September 30, 2019 audit. The fees for the fiscal years 2020 and 2021 will not exceed \$4,400 and \$4,500, respectively, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

The District may terminate this agreement, with or without consent, upon thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the date of the notice of termination subject to any offsets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2016 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Cypress Bluff Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



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Antonio J. Grau

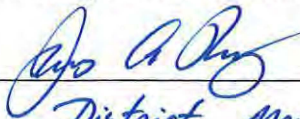
RESPONSE:

This letter correctly sets forth the understanding of Cypress Bluff Community Development District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

  
*District Manager*  
*9/23/19*





## PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

# Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

A handwritten signature in cursive script, reading "Anita Ford". The signature is written in dark ink and is positioned above the printed name and title.

Anita Ford, Chair  
AICPA Peer Review Board  
2016

## *SIXTH ORDER OF BUSINESS*

## RESOLUTION 2020-02

### [EXPANSION PARCEL]

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION OF A PUBLIC HEARING REGARDING THE DISTRICT'S INTENT TO USE THE UNIFORM METHOD FOR THE LEVY, COLLECTION, AND ENFORCEMENT OF NON-AD VALOREM SPECIAL ASSESSMENTS AS AUTHORIZED BY SECTION 197.3632, FLORIDA STATUTES; AUTHORIZING THE PUBLICATION OF THE NOTICE OF SUCH HEARING; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Cypress Bluff Community Development District ("**District**") is a local unit of special-purpose government creating and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Jacksonville, Florida; and

**WHEREAS**, the District pursuant to the provisions of Chapter 190, Florida Statutes, is authorized to levy, collect and enforce certain special assessments, which include benefit and maintenance assessments and further authorizes the Board of Supervisors of the District ("**Board**") to levy, collect and enforce special assessments pursuant to Chapters 170 and 190, Florida Statutes; and

**WHEREAS**, effective October 28, 2019, the boundaries of the District were amended by Ordinance #2019-599-E of the City of Council of the City of Jacksonville, Florida, to include approximately 24.19 additional acres of land to those lands within the boundaries of the District ("**Expansion Parcel**"); and

**WHEREAS**, the District desires to use the Uniform Method for the levy, collection and enforcement of non-ad valorem special assessments authorized by Section 197.3632, Florida Statutes ("**Uniform Method**"), on the lands within the Expansion Parcel.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT:**

1. **PUBLIC HEARING.** A Public Hearing will be held to adopt the Uniform Method on \_\_\_\_\_, \_\_\_\_\_, 2019, at \_\_\_\_\_ a/p.m., at \_\_\_\_\_.

2. **PUBLICATION.** The District Secretary is directed to publish notice of the hearing in accordance with Section 197.3632, Florida Statutes.

3. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 26th day of November, 2019.

**ATTEST:**

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairman

## *SEVENTH ORDER OF BUSINESS*

## MEMORANDUM

TO: Cypress Bluff Community Development District  
Board of Supervisors

FROM: Katie S. Buchanan

RE: Updated Provisions of the District's Rules of Procedure

DATE: October 31, 2019

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Please find attached to this memorandum an updated version of the Cypress Bluff Community Development District's ("District's") Rules of Procedure ("Rules"). Several substantive revisions were made to maintain consistency between the Rules and the current Florida Statutes, including changes implemented in the most recent legislative session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting changes and edits are not discussed. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact me via e-mail at [katieb@hgslaw.com](mailto:katieb@hgslaw.com) or via phone at 850-222-7500.

### Costs Associated With Public Records Requests (Pages 8–9)

Language was added to Rule 1.2(4) to reflect statutory language regarding calculation of special charges for responding to certain public records requests, and to state that the District is under no duty to produce requested records if the requestor has not paid the required costs or has outstanding charges. The language will help minimize expenses incurred by the District in responding to public records requests.

### Financial Disclosure Coordination (Page 9)

Rule 1.2(7) was added to maintain consistency with legislation that was passed during the 2019 legislative session. The rule designates the Secretary as the District's Financial Disclosure Coordinator ("Coordinator") (unless the District designates otherwise by resolution) and requires the Coordinator to create, maintain, and update certain records and provide them to the Florida Commission on Ethics by certain deadlines. Each Supervisor or other Reporting Individual must notify the Coordinator in writing if there are changes to his or her name, e-mail address, or physical address, and must notify the Commission on Ethics of changes to his or her e-mail address.

### Agenda and Meeting Materials (Page 11)

Rule 1.3(3) was amended to reflect statutory requirements that the agenda and meeting materials available in an electronic format, excluding confidential and exempt information, shall be

made available to the public at least seven days before a meeting, hearing, or workshop. The amended rule also clarifies circumstances in which the agenda may be amended or additional materials added after initial posting. It additionally specifies which documents constitute “meeting materials.” Documents that do not meet the definition of “meeting materials” may still be provided to the Board, but will be considered supplementary materials and are not required to be made available to the public before the meeting. Supplementary materials may include, but are not necessarily limited to, the following: financial statements, informational reports, and copies of receipts and invoices.

#### Flexibility for Board Authorization (Page 13)

Language was added to Rule 1.3(11) to allow the Board to waive formal approval or disapproval procedures. This will allow the Board flexibility to use different procedures when necessary and will protect the validity of the Board’s actions where there is a technical irregularity but the Board has otherwise made its decision clear.

#### Security and Firesafety Board Discussions (Page 14)

Rule 1.3(14) was added to reflect the fact that portions of a meeting which would reveal a security or firesafety system plan or portion thereof made confidential and exempt by Florida law are exempt from Florida’s statutory public meeting requirements. Including this rule will clarify the procedures the Board should use to ensure that confidential and exempt information is not made public.

#### Internal Controls to Prevent Fraud, Waste and Abuse (Page 15)

Rule 1.4 was added to reflect legislative changes enacted in the 2019 legislative session requiring special districts to establish and maintain internal controls to prevent fraud, waste, and abuse. Our office plans to work with the District Manager and auditor to develop the internal controls, which the Board will adopt in the same manner as it does policies.

#### Notice of Competitive Solicitation (Pages 27 and 36)

Rules 3.1(3) and 3.3(2)(c) have been amended to state that when a consultant has asked to be provided with notice of the District’s competitive solicitations, the District Manager’s failure to provide them with a copy of the notice will not give them bid protest rights or otherwise disqualify the District’s otherwise valid procurement. This will reduce the District’s exposure to potential bid protests and decrease the likelihood of a procurement being considered invalid due to a technical irregularity.

#### Procedure Regarding Auditor Selection (Page 31)

Language has been added to the introductory paragraph to Rule 3.2 to clarify that the District need not use the procedures set out by the Rule for audits required under Chapter 190 of the Florida Statutes but which do not meet the thresholds of Chapter 218 of the Florida Statutes.

Additionally, the requirements for composition of the Auditor Selection Committee in Rule 3.2(2) have been amended to reflect legislation passed during the 2019 legislative session. Now, at

least one individual on the Committee must be a member of the Board; the Chairperson of the Committee must be a member of the Board; and an employee, chief executive officer, or chief financial officer of the District may not be a member of the Committee but may serve in an advisory capacity.

#### Contract Periods (Pages 34, 56, and 59)

Rules 3.2(8)(d), 3.8(5), and 3.9(4) have been amended to set the maximum contract period for auditing services, the maximum renewal period for contracts for the purchase of goods, supplies, materials, and the maximum renewal period for contracts for maintenance services at five (5) years. This will provide greater specificity to guide contract terms.

#### Suspension, Revocation, or Denial of Qualification (Pages 40–42)

Rule 3.4(3) has been added to specify the procedures to be used if the District wishes to suspend, revoke, or deny a pre-qualified vendor's pre-qualified status. It specifies what constitutes good cause for such suspension, revocation, or denial; the effect of the suspension, revocation, or denial; hearing procedures the District must follow; and factors influencing the time period of the suspension, revocation, or denial.

#### Protest Bonds (Pages 61–62)

Rule 3.11(1)(c) has been amended to require that both the requirement for and the amount of the protest bond be disclosed in the competitive solicitation documents, and to allow the amount of the bond to be any amount within the limits imposed by Florida law.



## Minor Changes

The following minor changes have also been made to the Rules:

Rule 1.1(1): This Rule has been amended to clarify requirements for Board members appointed or elected to elector seats. (Page 2).

Rule 1.1(2)(c) and (d): These Rules have been amended to include the words “at least” before the required amounts of the Secretary’s or Treasurer’s fidelity bonds or employee theft insurance policies to accommodate the possibility of greater amounts. (Page 4).

Rule 1.1(6): This Rule has been amended to include the Florida Constitution as a governing authority on voting conflicts of interest. This change reflects the recently passed Amendment 12 to the Florida Constitution. (Pages 5–6).

Rules 1.3(1)(e), (1)(d), (1)(f); and 3.2(9): These Rules were amended to allow inclusion of language substantially similar to that recited in the Rules. (Pages 10–11 and 34).

Rule 1.3(6): This Rule was amended to require the chair or vice chair to consult with the District Manager and District Counsel, if they are available, before calling an emergency meeting. (Page 12).

Rule 2.0(12)(d): This Rule has been amended to allow 90 days instead of 60 days for the Board to announce a decision on a petition for variance or waiver of its Rules. (Page 21).

Rule 3.0(3)(b): The dollar thresholds in this Rule have been increased to \$2,000,000 for a study activity when the fee for such Professional Services to the District does not exceed the increased amount of \$200,000, to reflect the current statutory thresholds. (Page 22).

Rules 3.1(4)(b), 3.6(2)(c)(ii)6., and 3.8(2)(k): The word “responsive” has been added to allow the Board to proceed with evaluating and selecting a proposal from the submissions if it receives fewer than three responsive proposals. (Pages 28, 49 and 55).

Rule 3.2(3)(b): “Understanding of scope of work” has been removed from the list of required factors used to evaluate auditing proposals. The District may still include this as an evaluation criterion if it wishes, but it is not required to do so. (Page 32).

Rule 3.2(7)(b): Language has been added to specify that if the Board does not select the highest-ranked qualified auditing firm, it must document in its records its reason for not doing so. (Page 33).

Rules 3.5(2)(e) and 3.6(2)(c)(ii)3.: “Reemployment assistance” has been added to the non-exclusive list of subjects of federal labor or employment laws of which violation may render a contractor ineligible to submit a bid, response, or proposal for a District project. (Pages 44 and 48).

Rule 3.11(6): Language was added specifying that the District may reject all qualifications, proposals, replies, or responses and start the competitive solicitation process anew if all of the bids, proposals, replies, and responses are too high. (Page 63).

**RESOLUTION 2020-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT TO  
DESIGNATE THE DATE, TIME AND PLACE OF PUBLIC HEARING  
AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING  
FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND  
PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Cypress Bluff Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Jacksonville, Florida; and

**WHEREAS**, the Board of Supervisors of the District (“Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT:**

**SECTION 1.** A Public Hearing will be held to adopt the District’s Rules of Procedure on January 28, 2020 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 26th day of November, 2019.

**ATTEST:**

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairman, Board of Supervisors

**RULES OF PROCEDURE  
COMMUNITY DEVELOPMENT DISTRICT**

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**Rule 1.0      General.**

- (1) The \_\_\_\_\_ Community Development District (the “District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

## **Rule 1.1 Board of Supervisors; Officers and Voting.**

- (1) Board of Supervisors. The Board of Supervisors of the District (the “Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by ~~resident electors~~the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District, and registered to vote with the Supervisor of Elections of the county in which the District is located, ~~and~~ and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
  - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
  - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
  - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference ~~shall be entitled to vote and take all other action as though physically present.~~
  - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
  - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and

conduct all meetings of the Board. In the event the Chairperson is unable to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
  - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by [the Florida Constitution and Chapters 112 and 190 of the Florida Statutes](#), as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.



If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 112.3143, 190.006, 190.007, Fla. Stat.

**Rule 1.2      District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.**

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
  - (b) Official minutes of meetings, including adopted resolutions of the Board;
  - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
  - (d) Adopted engineer's reports;
  - (e) Adopted assessment methodologies/reports;
  - (f) Adopted disclosure of public financing;
  - (g) Limited Offering Memorandum for each financing undertaken by the District;
  - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
  - (i) District policies and rules;
  - (j) Fiscal year end audits; and
  - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in ~~the~~ this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, ~~119.07~~, Fla. Stat.

### **Rule 1.3      Public Meetings, Hearings, and Workshops.**

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. “General circulation” means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
  - (a) The date, time and place of the meeting, hearing or workshop;
  - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
  - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
  - (d) The following or substantially similar language:- “Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (\_\_\_\_) \_\_\_\_\_. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office.”
  - (e) The following or substantially similar language: “A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.”

- (f) The following or substantially similar language:- “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare ~~a notice and~~ an agenda of the meeting/hearing/workshop. The ~~notice and~~ agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least ~~seventy two (72) hours~~ seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

Call to order  
Roll call  
Public comment  
Organizational matters  
Review of minutes  
Specific items of old business  
Specific items of new business  
Staff reports  
    (a) District Counsel  
    (b) District Engineer  
    (c) District Manager  
        1. Financial Report  
        2. Approval of Expenditures  
Supervisor’s requests and comments  
Public comment  
Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
  - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
  - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
  - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorneysattorney must request such session at a public meeting. – Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. –The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy



related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

(14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

**Rule 1.4      Internal Controls to Prevent Fraud, Waste and Abuse**

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
  - (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
  - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
  - (c) Support economical and efficient operations; and
  - (d) Ensure reliability of financial records and reports; and
  - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

## **Rule 2.0      Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
  - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
  - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
  - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
  - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. ~~Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.~~
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
  - (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District, or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
  - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
  - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.

- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
- (a) The texts of the proposed rule and the adopted rule;
  - (b) All notices given for a proposed rule;
  - (c) Any statement of estimated regulatory costs for the rule;
  - (d) A written summary of hearings, if any, on the proposed rule;
  - (e) All written comments received by the District and responses to those written comments; and
  - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
  - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
  - (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
  - (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
  - (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the

existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:

- (i) Administer oaths and affirmations;
  - (ii) Rule upon offers of proof and receive relevant evidence;
  - (iii) Regulate the course of the hearing, including any pre-hearing matters;
  - (iv) Enter orders; and
  - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
  - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
    - (i) The rule from which a variance or waiver is requested;
    - (ii) The type of action requested;
    - (iii) The specific facts that would justify a waiver or variance for the petitioner; and

- (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
  - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
  - (d) The Board shall grant or deny a petition for variance or waiver, and shall announce such disposition at a publicly held meeting of the Board, within ~~sixty (60)~~ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

**Specific Authority:** §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.035(2), Fla. Stat.



### **Rule 3.0      Competitive Purchase.**

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
  - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
  - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed ~~one~~two million dollars (\$~~1~~2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed ~~fifty~~two hundred thousand dollars (\$~~50~~200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
  - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
  - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
  - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
  - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
  - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
  - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
  - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;
  - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
  - (v) The recent, current, and projected workloads of the entity/individual;
  - (vi) The volume of work previously awarded to the entity/individual;
  - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
  - (viii) Whether the entity/individual is a certified minority business enterprise.

- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.033, 255.20, 287.055, Fla. Stat.

**Rule 3.1 Procedure Under ~~The~~the Consultants' Competitive Negotiations Act.**

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:

(a) Hold all required applicable ~~federal licenses in good standing, if any;~~

~~(b) Hold all required applicable~~ state professional licenses in good standing;

~~(b) Hold all required applicable federal licenses in good standing, if any;~~

(c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and

(d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. ~~Consultants who provide their name and address to the District Manager for inclusion on the list shall receive~~

~~notices by mail.~~ The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
  - (i) The ability and adequacy of the professional personnel employed by each consultant;
  - (ii) Whether a consultant is a certified minority business enterprise;
  - (iii) Each consultant's past performance;
  - (iv) The willingness of each consultant to meet time and budget requirements;
  - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
  - (vi) The recent, current, and projected workloads of each consultant; and
  - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications.



Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

### Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the ~~audit~~auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of ~~Audit~~Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an ~~audit~~auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee ~~should~~shall include at least three individuals, ~~some or all~~at least one of ~~whom may~~which must also ~~serve as members~~be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable ~~federal~~state professional licenses in good standing, ~~if any~~;
- (ii) Hold all required applicable ~~state professional~~federal licenses in good standing, ~~if any~~;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
  - (i) Ability of personnel;
  - (ii) Experience;
  - (iii) ~~Understanding of scope of work;~~
  - ~~(iv)~~—Ability to furnish the required services; and
  - (~~v~~iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.

- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.
- (6) Committee’s Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm’s qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms’ respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm; or document in its public records the reason for not selecting the highest-ranked qualified firm.

- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
  - (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than ~~July 1~~June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
  - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule, but must be in writing.
  - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule

shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 218.33, 218.391, Fla. Stat.

### **Rule 3.3      Purchase of Insurance.**

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
  - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. ~~Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.~~
  - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
  - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
  - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
  - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and

offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 112.08, Fla. Stat.



### **Rule 3.4      Pre-qualification**

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
  - (a) The Board shall cause to be prepared a Request for Qualifications.
  - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
  - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
  - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
  - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
  - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.

viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.

ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.

x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.

xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.

xii. The vendor or affiliate(s) has been convicted of a contract crime.

1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.

2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

(b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 190.033, 255.0525, 255.20, Fla. Stat.

### **Rule 3.5      Construction Contracts, Not Design-Build.**

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
  - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects ~~such as~~including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting, and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.



- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the ~~contractor~~contract; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.6 Construction Contracts, Design-Build.**

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
  - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
  - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
  - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
    - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
    - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed,

competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
  - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
  - b. Hold all required applicable federal licenses in good standing, if any;
  - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
  - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects ~~such as~~ including but not limited to reemployment assistance, safety, tax withholding, worker's compensation,

unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting, and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) ~~proposals~~Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no ~~proposals~~Responsive Proposals are received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand

delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. ~~Failing accord~~Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified firm, the Board at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must terminate negotiations. be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package, and shall provide the Board with a report of the same.

- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
  - (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.7      Payment and Performance Bonds.**

- (1)    Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work, and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2)    Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3)    Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 255.05, Fla. Stat.

### **Rule 3.8      Goods, Supplies, and Materials.**

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;



- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the

lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) ~~bids, proposals, replies~~Responsive Bids, Proposals, Replies, or responsesResponses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best

interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for ~~a period that may not exceed three (3) years or the term of the original contract, whichever period is longer~~ a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

### **Rule 3.9      Maintenance Services.**

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
  - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
  - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
  - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for ~~a period that may not exceed three (3) years or the term of the original contract, whichever period is longer.~~ a maximum period of five (5) years.
  - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

**Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.**

**Rule 3.10 Contractual Services.**

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, Fla. Stat.



~~Rule 3.11 — Protests~~ **With Respect To Proceedings under Rules 3.1, 3.2, 3.3,  
3.4, 3.5, 3.6, 3.8, and 3.9.**

with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

- ~~(c)~~ If (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, the Board may require

any person who files a notice of protest ~~to~~must post ~~a~~the protest bond ~~in the. The~~ amount ~~equal to 1% of the anticipated contract amount that is the subject of the protest~~ shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
  - (a) Administer oaths and affirmations;
  - (b) Rule upon offers of proof and receive relevant evidence;
  - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 190.033, Fla. Stat.

**Rule 4.0      Effective Date.**

These Rules shall be effective \_\_\_\_\_, 2018,20, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

*EIGHTH ORDER OF BUSINESS*

*B.*

*1.*



**FORM OF REQUISITION  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019**

The undersigned, a Responsible Officer of the Cypress Bluff Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the Issuer and The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of February 1, 2019, as supplemented by that certain First Supplemental Trust Indenture dated as of February 1, 2019 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **21**
- (B) Name of Payee: **Connelly & Wicker, Inc.  
10060 Skinner Lake Drive, Suite 500  
Jacksonville, FL 32246**
- (C) Amount Payable: **\$10,147.37**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Professional Services related to e-Town Amenity – Invoice 19010014-08**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Series Acq 2019 Sold  
Parcels Account**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Responsible Officer

**CONSULTING ENGINEER'S  
FOR NON-COSTS**

**CONSULTING ENGINEER'S APPROVAL  
OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned at this disbursement is for a Cost of the Project and is requisition or construction contract; (ii) the plans and contract with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ment for other than Costs of Issuance, the undersigned at this disbursement is for a Cost of the Project and is requisition or construction contract; (ii) the plans and contract with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

Bradley J. Weber  
Consulting Engineer

Date: October 1, 2019



# Connelly & Wicker Inc.

Planning

Engineering September 27, 2019

Landscape Architecture

Project No: 19-01-0014

Invoice No: 19010014-08

Cypress Bluff CDD

Attn: David Ray

david@nocatee.com

MWhite@parcgroup.net

245 Nocatee Center

Ponte Vedra, FL 32081

Project 19-01-0014

E-Town Amenity

Professional services for this month include design coordination with architect and environmental consultant, redesign of borrow, submittal to SJRWMD / JEA, and plan revisions based on comments.

## Professional Services from August 31, 2019 to September 27, 2019

Phase			Total JTD	Previous	Current
C1 Prelim Site Plan & Analysis	8,000.00	100.00	8,000.00	8,000.00	0.00
C2 PUD Verification	4,000.00	100.00	4,000.00	4,000.00	0.00
C3 Engineering Design & Plan Prep	36,000.00	88.8889	32,000.00	31,000.00	1,000.00
C4 Design Coordination	4,000.00	46.625	1,865.00	365.00	1,500.00
C5 Permitting	15,000.00	33.3333	5,000.00	0.00	5,000.00
C6 Borrow Pit Design	12,000.00	58.3333	7,000.00	7,000.00	0.00
CA1 Final Cert & Const.Observ.-Hrly	17,000.00	0.00	0.00	0.00	0.00
ZCONS G1 Geotech Exploration & Ph 1	6,670.00	100.00	6,670.00	6,670.00	0.00
ZCONS G2 Geotech Exploration & Analysis	9,315.00	95.0617	8,855.00	7,130.00	1,725.00
ZCONS G3 Add.Geotech Exploration	5,060.00	0.00	0.00	0.00	0.00
ZCONS ENV1 Tortoise Survey & FWC Permitt	4,025.00	0.00	0.00	0.00	0.00
ZCONS ENV2 Gopher Tortoise Relocation	3,737.50	0.00	0.00	0.00	0.00
ZCONS ENV3 Exclusion Fence Coordination	460.00	0.00	0.00	0.00	0.00
ZCONS.Subconsultant Expense	0.00	0.00	0.00	0.00	0.00
ZREIM Reimbursable Expense	4,500.00	24.9278	1,121.75	199.38	922.37
Total Fee	129,767.50		74,511.75	64,364.38	10,147.37
			Total this Invoice	\$10,147.37	

	Current	Prior	Total	Received	Due
Billed to Date	10,147.37	64,364.38	74,511.75	21,396.70	53,115.05

Authorized by:

Justin Williams, Project Manager

# Backup Report

Connelly & Wicker Inc.

As of 9/27/2019

Billing	Date	Employee/	Description	Units	Rate	Amount
Project Number: 19-01-0014 E-Town Amenity						
Expenses:						
	8/27/2019		Williams, Justin Wetland Mtg at ESI			4.91
	9/9/2019		Williams, Justin Coordination mtg			7.63
	9/23/2019		American Express jw COJ Permit Fee			773.00
	9/23/2019		American Express jw COJ Permit Fee			19.33
	9/27/2019		88.0 Blueprints @ 1.25	88.00	1.25	110.00
	9/27/2019		75.0 Copies @ 0.10	75.00	.10	7.50
Total						922.37

**FORM OF REQUISITION  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019**

The undersigned, a Responsible Officer of the Cypress Bluff Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the Issuer and The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of February 1, 2019, as supplemented by that certain First Supplemental Trust Indenture dated as of February 1, 2019 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **22**
- (B) Name of Payee: **Basham & Lucas Design Group, Inc.  
7645 Gate Parkway, Suite 201  
Jacksonville, FL 32256**
- (C) Amount Payable: **\$14,990.00**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Professional Services related to e-Town Amenity – Invoice 7955**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Series Acq 2019 Sold  
Parcels Account**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Responsible Officer

**CONSULTING ENGINEER'S  
FOR NON-COSTS**

**CONSULTING ENGINEER'S APPROVAL  
OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned at this disbursement is for a Cost of the Project and is requisition or construction contract; (ii) the plans and contract with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

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Bradley J. Weber  
Consulting Engineer

Date: October 1, 2019

## Shelley Blair

---

**From:** David Ray <david@nocatee.com>  
**Sent:** Tuesday, September 17, 2019 12:47 PM  
**To:** Bradley Weeber  
**Cc:** Shelley Blair  
**Subject:** Cypress Bluff - Invoice 7955 from Basham & Lucas Design Group, Inc.  
**Attachments:** Inv\_7955\_from\_Basham\_Lucas\_Design\_Group\_Inc\_8616.pdf

Brad,  
Just got this for Cypress Bluff.  
Not sure if it is too late for September or not.

David Ray

---

**From:** Mikey White [mailto:Mwhite@parcgroup.net]  
**Sent:** Tuesday, September 17, 2019 11:55 AM  
**To:** David Ray  
**Subject:** FW: Invoice 7955 from Basham & Lucas Design Group, Inc.

This came in yesterday for the CDD. Can we get it on the list for Tuesday's meeting?

Mikey

---

**From:** Josie Neely [mailto:Josie@bashamlucas.com]  
**Sent:** Monday, September 16, 2019 2:18 PM  
**To:** Mikey White <Mwhite@parcgroup.net>  
**Subject:** Invoice 7955 from Basham & Lucas Design Group, Inc.

### Basham & Lucas Design Group, Inc.

**Invoice** Due 09/16/2019  
7955

Amount Due: **\$14,990.00**

Mikey White

Thank you for providing Basham & Lucas the opportunity to do business with you. You will find the invoice for the recent design services provided, attached with this email.

Please feel free to contact me if you have any questions or concerns about this invoice. Your prompt payment is greatly appreciated!

Warm Regards,



**BASHAM  
& LUCAS**  
DESIGN GROUP, INC.  
PLANNING • ARCHITECTURE • LANDSCAPE

**Invoice**

DATE	INVOICE #
9/16/2019	7955

7645 Gate Parkway Suite 201  
Jacksonville, FL 32256  
(904) 731-2323

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

**BILL TO**

Cypress Bluff CDD  
Mikey White  
4310 Pablo Oaks Court  
Jacksonville, FL 32224

PROJECT	E Town Amenity 19-02			
CONTRACT SERVICES	CONTRACT	TO DATE	Total %	AMOUNT DUE
Part 1: Amenity Area Architectural Concept	14,200.00	14,200.00	100.00%	0.00
Part 2: Amenity Area Design Development	26,200.00	22,270.00	85.00%	0.00
Part 3: Architectural Construction Documents of the Clubhouse and Pool Equipment Building	49,500.00	34,650.00	80.00%	4,950.00
Part 4: Interior Design Construction Documents	9,800.00	6,860.00	80.00%	980.00
Part 5: Amenity Area Hardscape Construction Documents	17,400.00	12,180.00	80.00%	1,740.00
Part 6: Amenity Area Site Electrical Engineering	4,800.00	3,360.00	80.00%	480.00
Part 7: Landscape Architectural and Irrigation Design	14,600.00	2,920.00	30.00%	1,460.00
Part 8: Swimming Pool and Splash Park Engineering Documents (max 7,500 sf pool area)	19,800.00	13,860.00	80.00%	1,980.00
Part 9: Fine Grading Design of the Pool	4,800.00		0.00%	0.00
Part 10: Exterior Color/Material Selection for Amenity Improvements	6,200.00		0.00%	0.00
Part 11: Amenity Area Signage	3,600.00		0.00%	0.00
Part 12: Color Digital Renderings (Perspective View of the Amenity Area)	3,200.00		50.00%	1,600.00
Part 12 (b) Color rendering of the Amenity Site Plan	1,800.00		100.00%	1,800.00
Part 13: Contractor Pre qualification and Bid Process for CDD	2,200.00		0.00%	0.00
Part 14: Hourly at \$100 per hr (not to exceed \$2,500)	2,500.00		0.00%	0.00
Part 15: Shop Drawing Review for the Amenity Area	15,500.00		0.00%	0.00
Part 16: Hourly @ \$100/hr (nte \$15,000)	15,000.00		0.00%	0.00
We appreciate your business, thank you.		<b>TOTAL</b>	<b>\$14,990.00</b>	



**FORM OF REQUISITION  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019**

The undersigned, a Responsible Officer of the Cypress Bluff Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the Issuer and The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of February 1, 2019, as supplemented by that certain First Supplemental Trust Indenture dated as of February 1, 2019 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **23**
- (B) Name of Payee: **England-Thims & Miller, Inc.  
14775 Old St. Augustine Road  
Jacksonville, FL 32258**
- (C) Amount Payable: **\$1,439.00**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Consulting Engineering Services for Construction Projects (WA#4) Invoice 192016**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Series Acq 2019 Sold  
Parcels Account**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Responsible Officer

**CONSULTING ENGINEER'S  
FOR NON-COSTS**

**CONSULTING ENGINEER'S APPROVAL  
OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned at this disbursement is for a Cost of the Project and is requisition or construction contract; (ii) the plans and contract with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

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Bradley J. Weber  
Consulting Engineer

Date: October 1, 2019



Cypress Bluff Community Development District c/o  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

October 10, 2019  
Project No: 13102.26003  
Invoice No: 0192016

Project 13102.26003 Cypress Bluff Community Development District (WA#4) 2019/2020  
Consulting Engineering Services for Construction Projects

**Professional Services rendered through September 30, 2019**

**Professional Personnel**

		Hours	Rate	Amount
Senior Engineer				
Weeber, Bradley	9/21/2019	3.00	194.00	582.00
Weeber, Bradley	9/28/2019	4.00	194.00	776.00
Administrative Support				
Blair, Shelley	9/21/2019	1.00	81.00	81.00
Totals		8.00		1,439.00
<b>Total Labor</b>				<b>1,439.00</b>
<b>Invoice Total this Period</b>				<b>\$1,439.00</b>

**England-Thim & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14776 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-642-8890 • fax 904-640-9403  
CA-0002584 LC-0000316

**FORM OF REQUISITION  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019**

The undersigned, a Responsible Officer of the Cypress Bluff Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the Issuer and The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of February 1, 2019, as supplemented by that certain First Supplemental Trust Indenture dated as of February 1, 2019 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **25**
- (B) Name of Payee: **Basham & Lucas Design Group, Inc.  
7645 Gate Parkway, Suite 201  
Jacksonville, FL 32256**
- (C) Amount Payable: **\$14,280.00**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Professional Services related to e-Town Amenity – Invoice 7982**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Series Acq 2019 Sold  
Parcels Account**

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the Issuer;
- 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
- 4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.


Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

By:   
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL  
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

  
Consulting Engineer

October 28, 2019



# BASHAM & LUCAS

DESIGN GROUP, INC.  
PLANNING • ARCHITECTURE • LANDSCAPE

## Invoice

DATE	INVOICE #
10/15/2019	7982

7645 Gate Parkway Suite 201  
Jacksonville, FL 32256  
(904) 731-2323

www.bashamlucas.com

### BILL TO

Cypress Bluff CDD  
Mikey White  
4310 Pablo Oaks Court  
Jacksonville, FL 32224

PROJECT	E Town Amenity 19-02			
CONTRACT SERVICES	CONTRACT	TO DATE	Total %	AMOUNT DUE
Part 1: Amenity Area Architectural Concept	14,200.00	14,200.00	100.00%	0.00
Part 2: Amenity Area Design Development	26,200.00	22,270.00	90.00%	1,310.00
Part 3: Architectural Construction Documents of the Clubhouse and Pool Equipment Building	49,500.00	39,600.00	90.00%	4,950.00
Part 4: Interior Design Construction Documents	9,800.00	7,840.00	80.00%	0.00
Part 5: Amenity Area Hardscape Construction Documents	17,400.00	13,920.00	100.00%	3,480.00
Part 6: Amenity Area Site Electrical Engineering	4,800.00	3,840.00	100.00%	960.00
Part 7: Landscape Architectural and Irrigation Design	14,600.00	4,380.00	30.00%	0.00
Part 8: Swimming Pool and Splash Park Engineering Documents (max 7,500 sf pool area)	19,800.00	15,840.00	90.00%	1,980.00
Part 9: Fine Grading Design of the Pool	4,800.00		0.00%	0.00
Part 10: Exterior Color/Material Selection for Amenity Improvements	6,200.00		0.00%	0.00
Part 11: Amenity Area Signage	3,600.00		0.00%	0.00
Part 12: Color Digital Renderings (Perspective View of the Amenity Area)	3,200.00	1,600.00	100.00%	1,600.00
Part 12 (b) Color rendering of the Amenity Site Plan	1,800.00	1,800.00	100.00%	0.00
Part 13: Contractor Pre qualification and Bid Process for CDD	2,200.00		0.00%	0.00
Part 14: Hourly at \$100 per hr (not to exceed \$2,500)	2,500.00		0.00%	0.00
Part 15: Shop Drawing Review for the Amenity Area	15,500.00		0.00%	0.00
Part 16: Hourly @ \$100/hr (nte \$15,000)	15,000.00		0.00%	0.00
We appreciate your business, thank you.		<b>TOTAL</b>	<b>\$14,280.00</b>	

**FORM OF REQUISITION  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019**

The undersigned, a Responsible Officer of the Cypress Bluff Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the Issuer and The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of February 1, 2019, as supplemented by that certain First Supplemental Trust Indenture dated as of February 1, 2019 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **24**
- (B) Name of Payee: **Basham & Lucas Design Group, Inc.  
7645 Gate Parkway, Suite 201  
Jacksonville, FL 32256**
- (C) Amount Payable: **\$68,610.00**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Professional Services related to e-Town Amenity – Invoice 7913**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Series Acq 2019 Sold  
Parcels Account**

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the Issuer;
- 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
- 4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL  
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

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\_\_\_\_\_  
Consulting Engineer

October 28, 2019





**BASHAM  
& LUCAS**  
DESIGN GROUP, INC.  
PLANNING • ARCHITECTURE • LANDSCAPE

**Invoice**

DATE	INVOICE #
8/12/2019	7913

7645 Gate Parkway Suite 201  
Jacksonville, FL 32256  
(904) 731-2323

www.bashamlucas.com

**BILL TO**

Cypress Bluff CDD  
Mikey White  
4310 Pablo Oaks Court  
Jacksonville, FL 32224

PROJECT	E Town Amenity 19-02			
CONTRACT SERVICES	CONTRACT	TO DATE	Total %	AMOUNT DUE
Part 1: Amenity Area Architectural Concept	14,200.00	14,200.00	100.00%	0.00
Part 2: Amenity Area Design Development	26,200.00	26,200.00	100.00%	0.00
Part 3: Architectural Construction Documents of the Clubhouse and Pool Equipment Building	49,500.00		70.00%	34,650.00
Part 4: Interior Design Construction Documents	9,800.00		70.00%	6,860.00
Part 5: Amenity Area Hardscape Construction Documents	17,400.00	5,220.00	70.00%	6,960.00
Part 6: Amenity Area Site Electrical Engineering	4,800.00		70.00%	3,360.00
Part 7: Landscape Architectural and Irrigation Design	14,600.00		20.00%	2,920.00
Part 8: Swimming Pool and Splash Park Engineering Documents (max 7,500 sf pool area)	19,800.00		70.00%	13,860.00
Part 9: Fine Grading Design of the Pool	4,800.00		0.00%	0.00
Part 10: Exterior Color/Material Selection for Amenity Improvements	6,200.00		0.00%	0.00
Part 11: Amenity Area Signage	3,600.00		0.00%	0.00
Part 12: Color Digital Renderings (Perspective View of the Amenity Area)	3,200.00		0.00%	0.00
Part 12 (b) Color rendering of the Amenity Site Plan	1,800.00		0.00%	0.00
Part 13: Contractor Pre qualification and Bid Process for CDD	2,200.00		0.00%	0.00
Part 14: Hourly at \$100 per hr (not to exceed \$2,500)	2,500.00		0.00%	0.00
Part 15: Shop Drawing Review for the Amenity Area	15,500.00		0.00%	0.00
Part 16: Hourly @ \$100/hr (nfe \$15,000)	15,000.00		0.00%	0.00
We appreciate your business, thank you.		<b>TOTAL</b>	<b>\$68,610.00</b>	

2.

**Cypress Bluff Community Development District  
Series 2019 Acquisition and Construction Bonds**

**REQUISITION SUMMARY**

**Tuesday, November 26, 2019**

<u>Date of Requisition</u>	<u>Req #</u>	<u>Payee</u>	<u>Reference</u>	<u>INVOICE AMOUNT</u>
<b><u>2018 Acq Sold Parcels Account</u></b>				
11/26/2019	26	Connelly & Wicker, Inc.	Professional services related to e-Town Amenity - Invoice 19010014-06	\$9,040.95
11/26/2019	27	Hopping Green & Sams	Professionals services related to project construction - Invoice 110946	\$1,917.50
11/26/2019	28	Connelly & Wicker, Inc.	Professional services related to e-Town Amenity - Invoice 19010014-09	\$8,654.72
11/26/2019	29	Hopping Green & Sams	Professionals services related to project construction - Invoice 110225	\$1,457.50
11/26/2019	30	Parc Group	Project Services - 4th quarter	\$4,000.00
<b>TOTAL REQUISITIONS TO BE APPROVED November 26, 2019</b>				<b>\$25,070.67</b>

**FORM OF REQUISITION  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019**

The undersigned, a Responsible Officer of the Cypress Bluff Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the Issuer and The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of February 1, 2019, as supplemented by that certain First Supplemental Trust Indenture dated as of February 1, 2019 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **26**
- (B) Name of Payee: **Connelly & Wicker, Inc.  
10060 Skinner Lake Drive, Suite 500  
Jacksonville, FL 32246**
- (C) Amount Payable: **\$9,040.95**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Professional Services related to e-Town Amenity – Invoice 19010014-06**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Series Acq 2019 Sold  
Parcels Account**

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the Issuer;
- 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
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Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL  
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

  
Consulting Engineer



# Connelly & Wicker Inc.

Planning

Engineering

Landscape Architecture

July 26, 2019

Project No:

19-01-0014

Invoice No:

19010014-06

Cypress Bluff CDD  
Attn: David Ray  
david@nocatee.com  
MWhite@parcgroup.net  
245 Nocatee Center  
Ponte Vedra, FL 32081

Project 19-01-0014 E-Town Amenity

Professional services include drainage and utility design.

## Professional Services from June 29, 2019 to July 26, 2019

Phase			Total JTD	Previous	Current
C1 Prelim Site Plan & Analysis	8,000.00	100.00	8,000.00	8,000.00	0.00
C2 PUD Verification	4,000.00	100.00	4,000.00	4,000.00	0.00
C3 Engineering Design & Plan Prep	36,000.00	50.00	18,000.00	9,000.00	9,000.00
C4 Design Coordination	4,000.00	9.125	365.00	365.00	0.00
C5 Permitting	15,000.00	0.00	0.00	0.00	0.00
C6 Borrow Pit Design	12,000.00	0.00	0.00	0.00	0.00
CA1 Final Cert & Const.Observ.-Hrly	17,000.00	0.00	0.00	0.00	0.00
ZCONS G1 Geotech Exploration & Ph 1	6,670.00	0.00	0.00	0.00	0.00
ZCONS G2 Geotech Exploration & Analysis	9,315.00	0.00	0.00	0.00	0.00
ZCONS ENV1 Tortoise Survey & FWC Permitt	4,025.00	0.00	0.00	0.00	0.00
ZCONS ENV2 Gopher Tortoise Relocation	3,737.50	0.00	0.00	0.00	0.00
ZCONS ENV3 Exclusion Fence Coordination	460.00	0.00	0.00	0.00	0.00
ZCONS Subconsultant Expense	0.00	0.00	0.00	0.00	0.00
ZREIM Reimbursable Expense	4,500.00	1.6144	72.65	31.70	40.95
Total Fee	124,707.50		30,437.65	21,396.70	9,040.95
Total this Invoice				\$9,040.95	

	Current	Prior	Total	Received	Due
Billed to Date	9,040.95	21,396.70	30,437.65	11,717.63	18,720.02

Authorized by:

Justin Williams, Project Manager

# Backup Report

Connelly & Wicker Inc.

As of 7/26/2019

Billing	Date	Employee/	Description	Units	Rate	Amount
Project Number: 19-01-0014 E-Town Amenity						
Expenses:						
	7/26/2019		Copies B: 72.0 Copies @ 0.10	72.00	.10	7.20
	7/26/2019		Blueprints B:32 27.0 Blueprints @ 1.25	27.00	1.25	33.75
Total						40.95

**FORM OF REQUISITION  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019**

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- (A) Requisition Number: **27**
- (B) Name of Payee: **Hopping Green & Sams  
PO Box 6526  
Tallahassee, FL 32314**
- (C) Amount Payable: **\$1,917.50**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Professional Services related to project construction – Invoices 110946**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Series Acq 2019 Sold  
Parcels Account**

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1. obligations in the stated amount set forth above have been incurred by the Issuer;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
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**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL  
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

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\_\_\_\_\_  
Consulting Engineer

Date: July 10, 2019

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

October 31, 2019

Cypress Bluff CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 110946  
Billed through 09/30/2019

## Project Construction

**CBCDD 00103 KSB**

### FOR PROFESSIONAL SERVICES RENDERED

09/06/19	KSB	Prepare conveyance package; confer with Weeber.	1.30 hrs
09/09/19	KSB	Update acquisition package.	0.60 hrs
09/10/19	KEM	Prepare fully executed acquisition package.	0.60 hrs
09/11/19	KSB	Review requisition; confer with Weeber.	0.60 hrs
09/20/19	KSB	Confer with White regarding solicitation; confer with Weeber regarding amendment to engineer's report.	1.70 hrs
09/23/19	KSB	Review matters relating to construction contract; review matters relating to payment of construction requisition; confer with White.	1.60 hrs
09/25/19	KSB	Review procurement process.	0.90 hrs
Total fees for this matter			\$1,917.50

### MATTER SUMMARY

Ibarra, Katherine E. - Paralegal	0.60 hrs	125 /hr	\$75.00
Buchanan, Katie S.	6.70 hrs	275 /hr	\$1,842.50

TOTAL FEES \$1,917.50

**TOTAL CHARGES FOR THIS MATTER \$1,917.50**

### BILLING SUMMARY

Ibarra, Katherine E. - Paralegal	0.60 hrs	125 /hr	\$75.00
Buchanan, Katie S.	6.70 hrs	275 /hr	\$1,842.50

TOTAL FEES \$1,917.50

**TOTAL CHARGES FOR THIS BILL \$1,917.50**

**FORM OF REQUISITION  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019**

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- (A) Requisition Number: **28**
- (B) Name of Payee: **Connelly & Wicker, Inc.  
10060 Skinner Lake Drive, Suite 500  
Jacksonville, FL 32246**
- (C) Amount Payable: **\$8,654.72**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Professional Services related to e-Town Amenity – Invoice 19010014-09**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Series Acq 2019 Sold  
Parcels Account**

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**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL  
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

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\_\_\_\_\_  
Consulting Engineer



# Connelly & Wicker Inc.

Planning

Engineering October 25, 2019

Landscape Architecture

Project No: 19-01-0014

Invoice No: 19010014-09

Cypress Bluff CDD  
Attn: David Ray  
david@nocatee.com  
MWWhite@parcgroup.net  
245 Nocatee Center  
Ponte Vedra, FL 32081

Project 19-01-0014 E-Town Amenity

Professional services for this month include responding to COJ RAI and resubmittal, completion of JEA approval.

## Professional Services from September 28, 2019 to October 25, 2019

Phase			Total JTD	Previous	Current
C1 Prelim Site Plan & Analysis	8,000.00	100.00	8,000.00	8,000.00	0.00
C2 PUD Verification	4,000.00	100.00	4,000.00	4,000.00	0.00
C3 Engineering Design & Plan Prep	36,000.00	88.8889	32,000.00	32,000.00	0.00
C4 Design Coordination	4,000.00	46.625	1,865.00	1,865.00	0.00
C5 Permitting	15,000.00	73.3333	11,000.00	5,000.00	6,000.00
C6 Borrow Pit Design	12,000.00	58.3333	7,000.00	7,000.00	0.00
CA1 Final Cert & Const.Observ.-Hrly	17,000.00	0.00	0.00	0.00	0.00
ZCONS G1 Geotech Exploration & Ph 1	6,670.00	100.00	6,670.00	6,670.00	0.00
ZCONS G2 Geotech Exploration & Analysis	9,315.00	95.0617	8,855.00	8,855.00	0.00
ZCONS G3 Add.Geotech Exploration	5,060.00	34.0909	1,725.00	0.00	1,725.00
ZCONS ENV1 Tortoise Survey & FWC Permitt	4,025.00	0.00	0.00	0.00	0.00
ZCONS ENV2 Gopher Tortoise Relocation	3,737.50	0.00	0.00	0.00	0.00
ZCONS ENV3 Exclusion Fence Coordination	460.00	0.00	0.00	0.00	0.00
ZCONS Subconsultant Expense	0.00	0.00	0.00	0.00	0.00
ZREIM Reimbursable Expense	4,500.00	45.5882	2,051.47	1,121.75	929.72
Total Fee	129,767.50		83,166.47	74,511.75	8,654.72
Total this Invoice				\$8,654.72	

	Current	Prior	Total	Received	Due
Billed to Date	8,654.72	74,511.75	83,166.47	65,470.80	17,695.67

Authorized by:

Justin Williams, Project Manager

# Backup Report

Connelly & Wicker Inc.

As of 10/25/2019

Billing	Date	Employee/	Description	Units	Rate	Amount
---------	------	-----------	-------------	-------	------	--------

Project Number: 19-01-0014 E-Town Amenity

**Expenses:**

10/1/2019	SF&C Holdings LLC	JEA Catalina				17.20
10/15/2019	SF&C Holdings LLC	10/11/19 JEA Kyle				17.51
10/22/2019	SF&C Holdings LLC	10/14/19 JEA to CWI				17.51
10/11/2019	Business Card	bk JEA Fire Flow Test				84.20
10/22/2019	American Express	jw SJC				104.00
10/22/2019	American Express	jw SJRWMD				595.00
10/25/2019	393.0 Copies @	0.10	393.00	.10		39.30
10/25/2019	44.0 Blueprints @	1.25	44.00	1.25		55.00

<b>Total</b>						<b>929.72</b>
--------------	--	--	--	--	--	---------------

**FORM OF REQUISITION  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019**

The undersigned, a Responsible Officer of the Cypress Bluff Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the Issuer and The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of February 1, 2019, as supplemented by that certain First Supplemental Trust Indenture dated as of February 1, 2019 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **29**
- (B) Name of Payee: **Hopping Green & Sams  
PO Box 6526  
Tallahassee, FL 32314**
- (C) Amount Payable: **\$1,457.50**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Professional Services related to project construction – Invoices 110225**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Series Acq 2019 Sold  
Parcels Account**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.



The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.


Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL  
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

  
\_\_\_\_\_  
Consulting Engineer

Date: September 10, 2019



# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

September 30, 2019

Cypress Bluff CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 110225  
Billed through 08/31/2019

## Project Construction

**CBCDD 00103 KSB**

### FOR PROFESSIONAL SERVICES RENDERED

08/05/19	KSB	Prepare notice of request for qualifications for construction manager at risk; prepare package; confer with district engineer.	2.20 hrs
08/06/19	KSB	Continue to prepare RFQ documents and agreement.	1.20 hrs
08/12/19	KEM	Prepare AIA construction contract forms.	0.40 hrs
08/13/19	KSB	Review addendum language.	0.20 hrs
08/13/19	KEM	Prepare AIA construction contract forms.	0.20 hrs
08/22/19	KEM	Prepare notice of intent to award contract; prepare acquisition documents.	0.40 hrs
08/23/19	KSB	Review back up documentation for conveyance; confer with Weeber and White.	1.20 hrs
08/30/19	KEM	Prepare acquisition documents.	0.10 hrs
Total fees for this matter			\$1,457.50

### MATTER SUMMARY

Ibarra, Katherine E. - Paralegal	1.10 hrs	125 /hr	\$137.50
Buchanan, Katie S.	4.80 hrs	275 /hr	\$1,320.00

TOTAL FEES \$1,457.50

**TOTAL CHARGES FOR THIS MATTER \$1,457.50**

### BILLING SUMMARY

Ibarra, Katherine E. - Paralegal	1.10 hrs	125 /hr	\$137.50
Buchanan, Katie S.	4.80 hrs	275 /hr	\$1,320.00

TOTAL FEES \$1,457.50

=====

**TOTAL CHARGES FOR THIS BILL**

**\$1,457.50**

**Please include the bill number on your check.**

**FORM OF REQUISITION  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019**

The undersigned, a Responsible Officer of the Cypress Bluff Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the Issuer and The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of February 1, 2019, as supplemented by that certain First Supplemental Trust Indenture dated as of February 1, 2019 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **30**
- (B) Name of Payee: **Parc Group  
4314 Pablo Oaks Court  
Jacksonville, FL 32254**
- (C) Amount Payable: **\$4,000.00**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Project Services (4<sup>th</sup> Quarter 2018 and 1<sup>st</sup> Quarter of 2019)**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Series Acq 2019 Sold  
Parcels Account**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.


Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL  
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

  
\_\_\_\_\_  
Consulting Engineer

Date: July 10, 2019

## Shelley Blair

---

**From:** David Ray <david@nocatee.com>  
**Sent:** Monday, October 28, 2019 4:36 PM  
**To:** Bradley Weeber  
**Cc:** Shelley Blair  
**Subject:** Cypress Bluff Requisition - Parc  
**Attachments:** Parc Cypress Bluff Agreement.pdf

Brad,

Please pay PARC Group the sum of \$4,000 from construction funds for "Project Services" for the period January 1, 2019 through December 31, 2019.

Per an agreement beginning August 20, 2018, the Cypress Bluff CDD is to pay PARC Group \$1,000 per quarter for Project Services.

In March 2019 a Requisition was written in the amount of \$2,000.

This represented the payment for the fourth quarter of fiscal year 2018 and the first quarter of fiscal year 2019 (12/31/18)

I am requesting a Requisition of \$4,000 representing full payment through 12/31/19 to be approved at the next board meeting.

### **5. COMPENSATION.**

A. For and in consideration of the services to be furnished to the District by PARC pursuant to this Agreement, the District shall pay PARC \$1,000.00 per calendar quarter during the term of this Agreement (prorated for any partial quarter), which amount shall include reimbursable expenses. Such amount shall be paid by the District on a quarterly basis, no later than thirty (30) days after the end of each calendar quarter. PARC agrees that it shall be solely responsible for all of its overhead and expenses, including, without limitation, all salary, employee benefits and all payroll-related taxes and charges associated with the employment of any persons providing services to PARC. In no event shall this Agreement be construed as an employment agreement between the District and PARC.

Attached is the full signed agreement.

David Ray

## PROJECT SERVICES AGREEMENT

**THIS PROJECT SERVICES AGREEMENT** ("Agreement") is made and entered into as of the 12<sup>th</sup> day of March, 2019, by and between **The PARC Group, Inc.**, a Florida corporation and **PARC Land Management, LLC**, a Florida limited liability company (collectively, "PARC") and **Cypress Bluff Community Development District**, a special-purpose unit of local government established pursuant to Chapter 190, Florida Statutes (hereinafter referred to as the "District") to be effective as of August 20, 2018.

### RECITALS

**WHEREAS**, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, recreation improvements and other improvements within the boundaries of the District; and

**WHEREAS**, pursuant to Chapter 190, Florida Statutes, the District is charged with the supervision of the works of the District including the hiring or provision of employees and other personnel; and

**WHEREAS**, the District desires to obtain assistance from PARC in connection with various District projects and activities; and

**WHEREAS**, PARC agrees to provide such services under the direction of the District, the District's District Manager and Community Manager from time to time under such terms as are detailed below.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

**1. RECITALS.** The recitals set forth above are true and correct and are hereby incorporated in and made a part of this Agreement.

**2. PARC'S SERVICES.** For and in consideration of the compensation described in Section 5 below, PARC agrees to assist the District in District project planning, implementation and management services as provided in this Agreement.

**3. DUTIES.** PARC shall work for the benefit of the District and shall assist the District with District projects and activities as set forth above, on behalf of and under the direction and control of the District, the District Manager and Community Manager. A summary of some of the activities PARC may perform is more specifically described in the Scope of Services, attached hereto as **Exhibit A** and incorporated by reference.

**4. TERM.** The initial term of this Agreement shall be for a one (1) year period, beginning on the date hereof ("Commencement Date") and ending on the one (1) year anniversary thereof. This Agreement shall automatically renew each year for an additional year, unless terminated by either party. Either party may terminate this Agreement at any time, with

or without cause, by giving at least thirty (30) days written notice to the other party specifying the date the termination is to become effective. Notwithstanding the preceding sentence, either party shall have the right to immediately terminate this Agreement upon a breach by the other party. Any expiration or termination of this Agreement shall not release the District of its obligation to pay PARC the compensation due pursuant to Section 5 below for all periods prior to termination.

**5. COMPENSATION.**

**A.** For and in consideration of the services to be furnished to the District by PARC pursuant to this Agreement, the District shall pay PARC \$1,000.00 per calendar quarter during the term of this Agreement (prorated for any partial quarter), which amount shall include reimbursable expenses. Such amount shall be paid by the District on a quarterly basis, no later than thirty (30) days after the end of each calendar quarter. PARC agrees that it shall be solely responsible for all of its overhead and expenses, including, without limitation, all salary, employee benefits and all payroll-related taxes and charges associated with the employment of any persons providing services to PARC. In no event shall this Agreement be construed as an employment agreement between the District and PARC.

**B.** The parties agree and covenant that any change in services or compensation under this Agreement shall be in writing, signed by both parties hereto, and shall reference this Section of this Agreement.

**6. CONTROL OF DISTRICT.** Notwithstanding anything in this Agreement to the contrary, the District shall remain fully responsible for all District projects and activities on which PARC may work, and all services required to be rendered by PARC hereunder shall be rendered on behalf of and under the control and direction of the District.

**7. RELATIONSHIPS.** The District and PARC shall not, by virtue of this Agreement, be construed as joint venturers or partners of each other and neither shall have the power to bind or obligate the other, except that PARC shall be responsible for providing the services on behalf of the District under the direction and control of the District as set forth in this Agreement.

**8. PREVAILING PARTY.** If it should become necessary for either of the parties to resort to legal action, the non-prevailing party shall pay all reasonable legal fees and other expenses incurred by the prevailing party, including but not limited to attorneys' fees of in-house and outside counsel at all judicial levels.

**9. JURY WAIVER.** The parties hereby knowingly, irrevocably, voluntarily, and intentionally waive any rights to a trial by jury in respect of any action, proceeding or counter claim based on this Agreement or arising out of, under or in connection with this Agreement or any document or instrument executed in connection with this Agreement, or any course of conduct, course of dealing, statements (whether verbal or written) or action of any party hereto. This provision is a material inducement for the parties entering into the subject Agreement.

**10. NOTICES.** All notices, requests, consents and other communications hereunder ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**A. If to PARC:** Gregory J. Barbour  
The PARC Group, Inc.  
4314 Pablo Oaks Court  
Jacksonville, Florida 32224

**With a copy to:** Spencer N. Cummings, Esq.  
Gunster, Yoakley & Stewart, P.A.  
225 Water Street, Suite 1750  
Jacksonville, FL 32202

**B. If to District:** Cypress Bluff Community Development District  
475 West Town Place, Suite 114  
St. Augustine, FL 32092  
Attention: District Manager

**With a copy to:** Hopping Green & Sams, P.A.  
119 S. Monroe Street  
Post Office Box 6526  
Tallahassee, Florida 32314  
Attn.: Katie S. Buchanan

Except as otherwise provided herein, any Notice shall be deemed received only upon actual delivery at the address set forth herein. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the parties may deliver Notice on behalf of the parties. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

**11. INDEMNIFICATION AND RELEASE.** Nothing in this Section shall be deemed or construed to waive the District's sovereign immunity for torts under Florida law. As to any tort claims as to which the terms of this Section 11 would apply and as to which the District would enjoy sovereign immunity under applicable law, the District shall not be liable for any amount exceeding amounts set forth in Florida Statute 768.28 of the Florida statutes (as may be modified from time to time). The District agrees that (i) PARC and any affiliates thereof, (ii) the developer of the E-Town community, E-Town Development, Inc., and the majority E-Town landowners, Estuary Company, LLC, Eastland Timber, LLC and Westland Timber, LLC, and any affiliates thereof (including, without limitation, D.D.I., Inc.), and (iii) any of their respective officers, directors, members, shareholders, employees and agents (all persons and entities listed



in this sentence above are collectively, the "PARC Parties"), shall not be liable for, and the District hereby releases and agrees to indemnify, defend and hold harmless the PARC Parties from and against all claims, liabilities, demands, damages, losses, costs and expenses, including attorneys' fees and expenses, arising out of, related to or otherwise attributable to, in whole or in part, any District projects or activities as to which PARC provides any services under this Agreement, including, without limitation, any injury to, sickness or death of persons or damage to or loss of property arising from or in connection with or related (in whole or in part) to any District project or activities as to which PARC may provide any services, whether or not caused by or attributable to or alleged to be caused or attributable to, in whole or in part, the negligence or other tortious conduct of the PARC Parties (except as to any willful misconduct of the PARC Parties). The District, at its own cost and expense, shall resist and defend any such claims, demands, suits, and actions with counsel reasonably satisfactory PARC. The settlement of any such matter requiring any action by the PARC Parties or affecting any property or interest of the PARC Parties shall require the prior approval of PARC. The provisions of this paragraph shall survive any expiration or termination of this Agreement. The above release and indemnity, defense and hold harmless provisions shall also apply to any District projects or activities which occurred prior to the date of this Agreement and as to which PARC was involved and providing any of the services described in Section 2 above (the "Pre-Existing Services") other than any project or activity as to which litigation has been instituted or threatened as of the date of this Agreement.

**12. IMMUNITY.** The parties agree that as to any District projects worked on by PARC under this Agreement and as to any Pre-Existing Services, PARC is acting on behalf of the District and the intent is that PARC and the PARC Parties shall be entitled to all limitations on liability set forth in Section 768.28, Florida Statutes, and other law.

**13. THIRD-PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

**14. FURTHER ACTIONS.** Each party shall take such actions to execute, file, record, publish and deliver such additional certificates, instruments, agreements and other documents as the other party may, from time to time, reasonably require in order to accomplish the purposes of this Agreement.

**15. CONTROLLING LAW.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

**16. EFFECTIVE DATE.** The Agreement shall be effective after execution by both parties hereto and shall remain in effect unless terminated by either of the parties hereto.

**17. PUBLIC RECORDS.** PARC understands and agrees that all documents of any kind provided to the District or to District staff in connection with the work contemplated under this Agreement may be public records and in such event shall be treated as such in accordance with Florida law.

**18. WAIVER.** No waiver of any breach of any term or condition of this Agreement shall be deemed to be a waiver of any subsequent breach of any term or condition of a like or different nature.

**19. UNENFORCEABILITY.** If any provisions of this Agreement shall be held invalid or unenforceable, such invalidity or unenforceability shall not, if possible, affect the validity or enforceability of any other provision of this Agreement, and this Agreement shall, if possible, be construed in all respects as if such invalid or unenforceable provision were omitted.

**20. SURVIVAL OF TERMS.** The terms, conditions, obligations and covenants in this Agreement shall survive its execution by the parties hereto and the consummation of the transactions between the parties contemplated herein.

**21. CAPTIONS.** The captions used herein are inserted only as a matter of convenience, and are not to be used in the interpretation of any provision hereof.


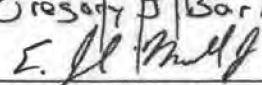
**22. ENTIRE AGREEMENT; BINDING EFFECT.** This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof, and supersedes any prior agreements and understandings relating to such subject matter. This Agreement shall inure to the benefit of, and be binding upon and enforceable by, the parties hereto and their respective successors and permitted assigns. Neither party to this Agreement may assign their rights or obligations hereunder without the prior written consent of the other party.

**23. EXECUTION IN COUNTERPARTS.** This instrument may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.


**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]**

In witness whereof, the parties execute this Agreement as of the day and year first written above.


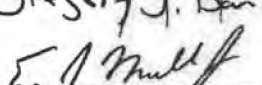
Attest:

  
\_\_\_\_\_  
Gregory J. Barbour  
  
\_\_\_\_\_  
E. Joseph Muhl, Jr.


**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

  
\_\_\_\_\_  
Signature  
RICHARD T. RAY  
\_\_\_\_\_  
Printed Name  
CHAIRMAN  
\_\_\_\_\_  
Title

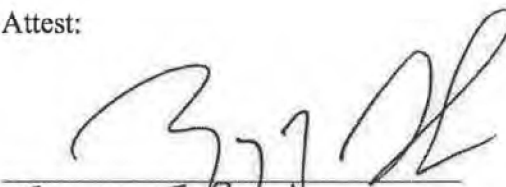
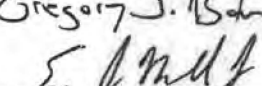
Attest:

  
\_\_\_\_\_  
Gregory J. Barbour  
  
\_\_\_\_\_  
E. Joseph Muhl, Jr.

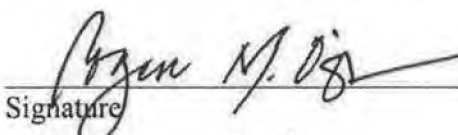
**THE PARC GROUP, INC., a Florida  
corporation**

  
\_\_\_\_\_  
Signature  
Roger M. O'Steen  
\_\_\_\_\_  
Printed Name  
CHAIRMAN  
\_\_\_\_\_  
Title

Attest:

  
\_\_\_\_\_  
Gregory J. Barbour  
  
\_\_\_\_\_  
E. Joseph Muhl, Jr.

**PARC LAND MANAGEMENT, LLC, a  
Florida limited liability company**

  
\_\_\_\_\_  
Signature  
Roger M. O'Steen  
\_\_\_\_\_  
Printed Name  
Vice President  
\_\_\_\_\_  
Title

**EXHIBIT A**  
**SCOPE OF SERVICES**

PARC shall assist the District, the District Manager and the District's Community Manager on District projects in the following ways (provided that, notwithstanding such assistance, the District shall remain responsible for District projects):

1. Attend District project preconstruction meetings with District contractors (each a "Contractor") and periodic project construction meetings.
2. Assistance with bidding, in accordance with District rules of procedure and Florida law, for identified project services.
3. Assist in the review of pay applications, improvements and documentation submitted by Contractor.
4. Help coordinate with District engineers and architects.
5. Help coordinate with permitting agencies and governmental authorities.
6. Perform such other tasks as may be determined necessary and agreed to by the parties to this Agreement.

## *NINTH ORDER OF BUSINESS*

*A.*

# Cypress Bluff

## Community Development District

Unaudited Financial Reporting  
October 31, 2019



**Cypress Bluff**  
**Community Development District**  
**Combined Balance Sheet**  
October 31, 2019

**Governmental Fund Types**

	<b><u>General</u></b>	<b><u>Debt Service</u></b>	<b><u>Capital Projects</u></b>	<b>Totals (Memorandum Only) 2020</b>
<b><u>Assets:</u></b>				
Cash	\$19,961	---	---	\$19,961
Due from Developer	---	---	---	\$0
Investments:				
Reserve	---	\$96,267	---	\$96,267
Revenue	---	\$285,760	---	\$285,760
Interest	---	\$269,573	---	\$269,573
Acquisition & Construction- Parcel E3A	---	---	\$928,328	\$928,328
Acquisition & Construction- Parcel E5	---	---	\$2,068,688	\$2,068,688
Acquisition & Construction- Parcel E7A	---	---	\$1,637,712	\$1,637,712
Acquisition & Construction- Sold Parcels	---	---	\$575,055	\$575,055
Acquisition & Construction	---	---	\$3,974	\$3,974
Cost of Issuance	---	---	---	\$0
Due From General Fund	---	\$6,718	---	\$6,718
Due from Debt Service	\$14,543	---	---	\$14,543
<b>Total Assets</b>	<b><u><u>\$34,504</u></u></b>	<b><u><u>\$658,318</u></u></b>	<b><u><u>\$5,213,757</u></u></b>	<b><u><u>\$5,906,579</u></u></b>
<b><u>Liabilities:</u></b>				
Accounts Payable	\$24,162	---	---	\$24,162
Accrued Expenses	---	---	---	\$0
Due to Debt Service	\$6,718	---	---	\$6,718
Due to General Fund	---	\$14,543	---	\$14,543
Due to Other	---	---	---	\$0
FICA Payable	---	---	---	\$0
<b><u>Fund Balances:</u></b>				
Nonspendable	---	---	---	\$0
Restricted for Debt Service	---	\$643,775	---	\$643,775
Unassigned	\$3,624	---	\$5,213,757	\$5,217,381
<b>Total Liabilities and Fund Equity</b>	<b><u><u>\$34,504</u></u></b>	<b><u><u>\$658,318</u></u></b>	<b><u><u>\$5,213,757</u></u></b>	<b><u><u>\$5,906,579</u></u></b>



**Cypress Bluff**  
**Community Development District**  
Statement of Revenues & Expenditures  
For The Period Ending October 31, 2019

Description	ADOPTED BUDGET	PRORATED	ACTUAL THRU 10/31/19	VARIANCE
		BUDGET THRU 10/31/19		

**Revenues:**

Operation & Maintenance Assessments	\$782,618	\$0	\$0	\$0
Miscellaneous Income	\$0	\$0	\$0	\$0

<b>Total Revenues</b>	<b>\$782,618</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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**Expenditures**

**Administrative**

Supervisor Fees	\$12,000	\$1,000	\$0	\$1,000
FICA Expense	\$918	\$77	\$0	\$77
Engineering	\$3,000	\$250	\$0	\$250
Arbitrage	\$800	\$67	\$0	\$67
Dissemination Agent	\$4,000	\$333	\$333	\$0
Attorney	\$30,000	\$2,500	\$0	\$2,500
Annual Audit	\$8,000	\$667	\$0	\$667
Assessment Roll	\$5,000	\$417	\$0	\$417
Trustee Fees	\$15,000	\$1,250	\$0	\$1,250
Management Fees	\$45,000	\$3,750	\$3,750	\$0
Information Technology	\$2,000	\$167	\$250	(\$83)
Telephone	\$5,000	\$417	\$0	\$417
Postage	\$500	\$42	\$18	\$23
Printing & Binding	\$6,000	\$5,800	\$115	\$5,685
Insurance	\$5,000	\$5,000	\$5,125	(\$125)
Legal Advertising	\$5,000	\$417	\$300	\$117
Other Current Charges	\$5,250	\$438	\$100	\$338
Office Supplies	\$600	\$50	\$15	\$35
Dues, Licenses & Subscriptions	\$325	\$175	\$175	\$0
Website design/compliance	\$1,000	\$83	\$0	\$83

<b>Total Administrative</b>	<b>\$154,393</b>	<b>\$22,897</b>	<b>\$10,181</b>	<b>\$12,716</b>
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**Grounds Maintenance**

Pond Maintenance (Water Quality)	\$15,000	\$1,250	\$0	\$1,250
Landscape Maintenance	\$315,000	\$26,250	\$0	\$26,250
Landscape Contingency	\$20,000	\$1,667	\$0	\$1,667
Pump Maintenance	\$3,550	\$296	\$0	\$296
Reclaimed Water	\$20,000	\$1,667	\$0	\$1,667
Irrigation Repairs	\$4,000	\$333	\$0	\$333
Landscape Reserves	\$10,000	\$833	\$0	\$833
Other Repairs and Maintenance	\$6,000	\$500	\$0	\$500

<b>Total Grounds Maintenance</b>	<b>\$393,550</b>	<b>\$32,796</b>	<b>\$0</b>	<b>\$32,796</b>
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**Cypress Bluff**  
**Community Development District**  
Statement of Revenues & Expenditures  
For The Period Ending October 31, 2019

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 10/31/19	ACTUAL THRU 10/31/19	VARIANCE
<u>Amenity</u>				
Insurance	\$12,500	\$1,042	\$0	\$1,042
Field Service Operations	\$35,000	\$2,917	\$0	\$2,917
Lifestyle Operations	\$40,000	\$3,333	\$0	\$3,333
Pool Maintenance	\$20,000	\$1,667	\$0	\$1,667
Pool Chemicals	\$12,000	\$1,000	\$0	\$1,000
Interim Facility Staffing	\$30,000	\$2,500	\$0	\$2,500
Janitorial Services	\$28,000	\$2,333	\$0	\$2,333
Refuse	\$4,200	\$350	\$0	\$350
Security and Gate Maintenance	\$4,500	\$375	\$0	\$375
Facility Maintenance	\$8,000	\$667	\$0	\$667
Elevator Maintenance	\$6,000	\$500	\$0	\$500
Cable and Utilities	\$5,500	\$458	\$0	\$458
Licenses and Permits	\$1,475	\$123	\$0	\$123
Repairs & Maintenance	\$5,000	\$417	\$0	\$417
Special Events	\$3,000	\$250	\$0	\$250
Holiday Decorations	\$1,500	\$125	\$0	\$125
Fitness Center R&M	\$5,000	\$417	\$0	\$417
Reserve for Amenities	\$10,000	\$833	\$0	\$833
Other Current Charges	\$3,000	\$250	\$0	\$250
<b>Total Amenity</b>	<b>\$234,675</b>	<b>\$19,556</b>	<b>\$0</b>	<b>\$19,556</b>
<b>Total Expenditures</b>	<b>\$782,618</b>	<b>\$22,897</b>	<b>\$10,181</b>	<b>\$12,716</b>
<b>Excess Revenues/Expenses</b>	<b>\$0</b>		<b>(\$10,181)</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$13,805</b>	
<b>Fund Balance - Ending</b>	<b>\$0</b>		<b>\$3,624</b>	

**Cypress Bluff**  
**Community Development District**  
Debt Service Fund  
Statement of Revenues & Expenditures  
For The Period Ending October 31, 2019

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 10/31/19	ACTUAL THRU 10/31/19	VARIANCE

**Revenues**

Special Assessments- Direct	\$731,680	\$0	\$0	\$0
Assessments- Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$600	\$600
<b>Total Revenues</b>	<b>\$731,680</b>	<b>\$0</b>	<b>\$600</b>	<b>\$600</b>

**Expenditures**

Series 2019

Interest-11/1	\$269,573	\$0	\$0	\$0
Principal-5/1	\$195,000	\$0	\$0	\$0
Interest-5/1	\$269,573	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$734,146</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Excess Revenues (Expenditures)</b>	<b>(\$2,466)</b>	<b>\$600</b>
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<b>Fund Balance - Beginning</b>	<b>\$274,991</b>	<b>\$643,174</b>
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<b>Fund Balance - Ending</b>	<b>\$272,525</b>	<b>\$643,775</b>
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**Cypress Bluff**  
**Community Development District**  
**Capital Projects Fund**  
Statement of Revenues & Expenditures  
For The Period Ending October 31, 2019

Description	ACTUAL 10/31/19
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**Revenues:**

Interest	\$12,619
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<b>Total Revenues</b>	<b>\$12,619</b>
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**Expenditures**

Capital Outlay	\$3,245,828
Cost of Issuance	\$0

<b>Total Expenditures</b>	<b>\$3,245,828</b>
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<b>Excess Revenues (Expenditures)</b>	<b>(\$3,233,209)</b>
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<b>Fund Balance - Beginning</b>	<b>\$8,446,966</b>
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<b>Fund Balance - Ending</b>	<b>\$5,213,757</b>
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**Cypress Bluff**  
**Community Development District**  
**General Fund**  
Month By Month Income Statement

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Operations & Maintenance Assessments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures:</b>													
<b><u>Administrative</u></b>													
Supervisor Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FICA Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination Agent	\$333	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$333
Attorney	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessment Roll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,750
Information Technology	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18
Printing & Binding	\$115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115
Insurance	\$5,125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,125
Legal Advertising	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
Other Current Charges	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Office Supplies	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Website design/compliance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Administrative</b>	<b>\$10,181</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,181</b>
<b><u>Grounds Maintenance</u></b>													
Pond Maintenance (Water Quality)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pump Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reclaimed Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Repairs and Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Grounds Maintenance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Cypress Bluff**  
**Community Development District**  
**General Fund**  
Month By Month Income Statement

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<u>Amenity</u>													
Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field Service Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lifestyle Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Chemicals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interim Facility Staffing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Janitorial Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Refuse	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Security and Gate Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Elevator Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cable and Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Holiday Decorations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center R&M	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve for Amenities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Amenity</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total Expenditures	\$10,181	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,181
Excess Revenues (Expenditures)	(\$10,181)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$10,181)

# Cypress Bluff

## Community Development District

### Long Term Debt Report

<b>Series 2019 Special Assessments Revenue Bonds</b>	
Interest Rate:	3.75-5.1%
Maturity Date:	5/1/2048
Reserve Fund Definition:	50% Max Annual Debt
Reserve Fund Requirement:	\$365,840.00
Reserve Fund Balance:	\$96,266.87
Bonds outstanding - 9/30/2018	\$11,565,000
Mandatory Principal- 5/1/2019	(\$330,000)
Current Bonds Outstanding	\$11,235,000

**CYPRESS BLUFF CDD**  
**OFF ROLL ASSESSMENTS**

*Eastland Timber LLC*

\$ 273,998

\$ 273,998

DATE RECEIVED	DUE DATE	CHECK NO.	NET ASSESSED	AMOUNT RECEIVED	O&M	DEBT SERVICE
	12/1/19		\$ 136,999	\$ -	\$ -	\$ -
	2/1/20		\$ 68,499	\$ -	\$ -	\$ -
	5/1/20		\$ 68,499	\$ -	\$ -	\$ -
			\$ 273,998	\$ -	\$ -	\$ -

*DRP CND ICILLC (David Weekley Homes)*

\$ 283,001

\$ 110,999 \$ 172,002

DATE RECEIVED	DUE DATE	CHECK NO.	NET ASSESSED	AMOUNT RECEIVED	O&M	DEBT SERVICE
	12/1/19		\$ 141,500	\$ -	\$ -	\$ -
	2/1/20		\$ 70,750	\$ -	\$ -	\$ -
	5/1/20		\$ 70,750	\$ -	\$ -	\$ -
			\$ 283,001	\$ -	\$ -	\$ -

*Toll Brothers Inc*

\$ 329,294

\$ 132,499 \$ 196,795

DATE RECEIVED	DUE DATE	CHECK NO.	NET ASSESSED	AMOUNT RECEIVED	O&M	DEBT SERVICE
11/1/19	12/1/19	10225479	\$ 164,647	\$ 164,647	\$ 66,249	\$ 98,397
	2/1/20		\$ 82,323	\$ -	\$ -	\$ -
	5/1/20		\$ 82,323	\$ -	\$ -	\$ -
			\$ 329,294	\$ 164,647	\$ 66,249	\$ 98,397

*Pulte Homes Corporation*

\$ 241,798

\$ 112,124 \$ 129,674

DATE RECEIVED	DUE DATE	CHECK NO.	NET ASSESSED	AMOUNT RECEIVED	O&M	DEBT SERVICE
	12/1/19		\$ 120,899	\$ -	\$ -	\$ -
	2/1/20		\$ 60,449	\$ -	\$ -	\$ -
	5/1/20		\$ 60,449	\$ -	\$ -	\$ -
			\$ 241,798	\$ -	\$ -	\$ -

*ES-Holdings (ICI Homes)*

\$ 216,163

\$ 85,999 \$ 130,163

DATE RECEIVED	DUE DATE	CHECK NO.	NET ASSESSED	AMOUNT RECEIVED	O&M	DEBT SERVICE
	12/1/19		\$ 108,081	\$ -	\$ -	\$ -
	2/1/20		\$ 54,041	\$ -	\$ -	\$ -
	5/1/20		\$ 54,041	\$ -	\$ -	\$ -
			\$ 216,163	\$ -	\$ -	\$ -

*Providence Homes*

\$ 170,046

\$ 66,999 \$ 103,046

DATE RECEIVED	DUE DATE	CHECK NO.	NET ASSESSED	AMOUNT RECEIVED	O&M	DEBT SERVICE
	12/1/19		\$ 85,023	\$ -	\$ -	\$ -
	2/1/20		\$ 42,511	\$ -	\$ -	\$ -
	5/1/20		\$ 42,511	\$ -	\$ -	\$ -
			\$ 170,046	\$ -	\$ -	\$ -

TOTAL

\$ 782,618 \$ 731,680



*B.*

# Cypress Bluff

## Community Development District

### Check Run Summary September 30, 2019

Fund	Date	Check No.	Amount
<b>Payroll</b>			
	9/27/19	50058-50061	\$ 738.80
		Subtotal	<u>\$ 738.80</u>
<b>General Fund</b>			
		Subtotal	<u>\$ -</u>
<b>Total</b>			<b>\$ 738.80</b>

# Attendance Sheet


District Name: Cypress Bluff CDD

Board Meeting Date: September 24, 2019

	Name	In Attendance	Fee
1	Richard Ray <i>Chairperson</i>		YES-\$200
2	John Hewins <i>Assistant Secretary</i>		YES - \$200
3	John Holmes <i>Vice Chairman</i>		YES - \$200
4	Steve Grossman <i>Assistant Secretary</i>		YES - \$200
5	Chris Price <i>Assistant Secretary</i>		YES - \$200

The Supervisors present at the above-referenced meeting should be compensated accordingly.

Approved for Payment:

  
District Manager Signature

9/24/19  
Date

PLEASE RETURN COMPLETED FORM TO HANNAH SMITH

# Cypress Bluff

## Community Development District

### Check Run Summary

October 31, 2019

Fund	Date	Check No.	Amount
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#### Payroll

Subtotal	\$ -
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#### General Fund

10/3/19	53-64	\$ 38,285.49
10/28/19	65-76	\$ 31,575.80
	Subtotal	\$ 69,861.29

Total	\$ 69,861.29
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AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 11/19/19	PAGE 1
*** CHECK DATES 10/01/2019 - 10/31/2019 ***												
CYPRESS BLUFF-GENERAL FUND												
BANK A CYPRESS BLUFF CDD												

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/03/19	00009	6/01/19 2019-338	201905 310-51300-31100	MAY INTERIM ENGINEER	*	720.00	
				DOMINION ENGINEERING GROUP, INC			720.00 000053
10/07/19	00009	6/01/19 2019-338	201905 310-51300-31100	MAY INTERIM ENGINEER	V	720.00-	
				DOMINION ENGINEERING GROUP, INC			720.00-000053
10/03/19	00001	9/12/19 9576	201910 310-51300-45000	FY20 INSURANCE	*	5,125.00	
				EGIS INSURANCE ADVISORS LLC			5,125.00 000054
10/03/19	00006	2/07/19 189658	201901 310-51300-31100	JAN PROFESSIONAL SERVICES	*	1,455.00	
				ENGLAND, THIMS & MILLER, INC.			1,455.00 000055
10/03/19	00006	6/07/19 190816	201905 310-51300-31100	MAY PROFESSIONAL SERVICES	*	252.42	
				ENGLAND, THIMS & MILLER, INC.			252.42 000056
10/03/19	00005	7/12/19 18B	201907 300-20700-10000	BALANCE MAY DEBT PAYMENT	*	20,000.00	
				GOVERNMENTAL MANAGEMENT SERVICES			20,000.00 000057
10/03/19	00010	9/01/19 18623	201909 310-51300-31600	AUDIT FYE 9/30/19	*	500.00	
				GRAU AND ASSOCIATES			500.00 000058
10/03/19	00007	3/29/19 106444	201902 310-51300-31500	FEB GENERAL COUNSEL	*	3,810.52	
				HOPPING GREEN & SAMS			3,810.52 000059
10/03/19	00007	4/30/19 107110	201903 310-51300-31500	MAR GENERAL COUNSEL	*	1,490.91	
				HOPPING GREEN & SAMS			1,490.91 000060
10/03/19	00007	5/31/19 107766	201904 310-51300-31500	APR GENERAL COUNSEL	*	1,577.64	
				HOPPING GREEN & SAMS			1,577.64 000061
10/03/19	00007	6/28/19 108466	201905 310-51300-31500	MAY GENERAL COUNSEL	*	3,867.50	
				HOPPING GREEN & SAMS			3,867.50 000062
10/03/19	00002	9/13/19 19-07512	201909 310-51300-48000	NOTICE MEETING SCHEDULE	*	116.75	
				JACKSONVILLE DAILY RECORD			116.75 000063

CYBL -CYPRESS BLUF' HSMITH

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/03/19	00002	9/17/19 19-07800	201909 310-51300-48000	NOTICE OF MEETING 9/24/19	*	89.75	
				JACKSONVILLE DAILY RECORD			89.75 000064
10/28/19	00004	10/01/19 74733	201910 310-51300-49000	SPECIAL DISTRICT FEE FY20	*	175.00	
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 000065
10/28/19	00006	5/08/19 190470	201904 310-51300-31100	APR PROFESSIONAL SERVICES	*	1,245.00	
				ENGLAND, THIMS & MILLER, INC.			1,245.00 000066
10/28/19	00006	7/11/19 191032	201906 310-51300-31100	JUN PROFESSIONAL SERVICES	*	2,097.75	
				ENGLAND, THIMS & MILLER, INC.			2,097.75 000067
10/28/19	00005	4/01/19 13	201904 310-51300-34000	APR MANAGEMENT FEES	*	3,750.00	
		4/01/19 13	201904 310-51300-35200	APR INFORMATION TECH	*	100.00	
		4/01/19 13	201904 310-51300-31300	APR DISSEMINATION SERVICE	*	291.67	
		4/01/19 13	201904 310-51300-42500	COPIES	*	47.25	
				GOVERNMENTAL MANAGEMENT SERVICES			4,188.92 000068
10/28/19	00005	5/01/19 14	201905 310-51300-34000	MAY MANAGEMENT FEES	*	3,750.00	
		5/01/19 14	201905 310-51300-35200	MAY INFORMATION TECH	*	100.00	
		5/01/19 14	201905 310-51300-31300	MAY DISSEMINATION SERVICE	*	291.67	
		5/01/19 14	201905 310-51300-42500	COPIES	*	129.75	
				GOVERNMENTAL MANAGEMENT SERVICES			4,271.42 000069
10/28/19	00005	6/01/19 15	201906 310-51300-34000	JUN MANAGEMENT FEES	*	3,750.00	
		6/01/19 15	201906 310-51300-35200	JUN INFORMATION TECH	*	100.00	
		6/01/19 15	201906 310-51300-31300	JUN DISSEMINATION SERVICE	*	291.67	
		6/01/19 15	201906 310-51300-51000	OFFICE SUPPLIES	*	17.89	
		6/01/19 15	201906 310-51300-42000	POSTAGE	*	97.94	

CYBL -CYPRESS BLUF' HSMITH

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		6/01/19 15	201906 310-51300-42500		*	350.10	
		COPIES					
		6/01/19 15	201906 310-51300-41000		*	13.35	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			4,620.95 000070
10/28/19 00005		7/01/19 17	201907 310-51300-34000		*	3,750.00	
		JUL MANAGEMENT FEES					
		7/01/19 17	201907 310-51300-35200		*	100.00	
		JUL INFORMATION TECH					
		7/01/19 17	201907 310-51300-31300		*	291.67	
		JUL DISSEMINATION SERVICE					
		7/01/19 17	201907 310-51300-51000		*	17.65	
		OFFICE SUPPLIES					
		7/01/19 17	201907 310-51300-42000		*	280.89	
		POSTAGE					
		7/01/19 17	201907 310-51300-42500		*	156.30	
		COPIES					
		7/01/19 17	201907 310-51300-41000		*	10.27	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			4,606.78 000071
10/28/19 00007		7/31/19 108984	201906 310-51300-31500		*	3,347.02	
		JUN GENERAL COUNSEL					
				HOPPING GREEN & SAMS			3,347.02 000072
10/28/19 00007		8/30/19 109629	201907 310-51300-31500		*	6,723.33	
		JUL GENERAL COUNSEL					
				HOPPING GREEN & SAMS			6,723.33 000073
10/28/19 00002		10/15/19 19-08473	201910 310-51300-48000		*	89.75	
		NOTICE MEETING 10/22/19					
				JACKSONVILLE DAILY RECORD			89.75 000074
10/28/19 00002		10/25/19 19-08743	201910 310-51300-48000		*	66.13	
		NOTICE OF PH RULEMAKING					
				JACKSONVILLE DAILY RECORD			66.13 000075
10/28/19 00002		10/28/19 19-08767	201910 310-51300-48000		*	143.75	
		NOTICE OF RULEMAKING					
				JACKSONVILLE DAILY RECORD			143.75 000076
				TOTAL FOR BANK A		69,861.29	
				TOTAL FOR REGISTER		69,861.29	
				CYBL -CYPRESS BLUF' HSMITH			

\*\*\*\*\* INVOICE \*\*\*\*\*

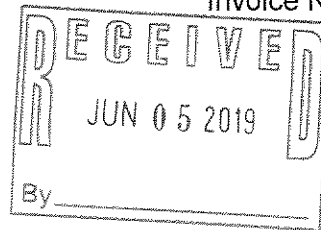


Dominion Engineering Group, Inc.  
4348 Southpoint Blvd., Suite 201  
Jacksonville, Florida 32216  
(904) 854-4500

Date: June 1, 2019

Invoice Number 2019-3384

Net 15 days



Mr. James Perry  
District Manager's Office  
Governmental Management Services, LLC  
474 West Town Place, Suite 114  
St. Augustine, Florida 32084

Reference: Three Rivers CDD, Nassau County, Florida  
DEG Project Number 2106.004

1.31.513.311  
1

Task 1 CDD Interim District Engineer

(hourly)

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Operator	\$75	0	\$0.00
CADD Designer	\$100	0	\$0.00
Engineer	\$125	0	\$0.00
Principal	\$180	4	\$720.00
<b>TOTAL</b>		<b>4</b>	<b>\$720.00</b>

Amount Due \$720.00

1. Attended CDD meetings

PM REVIEW: initials (\_\_\_\_)

Select Contract Term Regarding Invoicing:

1. Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month.
2. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.





# INVOICE

<b>Customer</b>	Cypress Bluff Community Development District
<b>Acct #</b>	835
<b>Date</b>	09/12/2019
<b>Customer Service</b>	Kristina Rudez
<b>Page</b>	1 of 1

Cypress Bluff Community Development District  
c/o Governmental Management Services  
475 West Town Place, Ste 114  
St. Augustine, FL 32092

Payment Information	
<b>Invoice Summary</b>	\$ 5,125.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#9576
100119353	

Thank You

Please detach and return with payment

Customer: Cypress Bluff Community Development District

Invoice	Effective	Transaction	Description	Amount
9576	10/01/2019	Renew policy	Policy #100119353 10/01/2019-10/01/2020 Florida Insurance Alliance Package - Renew policy Due Date: 9/12/2019  <div style="text-align: right;">1,315.13 45</div> <div style="text-align: center;">1</div> <div style="text-align: center;">             By _____         </div>	5,125.00

				<b>Total</b>
				\$ 5,125.00

Thank You

**FOR PAYMENTS SENT OVERNIGHT:**

Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC

Lockbox 234021 PO Box 84021  
Chicago, IL 60689-4002

(321)233-9939

sclimer@egisadvisors.com

**Date**

09/12/2019



VISION • EXPERIENCE • RESULTS

Jim Perry  
Cypress Bluff Community Development District c/o  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

February 7, 2019

Project No: 13102.26002

Invoice No: 0189658

Project 13102.26002 Cypress Bluff CDD-District Engineer (WA#3)  
Services this month include:

1.31.513.311  
6

1. Coordination with GMS and MBS.

**Professional Services rendered through January 31, 2019**

**Professional Personnel**

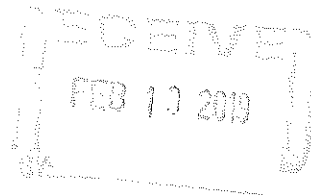
		Hours	Rate	Amount
Senior Engineer				
Hall, Jason	1/26/2019	5.00	194.00	970.00
Weeber, Bradley	1/12/2019	2.50	194.00	485.00
Totals		7.50		1,455.00
<b>Total Labor</b>				<b>1,455.00</b>

**Invoice Total this Period \$1,455.00**

**Outstanding Invoices**

Number	Date	Balance
0189407	12/31/2018	970.00
<b>Total</b>		<b>970.00</b>

**Total Now Due \$2,425.00**



**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-842-8890 • fax 904-846-9485  
CA-00002584 LC-0000316



Jim Perry  
Cypress Bluff Community Development District c/o  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

June 7, 2019  
Project No: 13102.26002  
Invoice No: 0190816

Project 13102.26002 Cypress Bluff CDD-District Engineer (WA#3)  
Services this month include:

1-31-513-311  
6

1. Coordination with GMS and MBS.
2. Collection of all contracts, invoices, proof of payment, etc.
3. Accounting of CDD reimbursable expenses
4. Preparing requisitions
5. Coordination with Pulte for neighborhood infrastructure

**Professional Services rendered through May 31, 2019**

**Professional Personnel**

		Hours	Rate	Amount	
Senior Engineer					
Weeber, Bradley	5/4/2019	1.00	194.00	194.00	
Administrative Support					
Blair, Shelley	5/25/2019	.50	81.00	40.50	
Totals		1.50		234.50	
<b>Total Labor</b>					<b>234.50</b>

**Expenses**

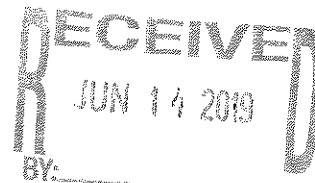
Delivery / Messenger Svc			15.58	
<b>Total Expenses</b>		<b>1.15 times</b>	<b>15.58</b>	<b>17.92</b>

**Invoice Total this Period \$252.42**

**Outstanding Invoices**

Number	Date	Balance
0189658	1/31/2019	1,455.00
0189930	3/7/2019	7,461.00
0190237	3/31/2019	1,552.00
0190470	5/8/2019	1,245.00
<b>Total</b>		<b>11,713.00</b>

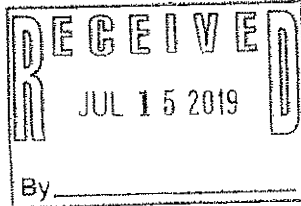
**Total Now Due \$11,965.42**



1001 Bradford Way  
Kingston, TN 37763

Invoice #: 18  
Invoice Date: 7/12/19  
Due Date: 7/12/19  
Case:  
P.O. Number:

Cypress Bluff CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



1.300.207.100  
5

[illegible]

Partial payment 7/17/19 - \$60,000

Balance = \$20,000

## Grau and Associates

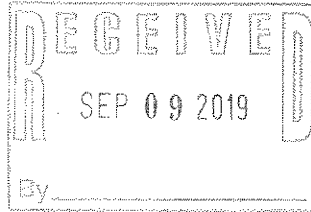
951 W. Yamato Road, Suite 280  
Boca Raton, FL 33431-  
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

Cypress Bluff Community Development District  
1001 Bradford Way  
Kingston, FL 37763

Invoice No. 18623  
Date 09/01/2019



1.32.513.316  
10

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### SERVICE

### AMOUNT

Audit FYE 09/30/2019

\$ 500.00

Current Amount Due

\$ 500.00

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
500.00	0.00	0.00	0.00	0.00	500.00

Payment due upon receipt.

# Hopping Green & Sams

Attorneys and Counselors

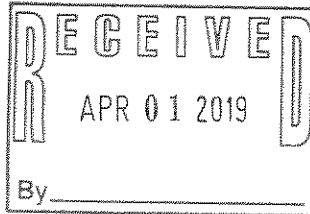
119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

March 29, 2019

Cypress Bluff CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 106444  
Billed through 02/28/2019



**General Counsel**  
**CBCDD 00001 KSB**

**1.31.513.315**  
**7**

### FOR PROFESSIONAL SERVICES RENDERED

02/06/19	KSB	Prepare for, travel to and from, and attend board meeting.	3.50 hrs
02/07/19	KSB	Confer with Grandin regarding recreation powers; prepare submittal; perform meeting follow up.	1.80 hrs
02/12/19	KSB	Review tentative agenda and confer with district manager regarding same.	0.50 hrs
02/12/19	KEM	Confer with district manager regarding agenda items.	0.10 hrs
02/13/19	KEM	Prepare disclosure to buyers, resolution ratifying sale of bonds and disclosure of public financing.	1.60 hrs
02/14/19	KSB	Confer with J. Perry regarding developer funding.	0.50 hrs
02/15/19	KSB	Review meeting minutes.	0.40 hrs
02/19/19	KEM	Confer with developer counsel regarding landowner certificate.	0.10 hrs
02/20/19	KEM	Research assessment resolutions; confer with Dyal.	0.20 hrs
02/26/19	SSW	Prepare for and attend board meeting by phone.	0.60 hrs
Total fees for this matter			\$2,242.50

### DISBURSEMENTS

Travel	117.36
Travel - Meals	4.27
Legal Advertisement	459.13
Recording Fees	923.50
Total disbursements for this matter	\$1,504.26

### MATTER SUMMARY

Ibarra, Katherine E. - Paralegal	2.00 hrs	125 /hr	\$250.00
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Buchanan, Katie S.	6.70 hrs	275 /hr	\$1,842.50
Warren, Sarah S.	0.60 hrs	250 /hr	\$150.00

TOTAL FEES	\$2,242.50
TOTAL DISBURSEMENTS	\$1,504.26
INTEREST CHARGE ON PAST DUE BALANCE	\$63.76

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$3,810.52</b>
--------------------------------------	-------------------

**BILLING SUMMARY**

Ibarra, Katherine E. - Paralegal	2.00 hrs	125 /hr	\$250.00
Buchanan, Katie S.	6.70 hrs	275 /hr	\$1,842.50
Warren, Sarah S.	0.60 hrs	250 /hr	\$150.00

TOTAL FEES	\$2,242.50
TOTAL DISBURSEMENTS	\$1,504.26
INTEREST CHARGE ON PAST DUE BALANCE	\$63.76

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$3,810.52</b>
------------------------------------	-------------------

**Please include the bill number on your check.**

# Hopping Green & Sams

Attorneys and Counselors

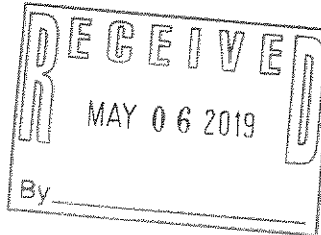
119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

April 30, 2019

Cypress Bluff CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 107110  
Billed through 03/31/2019



1-31-513-315  
7

**General Counsel**  
**CBCDD 00001 KSB**

### FOR PROFESSIONAL SERVICES RENDERED

03/05/19	KSB	Review draft disclosure of public financing.	1.20 hrs
03/05/19	KEM	Review executed disclosure of public financing.	0.10 hrs
03/07/19	KSB	Prepare release of right to payment in connection to reimbursement; confer with Weeber; review requisition package.	1.50 hrs
03/07/19	KEM	Record disclosure of public financing.	0.20 hrs
03/10/19	KSB	Perform follow up on document execution.	0.70 hrs
03/11/19	KEM	Research status of executed developer agreements.	0.20 hrs
03/12/19	KSB	Confer with R. Ray; update project services agreement.	0.70 hrs
03/14/19	KEM	Research board member information; prepare and send Capitol Conversation newsletter; review recorded disclosure of public financing; confer with Gaskins.	0.40 hrs
03/15/19	KEM	Prepare receipt of disclosure.	0.10 hrs
03/27/19	KEM	Research status of un-executed developer agreements.	0.30 hrs
03/29/19	KEM	Review and organize files; confer with district manager.	0.20 hrs
Total fees for this matter			\$1,315.00

### DISBURSEMENTS

Conference Calls	13.91
Recording Fees	162.00
Total disbursements for this matter	\$175.91

### MATTER SUMMARY

Ibarra, Katherine E. - Paralegal	1.50 hrs	125 /hr	\$187.50
Buchanan, Katie S.	4.10 hrs	275 /hr	\$1,127.50



=====

TOTAL FEES	\$1,315.00
TOTAL DISBURSEMENTS	\$175.91
<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$1,490.91</b>

**BILLING SUMMARY**

Ibarra, Katherine E. - Paralegal	1.50 hrs	125 /hr	\$187.50
Buchanan, Katie S.	4.10 hrs	275 /hr	\$1,127.50
TOTAL FEES			\$1,315.00
TOTAL DISBURSEMENTS			\$175.91
<b>TOTAL CHARGES FOR THIS BILL</b>			<b>\$1,490.91</b>

**Please include the bill number on your check.**

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

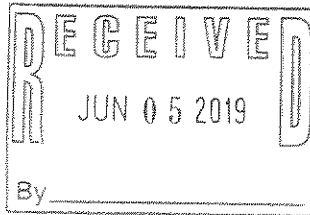
===== STATEMENT =====

May 31, 2019

Cypress Bluff CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 107766  
Billed through 04/30/2019

General Counsel  
CBCDD 00001 KSB



1-31-513.315  
7

## FOR PROFESSIONAL SERVICES RENDERED

04/17/19	KSB	Prepare for, travel to and from, and attend board meeting.	4.00 hrs
04/30/19	CGS	Monitor proposed legislation which may impact district.	1.00 hrs
Total fees for this matter			\$1,475.00

## DISBURSEMENTS

Travel	94.30
Travel - Meals	5.34
United Parcel Service	3.00
Total disbursements for this matter	\$102.64

## MATTER SUMMARY

Stuart, Cheryl G.	1.00 hrs	375 /hr	\$375.00
Buchanan, Katie S.	4.00 hrs	275 /hr	\$1,100.00

TOTAL FEES	\$1,475.00
TOTAL DISBURSEMENTS	\$102.64

**TOTAL CHARGES FOR THIS MATTER** **\$1,577.64**

## BILLING SUMMARY

Stuart, Cheryl G.	1.00 hrs	375 /hr	\$375.00
Buchanan, Katie S.	4.00 hrs	275 /hr	\$1,100.00

TOTAL FEES	\$1,475.00
TOTAL DISBURSEMENTS	\$102.64

**TOTAL CHARGES FOR THIS BILL** **\$1,577.64**

**Please include the bill number on your check.**

# Hopping Green & Sams

Attorneys and Counselors

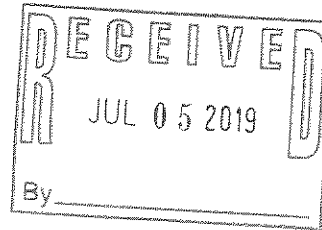
119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

June 28, 2019

Cypress Bluff CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 108466  
Billed through 05/31/2019



131.513.315  
7

**General Counsel**  
**CBCDD 00001 KSB**

### FOR PROFESSIONAL SERVICES RENDERED

05/16/19	KSB	Prepare budget funding agreements.	0.90 hrs
05/17/19	KSB	Confer with district manager regarding funding agreements.	0.30 hrs
05/17/19	KEM	Prepare budget approval resolution and budget notice.	0.20 hrs
05/20/19	KEM	Prepare request for special powers.	0.20 hrs
05/21/19	KSB	Review matters relating to developer funding agreement and other unexecuted documents.	0.90 hrs
05/21/19	KEM	Continue to prepare request for special powers.	0.60 hrs
05/23/19	KSB	Review request for special powers for submission.	0.90 hrs
05/23/19	KEM	Continue to prepare request for special powers.	1.00 hrs
05/28/19	KSB	Prepare for, travel to and from, and attend board meeting.	4.00 hrs
05/29/19	KSB	Confer with Grandin regarding special powers petition.	0.70 hrs

Total fees for this matter \$2,367.50

### DISBURSEMENTS

Miscellaneous 1,500.00

Total disbursements for this matter \$1,500.00

### MATTER SUMMARY

Ibarra, Katherine E. - Paralegal	2.00 hrs	125 /hr	\$250.00
Buchanan, Katie S.	7.70 hrs	275 /hr	\$2,117.50

TOTAL FEES	\$2,367.50
TOTAL DISBURSEMENTS	\$1,500.00

**TOTAL CHARGES FOR THIS MATTER****\$3,867.50****BILLING SUMMARY**

Ibarra, Katherine E. - Paralegal	2.00 hrs	125 /hr	\$250.00
Buchanan, Katie S.	7.70 hrs	275 /hr	\$2,117.50

TOTAL FEES	\$2,367.50
------------	------------

TOTAL DISBURSEMENTS	\$1,500.00
---------------------	------------

**TOTAL CHARGES FOR THIS BILL****\$3,867.50****Please include the bill number on your check.**

# Jacksonville Daily Record

*A Division of*

**DAILY RECORD & OBSERVER, LLC**

10 N. Newnan Street (32202)

P.O. Box 1769

Jacksonville, FL 32201

(904) 356-2466

## INVOICE

September 13, 2019

Date

Attn: Courtney Hogge

GMS, LLC

475 WEST TOWN PLACE, STE 114

SAINT AUGUSTINE FL 32092

1-31-513.48

2

Payment Due Upon Receipt

Serial # 19-07512D PO/File # \$116.75

Notice of Board of Supervisors Meeting Dates

Amount Due

Amount Paid

Cypress Bluff Community Development District

\$116.75

Payment Due

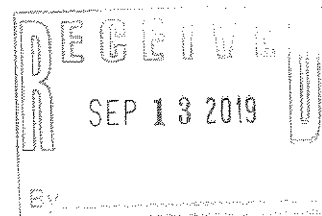
Case Number

Publication Dates 9/13

County Duval

*Payment is due before the  
Proof of Publication is released.*

*For your convenience, you  
may remit payment at  
[jaxdailyrecord.com/send-payment](http://jaxdailyrecord.com/send-payment).*



Your notice can be found on the world wide web at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

**Preliminary Proof Of Legal Notice**  
*(This is not a proof of publication.)*

*Please read copy of this advertisement and advise us of any necessary corrections before further publications.*

**NOTICE OF BOARD  
OF SUPERVISORS  
MEETING DATES  
CYPRESS BLUFF  
COMMUNITY**

**DEVELOPMENT DISTRICT  
FOR FISCAL YEAR 2019-2020**

The Board of Supervisors of the Cypress Bluff Community Development District will hold their regular meetings for Fiscal Year 2019-2020 at the Duval County Southeast Regional Library located at 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256 at 1:30 p.m. on the fourth Tuesday of each month unless otherwise indicated as follows:

October 22, 2019  
November 19, 2019  
(\*third Tuesday)  
December 17, 2019  
(\*third Tuesday)  
January 28, 2020  
February 26, 2020  
March 24, 2020  
April 28, 2020  
May 26, 2020  
June 23, 2020  
July 28, 2020  
August 25, 2020  
September 22, 2020

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Perry  
District Manager

Sept. 13 00 (19-07512D)

# Jacksonville Daily Record

*A Division of*

**DAILY RECORD & OBSERVER, LLC**

10 N. Newnan Street (32202)

P.O. Box 1769

Jacksonville, FL 32201

(904) 356-2466

## INVOICE

September 17, 2019

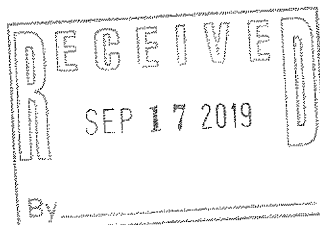
Date

Attn: Courtney Hogge

GMS, LLC

475 WEST TOWN PLACE, STE 114

SAINT AUGUSTINE FL 32092



1-31-513.48  
2

Payment Due Upon Receipt

Serial #	19-07800D	PO/File #		\$89.75
Notice of Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Cypress Bluff Community Development District				\$89.75
				Payment Due
Case Number				
Publication Dates	9/17			
County	Duval			

*Payment is due before the  
Proof of Publication is released.*

*For your convenience, you  
may remit payment at  
[jaxdailyrecord.com/send-payment](http://jaxdailyrecord.com/send-payment).*

Your notice can be found on the world wide web at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

**NOTICE OF MEETING OF  
THE BOARD OF  
SUPERVISORS OF THE  
CYPRESS BLUFF  
COMMUNITY**

**DEVELOPMENT DISTRICT**

The Board of Supervisors ("Board") of the Cypress Bluff Community Development District will hold a meeting on Tuesday, September 24, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256. A copy of the agenda may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850 ("District Manager's Office").

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at meeting. There may be occasions when Board Supervisors or District Staff will participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

James Perry  
District Manager

Sept. 17 00 (19-07800D)



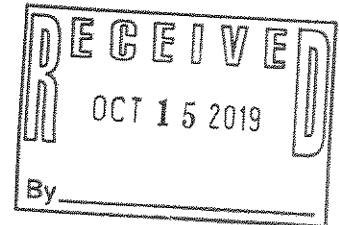
**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2019/2020 Special District Fee Invoice and Update Form**  
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 74733			Date Invoiced: 10/01/2019
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2019: \$175.00

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**

**Cypress Bluff Community Development District** ✓  
Ms. Katie Buchanan ✓  
Hopping Green and Sams, P.A. ✓  
119 South Monroe Street, Suite 300 ✓  
Tallahassee, FL 32301 ✓



**2. Telephone:** (850) 222-7500 ✓  
**3. Fax:** (850) 224-8551 ✓  
**4. Email:** katleb@hgslaw.com ✓  
**5. Status:** Independent ✓  
**6. Governing Body:** Elected ✓  
**7. Website Address:** cypressbluffcdd.com ✓  
**8. County(ies):** Duval ✓  
**9. Function(s):** Community Development ✓  
**10. Boundary Map on File:** 07/16/2018  
**11. Creation Document on File:** 07/16/2018  
**12. Date Established:** 06/29/2018 ✓  
**13. Creation Method:** Local Ordinance ✓  
**14. Local Governing Authority:** City of Jacksonville ✓  
**15. Creation Document(s):** City Ordinance 2018-335-E ✓  
**16. Statutory Authority:** Chapter 190, Florida Statutes ✓  
**17. Authority to Issue Bonds:** Yes ✓  
**18. Revenue Source(s):** Assessments ✓  
**19. Most Recent Update:** 11/02/2018 ✓

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: Katie Buchanan Date 10/9/19

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. \_\_\_\_ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. \_\_\_\_ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. \_\_\_\_ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2017/2018 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_\_ Denied: \_\_\_\_ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

HGS  
OCT 04 2019  
RECEIVED

1-31-513-49  
4



000407000201

**Ron DeSantis**  
GOVERNOR



**Ken Lawson**  
EXECUTIVE DIRECTOR

**To:** All Special District Registered Agents  
**From:** Jack Gaskins Jr., Special District Accountability Program  
**Date:** October 1, 2019  
**Subject:** Fiscal Year 2019/2020 Annual State Fee and Update Requirements  
**Postmarked Due Date is December 2, 2019**

---

This memo contains the instructions for complying with the annual state fee and update requirement using the enclosed *Fiscal Year 2019/2020 Annual Special District Fee Invoice and Update Form* (form). The state fee remains \$175 per special district, unless the special district certifies that it is eligible for a zero fee. To avoid a \$25 late fee, the payment must be postmarked or paid online by **December 2, 2019**.

### **The Purpose of the Annual State Fee**

Chapter 189, Florida Statutes, the Uniform Special District Accountability Act (Act), assigns duties to the Special District Accountability Program within the Florida Department of Economic Opportunity (DEO) and requires DEO to annually collect a state fee from each special district to cover the costs of administering the Act. For more information, see [www.FloridaJobs.org/SDAP](http://www.FloridaJobs.org/SDAP).

### **The Purpose of Reviewing the Special District's Profile**

The Act, along with Rule Chapter 73C-24, Florida Administrative Code, requires each special district to maintain specific information with DEO and requires DEO to make that information available through the *Official List of Special Districts* ([www.FloridaJobs.org/OfficialList](http://www.FloridaJobs.org/OfficialList)). The Florida Legislature, state agencies and local government officials use that information to monitor special districts, coordinate activities, collect and compile financial and other information and make informed policy decisions. Therefore, it is important for each special district's registered agent to annually review the information on the form, make any needed corrections or updates directly on the form and return it to DEO along with the state fee.

### **Reminders**

Each newly created special district must have an official website by the end of the first full fiscal year after its creation. All other special districts should already have an official website that contains specific information (see [www.FloridaJobs.org/SDWebsites#offwebsite](http://www.FloridaJobs.org/SDWebsites#offwebsite)). If the special district's official website address is not listed on the form, the special district must provide it.

The *Florida Special District Handbook* ([www.FloridaJobs.org/SpecialDistrictHandbook](http://www.FloridaJobs.org/SpecialDistrictHandbook)) covers general operating procedures for special districts. DEO encourages all special district staff and governing body members to review this handbook to help ensure compliance with state requirements.

**(TURN OVER FOR INSTRUCTIONS)**

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org)  
[www.twitter.com/FLDEO](https://twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

## Instructions for Complying with the Annual State Fee and Update Requirement

Complete the following in time for the state fee to be postmarked or paid online by December 2, 2019. Pay special attention to the items marked "**IMPORTANT!**" to avoid the possibility of being charged a late fee. Direct questions to Jack Gaskins at [Jack.Gaskins@deo.myflorida.com](mailto:Jack.Gaskins@deo.myflorida.com) or 850-717-8430.

### STEP 1: Review the special district's profile on the enclosed form:

- a. Make any needed changes directly on the form by striking through the outdated or incorrect information and writing in the new or correct information. Provide missing information.
- b. Sign and date where indicated.
- c. A duplicate form can be downloaded from [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee).

### STEP 2: Pay the \$175 state fee or, if eligible, certify eligibility for the zero fee:

- a. The program encourages all special districts to pay online with a Visa or MasterCard by visiting [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee) and following the instructions – it's fast, free and convenient.
- b. **IMPORTANT!** If not paying online, prepare a check payable to the **Florida Department of Economic Opportunity** and enter the invoice number in the memo field.
- c. Or, if the special district meets all three statements in the "Zero Annual Fee Certification Section," certify eligibility for the zero fee by initialing each statement instead of paying the fee.
- d. DEO's W-9 form can be downloaded from [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee).

### STEP 3: Make a copy of the form for your records.

### STEP 4: Prepare and return the form along with any applicable attachments using only the address below:

- a. If payment was made online, write "Paid Online" on the form and email or mail the form to us.
- b. **IMPORTANT!** If payment is not being made online, attach a check to the form to ensure the payment is properly credited to the correct special district and mail the form to us. **BE SURE TO INCLUDE THE FORM WHEN MAILING A CHECK!**
- c. If certifying for a zero fee, email or mail the form to us.
- d. If the form indicates the special district needs to provide its boundary map and/or creation document, email or mail the document(s) to us.

### IMPORTANT! ONLY USE THIS ADDRESS:

Florida Department of Economic Opportunity  
Bureau of Budget Management  
107 E. Madison Street, MSC 120  
Tallahassee, FL 32399-4124  
Email Address: [Jack.Gaskins@DEO.MyFlorida.com](mailto:Jack.Gaskins@DEO.MyFlorida.com)

000407080202





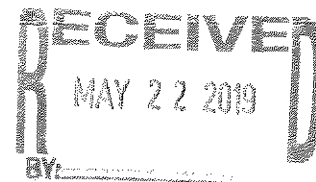
Jim Perry  
Cypress Bluff Community Development District c/o  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

May 8, 2019  
Project No: 13102.26002  
Invoice No: 0190470

1.31.513.31/  
6

Project 13102.26002 Cypress Bluff CDD-District Engineer (WA#3)  
Services this month include:

1. Coordination with GMS and MBS.
2. Collection of all contracts, invoices, proof of payment, etc.
3. Accounting of CDD reimbursable expenses
4. Preparing requisitions
5. Coordination with Pulte for neighborhood infrastructure



**Professional Services rendered through April 30, 2019**

**Professional Personnel**

		Hours	Rate	Amount
Senior Engineer				
Weeber, Bradley	4/13/2019	3.00	194.00	582.00
Weeber, Bradley	4/20/2019	2.00	194.00	388.00
Weeber, Bradley	4/27/2019	1.00	194.00	194.00
Administrative Support				
Blair, Shelley	4/20/2019	1.00	81.00	81.00
Totals		7.00		1,245.00
<b>Total Labor</b>				<b>1,245.00</b>

**Invoice Total this Period \$1,245.00**

**Outstanding Invoices**

Number	Date	Balance
0189658	1/31/2019	1,455.00
0189930	3/7/2019	7,461.00
0190237	3/31/2019	1,552.00
<b>Total</b>		<b>10,468.00</b>

**Total Now Due \$11,713.00**

**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-642-8690 • fax 904-649-8465  
CA-66002584 LC-0000316

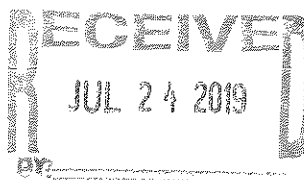


Jim Perry  
Cypress Bluff Community Development District c/o  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

July 11, 2019  
Project No: 13102.26002  
Invoice No: 0191032

Project 13102.26002 Cypress Bluff CDD-District Engineer (WA#3)  
Services this month include:

1. Coordination with GMS and MBS.
2. Collection of all contracts, invoices, proof of payment, etc.
3. Accounting of CDD reimbursable expenses
4. Preparing requisitions
5. Prepare for CDD boundary



13102.26002  
6

**Professional Services rendered through June 30, 2019**

**Professional Personnel**

		Hours	Rate	Amount
Senior Engineer				
Hall, Jason	6/15/2019	4.00	194.00	776.00
Weeber, Bradley	6/1/2019	.50	194.00	97.00
Weeber, Bradley	6/15/2019	2.00	194.00	388.00
Weeber, Bradley	6/22/2019	3.00	194.00	582.00
Weeber, Bradley	6/29/2019	1.00	194.00	194.00
Administrative Support				
Blair, Shelley	6/22/2019	.50	81.00	40.50
Blair, Shelley	6/29/2019	.25	81.00	20.25
Totals		11.25		2,097.75

**Total Labor**

**2,097.75**

**Invoice Total this Period**

**\$2,097.75**

**Outstanding Invoices**

Number	Date	Balance
0189658	1/31/2019	1,455.00
0189930	3/7/2019	7,461.00
0190237	3/31/2019	1,552.00
0190470	5/8/2019	1,245.00
0190816	6/7/2019	252.42
<b>Total</b>		<b>11,965.42</b>

**Total Now Due**

**\$14,063.17**

**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14715 Old St. Augustine Road • Jacksonville, Florida 32226 • Tel 904-642-8990 • Fax 904-645-8485  
CA-60002584 LG-0000316

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 13

Invoice Date: 4/1/19

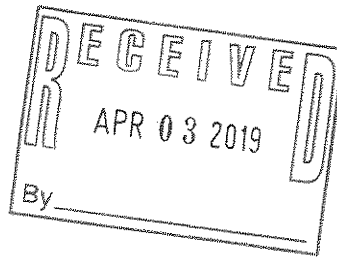
Due Date: 4/1/19

Case:

P.O. Number:

**Bill To:**

Cypress Bluff CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - April 2019 1-31-513-34		3,750.00	3,750.00
Information Technology - April 2019 1-31-513-352		100.00	100.00
Dissemination Agent Services - April 2019 1-31-513-313		291.67	291.67
Copies 1-31-513-425		47.25	47.25

<b>Total</b>	<b>\$4,188.92</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$4,188.92</b>
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**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 14

Invoice Date: 5/1/19

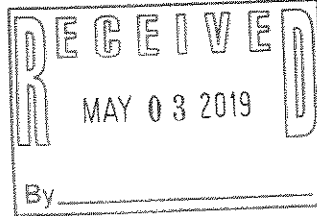
Due Date: 5/1/19

Case:

P.O. Number:

**Bill To:**

Cypress Bluff CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - May 2019 1-31-513-34		3,750.00	3,750.00
Information Technology - May 2019 1-31-513-352		100.00	100.00
Dissemination Agent Services - May 2019 1-31-513-313		291.67	291.67
Copies 1-31-513-425 5		129.75	129.75

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**Total** \$4,271.42

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**Payments/Credits** \$0.00

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**Balance Due** \$4,271.42

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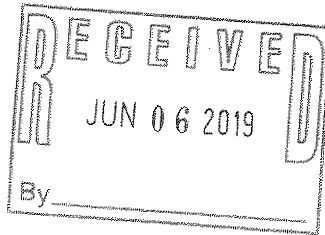


**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Bill To:**

Cypress Bluff CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



Invoice #: 15

Invoice Date: 6/1/19

Due Date: 6/1/19

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - June 2019 1.31.513.34		3,750.00	3,750.00
Information Technology - June 2019 1.31.513.352		100.00	100.00
Dissemination Agent Services - June 2019 1.31.513.313		291.67	291.67
Office Supplies 1.31.513.4251		17.89	17.89
Postage 1.31.513.42		97.94	97.94
Copies 1.31.513.425		350.10	350.10
Telephone 1.31.513.41		13.35	13.35
5			

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**Total** \$4,620.95

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**Payments/Credits** \$0.00

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**Balance Due** \$4,620.95

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**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 17

Invoice Date: 7/1/19

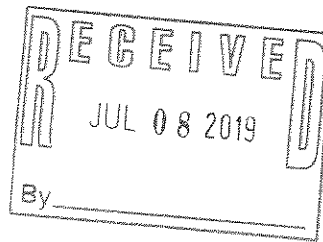
Due Date: 7/1/19

Case:

P.O. Number:

**Bill To:**

Cypress Bluff CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - July 2019 1.31.513.34		3,750.00	3,750.00
Information Technology - July 2019 1.31.513.352		100.00	100.00
Dissemination Agent Services - July 2019 1.31.513.313		291.67	291.67
Office Supplies 1.31.513.51		17.65	17.65
Postage 1.31.513.42		280.89	280.89
Copies 1.31.513.425 5		156.30	156.30
Telephone 1.31.513.41		10.27	10.27

<b>Total</b>	<b>\$4,606.78</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$4,606.78</b>
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# Hopping Green & Sams

Attorneys and Counselors

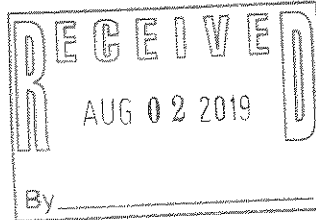
119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

July 31, 2019

Cypress Bluff CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 108984  
Billed through 06/30/2019



1.31.513.315  
7

**General Counsel**  
**CBCDD 00001 KSB**

### FOR PROFESSIONAL SERVICES RENDERED

06/02/19	KSB	Confer with district manager regarding project services agreement.	0.20 hrs
06/11/19	KEM	Prepare for special powers initial reading.	0.40 hrs
06/13/19	SSW	Confer with Buchanan regarding committee meetings regarding request for special powers.	0.60 hrs
06/13/19	KEM	Prepare for committee meetings on special powers request.	0.50 hrs
06/17/19	SSW	Prepare for, travel to, and attend committee meetings regarding request for special powers.	5.00 hrs
06/18/19	KSB	Prepare resolution authorizing boundary amendment; confer with district manager regarding agenda items; monitor special powers proceedings.	1.90 hrs
06/18/19	KEM	Prepare for budget and assessment hearing.	0.10 hrs
06/24/19	KEM	Research committee schedule for special powers request.	0.10 hrs
06/25/19	KSB	Prepare for and attend board meeting.	1.50 hrs
06/27/19	KEM	Confer with White regarding engineer's reports.	0.10 hrs
06/28/19	KSB	Confer with chairman; confer with White and Weeber.	1.20 hrs
Total fees for this matter			\$2,870.00

### DISBURSEMENTS

Travel - Meals	3.74
Travel	435.81
Total disbursements for this matter	\$439.55

### MATTER SUMMARY

Ibarra, Katherine E. - Paralegal	1.20 hrs	125 /hr	\$150.00
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Buchanan, Katie S.	4.80 hrs	275 /hr	\$1,320.00
Warren, Sarah S.	5.60 hrs	250 /hr	\$1,400.00

TOTAL FEES			\$2,870.00
TOTAL DISBURSEMENTS			\$439.55
INTEREST CHARGE ON PAST DUE BALANCE			\$37.47

<b>TOTAL CHARGES FOR THIS MATTER</b>			<b>\$3,347.02</b>
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**BILLING SUMMARY**

Ibarra, Katherine E. - Paralegal	1.20 hrs	125 /hr	\$150.00
Buchanan, Katie S.	4.80 hrs	275 /hr	\$1,320.00
Warren, Sarah S.	5.60 hrs	250 /hr	\$1,400.00

TOTAL FEES			\$2,870.00
TOTAL DISBURSEMENTS			\$439.55
INTEREST CHARGE ON PAST DUE BALANCE			\$37.47

<b>TOTAL CHARGES FOR THIS BILL</b>			<b>\$3,347.02</b>
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**Please include the bill number on your check.**

# Hopping Green & Sams

Attorneys and Counselors

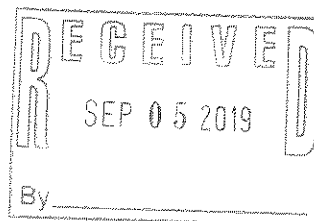
119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

August 30, 2019

Cypress Bluff CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 109629  
Billed through 07/31/2019



131.513-315  
7

### General Counsel

CBCDD 00001 KSB

### FOR PROFESSIONAL SERVICES RENDERED

07/01/19	KSB	Prepare notice of hearing; confer with Grandin.	0.70 hrs
07/01/19	KEM	Prepare mailed and published notices of assessments.	0.80 hrs
07/09/19	KEM	Prepare for committee hearings regarding petition for special powers.	0.30 hrs
07/10/19	KEM	Research status of budget and assessment adoption; coordinate publication of notice of special powers hearing.	0.50 hrs
07/12/19	KSB	Review status of funding agreements; prepare for special powers committee meeting.	0.70 hrs
07/15/19	SSW	Travel to, prepare for, and attend committee meetings regarding request for special powers; conduct follow-up.	3.00 hrs
07/16/19	SSW	Prepare outline and materials regarding special powers; prepare for and attend meeting with council member Becton and Grandin regarding request for special powers; prepare for and attend land use and zoning committee meeting regarding same.	6.00 hrs
07/16/19	KEM	Research sample special powers ordinances.	0.30 hrs
07/17/19	KEM	Confer with Warren regarding committee meetings.	0.20 hrs
07/19/19	SSW	Confer with Grandin and council member Freeman regarding discharging request for special powers from transportation committee; prepare correspondence to committee members regarding same.	0.90 hrs
07/19/19	KEM	Confer with newspaper regarding payment of publication.	0.10 hrs
07/22/19	KSB	Review matters related to conveyance of right of way and boundary amendment.	0.80 hrs
07/22/19	KEM	Prepare for special powers hearing.	0.10 hrs
07/23/19	KSB	Prepare for, travel to and from, and attend board meeting; attend City of Jacksonville City Council meeting regarding special powers.	6.00 hrs

07/23/19	SSW	Follow up with transportation committee commission members regarding discharge of request for special powers from committee; confer with Grandin regarding same.	1.10 hrs
07/25/19	KEM	Prepare appropriation resolution and assessment resolution.	0.30 hrs
07/29/19	KSB	Review proposed budget; prepare assessment notices; confer with district manager.	1.20 hrs
07/31/19	KEM	Request copy of special powers ordinance.	0.20 hrs
Total fees for this matter			\$5,685.00

**DISBURSEMENTS**

Travel	953.16
Travel - Meals	27.59
Conference Calls	5.20
Total disbursements for this matter	\$985.95

**MATTER SUMMARY**

Ibarra, Katherine E. - Paralegal	2.80 hrs	125 /hr	\$350.00
Buchanan, Katie S.	9.40 hrs	275 /hr	\$2,585.00
Warren, Sarah S.	11.00 hrs	250 /hr	\$2,750.00

TOTAL FEES	\$5,685.00
TOTAL DISBURSEMENTS	\$985.95
INTEREST CHARGE ON PAST DUE BALANCE	\$52.38

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$6,723.33</b>
--------------------------------------	-------------------

**BILLING SUMMARY**

Ibarra, Katherine E. - Paralegal	2.80 hrs	125 /hr	\$350.00
Buchanan, Katie S.	9.40 hrs	275 /hr	\$2,585.00
Warren, Sarah S.	11.00 hrs	250 /hr	\$2,750.00

TOTAL FEES	\$5,685.00
TOTAL DISBURSEMENTS	\$985.95
INTEREST CHARGE ON PAST DUE BALANCE	\$52.38

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$6,723.33</b>
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**Please include the bill number on your check.**

# Jacksonville Daily Record

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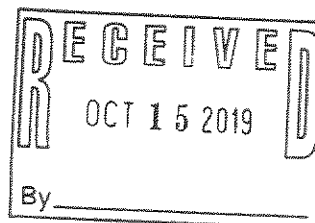
10 N. Newnan Street (32202)  
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

October 15, 2019

Date

Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092



1,315.48  
2

Payment Due Upon Receipt

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Serial #	19-08473D	PO/File #		\$89.75
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Notice of Meeting of the Board of Supervisors

Amount Due

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Amount Paid

Cypress Bluff Community Development District

\$89.75

Payment Due

Case Number

Publication Dates 10/15

County Duval

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**Preliminary Proof Of Legal Notice**  
*(This is not a proof of publication.)*

*Please read copy of this advertisement and advise us of any necessary corrections before further publications.*

**NOTICE OF MEETING  
OF THE BOARD OF  
SUPERVISORS OF THE  
CYPRESS BLUFF  
COMMUNITY**

**DEVELOPMENT DISTRICT**

The Board of Supervisors ("Board") of the Cypress Bluff Community Development District will hold a meeting on Tuesday, October 22, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256. A copy of the agenda may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850 ("District Manager's Office").

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at meeting. There may be occasions when Board Supervisors or District Staff will participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

James Perry  
District Manager

Oct. 15 00 (19-08473D)



# Jacksonville Daily Record

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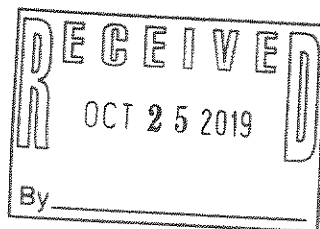
10 N. Newnan Street (32202)  
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

October 25, 2019

Date

Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092



1-31-513-48  
2

Payment Due Upon Receipt

Serial #	19-08743D	PO/File #		\$66.13
Notice of Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Cypress Bluff Community Development District				\$66.13
				Payment Due
Case Number				
Publication Dates	10/25			
County	Duval			

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**NOTICE OF  
RULE DEVELOPMENT BY  
THE CYPRESS BLUFF  
COMMUNITY  
DEVELOPMENT DISTRICT**

In accord with Chapters 190 and 120, *Florida Statutes*, the Cypress Bluff Community Development District ("District") hereby gives notice of its intent to adopt its Amenity Rates and Suspension and Termination of Privileges Rule (together, "Amenity Rules"), all of which govern the operation of the District's amenity facilities and other properties.

The purpose and effect of the Amenity Rules is to provide for efficient and effective District operations of the District's amenity facilities and other properties by setting policies, regulations, rates and fees to implement the provisions of Section 190.035, *Florida Statutes*. Specific legal authority for the rules includes Sections 190.035(2), 190.011(5), 190.012, 120.54, 120.69 and 120.81, *Florida Statutes* (2019).

A public hearing will be conducted by the District on Tuesday, November 26, 2019 at 1:30 p.m., at the Duval County Southeast Regional Library located at 10599 Deerwood Park Boulevard, Jacksonville, Florida. A copy of the proposed Amenity Rules may be obtained by contacting the District Manager at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

Jim Perry  
District Manager

Oct. 25                      00(19-08743D)

# Jacksonville Daily Record

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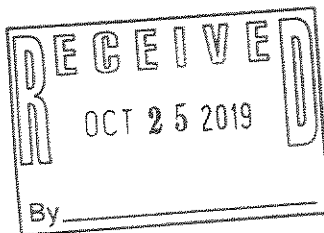
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P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

October 28, 2019

Date

Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092



1-31-513-48  
2

Payment Due Upon Receipt

Serial #	19-08767D	PO/File #		\$143.75
Notice of Rulemaking				Amount Due
				Amount Paid
Cypress Bluff Community Development District				\$143.75
				Payment Due
Case Number				
Publication Dates	10/28			
County	Duval			

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TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

**NOTICE OF RULEMAKING BY  
THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Cypress Bluff Community Development District ("District") on Tuesday, November 28, 2019 at 1:30 p.m., at the Duval County Southeast Regional Library located at 10599 Deerwood Park Boulevard, Jacksonville, Florida.

In accord with Chapters 190 and 120, *Florida Statutes*, the District hereby gives the public notice of its intent to adopt its Amenity Rates and Suspension and Termination of Privileges Rule (together, "Amenity Rules"), all of which govern the operation of the District's amenity facilities and other properties.

The purpose and effect of the Amenity Rules is to provide for efficient and effective District operations of the District's amenities facilities and properties by setting policies, regulations, rates and fees to implement the provisions of Section 190.035, *Florida Statutes*. Prior Notice of Rule Development was published in *The Jacksonville Daily Record* on October 25, 2019.

The Amenity Rules will address certain rules and policies governing the operation of the District's amenity facilities and other properties. Proposed rates include:

Non-Resident Annual User Fee	\$4,000.00
Access Card Replacement Fee	\$25.00

Specific legal authority for the rule includes Sections 190.035(2), 190.011(5), 190.012, 120.54, 120.69 and 120.81, *Florida Statutes* (2019).

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), *Florida Statutes*, must do so in writing within twenty-one (21) days after publication of this notice.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing held in response to a request for such a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based.

One or more Supervisors may participate in the public hearing by telephone. At the above location, if a public hearing is requested, there will be present a speaker telephone so that any interested party can attend the public hearing at the above location and be fully informed of the discussions taking place either in person or by speaker telephone device.

A copy of the proposed Amenity Rules may be obtained by contacting the District Manager at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

Jim Perry  
District Manager

Oct. 28

00(19-08767D)