

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

January 14, 2021

BOARD OF SUPERVISORS

PUBLIC HEARINGS AND

REGULAR MEETING

AGENDA

Stillwater Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 334313
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

January 7, 2021

Board of Supervisors
Stillwater Community Development District

<p><u>ATTENDEES:</u> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>

Dear Board Members:

The Board of Supervisors of the Stillwater Community Development District will hold Multiple Public Hearings and a Regular Meeting on January 14, 2021, immediately following the adjournment of the 1:30 p.m., Landowners' Meeting in the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Newly Elected Supervisors (*the following will be also be provided in a separate package*)
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Chapter 190, Florida Statutes
 - D. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - E. Form 8B: Memorandum of Voting Conflict
4. Consideration of Resolution 2021-28, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date
5. Consideration of Resolution 2021-29, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Stillwater Community Development District, and Providing for an Effective Date

6. Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes
 - A. Affidavits of Publication
 - B. Consideration of Resolution 2021-30, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

7. Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date
 - A. Affidavit/Proof of Publication
 - B. Consideration of Resolution 2021-31, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Stillwater Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

8. Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements
 - *Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.*
 - *Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.*
 - A. Affidavit/Proof of Publication
 - B. Mailed Notice to Property Owner(s)
 - C. Engineer's Report (*for informational purposes*)
 - D. Master Special Assessment Methodology Report (*for informational purposes*)

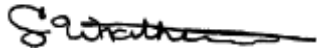
- E. Consideration of Resolution 2021-32, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited By Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special Assessments By the Methods Provided for By Chapters 170, 190 and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Revenue Bonds; Making Provisions for Transfers of Real Property to Homeowners Associations, Property Owners Associations and/or Governmental Entities; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date
9. Consideration of Responses to Request for Proposals (RFP) for Annual Audit Services
 - A. Affidavit of Publication
 - B. RFP Package
 - C. Respondents
 - I. Carr, Riggs & Ingram, LLC
 - II. Grau & Associates
 - III. McDirmit Davis, LLC
 - D. Auditor Evaluation Matrix/Ranking
 - E. Award of Contract
 10. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
 - A. Affidavit of Publication
 - B. RFQ Package
 - C. Respondent: *Matthews Design Group*
 - D. Competitive Selection Criteria/ Ranking
 - E. Award of Contract
 11. Consideration of Resolution 2021-14, Adopting the Annual Meeting Schedule for Fiscal Year 2020-2021; and Providing for an Effective Date
 12. Consideration of December 3, 2020 Organizational Meeting Minutes
 13. Staff Reports
 - A. District Counsel: *Hopping Green & Sams, P.A.*

- B. District Engineer (Interim): *Matthews Design Group*
- C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: February 11, 2021 at 1:30 P.M. (*Adoption of FY2021 Budget*)
 - QUORUM CHECK

Seat 1		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 2		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 3		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 4		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Seat 5		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675.

Sincerely,



Craig Wrathell
 District Manager

FOR BOARD AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
CONFERENCE ID: 2144145

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

3

**STILLWATER COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF STILLWATER COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of physical presence or online notarization on this ___ day of _____, 2021, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Stillwater Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

MAILING ADDRESS: Home Office County of Residence _____

Street Phone Fax

City, State, Zip Email Address

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2021-28

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS' ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Stillwater 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 St. Johns County, Florida; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners' meeting is required to be held within 90 days of the District's creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners' meeting was held on January 14, 2021, and the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvass the votes and declare and certify the results of said election.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The following persons are found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

_____	Seat 1	Votes _____
_____	Seat 2	Votes _____
_____	Seat 3	Votes _____
_____	Seat 4	Votes _____
_____	Seat 5	Votes _____

Section 2. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the Supervisor, the above-named persons are declared to have been elected for the following term of office:

_____	4-Year Term
_____	4-Year Term
_____	2-Year Term
_____	2-Year Term
_____	2-Year Term

Section 3. This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 14TH DAY OF JANUARY, 2021.

Attest:

**STILLWATER COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

5

RESOLUTION 2021-29

A RESOLUTION DESIGNATING A CHAIR, A VICE CHAIR, A SECRETARY, ASSISTANT SECRETARIES, A TREASURER AND AN ASSISTANT TREASURER OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Stillwater 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 St. Johns County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to appoint the below-recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT:

1. **DISTRICT OFFICERS.** The District officers are as follows:

_____ is appointed Chair

_____ is appointed Vice Chair

Craig Wrathell is appointed Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

Howard McGaffney is appointed Assistant Secretary

Craig Wrathell is appointed Treasurer

Jeff Pinder is appointed Assistant Treasurer

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

Adopted this 14th day of January, 2021.

ATTEST:

**STILLWATER COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

6A

THE ST. AUGUSTINE RECORD
Affidavit of Publication

STILLWATER CDD
2300 GLADES ROAD, SUITE 410 W

BOCA RATON, FL 33431

ACCT: 53662
AD# 0003326725-01
PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF INTENT** in the matter of **RULE OF DEVELOP** was published in said newspaper on **12/15/2020**.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

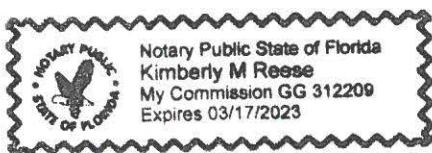
Sworn to (or affirmed) and subscribed before me by means of

physical presence or
 online notarization

this _____ day **DEC 15 2020**

by *Melissa Rhinehart* who is personally known to me or who has produced as identification

Kimberly M Reese
(Signature of Notary Public)



**NOTICE OF RULE DEVELOPMENT
BY THE STILLWATER
COMMUNITY DEVELOPMENT
DISTRICT**

In accord with Chapters 120 and 190, Florida Statutes, the Stillwater District (the "District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District.

The Rules of Procedure address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations. The legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.3144, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 or by calling (561) 571-0010.

Craig Wrathell, District Manager
0003326725 December 15, 2020

STILLWATER CDD
2300 GLADES ROAD, SUITE 410 W

BOCA RATON, FL 33431

ACCT: 53662
AD# 0003326741-01
PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF INTENT** in the matter of **RULEMAKING RULES OF PROCEDURE** was published in said newspaper on **12/16/2020**.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

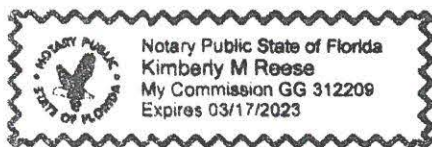
Sworn to (or affirmed) and subscribed before me by means of

physical presence or
 online notarization

this day of **DEC 16 2020**

by *M. Rhinehart* who is personally known to me or who has produced as identification

Kimberly M Reese
(Signature of Notary Public)



**NOTICE OF RULEMAKING
REGARDING THE RULES OF
PROCEDURE OF THE
STILLWATER COMMUNITY
DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Stillwater Community Development District ("District") on January 14, 2021 at 1:30 p.m., in the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084. In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations. Prior notice of rule development was published in the St Augustine Record on December 15, 2020.

The Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager's Office c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 or by calling (561) 571-0010.

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 to the District Manager's Office.

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, 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. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the 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 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 at 1-800-955-8771 or 1-800-955-8770 for aid in contacting the District Office.

As a public health precaution, all those attending the meeting in person will be asked to wear a mask, and maintain social distancing.

Stillwater Community
Development District
Craig Wrathell, District Manager
0003326741 December 16, 2020

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

6B

RESOLUTION 2021-30

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Stillwater 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 St. Johns County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The attached Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Rules of Procedure shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 14th day of January, 2021.

ATTEST:

STILLWATER COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Rules of Procedure

EXHIBIT A:
RULES OF PROCEDURE

**RULES OF PROCEDURE
STILLWATER COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF JANUARY 14, 2021

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Rule 1.0 General.

- (1) The Stillwater 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 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 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 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, 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 (407) 841-5524. 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 an agenda of the meeting/hearing/workshop. The 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 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 attorney 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.
- (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) Variations 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. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations 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 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 two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$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 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 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. 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 auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an 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 shall include at least three individuals, at least one of which must also 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 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 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) Ability to furnish the required services; and
 - (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 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. 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 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 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 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 proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which 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 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:
 - (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.
- (2) Procedure.

- (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 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) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which 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. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second 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 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 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) Responsive Bids, Proposals, Replies, or Responses 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 proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which 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 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 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 proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which 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 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.

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 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, any person who files a notice of protest must post the protest bond. The amount of the protest bond 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 January 14, 2021 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.

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

7A

**NOTICE OF THE DISTRICT'S INTENT TO USE THE UNIFORM METHOD
OF COLLECTION OF NON-AD VALOREM SPECIAL ASSESSMENTS**

**STILLWATER CDD
2300 GLADES ROAD, SUITE 410 W
BOCA RATON, FL 33431**

Notice is hereby given that the Stillwater Community Development District (the "District") intends to use the uniform method of collecting non-ad valorem special assessments to be levied by the District pursuant to Section 197.3632, Florida Statutes. The Board of Supervisors of the District will conduct a public hearing on **January 14, 2021 at 1:30 p.m.**, at the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084.

The purpose of the public hearing is to consider the adoption of a resolution authorizing the District to use the uniform method of collecting non-ad valorem special assessments (the "Uniform Method") to be levied by the District on properties located on land included in, or to be added to, the District.

The District may levy non-ad valorem special assessments for the purpose of financing, acquiring, maintaining and/or operating community development facilities, services and improvements within and without the boundaries of the District, to consist of, among other things, stormwater management system, roadway improvements, portable water, sewer and reuse systems, landscaping and hardscaping improvements, and any other lawful improvements or services of the District.

Owners of the properties to be assessed and other interested parties may appear at the public hearing and be heard regarding the use of the Uniform Method. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing may be continued to a date, time and location to be specified on the record at the hearing. There may be occasions when Supervisors or District Staff may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing and/or meeting is asked to contact the District Office at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010, at least forty-eight (48) hours before the hearing and/or meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 who can aid you in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the hearing 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.

ACCT: 53662
AD# 0003327146-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF INTENT** in the matter of **UNIFORM METHOD COLLECTIONS** was published in said newspaper on **12/17/2020, 12/24/2020, 12/31/2020, 01/07/2021.**

Craig Wrathell
District Manager

0003327146 Dec. 17, 24, 31, 2020, January 7, 2021

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

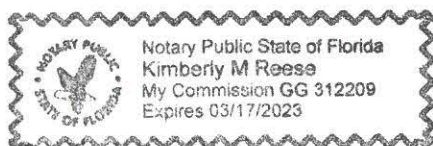
Sworn to (or affirmed) and subscribed before me by means of

physical presence or
 online notarization

this _____ day of **JAN 07 2021**

by *Melissa Rhinehart* who is personally known to me or who has produced as identification

Kimberly M Reese
(Signature of Notary Public)



STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

7B

RESOLUTION 2021-31

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT EXPRESSING ITS INTENT TO UTILIZE THE UNIFORM METHOD OF LEVYING, COLLECTING, AND ENFORCING NON AD VALOREM ASSESSMENTS WHICH MAY BE LEVIED BY THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH SECTION 197.3632, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Stillwater Community Development District (“District”) was established pursuant to the provisions of Chapter 190, Florida Statutes, which authorizes the District to levy certain assessments which include benefit and maintenance assessments and further authorizes the District to levy special assessments pursuant to Chapter 170, Florida Statutes, for the acquisition, construction, or reconstruction of assessable improvements authorized by Chapter 190, Florida Statutes; and

WHEREAS, the above referenced assessments are non-ad valorem in nature and, therefore, may be collected under the provisions of Section 197.3632, Florida Statutes, in which the State of Florida has provided a uniform method for the levying, collecting, and enforcing such non-ad valorem assessments; and

WHEREAS, pursuant to Section 197.3632, Florida Statutes, the District has caused notice of a public hearing to be advertised weekly in a newspaper of general circulation within St. Johns County for four (4) consecutive weeks prior to such hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Stillwater Community Development District upon conducting its public hearing as required by Section 197.3632, Florida Statutes, hereby expresses its intent to use the uniform method of collecting assessments imposed by the District as provided in Chapters 170 and 190, Florida Statutes, each of which are non-ad valorem assessments which may be collected annually pursuant to the provisions of Chapter 190, Florida Statutes, for the purpose of paying principal and interest on any and all of its indebtedness and for the purpose of paying the cost of operating and maintaining its assessable improvements. The legal description of the boundaries of the real property subject to a levy of assessments is attached and made a part of this Resolution as **Exhibit A**. The non-ad valorem assessments and the District’s use of the uniform method of collecting its non-ad valorem assessment(s) may continue in any given year when the Board of Supervisors determines that use of the uniform method for that year is in the best interests of the District.

SECTION 2. The District’s Secretary is authorized to provide the Property Appraiser and Tax Collector of St. Johns County and the Department of Revenue of the State of Florida with a copy of this Resolution and enter into any agreements with the Property Appraiser and/or Tax Collector necessary to carry out the provisions of this Resolution.

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

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

PASSED AND ADOPTED this 14th day of January, 2021.

ATTEST:

**STILLWATER COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Board of Supervisors, Board of Supervisors

Exhibit A: Legal Description

Exhibit A


LEGAL DESCRIPTION

SOUTH PARCEL

A PORTION OF SECTIONS 11, 13, 14, 23, AND 24, TOWNSHIP 6 SOUTH, RANGE 27 EAST, ST. JOHNS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWEST CORNER OF LOT 37, AS SHOWN ON THE PLAT OF WILDFIRE PINES ONE AT CIMARRONE GOLF & COUNTRY CLUB, RECORDED IN MAP BOOK 39, PAGE 65 THROUGH 70, INCLUSIVE OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTHERLY AND SOUTHEASTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FOUR (4) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 00°55'18" EAST, 149.78 FEET; COURSE NO. 2: SOUTH 30°00'21" EAST, 840.24 FEET; COURSE NO. 3: SOUTH 51°51'44" EAST, 107.78 FEET; COURSE NO. 4: SOUTH 30°03'39" EAST, 79.25 FEET, TO THE WESTERLY LINE OF THOSE LANDS DESIGNATED GOLF PARCEL "E", DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1422, PAGE 624 OF SAID PUBLIC RECORDS; THENCE SOUTHEASTERLY AND SOUTHERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FIVE (5) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 10°11'33" EAST, 113.83 FEET; COURSE NO. 2: SOUTH 40°23'58" EAST, 116.82 FEET; COURSE NO. 3: SOUTH 30°03'39" EAST, 801.86 FEET; COURSE NO. 4: SOUTH 18°18'24" EAST, 36.43 FEET; COURSE NO. 5: SOUTH 22°13'33" EAST, 60.85 FEET; THENCE SOUTH 10°45'43" EAST, 463.11 FEET, TO THE NORTHERLY PROLONGATION OF THE WESTERLY LINE OF THE PLAT OF CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, RECORDED IN MAP BOOK 23, PAGES 8 THROUGH 14, INCLUSIVE OF SAID PUBLIC RECORDS; THENCE SOUTH 01°41'43" EAST, ALONG LAST SAID LINE AND ALONG THE WESTERLY LINE OF SAID CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, 197.29 FEET; THENCE SOUTHERLY AND SOUTHWESTERLY, CONTINUING ALONG SAID WESTERLY LINE OF CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, RUN THE FOLLOWING NINE (9) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 00°44'20" WEST, 247.20 FEET; COURSE NO. 2: SOUTH 06°30'22" EAST, 258.30 FEET; COURSE NO. 3: SOUTH 14°00'45" EAST, 332.86 FEET; COURSE NO. 4: SOUTH 13°18'23" EAST, 314.43 FEET; COURSE NO. 5: SOUTH 06°37'12" EAST, 427.25 FEET; COURSE NO. 6: SOUTH 10°49'58" EAST, 240.31 FEET; COURSE NO. 7: SOUTH 02°40'51" EAST, 286.38 FEET; COURSE NO. 8: SOUTH 23°41'07" WEST, 397.27 FEET; COURSE NO. 9: SOUTH 15°58'40" WEST, 336.82 FEET, TO THE NORTHWESTERLY LINE OF THOSE LANDS DESIGNATED GOLF PARCEL "B", DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1422, PAGE 624 OF SAID PUBLIC RECORDS; THENCE SOUTHWESTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE (3) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 15°30'08" WEST, 179.84 FEET; COURSE NO. 2: SOUTH 37°30'13" WEST, 291.42 FEET; COURSE NO. 3: SOUTH 32°02'23" WEST, 121.77 FEET; THENCE SOUTH 41°49'25" WEST, CONTINUING ALONG LAST SAID LINE AND ALONG THE NORTHWESTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3234, PAGE 1257 OF SAID PUBLIC RECORDS, 500.27 FEET, TO THE NORTHEASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1700, PAGE 112 OF SAID PUBLIC RECORDS; THENCE NORTH 42°31'56" WEST, ALONG LAST SAID LINE, 50.00 FEET, TO THE NORTHWESTERLY LINE OF LAST SAID LANDS; THENCE SOUTH 47°41'19" WEST, ALONG LAST SAID LINE, 60.00 FEET, TO THE NORTHERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3055, PAGE 248 OF SAID PUBLIC RECORDS; THENCE NORTHWESTERLY AND SOUTHWESTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE (3) COURSES AND DISTANCES: COURSE NO. 1: NORTH 42°23'34" WEST, 13 FEET; COURSE NO. 2: SOUTH 48°07'48" WEST, 189.84 FEET; COURSE NO. 3: SOUTH 39°11'57" WEST, 265.85 FEET, TO THE SOUTHWESTERLY LINE OF LAST SAID LANDS; THENCE SOUTH 42°31'56" EAST, ALONG LAST SAID LINE, 681.82 FEET, TO THE NORTHWESTERLY RIGHT OF WAY LINE OF COUNTY ROAD 210 (A 100 FOOT RIGHT OF WAY, AS NOW ESTABLISHED); THENCE SOUTH 47°27'37" WEST, ALONG LAST SAID LINE, 1970.03 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING SOUTHWESTERLY; THENCE SOUTHWESTERLY, CONTINUING ALONG LAST SAID LINE AND AROUND THE ARC OF SAID CURVE, CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 427.46 FEET, AN ARC DISTANCE OF 99.84 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 64°08'17" WEST, 99.42 FEET, TO THE EASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4029, PAGE 659 OF SAID PUBLIC RECORDS, ALSO BEING THE EASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4089, PAGE 285 OF SAID PUBLIC RECORDS; THENCE NORTH 02°09'50" WEST, ALONG LAST SAID LINE AND ALONG THE EASTERLY LINE OF THE PLAT OF STONE CREEK LANDING, RECORDED IN MAP BOOK 78, PAGES 22 THROUGH 27, INCLUSIVE OF SAID PUBLIC RECORDS, 1024.84 FEET, TO THE NORTHERLY LINE OF SAID LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4029, PAGE 659, ALSO BEING THE NORTHERLY LINE OF SAID PLAT OF STONE CREEK LANDING; THENCE NORTH 89°13'00" WEST, ALONG LAST SAID LINE, 1296.71 FEET, TO THE NORTHEASTERLY LINE OF THOSE LANDS DESIGNATED HELOW TRACT, DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1307, PAGE 1419 OF SAID PUBLIC RECORDS; THENCE NORTH 61°45'20" WEST, ALONG LAST SAID LINE, 1456.91 FEET, TO THE EASTERLY RIGHT OF WAY LINE OF PROPOSED COUNTY ROAD NO. 223, AS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3329, PAGE 825, SAID PUBLIC RECORDS; THENCE NORTHEASTERLY AND NORTHERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FOUR (4) COURSES AND DISTANCES: COURSE NO. 1: NORTH 32°25'17" EAST, 1255.76 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING NORTHERLY; COURSE NO. 2: NORTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 1115.00 FEET, AN ARC DISTANCE OF 805.70 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 11°43'13" EAST, 788.28 FEET, TO THE POINT OF TANGENCY OF SAID CURVE; COURSE NO. 3: NORTH 09°28'50" WEST, 6445.59 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING NORTHERLY; COURSE NO. 4: NORTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 1115.00 FEET, AN ARC DISTANCE OF 163.68 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 13°11'10" WEST, 163.54 FEET, TO THE SOUTHERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 2686, PAGE 2, OF SAID PUBLIC RECORDS; THENCE SOUTH 87°48'21" EAST, ALONG LAST SAID LINE AND ALONG THE EASTERLY PROLONGATION THEREOF, 2094.10 FEET, TO THE NORTHEASTERLY LINE OF SAID PARCEL NO. 5; THENCE SOUTHERLY, SOUTHEASTERLY AND NORTHEASTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE COURSES AND DISTANCES: COURSE NO. 1: SOUTH 02°47'10" EAST, 423.96 FEET; COURSE NO. 2: SOUTH 30°31'09" EAST, 2270.93 FEET; COURSE NO. 3: NORTH 34°11'11" EAST, 780.71 FEET, TO THE POINT OF BEGINNING.

CONTAINING 728.78 ACRES, MORE OR LESS.

LEGAL DESCRIPTION		DSGN BY: BCF	 MATTHEWS DESIGN GROUP P.O. BOX 3124, WALDO STREET ST. AUGUSTINE, FL 32084 PHONE: 904.826.1374 • FAX: 904.826.4547 INFO@MDCGROUP.COM
STILL WATER		DWG BY: BCF	
ST. JOHNS COUNTY		CIM.DY: AFA	
PROPERTY FOR		DATE: 08/24/2010	
LENNAR HOMES, LLC		JOB NO.: 1999	

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

8A

THE ST. AUGUSTINE RECORD
Affidavit of Publication

STILLWATER CDD
2300 GLADES ROAD, SUITE 410 W
BOCA RATON, FL 33431

ACCT: 53662
AD# 0003327491-01
PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **SA LEGAL AD DISPLAY** in the matter of **LANDOWNERS MEETING** was published in said newspaper on **12/22/21** , **12/29/21**.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

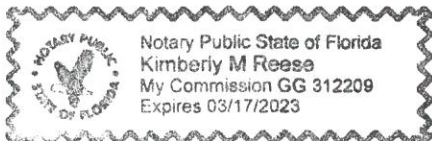
Sworn to (or affirmed) and subscribed before me by means of

physical presence or
 online notarization

this _____ day of JAN 07 2021

by Melissa Rhinehart who is personally known to me or who has produced as identification

Kimberly M Reese
(Signature of Notary Public)



STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

8B

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

AFFIDAVIT OF MAILING

BEFORE ME, the undersigned authority, this day personally appeared Michal Szymonowicz, who by me first being duly sworn and deposed says:

1. I am over eighteen (18) years of age and am competent to testify as to the matters contained herein. I have personal knowledge of the matters stated herein.
2. I, Michal Szymonowicz, am employed by Wrathell, Hunt and Associates, LLC, and, in the course of that employment, serve as Assessment Consultant for the Stillwater Community Development District.
3. Among other things, my duties include preparing and transmitting correspondence relating to the Stillwater Community Development District.
4. I do hereby certify that on December 11, 2020, and in the regular course of business, I caused the letter, in the form attached hereto as Exhibit A, to be sent notifying affected landowners in the Stillwater Community Development District of their rights under Chapters 170, 190 and 197, *Florida Statutes*, with respect to the District's anticipated imposition of assessments.
5. I have personal knowledge of having sent the letters to the addressees, and those records are kept in the course of the regular business activity for my office.

FURTHER AFFIANT SAYETH NOT.

Michal Szymonowicz
Michal Szymonowicz

SWORN TO (OR AFFIRMED) AND SUBSCRIBED before me by means of physical presence or online notarization, this 11th day of December, 2020, by Michal Szymonowicz, for Wrathell, Hunt and Associates, LLC, who is [] personally known to me or [] has provided _____ as identification, and who did / did not take an oath.

NOTARY PUBLIC



DAHPNE GILLYARD
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG327647
Expires 8/20/2023

Daphne Gillyard
Print Name: Daphne Gillyard
Notary Public, State of Florida
Commission No.: GG327647
My Commission Expires: 8/20/2023

EXHIBIT A: Mailed Notice

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee

\$

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$
- Return Receipt (electronic) \$
- Certified Mail Restricted Delivery \$
- Adult Signature Required \$
- Adult Signature Restricted Delivery \$

Postmark
Here

Postage

\$

Total Pos

\$

Sent To

Street and

City, State

WCI COMMUNITIES LLC
9440 PHILLIPS HWY STE 7
JACKSONVILLE FL 32256-0000

7020 2450 0002 0734 0051

EXHIBIT A

Stillwater Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

VIA U.S. MAIL – CERTIFIED/RETURN RECEIPT

December 11, 2020

WCI COMMUNITIES LLC
9440 PHILLIPS HWY STE 7
JACKSONVILLE FL 32256-0000

***RE: Stillwater Community Development District
Notice of Hearing on Assessments to Property
Parcel ID # 0098600050***

Dear Property Owner:

You are receiving this notice because St. Johns County tax records indicate that you are a property owner within the Stillwater Community Development District (the “District”). The District is a special-purpose unit of local government that was established pursuant to Chapter 190, *Florida Statutes*. The property you own that is the subject of this notice is identified above and also identified in **Exhibit A** attached hereto.

At the December 3, 2020 meeting of the District’s Board of Supervisors, the District approved the *Report of District Engineer* dated November 2020 (the “Master Improvement Plan” or “Capital Improvement Plan”), that describes the nature of the improvements that may be built or acquired by the District that benefit lands within the District that are included within the development, including, but not limited to, stormwater management system, roadway improvements, portable water, sewer and reuse systems, landscaping and hardscaping improvements, and other improvements, all as more specifically described in the Master Improvement Plan (the “Improvements”). A courtesy copy of the Master Improvement Plan is attached hereto as **Exhibit B**. The total estimated cost of the Improvements is \$17,896,442.28. The District estimates that it will cost approximately \$22,655,000 to finance the entirety of the program of Improvements contemplated by the District, exclusive of fees and costs of collection or enforcement, discounts for early payment and the annual interest costs of the debt issued to finance the Improvements. As a property owner of assessable land within the District, the District intends to assess your property in the manner set forth in the District’s *Master Special Assessment Methodology Report* dated December 3, 2020 (the “Assessment Report”). For your review, we have enclosed a copy of the Assessment Report as **Exhibit C**, which includes a preliminary assessment roll. This Assessment Report was also approved in substantial form at the Board’s December 3, 2020 public meeting. Note that the assessment roll is created with information provided by St. Johns County.

December 11, 2020

RE: Notice of Public Hearing of Assessments to Property

The purpose of any such assessment is to secure the bonds anticipated to be issued to fund all or a portion of the Improvements. As described in more detail in the Assessment Report, the District's assessments will be levied against assessable lands within the District. Please consult the Assessment Report for more details.

The Assessment Report identifies each tax parcel identification number or parcel of property within the District and maximum assessments per parcel and platted unit for each land use category that is currently expected to be assessed. The method of allocating assessments for the Improvements to be funded by the District will initially be determined on an equal assessment per acre basis. At the time parcels are platted or otherwise subdivided into assessable units, individual assessments will be assigned to those parcels at the maximum per-unit amounts (determined according to the equivalent residential units, or "ERUs," assigned to each property type) described in Table 4 of the Assessment Report, thereby reducing the assessments encumbering the unplatted or unplanned land by a corresponding amount. Any unassigned amount of assessments encumbering the remaining unplatted or unplanned land will continue to be calculated and levied on an equal assessment per acre basis. The methodology is explained in more detail in the Assessment Report. Also as described in more detail in the Assessment Report, the District's assessments will be levied against assessable lands within the District. Please consult the Assessment Report for more details.

As the owner of property within the District subject to assessments, the maximum total amount to be levied against property that you own is reflected on the preliminary assessment roll attached to the Assessment Report, exclusive of fees and costs of collection or enforcement, discounts for early payment and the annual interest costs of the debt issued to finance the Improvements. The total amount to be levied against each parcel is detailed in the Assessment Report incorporated herein by this reference, as such Assessment Report may be amended at the below referenced hearing. Notwithstanding the description of the Maximum Assessments herein, landowners will not have a payment obligation until the issuance of bonds, at which time the assessment amounts securing those bonds, as well as a collection protocol, will be determined. The amount of assessments actually allocated to your property in connection with any issuance of bonds will be determined by supplemental assessment resolution but will not exceed the amounts set forth herein. Please note that the preceding statement applies to only capital assessments, and shall have no effect on the ability of the District to levy assessments and collect payments related to the operations and maintenance of the District. The assessment amounts may be amended at the below referenced hearing. However, the total amount of the assessments on each platted lot over thirty (30) years may be higher or lower depending on the actual terms of bonds issued. The total maximum annual revenue that the District will collect by these assessments for your property is anticipated to be \$1,676,115.87, inclusive of anticipated fees and costs of collection and enforcement, discounts for early payment, and the annual interest costs of the debt issued to finance the Improvements. The proposed maximum annual schedule of assessments is as follows ("Maximum Assessments"):

December 11, 2020

RE: Notice of Public Hearing of Assessments to Property

Lot Type	No. of Units	ERU	Maximum Principal per Unit*	Maximum Annual Installment*
SF 40'	208	0.80	\$39,477.24	\$2,920.70
SF 50'	203	1.00	\$49,346.55	\$3,650.87
Villas	138	0.65	\$32,075.26	\$2,373.07

**Inclusive of anticipated fees and costs of collection and enforcement, discounts for early payment, and the annual interest costs of the debt anticipated to be issued to finance the Improvements.*

All amounts stated herein are subject to change and/or final determination at the public hearings and meeting identified above.

The assessments may appear on your regular tax bill issued by the St. Johns County Tax Collector. However, the District may in its discretion at any time choose instead to directly collect these assessments. As provided in the Assessment Report, the assessments will constitute a lien against your property that may be prepaid in accordance with Chapter 170, *Florida Statutes*, or may be paid in not more than thirty (30) annual installments. For delinquent assessments that were initially directly billed by the District, the District may initiate a foreclosure action or may place the delinquent assessments on the next year's county tax bill. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices. **It is important to pay your assessment since failure to pay will cause a tax certificate to be issued against the property which may result in loss of title, or for direct billed assessments, may result in a foreclosure action, which also may result in a loss of title.**

In accordance with Chapters 170, 190 and 197, *Florida Statutes*, this letter is to notify you that a public hearing for the above-mentioned assessments will be held on **January 14, 2021, at 1:30 p.m., at St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084.** At this hearing, the Board will sit as an equalizing board to hear and consider testimony from any interested property owners as to the propriety and advisability of making the Improvements, or some phase thereof, as to the cost thereof, as to the manner of payment thereof, and as to the amount thereof to be assessed against each property so improved. At the conclusion of the public hearings, the Board will, by resolution, levy assessments as finally approved by the Board. **All affected property owners have the right to appear at the public hearings / meeting and the right to file written objections with the District within twenty (20) days of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that**

December 11, 2020

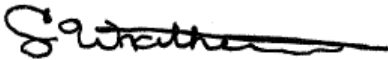
RE: Notice of Public Hearing of Assessments to Property

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.

Also on **January 14, 2021, at 1:30 p.m., at St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084**, the Board will hold a regular public meeting to consider any other business that may lawfully be considered by the District. The Board meeting and hearings are open to the public and will be conducted in accordance with the provisions of Florida law. The Board meeting and/or the public hearings may be continued in progress to a date and time certain announced at the meeting and/or hearings.

Information concerning the assessments and copies of applicable documents are on file and available during normal business hours at the District's Records Office, located at Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33410, or by contacting the District Manager at (561) 571-0010. You may appear at the hearing or submit your comments in advance to the attention of the District Manager at its address above.

Sincerely,



Craig Wrathell
District Manager

Enclosures:

- Exhibit A: Property Legal Description
- Exhibit B: *Report of District Engineer*, dated November, 2020
- Exhibit C: *Master Special Assessment Methodology Report*, dated December 3, 2020

Exhibit A: Property Legal Description


LEGAL DESCRIPTION

SOUTH PARCEL

A PORTION OF SECTIONS 11, 13, 14, 23, AND 24, TOWNSHIP 5 SOUTH, RANGE 27 EAST, ST. JOHNS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWEST CORNER OF LOT 37, AS SHOWN ON THE PLAT OF WILDFIRE PINES ONE AT CIMARRONE GOLF & COUNTRY CLUB, RECORDED IN MAP BOOK 39, PAGE 65 THROUGH 70, INCLUSIVE OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTHERLY AND SOUTHEASTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FOUR (4) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 09°55'18" EAST, 149.78 FEET; COURSE NO. 2: SOUTH 30°00'21" EAST, 640.24 FEET; COURSE NO. 3: SOUTH 51°51'44" EAST, 107.78 FEET; COURSE NO. 4: SOUTH 30°03'39" EAST, 79.25 FEET, TO THE WESTERLY LINE OF THOSE LANDS DESIGNATED GOLF PARCEL "E", DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1422, PAGE 624 OF SAID PUBLIC RECORDS; THENCE SOUTHEASTERLY AND SOUTHERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FIVE (5) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 10°11'33" EAST, 113.83 FEET; COURSE NO. 2: SOUTH 49°23'59" EAST, 116.82 FEET; COURSE NO. 3: SOUTH 30°03'39" EAST, 601.66 FEET; COURSE NO. 4: SOUTH 16°18'24" EAST, 36.43 FEET; COURSE NO. 5: SOUTH 22°13'33" EAST, 50.85 FEET; THENCE SOUTH 15°45'43" EAST, 463.11 FEET, TO THE NORTHERLY PROLONGATION OF THE WESTERLY LINE OF THE PLAT OF CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, RECORDED IN MAP BOOK 23, PAGES 8 THROUGH 14, INCLUSIVE OF SAID PUBLIC RECORDS; THENCE SOUTH 01°41'43" EAST, ALONG LAST SAID LINE AND ALONG THE WESTERLY LINE OF SAID CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, 197.29 FEET; THENCE SOUTHERLY AND SOUTHWESTERLY, CONTINUING ALONG SAID WESTERLY LINE OF CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, RUN THE FOLLOWING NINE (9) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 00°44'20" WEST, 247.20 FEET; COURSE NO. 2: SOUTH 06°30'22" EAST, 258.30 FEET; COURSE NO. 3: SOUTH 14°05'45" EAST, 332.96 FEET; COURSE NO. 4: SOUTH 13°18'23" EAST, 314.43 FEET; COURSE NO. 5: SOUTH 06°37'12" EAST, 427.25 FEET; COURSE NO. 6: SOUTH 10°49'58" EAST, 249.31 FEET; COURSE NO. 7: SOUTH 02°40'51" EAST, 266.39 FEET; COURSE NO. 8: SOUTH 23°41'07" WEST, 397.27 FEET; COURSE NO. 9: SOUTH 15°58'40" WEST, 336.82 FEET, TO THE NORTHWESTERLY LINE OF THOSE LANDS DESIGNATED GOLF PARCEL "B", DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1422, PAGE 624 OF SAID PUBLIC RECORDS; THENCE SOUTHWESTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE (3) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 15°30'08" WEST, 179.84 FEET; COURSE NO. 2: SOUTH 37°30'13" WEST, 291.42 FEET; COURSE NO. 3: SOUTH 32°02'23" WEST, 121.77 FEET; THENCE SOUTH 41°49'25" WEST, CONTINUING ALONG LAST SAID LINE AND ALONG THE NORTHWESTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3234, PAGE 1257 OF SAID PUBLIC RECORDS, 500.27 FEET, TO THE NORTHEASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1700, PAGE 112 OF SAID PUBLIC RECORDS; THENCE NORTH 42°31'56" WEST, ALONG LAST SAID LINE, 50.00 FEET, TO THE NORTHWESTERLY LINE OF LAST SAID LANDS; THENCE SOUTH 47°41'19" WEST, ALONG LAST SAID LINE, 50.00 FEET, TO THE NORTHERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3055, PAGE 248 OF SAID PUBLIC RECORDS; THENCE NORTHWESTERLY AND SOUTHWESTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE (3) COURSES AND DISTANCES: COURSE NO. 1: NORTH 42°23'34" WEST, 14.73 FEET; COURSE NO. 2: SOUTH 48°07'46" WEST, 189.64 FEET; COURSE NO. 3: SOUTH 39°11'57" WEST, 255.85 FEET, TO THE SOUTHWESTERLY LINE OF LAST SAID LANDS; THENCE SOUTH 42°31'56" EAST, ALONG LAST SAID LINE, 881.62 FEET, TO THE NORTHWESTERLY RIGHT OF WAY LINE OF COUNTY ROAD 210 (A 100 FOOT RIGHT OF WAY, AS NOW ESTABLISHED); THENCE SOUTH 47°27'37" WEST, ALONG LAST SAID LINE, 1970.03 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING SOUTHWESTERLY; THENCE SOUTHWESTERLY, CONTINUING ALONG LAST SAID LINE AND ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 427.46 FEET, AN ARC DISTANCE OF 99.64 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 54°08'17" WEST, 99.42 FEET, TO THE EASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4029, PAGE 659 OF SAID PUBLIC RECORDS, ALSO BEING THE EASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4089, PAGE 295 OF SAID PUBLIC RECORDS; THENCE NORTH 02°09'50" WEST, ALONG LAST SAID LINE AND ALONG THE EASTERLY LINE OF THE PLAT OF STONE CREEK LANDING, RECORDED IN MAP BOOK 78, PAGES 22 THROUGH 27, INCLUSIVE OF SAID PUBLIC RECORDS, 1024.84 FEET, TO THE NORTHERLY LINE OF SAID LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4029, PAGE 659, ALSO BEING THE NORTHERLY LINE OF SAID PLAT OF STONE CREEK LANDING; THENCE NORTH 89°13'00" WEST, ALONG LAST SAID LINE, 1296.71 FEET, TO THE NORTHEASTERLY LINE OF THOSE LANDS DESIGNATED HELOW TRACT, DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1307, PAGE 1419 OF SAID PUBLIC RECORDS; THENCE NORTH 61°45'29" WEST, ALONG LAST SAID LINE, 1455.91 FEET, TO THE EASTERLY RIGHT OF WAY LINE OF PROPOSED COUNTY ROAD NO. 223, AS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3329, PAGE 825, SAID PUBLIC RECORDS; THENCE NORTHEASTERLY AND NORTHERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FOUR (4) COURSES AND DISTANCES: COURSE NO. 1: NORTH 32°25'17" EAST, 1255.75 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING NORTHERLY; COURSE NO. 2: NORTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 1115.00 FEET, AN ARC DISTANCE OF 805.70 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 11°43'13" EAST, 788.28 FEET, TO THE POINT OF TANGENCY OF SAID CURVE; COURSE NO. 3: NORTH 08°58'50" WEST, 8445.56 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING NORTHERLY; COURSE NO. 4: NORTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 1115.00 FEET, AN ARC DISTANCE OF 163.68 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 13°11'10" WEST, 163.54 FEET, TO THE SOUTHERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 2586, PAGE 2, OF SAID PUBLIC RECORDS; THENCE SOUTH 87°48'21" EAST, ALONG LAST SAID LINE AND ALONG THE EASTERLY PROLONGATION THEREOF, 2094.10 FEET, TO THE NORTHEASTERLY LINE OF SAID PARCEL NO. 5; THENCE SOUTHERLY, SOUTHEASTERLY AND NORTHEASTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE COURSES AND DISTANCES: COURSE NO. 1: SOUTH 02°47'10" EAST, 423.96 FEET; COURSE NO. 2: SOUTH 30°31'08" EAST, 2270.93 FEET; COURSE NO. 3: NORTH 34°11'11" EAST, 760.71 FEET, TO THE POINT OF BEGINNING.

CONTAINING 728.78 ACRES, MORE OR LESS.

	LEGAL DESCRIPTION	DSGN BY: RDF	 MATTHEWS DESIGN GROUP P.O. BOX 3126, 7 WALDO STREET ST. AUGUSTINE, FL 32084 PHONE: 904.826.1334 • FAX: 904.826.4547 INFO@MIDGINC.COM
	STILLWATER	DWG BY: BDF	
ST. JOHNS COUNTY	CHK BY: ARA		
PREPARED FOR	DATE: 02/25/2020		
LENNAR HOMES, LLC	JOB No.: 19099		

**Exhibit B: *Report of District Engineer*, dated
November, 2020**

**Exhibit C: *Master Special Assessment Methodology
Report, dated December 3, 2020***

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

8C

STILLWATER
COMMUNITY DEVELOPMENT DISTRICT
Report of District Engineer
November 2020

Prepared for:

Stillwater

Community Development District

St. Johns, Florida

Prepared by:

Alex R. Acree, P.E.

Matthews Design Group, LLC

St. Augustine, Florida

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PERMIT STATUS	EXHIBIT C
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INTRODUCTION

The Stillwater Community Development District (the “District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes and Ordinance No. 2020-49 enacted by the St. Johns County Board of County Commissioners on October 20, 2020. The District encompasses approximately 728.78 acres, more or less, in the County of St. Johns, Florida (the “County”), and is located in Sections 11, 13, 14 23 & 24, Township 5 South, and Range 27 East. Primary access will be provided from County Road 210. Exhibit A is a Vicinity Map that represents the site location with an aerial and the surrounding road network.

Exhibit B provides a Metes & Bounds Boundary Description and Map of the District. The District is planned for a 550-unit age restricted development with associated infrastructure and a full 18-hole golf course (the “Community”). The majority of all construction and development activities associated with the Community are wholly contained within or in close proximity to the limits established for the District.

PURPOSE AND SCOPE

The District was established for the purpose of financing, acquiring, constructing, maintaining and operating all or a portion of the public infrastructure necessary for community development within the District described in more detail herein (the “CIP”). The purpose of this Report (as defined below) is to provide a description of the infrastructure improvements necessary for development activities, all or a portion of which are intended to be financed and/or acquired by the District. Specifically, the District will finance, acquire, construct, operate, and maintain a portion of the infrastructure improvements that are needed to serve the Community and allocate the costs for these infrastructure improvements to the property owners within the District.

WCI Communities (the “Developer”) is currently the owner of all the lands within the District and is the master developer of the Community. The proposed infrastructure improvements, as outlined herein, are necessary for the functional development of the lands within the District as required by the County. This Engineer’s Report (the “Report”) reflects the District’s present intentions. The implementation and completion of the CIP outlined in this Report requires final approval by the District’s Board of Supervisors, including the award of contracts for the construction or acquisition of the improvements. Cost estimates contained in this Report have been prepared based on the best available information, including bid documents and pay requests where available. These estimates may not reflect final engineering design or complete permitting. Actual costs will vary based upon final plans, design, planning, approvals from regulatory authorities, inflation, etc. Nevertheless, all costs contained herein may be reasonably expected to adequately fund the improvements described, and contingency costs as included are reasonable.

DEVELOPMENT DESCRIPTION

As stated, the lands within the District encompass approximately 728.78 acres. The District is planned for a 550-unit age restricted development with associated infrastructure and a full 18-hole golf course. Development will be controlled by the PUD Master Development Plan. County Road 210 will provide access to the District from the south and Veterans Parkway will provide access from the north. The District is primarily bound on the south by County Road 210 (County Road 244 East), bound on the west by future Veterans Parkway, bound on the north by an existing JEA Easement and Creekside High School, and bound on the east by existing wetlands and the Cimarrone Development.

LAND USE

The District is comprised solely within SJC Future Land Use Residential-B. The proposed land uses within the District consist of single-family residential (detached and attached), multi-family residential, active recreational open space, passive open space, golf course with amenities, private roadways, jurisdictional wetlands, wetland buffers, and stormwater management areas.

GOVERNMENTAL ACTIONS

On April 23, 2019, St. Johns County Board of County Commissioners approved and recorded the rezoning of the District lands to Planned Unit Development (PUD) by Ordinance No. 2018-15. Applications for development permits and approvals are being processed for the appropriate federal, state and county governmental agencies consistent with this Report and other local, state and federal regulations. A list of the significant approvals that are required is shown below. *See Exhibit C for status of permits.*

The following permits are required for the Community:

- **St. Johns County**
 - Clearing and Grading Approval
 - Small Adjustment/Incremental MDP
 - Concurrent Site/Development Subdivision Construction Plans (Phases 1, 2 & 3)
 - Site/Development Commercial Construction Plans
 - Final Plat Approval
 - Right-of-Way Construction Approval for Veterans Parkway South Extension
 - Right-of-Way Construction Approval for Veterans Parkway North Widening
- **Jacksonville Electric Authority (“JEA”)**
 - Utility Plan Approval (Phases 1, 2, 3 and Clubhouse Amenities)
 - Utility Plan Approval (Veterans Parkway South Extension)
- **Florida Department of Environmental Protection (FDEP)**
 - Permit to Construct Water Distribution Systems (Phases 1, 2, 3 and Veterans Parkway South)
 - Permit to Construct Wastewater Collection Systems (Phases 1, 2, 3 and Veterans Parkway South)
- **St. Johns River Water Management District**
 - Environmental Resource Permit (Phases 1, 2 & 3)
 - Environmental Resource Permit Modification (Veterans Parkway South Extension)
 - Environmental Resource Permit Modification (Veterans Parkway North Widening)

- **Army Corps of Engineers:**
 - Nationwide
 - US Fish & Wildlife Service

It is Matthews Design Group’s opinion that there are no technical reasons existing at this time which would prohibit the implementation of the plans for the Community as presented herein and that permits normally obtained by site development engineers, not heretofore issued and which are necessary to affect the improvements described herein, will be obtained during the ordinary course of development. The permit status for the development is summarized in Exhibit C included with this Report.

INFRASTRUCTURE BENEFIT

The project-wide public benefits are provided by infrastructure improvements that serve all development in the District. These public infrastructure improvements include: local roads, adjacent roadway improvements, wastewater, potable water, reclaimed water and irrigation systems, stormwater management improvements, and landscaping.

Incidental public benefits include those benefits to the general public who do not necessarily reside within the District. The general public will benefit from the District’s share of offsite transportation improvements and offsite utility extensions.

The proposed infrastructure improvements identified in this Report are intended to provide specific benefit to the assessable real property within the boundaries of the District. The construction and maintenance of the proposed infrastructure improvements are necessary for the development of the assessable property in the District and will benefit the property intended for development and the various uses previously described in this Report. As noted, the District may construct, acquire, own, and operate all or any portion of the CIP.

The District will operate and maintain some of the infrastructure improvements as noted in Table 1.

CAPITAL IMPROVEMENT PROGRAM

The District’s CIP includes infrastructure improvements that will provide special benefit to all lands within the District. Said improvements include earthwork, stormwater management facilities, internal roadways, hardscaping, landscaping, potable and reclaimed water transmission systems, wastewater collection and transmission facilities. The costs for engineering survey, design and inspection of these elements, other professional services associated with design and construction, permitting, as well as costs for legal and engineering services associated with administering some aspects of the CIP, have been included.

The CIP will also provide offsite infrastructure improvements that will benefit the District as well as adjacent developments, existing and future. These improvements include water and sewer main extensions, roadway extensions, and signalization improvements.

The estimated total cost of the CIP is \$17,896,442.28, refer to Exhibit D for a summary of the costs by infrastructure category for the CIP.

ROADWAYS

District Funded Offsite Roadways:

The approved PUD Ordinance No. 2019-15 requires certain off-site improvements to be completed as a condition of development of the Community. The District may fund these offsite improvements.

The current plan of development requires the following offsite transportation improvements; the costs of which are included in the estimated project costs in Exhibit D.

1. Roadway extension of Veterans Parkway South from the intersection of the Middlebourne Development to the proposed Stillwater Entrance
2. Right Turn Lane on CR 210

District Funded Internal Roadways:

The design of roadways within the District will comply with the St. John County Development Code and the PUD. Based on the current plan of development, the District will fund and construct a 2-lane roadway providing access to the developments within the District. No private roads will be funded by the District.

UTILITIES

The District will fund and construct the potable water distribution system, the wastewater collection and transmission system, the reclaimed water distribution systems, and the irrigation water systems. The District will also fund the underground electrical system.

Potable Water, Reclaimed Water and Wastewater

Utility ownership will be JEA and will be provided via the water, reuse and sewer extension along Veterans Parkway South and through the Community with connections to County Road 210. JEA will provide potable water and reclaimed water to the lands within the District and treat wastewater that originates from the District. When completed, JEA will own, operate and maintain the potable water distribution system, reclaimed water distribution system and wastewater collection and transmission system within the District. No laterals to the private lots will be financed by the District.

Irrigation Water

The landscaped roadways, and some parks, recreational, and common areas will be irrigated using irrigation systems connected to the reuse distribution system within the District. The District will own, operate and maintain the irrigation system. [Parks, recreational and common areas must be available to the general public.]

STORMWATER MANAGEMENT SYSTEM

The County and the St. Johns River Water Management District (“SJRWMD”) regulate the design criteria for the stormwater management system within the District. The District is located within the Trout Creek/Bowen Branch Watershed. The pre-development site runoff and water management conditions have been developed by the County and SJRWMD. The existing, onsite, naturally occurring wetlands have been delineated by SJRWMD and Army Corps Of Engineers.

The stormwater management system for the District focuses on utilizing the newly constructed ponds in the upland areas for stormwater treatment and attenuation.

The primary objectives of the stormwater management system for the District are:

1. To provide a stormwater conveyance and storage system, which includes stormwater quality treatment.
2. To adequately protect development within the District from regulatory-defined rainfall events.
3. To maintain existing wetlands and conservation areas.
4. To ensure that adverse stormwater impacts do not occur upstream or downstream as a result of the Development.
5. To satisfactorily accommodate stormwater runoff from adjacent off-site areas that naturally drains through the District. Accommodating existing drainage conditions are a requirement of more than one regulatory agency and are an integral part of the infrastructure improvements constructed with development projects.
6. To preserve the function of the floodplain storage during the 100-year storm event.

The stormwater management system provides a system for the District that optimizes the drainage, collection, treatment and attenuation of stormwater runoff.

The District will fund, construct and/or acquire the stormwater management system.

The stormwater collection and outfall systems will be a combination of site grading, earthwork, stabilization, inlets, pipe culverts, control structures, and wetland conservation areas. No grading or placement of fill on private lots will be financed by the District.

LANDSCAPE AND HARDSCAPE

Internal roads and some parks or open space will be irrigated and landscaped. All landscaped and hardscaped areas will be in compliance with County and PUD development criteria. The District will fund and construct the landscaping along the roads, the open space areas, retaining walls and landscape buffers within the District's boundary. The District will be responsible for maintenance of these items. Only parks and open space which is available to the general public will be financed by the District.

Stillwater signage and monumentation will also be funded and constructed by the District and maintained by the District.

RECREATIONAL FACILITIES

A full 18-hole golf course with associated amenities will be located within the District. These recreational facilities will not be funded by the District.

PROFESSIONAL SERVICES

Professional fees include civil engineering costs for master planning, site design, permitting, preparation of construction plans, inspection and survey costs for construction staking, preparation of record drawings and preparation of preliminary and final plats.

Professional fees also may include geotechnical costs for additional pre-design soil borings, underdrain analysis, soil stabilization, and construction testing, architectural costs for landscaping, fees associated with transportation planning and design, environmental consultation, irrigation system design and fees for permitting, as well as costs for legal and engineering services associated with the administration of the District's CIP.

CONTINGENCY

This category includes the cost for adjustments as a result of unexpected field conditions, additional requirements of governmental agencies, market conditions, and other unknown factors that may occur throughout the course of development and construction of the infrastructure. In general, the contingency amount is based on a percentage of the total infrastructure cost estimate.

OWNERSHIP AND MAINTENANCE

The ownership and maintenance responsibilities of the proposed infrastructure improvements are set forth below in the table.

Table 1: Ownership and Maintenance			
Proposed Infrastructure	Funding	Ownership	Maintenance
Clearing & Earthwork	CDD	CDD	CDD
Storm Drainage	CDD	CDD	CDD
Roadways and Sidewalks	CDD	CDD	CDD
Sanitary Sewer	CDD	JEA	JEA
Potable Water	CDD	JEA	JEA
Reclaimed Water	CDD	JEA	JEA
Landscaping	CDD	CDD	CDD
Entry Signage and Gates	CDD	CDD	CDD
Veterans North Roadway	CDD	SJC	SJC
Veterans South Roadway	CDD	SJC	SJC
County Road 210 Roadway	CDD	SJC	SJC

PROJECT COSTS

The estimated total cost of the CIP is \$17,896,442.28. Refer to Exhibit D for a summary of the costs by infrastructure category for the CIP.

SUMMARY AND CONCLUSION

The infrastructure, as outlined above, is necessary for the functional development of the District as required by the County, JEA, and the PUD. The planning and design of the infrastructure is in accordance with current governmental regulatory requirements. The infrastructure will provide its intended function so long as the construction is in substantial compliance with the design and permits. The benefit to the assessable lands within the District as a result of such public improvements will equal or exceed the costs of such improvements. The permits and regulatory approvals identified in this Report are sufficient for the completion of the CIP as described in the development plans. The platting, design and permitting for the development are ongoing at this time and there is no reason to believe such permitting will not be obtained.

Items of construction in this Report are based on preliminary quantities for the infrastructure construction as shown on the master plans, conceptual plans, and developing construction drawings and specifications. It is my professional opinion that the estimated infrastructure costs provided herein for the District CIP are reasonable to complete the construction of the infrastructure described herein and that these infrastructure improvements will benefit and add value to the assessable lands within the District. All such infrastructure costs are public improvements or community facilities as set forth in Section 190.012(1) and (2) of the Florida Statutes.

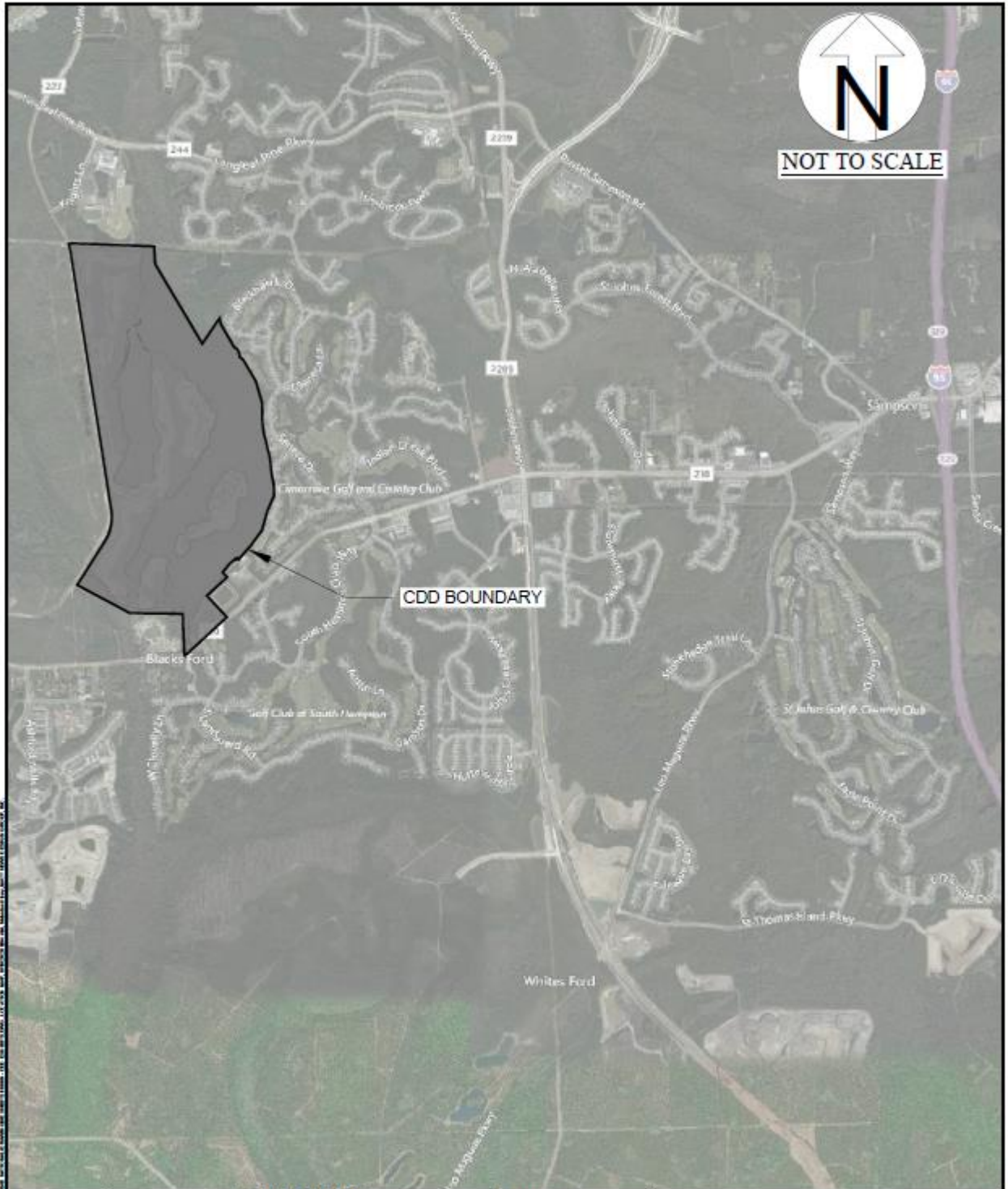
The total construction cost estimate for the infrastructure that has been developed in this Report is only an estimate and not a guaranteed maximum price. The estimated cost is based on recent cost information concerning construction and professional services for similar developments in this area of the County applied to the current plan of development. The labor market, future costs of equipment and materials, and the actual construction processes frequently vary and cannot be accurately forecasted. Due to this inherent opportunity for fluctuation in cost, the total final cost may be more or less than this estimate. In no event shall the District pay more than the lesser of the actual cost of such public improvements or its fair market value.

The Engineer recommends that in addition to the annual non-ad valorem assessments to be levied and collected to pay debt service on any proposed bonds, the District should also levy and collect an annual "Operating and Maintenance" assessment to be determined, assessed and levied by the District's Board of Supervisors upon the assessable real property within the District for the purpose of defraying the cost and expenses of maintaining District owned improvements.

Alex R. Acree, P.E

Stillwater Community Development District Engineer FL Registration No.: 73155

EXHIBIT A
LOCATION MAP




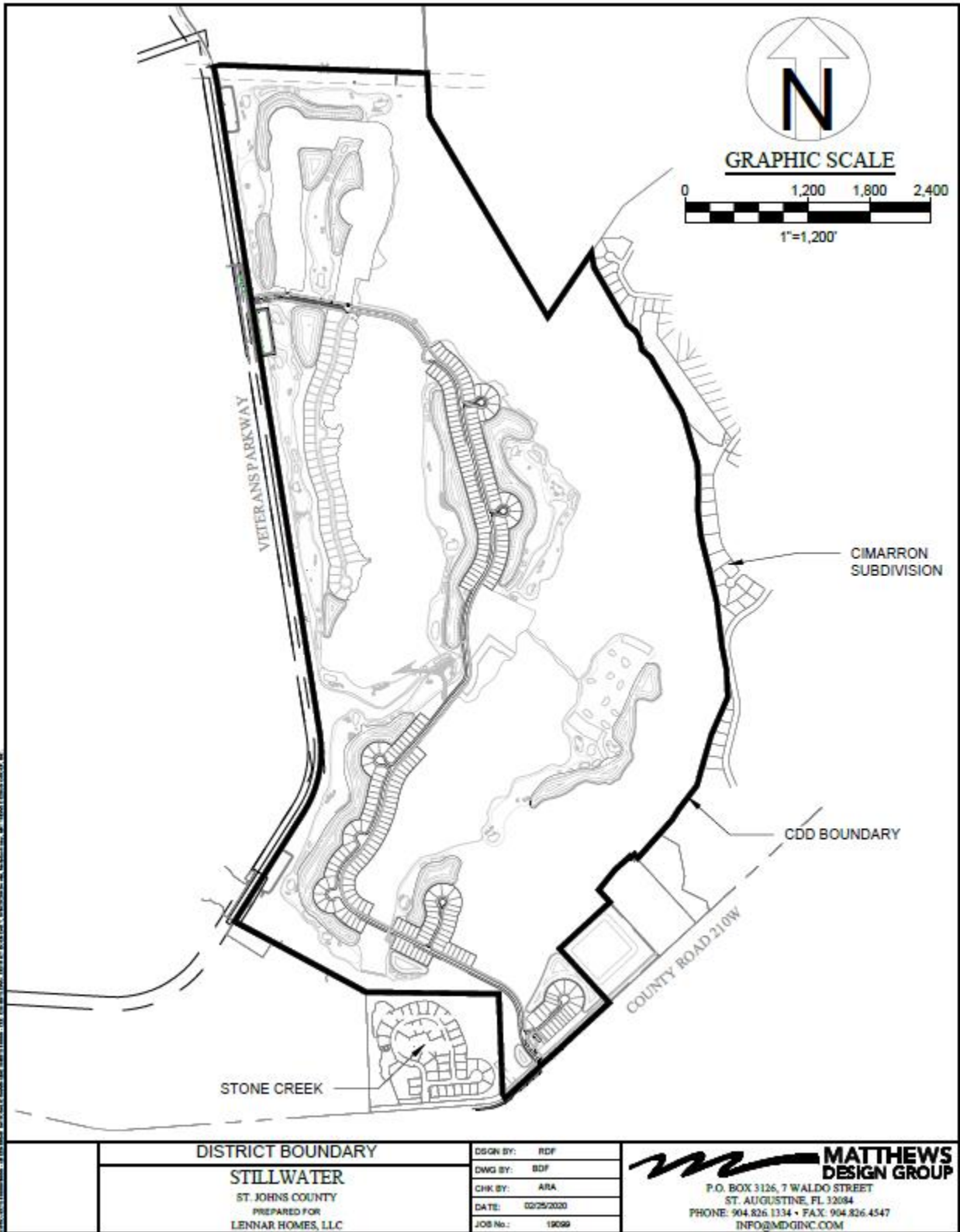
	LOCATION MAP	DSGN BY: RDF	 MATTHEWS DESIGN GROUP P.O. BOX 3126, 7 WALDO STREET ST. AUGUSTINE, FL 32084 PHONE: 904.826.1334 • FAX: 904.826.4547 INFO@MDGINC.COM
	STILLWATER	DWG BY: BDF	
	ST. JOHNS COUNTY	CHK BY: ARA	
	PREPARED FOR LENNAR HOMES, LLC	DATE: 02/25/2020	
		JOB No.: 19099	

EXHIBIT B

STILLWATER CDD BOUNDARY METES & BOUNDS DESCRIPTION AND MAP



DISTRICT BOUNDARY

STILLWATER

ST. JOHNS COUNTY
 PREPARED FOR
 LENNAR HOMES, LLC

DSGN BY:	RDF
DWG BY:	BDF
CHK BY:	ARA
DATE:	02/25/2020
JOB No.:	19099

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LEGAL DESCRIPTION

SOUTH PARCEL

A PORTION OF SECTIONS 11, 13, 14, 23, AND 24, TOWNSHIP 5 SOUTH, RANGE 27 EAST, ST. JOHNS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWEST CORNER OF LOT 37, AS SHOWN ON THE PLAT OF WILDFIRE PINES ONE AT CIMARRONE GOLF & COUNTRY CLUB, RECORDED IN MAP BOOK 39, PAGE 65 THROUGH 70, INCLUSIVE OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTHERLY AND SOUTHEASTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FOUR (4) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 09°55'18" EAST, 149.78 FEET; COURSE NO. 2: SOUTH 30°00'21" EAST, 640.24 FEET; COURSE NO. 3: SOUTH 51°51'44" EAST, 107.78 FEET; COURSE NO. 4: SOUTH 30°03'39" EAST, 79.25 FEET, TO THE WESTERLY LINE OF THOSE LANDS DESIGNATED GOLF PARCEL "E", DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1422, PAGE 624 OF SAID PUBLIC RECORDS; THENCE SOUTHEASTERLY AND SOUTHERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FIVE (5) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 10°11'33" EAST, 113.83 FEET; COURSE NO. 2: SOUTH 49°23'59" EAST, 116.82 FEET; COURSE NO. 3: SOUTH 30°03'39" EAST, 601.66 FEET; COURSE NO. 4: SOUTH 16°18'24" EAST, 36.43 FEET; COURSE NO. 5: SOUTH 22°13'33" EAST, 50.85 FEET; THENCE SOUTH 15°45'43" EAST, 463.11 FEET, TO THE NORTHERLY PROLONGATION OF THE WESTERLY LINE OF THE PLAT OF CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, RECORDED IN MAP BOOK 23, PAGES 8 THROUGH 14, INCLUSIVE OF SAID PUBLIC RECORDS; THENCE SOUTH 01°41'43" EAST, ALONG LAST SAID LINE AND ALONG THE WESTERLY LINE OF SAID CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, 197.29 FEET; THENCE SOUTHERLY AND SOUTHWESTERLY, CONTINUING ALONG SAID WESTERLY LINE OF CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, RUN THE FOLLOWING NINE (9) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 00°44'20" WEST, 247.20 FEET; COURSE NO. 2: SOUTH 06°30'22" EAST, 258.30 FEET; COURSE NO. 3: SOUTH 14°05'45" EAST, 332.96 FEET; COURSE NO. 4: SOUTH 13°18'23" EAST, 314.43 FEET; COURSE NO. 5: SOUTH 06°37'12" EAST, 427.25 FEET; COURSE NO. 6: SOUTH 10°49'58" EAST, 249.31 FEET; COURSE NO. 7: SOUTH 02°40'51" EAST, 266.39 FEET; COURSE NO. 8: SOUTH 23°41'07" WEST, 397.27 FEET; COURSE NO. 9: SOUTH 15°58'40" WEST, 336.82 FEET, TO THE NORTHWESTERLY LINE OF THOSE LANDS DESIGNATED GOLF PARCEL "B", DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1422, PAGE 624 OF SAID PUBLIC RECORDS; THENCE SOUTHWESTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE (3) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 15°30'08" WEST, 179.84 FEET; COURSE NO. 2: SOUTH 37°30'13" WEST, 291.42 FEET; COURSE NO. 3: SOUTH 32°02'23" WEST, 121.77 FEET; THENCE SOUTH 41°49'25" WEST, CONTINUING ALONG LAST SAID LINE AND ALONG THE NORTHWESTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3234, PAGE 1257 OF SAID PUBLIC RECORDS, 500.27 FEET, TO THE NORTHEASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1700, PAGE 112 OF SAID PUBLIC RECORDS; THENCE NORTH 42°31'56" WEST, ALONG LAST SAID LINE, 50.00 FEET, TO THE NORTHWESTERLY LINE OF LAST SAID LANDS; THENCE SOUTH 47°41'19" WEST, ALONG LAST SAID LINE, 50.00 FEET, TO THE NORTHERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3055, PAGE 248 OF SAID PUBLIC RECORDS; THENCE NORTHWESTERLY AND SOUTHWESTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE (3) COURSES AND DISTANCES: COURSE NO. 1: NORTH 42°23'34" WEST, 14.73 FEET; COURSE NO. 2: SOUTH 48°07'46" WEST, 189.64 FEET; COURSE NO. 3: SOUTH 39°11'57" WEST, 255.85 FEET, TO THE SOUTHWESTERLY LINE OF LAST SAID LANDS; THENCE SOUTH 42°31'56" EAST, ALONG LAST SAID LINE, 881.62 FEET, TO THE NORTHWESTERLY RIGHT OF WAY LINE OF COUNTY ROAD 210 (A 100 FOOT RIGHT OF WAY, AS NOW ESTABLISHED); THENCE SOUTH 47°27'37" WEST, ALONG LAST SAID LINE, 1970.03 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING SOUTHWESTERLY; THENCE SOUTHWESTERLY, CONTINUING ALONG LAST SAID LINE AND ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 427.46 FEET, AN ARC DISTANCE OF 99.64 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 54°08'17" WEST, 99.42 FEET, TO THE EASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4029, PAGE 659 OF SAID PUBLIC RECORDS, ALSO BEING THE EASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4089, PAGE 295 OF SAID PUBLIC RECORDS; THENCE NORTH 02°09'50" WEST, ALONG LAST SAID LINE AND ALONG THE EASTERLY LINE OF THE PLAT OF STONE CREEK LANDING, RECORDED IN MAP BOOK 78, PAGES 22 THROUGH 27, INCLUSIVE OF SAID PUBLIC RECORDS, 1024.84 FEET, TO THE NORTHERLY LINE OF SAID LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4029, PAGE 659, ALSO BEING THE NORTHERLY LINE OF SAID PLAT OF STONE CREEK LANDING; THENCE NORTH 89°13'00" WEST, ALONG LAST SAID LINE, 1296.71 FEET, TO THE NORTHEASTERLY LINE OF THOSE LANDS DESIGNATED HELOW TRACT, DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1307, PAGE 1419 OF SAID PUBLIC RECORDS; THENCE NORTH 61°45'29" WEST, ALONG LAST SAID LINE, 1455.91 FEET, TO THE EASTERLY RIGHT OF WAY LINE OF PROPOSED COUNTY ROAD NO. 223, AS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3329, PAGE 825, SAID PUBLIC RECORDS; THENCE NORTHEASTERLY AND NORTHERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FOUR (4) COURSES AND DISTANCES: COURSE NO. 1: NORTH 32°25'17" EAST, 1255.75 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING NORTHERLY; COURSE NO. 2: NORTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 1115.00 FEET, AN ARC DISTANCE OF 805.70 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 11°43'13" EAST, 788.28 FEET, TO THE POINT OF TANGENCY OF SAID CURVE; COURSE NO. 3: NORTH 08°58'50" WEST, 8445.56 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING NORTHERLY; COURSE NO. 4: NORTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 1115.00 FEET, AN ARC DISTANCE OF 163.68 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 13°11'10" WEST, 163.54 FEET, TO THE SOUTHERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 2586, PAGE 2, OF SAID PUBLIC RECORDS; THENCE SOUTH 87°48'21" EAST, ALONG LAST SAID LINE AND ALONG THE EASTERLY PROLONGATION THEREOF, 2094.10 FEET, TO THE NORTHEASTERLY LINE OF SAID PARCEL NO. 5; THENCE SOUTHERLY, SOUTHEASTERLY AND NORTHEASTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE COURSES AND DISTANCES: COURSE NO. 1: SOUTH 02°47'10" EAST, 423.96 FEET; COURSE NO. 2: SOUTH 30°31'08" EAST, 2270.93 FEET; COURSE NO. 3: NORTH 34°11'11" EAST, 760.71 FEET, TO THE POINT OF BEGINNING.

CONTAINING 728.78 ACRES, MORE OR LESS.


	LEGAL DESCRIPTION	DSGN BY: RDF	 MATTHEWS DESIGN GROUP P.O. BOX 3126, 7 WALDO STREET ST. AUGUSTINE, FL 32084 PHONE: 904.826.1334 • FAX: 904.826.4547 INFO@MDDGNC.COM
	STILLWATER	DWG BY: BDF	
ST. JOHNS COUNTY	CHK BY: ARA		
PREPARED FOR	DATE: 02/25/2020		
LENNAR HOMES, LLC	JOB No.: 19099		

EXHIBIT C

PERMIT STATUS

EXHIBIT C
PERMIT STATUS

Agency	P ERMIT T YPE	Permit Number	Issue Date
St. Johns County	Rezoning	PUD ORD 2019-15	4/23/2019
	Clearing and Grading	CGCP 2019-12	1/23/2020
	Small Adjustment	SMADJ 2020-05	3/23/2020
	Site Development & Construction Plans – Phase 1	SUBCON 2019-41	8/24/2020
	Site Development & Construction Plans – Phase 1 Modification	MODCP 2020-107	
	Site Development & Construction Plans – Phase 2	SUBCON	
	Site Development & Construction Plans – Phase 3	SUBCON	
	Site Development & Construction Plans – Amenities	COMM 2020-	
	Plat Phase 1A	PLAT 2020-47	
	Plat Phase 1B	PLAT	
	Plat Phase 1C	PLAT	
	Plat Phase 2	PLAT	
	Plat Phase 3	PLAT	
	Veterans South	RWCONST 2020-04	9/30/2020
	Veterans North	RWCONST 2020-16	
JEA	Utility Plan Approval (onsite)	2019-3087	4/2/2020
	Veterans South Utilities	2019-4389	7/20/2020
	Veterans North Utilities	2020-1070	11/6/2020
FDEP	Water Dist. System Permit (onsite)	P0159044-857-DSGP	4/29/2020
	Wastewater Dist. System Permit (onsite)	P0143628-395-DWC	5/6/2020
	Water Dist. System Permit (Veterans South)	P0159044-874-DSGP	8/11/2020
	Wastewater Dist. System Permit (Veterans South)	P0143628-409-DWC	8/12/2020
	Water Dist. System Permit (Veterans North)		
	Wastewater Dist. System Permit (Veterans North)		
SJRWMD	Env. Resource Permit (onsite)	90834-61	7/30/2020
	Env. Resource Permit Modification (onsite)	90834-	
	Env. Resource Permit Modification (Veterans South)	99377-7	
	Env. Resource Permit Modification (Veterans North)	92681-58	8/31/2020
ACOE	Nationwide Permit	SAJ-2011-02312 (SP-BJC)	8/4/2020
	US Fish & Wildlife Permit	GTC-19-00450	12/20/2019

EXHIBIT D

ESTIMATED COST OF CONSTRUCTION

EXHIBIT D
STILLWATER COMMUNITY DEVELOPMENT DISTRICT
ESTIMATED COSTS OF CONSTRUCTION

Improvement Category	Total Cost	Funded By	Owned By	Operated/ Maintained By
Clearing & Earthwork	\$ 991,592.69	CDD	CDD	CDD
Storm Drainage	\$ 1,622,336.42	CDD	CDD	CDD
Roadways, Sidewalk and Grassing	\$ 1,802,203.65	CDD	CDD	CDD
Sanitary Sewer	\$ 2,160,002.44	CDD	JEA	JEA
Water	\$ 760,815.73	CDD	JEA	JEA
Reclaim	\$ 674,052.47	CDD	JEA	JEA
Landscaping	\$ 624,652.74	CDD	CDD	CDD
Entry Signage	\$ 2,500,000.00	CDD	CDD	CDD
Veterans South Roadway Improvements	\$ 4,200,000.00	CDD	SJC	SJC
County Road 210 Roadway Improvements	\$ 119,438.85	CDD	SJC	SJC
Consultant Soft Costs	\$ 814,398.00	CDD	N/A	N/A
Contingency (10%)	\$ 1,626,949.30	CDD	N/A	N/A
Total	\$ 17,896,442.28			

53737875v2/188512.010100

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

8D

STILLWATER COMMUNITY DEVELOPMENT DISTRICT

Master Special Assessment Methodology Report

December 3, 2020



Provided by:

Wrathell, Hunt and Associates, LLC

2300 Glades Road, Suite 410W

Boca Raton, FL 33431

Phone: 561-571-0010

Fax: 561-571-0013

Website: www.whhassociates.com

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1.0 Introduction

1.1 Purpose

This Master Special Assessment Methodology Report (the “Report”) was developed to provide a master financing plan and a master special assessment methodology for the Stillwater Community Development District (the “District”), located in unincorporated St. Johns County, Florida, as related to funding the costs of the acquisition and construction of master public infrastructure improvements contemplated to be provided by the District.

1.2 Scope of the Report

This Report presents projections for financing the District’s public infrastructure improvements (the “Capital Improvement Plan”) as described in the Engineering Report of Mathews Design Group, LLC dated November 2020 (the “Engineer’s Report”), as well as describes the method for the allocation of special benefits and the apportionment of special assessment debt resulting from the provision and funding of the Capital Improvement Plan.

1.3 Special Benefits and General Benefits

Improvements undertaken and funded by the District as part of the Capital Improvement Plan create special and peculiar benefits, different in kind and degree than general benefits, for properties within its borders as well as general benefits to the public at large. However, as discussed within this Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits which accrue to property within the District. The District’s Capital Improvement Plan enables properties within its boundaries to be developed.

There is no doubt that the general public, property owners, and property outside the District will benefit from the provision of the Capital Improvement Plan. However, these benefits are only incidental since the Capital Improvement Plan is designed solely to provide special benefits peculiar to property within the District. Properties outside the District are not directly served by the Capital Improvement Plan and do not depend upon the Capital Improvement Plan to obtain or to maintain their development entitlements. This fact alone clearly distinguishes the special benefits which District properties receive compared to those lying outside of the District’s boundaries.

The Capital Improvement Plan will provide infrastructure and improvements which are all necessary in order to make the lands within the District developable and saleable. The installation of such improvements will cause the value of the developable and saleable lands within the District to increase by more than the sum of the financed cost of the individual components of the Capital Improvement Plan. Even though the exact value of the benefits provided by the Capital Improvement Plan is hard to estimate at this point, it is without doubt greater than the costs associated with providing same.

1.4 Organization of the Report

Section Two describes the development program as proposed by the Developer, as defined below.

Section Three provides a summary of the Capital Improvement Plan as determined by the District Engineer.

Section Four discusses the current financing program for the District.

Section Five discusses the special assessment methodology for the District.

2.0 Development Program

2.1 Overview

The District serves the Stillwater development (the “Development” or “Stillwater”), a master planned, residential development located in unincorporated St. Johns County, Florida. The land within the District consists of approximately 728.78 +/- acres and is generally located in Sections 11, 13, 14, 23 & 24, Township 5 South, and Range 27 East. Primary access will be provided from County Road 210.

2.2 The Development Program

The development of Stillwater is anticipated to be conducted by WCI Communities, LLC of Jacksonville or its affiliates (the “Developer”). Based upon the information provided by the Developer, the current development plan envisions a total of 549 single-family (SF) residential units developed in five (5) phases (1a,

1b, 1c, 2 and 3), although land use types and unit numbers may change throughout the development period. Table 1 in the *Appendix* illustrates the development plan for the District.

3.0 The Capital Improvement Plan

3.1 Overview

The public infrastructure costs to be funded by the District are described by the District Engineer in the Engineer's Report. Only public infrastructure that may qualify for bond financing by the District under Chapter 190, Florida Statutes and under the Internal Revenue Code of 1986, as amended, was included in these estimates.

3.2 Capital Improvement Plan

The Capital Improvement Plan needed to serve the Development is projected to consist of clearing & earthwork, storm drainage, roadways, sidewalks, sanitary sewer, water, reclaim, landscaping, entry signage, Veterans South Roadway improvements, County Road 210 roadway improvements, consultant soft costs, and contingencies all as set forth in more detail in the Engineer's Report.

All of the infrastructure included in the Capital Improvement Plan will comprise an interrelated system of improvements, which means that all of the improvements will serve the entire District and all improvements will be interrelated such that they will reinforce one another. At the time of this writing, the total costs of the Capital Improvement Plan are estimated at \$17,896,442.28. Table 2 in the *Appendix* illustrates the specific components of the Capital Improvement Plan and their costs.

4.0 Financing Program

4.1 Overview

As noted above, the District is embarking on a program of capital improvements which will facilitate the development of lands within the District. Generally, construction of public improvements is either funded by the Developer and then acquired by the District or funded directly by the District. The choice of the exact mechanism for providing public infrastructure has not yet been made at the time

of this writing, and the District may either acquire the public infrastructure from the Developer or construct it, or even partly acquire it and partly construct it.

Even though the actual financing plan may change to include multiple series of bonds, it is likely that in order to fully fund the costs of the Capital Improvement Plan as described in *Section 3.2* in one financing transaction, the District would have to issue approximately \$22,655,000 in par amount of special assessment bonds (the "Bonds").

Please note that the purpose of this Report is to allocate the benefit of the Capital Improvement Plan to the various land uses in the District and based on such benefit allocation to apportion the maximum debt necessary to fund the Capital Improvement Plan. The discussion of the structure and size of the indebtedness is based on various estimates and is subject to change.

4.2 Types of Bonds Proposed

The proposed financing plan for the District provides for the issuance of the Bonds in the principal amount of \$22,655,000 to finance Capital Improvement Plan at an estimated cost of \$17,896,442.28. The Bonds as projected under this master financing plan would be structured to be amortized in 30 annual installments following a maximum 24-month capitalized interest period. Interest payments on the Bonds would be made every June 15 and December 15, and principal payments on the Bonds would be made either every June 15 or December 15.

In order to finance the improvement costs, the District would need to borrow more funds and incur indebtedness in the total amount of \$22,655,000. The difference is comprised of debt service reserve, capitalized interest, and costs of issuance, including the underwriter's discount. Preliminary sources and uses of funding for the Bonds are presented in Table 3 in the *Appendix*.

Please note that the structure of the Bonds as presented in this Report is preliminary and may change due to changes in the development program, market conditions, timing of infrastructure installation as well as for other reasons. The District maintains complete flexibility as to the structure of the Bonds and reserves the right to modify it as necessary.

5.0 Assessment Methodology

5.1 Overview

The issuance of the Bonds provides the District with funds necessary to construct/acquire the master infrastructure improvements which comprise the Capital Improvement Plan outlined in *Section 3.2* and described in more detail by the District Engineer in the Engineer's Report. These improvements lead to special and general benefits, with special benefits accruing to properties within the boundaries of the District. General benefits accrue to areas outside the District, but are only incidental in nature. The debt incurred in financing the public infrastructure will be secured by assessing properties that derive special and peculiar benefits from the Capital Improvement Plan. All properties that receive special benefits from the Capital Improvement Plan will be assessed for their fair share of the debt issued in order to finance the Capital Improvement Plan.

5.2 Benefit Allocation

The current development plan for the District envisions the development of a total of 549 SF residential units developed in five (5) phases, although unit numbers, land uses and product types may change throughout the development period.

The master public infrastructure included in the Capital Improvement Plan will comprise an interrelated system of improvements, which means that all of the improvements will serve the entire District and such public improvements will be interrelated such that they will reinforce each other and their combined benefit will be greater than the sum of their individual benefits. All of the product types within the District will benefit from each infrastructure improvement category, as the improvements provide basic infrastructure to all product types within the District and benefit all product types within the District as an integrated system of improvements.

As noted in *Section 5.8* hereof, the District reserves the right to issue multiple series of bonds to finance the various phases of development. As a result, the District may create separate assessment areas with related bond assessments that will secure separate series of bonds.

As stated previously, the public infrastructure improvements included in the Capital Improvement Plan have a logical connection

to the special and peculiar benefits received by the land within the District, as without such improvements, the development of the properties within the District would not be possible. Based upon the connection between the improvements and the special and peculiar benefits to the land within the District, the District can assign or allocate a portion of the District's debt through the imposition of non-ad valorem assessments, to the land receiving such special and peculiar benefits. Even though these special and peculiar benefits are real and ascertainable, the precise amount of the benefit cannot yet be calculated with mathematical certainty. However, such benefit is more valuable than the cost of, or the actual non-ad valorem assessment amount levied on that parcel.

This Report proposes to allocate the benefit associated with the Capital Improvement Plan to the different product types proposed to be developed within the District in proportion to their density of development and intensity of use of infrastructure as measured by a standard unit called an Equivalent Residential Unit ("ERU"). Table 4 in the *Appendix* illustrates the ERU weights that are proposed to be assigned to the product types contemplated to be developed within the District based on the densities of development and the intensities of use of infrastructure, total ERU counts for each product type, and the share of the benefit received by each product type.

The rationale behind the different ERU weights is supported by the fact that generally and on average products with smaller lot sizes will use and benefit from the improvements which are part of the Capital Improvement Program less than products with larger lot sizes. For instance, generally and on average products with smaller lot sizes will produce less storm water runoff, may produce fewer vehicular trips, and may need less water/sewer capacity than products with larger lot sizes. Additionally, the value of the products with larger lot sizes is likely to appreciate by more in terms of dollars than that of the products with smaller lot sizes as a result of the implementation of the infrastructure improvements. As the exact amount of the benefit and appreciation is not possible to be calculated at this time, the use of ERU measures serves as a reasonable approximation of the relative amount of benefit received from the District's Capital Improvement Program.

Table 5 in the *Appendix* presents the apportionment of the assessment associated with the Bonds (the "Bond Assessment") to the various product types contemplated to be developed within the District in accordance with the ERU benefit allocation method

presented in Table 4. Table 5 also presents the annual levels of the Bond Assessment annual debt service assessments per unit.

No Bond Assessment is allocated herein to the recreational amenity or amenities or other common areas planned for the Development. Such amenities will be owned by the homeowners association and common areas will be owned and operated by the homeowners association, will be available for use by all of the residents of and lot owners within the District, and are considered a common element for the exclusive benefit of the residents and lot owners. Accordingly, any benefit to the amenities and common areas flows directly to the benefit of all platted lots in the District. As such, no Bond Assessment will be assigned to the amenities and common areas.

5.3 Assigning Bond Assessment

As the land in the District is not yet platted for its intended final use and the precise location of the various product types by lot or parcel is unknown, the Bond Assessment will initially be levied on all of the land in the District on an equal pro-rata gross acre basis and thus the total bonded debt in the amount of \$22,655,000 will be preliminarily levied on approximately 728.78 +/- gross acres at a rate of \$31,086.20 per gross acre.

When the land is platted, the Bond Assessment will be allocated to each platted parcel on a first platted-first assigned basis based on the planned use for that platted parcel as reflected in Table 5 in the *Appendix*. Such allocation of Bond Assessment from unplatted gross acres to platted parcels will reduce the amount of Bond Assessment levied on unplatted gross acres within the District.

In the event unplatted land (the "Transferred Property") is sold to a third party not affiliated with the Developer, the Bond Assessment will be assigned to such Transferred Property at the time of the sale based on the maximum total number of ERUs assigned by the Developer to that Transferred Property, subject to review by the District's methodology consultant, to ensure that any such assignment is reasonable, supported by current development rights and plans, and otherwise consistent with this Report. The owner of the Transferred Property will be responsible for the total Bond Assessment applicable to the Transferred Property, regardless of the total number of ERUs ultimately actually platted. This total Bond Assessment is fixed to the Transferred Property at the time of the sale. If the Transferred Property is subsequently sub-divided into smaller parcels, the total Bond Assessment initially allocated to

the Transferred Property will be re-allocated to the smaller parcels pursuant to the Methodology as described herein (i.e. equal assessment per gross acre until platting).

5.4 Lienability Test: Special and Peculiar Benefit to the Property

As first discussed in *Section 1.3*, Special Benefits and General Benefits, improvements undertaken by the District create special and peculiar benefits to certain properties within the District. The District's improvements benefit assessable properties within the District and accrue to all such assessable properties on an ERU basis.

Improvements undertaken by the District can be shown to be creating special and peculiar benefits to the property within the District. The special and peculiar benefits resulting from each improvement are:

- a. added use of the property;
- b. added enjoyment of the property;
- c. decreased insurance premiums; and
- d. increased marketability and value of the property.

The improvements which are part of the Capital Improvement Plan make the land in the District developable and saleable and when implemented jointly as parts of the Capital Improvement Plan, provide special and peculiar benefits which are greater than the benefits of any single category of improvements. These special and peculiar benefits are real and ascertainable, but not yet capable of being calculated and assessed in terms of numerical value; however, such benefits are more valuable than either the cost of, or the actual assessment levied for, the improvement or debt allocated to the parcel of land.

5.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay

A reasonable estimate of the proportion of special and peculiar benefits received by the various product types from the improvements is delineated in Table 4 (expressed as the ERU factors).

The apportionment of the assessments is fair and reasonable because it was conducted on the basis of consistent application of the methodology described in *Section 5.2* across all assessable property within the District according to reasonable estimates of the

special and peculiar benefits derived from the Capital Improvement Plan.

Accordingly, no acre or parcel of property within the District will be lienied for the payment of Bond Assessment more than the determined special benefit peculiar to that property.

5.6 True-Up Mechanism

The Assessment Methodology described herein is based on conceptual information obtained from the Developer prior to construction. As development occurs it is possible that the number of ERUs may change. The mechanism for maintaining the methodology over the changes is referred to as true-up.

This mechanism is to be utilized to ensure that the Bond Assessment on a per ERU basis never exceeds the initially allocated assessment as contemplated in the adopted assessment methodology. Bond Assessment per ERU preliminarily equals \$49,346.55 (\$22,655,000 in Bond Assessment divided by 459.10 ERUs) and may change based on the final bond sizing. If such changes occur, the Methodology is applied to the land based on the number of and type of units of particular product type within each and every parcel as signified by the number of ERUs.

As the land in the District is platted, the Bond Assessment is assigned to platted parcels based on the figures in Table 5 in the *Appendix*. If as a result of platting and apportionment of the Bond Assessment to the platted parcels, the Bond Assessment per ERU for land that remains unplatted remains equal to \$49,346.55, then no true-up adjustment will be necessary.

If as a result of platting and apportionment of the Bond Assessment to the platted parcels the Bond Assessment per ERU for land that remains unplatted equals less than \$49,346.55 (for instance as a result of a larger number of lots and/or substitution of larger lots for smaller lots) then the per ERU Bond Assessment for all parcels within the District will be lowered if that state persists at the conclusion of platting of all land within the District.

If, in contrast, as a result of platting and apportionment of the Bond Assessment to the platted parcels, the Bond Assessment per ERU for land that remains unplatted equals more than \$49,346.55¹ (for

¹ For example, if the first platting includes 100 SF 40' lots, which equates to a total allocation of \$3,947,723.81 in Bond Assessment, then the remaining unplatted land would be required to absorb 108 SF 40' lots, 203 SF 50' lots and 138 villas, or \$18,707,276.19 in Bond Assessment. If the remaining unplatted

instance as a result of a smaller number of lots and/or substitution of smaller lots for larger lots), taking into account any future development plans for the unplatted lands – in the District’s sole discretion and to the extent such future development plans are feasible, consistent with existing entitlements and governmental requirements, and reasonably expected to be implemented, then the difference in Bond Assessment plus accrued interest will be collected from the owner(s) of the property which platting caused the increase of assessment per ERU to occur, in accordance with the assessment resolution and/or a true-up agreement to be entered into between the District and the Developer, which will be binding on assignees.

The owner(s) of the property will be required to immediately remit to the Trustee a true-up payment equal to the difference between the actual Bond Assessment per ERU and \$49,346.55, multiplied by the actual number of ERUs plus accrued interest to the next succeeding interest payment date on the Bonds, unless such interest payment date occurs within 45 days of such true-up payment, in which case the accrued interest shall be paid to the following interest payment date (or such other time as set forth in the supplemental indenture for the applicable series of Bonds secured by the Bond Assessment).

In addition to platting of property within the District, any planned sale of an unplatted parcel to another builder or developer will cause the District to initiate a true-up test as described above to test whether the amount of the Bond Assessment per ERU for land that remains unplatted within the District remains equal to \$49,346.55. The test will be based upon the development rights as signified by the number of ERUs associated with such parcel that are transferred from seller to buyer. The District shall provide an estoppel or similar document to the buyer evidencing the amount of Bond Assessment transferred at sale.

5.7 Preliminary Assessment Roll

Based on the per gross acre assessment proposed in Section 5.2, the Bond Assessment of \$22,655,000 is proposed to be levied uniformly over the area described in Exhibit “A”. Excluding any capitalized interest period, debt service assessment shall be paid in thirty (30) annual installments.

land would only be able to absorb 105 SF 40’ lots, 203 SF 50’ lots and 138 villas, or \$18,588,844.48 in Bond Assessment, then a true-up, payable by the owner of the unplatted land, would be due in the amount of \$118,431.71 in Bond Assessment plus accrued interest, equal to 3 SF 40’ lots times \$39,477.24 per lot Bond Assessment for a SF 40’ lot.

5.8 Additional Items Regarding Bond Assessment Imposition and Allocation

This master assessment allocation methodology is intended to establish the necessary benefit and fair and reasonable allocation findings for a master assessment lien, which may give rise to one or more individual assessment liens relating to individual bond issuances necessary to fund all or a portion of the project(s) referenced herein. All such liens shall be within the benefit limits established herein and using the allocation methodology described herein, and shall be described in one or more supplemental reports.

As set forth in any supplemental report, and for any particular bond issuance, the land developer may opt to “buy down” the Bond Assessment on particular product types and/or lands using a contribution of cash, infrastructure or other consideration, and in order for Bond Assessment to reach certain target levels. Note that any “true-up,” as described herein, may require a payment to satisfy “true-up” obligations as well as additional contributions to maintain such target assessment levels. Any amounts contributed by the developer to pay down Bond Assessments will not be eligible for “deferred costs,” if any are provided for in connection with any particular bond issuance.

In the event that the CIP is not completed, required contributions are not made, additional benefitted lands are added to the District and/or assessment area(s), or under certain other circumstances, the District may elect to reallocate the special assessments, and the District expressly reserves the right to do so, provided however that any such reallocation shall not be construed to relieve any party of contractual or other obligations to the District.

6.0 Additional Stipulations

6.1 Overview

Wrathell, Hunt and Associates, LLC was retained by the District to prepare a methodology to fairly allocate the special assessments related to the District’s Capital Improvement Plan. Certain financing, development and engineering data was provided by members of District Staff and/or the Developer. The allocation Methodology described herein was based on information provided by those professionals. Wrathell, Hunt and Associates, LLC makes no representations regarding said information transactions beyond restatement of the factual information necessary for compilation of

this report. For additional information on the Bond structure and related items, please refer to the Offering Statement associated with this transaction.

Wrathell, Hunt and Associates, LLC does not represent the District as a Municipal Advisor or Securities Broker nor is Wrathell, Hunt and Associates, LLC registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Wrathell, Hunt and Associates, LLC does not provide the District with financial advisory services or offer investment advice in any form.

7.0 Appendix

Table 1

Stillwater

Community Development District

Development Plan

Unit Type	Number of Units
SF 40'	208
SF 50'	203
Villas	138
Total Residential	549

Table 2

Stillwater

Community Development District

Capital Improvement Program

Improvement	Cost
Clearing & Earthwork	\$991,592.69
Storm Drainage	\$1,622,336.42
Roadways and Sidewalk	\$1,802,203.65
Sanitary Sewer	\$2,160,002.44
Water	\$760,815.73
Reclaim	\$674,052.47
Landscaping	\$624,652.74
Entry Signage	\$2,500,000.00
Veterans South Roadway Improvements	\$4,200,000.00
County Road 210 Roadway Improvements	\$119,438.85
Consultant Soft Costs	\$814,398.00
Contingency	\$1,626,949.30
Total	\$17,896,442.28

Table 3

Stillwater

Community Development District

Preliminary Sources and Uses of Funds

Sources

Bond Proceeds:

Par Amount \$22,655,000

Total Sources	\$22,655,000
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Uses

Project Fund Deposits:

Project Fund \$17,896,442

Other Fund Deposits:

Debt Service Reserve Fund \$1,558,786

Capitalized Interest Fund \$2,492,050

Delivery Date Expenses:

Costs of Issuance \$703,100

Rounding \$4,622

Total Uses	\$22,655,000
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Table 4

Stillwater

Community Development District

Improvements Benefit Allocation

Unit Type	Number of Units	ERU per Unit	Total ERU
SF 40'	208	0.80	166.40
SF 50'	203	1.00	203.00
Villas	138	0.65	89.70
Total	549		459.10

Table 5

Stillwater

Community Development District

Improvements Assessment Apportionment

Unit Type	Total Assessment Apportionment	Assessment Apportionment per Unit	Annual Assessment Apportionment per Unit*
SF 40'	\$8,211,265.52	\$39,477.24	\$2,920.70
SF 50'	\$10,017,349.16	\$49,346.55	\$3,650.87
Villas	\$4,426,385.32	\$32,075.26	\$2,373.07
Total	\$22,655,000.00		

* Included costs of collection and assumes payment in March

Exhibit "A"

Bond Assessment in the amount of \$22,655,000 is proposed to be levied over the area as described below designating the boundary of the District:


LEGAL DESCRIPTION

SOUTH PARCEL

A PORTION OF SECTIONS 11, 13, 14, 23, AND 24, TOWNSHIP 5 SOUTH, RANGE 27 EAST, ST. JOHNS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWEST CORNER OF LOT 37, AS SHOWN ON THE PLAT OF WILDFIRE PINES ONE AT CIMARRONE GOLF & COUNTRY CLUB, RECORDED IN MAP BOOK 39, PAGE 65 THROUGH 70, INCLUSIVE OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTHERLY AND SOUTHEASTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FOUR (4) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 09°55'18" EAST, 149.78 FEET; COURSE NO. 2: SOUTH 30°00'21" EAST, 640.24 FEET; COURSE NO. 3: SOUTH 51°51'44" EAST, 107.78 FEET; COURSE NO. 4: SOUTH 30°03'39" EAST, 79.25 FEET, TO THE WESTERLY LINE OF THOSE LANDS DESIGNATED GOLF PARCEL "E", DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1422, PAGE 624 OF SAID PUBLIC RECORDS; THENCE SOUTHEASTERLY AND SOUTHERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FIVE (5) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 10°11'33" EAST, 113.83 FEET; COURSE NO. 2: SOUTH 49°23'59" EAST, 116.82 FEET; COURSE NO. 3: SOUTH 30°03'39" EAST, 601.66 FEET; COURSE NO. 4: SOUTH 16°18'24" EAST, 36.43 FEET; COURSE NO. 5: SOUTH 22°13'33" EAST, 50.85 FEET; THENCE SOUTH 15°45'43" EAST, 463.11 FEET, TO THE NORTHERLY PROLONGATION OF THE WESTERLY LINE OF THE PLAT OF CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, RECORDED IN MAP BOOK 23, PAGES 8 THROUGH 14, INCLUSIVE OF SAID PUBLIC RECORDS; THENCE SOUTH 01°41'43" EAST, ALONG LAST SAID LINE AND ALONG THE WESTERLY LINE OF SAID CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, 197.29 FEET; THENCE SOUTHERLY AND SOUTHWESTERLY, CONTINUING ALONG SAID WESTERLY LINE OF CIMARRONE GOLF & COUNTRY CLUB UNIT ONE, RUN THE FOLLOWING NINE (9) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 00°44'20" WEST, 247.20 FEET; COURSE NO. 2: SOUTH 06°30'22" EAST, 258.30 FEET; COURSE NO. 3: SOUTH 14°05'45" EAST, 332.96 FEET; COURSE NO. 4: SOUTH 13°18'23" EAST, 314.43 FEET; COURSE NO. 5: SOUTH 06°37'12" EAST, 427.25 FEET; COURSE NO. 6: SOUTH 10°49'58" EAST, 249.31 FEET; COURSE NO. 7: SOUTH 02°40'51" EAST, 266.39 FEET; COURSE NO. 8: SOUTH 23°41'07" WEST, 397.27 FEET; COURSE NO. 9: SOUTH 15°58'40" WEST, 336.82 FEET, TO THE NORTHWESTERLY LINE OF THOSE LANDS DESIGNATED GOLF PARCEL "B", DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1422, PAGE 624 OF SAID PUBLIC RECORDS; THENCE SOUTHWESTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE (3) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 15°30'08" WEST, 179.84 FEET; COURSE NO. 2: SOUTH 37°30'13" WEST, 291.42 FEET; COURSE NO. 3: SOUTH 32°02'23" WEST, 121.77 FEET; THENCE SOUTH 41°49'25" WEST, CONTINUING ALONG LAST SAID LINE AND ALONG THE NORTHWESTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3234, PAGE 1257 OF SAID PUBLIC RECORDS, 500.27 FEET, TO THE NORTHEASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1700, PAGE 112 OF SAID PUBLIC RECORDS; THENCE NORTH 42°31'56" WEST, ALONG LAST SAID LINE, 50.00 FEET, TO THE NORTHWESTERLY LINE OF LAST SAID LANDS; THENCE SOUTH 47°41'19" WEST, ALONG LAST SAID LINE, 50.00 FEET, TO THE NORTHERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3055, PAGE 248 OF SAID PUBLIC RECORDS; THENCE NORTHWESTERLY AND SOUTHWESTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE (3) COURSES AND DISTANCES: COURSE NO. 1: NORTH 42°23'34" WEST, 14.73 FEET; COURSE NO. 2: SOUTH 48°07'46" WEST, 189.64 FEET; COURSE NO. 3: SOUTH 39°11'57" WEST, 255.85 FEET, TO THE SOUTHWESTERLY LINE OF LAST SAID LANDS; THENCE SOUTH 42°31'56" EAST, ALONG LAST SAID LINE, 881.62 FEET, TO THE NORTHWESTERLY RIGHT OF WAY LINE OF COUNTY ROAD 210 (A 100 FOOT RIGHT OF WAY, AS NOW ESTABLISHED); THENCE SOUTH 47°27'37" WEST, ALONG LAST SAID LINE, 1970.03 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING SOUTHWESTERLY; THENCE SOUTHWESTERLY, CONTINUING ALONG LAST SAID LINE AND AROUND THE ARC OF SAID CURVE, CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 427.46 FEET, AN ARC DISTANCE OF 99.64 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 54°08'17" WEST, 99.42 FEET, TO THE EASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4029, PAGE 659 OF SAID PUBLIC RECORDS, ALSO BEING THE EASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4089, PAGE 295 OF SAID PUBLIC RECORDS; THENCE NORTH 02°09'50" WEST, ALONG LAST SAID LINE AND ALONG THE EASTERLY LINE OF THE PLAT OF STONE CREEK LANDING, RECORDED IN MAP BOOK 78, PAGES 22 THROUGH 27, INCLUSIVE OF SAID PUBLIC RECORDS, 1024.84 FEET, TO THE NORTHERLY LINE OF SAID LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4029, PAGE 659, ALSO BEING THE NORTHERLY LINE OF SAID PLAT OF STONE CREEK LANDING; THENCE NORTH 89°13'00" WEST, ALONG LAST SAID LINE, 1296.71 FEET, TO THE NORTHEASTERLY LINE OF THOSE LANDS DESIGNATED HELOW TRACT, DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1307, PAGE 1419 OF SAID PUBLIC RECORDS; THENCE NORTH 61°45'29" WEST, ALONG LAST SAID LINE, 1455.91 FEET, TO THE EASTERLY RIGHT OF WAY LINE OF PROPOSED COUNTY ROAD NO. 223, AS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 3329, PAGE 825, SAID PUBLIC RECORDS; THENCE NORTHEASTERLY AND NORTHERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING FOUR (4) COURSES AND DISTANCES: COURSE NO. 1: NORTH 32°25'17" EAST, 1255.75 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING NORTHERLY; COURSE NO. 2: NORTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 1115.00 FEET, AN ARC DISTANCE OF 805.70 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 11°43'13" EAST, 788.28 FEET, TO THE POINT OF TANGENCY OF SAID CURVE; COURSE NO. 3: NORTH 08°58'50" WEST, 8445.56 FEET, TO THE POINT OF CURVATURE OF A CURVE LEADING NORTHERLY; COURSE NO. 4: NORTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 1115.00 FEET, AN ARC DISTANCE OF 163.68 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 13°11'10" WEST, 163.54 FEET, TO THE SOUTHERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 2586, PAGE 2, OF SAID PUBLIC RECORDS; THENCE SOUTH 87°48'21" EAST, ALONG LAST SAID LINE AND ALONG THE EASTERLY PROLONGATION THEREOF, 2094.10 FEET, TO THE NORTHEASTERLY LINE OF SAID PARCEL NO. 5; THENCE SOUTHERLY, SOUTHEASTERLY AND NORTHEASTERLY, ALONG LAST SAID LINE, RUN THE FOLLOWING THREE COURSES AND DISTANCES: COURSE NO. 1: SOUTH 02°47'10" EAST, 423.96 FEET; COURSE NO. 2: SOUTH 30°31'08" EAST, 2270.93 FEET; COURSE NO. 3: NORTH 34°11'11" EAST, 760.71 FEET, TO THE POINT OF BEGINNING.

CONTAINING 728.78 ACRES, MORE OR LESS.

	LEGAL DESCRIPTION	DSGN BY: RDF	 MATTHEWS DESIGN GROUP P.O. BOX 3126, 7 WALDO STREET ST. AUGUSTINE, FL 32084 PHONE: 904.826.1334 • FAX: 904.826.4547 INFO@MDDGNC.COM
	STILLWATER	DWG BY: BDF	
ST. JOHNS COUNTY	CHK BY: ARA		
PREPARED FOR	DATE: 02/25/2020		
LENNAR HOMES, LLC	JOB No.: 19099		

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

8E

RESOLUTION 2021-32

A RESOLUTION OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING DISTRICT PROJECTS FOR CONSTRUCTION AND/OR ACQUISITION OF INFRASTRUCTURE IMPROVEMENTS; EQUALIZING, APPROVING, CONFIRMING, AND LEVYING SPECIAL ASSESSMENTS ON PROPERTY SPECIALLY BENEFITED BY SUCH PROJECTS TO PAY THE COST THEREOF; PROVIDING FOR THE PAYMENT AND THE COLLECTION OF SUCH SPECIAL ASSESSMENTS BY THE METHODS PROVIDED FOR BY CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; CONFIRMING THE DISTRICT'S INTENTION TO ISSUE SPECIAL ASSESSMENT BONDS; MAKING PROVISIONS FOR TRANSFERS OF REAL PROPERTY TO HOMEOWNERS ASSOCIATIONS, PROPERTY OWNERS ASSOCIATION AND/OR GOVERNMENTAL ENTITIES; PROVIDING FOR THE RECORDING OF AN ASSESSMENT NOTICE; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

RECITALS

WHEREAS, Stillwater Community Development District (the “District”) previously indicated its intention to construct or acquire certain types of infrastructure improvements and to finance such infrastructure improvements through the issuance of bonds, which bonds would be repaid by the imposition of special assessments on benefited property within the District; and

WHEREAS, the District Board of Supervisors (the “Board”) noticed and conducted a public hearing pursuant to Chapters 170, 190 and 197, *Florida Statutes*, relating to the imposition, levy, collection and enforcement of such assessments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT AS FOLLOWS:

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to Chapters 170, 190 and 197, *Florida Statutes*, including without limitation, Section 170.08, *Florida Statutes*.

SECTION 2. FINDINGS. The Board hereby finds and determines as follows:

(a) The District is a local unit of special-purpose government organized and existing under and pursuant to Chapter 190, *Florida Statutes*, as amended.

(b) The District is authorized by Chapter 190, *Florida Statutes*, to finance, fund, plan, establish, acquire, install, equip, operate, extend, construct, or reconstruct certain clearing and earthwork, stormwater management systems, roadway and sidewalk improvements, portable water, sewer and reclaim systems, landscaping and hardscaping improvements, and other improvements, and other infrastructure projects and services necessitated by the development of, and serving lands within, the District.

(c) The District is authorized by Chapter 190, *Florida Statutes*, to levy and impose special assessments to pay all, or any part of, the cost of such infrastructure projects and services and to issue capital improvement revenue bonds payable from such special assessments as provided in Chapters 170, 190 and 197, *Florida Statutes*.

(d) It is necessary to the public health, safety and welfare and in the best interests of the District that: (i) the District provide the Project (the "Project"), the nature and location of which was initially described in Resolution 2021-25 and is shown in the *Stillwater Community Development District Report of District Engineer* dated November 2020 (the "Engineer's Report"), and which Project's plans and specifications are on file in the District's records office at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431; (ii) the cost of such Project be assessed against the lands specially benefited by such Project; and (iii) the District issue bonds to provide funds for such purposes pending the receipt of such special assessments.

(e) The provision of said Project, the levying of such Special Assessments (hereinafter defined) and the sale and issuance of such bonds serves a proper, essential, and valid public purpose and is in the best interests of the District, its landowners, and residents.

(f) In order to provide funds with which to pay all or a portion of the costs of the Project which are to be assessed against the benefitted properties, pending the collection of such Special Assessments, it is necessary for the District from time to time to sell and issue its Special Assessment Bonds, in one or more series (the "Bonds").

(g) By Resolution 2021-25, the Board determined to provide the Project and to defray the costs thereof by making Special Assessments on benefitted property and expressed an intention to issue Bonds, notes, or other specific financing mechanisms to provide all or a portion of the funds needed for the Project prior to the collection of such Special Assessments. Resolution 2021-25 was adopted in compliance with the requirements of Section 170.03, *Florida Statutes*, and prior to the time it was adopted, the requirements of Section 170.04, *Florida Statutes*, had been met.

(h) As directed by Resolution 2021-25 said Resolution 2021-25 was published as required by Section 170.05, *Florida Statutes*, and a copy of the publisher's affidavit of publication is on file with the Secretary of the Board.

(i) As directed by Resolution 2021-25, a preliminary assessment roll was adopted and filed with the Board as required by Section 170.06, *Florida Statutes*.

(j) As required by Section 170.07, *Florida Statutes*, upon completion of the preliminary assessment roll, the Board adopted Resolution 2021-26 fixing the time and place of a public hearing

at which owners of the property to be assessed and other persons interested therein may appear before the Board and be heard as to: (i) the propriety and advisability of making the infrastructure improvements constituting the Project, (ii) the cost thereof, (iii) the manner of payment therefore, and (iv) the amount thereof to be assessed against each specially benefited property or parcel and provided for publication of notice of such public hearing and individual mailed notice in accordance with Chapters 170, 190 and 197, *Florida Statutes*.

(k) Notice of such public hearing was given by publication and also by mail as required by Section 170.07, *Florida Statutes*. Affidavits as to such publications and mailings are on file in the office of the Secretary of the Board.

(l) On January 14, 2021, the public hearing, at the time and place specified in the resolution and notice referred to in paragraph (k) above, the Board met as an Equalization Board and heard and considered all complaints and testimony as to the matters described in paragraph (j) above. The Board has made such modifications in the preliminary assessment roll as it deems necessary, just, and right in the making of the final assessment roll.

(m) Having considered the estimated costs of the Project, estimates of financing costs and all complaints and evidence presented at such public hearing, the Board of Supervisors of the District further finds and determines:

(i) that the estimated costs of the Project are as specified in the Engineer's Report (attached as **Exhibit A** hereto and incorporated herein by this reference), which Engineer's Report is hereby adopted and approved, and that the amount of such costs is reasonable and proper; and

(ii) it is reasonable, proper, just and right to assess the cost of such Project against the properties within the District specially benefited thereby using the method determined by the Board set forth in the *Stillwater Community Development District Master Special Assessment Methodology Report*, dated December 3, 2020 (the "Assessment Report") attached hereto as **Exhibit B** and incorporated herein by this reference, which results in allocation of assessments in the manner set forth in the final assessment roll included therein (the "Special Assessments"); and

(iii) it is hereby declared that the Project will constitute a special benefit to all parcels of real property listed on said final assessment roll and that the benefit, in the case of each such parcel, will be equal to or in excess of the Special Assessments thereon when allocated as set forth in **Exhibit B**; and

(iv) it is in the best interests of the District that the Special Assessments be paid and collected as herein provided.

SECTION 3. AUTHORIZATION OF DISTRICT PROJECT. That certain Project for construction of infrastructure improvements initially described in Resolution 2021-25, and more specifically identified and described in **Exhibit A** attached hereto, is hereby authorized and approved and the proper officers, employees and/or agents of the District are hereby authorized and directed to

take such further action as may be necessary or desirable to cause the same to be made.

SECTION 4. ESTIMATED COST OF IMPROVEMENTS. The total estimated costs of the Project and the costs to be paid by Special Assessments on all specially benefited property are set forth in **Exhibits A and B**, respectively, hereto.

SECTION 5. EQUALIZATION, APPROVAL, CONFIRMATION AND LEVY OF SPECIAL ASSESSMENTS. The Special Assessments on parcels specially benefited by the Project, all as specified in the final assessment roll set forth in **Exhibit B**, attached hereto, are hereby equalized, approved, confirmed, and levied. Immediately following the adoption of this Resolution these Special Assessments, as reflected in **Exhibit B**, attached hereto, shall be recorded by the Secretary of the Board of the District in a special book, to be known as the "Improvement Lien Book." The Special Assessment or assessments against each respective parcel shown on such final assessment roll and interest, costs and penalties thereon, as hereafter provided, shall be and shall remain a legal, valid, and binding first lien on such parcel until paid and such lien shall be coequal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims. Prior to the issuance of any bonds, including refunding bonds, the District may, by subsequent resolution, adjust the acreage assigned to particular parcel identification numbers listed on the final assessment roll to reflect accurate apportionment of acreage within the District amongst individual parcel identification numbers. The District may make any other such acreage and boundary adjustments to parcels listed on the final assessment roll as may be necessary in the best interests of the District as determined by the Board by subsequent resolution. Any such adjustment in the assessment roll shall be consistent with the requirements of law. In the event the issuance of bonds, including refunding bonds, by the District would result in a decrease of the Special Assessments, then the District shall by subsequent resolution, adopted within sixty (60) days of the sale of such bonds at a publicly noticed meeting and without the need for further public hearing, evidence such a decrease and amend the final assessment roll as shown in the Improvement Lien Book to reflect such a decrease.

SECTION 6. FINALIZATION OF SPECIAL ASSESSMENTS. When the entire Project has both been constructed or otherwise provided to the satisfaction of the Board, the Board shall adopt a resolution accepting the same and determining the actual costs (including financing costs) thereof, as required by Sections 170.08 and 170.09, *Florida Statutes*. Pursuant to the provisions of Section 170.08, *Florida Statutes*, regarding completion of a project funded by a particular series of bonds, the District shall credit to each Special Assessment the difference, if any, between the Special Assessment as hereby made, approved, and confirmed and the actual costs incurred in completing the Project. In making such credits, no credit shall be given for bond financing costs, capitalized interest, funded reserves, or bond discounts. Such credits, if any, shall be entered in the Improvement Lien Book. Once the final amount of Special Assessments for the entire Project has been determined, the term "Special Assessment" shall, with respect to each parcel, mean the sum of the costs of the Project.

SECTION 7. PAYMENT OF SPECIAL ASSESSMENTS AND METHOD OF COLLECTION.

(a) The Special Assessments may be paid in not more than thirty (30) substantially equal

consecutive annual installments of principal and interest. The Special Assessments may be paid in full without interest at any time within thirty (30) days after the completion of the Project and the adoption by the Board of a resolution accepting the Project; provided, however, that the Board shall at any time make such adjustments by resolution, at a noticed meeting of the Board, to that payment schedule as may be necessary and in the best interests of the District to account for changes in long and short term debt as actually issued by the District. At any time subsequent to thirty (30) days after the Project has been completed and a resolution accepting the Project has been adopted by the Board, the Special Assessments may be prepaid in full including interest amounts to the next succeeding interest payment date or to the second succeeding interest payment date if such a prepayment is made within forty-five (45) calendar days before an interest payment date. The owner of property subject to Special Assessments may prepay the entire remaining balance of the Special Assessments or, one time, a portion of the remaining balance of the Special Assessment at any time if there is also paid, in addition to the prepaid principal balance of the Special Assessment, an amount equal to the interest that would otherwise be due on such prepaid amount on the next succeeding interest payment date, or, if prepaid during the forty-five (45) day period preceding such interest payment date, to the interest payment date following such next succeeding interest payment date. Prepayment of Special Assessments does not entitle the property owner to any discounts for early payment.

(b) The District may elect to use the method of collecting Special Assessments authorized by Sections 197.3632 and 197.3635, *Florida Statutes* (the “Uniform Method”). The District has heretofore taken or will use its best efforts to take as timely required, any necessary actions to comply with the provisions of said Sections 197.3632 and 197.3635, *Florida Statutes*. Such Special Assessments may be subject to all of the collection provisions of Chapter 197, *Florida Statutes*. Notwithstanding the above, in the event the Uniform Method of collecting its special or non-ad valorem assessments is not available to the District in any year, or if determined by the District to be in its best interest, the Special Assessments may be collected as is otherwise permitted by law. The District may, in its sole discretion, collect Special Assessments by directly assessing landowner(s) and enforcing said collection in any manner authorized by law. Such special assessments shall at all times be collected in a manner consistent with applicable trust indenture.

(c) For each year the District uses the Uniform Method, the District shall enter into an agreement with the Tax Collector of St. Johns County who may notify each owner of a lot or parcel within the District of the amount of the special assessment, including interest thereon, in the manner provided in Section 197.3635, *Florida Statutes*.

SECTION 8. APPLICATION OF TRUE-UP PAYMENTS.

(a) There may be required from time to time certain true-up payments as specified in the Assessment Report and in supplemental assessment methodology reports. As parcels of land or lots are platted, subject to site plan approval, or sold to homebuilders, the Special Assessments securing the Bonds shall be allocated as set forth in such reports. In furtherance thereof, at such time as parcels or land or lots are platted, subject to site plan approval, or sold to homebuilders, it shall be an express condition of the lien established by this Resolution that any and all initial plats or site plans of any portion of the lands within the District, as the District’s boundaries may be amended from time to time, shall be presented to the District Manager for review, approval and calculation of the

amount of debt per ERU, as described in more detail in the Assessment Report, and numbers of units which will be, after the plat, considered to be developed. No further action by the Board of Supervisors shall be required. The District's review shall be limited solely to this function and the enforcement of the lien established by this Resolution, including the collection of a true-up payment contemplated by the Assessment Report. The District Manager shall cause the Special Assessments to be reallocated to the units being platted and the remaining property in accordance with such the Assessment Report and supplemental assessment methodology reports, cause such reallocation to be recorded in the District's Improvement Lien Book, and shall perform the true-up calculations described in supplemental assessment methodology report which process is incorporated herein as if fully set forth. Any resulting true-up payment shall become due and payable as set forth in the Assessment Report, in addition to the regular assessment installment payable with respect to the remaining developable acres.

(b) The District will take all necessary steps to ensure that true-up payments are made in a timely fashion to ensure its debt service obligations are met. The District shall record all true-up payments in its Improvement Lien Book.

(c) The foregoing is based on the District's understanding with the landowner that it intends to develop the unit numbers and types shown in **Exhibit B**, on the net developable acres and is intended to provide a formula to ensure that the appropriate ratio of the Special Assessments to developable acres or ERUs is maintained if fewer units are developed. However, no action by the District prohibits more than the maximum units shown in **Exhibit B** from being developed. In no event shall the District collect Special Assessments pursuant to this Resolution in excess of the total debt service related to the Project, including all costs of financing and interest. The District recognizes that such events as regulatory requirements and market conditions may affect the timing and scope of the development in the District. If the strict application of the True-Up Methodology to any assessment reallocation pursuant to this paragraph would result in Special Assessments collected in excess of the District's total debt service obligation for the Project, the Board shall by resolution take appropriate action to equitably reallocate the Special Assessments. Further, upon the District's review of the final plat for the developable acres, any unallocated Special Assessments shall become due and payable and must be paid prior to the District's approval of that plat.

(d) The application of the monies received from true-up payments or assessments to the actual debt service obligations of the District, whether long term or short term, shall be set forth in the supplemental assessment resolution adopted for each series of Bonds actually issued. Such subsequent resolution shall be adopted at a noticed meeting of the District, and shall set forth the actual amounts financed, costs of issuance, expected costs of collection, and the total amount of the assessments pledged to that issue, which amount shall be consistent with the lien imposed by this Resolution.

SECTION 9. PROPERTY OWNED BY HOMEOWNERS ASSOCIATIONS, PROPERTY OWNERS ASSOCIATIONS OR GOVERNMENTAL ENTITIES. Property owned by units of local, state, and federal government shall not be subject to the Special Assessments without specific consent thereto. In addition, property owned by a property owners association or homeowners association that is exempt from special assessments under Florida law shall not be subject to the Special Assessments. If at any time, any real property on which Special

Assessments are imposed by this Resolution is sold or otherwise transferred to a unit of local, state, or federal government (without consent of such governmental unit to the imposition of Special Assessments thereon), all future unpaid Special Assessments for such tax parcel shall become due and payable immediately prior to such transfer without any further action of the District.

SECTION 10. ASSESSMENT NOTICE. The District's Secretary is hereby directed to record a general Notice of Assessments in the Official Records of St. Johns County, Florida, which shall be updated from time to time in a manner consistent with changes in the boundaries of the District.

SECTION 11. SEVERABILITY. If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

SECTION 12. CONFLICTS. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

SECTION 13. EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

APPROVED AND ADOPTED THIS 14th DAY OF JANUARY, 2021.

**STILLWATER COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: *Report of District Engineer*, dated November 2020

Exhibit B: *Master Special Assessment Methodology Report*, dated December 3, 2021

Exhibit A

Engineer's Report

Exhibit B

Master Assessment Methodology

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

9A

STILLWATER CDD
2300 GLADES ROAD, SUITE 410 W

BOCA RATON, FL 33431

ACCT: 53662
AD# 0003327220-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **REQUISITION OF PROPOSALS** in the matter of **RFP ANNUAL AUDIT** was published in said newspaper on 12/17/2020.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

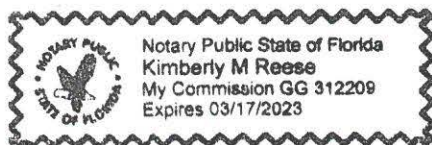
Sworn to (or affirmed) and subscribed before me by means of

physical presence or
 online notarization

this DEC 17 2020

by Melissa Rhinehart who is personally known to me or who has produced as identification

Kimberly M Reese
(Signature of Notary Public)



STILLWATER COMMUNITY
DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR
ANNUAL AUDIT SERVICES

The Stillwater Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2021, with an option for two (2) additional optional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in St. Johns County, Florida, and has an annual operating budget of approximately \$79,265. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2021, be completed no later than April 15, 2022.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) hard copy and one (1) electronic copy of their proposal to the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010, in an envelope marked on the outside "Auditing Services, Stillwater Community Development District." Proposals must be received by 5:00 p.m., on January 4, 2021, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

Craig Wrathell
District Manager
0003327220 December 17, 2020

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

9B

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Stillwater Community Development District (the "District"), located in St. Johns County, Florida, announces that professional engineering services will be required on a continuing basis for the District's stormwater management system, roadway improvements, portable water, sewer and reuse systems, landscaping and hardscaping improvements, parks and amenities, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with St. Johns County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, *Florida Statutes* ("CCNA"). All Applicants interested must submit one (1) unbound hard copy and one (1) electronic copy of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on January 4, 2021 to the attention of Craig Wrathell, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

STILLWATER COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS

COMPETITIVE SELECTION CRITERIA

- 1) Ability and Adequacy of Professional Personnel** (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.
- 2) Consultant's Past Performance** (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.
- 3) Geographic Location** (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.
- 4) Willingness to Meet Time and Budget Requirements** (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.
- 5) Certified Minority Business Enterprise** (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.
- 6) Recent, Current and Projected Workloads** (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.
- 7) Volume of Work Previously Awarded to Consultant by District** (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

9ci

CRI

Helping You Shine
by Illuminating Solutions



professional services

PROPOSAL FOR Stillwater Community Development District

January 4, 2021

PROPOSER

Carr, Riggs & Ingram
500 Grand Boulevard, Suite 210
Miramar Beach, FL 32550
(850) 837-3141



CRI CARR
RIGGS &
INGRAM

CPAs and Advisors
CRIcpa.com

SUBMITTED BY

Stephen C. Riggs, CPA
Engagement Partner
SCRiggs@CRIcpa.com

Jonathan Hartness, CPA
Concurring Partner
JHartness@CRIcpa.com

Dear Stillwater Community Development District:

Carr, Riggs & Ingram, LLC (CRI) appreciates the opportunity to propose on auditing services to Stillwater Community Development District. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. We pride ourselves on getting to know our clients and illuminating solutions by providing innovative ideas to move them from compliance to providing them a competitive advantage.

Investment in You. We believe in developing long-term, mutually beneficial relationships and quickly demonstrating value with a fee structure and service solutions that provide immediate and continued savings. Our investment starts on “Day 1” as your assigned team begins with our proven, streamlined process that minimizes your time and disruption during the service provider change and continues throughout the relationship.

Dedicated Team. CRI’s team consists of more than 1,900 professionals, which allows us to tailor your service team by aligning their industry, service, and specialty skills with your needs. Our dedicated teams deliver the highest level of business acumen and knowledge to your organization; our commitment to consistent staffing allows you to maximize savings and remain focused on your needs.

Equilibrium. CRI delivers big firm expertise with small firm service. Of approximately 45,000 public accounting firms in the United States, CRI currently ranks in the top 25. Additionally, as a part of PrimeGlobal, an association of independent accounting firms, we have access to international resources as – and when – needed. Leveraging these resources while maintaining local decision-making authority means that simplified solutions are only a phone call away. And we believe that’s the best of both worlds for our clients.

Active Partner Participation. Collectively, our partners deliver expertise derived from more than 7,500 years of business experience. With this level of talent, we thoughtfully choose a partner that aligns with your business’ needs and industry. Our hands-on, working partners “show up” to convey our genuine commitment to your success. They strive to earn trusted advisor roles by digging in, proactively learning your business, and producing long-term value for you.

Simplified Solutions. While our 500+ cumulative partner certifications is an impressive statistic, success is measured by translating complex concepts into client solutions. While accounting is the language of business, we’re here to decipher the jargon and help you make educated decisions. CRInnovate embraces agility and invention.

The CRI vSTAR™ process, our initiative delivering a virtual audit, is designed to provide you with maximized efficiencies, reduced workload, and an improved experience.

We welcome the opportunity to demonstrate to you the same teamwork, expertise, innovation, and responsiveness that have made us one of the fastest growing public accounting firms in the United States. Again, we appreciate your consideration.

Sincerely,



Stephen C. Riggs, CPA
Engagement Partner



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UNDERSTANDING & MEETING YOUR NEEDS



From the RFP or during our recent visit with your team, we understood your team to express the following needs, requests, and/or issues. We've detailed our proposed solutions below and are happy to discuss other related projects as they arise and upon request.

	NEEDS & ISSUES	SOLUTIONS & SERVICES
Technical	The District is required to have independent audits performed on its financial statements.	Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS), in order to express an opinion on the Stillwater Community Development District's financial statements.
Relational	The District's Board of Supervisors and management expect open and continuous communication with their CPA firm in order to avoid surprise findings at the end of the audit.	Communicate contemporaneously and directly with management regarding the results of our procedures. Anticipate and respond to concerns of management and/or the Audit Committee (if/when formed).

YOUR SERVICES & FEES



We value creating mutually rewarding, long-term relationships with our clients. Our goal is to provide high quality, responsive service that yields returns far greater than your investment in our professional fees. Please find below our proposal of fees to provide the requested services for the upcoming fiscal years.

SERVICE	CRI FEES 2021	CRI FEES 2022	CRI FEES 2023
Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS)	\$4,000	\$4,000	\$4,000

**Actual out-of-pocket expenses will be billed separately and are not included in the fee.*

The above fee quote is based in part on the fact that the District has not yet issued bonds or other debt instruments to finance capital asset acquisition and construction. In the event the District issues such debt instruments or upon construction of major infrastructure additions, the audit fee will increase by \$2,500 per year.

If Stillwater Community Development District requests additional services outside of this proposal, professional fee hourly rates are as follows, but may be negotiated depending on the project request:

CLASSIFICATION	HOURLY RATE
Partner	\$400
Manager	\$300
Senior	\$190
Staff	\$140
IT Specialist	\$250
Fraud Specialist	\$250

Our professional fees are based on the key assumptions that Stillwater Community Development District will:

- Ensure that the predecessor's work papers will be made available for timely review.
- Make available documents and work papers for review at Stillwater Community Development District's headquarters location, although we may choose to review at alternate locations.
- Prepare certain schedules and analyses and provide supporting documents as requested.
- Assist us in obtaining an understanding of the accounting systems of Stillwater Community Development District.
- Not experience a significant change in business operations or financial reporting standards.



FOUNDED IN 1997 • 10 STATES  • 25+ MARKETS



1900+
PROFESSIONALS



300+
PARTNERS



TOP 25 CPA FIRM

(as ranked by Accounting Today)

100,000+
CLIENTS



20+ YEARS
OF CONSISTENT GROWTH
SINCE FORMATION

CRI FIRM VALUES:
CLIENT SERVICE.
RESPECT.
INTEGRITY.





SERVICES

- Accounting & Auditing
- Advisory
- Business Support & Transactions
- Business Tax
- Employee Benefit Plans
- Governance, Risk & Assurance
- Individual Tax & Planning
- IT Audits & Assurance

INDUSTRY EXPERTISE

- Captive Insurance
- Construction
- Financial Institutions
- Governments
- Healthcare
- Institutional Real Estate
- Insurance
- Manufacturing & Distribution
- Nonprofits

CRI FAMILY OF COMPANIES

-  Auditwerx
-  CRI Advanced Analytics
-  CRI Capital Advisors
-  CRI Solutions Group
-  CRI TPA Services
-  Level Four Advisory Services
-  Paywerx
-  Preferred Legacy Trust



CRI'S GOVERNMENTAL EXPERTISE



Audit and Consulting Services for

500+ governmental entities with annual revenues totaling **\$24 Billion**



220+ single audits performed annually

Consulting and other agreed upon procedures engagements for **150** government entities



Single Audit Resource Center's Award for Excellence in Knowledge, Value, and Overall Client Satisfaction



Member of AICPA's Government Audit Quality Center



Governmental Partner Designations

Including: CPA, CGFM, CITP, CFE, CMA, CISA, CGEIT, CTGA, CFF, CGMA, and CGAP

CLIENTS WITH ANNUAL REVENUES UP TO:



90+ School Districts
\$1.1 Billion



100+ Municipalities
\$1.8 Billion



60+ Agencies/Authorities
\$3 Billion

RELEVANT EXPERIENCE



CRI delivers a depth of resources that ensures our understanding of your challenges and innovative solutions for overcoming them. Our team’s combined experience is derived from providing audit, tax, consulting, and accounting outsourcing services. We parlay this vast experience and derived best practices into proven solutions that benefit you. Below we share specific, relevant client references; we encourage you to consult with them.

RELATIONSHIP	TIMELINE	SERVICE DESCRIPTION	RELEVANT POINTS TO CONSIDER
Rizzetta & Company Shawn Wildermuth 3434 Colwell Avenue Suite 200 Tampa, FL 33614 813.933.5571	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
GMS, LLC Dave DeNagy 14785 Old St. Augustine Road Suite 4 Jacksonville, FL 32258 904.288.9130	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
Wrathell, Hunt & Associates, LLC Jeffrey Pinder 2300 Glades Road Suite 410W Boca Raton, FL 33431 561.571.0010	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
PFM Group Consulting, LLC Jennifer Glasgow 12051 Corporate Blvd. Orlando, FL 32817 407.382.3256	2007 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.



Stephen Riggs, IV

Engagement Partner

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850.337.3548 | Direct



Representative Clients

- Community Development Districts
- Condominium and Homeowner Associations
- County and Local Governments
- Non-Profit Organizations
- Privately-held corporations

Experience

Stephen has over 17 years accounting and audit experience, including three years with the international public accounting firm, Ernst & Young, LLP. His experience includes numerous clients in industries including governmental, not-for-profit, healthcare, SEC and privately held corporations.

Stephen is licensed to practice as a certified public accountant in Florida. He is a member of the State and local Governmental section of the Florida Institute of Certified Public Accountants and exceeds all continuing professional education requirements related to Government Auditing Standards.

He is currently a partner on engagements for many special districts in the State of Florida, including community development districts, fire districts and school districts. In addition to his public accounting experience, Stephen has served on the Board of Directors for a Community Development District and a non-profit organization.

Education, Licenses & Certifications

- Masters of Accountancy, University of West Florida
- BA, Economics, University of Florida
- Certified Public Accountant

Professional Affiliations

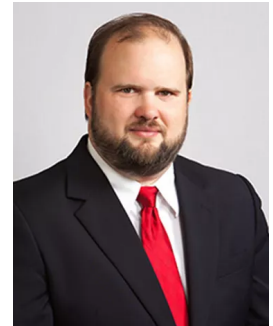
- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Past President, Emerald Coast Chapter of Florida Institute of Certified Public Accountants (FICPA)



Jonathan Hartness

Concurring Partner

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Representative Clients

- Community Development Districts
- Condominium and Homeowner Associations

Experience

Jonathan has over 12 years of auditing and accounting experience with CRI. He is responsible for audits, reviews and compilations of local governmental entities, condominium and homeowner associations, and non-public companies.

Jonathan is licensed to practice as a Certified Public Accountant in Florida. He is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. He exceeds all continuing professional education requirements related to *Government Auditing Standards*.

Jonathan currently supervises engagements for many governmental entities in the State of Florida including community development districts. He is active in our firm's governmental industry line as well as our condominium and homeowner association practice. Jonathan is an integral part of our community development district practice.

Education, Licenses & Certifications

- MAcc, Accounting, University of West Florida
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)



K. Alan Jowers

Consulting Partner

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Representative Clients

- Santa Rosa County District School Board
- Okaloosa Gas District
- Santa Rosa Island Authority
- Pasco County
- Okaloosa County District School Board
- Pinellas County School District
- Celebration Community Development District
- Hammock Bay Community Development District
- Amelia National Community Development District

Experience

Alan has over 25 years of experience in public accounting primarily with financial statement assurance engagements. His practice includes local governmental entities, condominium and homeowner associations, non-profit organizations, and nonpublic companies. He currently has direct engagement responsibility for a significant number of audits throughout the state of Florida

Alan is licensed to practice as a certified public accountant in Florida and Georgia. He is a member of the Board of Directors of the Florida Institute of Certified Public Accountants (FICPA), has been an active member of the FICPA's State and Local Governmental Committee, and is a past chair of its Common Interest Realty Association Committee. He is also active in the Panhandle Chapter of the Florida Governmental Finance Officers Association (FGFOA) and is a former member of the FGFOA's statewide Technical Resource Committee.

Education, Licenses & Certifications

- Masters of Accountancy, University of Alabama
- BS, Accounting, Florida State University
- Certified Public Accountant

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA) - member of the Board of Governors
- Governmental Finance Officers Association (GFOA)
- Florida Governmental Finance Officers Association (FGFOA)



Grace Hartness

Senior Manager

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850.337.3243 | Direct



Representative Clients

- Community Development Districts
- Condominium and Homeowner Associations
- Utility Services
- School Districts
- County and Local Governments
- Non-Profit Organizations

Experience

Grace has over 12 years accounting and audit experience with CRI. She has worked on several major construction companies, government entities, community development districts, condominium and homeowner associations and non-profit organizations. In addition, she has been involved in special audit projects for the Miami-Dade Airport Authority. Grace is licensed to practice as a certified public accountant in Florida and exceeds all continuing professional education requirements related to Government Auditing Standards. In addition, Grace fluently speaks several languages including French and Arabic. Grace currently supervises engagements for many special districts in the State of Florida including community development districts and school districts. She is active in our firm's condominium and homeowner association practice. Grace started with CRI in August 2006, upon completion of her master's degree, and was promoted to manager in 2011.

Education, Licenses & Certifications

- MAcc, Accounting, University of West Florida
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Accounting & Financial Women's Alliance (AFWA)



Chad Branson

Senior Manager

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850.337.3226 | Direct



Representative Service Areas

- Local Governments including Water and Sewer Organizations and Fire Districts
- School Districts including Foundations
- Nonprofit Organizations

Representative Clients (including previous clients)

- School Districts - Pinellas County, Okaloosa County, Pasco County, Santa Rosa County
- Florida Office of Early Learning Coalition
- Florida Department of Elder Affairs
- Fire Districts -Destin, Ocean City, North Bay
- Utilities - Regional Utilities, Midway Water Systems, Inc., Emerald Coast Utilities Authority
- Escambia County

Experience

Chad Branson has over 17 years of experience in public accounting, with practice concentrations in auditing governmental, nonprofit and for profit entities. Chad has accumulated experience throughout his career in Federal and Florida Single Audit Acts compliance monitoring and auditing. During his career he has supervised and managed audit engagements for a wide variety of governmental and nonprofit organization clients. In addition, he has performed internal audit work, information technology general controls testing, forensic investigations, and risk assessments for governmental entities.

Chad has been with Carr, Riggs and Ingram, LLC since 2005.

Education, Licenses & Certifications

- Bachelor and Master of Accountancy – University of Mississippi, Oxford MS
- Certified Public Accountant (CPA) – Licensed in Florida and Mississippi
- Community Association Manager (CAM) – Florida
- Certified Information Technology Professional – AICPA

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Emerald Coast Chapter (FICPA) Board
- Florida Governmental Finance Officers Association (FGFOA)



Lauren Villarreal

Supervising Senior

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850.337.3223 | Direct



Representative Service Areas

- Community Development Districts
- Condominium and Homeowner Associations
- Employee Benefit Plans
- County and Local Governments
- Non-Profit Organizations

Experience

Lauren has four years auditing and accounting experience in the Destin office of CRI. She is an audit supervising senior with primary responsibility for fieldwork and reporting on audits of clients in a variety of industries including local governmental and non-profit entities as well as employee benefit plans and commercial businesses. She is currently the in-charge auditor for over a dozen community development districts with several CDD management companies in the State of Florida.

Lauren is licensed to practice as a Certified Public Accountant in Florida. She is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. She exceeds all continuing professional education requirements related to *Government Auditing Standards*.

Lauren currently supervises engagements for many governmental entities in the State of Florida including community development districts and other special governments. She is active in our firm's governmental industry line as well as the condominium and homeowner association practice. In addition, Lauren has accumulated experience in Federal and Florida Single Audit Acts compliance monitoring and auditing. Lauren has performed several single audits of federal grants under OMB Circular A-133.

Education, Licenses & Certifications

- BS, Accounting, Florida State University
- BS, Business Administration, Florida State University
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)



AUDIT METHODOLOGY

Our audit, tax, consulting, and client accounting services documentation is maintained electronically. Compliance with our methodology is regularly reviewed and evaluated as part of our internal quality program, which is further discussed in this section under **INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS**. Comprehensive policies and procedures governing all of our practices and addressing professional and regulatory standards and implementation issues are constantly updated for new professional developments and emerging issues. See the table of contents to identify the relevant audit approach and methodology detailed description section.

ENGAGEMENT QUALITY REVIEW PARTNER (CONCURRING PARTNER)

Audit engagements are assigned engagement quality review (EQR) partner, as appropriate. This role is one of the most important elements of our quality assurance process, as it provides for a timely, independent review of key accounting and auditing issues. The EQR partner also reviews the financial statements and related supporting documentation—including the disclosures—to evaluate their fair presentation under accounting principles generally accepted in the United States of America (GAAP).

INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS

Experienced partners and professional staff of our firm conduct quality control reviews of our audits. Our partners' work is reviewed annually, and the inspection process includes periodic testing of the effectiveness of our quality controls and a continuous improvement program. This risk-based annual inspection is intended to mimic the triennial peer review described in the following paragraph and are performed on completed engagements. In addition to this inspection, we perform in-process, "pre-issuance" reviews of partners' work that are chosen for using a risk-based selection process; these reviews are performed by our corporate quality control team. The combination of the in-process and completed engagements is part of our continuous improvement processes.

Peer reviews are performed every three years by another independent public accounting firm. The most recent review of our firm was performed in 2019 by Brown Edwards, whose report was the most favorable possible "Pass".

In addition, we are registered with the PCAOB and our 2018 PCAOB inspection report was also the most favorable possible—no audit deficiencies or quality control defects identified. The 2018 PCAOB report can be viewed at <https://pcaobus.org/Inspections/Reports/Documents/104-2019-029-Carr-Riggs-Ingram-LLC.pdf>.

SHARING CRI'S VALUES WITH YOU



We are proud of our hands-on, service-centric, and results-oriented approach. Combining that approach with quality controls and superior talent allows us to help you achieve your goals and strengthen your management systems and processes. This approach is further emphasized through our three core values which guide our team's behavior and function as the foundation for interactions with our clients and each other.



CLIENT SERVICE

Defining our brand by meeting or exceeding the highest expectations of our clients

RESPECT

Building productive, long-term relationships with each other that are based on mutual respect, trust, and sharing

INTEGRITY

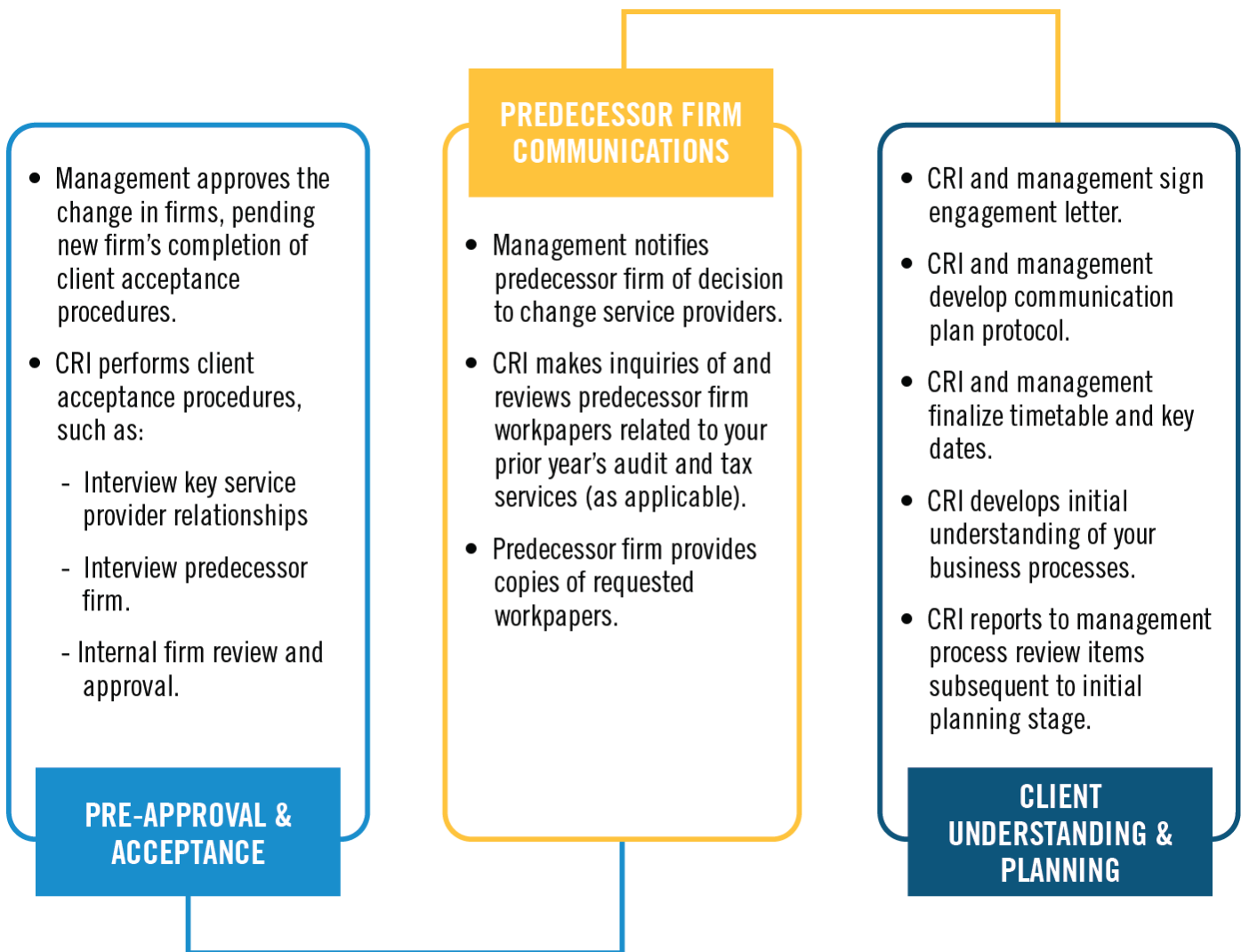
Living with sincerity, transparency, and honesty



When choosing to change firms, the time involved in working with new accounting professionals is often a concern. CRI's well-defined efficient, seamless transition process is designed to:

- Provide you with value from the very first encounter,
- Avoid interruption of service,
- Minimize disruption and investment of management's time,
- Raise the standard of service, and
- Establish ongoing channels of communication with Stillwater Community Development District's management.

The transition plan is comprised of the following key activities and can occur within approximately two weeks, depending on the availability of the parties involved:





Many businesses are expanding and/or evaluating their global reach, and they require assistance in order to comprehensively consider the various financial implications of growing in international markets. In addition to CRI's internal resources, we deliver the expertise and support of some of the world's most highly regarded accounting firms through shared alliance as members of PrimeGlobal.

WHO IS PRIMEGLOBAL?



HOW OUR PRIMEGLOBAL MEMBERS CAN BENEFIT YOU

We supplement our in-depth, industry knowledge and specialized services through our collaborations with other PrimeGlobal firms to help you evaluate your options globally. CRI's goal is to provide you with the information you need to make well-informed, smart business decisions.

4 KEY BENEFITS TO CRI CLIENTS FROM OUR PRIMEGLOBAL MEMBERSHIP

- 1

SOLUTIONS
that are worldwide and world-class.
- 2

ACCESSIBILITY
to knowledge and resources of statutory, regulatory, and compliance requirements throughout the world.
- 3

DECISION MAKING
with the support of local connections and cultural understanding throughout regions of the world.
- 4

SINGLE POINT OF CONTACT
CRI's team serves as your contact for each engagement, and we project manage across the entire team - including other PrimeGlobal firms and specialists.



We know that some information that makes perfect sense to a CPA may not be as clear to our clients. Therefore, we produce original content in the form of articles, videos, white papers, webinars, and more to provide timely, down-to-earth translations of complex subjects. We publish this original content on CRlcpa.com and across all our many social channels.

FOLLOW CRI ON SOCIAL MEDIA @GRICPA



SUBSCRIBE TO THE CRI E-NEWSLETTER

CRICPA.COM/NEWSLETTER-SIGNUP



IT FIGURES: THE CRI PODCAST

Created to provide insight into the latest developments and regulations in the accounting and finance space, It Figures is an accounting and advisory focused podcast for business and organization leaders, entrepreneurs, and anyone who is looking to go beyond the status quo.

Listen on Apple Podcasts, Spotify, iHeart Radio, and more. itfigurespodcast.com



CRI's CEO ACTION FOR DIVERSITY AND INCLUSION

Carr, Riggs & Ingram is committed to fostering an inclusive and diverse place for all employees to work in and engage. When our managing partner and chairman, Bill Carr, signed the CEO Action for Diversity & Inclusion™ pledge, he made a public commitment to building a productive, diverse, and inclusive workplace. [Learn more about CRI's commitment to Diversity and Inclusion.](#)

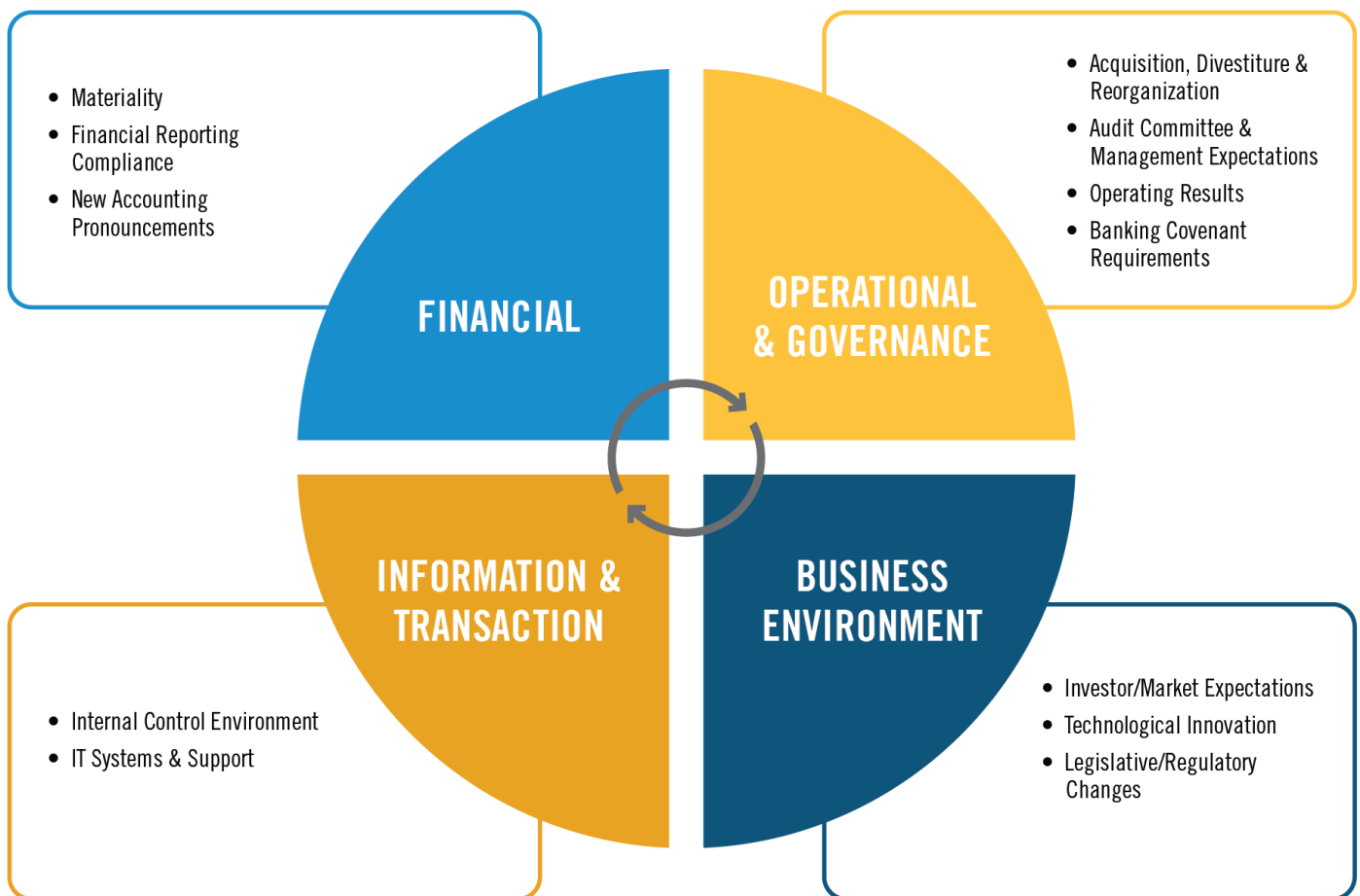


Our proposed services require a coordinated effort between us and Stillwater Community Development District's team. Planning and continual communication are essential to developing the appropriate procedures, working collaboratively to resolve any identified issues, and meeting your timelines.

CRI's audit approach occurs within a framework of our client's business and industry; therefore, we assess risk by:

- Understanding management's perspectives and goals, and
- Considering business conditions and threats that could prevent management from achieving its business objectives.

We assess risks in the following areas:





Our ultimate intent is to drill down from these broad risks to specific financial reporting risks. We understand both these risks and management's processes and procedures for mitigating them (i.e. internal controls) in order to develop our procedures to carry out our audit responsibilities.

Although our audits are conducted through a structured, risk-based model, we focus on understanding the client's needs, requirements, and expectations. We work collaboratively with management and the Audit Committee (or similar function) to develop a communication and work plan to continuously improve client service, by doing so we help in moving your team from simple compliance to providing you with a competitive advantage.

In planning, we concentrate on "key risks," (items with a greater risk of a material misstatement, a material weakness in internal controls, or other matters resulting in the issuance of an inappropriate audit report). We focus on "material" items (i.e. those items that would be important to the user of your financial statements). When evaluating materiality of identified misstatements, certain quantitative and qualitative factors must be considered—which may include:

- Impact on operating trends (revenue/income, expenses, net income, etc).
- Nature of the misstatement (i.e., did the misstatement result from an unlawful transaction?).
- Impact on liquidity, capital/surplus, earnings capacity, etc.
- Impact to loan covenants and contractual and regulatory requirements.

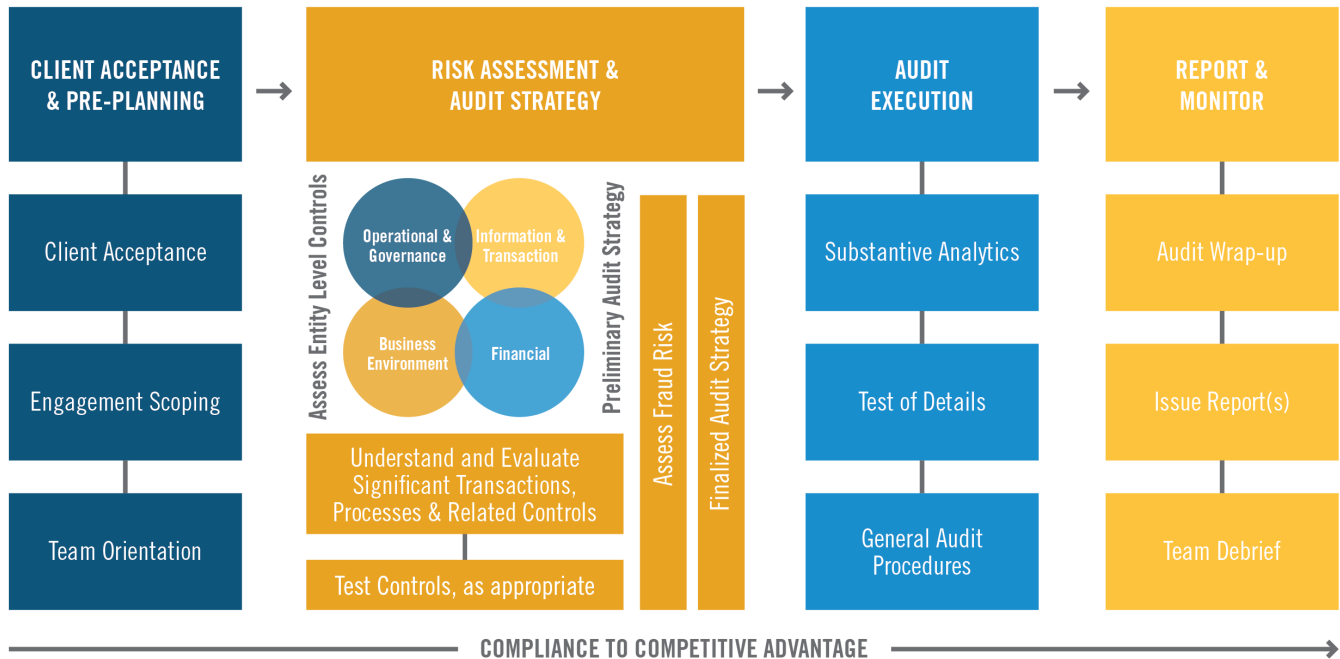
Consistent communication is a key to completion of the audit. By ensuring constant involvement, we are in a better position to respond to your issues timely and efficiently. Therefore, we plan to meet with your management to:

- Set-up the audit by reviewing the mapping of Stillwater Community Development District's financial information (financial statements and notes) to significant processes and IT systems to ensure that all significant account balances, transactions, procedures, and systems are tested as deemed necessary.
- Discuss ongoing changes—specifically new accounting pronouncements and key business transactions in their early stages, enabling us to agree on the resolution of various complex business issues on a timely basis.

CRI AUDIT APPROACH



Our audit approach is a four stage approach, as depicted in the summary below. Our client acceptance and risk assessment procedures occur during detailed conversations and observations with your team. The results of those procedures allow us to tailor an audit program to your specific risks and needs. We then execute the audit, report the results, and evaluate continuous improvement opportunities for ongoing service and benefit to you.





STAGE 1: CLIENT ACCEPTANCE & PRE-PLANNING

- Perform client acceptance procedures.
- Collaborate with management to agree to expectations and scope.
- Assign appropriate staff based on client needs and assessed risk.

STAGE 2: RISK ASSESSMENT & AUDIT STRATEGY

- Interview client personnel and others to understand client-specific objectives and risks.
- Assess following aspects of the organization for their impact on the audit plan:
 - environmental and other external risks,
 - management's fraud and IT risk assessment models,
 - entity level controls including:
 - control environment
 - risk assessment,
 - information and communication,
 - and monitoring controls.
 - IT General Computer (ITGC) controls, such as
 - IT Environment
 - Developing and Delivering IT, and
 - Operating and Monitoring IT.
- Determine materiality.
- Develop and document our understanding of and/or reliance on:
 - linkage of financial statements to:
 - significant transactions,
 - processes,
 - IT systems, and
 - related controls,
 - existence of/reliance on SOC entities and their reports,
 - internal audit, and
 - specialists (e.g. valuation, pension costs, etc.).
- If elected, test controls including ITGC, through a mix of:
 - inquiry,
 - observation
 - examination, and
 - re-performance.
- Perform preliminary analytical procedures.
- Finalize risk assessments and develop a final audit strategy.

STAGE 3: AUDIT EXECUTION

- Where possible to test as efficiently as possible:
 - develop detailed analytical procedures to use as substantive tests (benefit = reducing tests of details):
Examples include:
 - ratio analysis,
 - regression analysis,
 - trend analysis,
 - predictive tests, or
 - reasonableness test,
 - utilize Computer-Assisted Audit Techniques (CAATs) (benefit = automation of testing for more coverage and less disruption to the client), and
 - perform targeted testing (also known as "coverage" testing) to test large portions of account balances (benefit = more coverage with smaller selections).
- Perform tests of details, including sampling.
- Perform general audit procedures such as tests related to:
 - commitments and contingencies,
 - legal letters,
 - management representations,
 - reviews of Board minutes,
 - related party transactions,
 - debt covenants, and
 - going concern.
- Perform other tests for compliance such as Yellow Book or Single Audit tests.

STAGE 4: REPORT & MONITOR

- Continually monitor throughout the audit - providing feedback as agreed during scoping.
- Conclude the audit (i.e. issue opinions and reports).
- Develop and present:
 - reports,
 - required communications,
 - management letter comments, and
 - other audit-related deliverables.
- Perform debriefings to identify opportunities for improvement with our:
 - engagement team, and/or
 - client's team.



STILLWATER COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Stillwater Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2021, with an option for two (2) additional optional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in St. Johns County, Florida, and has an annual operating budget of approximately \$79,265. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2021, be completed no later than April 15, 2022.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) unbound hard copy and one (1) electronic copy of their proposal to the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010, in an envelope marked on the outside "Auditing Services, Stillwater Community Development District." Proposals must be received by 5:00 p.m., on January 4, 2021, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

Craig Wrathell
District Manager



STILLWATER COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2020

St. Johns County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than January 4, 2021 at 5:00 p.m., at the offices of the District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) unbound hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "**Auditing Services – Stillwater Community Development District**" on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

APPENDIX A - RFP DOCUMENTS



SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2020, plus the lump sum cost of two (2) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after



the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.



STILLWATER COMMUNITY DEVELOPMENT DISTRICT

AUDITOR SELECTION

EVALUATION CRITERIA

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

9C11



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: January 04, 2021
5:00PM

Submitted to:

Stillwater
Community Development District
c/o District Manager
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

January 04, 2021

Stillwater Community Development District
c/o District Manager
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2021, with an option for two (2) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Stillwater Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. First, we ensure that the transition to a new firm is as smooth and seamless as possible. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

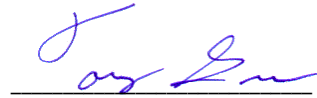
Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



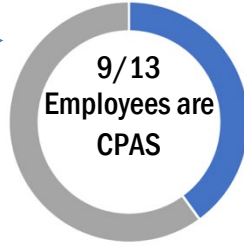
Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



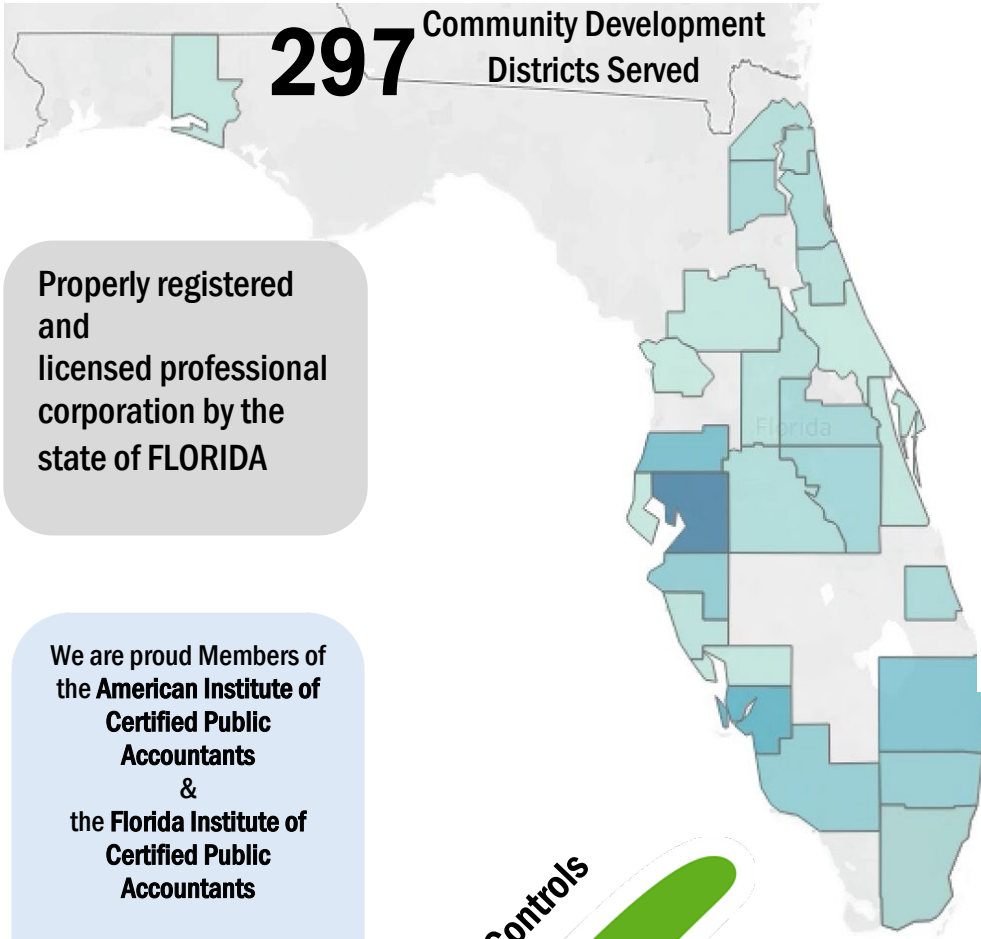
2 Partners
11 Professional Staff
2 Administrative Professionals



2005

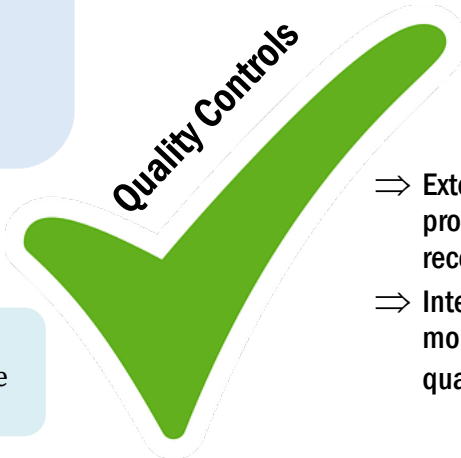
Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the American Institute of Certified Public Accountants & the Florida Institute of Certified Public Accountants



- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



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



Peer Review
Program

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

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,
FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

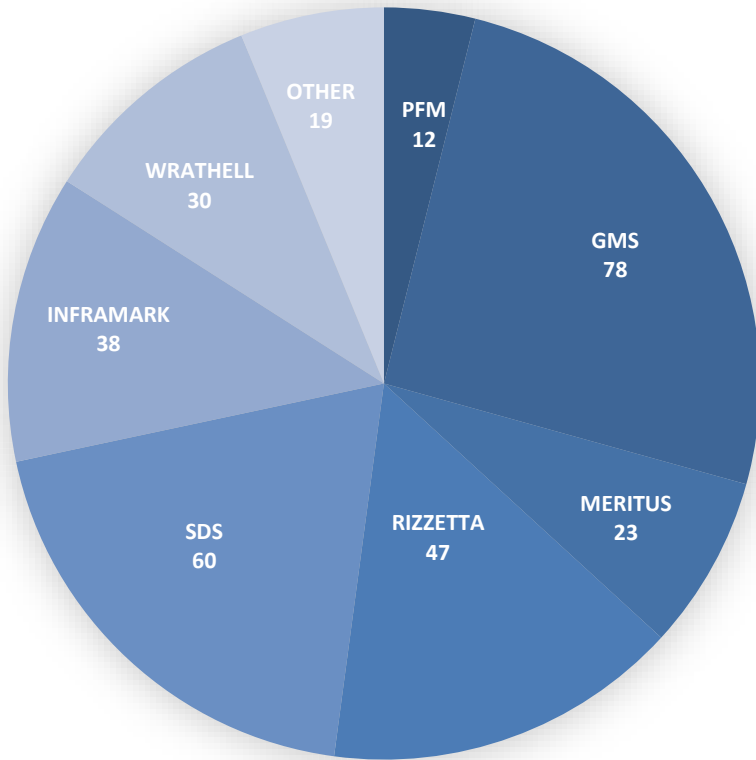
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.8190 | www.ficpa.org

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

Years Performing Audits: 30+
CPE (last 2 years): Government Accounting, Auditing: 24 hours; Accounting, Auditing and Other: 58 hours
Professional Memberships: AICPA, FICPA, FGFOA, GFOA

Racquel McIntosh, CPA (Partner)

Years Performing Audits: 14+
CPE (last 2 years): Government Accounting, Auditing: 38 hours; Accounting, Auditing and Other: 56 hours
Professional Memberships: AICPA, FICPA, FGFOA, FASD

“Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process.”

Tony Grau

“Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization.”

Racquel McIntosh

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

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

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



**Antonio 'Tony' J. Grau, CPA
Partner**

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

- | | |
|--|--|
| Bayside Improvement Community Development District | St. Lucie West Services District |
| Dunes Community Development District | Ave Maria Stewardship Community District |
| Fishhawk Community Development District (I,II,IV) | Rivers Edge II Community Development District |
| Grand Bay at Doral Community Development District | Bartram Park Community Development District |
| Heritage Harbor North Community Development District | Bay Laurel Center Community Development District |
| | |
| Boca Raton Airport Authority | |
| Greater Naples Fire Rescue District | |
| Key Largo Wastewater Treatment District | |
| Lake Worth Drainage District | |
| South Indian River Water Control | |

Professional Associations/Memberships

American Institute of Certified Public Accountants Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	58
Total Hours	<u>82</u> (includes of 4 hours of Ethics CPE)



Racquel C. McIntosh, CPA
Partner

Contact : rmcintosh@graucpa.com | (561) 939-666

Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm’s quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

Education

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

Clients Served (partial list)

(>300) Various Special Districts, including:

- Carlton Lakes Community Development District
- Golden Lakes Community Development District
- Rivercrest Community Development District
- South Fork III Community Development District
- TPOST Community Development District

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

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

Professional Associations/ Memberships

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

Professional Education (over the last two years)

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

References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

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

Two Creeks Community Development District

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

Journey's End Community Development District

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

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

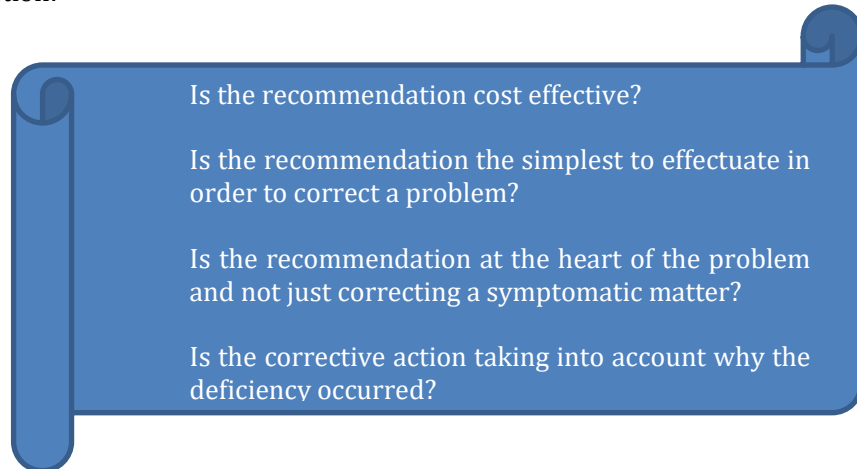
Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:



To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2021-2023 are as follows:

Year Ended September 30,	Fee
2021	\$3,000
2022	\$3,100
2023	<u>\$3,200</u>
TOTAL (2021-2023)	<u>\$9,300</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
TOTAL	332	5	3	327	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

73

Current
Arbitrage
Calculations

We look forward to providing Stillwater Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

9CIII

Proposal to Provide Auditing Services

Stillwater Community Development District

For the Fiscal Year Ending
September 30, 2020
With the Option for 2 Additional Annual Renewals

Submitted by:



934 North Magnolia Avenue
Suite 100
Orlando, Florida 32803
(407) 843-5406

CONTACT: Tamara Campbell, C.P.A.

tcampbell@mcdermittdavis.com
www.mcdermittdavis.com

Proposal for Audit Services to
Stillwater Community Development District
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Letter of Interest



January 4, 2021

Craig Wrathell, District Manager
Stillwater Community Development District
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

Thank you for the opportunity to submit our qualifications and experience to serve as independent auditors of *Stillwater Community Development District*. The accompanying proposal will provide you detailed information regarding the scope of services to be provided, as well as a profile of the firm, the individuals who will serve you, our qualifications and experience, and representative clients, including specific references.

It is our understanding that we will provide the following services:

1. Financial audit of the basic financial statements of *Stillwater Community Development District* for the fiscal year ending September 30, 2020, 2021 and 2022.
2. We will commit to maintain staff required to conclude the audits within the time constraints indicated in the RFP.
3. The audit will be performed in accordance with generally accepted auditing standards, *Governmental Auditing Standards* and the Rules of the Auditor General of the State of Florida.
4. The audit for the fiscal year ending September 30, 2021 will be completed no later than April 15, 2022.

We believe we are the best-qualified firm to perform the engagement for the following reasons:

- o We presently audit **over fifty Community Development Districts**, fourteen municipalities and one special water district and have an excellent working knowledge of generally accepted accounting principles related to governmental entities.
- o We assist in the preparation of the financial statements for most of these governmental entities.
- o We have assisted nine municipalities in receiving the GFOA "Certificate of Achievement for Excellence in Financial Reporting". Most of these municipalities have been receiving the "Certificate of Achievement" between ten and twenty years. Tamara Campbell is active as a national review team member of the GFOA's "Certificate of Achievement for Excellence in Financial Reporting" program. As a review team member, Ms. Campbell reviews and evaluates financial reports submitted by cities and counties to determine whether the financial reports meet the stringent requirements to receive the GFOA'S prestigious award. Participating as a review team member, Ms. Campbell has demonstrated her expertise in governmental accounting and auditing.
- o We have strong information technology ability and will input the District's general ledger balances into our ProSystem fx Engagement software and perform a virtually "paperless" audit. The District's Financial Statements are linked to the general ledger; therefore, the likelihood of errors on the financial statements is reduced.
- o We have recent and continuous experience and have devoted a great deal of our continuing education to the governmental auditing and accounting field. Our firm meets the independence and education requirements of the Government Auditing Standards issued by the Comptroller General of the United States. Our firm is independent of *Stillwater Community Development District* as defined by Government Auditing Standards.

- We are members of the American and Florida Institutes of Certified Public Accountants and an Associate member of the Governmental Finance Officers Association. Our firm is active in governmental organizations throughout Central Florida and serves on governmental committees of the Florida Institute of CPA's.
- We are a local firm with personnel committed to quality and professional performance, accustomed to providing a high level of client satisfaction. We believe that our firm is part of a team effort to assist the District in developing the best financial reporting possible.
- We have a history of continuity of personnel assigned to the engagement. Our single office firm and low personnel turnover assures uninterrupted services from our partners and staff. We have a staff of 28 people and 8 of those are governmental audit staff.

McDimit Davis, LLC has not colluded with any of the Proposers, and we have not defaulted on any previous contract, and are not in arrears on any previous or existing contract and are properly licensed.

Because of our unique qualifications and a philosophy based on complete dedication to client service, we feel confident that we can provide you with responsiveness and a range of experience that will best serve your needs.

Ms. Tamara Campbell, partner, is authorized to represent the firm and may be contacted at 934 North Magnolia Avenue, Suite 100, Orlando, Florida 32803, or phone (407) 843-5406.

We would consider it a privilege to serve as independent auditors for Stillwater Community Development District.

Sincerely,

McDimit Davis, LLC

A handwritten signature in blue ink, appearing to read 'Tamara Campbell', with a stylized, cursive script.

Tamara Campbell, CPA

Company Background

MCDIRMIT DAVIS AT GLANCE



Established since 1984



Ranked Top 10 in Central Florida

**HIGHEST PASSING RATING IN
OUR 2020 PEER REVIEW**



Over 100 years of combined experience

MEMBERSHIPS





About Us:

McDermitt Davis, LLC was incorporated in the State of Florida in August 1984 and serves Central Florida from its centrally located office in Orlando, Florida. The partners and managers have over 100 years of combined experience in public accounting, and our firm has grown to be ranked as one of the top 10 accounting firms in Central Florida by the Orlando Business Journal.



When considering whether to hire our firm, you will find that McDermitt Davis can be differentiated from our competitors in several areas, such as:

- **Local, Experienced and Involved Partners:** Our partners and managers have over 100 years of combined experience in public accounting. Tammy has over fifteen (15) years of governmental accounting and auditing experience, including municipalities, airport authorities and over **50 community development districts**.
- **Commitment to Quality:** McDermitt Davis has received a "pass" audit opinion by our peer reviewers regarding our firm's Quality Control Standards.
- **Timely Audits:** Our commitment is to meet all audit deadlines, all of our audits have been performed according to agreed audit schedules.

Our firm has a wide range of clients providing both goods and services in the Central Florida area. Our practice encompasses auditing, accounting, management advisory and tax services. A list of all governmental clients audited by us for the fiscal years 2015-2019 is as follows:

- **Over Fifty Community Development Districts**

- City of Belle Isle, Florida *
- City of Clermont, Florida *
- City of Fruitland Park, Florida
- City of Groveland, Florida
- City of Inverness, Florida*
- City of Lake Mary, Florida*
- City of Longwood, Florida *
- City of Mascotte, Florida
- City of Minneola, Florida
- City of Ocoee, Florida *
- City of Orange City, Florida*
- City of Tavares, Florida *
- City of Umatilla, Florida *
- City of Winter Springs, Florida *
- Homosassa Special Water
- Sun'n Lake of Sebring Improvement District
- Town of Montverde, Florida
- Town of Windermere, Florida

- These entities are presently clients of McDermitt Davis, LLC

* These entities participate in the Certificate of Achievement for Excellence in Financial Reporting program.



General Information about McDimit Davis

License to Practice in Florida

Our Firm and all key professional staff are properly licensed to practice in the state of Florida. In addition, our Firm and all assigned key personnel are in good standing with the Florida Board of Accountancy. We can provide a copy of actual License, if requested.

Independence

McDimit Davis, LLC is independent of the District as defined by auditing standards contained in *Government Auditing Standards*.

Governmental Audit Quality Center

McDimit Davis, LLC is a member of the AICPA's Governmental Audit Quality Center which is dedicated to establishing the highest standards of audit quality in the governmental accounting and audit sector.

External Quality Control Review

Our Firm understands the importance of developing a formal quality control program, and therefore have been a member of the Private Companies Practice Section of the American Institute of Certified Public Accountants **since 1985**. Member firms are required to adhere to quality control standards established by the AICPA Quality Control Standards Committee and to submit to peer reviews of the firm's accounting and audit practice. Peer reviews are intensive reviews of a firm's quality control system by an independent CPA firm. Our firm has had seven peer reviews performed by the American Institute of Certified Public Accountants. Each peer review has included a review of a local governmental entity.

On our most recent peer review performed in 2020, we received a peer review rating of "pass", which is the highest rating that a firm can receive under the revised peer review standards. We have never been subject to any litigation or disciplinary actions by a client, the State or any professional organization for substandard field work. A copy of our firm's most recent peer review report follows this section. These peer reviews included a review of at least two governmental engagements, and it should be noted that there were no findings as a result of this review. We have never withdrawn from an engagement prior to the agreed expiration date.

Size and Organization

McDimit Davis LLC has 28 employees, the total number of governmental audit staff is 8; the professional staff of our firm has been conducting governmental audits in the Central Florida area for the past thirty years. We are experienced auditors in a variety of industries and offer experience in auditing federal grants under the Single Audit Act and performing compliance audits of state grants.

Our experience in governmental auditing has led to the development of efficient procedures that provide various client benefits. Our services provide our clients with a wide range of knowledge, confidence, and helpful management advice.



Below is a listing of the type of other services that we have provided to governmental clients:

1. Assistance in preparation of Comprehensive Annual Financial Reports for recognition by the Government Finance Officers Certificate of Achievement Program.
2. Internal Audit Services.
3. Issuance of Comfort Letters and Consent Letters in conjunction with the issuance of tax-exempt bonds.
4. Assistance on early implementation of new GASB Statements.
5. Assisting in compiling historical financial data for first-time submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting.
6. Detailed internal control studies and evaluations of accounting systems.

Engagement Team

The following table lists the names of firm accounting personnel assigned to the audit:

<u>Name</u>	<u>Audit Role</u>
Tamara Campbell, CPA	Engagement Partner
Michelle Sorbello, CPA	Engagement Manager
Matthew Lee, CPA	Engagement Manager

All of the above people have considerable experience on governmental audit engagements. All supervisory personnel assigned to the audit, are Certified Public Accountants. The engagement partner and audit manager will be assigned to audit on a full-time basis. In addition to the partner and managers, McDermitt Davis will utilize various audit senior and staff members for audit fieldwork.

Continuing Education

McDermitt Davis, LLC is committed to the personal and professional growth of its staff. Our firm requires an annual minimum of 40 hours of continuing professional education for each staff member.

Our governmental audit staff complies with the continuing education requirements of the State of Florida, the Governmental Accountability Office (GAO), and *Governmental Auditing Standards* (Yellow Book). Therefore at least 24 hours during a 2-year period must be in subjects directly related to the government environment and to governmental auditing. Our governmental audit staff always exceed this requirement since they attend each year the Florida Governmental Financial Officer's Association Annual Conference which provides 22 hours of training in governmental accounting and auditing.

As a result of our governmental experience, our staff has taught classes or lectured on various topics. We offer "in-house" education courses for our staff, which at times, our clients have attended. In addition, we are available to teach seminars for the benefit of the District's accounting staff.



Information Technology

Our firm has one dedicated Information Technology specialist who has several years' experience in setting up and administering computer systems and networks of all sizes. In addition, all governmental audit personnel are experienced with various governmental software programs. We utilize automated, paperless auditing software which stores all trial balances and audit workpapers electronically. We also use Data Analysis Software, which enables us to obtain 100% of selected data and test "through your computer system."

One of the services we provide our clients is CLIENT PORTAL. This is a convenient online storage space in which files can be effortlessly uploaded, downloaded, stored and shared in a safe and secure environment.

Records Retention

Our firm maintains records in accordance with local, state, and Federal Public Records Retention Requirements.

Federal or State Reviews

Any Federal or State desk review has resulted in no findings and we have never undergone a Federal or State field audit.

Peer Review Letter



PRIDA, GUIDA & PEREZ, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
1106 N. FRANKLIN STREET
TAMPA, FLORIDA 33602
TELEPHONE: (813) 226-6091
FAX: (813) 229-7754

Report on the Firm's System of Quality Control

August 21, 2020

To the Owners of McDirmit Davis, LLC
And the Peer Review Committee of the
Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of McDirmit Davis, LLC (the firm), in effect for the year ended June 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of McDirmit Davis, LLC in effect for the year ended June 30, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. McDirmit Davis, LLC has received a peer review rating of *pass*.

Prida Guida & Perez, P.A.

MEMBER AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
MEMBER FLORIDA INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Audit Personnel Experience



Tammy Campbell, CPA

Partner

Education, Certifications, and Licenses

- B.S. Degree in Accounting, University of Central Florida
- Masters in Taxation, University of Central Florida
- CPA, Certified Public Accountant - Florida

Affiliations and Community Involvement

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)
- Reviewer for GFOA's "Certificate of Achievement for Excellence in Financial Reporting" program
- Member of the Orange County School Board Audit Advisory Committee

Continuing Professional Education

Tammy has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards (the "Yellow Book")*. CPE included classes on Single Audits, the *Yellow Book*, and changes in governmental accounting principles, such as GASBS 67 and 68 on pension plans.

Experience

- Tammy has sixteen (16) years of governmental accounting and auditing experience, including municipalities and airport authorities.
- Her experience has included planning, fieldwork, and preparation of comprehensive annual financial reports for several governmental audit engagements.
- Tammy has worked with all 14 municipalities in the CAFR preparation process, including assisting most cities with obtaining the GFOA Certificate of Achievement.

Governmental Audit Experience (Past 5 years)

- Over 60 Community Development Districts
- City of Belle Isle
- City of Clermont
- City of Inverness
- City of Lake Mary
- City of Longwood
- City of Mascotte
- City of Ocoee
- Town of Orange City
- City of Oviedo
- City of Tavares
- City of Umatilla
- City of Winter Springs
- Homosassa Water District



Michelle Sorbello, CPA

Audit Manager

Education, Certifications, and Licenses

- B.S. Degree in Accounting, University of Central Florida
- Masters in Accounting, University of Central Florida
- CPA, Certified Public Accountant - Florida

Affiliations and Community Involvement

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)

Continuing Professional Education

Michelle has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards*.

Experience

- Michelle has 6 years of governmental accounting and auditing experience.
- She has significant experience in the audits of governmental and not-for-profit entities, including those subject to Federal and Florida Single Audit requirements.

Governmental Audit Experience (Past 5 years)

- **Various Community Development Districts**
 - City of Inverness
 - City of Lake Mary
 - City of Longwood
 - City of Mascotte
 - City of Ocoee
 - City of Winter Springs



Matthew Lee, CPA

Audit Manager

Education, Certifications, and Licenses

- Master of Science in Accounting, University of Central Florida
- Master of Public Administration, University of Central Florida
- B.S. in Public Administration, University of Central Florida
- CPA, Certified Public Accountant - Florida

Affiliations and Community Involvement

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)

Continuing Professional Education

Matthew has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards*.

Experience

- Matthew has 8 years of governmental accounting and auditing experience.
- He has significant experience in the audits of governmental and not-for-profit entities, including those subject to Federal and Florida Single Audit requirements.

Governmental Audit Experience (Past 5 years)

- **Various Community Development Districts**
- City of Belle Isle
- City of Clermont
- City of Longwood
- City of Ocoee
- City of Oviedo
- City of Tavares
- City of Umatilla
- City of Winter Springs
- Sun 'N Lake Improvement District
- Town of Windermere



References of Governmental Accounting Experience

<u>Principal Client Contact</u>	<u>Scope of Work</u>	<u>Years</u>
<i>Sun'n Lake of Sebring Improvement District</i>		
<p><i>Ms. Tanya Cannady, General Manager.</i></p> <p>5306 Sun'n Lake Blvd. Sebring, FL 33872 tcannady@snldistrict.org</p>	<ul style="list-style-type: none"> Annual Financial & Compliance Audit and preparation of Financials 	2011 to Present
<i>Sterling Hill Community Development District</i>		
<p><i>Ms. Kaitlyn Gallant Rizzetta and Company Manager, District Accounting Services</i></p> <p>12750 Citrus Park Lane Suite 115 Tampa, Florida 33625 kgallant@rizzetta.com</p>	<ul style="list-style-type: none"> Annual Financial & Compliance Audit and preparation of Financials 	2007 to 2009 & 2013 to Present
<i>Meadow Pointe II Community Development District</i>		
<p><i>Mr. Alan Baldwin Inframark Accounting Manager</i></p> <p>210 N. University Drive Suite 702 Coral Springs, Florida 33071 alan.baldwin@inframark.com</p>	<ul style="list-style-type: none"> Annual Financial & Compliance Audit and preparation of Financials 	2012 to Present
<i>Toscana Isles Community Development District</i>		
<p><i>Mr. Jeffrey Pinder Wrathell Hunt and Associates Controller</i></p> <p>2300 Glades Road Suite 410W Boca Raton, Florida 33431 pinderj@whhassociates.com</p>	<ul style="list-style-type: none"> Annual Financial & Compliance Audit and preparation of Financials 	2015 to Present
<i>Homosassa Special Water District</i>		
<p><i>Ms. Teresa Olds, Manager</i></p> <p>7922 W. Grover Cleveland Blvd. Homosassa, FL 34448 hswd@tampabay.rr.com</p>	<ul style="list-style-type: none"> Annual Financial & Compliance Audit and preparation of Financials 	2007 to Present



List of 2019 Community Development District Audits:

Community Development District

Asturia Community Development District
 Bainebridge Community Development District
 Beach Road Golf Estates Community Development District
 Belmont Community Development District
 Bexley Community Development District
 Celebration Community Development District
 Chapel Creek Community Development District
 Concorde Estates Community Development District
 Copperspring Community Development District
 Dovera Community Development District
 Durbin Crossing Community Development District
 Enterprise Community Development District
 Fiddler's Creek Community Development District #1
 Forest Creek Community Development District
 Greyhawk Landing Community Development District
 Heritage Isle at Viera Community Development District
 Highlands Community Development District
 K-Bar Ranch Community Development District
 K-Bar Ranch II Community Development District
 Meadow Pointe II Community Development District
 Mediterra Community Development District
 Mirabella Community Development District
 Palm River Community Development District
 Portofino Springs Community Development District
 Scenic Highway Community Development District
 South Shore Corporate Park Community Development District
 Southaven Community Development District
 Southern Hills Plantation II Community Development District
 Spring Ridge Community Development District
 Sterling Hill Community Development District
 Suncoast Community Development District
 Talavera Community Development District
 The Crossings at Fleming Island Community Development District
 The Woodlands Community Development District
 Toscana Isles Community Development District
 Town of Kindred Community Development District
 Trails Community Development District
 Treeline Preserve Community Development District
 Trout Creek Community Development District
 University Square Community Development District
 University Village Community Development District
 Valencia Water Control District
 Venetian Community Development District
 Watergrass II Community Development District
 Waterlefe Community Development District
 Westridge Community Development District
 Wiregrass Community Development District
 Wiregrass II Community Development District

County

Pasco
 Duval
 Lee
 Hillsborough
 Pasco
 Osceola
 Pasco
 Osceola
 Pasco
 Seminole
 St. Johns
 Osceola
 Collier
 Manatee
 Manatee
 Brevard
 Hillsborough
 Hillsborough
 Hillsborough
 Pasco
 Collier
 Hillsborough
 Hillsborough
 Lee
 Polk
 Hillsborough
 St. Johns
 Hernando
 Hernando
 Hernando
 Pasco
 Pasco
 Clay
 North Port
 Sarasota
 Osceola
 Duval
 Lee
 St. Johns
 Lee
 Lee
 Orange
 Sarasota
 Pasco
 Manatee
 Polk
 Pasco
 Pasco

Service Approach



Service Approach

Our audit will be segmented as follows:

- Phase 1: Audit Planning
- Phase 2: Evaluation and Testing of Internal Controls
- Phase 3: Substantive Testing
- Phase 4: Reporting

Phase 1: Audit Planning

Preliminary planning includes deciding on an overall strategy for the audit, obtaining an understanding of the entity and its environment, including its internal control, making an initial assessment of audit risk and materiality, and deciding on the overall timing of the engagement. We will also begin to assemble our "permanent file," which consists of copies of organizational charts, District manuals, documents, and financial and other management systems.



We will meet with staff of the District to obtain an understanding of the flow of transactions through your accounting system. This includes understanding your computer environment in order to comply with the requirements of AU-C 300, *Planning an Audit*. We will also gather information to identify fraud risks as required by AU-C 240 *Consideration of Fraud in a Financial Statement Audit*.

We will also perform preliminary analytical procedures and compare trends for the current and at least the two previous years for unusual fluctuations. This will include review of both budget and actual amounts.

During this planning phase, we will ask management and staff at the District to identify areas of higher risk as well as other areas that they want us to focus on during our audit. We will also provide the District with a list of all schedules to be prepared by the District.

Phase 2: Evaluation and Testing of Internal Controls and Compliance

During Phase 2, we will evaluate your control policies and procedures to determine if they are functioning properly in significant transaction classes. To gain an understanding of the procedures in place, and current internal control structure, we typically conduct interviews with staff and management involved in the specific transaction class to be tested. We then perform tests of these controls to determine with reasonable assurance that control procedures are functioning as planned and whether further testing will be needed.

As part of our tests of controls, we will include tests of compliance with applicable ordinances, and state and federal laws and regulations. In order to determine which ordinances, laws and regulations to test for compliance, we start by reviewing the FICPA Practice Aid *Compliance Auditing in Florida*. We then evaluate which ordinances, laws and regulations have a direct and material effect on the determination of financial statement amounts. Sample sizes are determined based upon our assessment of control risk and may be judgmental, random, or stratified, depending on the attributes of the population being tested. We will select samples from the significant transaction classes and trace from original documents through the computer system to the general ledger through the use of Data Analysis Software.



Service Approach - Continued

Phase 2: Evaluation and Testing of Internal Controls and Compliance - Continued

Our control testing includes obtaining an understanding of the computer software used by the District, and tracing sample selections through the system to determine the desired outcomes are being achieved. Our testing of Information Technology includes inquiries of appropriate personnel regarding data backups and access to District files.

After controls have been documented, evaluated and tested, we will finalize the District's audit plan. Audit programs will be tailored to fit the specifics of the District's accounting systems.

Phase 3: Substantive Testing

Our year-end fieldwork will focus on verifying balances in accounts. For example, we will confirm cash balances, as well as debt balances with financial institutions. In addition to obtaining audit confirmations, representation letters and attorney letters, we will perform tests on account balances using analytical procedures, recalculation and verification.

Our firm uses ProSystem fx Engagement electronic audit software which may allow us to interface with your accounting system and reduce the time required to transfer your accounting data to a separate software package. We believe it is important to use analytical review procedures in this substantive phase of the audit. We compare analytical results to our expectation of what the results should be in order to determine if additional audit procedures are required. Typical analytical procedures include expense variances with previous years and budget amounts, revenue variances with previous years and budgeted amounts.

We will keep the District's management up to date on the progress of the audit and will discuss preliminary findings and potential problems or opportunities as we encounter them. Our approach to resolving problems encountered is to discuss with the District Manager to make sure our understanding is correct. Our process to produce a meaningful "management letter" is to review results of testing of internal controls, as well as year-end field work and draft recommendations for improvements to be discussed with management.

Phase 4: Reporting

The audit work is reviewed by the engagement partner throughout the engagement. Once the engagement partner review is complete, a second review of the financial statements is performed by the independent reviewer. This second review is required as part of McDermitt Davis's internal system of quality control and ensures the District receives the best service possible.

We will prepare a draft of the financial statements and then issue the following:

- Auditor's report on financial statements
- Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with "Government Auditing Standards."
- Management Letter

We will provide technical assistance to the District to meet changes in required disclosures. Once reports have been reviewed by management and approved in final form, we will issue final reports and supply in electronic format.

Cost Proposal



Cost Proposal

We understand the requested services include audits of the District's financial statements for the year ended September 30, 2020, with the option for 2 additional annual renewals. The audit will be made in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

McDirmitt Davis, LLC is duly licensed under Chapter 473, Florida Statutes and is qualified to conduct audits in the State of Florida and audits in accordance with *Government Auditing Standards*.

We believe in continuing client contact throughout the year, not just during the audit. We encourage on-going client contact by not charging any fee for phone calls.

Fees include all services, including but not limited to, meals and lodging, transportation, printing and binding, telephone, fax and copies. Out of pocket expense (if any) related to charges for confirmations will be in addition to the audit fee. Invoices will be submitted as work progresses on each phase of the audit.

<u>Year Ended</u>	<u>Audit Fee</u>
September 30, 2020	\$3,500
September 30, 2021	\$3,500
September 30, 2022	\$3,500

In the year the District issues bonds, the audit fee will increase \$900

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

9D

STILLWATER COMMUNITY DEVELOPMENT DISTRICT

AUDITOR EVALUATION MATRIX

RFP FOR ANNUAL AUDIT SERVICES	ABILITY OF PERSONNEL	PROPOSER'S EXPERIENCE	UNDERSTANDING OF SCOPE OF WORK	ABILITY TO FURNISH REQUIRED SERVICES	PRICE	TOTAL POINTS
PROPOSER	20 POINTS	20 POINTS	20 POINTS	20 POINTS	20 POINTS	100 POINTS
Carr, Riggs & Ingram, LLC						
Grau & Associates						
McDermitt Davis, LLC						

NOTES:

Completed by: _____

Board Member's Signature

Date: _____

Printed Name of Board Member

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

10A

THE ST. AUGUSTINE RECORD
Affidavit of Publication

STILLWATER CDD
2300 GLADES ROAD, SUITE 410 W

BOCA RATON, FL 33431

ACCT: 53662
AD# 0003327298-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **SA Req Qualification** in the matter of **RFQ ENGINEERING SRV** was published in said newspaper on **12/17/2020**.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

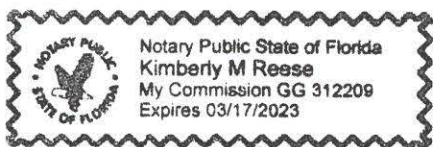
Sworn to (or affirmed) and subscribed before me by means of

physical presence or
 online notarization

this day of **DEC 17 2020**

by *Melissa Rhinehart* who is personally known to me or who has produced as identification

Kimberly M Reese
(Signature of Notary Public)



**REQUEST FOR QUALIFICATIONS
FOR ENGINEERING SERVICES
FOR THE STILLWATER
COMMUNITY DEVELOPMENT
DISTRICT**

RFQ for Engineering Services

The Stillwater Community Development District (the "District"), located in St. Johns County, Florida, announces that professional engineering services will be required on a continuing basis for the District's stormwater management system, roadway improvements, portable water, sewer and reuse systems, landscaping and hardscaping improvements, parks and amenities, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with St. Johns County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, *Florida Statutes* ("CCNA"). All Applicants interested must submit one (1) unbound hard copy and one (1) electronic copy of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on January 4, 2021 to the attention of Craig Wrathell, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submission of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

District Manager
0003327298 December 17, 2020

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

10B

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Stillwater Community Development District (the "District"), located in St. Johns County, Florida, announces that professional engineering services will be required on a continuing basis for the District's stormwater management system, roadway improvements, portable water, sewer and reuse systems, landscaping and hardscaping improvements, parks and amenities, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

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Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

STILLWATER COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS

COMPETITIVE SELECTION CRITERIA

- 1) Ability and Adequacy of Professional Personnel** (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.
- 2) Consultant's Past Performance** (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.
- 3) Geographic Location** (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.
- 4) Willingness to Meet Time and Budget Requirements** (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.
- 5) Certified Minority Business Enterprise** (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.
- 6) Recent, Current and Projected Workloads** (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.
- 7) Volume of Work Previously Awarded to Consultant by District** (Weight: 5 Points)

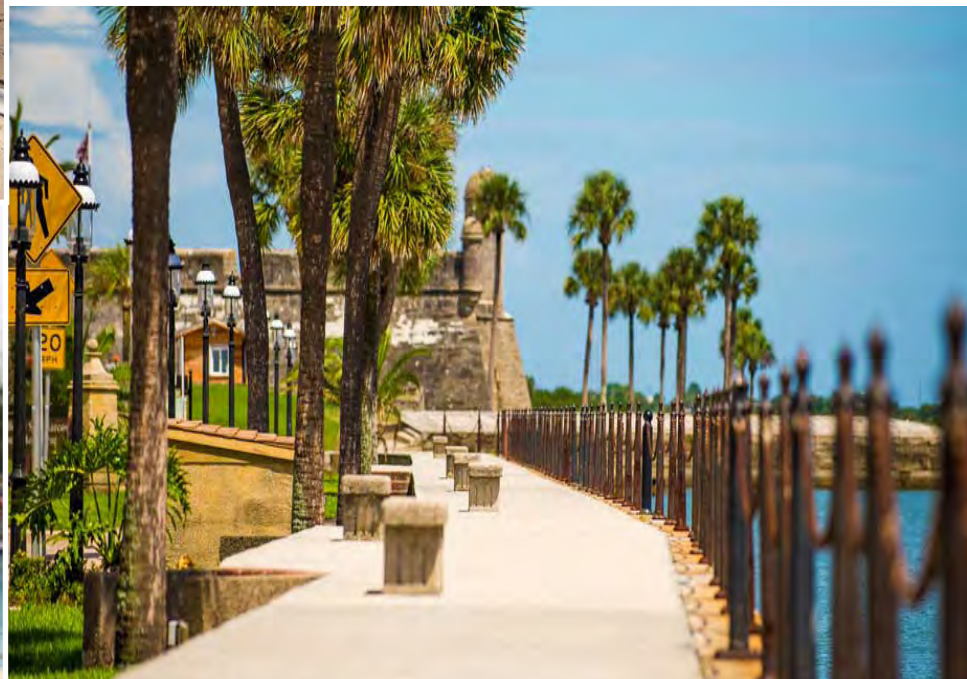
Consider the desire to diversify the firms that receive work from the District; etc.

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

10C

Stillwater Community Development District *St. Johns County, FL*



**District Engineer
Request for Qualifications**

JANUARY 4, 2021

CONTACT:

Alex Acree, PE
Alex@MDGinc.com
904.826.1334
www.MDGinc.com



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Tab 4 Standard Form 330



REQUEST FOR QUALIFICATIONS
STILLWATER CDD DISTRICT ENGINEER

TAB 1

Transmittal Letter




**MATTHEWS
DESIGN GROUP**

December 30, 2020

Stillwater Community Development District (CDD)
Attn: Craig Wrathell, District Manager's Office
Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Re: Response to Request for District Engineer Qualifications for Stillwater CDD

Dear Members of the District Selection Committee:

Matthews Design Group, LLC (MDG) is pleased to submit our statement of qualifications and SF 330 to provide continuing professional engineering services for the Stillwater CDD as District Engineer.

Since 2005, MDG has provided civil engineering services and over the past 15 years, we have earned a solid reputation for providing high-quality, innovative solutions and exceptional client service.

We offer Alex Acree, PE as Project Manager for this contract. He will be the primary point-of-contact for this contract and will handle District meetings, construction services, and other engineering tasks. Alex and our supporting engineers and landscape architects are extremely experienced and knowledgeable in the delivery of professional engineering services that will be required on a continuing basis for the District's systems and improvement projects. MDG has the following attributes pertinent to the demands of this contract:

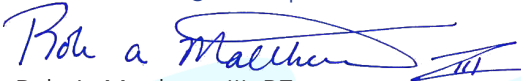
- Successful past performance for other CDDs, HOAs, POAs and master planned communities where MDG delivered engineering services either as the District Engineer or prime engineering consultant for services similar to those required in this RFQ.
- Technical expertise in civil engineering, site and land development design, stormwater management facilities and ponds, drainage design, utility (portable water, sewer and reuse systems) design, roadway improvements, landscaping and hardscaping improvements, parks and amenities, construction administration and inspections, and permitting.
- Depth of our staff providing ample capacity to competently complete all assignments in a timely manner.

The most important qualification that MDG brings to this project is the commitment of the firm, at all levels, to develop successful assignments that are technically sound and delivered on schedule within budgetary guidelines.

As president of MDG and principal-in-charge for this contract, I take responsibility for the oversight and delivery of the projects issued under this contract, and fully commit the firm's resources to work order assignments.

MDG anticipates the development of a strong working relationship with you and we encourage you to contact our references and inquire about our firm's performance and quality of work.

Respectfully,
Matthews Design Group, LLC


Rob A. Matthews III, PE
President


Alex Acree, PE
Sr. Project Manager

REQUEST FOR QUALIFICATIONS
STILLWATER CDD DISTRICT ENGINEER

TAB 2

Firm Qualifications




**MATTHEWS
DESIGN GROUP**

FIRM QUALIFICATIONS, CAPABILITIES & CAPACITY

Technical Services & Capabilities

From concept to completion, MDG provides a wide range of professional engineering services for public agencies and municipalities, as well as private sector clients. **A comprehensive list of our services is shown below.**

- Land Use Planning & Development
- Planned Unit Development & Design
- Site Development & Engineering (Residential, Commercial & Industrial)
- Construction Administration
- Construction Engineering Inspection
- Feasibility & Due Diligence Studies
- Stormwater Management & Modeling
- Grading & Drainage Improvements
- Master Planning
- Permitting & Rezoning
- Subdivision Planning & Design
- Landscape Architecture
- Irrigation Design
- Roadway & Sidewalk Design
- Environmental Planning & Design
- Potable Water & Sanitary Sewer
- Project Management
- Water & Wastewater Treatment
- Urban & Regional Planning
- Coordination of Surveying & GIS
- Retaining Wall & Bulkhead Design
- Forensic Engineering
- Property Condition Assessments

We provide engineering services for a broad spectrum of clients and project types including:

- Roadways, Sidewalks, Bike Paths & Trails
- Single & Multi-Family Residential Subdivisions
- Professional/Commercial/Industrial & Office Parks
- Healthcare, Educational & Churches
- Recreational, Parks, Amenities & Athletic Fields
- Marinas, Boat Ramps & Airports
- Borrow Pits
- Communication Towers

Most of MDG's projects have been permitted and coordinated with agencies having jurisdiction such as the Florida Department of Transportation (FDOT), Federal Emergency Management Agency (FEMA), U.S. Army Corp of Engineers (USACE), St. Johns River Water Management District, (SJRWMD), Florida Department of Environmental Protection (FDEP) and the Florida Fish and Wildlife Conservation Commission (FWC) as well as local municipal agencies.

MDG has also completed numerous private development projects, which also involved planning, roadway and drainage design, stormwater management facilities and infrastructure including ponds, utilities, prks and amenities, landscape and streetscaping, irrigation, permitting, and construction administration and inspection.

Our approach to providing a full range of engineering and design solutions to public and private sector clients, combined with our expertise and experience, has earned MDG a high-level of proficiency in taking projects from preliminary design and permitting through final design and construction.



Technical Expertise

Elements that may be included during the contract period, and that our team has specialized expertise in the performance of are outlined below.

Analysis & Due Diligence

Once MDG receives the NTP, we will collect and analyze all necessary existing condition data in addition to those found during the preliminary data collection. These include: boundary and/or topographic survey, geotechnical data, traffic and crash data, drainage data, utility information, R/W information, existing permit information. Depending on the project, MDG will prepare concepts and perform an alternatives analysis, including cost analysis for review and consideration. The alternatives analysis can be presented in a formal Preliminary Engineering Report, or to save costs, be submitted in a Memorandum format with the necessary supporting exhibits and documents. Upon review by the District, our PM will meet with the District to discuss the alternatives and modify them as required.

Civil Site Design & Planning

MDG has provided civil engineering expertise in the areas of site civil related planning, design, permitting, bidding and construction administration services since its inception and has built a reputation of excellence that regularly results in repeat business. We provide a comprehensive range of engineering services to our clients, assuring them that we can meet all of their needs. From the start of each project, MDG works to understand the client's goals, develop innovative solutions, and identify potential cost savings. To create the most economical plan, our Team works closely with all stakeholders to ensure there are no surprises throughout the process. By using our extensive experience and by paying attention to the smallest details, we develop comprehensive plans that meet the needs of our clients and the community. Because MDG is involved in every phase of a project from concept through construction, we are able to seamlessly coordinate and expedite every step along the way.

Pond Design & Bank Remediation/Reconstruction

The performance and function of ponds serves a valuable purpose as well as adding a distinctive aesthetic to any property. MDG has designed and provided remediation to a long list of projects for developers, HOA, POA and CDDs so we understand the needs and requirements of projects that include ponds. We evaluate all ponds and concentrate on problem areas and immediate need areas. Immediate needs are pinpointed as well as deferred remediation. Our reports can also prioritize issues and provide a schedule and estimated cost in the order which they should be addressed.

It is also important to stabilize new pond banks down to at least below the normal water line. Dewatering is necessary to work on ponds, and lost soil that has eroded into ponds needs to be reclaimed. Typically, remediation efforts require mechanical stabilization (geofabric or mats) to further prevent erosion in lieu of just sodding. Erosion on pond banks becomes an issue due to nearby residents treating their lawns/ removing vegetation close to the pond and is also seen when large ponds are next to large open spaces.

One innovative concept we can offer is to provide education on maintenance. We can hold meetings to inform residents and landscaping contractor/lawn caretakers on what to leave in place vs. disturb. This results in a longer and more beautiful life span of pond banks.



Stormwater Management & Permitting

Stormwater management engineering requires the seamless integration of site function, civil infrastructure, regulatory requirements, and client goals and objectives. To execute a project with so many moving parts requires a team of professionals who are experienced in delivering projects of varying sizes for all types of clients. MDG has an expert team of engineers, planners, and various dedicated discipline teaming professionals. We evaluate existing site conditions, including topography/pond banks, natural resources, wetlands and streams, drainage patterns, and existing



or nearby utility and roadway infrastructure, so the site is contiguous with existing conditions and meets the intended use. MDG ensures that site layouts maximize development and land use potential with cost-effective features and aesthetic stormwater management design.

MDG is a leader in stormwater management design and permitting, and has completed stormwater studies and associated plans for projects ranging from single roadway intersections, to small, rapidly developing communities, cities and counties. MDG has developed innovative approaches that integrates the needs of both the private sector and the municipalities in the development of recommendations. MDG's stormwater plans are routinely approved and implemented with a minimal amount of opposition. We are able to accomplish this by including, at the early stages of a project, our clients as well as the regulatory agencies such as the local governing municipality, SJRWMD, FDEP, USACE, and others as required, to be part of the planning process and resolve any potential permitting design issues from the start of a project.

Drainage Design

Dependent upon the soil characteristics, roadway swales will be designed for proper stormwater storage, treatment, and conveyance. In some instances, roadside swales can be regraded and used as linear ponds to provide water quality treatment and attenuation; or, attenuation in roadside swales can be provided using ditch blocks or raised inlets. Regardless of the unique location challenges, our drainage engineering professionals will evaluate and design improvements as necessary to reduce flooding at each project location. If needed, our environmental subconsultant partner will assess the project limits to accurately identify all jurisdictional wetlands as well as perform threatened and endangered species assessments. MDG will use this information to minimize and/or avoid any wetland impacts. If impacts are unavoidable, we will coordinate with the District to mitigate these issues. Our objective is to create effective low maintenance drainage systems that will operate optimally with less maintenance requirements.

Utility Design & Coordination

A key aspect of a project's success requires an understanding of how existing utilities affect the design, maintenance schedule and budget. MDG will provide this critical need and conduct all utility design and coordination. All meetings and utility conflict resolution will be led by our in-house professional engineers. All utilities will be identified and mapped within the relevant project corridor. Our design will avoid utility conflicts when possible and keep any utility relocations or adjustments to a minimum. Additionally, our close relationship to many local utility agencies will expedite production of accurate data and ultimately keep the project moving forward and prevent delays. Effective utility coordination requires innovation, experience and a team approach and MDG is eager and equipped to begin.

Park & Recreation Design

MDG's staff has a history of park planning and design. We understand the proper planning that goes into a park design from drainage, site grading, structures, and field setback clearances as well as designs that meet ADA standards. We work with staff to understand the types of uses and demographics that parks are expected to experience and our designs reflect these considerations from parking, restroom facilities, ADA access, amenities and other park components that result in an experience enjoyable to all users. Due to the amount of rainfall in Florida and the amount of use athletic fields experience, we understand that proper drainage of fields is important. We understand this through prior designs and retrofit experience that soils, subgrade materials, proper sloping and underground drainage systems must all be considered in the design of recreational multiuse facilities. MDG has extensive grading and drainage experience associated with new design and retrofitting existing drainage systems for local municipalities, parks departments as well as educational institutions in Florida.



Environmental/Permitting

Many environmental issues often impact projects. Wetlands, protected habitat, threatened and endangered species, water quality, historical and archaeological resources, and contamination all influence the process. MDG's team is experienced at identifying these impacts and developing creative design options to avoid or minimize delays. Once issues are identified, our team works with local, state, and federal authorities to ensure the project continues to advance through the permitting process.

Project environmental permitting starts with early coordination meetings with the jurisdictional agencies, including SJRWMD and USACE at a minimum. MDG staff have extensive permitting experience in multiple agency jurisdictions throughout Florida including Water Management Districts, FDOT, FDEP, USACE, and county and city governments.

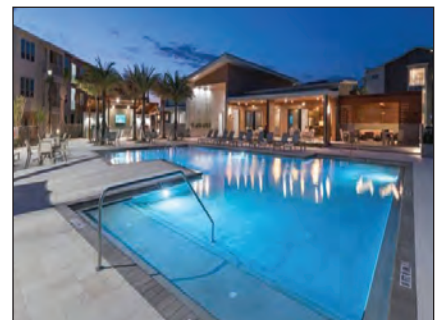
Landscape Architecture, Streetscape & Irrigation Design

MDG's landscape architectural services are focused on a connection between people and their environment. Therefore, our goal is to unveil nature's unique narrative through creativity, environmental diversity and conservation. Through integrated, sustainable and thoughtful design, our landscapes provide unique and stimulating experiences that are both functional and sensitive to the environment. Our sustainable design practices are the foundations to maintaining and transforming the natural environment, and MDG provides this on projects ranging from large-scale master plans and housing communities to small-scale green streets, recreational facilities and parks, parking lots, and private yards. Additionally, our Landscape Architects have led projects which included streetscapes for minor and major highways; enhanced landscape and irrigation design; hardscape design; tree evaluation and mitigation plans; children's play space area design; landscape revitalization; municipal, industrial, commercial and multifamily residential projects; recreation planning and design and community parks.



Transportation Services

With a focus on safety, maintainability and efficiency, MDG's engineers and technicians work smart to improve transportation facilities and overall quality of life. MDG's specialized services allow us to assist private and public agencies make the best use of community growth while balancing the needs of future transportation for local streets and highways that meet local, state, and federal guidelines. Our associates have gained expertise while working on roadway projects ranging from small scale, local roadways and driveways to large scale design-build interchange project. MDG provides economical and long-lasting solutions to transportation infrastructure and mobility challenges. Our extensive experience in roadway design and maintenance projects have ranged from smaller, single driveway connections to miles of new roadway design. From our numerous past roadway projects that have been designed, permitted, and constructed, MDG has developed an efficient, cost-effective method for taking a conceptual roadway plan and making it a reality.



Signing & Pavement Markings (S&PM)

MDG has extensive experience in the development of S&PM plans in conjunction with our Roadway Construction Plans and in meeting all requirements set forth by City and County Code, MUTCD, and FDOT. Highways and any driveways or intersecting roadways along project corridors will be properly signed and striped to ensure traffic safety. Any new roadway widening or turn lanes are signed and marked in accordance to all current standards.

Erosion Control

Erosion control cannot be an afterthought, but must be carefully considered and designed for every phase of construction or rehabilitation. Depending on the scope and scale of a project, erosion control may simply involve



placing silt fence and inlet barriers. If it is a larger and more complicated project, settling basins may be required for dewatering as well as catching sediment runoff. Turbidity barriers may be required to protect a channel that runs through the project area. As another example, if silt bags are required to prevent sedimentation during pumping, the tight R/W and the proximity to roads may not allow for staging of the bags, and other measures will need to be employed. Any erosion control measures used in the conveyance system must not impede the flow of stormwater to the point of causing flooding in the project area. At MDG we have several certified Erosion Control Inspectors and a certified Erosion Control Instructor.

With all of these professionals trained in the design and inspection of erosion control, we can ensure that you will have a well thought-out and usable plan. Knowing which control methods are effective and feasible are important to the success of the construction of the project.

Construction Administration & Bidding

MDG's construction administration services begin prior to breaking ground with constructability reviews to ensure that a project can be built economically and as planned. We provide our municipal clients with bidding assistance and contractor coordination and oversight. The project submittals and shop drawing review process is diligently executed and accurately managed to ensure the procedures and materials meet the contract requirements. MDG's engineers work closely with the owner and permitting agencies to verify the work is performed according to the contract plans, details and specifications. During construction, and upon completion, we review record drawings prepared by the contractor, or prepare them ourselves, to verify the completed work is documented accurately. Finally, we prepare final project documents and submit certifications to the owner and permitting agencies. Either as an extension of design services or as the owner's representative, MDG works to ensure the success of each project.



Constructibility & Biddability Reviews

As part of the constructibility reviews, the assigned reviewer will visit and study the project area to become familiar with the project site, ensure that plans reflect current conditions, and study adjacent properties, utilities and traffic conditions. Plans, specifications, estimates, permits, and utility relocation schedules are also integral elements of the construction documents. A problem in any of these sections may result in additional cost and delays; therefore, we will assign the most experienced reviewers to assure the high quality of these documents.

Bid Package Preparation & Assistance

Once final plans and specifications have been accepted by the District and all necessary permits have been issued, MDG will develop the necessary bid documents for bidding the construction of the project. This includes preparing the design drawings, specifications and editing the front end documents to specifically reflect the scope of work to be performed by the contractor. We will lend our continued support to the District throughout the bidding and selection process.



Construction Phase Services, Administration & Project Close-Out

MDG provides construction administration and construction phase services for all types of infrastructure projects. Our team of engineers, subconsultant partners and project administrators routinely help clients successfully administer and control construction.



Firm Licensure & Prequalifications

MDG is licensed to perform professional engineering and landscape architecture in the State of Florida and is certified with the Florida Department of State as an S-Corporation. MDG is also licensed to perform work in Georgia and South Carolina for both engineering and landscape architecture.

FDOT Work Group Prequalifications

- 3.1 - Minor Highway Design
- 3.2 - Major Highway Design
- 7.1 - Signing, Pavement Marking and Channelization
- 13.6 - Land Planning/Engineering
- 15 - Landscape Architect



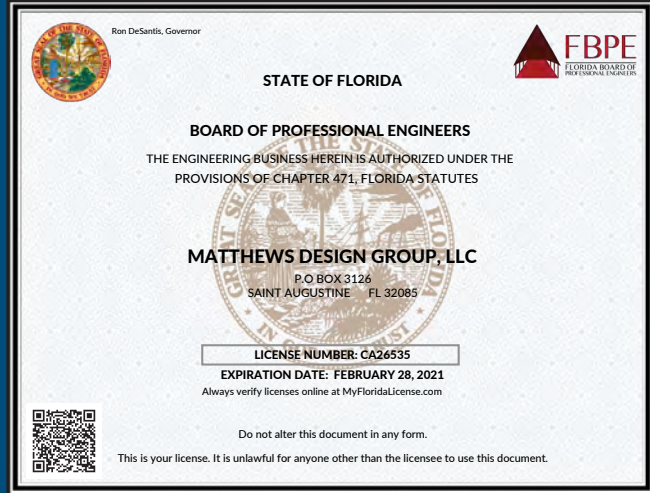
Certifications

- Certified Small Business (SB)
- Unified Certification Program (UCP) Certified Disadvantage Business Enterprise (DBE)
- Council of Landscape Architectural Registration Boards (CLARB) Certified Landscape Architect

Principals

- Keri C. Matthews, CEO
- Rob A Matthews III, PE, President

Website: www.MDGinc.com



2020 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT **FILED**
Jan 15, 2020
Secretary of State
2350852086CC

DOCUMENT# L18000228783
Entity Name: MATTHEWS DESIGN GROUP, LLC
Current Principal Place of Business:
 7 WALDO ST
 ST AUGUSTINE, FL 32084
Current Mailing Address:
 7 WALDO ST
 ST AUGUSTINE, FL 32084 US
FEI Number: 20-2968948 **Certificate of Status Desired:** No
Name and Address of Current Registered Agent:
 MATTHEWS, III, ROB A
 7 WALDO ST
 ST AUGUSTINE, FL 32084 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____ Date
Electronic Signature of Registered Agent

Authorized Person(s) Detail :

Title MGR, CEO, TREASURER,	Title PRESIDENT
Name MATTHEWS, KERI C	Name MATTHEWS III, ROB A.
Address 7 WALDO ST	Address 7 WALDO STREET
City-State-Zip: ST AUGUSTINE FL 32084	City-State-Zip: ST. AUGUSTINE FL 32084
Title VP	Title DIRECTOR OF LANDSCAPE ARCHITECTURE
Name CALLOWAY, JEREMY W.	Name JURNEY, MATTHEW A.
Address 7 WALDO ST	Address 7 WALDO ST
City-State-Zip: ST AUGUSTINE FL 32084	City-State-Zip: ST AUGUSTINE FL 32084

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: ROB MATTHEWS III **PRINCIPAL** 01/15/2020
Electronic Signature of Signing Authorized Person(s) Detail Date



REQUEST FOR QUALIFICATIONS
STILLWATER CDD DISTRICT ENGINEER

TAB 3 Personnel




**MATTHEWS
DESIGN GROUP**

PERSONNEL

MDG has the expertise, technical qualifications and project background experience to see any project to successful completion. Our staff comprised of over 40 accomplished engineers, technicians, inspectors and project administrators, are experienced in a wide variety of projects including the preparation and production of construction plans and specifications for the design of land development projects, drainage, stormwater management and Stormwater Pollution Prevention Plans (SWPPP), transportation systems and features (i.e. sidewalks, paths, trails), Signing & Pavement Markings (S&PM), Maintenance of Traffic (MOT), structures, landscape and hardscape, utilities, as well as construction administration and inspections, and obtaining permits from counties, cities, and regulatory agencies including local municipalities, USACE, FDEP, FDOT, FEMA, and Water Management Districts.

Below is a list of our key staff proposed that will be available for District Engineer related services and brief description of their qualifications. Resumes for Engineer(s) that would likely be attending District Meetings or in charge of a District project are also identified below, and included in Tab 4, SF 330.



To lead efforts under this contract, MDG has selected our seasoned **Alex Acree, PE, Senior Project Manager**, to provide overall project management. He will monitor all aspects of the contract to assure that all projects are completed on schedule and within budget. He will also take responsibility for coordinating tasks with other MDG team members and for collaborating with and providing progress reports to client staff on a continuing and timely basis. Alex has worked in the northeast Florida and southern Georgia regions for the past 15 years. Alex will be the primary point-of-contact and may potentially be attending District Meetings and/or in charge of District projects. His experience consists of a wide variety of projects ranging from utility infrastructure design, drainage basin analysis and stormwater system design, to borrow pit and mining site engineering, to large residential subdivisions and small commercial developments. He provides high-quality project management services and leads his team of engineers from project conception through design, permitting, construction, inspections, and certifications for a broad range of projects. Alex is a **Certified FDEP Stormwater, Erosion and Sedimentation Control Inspector**.



Chris Buttermore, PE, Senior Project Manager and Lead Roadway Engineer, brings over 15 years of experience on both public and private sector civil engineering projects. Chris would likely be attending District Meetings and/or in charge of District projects. His relevant civil engineering experience includes site planning and land development, design for stormwater management facilities, water and wastewater facilities, utilities and utility coordination, internal roadway, parking lot and sidewalk and trail design services for a variety of government agencies and municipalities. He is also experienced in roadway transportation systems and parking lot design as well as stormwater and drainage design for educational, residential, commercial, and industrial projects. Chris is **certified in Advanced MOT and is a Certified FDEP Stormwater, Erosion and Sedimentation Control Inspector**.



Michael Russo, EI, Project Engineer, has 9 years of engineering design and construction experience in land development, permitting, construction materials testing and construction engineering inspection. He has continued to grow within the industry with a primary focus on civil engineering design. Michael is specifically skilled in land development site and infrastructure design, stormwater management facilities, ponds, embankments and erosion control features, infrastructure assessments and utility design and permitting. He has provided engineering design and inspections on a variety of projects including residential communities, educational, commercial and roadways. Michael would likely be attending District Meetings and/or in charge of District projects. He is also a **Certified FDEP Stormwater, Erosion and Sedimentation Control Inspector**.





Rob A. Matthews III, PE, President and co-founder with 24 years of experience, Rob has provided technical guidance and regulatory compliance for all phases of site and land development engineering and environmental and regulatory permitting. His expertise includes planning, managing, designing, and inspecting land development and municipal civil engineering projects; utility infrastructure design; stormwater modeling and master planning; roadway design; environmental impact studies and mitigation; site development; and all aspects of permitting and rezoning requirements for the successful completion of projects. As president of MDG, he is responsible for resource allocation and schedule commitments. Rob may potentially be attending District Meetings and potentially in charge of District projects. He is also a **certified FDEP Stormwater, Erosion and Sedimentation Control Inspector**.



Billy Almaguer, PE, QA/QC Manager, is a seasoned professional engineer with over 15 years of experience. His attention to detail, and previous quality control and systems/programs creation experience are why he was selected for this position within MDG. Billy will take responsibility for the review of all engineering and design work. His experience includes all aspects of civil site design, regulatory permitting processes, stormwater modeling, and recreational facility design. Billy has specialized in wetland and nutrient load modeling and stormwater master planning. He has engineered a variety of projects including highways, beach nourishment, mitigation bank creation, FEMA Hazard Mitigation Grant Program (HMGP) and CDBG projects, and stormwater master plans for many large municipalities.



Scott Knowles, PE, Senior Professional Engineer has 25 years of experience in all phases of civil engineering, site and land development engineering and design, roadway design, stormwater modeling and drainage design, and regulatory permitting. Scott has provided project management for an eclectic mix of land development and site design, in addition to roadway and related projects that encompass services similar to those required for this project including drainage design improvements and stormwater management facilities, roadway and intersection design, sidewalks, bike lanes, parks, trails, master planning, site plans, conditional uses, land use plan amendments, plats, rezoning, and grant support services. Scott is a **certified FDEP Stormwater, Erosion and Sedimentation Control Inspector** and well as a **certified FDEP Stormwater, Erosion and Sedimentation Control Instructor**.



Andre Gandionco, Project Manager has 15 years of experience in civil engineering design and drafting for public and private sector projects from initial conceptual planning through permitting and final construction closeout. Andre has worked on a wide-ranging variety of projects including residential subdivisions, parks and recreation, infrastructure improvements, large scale industrial, commercial, and municipal projects. He served as a project manager for three years on ID/IQ contracts awarded by Naval Facilities Engineering Command Southeast as well as on FDOT projects involving roadways, pedestrian and bike path designs, and long-range estimates. Andre has permitting expertise with local, state, and federal agencies and managing every aspect of his projects, client relationships, and team to ensure projects meet deadlines, budget requirements, and MDG's high-quality design standards. Andre would likely be attending District Meetings and/or in charge of District projects.



Tyler Smith, PE, Roadway Project Engineer has 8 years of transportation engineering design experience working in conjunction with various state Departments of Transportation. During his career, Tyler has specialized in designing roadway and transportation systems which have included widening, resurfacing, interchanges, intersections, signing and pavement markings, and ADA compliant sidewalks. Tyler developed indispensable engineering knowledge while working on projects ranging from small driveway projects to large design-build interchange projects. His experience has also involved land development, county roadways, drainage design, and roundabouts. Tyler's mastery in the use of design software programs such as AutoCAD Civil 3D modeling, AutoTurn, and GuideSign make him an asset to any engineering design team.





Shannon Acevedo, AICP, Senior Planner brings extensive planning experience on both private and public sector projects. She served as the Sr. Planner with St. Johns County for three years before joining MDG. Her expertise includes regional planning research, data and code analysis, and project management. Shannon honed her research and analytical skills from projects related to employment to tourism to transportation to non-profits in her roles with the Maricopa Association of Governments and the Arizona State University Foundation. Shannon continued to gain in-depth land development knowledge and management skills while employed with St. Johns County where she managed planners, analyzed and interpreted code, and recommended code modifications. She is experienced in land development and more recently at MDG, provides project management and planning expertise for residential, commercial, and industrial projects.



Matthew Journey, PLA, Director of Landscape Architecture has over 17 years of experience in the landscape architecture and land planning industry. His expertise was developed while serving a variety of clients on a diverse range of projects from roadway widening to commercial and residential site developments. Matt served as the City of Jacksonville's Landscape Architect and was responsible for ensuring compliance with the city's requirements and codes. Additionally, during his tenure with FDOT District 2 as Landscape Architecture GEC Program Support, his responsibilities included landscape design, master planning, design-build and other roadway projects, cost estimating, 3D modeling, video production, and community involvement. Other professional responsibilities have included land development, landscape construction documents and administration, highest and best use studies and municipal regulatory administration.



Eric Lanehart, PLA, Landscape Architect, has 18 years of experience in the landscape architecture and land planning industry. He has managed site planning, landscape, hardscape, and irrigation design projects for a diverse client base. He has worked on a variety of project types such as amenity centers, parks and recreation facilities, commercial, industrial, mixed-use, multi-family, and single-family developments. Eric is a Florida Certified Arborist, and has performed determinations of tree species and tree health, which helped clients save money in tree mitigation costs. He is a Certified as a Landscape Inspector and was previously an Irrigation Contractor to the City of Jacksonville, and is also certified in Advanced Maintenance of Traffic.





Alex Acree, PE
SENIOR PROJECT MANAGER

Alex Acree has a solid knowledge base of land development and site planning and the rules, regulations, and technical requirements of regulatory agencies, which keeps projects on time and within budget. His experience consists of a wide variety of projects ranging from large master planned residential subdivisions to small commercial facilities. His expertise includes analysis and design of stormwater management systems, watershed analysis, and pond siting analysis and reports for municipal projects as well as private land development projects. Alex is also skilled in providing construction administration services for projects that he designs and manages. Activities have included conducting pre-construction meetings with engineers, owners, developers and contractors; preparation of construction documents, specifications and bid packages; bidding assistance; review of shop drawings; and post design services. He provides quality project management services, and successfully leads his team of engineers from project conception through design, permitting, construction, inspections, and certifications for multiple development projects.

EDUCATION/TRAINING

- BS Civil Engineering, Florida State University, 2005

REGISTRATIONS/CERTIFICATIONS

- Professional Engineer: FL, 2011
- Certified FDEP Stormwater, Erosion and Sedimentation Control Inspector

PROFESSIONAL AFFILIATIONS

- Florida Engineering Society
- American Society of Civil Engineers
- Advisory Board - UNF Construction Management
- Northeast Florida Builders Association

YEARS OF EXPERIENCE

- 4 years with MDG
- 15 years total

Relevant Experience

Residential & Commercial

- Sampson Creek CDD, St. Johns County
- World Golf Village HOA, Pond Evaluations, St. Johns County
- South Village (Eagle Landing) CDD, Clay County
- Isla Antiqua Apartments, St. Johns County
- Valencia, Subdivision, St. Johns County
- Chasewood, Subdivision, St. Johns County
- Las Palmas Drainage Evaluation & Spillway Design, St. Johns County
- Kindlewood, Phase 3, Subdivision, St. Johns County
- Ravenswood Village, St. Johns County
- Villages of Valencia, Phases 3, 4 & 5, Planned Community, St. Johns County
- Tiera Chase, Subdivision, Duval County
- Windsong Acres, Subdivision, St. Johns County
- Stonebridge Oaks, Residential PUD, St. Johns County
- Arbors at Valencia, St. Johns County
- Waffle House Restaurants, Ten Locations, Duval, Walton, and Clay Counties
- O'Reilly Auto Parts, Two Locations, Duval County
- Busy Bee Travel Center, St. Johns County
- Classic Car Storage & Museum, St. Johns County
- North Fork Subdivision, Clay County
- Greyhawk Parking Lot, Clay County

Senior Living (Assisted & Independent)

- San Pablo Independent Living Facility, Duval County
- Oakleaf Assisted Living Facility, Duval County
- Nocatee Assisted Living Facility, Phase 2, Ponte Vedra
- Roosevelt Assisted Living Facility, Duval County
- Windsor at San Pablo Assisted Living Facility, Duval County

Hospitals & Healthcare

- Orthopedic Associates of St. Augustine, St. Johns County
- Beaches Dermatology, St. Johns County
- Sawgrass Animal Clinic, St. Johns County

Municipal & School Campus Facilities

- Mill Creek K-8 Conversion, St. Johns County
- Liberty Pines Academy Wing Addition, St. Johns County
- RB Hunt Elementary Prototype PE Building, St. Johns County
- Pacetti Lands High School, St. Johns County
- Discovery School Expansion, St. Johns County
- Liberty Pines Academy Wing Addition, St. Johns County
- K-8 MM Academy, St. Johns County





Chris Buttermore, PE
SENIOR PROJECT MANAGER

Chris Buttermore brings extensive design experience on both public and private sector civil engineering projects. His relevant civil engineering experience includes site planning and land development, design for stormwater management facilities, water and wastewater facilities, utilities and utility coordination, internal roadway, parking lot and sidewalk and trail design services for a variety of residential, commercial, and industrial projects as well as for a variety of government agencies and municipalities. He has worked on a wide variety of roadway design projects for a number of clients, primarily FDOT and municipalities. Chris' experience includes working as a project manager, roadway engineer, MOT engineer, and S&PM engineer on many FDOT, county and city projects. During this time, he has gained in-depth knowledge and management skills on roadway transportation systems while designing roadway projects ranging from small-scale local roadways to resurfacing, restoration and rehabilitation (3R) projects, to large-scale design-build interchange projects. His extensive range of project management skills and diverse background in a number of transportation related disciplines have included controlled access highway design, channelization, temporary traffic control plans, design of ADA compliant curb ramps, multiuse paths/trails, sidewalks and pedestrian facilities. He is well versed in CADD, ICPR and storm drainage software, and completed various calculations and documentation required for highway design projects. He has firsthand experience with FDOT protocols, design criteria, digital/electronic delivery process and filing conventions that facilitate permit and final project approval.

EDUCATION/TRAINING

- BS Civil Engineering
 Pennsylvania State University,
 2006

REGISTRATIONS/CERTIFICATIONS

- Professional Engineer: Florida,
 2015; Pennsylvania, 2011
- Certified FDEP Stormwater,
 Erosion and Sedimentation
 Control Inspector
- Advanced Maintenance
 of Traffic
- FDOT Final Estimates Level 1
- FDOT Earthworks Levels 1 & 2
- FDOT Asphalt Paving Levels 1
 & 2

PROFESSIONAL AFFILIATIONS

- UNF Construction Management
 Advisory Board
- American Council of
 Engineering Companies
- Florida Engineering Society
- American Society of Highway
 Engineers
- American Public Works
 Association
- Leadership St. Johns

YEARS OF EXPERIENCE

- 5 years with MDG
- 15 years total

Relevant Experience

Residential

- Sampson Creek CDD, St. Johns County
- Olympus Reserve CDD, Lake County
- Madeira CDD, St. Johns County
- Rock Springs, Subdivision, St. Johns County
- Stillwater, New Community Development, Duval County
- Villages of Valencia, Phases 3 & 5, planned community, St. Augustine
- Las Calinas, Subdivision, St. Johns County
- Makarious South, Subdivision PUD, St. Johns County
- Creekside Landing, Subdivision, St. Johns County
- Coquina Ridge Residential Development, St. Johns County
- Vilano Road Townhomes, St. Johns County
- Spring Oak, Planned Community, Malvern, PA
- Silver Creek, St. Johns County
- Chasewood, Subdivision, St. Johns County

Roadway & Municipal

- Warner Road Turn Lane, Clay County
- City of St. Augustine Bayfront Park, St. Johns County
- Masters Drive Water & Sewer Line Improvements, St. Johns County
- Colbert Lane & Grady Prather Road Improvements, Flagler County
- I-75 Widening Design-Build, Sumter County
- St. Johns Avenue Resurfacing, Putnam County
- SR 10/SR 109 Intersection Safety Improvements, FDOT D2, Duval County
- Amazon Distribution Ctr. (Pecan Park Rd & Duval Rd) Improvements, Duval County
- I-75 Widening Design-Build, FDOT D5, Sumter County
- SR 10/SR 109 Intersection Safety Improvements, FDOT D2, Duval County
- St. Johns Avenue Bike Path/Trail, LAP Project, Putnam County
- St. Johns Avenue Resurfacing, SCOP Project, Putnam County
- Lents Road Improvements, Nassau County

Educational Facilities

- Fleming Island High School, Clay County
- Seaside Charter School, Duval County
- Pacetti Lands High School, St. Johns County





Michael Russo, EI

PROJECT ENGINEER

Michael Russo has nine years of engineering design and construction industry experience. 11 years of engineering design and construction experience in land development, permitting, construction materials testing and construction engineering inspection. He has continued to grow within the industry with a primary focus on civil engineering design. Michael is specifically skilled in land development site and infrastructure design, stormwater management facilities, ponds, embankments and erosion control features, infrastructure assessments and utility design and permitting. He has provided engineering design and inspections on a variety of projects including residential communities, educational, commercial and roadways.

Relevant Experience

Residential & Commercial

- Sampson Creek CDD, St. Johns County
- Rock Springs Subdivision, St. Johns County
- Stillwater, New Community Development, Duval County
- Villa Calissa Townhomes, St. Johns County
- Chasewood, Subdivision, St. Johns County
- Villages of Valencia, Planned Community, St. Johns County
- Enclave Subdivision, St. Johns County
- Brisa Apartments, St. Johns County
- Andalusia Subdivision, St. Johns County
- Kindlewood, Phase 3, St. Johns County
- Fountains RV Park, St. Johns County
- Antigua at St. Augustine, St. Johns County
- Windsong Acres, Subdivision, St. Johns County
- Arbors at Valencia, St. Johns County
- World Golf Village Stormwater Inspections, St. Johns County
- Laurel Oaks (Oak Hill Estates), Nassau County
- Makarios South PUD, St. Johns County
- Deerwood Hilton Hotel, Duval County
- Busy Bee Travel Center, St. Johns County
- Moe's Southwest Grill, St. Johns County
- Backwater 2 Bluewater, St. Johns County
- Anderson Park PUD Hotels, St. Johns County
- Diane's Marketplace, St. Johns County
- Bozard Lincoln, St. Johns County
- North Fork Subdivision, Clay County

Roadway & Municipal

- Lightsey Road Extension, Offsite Improvements, St. Johns County
- I-95 Slab Rehabilitation Inspections, Duval County
- SR 9B Phase 1 Inspections, Duval County

Educational Facilities

- St. Johns Classical School, Clay County
- Fleming Island High School, Clay County
- Murray Middle School Drainage Review, St. Johns County
- Pacetti Lands High School, St. Johns County
- Flagler College Dorms & Parking Garage, St. Johns County
- Seaside Charter School, Duval County
- Mill Creek Elementary Play Area, St. Johns County
- Mill Creek k-8 Conversion, St. Johns County
- Discovery Middle School Expansion, Duval County

EDUCATION/TRAINING

- BS Civil Engineering
University of North Florida, 2017

REGISTRATIONS/CERTIFICATIONS

- Engineering Intern: Florida, 2017
- Certified FDEP Stormwater, Erosion and Sedimentation Control Inspector
- Advanced Maintenance of Traffic
- ACI Concrete Level 1
- Nuclear Gauge Safety Certification
- ACI Compressive Strength Testing
- FDOT Concrete Field Technician
- FDOT Concrete Lab Technician
- FDOT Final Estimates Level 1
- FDOT Earthworks Levels 1 & 2
- FDOT Asphalt Paving Levels 1 & 2

PROFESSIONAL AFFILIATIONS/

HONORS & AWARDS

- UNF Civil Engineering Student of the Year, 2017
- Summa Cum Laude, UNF
- American Society of Highway Engineers
- Northeast Florida Builders Association

YEARS OF EXPERIENCE

- 5 years with MDG
- 11 years total





Andre Gandionco

PROJECT MANAGER

Andre Gandionco has 15 years of experience in civil engineering design and drafting for public and private sector projects from initial conceptual planning through permitting and final construction closeout. While working at MDG, he has demonstrated the aptitude, leadership, and drive essential to be a successful project manager. He has worked on a wide-ranging variety of projects including schools, small and large commercial, municipal/capital improvement projects, residential subdivisions, parks and recreation, infrastructure improvements, and large scale industrial. He served as a project manager for three years on ID/IQ contracts awarded by Naval Facilities Engineering Command Southeast (NAVFAC SE) as well as on FDOT projects involving roadways, pedestrian and bike path designs, and long-range estimates. Andre also has permitting expertise with local, state, and federal agencies and managing every aspect of his projects, client relationships, and team to ensure projects meet deadlines, budget requirements, and MDG's high-quality design standards. He has been responsible for construction administration services, which included conducting pre-construction meetings with engineers, owners, developers, and contractors. Andre has provided technical assistance on utility construction projects, monitored construction sites for compliance with water, sewer and reuse utility design and specifications standards. He is proficient in AutoCAD Civil 3D, Autodesk Storm and Sanitary Analysis, AdICPR 3 - stormwater modeling software, WaterCAD - water distribution modeling and analysis software, StormCAD - storm sewer analysis software, and sanitary pump station design.

EDUCATION/TRAINING

- BS Civil Engineering
University of North Florida, 2011

REGISTRATIONS/CERTIFICATIONS/ TRAINING

- FDOT Storm Drain Design
- PSMJ Project Management

PROFESSIONAL AFFILIATIONS/ HONORS & AWARDS

- American Society of Civil Engineers
- Society of American Military Engineers
- Florida Local Users' Group

YEARS OF EXPERIENCE

- 3 years with MDG
- 15 years total

Relevant Experience

Residential & Commercial

- Antigua CDD, St. Johns County
- Sampson Creek CDD, St. Johns County
- World Golf Village HOA, Pond Evaluations, St. Johns County
- North Fork Subdivision, Clay County
- Isla Antiqua Apartments, St. Johns County
- Chasewood Subdivision, St. Johns County
- Villages of Valencia, Phases 3 & 5, planned community, St. Augustine
- Silver Creek PUD, St. Johns County
- Fountains RV Park, St. Johns County
- Ravenswood Village, St. Johns County
- Windsong Acres, Subdivision, St. Johns County
- Valencia, Subdivision, St. Johns County
- Arbors at Valencia, St. Johns County
- Woodlawn Oaks, Sty. Johns County
- San Pablo Independent Living Facility, Duval County
- Nocatee Assisted Living Facility, St. Johns County
- Arlington Toyota, Duval County
- Classic Car Storage, St. Johns County
- TRU Hotel Mandarin, Duval County

Roadway & Municipal

- AASF #1 POV Parking Lot, Department of Military Affairs, Duval County
- Amazon Distribution Ctr. (Pecan Park Rd & Duval Rd) Improvements, Duval County
- Poinsettia Road Extension, St. Johns County
- Ravenswood Drainage Improvements, St. Johns County

Educational Facilities

- K-8 MM Academy, St. Johns County
- Seaside Charter School, Duval County
- Charter School at San Pablo Road, Duval County
- Pacetti Lands High School St. Johns County
- RB Hunt Elementary Prototype PE Building, St. Johns County
- Mill Creek K - 8 Conversion, St. Johns County





Rob A. Matthews III, PE

PRESIDENT

Rob Matthews has many years of experience in all phases of land development, minor roadway engineering, and environmental regulatory permitting. Rob is also a Certified FDEP Stormwater, Erosion and Sedimentation Control Inspector, and will lead our project team providing Constructibility/Biddability Reviews and Value Engineering. Rob has been involved with literally thousands of projects over the past 15 years with MDG and previous eight years working for other companies. Rob's understanding of engineering, design, and project management ensures our clients are receiving the highest quality services. He has provided technical guidance and regulatory compliance for all phases of site/land development engineering, CDBG work, roadway projects, and environmental and regulatory permitting. His expertise includes planning, managing, designing, and inspecting land development and municipal civil engineering projects; utility infrastructure design; stormwater modeling and master planning; roadway design; environmental impact studies and mitigation; site development; and all aspects of permitting and rezoning requirements for the successful completion of projects. As president of MDG, Rob is responsible for resource allocation and schedule commitments. He will closely monitor projects and will coordinate with the client's project manager and MDG project managers to ensure project efforts stay on schedule, and project plans and documents provided are accurate and prepared to the client's satisfaction.

EDUCATION/TRAINING

- MS Civil Engineering, Clemson University, 2001
- BS Civil Engineering, Clemson University, 1995

REGISTRATIONS/CERTIFICATIONS

- Professional Engineer: Florida, 2002; South Carolina 2002
- Certified FDEP Stormwater, Erosion and Sedimentation Control Inspector

PROFESSIONAL AFFILIATIONS

HONORS & AWARDS

- St. Johns County Economic Development Executive Council, Past Chair
- St. Johns County Chamber of Commerce, Past Chairman
- Board of Directors - The Arc of the St. Johns
- Board of Directors - Flagler Hospital
- Advisory Board - Creekside High School Engineering Academy
- Gator Bowl Committee, Member
- American Public Works Association (APWA)
- Florida Engineering Society
- American Society of Highway Engineers
- Jacksonville Business Journal "40 under 40", 2012

YEARS OF EXPERIENCE

- 15 years with MDG
- 24 years total

Relevant Experience

Residential

- Sampson Creek CDD, District Engineer, St. Johns County
- Queens Harbour HOA, Paving & Drainage Assessment, Duval County
- Cimarrone Golf and Country Master Drainage Study & Remediation, St. Johns County
- St. Johns NW Master Association Pond Evaluation & Erosion Restoration, St. Johns County
- Julington Creek Plantation POA, St. Johns County
- Plantation Estates POA, St. Johns County
- Brisa at St. Augustine (Lightsey Road) Apartments, St. Johns County
- Isla Antigua Apartments, St. Johns County
- Antigua of St. Augustine Subdivision, St. Johns County
- Rock Springs, Subdivision PUD, St. Johns County
- Villages of Valencia, Phase 3, Planned Community, St. Augustine
- Las Calinas Subdivision, St. Johns County
- Makarious South, Subdivision, St. Johns County
- Creekside Landing, Subdivision, St. Johns County
- Coquina Ridge PUD, St. Johns County
- Woodlawn Oaks, St. Johns County
- Villa Calissa Planned Community, St. Johns County
- Silver Creek Planned Community, St. Johns County
- Andalusia Residential Development, St. Johns County
- Terra Pines Reserve Subdivision, St. Johns County

Commercial & Municipal

- Historic Spring Park, Clay County
- Fleming Island High School, Clay County
- St. Johns Classical, Clay County
- Diane's Marketplace, St. Johns County
- Deerwood Hilton, Duval County
- St. Johns County Combined Fire Station 5 & Sheriff's Office South Regional Command Center, St. Johns County
- St. Johns County Public Works Complex, Phased Expansion, St. Johns County
- Anastasia Mosquito Control District Facility, South Parcel, St. Johns County
- Seaside Charter School, Duval County
- Pacetti Lands High School, St. Johns County



Key Staff Professional Licenses

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

MATTHEWS, ROB A. III
215 20TH ST
ST. AUGUSTINE FL 32084

LICENSE NUMBER: PE58425
EXPIRATION DATE: FEBRUARY 28, 2021
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STATE OF FLORIDA
BOARD OF PROFESSIONAL ENGINEERS
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ACREE, ALEXANDER R
69 CROWN COLONY RD
ST. AUGUSTINE FL 32092

LICENSE NUMBER: PE72155
EXPIRATION DATE: FEBRUARY 28, 2021
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BUTTERMORE, CHRISTOPHER LEE
75 RUBEI WAY
ST. AUGUSTINE FL 32095

LICENSE NUMBER: PE78611
EXPIRATION DATE: FEBRUARY 28, 2021
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BOARD OF PROFESSIONAL ENGINEERS
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ALMAGUER, BILLY JOE
577 DEER CROSSING ROAD
ST. AUGUSTINE FL 32086

LICENSE NUMBER: PE58541
EXPIRATION DATE: FEBRUARY 28, 2021
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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

KNOWLES, SCOTT A.
113 EAST END ROAD
SAN MATEO FL 32187

LICENSE NUMBER: PE55391
EXPIRATION DATE: FEBRUARY 28, 2021
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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SMITH, TYLER CHARLES
925 RUSTLEWOOD LANE
SAINT JOHNS FL 32259

LICENSE NUMBER: PE66021
EXPIRATION DATE: FEBRUARY 28, 2021
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This certificate hereby certifies
Shannon Acedvedo, AICP
as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 29480

James M. Davis, Jr.
Executive Director

Glenn E. Larson, MPA
President

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

JURNEY, MATTHEW ALAN
1182 WETLAND RIDGE CIRCLE
MIDDLEBURG FL 32068

LICENSE NUMBER: LA666993
EXPIRATION DATE: NOVEMBER 30, 2021
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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

LANEHART, ERIC J
12779 CUNNINGHAM BAY DRIVE
JACKSONVILLE FL 32224

LICENSE NUMBER: LA664877
EXPIRATION DATE: NOVEMBER 30, 2021
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REQUEST FOR QUALIFICATIONS
STILLWATER CDD DISTRICT ENGINEER

TAB 4

Standard Form 330




**MATTHEWS
DESIGN GROUP**

**ARCHITECT ENGINEER QUALIFICATIONS
PART I CONTRACT SPECIFIC QUALIFICATIONS**

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Stillwater CDD - RFQ for Engineering Services
St. Johns County, Florida

2. PUBLIC NOTICE DATE

12/17/2020

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Rob A. Matthews III, PE, President

5. NAME OF FIRM

Matthews Design Group 

6. TELEPHONE NUMBER

904.826.1334

7. FAX NUMBER

904.826.4547

8. E-MAIL ADDRESS

Rob@MDGinc.com

C. PROPOSED TEAM (Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER-SUBCONTRACTOR			
a.	<input checked="" type="checkbox"/>			Matthews Design Group <input type="checkbox"/> CHECK IF BRANCH OFFICE	7 Waldo Street St. Augustine, FL 32084	Civil Engineering, Planning, Construction Administration, Construction Engineering Inspection, Landscape Architecture
b.	<input checked="" type="checkbox"/>			Matthews Design Group <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	6621 Southpoint Drive N., Suite 315 Jacksonville, FL 32216	Civil Engineering, Planning, Construction Administration, Construction Engineering Inspection, Landscape Architecture
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

MDG has a depth of staff to assure that any project issued will be supported by experienced and qualified staff members.



• KEY STAFF RESUMES INCLUDED



12. NAME
Alex Acree, PE

13. ROLE IN THIS CONTRACT
Sr. Project Manager/Civil Engineer

14. YEARS EXPERIENCE
a. TOTAL **15**
b. WITH CURRENT FIRM **4.5**

15. FIRM NAME AND LOCATION (City and State)

Matthews Design Group, St. Augustine, FL 

16. EDUCATION (DEGREE AND SPECIALIZATION)

BS, Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Florida – Professional Engineer

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Alex Acree has worked in northeast Florida and southern Georgia for the past 15 years. His experience consists of a wide variety of projects ranging from large master planned residential subdivisions to small commercial facilities. His expertise includes analysis and design of stormwater management systems, watershed analysis, and pond siting analysis and reports for municipal projects as well as private land development projects. Alex is also skilled in providing construction administration services for projects that he designs and manages. Activities have included conducting pre-construction meetings with engineers, owners, developers and contractors; preparation of construction documents, specifications and bid packages; bidding assistance; review of shop drawings; and post design services. He provides quality project management services, and successfully leads his team of engineers from project conception through design, permitting, construction, inspections, and certifications for multiple development projects. Affiliations, training and certifications include:

University of North Florida Construction Management Advisory Board
Northeast Florida Builders Association

Florida Engineering Society
American Society of Civil Engineers

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)

Sampson Creek CDD, District Engineer, St. Johns County, FL

(2) YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Ongoing	N/A

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE

Check if project performed with current firm

a. **Project Manager.** As District Engineer, MDG provides ongoing professional engineering services, which have included drainage analysis and improvement designs, roadway maintenance/pavement assessments and recommendations for improvements. Scope of work has also included upgrades to the development's Aquatic Center and hardscape improvements as well as landscape architecture services for the complete renovation of existing landscaped areas for the Golf and Country Club Amenity Center.

(1) TITLE AND LOCATION (City and State)

San Pablo Assisted Living Facility, Jacksonville, FL

(2) YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Ongoing	ONGOING

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE

Check if project performed with current firm

b. **Project Manager.** Providing professional engineering services for the design and permitting of a new ± 137-unit Independent Living Facility with associated parking, utilities, and stormwater conveyance off of San Pablo Parkway. Scope of work includes concept site plan depicting the location of buildings, parking and stormwater conveyance, construction plans for the depicting limits of land clearing and tree removal, demolition, site grading and earthwork, stormwater drainage systems, paving, and water and sewer utilities, landscape plans, construction administration services and permitting with using agencies including City, JEA, FDEP and SJRWMD.

(1) TITLE AND LOCATION (City and State)

World Golf Village, HOA, Pond Evaluations, St. Johns County, FL

(2) YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
2020	N/A

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE

Check if project performed with current firm

c. **Project Manager.** Provided professional engineering services associated with approximately 45 stormwater management facilities. Each stormwater management facility/pond was observed, and a report generated that detailed the condition of slopes, overflow control structures, orifices, weirs, skimmers, pipe inflows and outflows, overgrown vegetation, identification of any invasive exotic plants for removal, erosion and overall condition of each stormwater management facility/pond dry or wet. The report stated if the stormwater management facility is in general compliance with the permitted condition and note any repairs and pond remediation that should take place in order to bring the facility back into compliance. The report also noted any preventative maintenance that should be addressed to prevent future maintenance. Each report was filed, numbered and cataloged in accordance with the St. Johns Northwest Master Association master SWMF system and signed and sealed by a licensed professional engineer in the state of Florida.



	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2019
<p>d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Project Manager. Directed engineering design and permitting of a 174,000 SF three-story Independent Living Facility with associated stormwater conveyance, drainage, utilities, internal roadways and parking. Design efforts included utility extensions, two driveway connections and extensive coordination with the adjacent Assisted Living Facility and Day Care. Project scope also included construction administration, as well as permitting and coordination efforts with St. Johns County, JEA and SJRWMD.</p>		
<p>e. (1) TITLE AND LOCATION (City and State)</p> <p>Arbors at Valencia, St. Augustine, FL</p>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2019
<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Project Manager. Provided professional engineering services for a new subdivision to include 200 single-family home sites. Scope of services included site planning, re-zoning assistance, construction plans detailing site, paving, grading and drainage plans, utility plans, parking lot addition, construction administration and certifications, bid assistance, permitting with St. Johns County Utility Department, FDOT, and FDEP.</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Chris Buttermore, PE	13. ROLE IN THIS CONTRACT Sr. Project Manager/Roadway Engineer	14. YEARS EXPERIENCE a. TOTAL 15	b. WITH CURRENT FIRM 5
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15. FIRM NAME AND LOCATION <i>(City and State)</i> Matthews Design Group, St. Augustine, FL 

16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> BS, Civil Engineering	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Florida – Professional Engineer
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*
 Chris Buttermore brings extensive design experience on both public and private sector civil engineering projects. His relevant civil engineering experience includes site planning and land development, design for stormwater management facilities, water and wastewater facilities, utilities and utility coordination, internal roadway, parking lot and sidewalk and trail design services for a variety of residential, commercial, and industrial projects as well as for a variety of government agencies and municipalities. He has worked on a wide variety of roadway design projects for a number of clients, primarily FDOT and municipalities. Chris’ experience includes working as a project manager, roadway engineer, MOT engineer, and S&PM engineer on many FDOT, county and city projects. During this time, he has gained in-depth knowledge and management skills on roadway transportation systems while designing roadway projects ranging from small-scale local roadways to resurfacing, restoration and rehabilitation (3R) projects, to large-scale design-build interchange projects. His extensive range of project management skills and diverse background in a number of transportation related disciplines have included controlled access highway design, channelization, temporary traffic control plans, design of ADA compliant curb ramps, multiuse paths/trails, sidewalks and pedestrian facilities. He is well versed in CADD, ICPR and storm drainage software, and completed various calculations and documentation required for highway design projects. He has firsthand experience with FDOT protocols, design criteria, digital/electronic delivery process and filing conventions that facilitate permit and final project approval. Affiliations, training and certifications include:

- American Society of Highway Engineers Florida Engineering Society FDOT Final Estimates Level 1
- American Public Works Association Advanced Maintenance of Traffic FDOT Earthworks Levels 1 & 2
- Leadership St. Johns FDOT Asphalt Paving Levels 1 & 2
- American Council of Engineering Companies FDEP Stormwater Management Inspector

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	Olympus Reserve CDD, District Engineer, Lake County, FL	Ongoing	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. MDG is providing ongoing professional engineering services, to provide engineering, surveying, planning, landscaping, construction administration, environmental management, and permitting, financial and economic studies for the purpose of financing, constructing, acquiring and/or maintaining infrastructure improvement and services within the District.		
b.	Madeira CDD, St. Johns County, FL	Ongoing	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. MDG served as the lead designer and engineer for the paving of Lents Road in Nassau County. Project scope included the widening and paving of 0.4 miles of existing dirt road. Lents Road design included pavement design, roadway design from dirt to pavement, and drainage design. Drainage design required the evaluation and modification to existing swales adjacent to one section of the roadway, and new swales and drainage structures at other sections of the roadway, which provided one complete and cohesive stormwater conveyance system. Other services provided by MDG included intersection upgrades and sidewalk improvements.		
c.	Las Calinas Residential Development St. Johns County, FL	2016	2019
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Engineer. Provided engineering design services for this 440-acre residential development. Designs included a 39-acre recreation pond, internal roadways, utilities, and stormwater management facilities, as well as permitting through St. Johns County, St. Johns River Water Management District, Florida Department of Transportation and the Florida Department of Environmental Protection.		



		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
City of Palm Coast, FL		2017	2018
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	<p>Project Manager. Provided engineering design and permitting for the resurfacing design for Colbert Lane between Palm Coast Parkway to SR 100 for a distance of 7.1 miles, and 1.2 miles of resurfacing and shoulder improvements for Grady Prather Jr. Cove in Palm Coast. Included improvements to S&PM throughout to current MUTCD standards. Additional pavement markings were proposed at specific intersections to improve traffic flow and motorist awareness. During the design phase of the project, we observed severe shoulder deterioration and sidewalk failures on Grady Prather Jr. Cove. Recommendations were made for concrete replacement and stability improvements to both the sidewalk and existing shoulder. As part of the scope of work, permits were secured through Flagler County, SJRWMD, and FDOT. The Graham Swamp parking lot impacted this project and pipe cover issues were identified, which would potentially weaken the pipe, under the gravel driveway to Grady Prather Jr. Cove. At the 60% design phase, the County determined that the gravel material was less desirable and added scope to the MDG contract for the design of a full access driveway connection to the parking lot.</p>		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Rock Springs Subdivision PUD, St. Augustine, St. Johns County, FL		Ongoing	Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	<p>Project Manager. MDG is providing planning and engineering services for the new Rock Springs Subdivision PUD located off US 1, south of SR 206 in St. Johns County. A previous site plan was prepared by another engineering company and due to stormwater compensation storage deficiencies, MDG was retained to modify the site plans. MDG reviewed and modified the current concept plan and coordinated with the client representative to modify the PUD based on the proposed new concept plan and provided a Master Development Plan. The site also requires right and left turn lanes within the US 1 right-of-way. Services provided include drainage analysis, rezoning assistance, and the preparation of construction plans to include land clearing and tree removal, site grading and earthwork, stormwater management and drainage systems, paving, drainage plans, water and sewer utility plans, off-site utilities design, landscape and irrigation design, construction administration and permitting with the County, St. Johns River Water Management District, and Florida Department of Environmental Protection and Florida Department of Transportation.</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

14. YEARS EXPERIENCE

a. TOTAL	b. WITH CURRENT FIRM
9	5

15. FIRM NAME AND LOCATION (City and State)

Matthews Design Group, St. Augustine, FL 

16. EDUCATION (DEGREE AND SPECIALIZATION)

BS, Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Florida – Engineering Intern

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Michael Russo has nine years of engineering design and construction experience in land development, permitting, construction materials testing and construction engineering inspection. He has continued to grow within the industry with a primary focus on civil engineering design. Michael is specifically skilled in land development site and infrastructure design, stormwater management facilities, ponds, embankments and erosion control features, infrastructure assessments and utility design and permitting. He has provided engineering design and inspections on a variety of projects including residential communities, educational, commercial and roadways. Affiliations, training and certifications include:

- | | | |
|--------------------------------------|--|----------------------------------|
| American Society of Civil Engineers | Northeast Florida Builders Association | Nuclear Gauge Safety |
| ACI Concrete Level 1 | American Public Works Association | FDOT Final Estimates Level 1 |
| ACI Compressive Strength Testing | Advanced Maintenance of Traffic | FDOT Earthworks Levels 1 & 2 |
| FDOT Concrete Field & Lab Technician | FDEP Stormwater Management Inspector | FDOT Asphalt Paving Levels 1 & 2 |
| Summa Cum Laude, UNF | | |

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Project Engineer. MDG provides ongoing professional engineering services, which have included drainage analysis and improvement designs, roadway maintenance/pavement assessments and recommendations for improvements. Scope of work has also included upgrades to the development’s Aquatic Center and hardscape improvements as well as landscape architecture services for the complete renovation of existing landscaped areas for the Golf and Country Club Amenity Center.	Ongoing	N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	Project Engineer. Provided professional engineering services associated with approximately 45 stormwater management facilities. Each stormwater management facility/pond was observed, and a report generated that detailed the condition of slopes, overflow control structures, orifices, weirs, skimmers, pipe inflows and outflows, overgrown vegetation, identification of any invasive exotic plants for removal, erosion and overall condition of each stormwater management facility/pond dry or wet. The report stated if the stormwater management facility is in general compliance with the permitted condition and note any repairs and pond remediation that should take place in order to bring the facility back into compliance. The report also noted any additional preventative maintenance that should be addressed to prevent future maintenance. Each report was filed, numbered and cataloged in accordance with the St. Johns Northwest Master Association master SWMF system and signed and sealed by a licensed professional engineer in the state of Florida.	2020	N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	Project Engineer. MDG is providing planning and engineering services for the new Rock Springs Subdivision PUD located off US 1, south of SR 206 in St. Johns County. A previous site plan was prepared by another engineering company and due to stormwater compensation storage deficiencies, MDG was retained to modify the site plans. MDG reviewed and modified the current concept plan and coordinated with the client representative to modify the PUD based on the proposed new concept plan and provided a Master Development Plan. The site also requires right and left turn lanes within the US 1 right-of-way. Services provided include drainage analysis, rezoning assistance, and the preparation of construction plans to include land clearing and tree removal, site grading and earthwork, stormwater management and drainage systems, paving, drainage plans, water and sewer utility plans, off-site utilities design, landscape and irrigation design, construction administration and permitting with the County, St. Johns River Water Management District, and Florida Department of Environmental Protection and Florida Department of Transportation.	Ongoing	Ongoing
		<input checked="" type="checkbox"/> Check if project performed with current firm	



	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<p>b.</p> <p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</p> <p>Project Engineer. Providing professional engineering and landscape architecture services for North Fork Subdivision design and permitting of the subdivision, stormwater management facilities/ponds and roadway construction to the connection point at Lazy Acres Road. Scope of services include site planning, due diligence, concurrency submittal, construction plans, permitting, floodplain compensation, landscape architecture, tree mitigation plan, and construction administration.</p>	<p>Ongoing</p>	<p>N/A</p>
	<input checked="" type="checkbox"/> Check if project performed with current firm	
	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<p>d.</p> <p>(1) TITLE AND LOCATION (City and State)</p> <p>Villages of Valencia, St. Augustine, St. Johns County, FL</p> <p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</p> <p>Project Engineer. Since 2014, MDG has worked with Villages of Valencia representatives to construct this five-phase residential development. Located near downtown historic St. Augustine, the Villages comprises approximately 300 homes occupying approximately 150 acres. Scope elements include preparation of construction plans, site grading and earthwork, stormwater management facilities/ponds, drainage system design, paving, water and sewer utilities design, and a Stormwater Pollution Prevention Plan. Throughout the development process, MDG prepared and submitted construction permits to applicable entities including City of St. Augustine, St. Johns County Development Review, St. Johns River Water Management District, and Florida Department of Environmental Protection.</p>	<p>2018</p>	<p>N/A</p>
	<input checked="" type="checkbox"/> Check if project performed with current firm	

12. NAME Andre Gandionco	13. ROLE IN THIS CONTRACT Project Manager/Civil Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 15	b. WITH CURRENT FIRM 3

15. FIRM NAME AND LOCATION (City and State)
Matthews Design Group, Jacksonville, FL 

16. EDUCATION (DEGREE AND SPECIALIZATION)
BS, Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Andre Gandionco has 15 years of experience in civil engineering design and drafting for public and private sector projects from initial conceptual planning through permitting and final construction closeout. While working at MDG, he has demonstrated the aptitude, leadership, and drive essential to be a successful project manager. He has worked on a wide-ranging variety of projects including schools, small and large commercial, municipal/capital improvement projects, residential subdivisions, parks and recreation, infrastructure improvements, and large scale industrial. He served as a project manager for three years on ID/IQ contracts awarded by Naval Facilities Engineering Command Southeast (NAVFAC SE) as well as on FDOT projects involving roadways, pedestrian and bike path designs, and long-range estimates. Andre also has permitting expertise with local, state, and federal agencies and managing every aspect of his projects, client relationships, and team to ensure projects meet deadlines, budget requirements, and MDG's high-quality design standards. He has been responsible for construction administration services, which included conducting pre-construction meetings with engineers, owners, developers, and contractors. Andre has provided technical assistance on utility construction projects, monitored construction sites for compliance with water, sewer and reuse utility design and specifications standards. He is proficient in AutoCAD Civil 3D, Autodesk Storm and Sanitary Analysis, AdICPR 3 - stormwater modeling software, WaterCAD - water distribution modeling and analysis software, StormCAD - storm sewer analysis software, and sanitary pump station design. Andre's affiliations, training, and certifications include:

- Florida Local Users' Group
- Society of American Military Engineers
- FDOT Storm Drain Design
- American Society of Civil Engineers
- PSMJ Project Management Bootcamp

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Sampson Creek CDD, District Engineer, St. Johns County, FL	Ongoing	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Project Engineer. As District Engineer, MDG provides ongoing professional engineering services, which have included drainage analysis and improvement designs, roadway maintenance/pavement assessments and recommendations for improvements. Scope of work has also included upgrades to the development's Aquatic Center and hardscape improvements as well as landscape architecture services for the complete renovation of existing landscaped areas for the Golf and Country Club Amenity Center.</p>		
b.	World Golf Village, HOA, Pond Evaluations, St. Johns County, FL	2020	N/A
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Project Engineer. Provided professional engineering services associated with approximately 45 stormwater management facilities. Each stormwater management facility/pond was observed, and a report generated that detailed the condition of slopes, overflow control structures, orifices, weirs, skimmers, pipe inflows and outflows, overgrown vegetation, identification of any invasive exotic plants for removal, erosion and overall condition of each stormwater management facility/pond dry or wet. The report stated if the stormwater management facility is in general compliance with the permitted condition and note any repairs and pond remediation that should take place in order to bring the facility back into compliance. The report also noted any additional preventative maintenance that should be addressed to prevent future maintenance. Each report was filed, numbered and cataloged in accordance with the St. Johns Northwest Master Association master SWMF system and signed and sealed by a licensed professional engineer in the state of Florida.</p>		



		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
c.	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</p> <p>Project Engineer. Providing professional engineering and landscape architecture services for North Fork Subdivision design and permitting of the subdivision, stormwater management facilities/ponds and roadway construction to the connection point at Lazy Acres Road. Scope of services include site planning, due diligence, concurrency submittal, construction plans, permitting, floodplain compensation, landscape architecture, tree mitigation plan, and construction administration.</p>	<p>Ongoing</p>	<p>201N/A9</p>
	<input checked="" type="checkbox"/> Check if project performed with current firm		
d.	<p>(1) TITLE AND LOCATION (City and State)</p> <p>Pacetti Lands High School, St. Augustine, St. Johns County, FL</p>	<p>Ongoing</p>	<p>Under Construction, Est. Complete 2021</p>
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</p> <p>Project Engineer. This new high school and consists of five building which are comprised of classrooms, gym, cafeteria, auditorium and administrative office. The campus includes student, teacher and visitor parking, football field, baseball field, softball field, basketball courts and bus drop off area. Scope of work includes conceptual site plan depicting the location of buildings, parking, and stormwater management areas; engineering designs and construction plan preparation showing limits of land clearing and tree removal, demolition, site grading and earthwork, stormwater drainage systems, paving and water and sewer utilities. Offsite improvements associated with the high school include the addition of turn lanes, driveway design and modifications, and MOT and S&PM plans. Additionally, MDG is providing construction administration as well as prepared and processed applications to obtain permits with St. Johns County, SJRWMD and FDEP. Fees: \$322,500</p>		<input checked="" type="checkbox"/> Check if project performed with current firm
e.	<p>(1) TITLE AND LOCATION (City and State)</p> <p>Seaside Charter School, Jacksonville, Duval County, FL</p>	<p>2018</p>	<p>2018</p>
	<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</p> <p>Project Engineer. Provided civil engineering, design and permitting services for a new school campus to be located on Mayport Road in Jacksonville, FL. The campus includes four buildings (totaling 35,600 SF), "tot lot" playground area, central gathering area, and various infrastructure improvements. Separate ingress and egress driveways were designed along Mayport Road to allow for a looped internal roadway to accommodate maximum stacking for drop off and pick-up times. An extensive sidewalk network was designed for easy and safe pedestrian access. Utility connections and stormwater design were also included in the design of this project. One challenge faced during design was the fact that the site was in a flood plain adjacent to a tidally influenced creek. Extensive drainage, floodway, and compensatory storage calculations were prepared to ensure safety for the site and adjacent properties. Construction administration services were also being provided. Fees: \$75,775</p>		<input checked="" type="checkbox"/> Check if project performed with current firm

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Rob A. Matthews III, PE	13. ROLE IN THIS CONTRACT Principal-in-Charge/Civil Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 24	b. WITH CURRENT FIRM 15

15. FIRM NAME AND LOCATION <i>(City and State)</i> Matthews Design Group, St. Augustine, FL 

16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> BS, Civil Engineering MS, Civil Engineering	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Florida – Professional Engineer South Carolina – Professional Engineer
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Rob Matthews has many years of experience in all phases of land development, minor roadway engineering, and environmental regulatory permitting. Rob has been involved with literally thousands of projects over the past 15 years with MDG and previous eight years working for other companies. Rob’s understanding of engineering, design, and project management ensures our clients are receiving the highest quality services. He has provided technical guidance and regulatory compliance for CDBG work, roadway projects, and all phases of site/land development engineering and environmental and regulatory permitting. His expertise includes planning, managing, designing, and inspecting land development and municipal civil engineering projects; utility infrastructure design; stormwater modeling and master planning; roadway design; environmental impact studies and mitigation; site development; and all aspects of permitting and rezoning requirements for the successful completion of projects. As president of MDG, Rob is responsible for resource allocation and schedule commitments. He will closely monitor projects and will coordinate with the client’s project manager and MDG project managers to ensure project efforts stay on schedule, and project plans and documents provided are accurate and prepared to the client’s satisfaction. Affiliations, training and certifications include:

- | | |
|--|--|
| Certified FDEP Stormwater, Erosion and Sedimentation Control Inspector | American Society of Civil Engineers |
| American Society of Highway Engineers | Florida Engineering Society |
| St. Johns County Economic Development Council | Flagler Hospital, Board of Directors |
| The Arc of the St. Johns, Board of Directors | Flagler County Chamber of Commerce |
| Gator Bowl Committee, Member | Volusia County Association for Responsible Development |
| National Society of Professional Engineers | Jacksonville Business Journal - 40 Under 40 Award |
| Creekside High School Engineering Academy, Advisory Board | |

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	Sampson Creek CDD, District Engineer, St. Johns County, FL	Ongoing	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Principal-in-Charge. As District Engineer, MDG provides ongoing professional engineering services, which have included drainage analysis and improvement designs, roadway maintenance/pavement assessments and recommendations for improvements. Scope of work has also included upgrades to the development’s Aquatic Center and hardscape improvements as well as landscape architecture services for the complete renovation of existing landscaped areas for the Golf and Country Club Amenity Center.		
b.	Julington Creek Plantation POA, Continuing Engineering Services St. Johns County, FL	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Principal-in-Charge. Providing complete oversight of project components as specified in the continuing service contract for this large subdivision located in NW St. Johns County. Project scope has included evaluations of roadway pavement condition, redesign of curbing, traffic study evaluation, and evaluation of drainage issues.		
c.	Cimarrone POA Master Drainage System Study, St. Augustine, FL	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Principal-in-Charge. Providing complete oversight of project components as specified in the continuing service contract for this large subdivision located on CR 210 in St. Johns County. Project scope has included an evaluation of the master drainage plan for the subdivision to make recommendations and resolve problem areas.		



		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	2018	N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
<p>Principal-in-Charge. Under a continuing service contract for engineering services, MDG provided assessments and remediation for drainage systems and roadway pavement conditions for this gated community of single-family homes.</p>			
		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
e.	(1) TITLE AND LOCATION (City and State)	Ongoing	N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
<p>Principal-in-Charge. MDG is providing ongoing professional engineering services, to provide engineering, surveying, planning, landscaping, construction administration, environmental management, and permitting, financial and economic studies for the purpose of financing, constructing, acquiring and/or maintaining infrastructure improvement and services within the District.</p>			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Billy Almaguer, PE	13. ROLE IN THIS CONTRACT QA/QC Manager/Civil Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 15	b. WITH CURRENT FIRM 4

15. FIRM NAME AND LOCATION <i>(City and State)</i> Matthews Design Group, St. Augustine, FL 

16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> BS, Civil Engineering MS, Civil Engineering	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Florida – Professional Engineer
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*
 Billy Almaguer is a seasoned professional engineer with over 15 years of experience in all aspects of civil site design, regulatory permitting processes, stormwater modeling, and recreational and drainage facility design. He has specialized in wetland and nutrient load modeling and stormwater master planning. Billy has provided engineering design services for a variety of projects, including highways, beach re-nourishment, mitigation bank creation, FEMA Hazard Mitigation Grant Program (HMGP) and Community Development Block Grant (CDBG) projects, drainage and stormwater masterplans for many large municipalities, as well as educational facilities, residential, commercial and industrial developments. He also has experience with providing construction administration services which include conducting pre-construction meetings with engineers, owners, developers and contractors, as well as the preparation of bid documents and bidding assistance. Billy’s expertise in the creating, planning, and implementation of quality control systems ensures that each project receives a detailed and thorough review, thus providing for a quality product meeting the client’s needs. He will take responsibility for the review of all engineering and design work. His specialty training includes:

NPDES Permitting Florida Stormwater Erosion and Sedimentation Control Inspection AdicPR Modeling

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	Home Again St. Johns, St. Augustine, FL	2018	2018
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm QC Manager/Project Engineer. Provided civil engineering and site design for this large campus, which includes multiple buildings. Final buildout included an administration building, medical facility, and five low-income housing buildings totaling approximately 100 units. Site design included driveway and parking lot design, stormwater management facilities design, utility design, and landscaping. Permitted with the County, FDOT, FDEP and SJRWMD.		
b.	Cypress Trail Subdivision, Volusia County, FL	Ongoing	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm QC Manager/Project Engineer. Provided engineering design services to permit and construct the Cypress Trail subdivision. MDG’s scope included development of a concept site plan, construction plans, and permitting services. The subdivision (rezoned PUD) will include 48 home sites, a half-mile road, two stormwater ponds and infrastructure, and water and sewer utilities.		
c.	Seaside Charter School, Jacksonville, FL	2018	2018
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm QA/QC Manager/Drainage Engineer. MDG provided civil engineering, design and permitting services for a new school campus to be located on Mayport Road in Jacksonville, FL. The campus includes four buildings (totaling 35,600 SF), “tot lot” playground area, central gathering area, and various infrastructure improvements. Separate ingress and egress driveways were designed along Mayport Road to allow for a looped internal roadway to accommodate maximum stacking for drop off and pick-up times. An extensive sidewalk network was designed for easy and safe pedestrian access. Utility connections and stormwater design were also included in the design of this project. One challenge faced during design was that the site was in a flood plain adjacent to a tidally influenced creek. Extensive drainage, floodway, and compensatory storage calculations were prepared to ensure safety for the site and adjacent properties. Construction administration services were also provided.		



d.	(1) TITLE AND LOCATION (<i>City and State</i>) Anastasia Mosquito Control District, St. Augustine, FL	(2) YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION (<i>If applicable</i>) Ongoing Ongoing	
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm QA/QC Manager. MDG provided conceptual site design and full civil engineering for the new Anastasia Mosquito Control District (AMCD) base station. Project scope included utility design, stormwater design, construction administration, and permitting with St. Johns County, SJRWMD, and FDEP. Phase 1 of the project includes an office, classroom, building maintenance facility, chemical storage facility, and fueling site. Phase 2, which is nearing construction completion, includes a student housing facility, multiple laboratory facilities, two greenhouses, environmentally controlled poultry facility for rearing disease sentinels, a heliport with associated hanger and fueling facility.		
e.	(1) TITLE AND LOCATION (<i>City and State</i>) St. Johns County Fire Station & Sherriff's Office Complex, St. Augustine, FL	(2) YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION (<i>If applicable</i>) 2019 2019	
	(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm QA/QC Manager/Project Engineer. MDG provided civil engineering site design for this nearly 23,000 SF fire station with four bay doors, which holds six fire apparatus. This new building located at 3370 U.S. 1 South houses a southeast command center for the St. Johns County Sheriff's Office in St. Augustine. The facility also includes a three-story drill tower and fitness room. This combination fire station and Sheriff's Office replaces Stations 5 and 11 in south St. Johns County. The scope of work included site plan depicting site layout, roadways, traffic signal design, buildings, and site improvements, a demolition plan, utility plan, construction details accompanying the plan sets, and a Stormwater Pollution Prevention Plan (SWPPP). MDG also secured regulatory permits with St. Johns County, SJRWMD, FDEP, and FDOT.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

14. YEARS EXPERIENCE	
a. TOTAL	b. WITH CURRENT FIRM
25	13

15. FIRM NAME AND LOCATION (City and State)

Matthews Design Group, St. Augustine, Florida 

16. EDUCATION (DEGREE AND SPECIALIZATION)

BS, Agricultural Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Florida – Professional Engineer

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Scott Knowles has extensive experience in all phases of land development engineering, including site and roadway design, stormwater modeling and drainage design, utility engineering and coordination, and regulatory permitting. He has provided project management for an eclectic mix of projects that included services similar to those required for this RSQ such as drainage design improvements and stormwater management facilities, roadway and intersection design, multiuse paths/trails, master planning, site plans, conditional uses, land use plan amendments, plats, rezoning, grant administration, and support services. Additionally, Scott had project management responsibility for the CDBG projects in St. Augustine and St. Johns County, as well as for FEMA HMGP Wastewater Plant and Wastewater Treatment facilities project in Putnam County. He is extremely proficient in the design of drainage structures and stormwater management systems as well as grant applications and submissions. He has engineered and permitted a wide variety of projects, including roads, drainage systems and sidewalks, large residential subdivisions, large shopping centers, commercial office buildings, mining sites, ponds, schools and churches, and recreational facilities. His vast expertise in all areas of civil engineering and the construction industry has also fortified his skills on best constructibility and biddability design methods. He is highly skilled in construction administration services including conducting pre-construction meetings and the preparation of bid documents and bidding assistance. Rounding out his engineering expertise, Scott has specialized experience in Geographic Information System (GIS) databases, and in pump and power systems design for sanitary and stormwater lift stations. Affiliations, training and certifications include:

LEED Accredited Professional
American Society of Agricultural and Biological Engineers

Certified FDEP Stormwater, Erosion and Sedimentation Control Instructor
Certified FDEP Stormwater, Erosion and Sedimentation Control Inspector

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	World Golf Village, HOA, Pond Evaluations, St. Johns County, FL	2020	N/A
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer. Provided professional engineering services associated with approximately 45 stormwater management facilities. Each stormwater management facility/pond was observed, and a report generated that detailed the condition of slopes, overflow control structures, orifices, weirs, skimmers, pipe inflows and outflows, overgrown vegetation, identification of any invasive exotic plants for removal, erosion and overall condition of each stormwater management facility/pond dry or wet. The report stated if the stormwater management facility is in general compliance with the permitted condition and note any repairs and pond remediation that should take place in order to bring the facility back into compliance. The report also noted any preventative maintenance that should be addressed to prevent future maintenance. Each report was filed, numbered and cataloged in accordance with the St. Johns Northwest Master Association master SWMF system and signed and sealed by a licensed professional engineer in the state of Florida.	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Queen’s Harbour Yacht & Country Club, HOA Drainage Assessments, St. Johns County, FL	2020	N/A
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer. MDG was retained to provide professional engineering services for an engineering assessment of the Queen’s Harbour neighborhood stormwater drainage system. The assessment covered all over 20 ponds, stormwater inlets, pipes, manholes, and outfalls. A written assessment of the stormwater management system included a master map of drainage system, identification of areas needing corrective measures; recommendation for time of repairs; estimate of probable costs for repairs; and operation and maintenance guidelines for the stormwater system components.	<input checked="" type="checkbox"/> Check if project performed with current firm	



c.	(1) TITLE AND LOCATION <i>(City and State)</i> Flagler Estates Road & Water Control District, Flagler & St. Johns Counties, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager. Completed a review of the overall stormwater model for the drainage basin, and finalized multiple projects to improve stormwater infrastructure, resurface roadways, and replace major water control structures that service Sixteen Mile Creek. Coordinated Disaster Recovery (DR) and Community Development Block Grants (CDBG) for improvements to drainage and roadways. Prepared and submitted a FEMA DR reimbursement and grant application for damage caused by Hurricanes Matthew and Irma, which caused significant damage to drainageways and roadways throughout Flagler Estates.	<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION <i>(City and State)</i> Disaster Recovery Projects (CDBG), Various Locations St. Johns County, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018	CONSTRUCTION <i>(If applicable)</i> 2018
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager. Scott assisted the County in the preparation of several grant applications as well as prepared plans and provided construction administration for CBDG initiatives intended to address numerous stormwater facilities, drainage, roadway and other infrastructure issues. Project elements included roadway design, stormwater facilities design, drainage design, sewer repairs, street lighting and bid document preparation and assistance. Estimated value of all project phases have totaled approximately \$3.5 million.	<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION <i>(City and State)</i> Villages of Valencia St. Johns County, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018	CONSTRUCTION <i>(If applicable)</i> 2018
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager. MDG provided civil engineering services to support the development, design and permitting for the construction of this five-phase residential development. This community is comprised of approximately 300 homes occupying approximately 144 acres. Scope of work elements included preparation of construction plans, site grading and earthwork, stormwater drainage system design, paving, water and sewer utilities design, and a Stormwater Pollution Prevention Plan (SWPPP)	<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Matthew Journey, PLA	13. ROLE IN THIS CONTRACT Sr. Landscape Architect	14. YEARS EXPERIENCE	
		a. TOTAL 16	b. WITH CURRENT FIRM 2.5

15. FIRM NAME AND LOCATION <i>(City and State)</i> Matthews Design Group, Jacksonville, FL 
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16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> BA, Landscape Architecture	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Florida – Professional Landscape Architect
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*
 Matthew Journey has 16 years of experience in the landscape architecture and land planning industry. His expertise was developed while serving a variety of clients on a diverse range of projects from roadway widening to commercial and residential site developments. While employed with the City of Jacksonville, Matt served as the City’s Landscape Architect and was responsible for plan review, ensuring all new development was in compliance with COJ and regulatory agencies requirements. This also included tree protection and tree mitigation requirements as well as compliance with all landscape and irrigation requirements established within the land development code. Matt also ensured compliance with ADA and Florida Accessibility Code site requirements for new construction, such as ramps, maximum slope, access routes, parking standards, and all other relevant facilities. Additionally, during his tenure with FDOT District 2 as Landscape Architecture GEC Program Support, his responsibilities included: assist in establishing the District Two “FDOTree” program, landscape design, master planning, work on design-build and other roadway projects, cost estimating, 3D modeling, video production, and community involvement. Other professional responsibilities have included land development, residential design-build, landscape construction documents and administration, highest and best use studies and municipal regulatory administration. Professional affiliations include the American Society of Landscape Architects.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	Sampson Creek CDD, St. Johns County, FL	Ongoing	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Landscape Architect. As District Engineer, MDG provides ongoing professional engineering services, which have included drainage analysis and improvement designs, roadway maintenance/pavement assessments and recommendations for improvements. Matt was responsible for upgrades to the development’s Aquatic Center and hardscape improvements as well as landscape architecture services for the complete renovation of existing landscaped areas for the Golf and Country Club Amenity Center.		
b.	Cameron Oaks Subdivision, Middleburg, FL	2020	2020
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Landscape Architect. MDG completed landscape architecture services for Cameron Oaks subdivision located on Kindlewood Avenue in Middleburg, FL. MDG provided a detailed code compliant landscape design, plant schedule and planting construction details that focused on providing code required trees and shrub hedge as desired for screening per the Clay County Land Development Code and Brannan Field Master Plan regulations.		
c.	Flagler Hospital Murabella Health Village Community Garden Plaza, St. Augustine, FL	2018	2018
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Landscape Architect. Matt was responsible for the landscape, hardscape and irrigation design, as well as construction administration for the review of contractor’s pay applications, shop drawings and site visits to ensure compliance with plans and specifications.		
d.	Veterans Parkway Extension, St. Johns County, FL	2019	Ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Landscape Architect. Matt served as the landscape architect responsible for the design of code compliant landscape plans including tree mitigation for the extension of Veterans Parkway in St. Johns County. MDG provided the roadway design, construction plans depicting limits of land clearing and tree removal, demolition, site grading and earthwork, stormwater management and drainage systems, paving, and water and sewer utilities in conformance with user agencies. Permits were obtained with City, SJRWMD and FDEP.		



(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
Rock Springs Subdivision PUD, St. Augustine, St. Johns County, FL	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	Ongoing	Ongoing
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
<p>Landscape Architect. MDG is providing planning and engineering services for the new Rock Springs Subdivision PUD located off US 1, south of SR 206 in St. Johns County. A previous site plan was prepared by another engineering company and due to stormwater compensation storage deficiencies, MDG was retained to modify the site plans. MDG reviewed and modified the current concept plan and coordinated with the client representative to modify the PUD based on the proposed new concept plan and provided a Master Development Plan. The site also requires right and left turn lanes within the US 1 right-of-way. Services provided include drainage analysis, rezoning assistance, and the preparation of construction plans to include land clearing and tree removal, site grading and earthwork, stormwater management and drainage systems, paving, drainage plans, water and sewer utility plans, off-site utilities design, landscape and irrigation design, construction administration and permitting with the County, St. Johns River Water Management District, and Florida Department of Environmental Protection and Florida Department of Transportation.</p>		

e.

St. Johns County, FL

23. PROJECT OWNER S INFORMATION

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Stormwater Modeling
- Stormwater Management Facilities
- Drainage Analysis & Design
- Roadway Assessments & Design
- Sidewalks
- Utility Design & Coordination
- Landscape Architecture
- Amenity Center
- Recreational Facilities
- Permitting



Sampson Creek CDD indicating location of Amenity Center and pool.

As District Engineer, MDG provides ongoing professional engineering services, which have included drainage analysis and improvement designs, roadway maintenance/pavement assessments and recommendations for improvements.

To date, scope of work performed has also included upgrades to the development’s Aquatic Center and hardscape improvements as well as landscape architecture services for the complete renovation of existing landscaped areas for the Golf and Country Club Amenity Center.

An example of one project under this contract included the renovation and expansion of the community pool located in the St. Johns County Golf & Country Club. The project scope included a complete update of the existing facility to include a swimming pool, splash pad amenity for children, and terrace seating for swim competitions and additional shading in the pool area. MDG secured all permits as required by governing agencies.

Professional Fees: \$37,800; Construction Value: \$200K

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

City of Jacksonville/FDOT (Tetra Tech)

b. POINT OF CONTACT NAME

Gregory Kern

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 596-6643

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Roadway Construction Plans
- Widening & Realignment
- S&PM Plans
- MOT Plans
- Stormwater Pollution Prevention Plans
- Stormwater Modeling & Design
- Erosion Control
- Drainage
- Multiuse Path
- Safety Improvements
- Stakeholder Coordination
- Permitting with COJ, SJRWMD & FDOT



MDG served as the offsite improvements subconsultant providing engineering services to improve Pecan Park Road, Duval Road (SR 243), and the offramp onto Duval Road from I-295 in Jacksonville, Florida. The required improvements were associated with the development of an Amazon, Inc. Distribution Center. Numerous improvements to Pecan Park Road required a complete vertical and horizontal realignment of 0.5 miles of roadway, intersection improvements, widening of multiple turn lanes, signal modification, full access driveway connections, utility relocation, drainage design, superelevation analysis, and pedestrian access design.

Pecan Park Road improvements also included a half-mile-long, 12-foot-wide multiuse path providing a safe and functional connection from the Duval Road to the Distribution Center property. Design elements for Duval Road included widening for multiple turn lanes, signal modifications, intersection improvements at Pecan Park Road, median conversion from full access to directional access, and driveway connection design. Challenges during construction included addressing utility conflicts and swale grading. All issues and concerns were addressed, and solutions delivered in a quick and efficient manner. Construction plans included demolition, grading and earthwork, paving, erosion control, S&PM, and MOT. A SWPPP was also prepared and all permits required were secured through county and state agencies including the City of Jacksonville, SJRWMD, and FDOT.

Professional Fees: \$384,344; Construction Value: \$1M

The American Public Works Association (APWA) awarded the Consultant of the Year to Tetra Tech for successful work and collaboration with the project team, which included MDG.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Subconsultant Civil Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

20. EXAMPLE PROJECT KEY NUMBER

3

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

St. Augustine's Marketplace | St. Johns County, FL

PROFESSIONAL SERVICES
2016

CONSTRUCTION (if applicable)
Ongoing

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

The St. Joe Company

John Alexon

(904) 233-4488

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Concept Site Plan
- Roadway Design
- S&PM Plans
- MOT Plans
- Stormwater Modeling
- Stormwater Management & Facilities Design
- Water & Sewer Design
- Stakeholder Coordination
- Permitting with County, FDEP & SJRWMD



MDG provided engineering services for this commercial development located on the north side of SR 207 just east of I-95 in St. Johns County.

Project scope included developing a conceptual layout for improving the entrance road to the St. Augustine's Marketplace, conceptual masterplans for stormwater management, water distribution, sanitary sewer collection, preparation of final construction plans, and permitting with all required government jurisdictional agencies.

Professional Fees: \$70K

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

Matthews Design Group

St. Augustine, FL

Prime Civil Engineer

23. PROJECT OWNER'S INFORMATION

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Roadway Construction Plans
- S&PM Plans
- MOT Plans
- Stormwater Modeling & Design
- Drainage Basin Modeling
- Drainage Design
- Erosion Control
- Utility Design & Coordination
- Construction Inspection
- FEMA Disaster Recovery; CDBG DR & HMGP funding
- Permitting with County, FDEP, USACE, FWC & SJRWMD



Since 2010, MDG has provided ongoing engineering support as the District Engineer to this 7,000-acre community located in southern St. Johns County. Flagler Estates includes approximately 5,400 lots, over 140 miles of roadway, and over 36 miles of drainage canals. The roadways within Flagler Estates range from unpaved, to improved surface, to paved. MDG has worked with the District to provide phased improvements of the roadways with the goal of eventually paving the majority of the roads within the District. Over 30 miles of roadway have been improved from dirt to either black base, cold mix asphalt, or hot mix asphalt. Design, bidding assistance and construction administration for these roadway improvements have been included in our scope of work. Additionally, collaboration with District staff was provided to create and maintain a Roadway Management Program to plan for new road improvements and to provide long-term maintenance solutions. We have completed a review of the overall stormwater model for this drainage basin, and finalized multiple projects to improve stormwater infrastructure, resurface roadways, and replace major water control structures that service Sixteen Mile Creek. Coordination for Disaster Recovery (DR) and Community Development Block Grants (CDBG) for improvements to drainage and roadways was provided. In 2017, MDG prepared and submitted a FEMA DR reimbursement and grant application for damage caused by Hurricane Matthew. Significant damage to drainageways and roadways throughout Flagler Estates was also caused by Hurricane Irma in September 2017. MDG worked with District staff and FEMA to secure reimbursement for the disaster cleanup and repairs following Hurricane Irma. Additionally, an application was prepared and submitted to Department of Economic Opportunity (DEO) for HMGP grants to improve damaged structures in an effort to prevent similar damage in future storm events.

Professional Fees: \$500K; Construction Value: \$2.5M

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

5

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (if applicable)

2020

N/A

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

Queen’s Harbour Yacht & CC HOA

b. POINT OF CONTACT NAME

Bethann Ridikas-Parker

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 221-8859

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Pond Inspections
- Stormwater Management
- Master Map of Drainage System
- As-built & Storm TV Reviews
- Assessment Report
- Maintenance Guidelines



Queen’s Harbour is a Jacksonville waterfront community features some of the most exquisite homes in Northeast Florida. Most homes within the community are nestled among decades-old oak trees, palms and winding waterways that connect to the Intracoastal Waterway, green spaces and ponds.

MDG was retained to provide professional engineering services for an engineering assessment of the Queen’s Harbour neighborhood stormwater drainage system. The assessment covered all over 20 ponds, stormwater inlets, pipes, manholes, and outfalls.

A written assessment of the stormwater management system included a master map of drainage system, identification of areas needing corrective measures; recommendation for time of repairs; estimate of probable costs for repairs; and operation and maintenance guidelines for the stormwater system components.

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

23. PROJECT OWNER S INFORMATION

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Roadway Construction Plans
- S&PM Plans and MOT Plans
- Pedestrian Safety Features
- Sidewalks
- Drainage Design
- Driveway Connections
- Stakeholder Coordination
- FDOT SCRAP funded project
- Permitting with County, SJRWMD & FDOT



As the prime consultant for engineering design and permitting, MDG worked with Flagler County, under our continuing services contract, to complete the

resurfacing design for Colbert Lane between Palm Coast Parkway to SR 100 for 7.1 miles, and 1.2 miles of resurfacing and shoulder improvements for Grady Prather Jr. Cove in Palm Coast. This project included improvements to signing and pavement markings throughout this stretch of road to improve the safety and awareness for pedestrians, cyclists, and motorists. All signage was brought up to current MUTCD standards, which included replacing outdated warning signs and the addition of intersection warning signs with street name plaques. Additional pavement markings were proposed at specific intersections to improve traffic flow and motorist awareness. It was observed during a site visit, while in the design phase of the project, that Grady Prather Jr. Cove had severe shoulder deterioration and sidewalk failures. The specific length of existing shoulder and sidewalk that needed repair was established. Recommendations were made for concrete replacement and stability improvements to both the sidewalk and existing shoulder. As part of the scope of work, permits were secured through Flagler County, SJRWMD, and FDOT. Also impacting this project, was the Graham Swamp parking lot. Pipe cover issues were identified, which would potentially weaken the pipe, under the gravel driveway to Grady Prather Jr. Cove. At the 60% design phase, the County determined that the gravel material was less desirable and added scope to the MDG contract for the design of a full access driveway connection to the parking lot.

Professional Fees: \$103,380; Construction Value: \$2.2M

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

23. PROJECT OWNER S INFORMATION

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Stormwater Design
- Roadway Design
- S&PM Plans
- Multi-use Park
- Recreational Area
- Drainage Design
- Surveying Services
- Utility Design & Coordination
- Stakeholder Coordination
- Environmental Services
- Permitting with County, City, FDEP, USACE & SJRWMD



The St. Augustine Shipyard is part of an exciting new waterfront Marine Merchant Community on the San Sebastian River near Historic Old St. Augustine.

The St. Augustine Shipyard provides protected dockage minutes from Historic Old St. Augustine and the Atlantic Ocean. MDG completed engineering and site design for Phase 1 of this project to renovate an existing historical building to a dry stack boat storage facility in an approximate 46-acre industrial park. The design included 500 feet of new roadway, a parking area, a master stormwater system, water and sewer utility extensions, and a lift station. The St. Augustine Shipyard was engineered to withstand a Category 4 hurricane with winds up to 140 mph.



Phase 2 of the Shipyard Complex will include hotels, townhomes, restaurants, shopping, offices, and 5,400 SF of covered event space in various stages of planning and approval. The marina will also feature restaurants and fishing supplies for residents and boaters. MDG is currently providing engineering design and permitting services for this highly anticipated phase of the project.

Professional Fees: Ph 1 - \$63K, Ph 2 - \$200K; Construction Value: \$55M (Value includes future Phases 3 & 4)

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

City of St. Augustine

b. POINT OF CONTACT NAME

Reuben Franklin

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 825-1040

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Stormwater Design
- Roadway Design
- Hydrologic & Hydraulic Analysis
- S&PM Plans
- Site Design
- Park & Recreational Areas
- Drainage Design
- Utility Design & Coordination
- Stakeholder Coordination
- Permitting
- Construction Administration & Inspection
- Permitting with County, City, FDEP, USACE & SJRWMD



Crews prepare site for installation of new drainage system.

MDG is currently operating under a continuing services contract for the City of St. Augustine for civil engineering services.

Projects to date have included analysis of stormwater drainage problem areas, and design and implementation of corrective measures, installation of saltwater monitoring wells, and capping of abandoned wells.

Additionally, MDG has engineered drainage improvements for several streets in the St. Augustine's historic district. Streets included Pine Street, Inlet Drive, Charlotte Place, and the area near St. George and Cordova streets. Work has involved hydrologic and hydraulic analyses for the areas of concern, drainage improvement designs to correct sizing of water quality treatment structures and help in obtaining bids from contractors to perform the work. Work scope also included tasks such as providing modifications to the drainage systems, addition of hydrodynamic sediment separators, and repairs and improvements to the roadways involved in construction.

Professional Fees: \$200K; Construction Value: \$25M

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Site Development & Design
- Concept Site Plan
- Drainage Design
- Utility Design & Coordination
- Stormwater Modeling
- Stormwater Management & Facilities Design
- S&PM Plans
- Environmental Services
- Geotechnical Services
- Construction Quantity Estimates
- Construction Administration & Inspection
- Bidding Assistance
- Stakeholder Coordination
- Permitting with County, City, USACE, FDEP & SJRWMD



MDG provided engineering services for the new County Health & Human Services facility located near the St. Johns County office complex. Completed in three phases, the project encompasses over 40,000 SF of building footprint on a 16-acre site. Notably, the Center’s stormwater facility includes a wet detention pond paired with two bio-retention ponds, providing diversity of landscaping to the site. MDG’s scope of services included complete civil site design, associated parking, roadways, stormwater and utilities infrastructure design, and permitting with the City of St. Augustine, FDEP, and SJRWMD.

MDG coordinated and managed all aspects of this project and worked closely with the building architect and St. Johns County Construction Services, as well as the St. Johns County Survey Department to obtain surveys needed for this project. MDG coordinated with subconsultants to determine the wetland line and flood plain impact, conduct geotechnical investigations, and with the City of St. Augustine Public Works Department since the City provided utility service to this site. We also worked the U.S. Army Corp of Engineers to obtain permitting for this project. MDG helped the county prepare bid specifications, and assisted with bid evaluation, and subsequent contract administration and engineering construction inspection of the contractor. This project serves as an example of MDG’s experience in working with several entities to complete a large project on an accelerated schedule.

Professional Fees: \$63K; Construction Value: \$12M

23. PROJECT OWNER S INFORMATION

b. POINT OF CONTACT NAME

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

Springs and SJRWMD



MDG was the lead consultant of a multi-disciplinary team tasked by the City of Green Cove Springs for the \$1.2 million renovation and expansion of the historic park facilities, which serves as the landmark feature for the City. Project scope included a complete infrastructure analysis, planning, design development and construction oversight to update of the existing facility to include a new activity building, swimming pool, and reconstructed outfall for the spring boil. Also included in this park was an interactive water feature as well as expanded picnic area.

Professional fees: \$192,800

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

20. EXAMPLE PROJECT KEY NUMBER

11

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

Las Calinas Residential Development

PROFESSIONAL SERVICES

2014

CONSTRUCTION (If applicable)

2014

23. PROJECT OWNER S INFORMATION

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Site Development & Design
- Concept Site Plan
- Roadway Design
- Drainage Design
- Utility Design & Coordination
- Stormwater Modeling
- Stormwater Management & Facilities Design
- Water & Sewer Design
- Erosion Control
- Stakeholder Coordination
- Construction Administration
- Construction Inspections
- Permitting with County, FDEP, FDOT & SJRWMD



MDG completed civil engineering, site design and permitting services for multiple units during multiple phases on this 440-acre residential development.

Design elements included 7,000 LF of internal roadways, a 39-acre recreation pond, water retention ponds, internal roadways, utilities, stormwater management facilities, and permitting services.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Site Development & Design
- Concept Site Plan
- Roadway Design
- Drainage Design
- Utility Design & Coordination
- Stormwater Modeling
- Stormwater Management & Facilities Design
- Water & Sewer Design
- Erosion Control
- Stakeholder Coordination
- Construction Administration
- Construction Inspections
- Permitting with City, County, FDEP & SJRWMD



Villages of Valencia is a quaint community of new homes nestled amongst a beautiful sand ridge in St. Augustine, Florida. Residents enjoy the community's convenient proximity to the historic downtown St. Augustine, Intracoastal Waterway, public beaches, shopping and dining.

MDG provided civil engineering services to support the development, design and permitting for the construction of this five-phase residential development. This community is comprised of approximately 300 homes occupying approximately 144 acres. Scope of work elements included preparation of construction plans, site grading and earthwork, stormwater drainage system design, paving, water and sewer utilities design, and a Stormwater Pollution Prevention Plan (SWPPP).

Throughout the development process, MDG prepared and submitted construction permits to applicable entities including City of St. Augustine, St. Johns County Development Review, St. Johns River Water Management District, and Florida Department of Environmental Protection.

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

CONSTRUCTION (If applicable)

N/A

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

St. Johns County

b. POINT OF CONTACT NAME

Nick Perpich

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 209-0136

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Regional Stormwater Master Plan Study
- Drainage Study
- Storm and Flood Analysis
- Cost Analysis
- Permitting with SJRWMD & USACE

MDG was tasked by St. Johns County to analyze the Butler Beach region's drainage characteristics and study of how the region's various sub-regions interact with each other. Data was collected and analyzed from St. Johns County, SJRWMD, FEMA loss claims, NOAA storm data and multiple field surveys.

MDG evaluated each drainage problem identified in each sub-region for potential solutions. Each sub-region was evaluated, and recommendations were made for improvements. Maintenance considerations, capital costs and overall construction feasibility were considered. The proposed solutions were ranked based on the overall benefit cost analysis which included the project costs, overall effectiveness, ease of maintenance, feasibility of construction, and overall benefit to the sub-region.

Finally, a detailed with report with full details for each potential solution was created and presented to St. Johns County.



Professional Fees: \$118K

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

23. PROJECT OWNER S INFORMATION

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Asset Management Inventory Assessment of Water & Waste Water Infrastructure
- Negotiations with City of St. Augustine
- Water and Wastewater Forcemain Design
- Construction Plan Preparation
- Construction Engineering Inspection
- Construction Administration
- Coordination with City of St. Augustine & St. Johns County
- Permitting with City & FDEP



MDG provided engineering services to replace approximately 4,300 linear feet of 10-inch water line and complete an asset inventory and assessment of an adjacent 8-inch wastewater line along Masters Drive. The sewer line, previously relined, required replacement taps to individual service locations. To avoid duplicating mobilization efforts, MDG incorporated these sewer connections into the water line replacement project. Tasks included development of base drawings, conceptual plans, and construction drawings; permitting; and construction administration.



MDG also provided engineering services to replace aging and undersized waterlines in four street locations in St. Augustine. Specifically, MDG replaced approximately 2,000 linear feet of 2-inch line along Palmer Street with a 10-inch line and 900 feet of 10-inch line with a 12-inch line; replaced 3,600 linear feet of 10- and 12-inch line with a 12-inch line along Masters Drive; replaced 350 linear feet of 2-inch line with a 6-inch line along Ravenswood Drive; and replaced 1,600 linear feet of 2-inch line with a 6-inch line along Florida Avenue. In total, MDG replaced approximately 8,500 linear feet of waterline on four separate projects. Tasks included development of base drawings, conceptual plans, construction drawings, permitting, and construction administration.

Professional Fees: \$131K; Construction Value \$1.2M

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

CONSTRUCTION (If applicable)

N/A

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

St. Johns County

b. POINT OF CONTACT NAME

Nick Perpich

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 209-0136

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Stormwater Master Planning
- Drainage Analysis
- Drainage Improvements Design
- Construction Administration
- Post Design Services
- Permitting with County & SJRWMD

The goal of this project addressed drainage problems located along Twenty Second and Twenty Third Streets in North Beach, St. Johns County.

MDG provided a comprehensive design of drainage improvements to be constructed in the neighborhood to more effectively and to reduce flooding potential. The design included conversion of open ditch drainage to closed conduits to better control the critical slope of the conveyances and provide for easier long-term maintenance. The design accommodated multiple offsite watersheds, including a County park and State highway.

This project served as a pilot to gauge public response and construction viability for future similar type projects in the region.



Professional Fees: \$159,300; Construction Value: \$800K

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

20. EXAMPLE PROJECT KEY NUMBER

16

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

World Golf Village Stormwater & Drainage Assessments, St. Augustine, FL

PROFESSIONAL SERVICES
2020

CONSTRUCTION (If applicable)
N/A

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

May Management

b. POINT OF CONTACT NAME

Sarah McFee

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 940-1002 X 321

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Stakeholder Coordination
- Schedule Preparation
- Remediation Options
- Pond & Pipe Inspections
- Report of Findings
- Structures Design Evaluations
- Stormwater Management
- Ponds & Drainage Design
- Civil Engineering Design
- Construction Plans
- Bid Documents
- Bidding Assistance
- Construction Administration
- Permitting with County & SJRWMD



MDG provided professional engineering services associated with approximately 45 stormwater management facilities. Each stormwater management facility/pond was observed, and a report generated that detailed the condition of slopes, overflow control structures, orifices, weirs, skimmers, pipe inflows and outflows, overgrown vegetation, identification of any invasive exotic plants for removal, erosion and overall condition of each stormwater management facility/pond dry or wet.

The report stated if the stormwater management facility is in general compliance with the permitted condition and note any repairs and pond remediation that should take place in order to bring the facility back into compliance. The report also noted any additional preventative maintenance that should be addressed to prevent future maintenance. Each report was filed, numbered and cataloged in accordance with the St. Johns Northwest Master Association master SWMF system and signed and sealed by a licensed professional engineer in the state of Florida.

MDG also provided civil engineering design construction documents to present to SJRWMD, the Northwest Master Board and contractors for proposed remediation and reconstruction. This included all necessary cross sections and details and site specifications to ensure accurate bids can be received.

Additionally, MDG assisted with the preparation of the bid documents including preparation of all necessary exhibits, responding the contractor RFIs throughout the bidding process and reviewing / evaluating the bids upon receipt.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

Dreamfinders Homes

b. POINT OF CONTACT NAME

Jesse Killebrew

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 669-284824. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)***Key Project Elements**

- Site Development & Design
- Concept Site Plan
- Roadway Design
- Drainage Design
- Utility Design & Coordination
- Stormwater Modeling
- Stormwater Management & Facilities Design
- Water, Sewer & Liftstation Design
- Rezoning
- Stakeholder Coordination
- Construction Administration
- Construction Inspections
- Bidding Assistance
- Permitting with City, County, FDEP & SJRWMD



Coquina Ridge is a pristine community that offers homeowners privacy and stunning views. Coquina Ridge is

conveniently located close to historic downtown St. Augustine and Vilano Beach. Tucked away off Woodlawn Road, this community will remain private and secluded due the location of SJRWMD protected property bordering the community, which ensures protection of the lush preserve and beautiful lakes. Located near the St. Augustine Outlet Mall shopping area off of SR 16 and Woodlawn Road, the development features 104 homes and a 10-acre pond converted to a recreational amenity.

MDG engineered site and construction plans for this residential development, which is situated on approximately 115 acres. MDG's scope of work included a concept site plan, design of wastewater system with lift station, and design of water distribution system based on numerical modeling. MDG also assisted with rezoning the property to a Planned Unit Development, prepared construction plans, and secured permits with all required governmental agencies.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

City of St. Augustine

b. POINT OF CONTACT NAME

Reuben Franklin

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 825-1040

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Key Project Elements

- Reconstruction & Improvements to Historic Roadway
- Stormwater Management Plans
- Drainage System Improvements Design
- Sewer System Improvements
- Roadway Design
- Survey Coordination
- Utility Coordination & Design
- Multi-use Parking Design
- Recreational Area Design
- Permitting with City & SJRWMD



MDG designed a stormwater management plan to address stormwater concerns for a section of the historic Lincolnville area in St. Augustine, Florida. Construction plans included the design of drainage system improvements for the replacement of stormwater mains, gravity sewer mains, and improvements to the existing water distribution mains for South Street, Duero Street, and DeHaven Street, as well as the reconstruction of the roadways for these three streets.

Grant assistance and administration was also provided to obtain CDBG grant funds for the financing of this roadway and stormwater improvements project. As prime engineering consultant MDG took responsibility for obtaining both survey and underground utility locations for these streets.

Professional Fees: \$68K; Construction Value: \$850K

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

23. PROJECT OWNER S INFORMATION

a. PROJECT OWNER

City of St. Augustine

b. POINT OF CONTACT NAME

Greg Caldwell

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 209-0132

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Key Project Elements

- Roadway Improvements
- MOT Plans
- S&PM Plans
- Drainage Improvements
- Utilities Design & Coordination
- Stormwater Modeling
- Stormwater Management & Facilities Design
- CDBG Disaster Recovery Grant
- Stakeholder Coordination
- Construction Administration
- Construction Inspections
- Permitting with County & SJRWMD



MDG completed a stormwater drainage study for the drainage basin near Ravenswood Drive in St. Augustine. As a result of its study, MDG designed significant improvements to the stormwater drainage infrastructure that improved water conveyance and treatment.

The project scope of work also included a major overhaul of approximately 1,600 linear feet of Ravenswood Drive. Significant maintenance of traffic (MOT) planning was provided with this project due to a required partial closure of Masters Drive, which serves as a main thoroughfare for this area.

Based on MDG's recommendations during the design phase of roadway improvements, the City of St. Augustine was able to complete underground utility improvements concurrently with this St. Johns County roadway improvements project, an action that saved the cost of duplicate construction work on this road. MDG was key in the coordination efforts of these additional utility upgrades.

Partial funding for this project was provided from federal funds disbursed by the state in a CDBG Disaster Recovery Grant. MDG assisted in securing and administering the project grant funds.

Professional Fees: \$130K; Construction Value: \$2M

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

CONSTRUCTION (if applicable)

Ongoing**23. PROJECT OWNER S INFORMATION**

a. PROJECT OWNER

Rock Springs Farm, LLC

b. POINT OF CONTACT NAME

Stephen Been

c. POINT OF CONTACT TELEPHONE NUMBER

(770) 809-119024. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)***Key Project Elements**

- Planned Unit Development
- Conceptual Site Plans
- Drainage Review & Design
- Stormwater Facilities
- Off-Site Utilities
- Entrance & Turn Lane Design
- S&PM Plans
- Landscape Design
- Irrigation Design
- Construction Administration
- Bidding Assistance
- Permitting with County, FDEP, FDOT & SJRWMD

MDG is providing planning and engineering services for the new Rock Springs Subdivision PUD located off US 1, south of SR 206 in St. Johns County. A previous site plan was prepared by another engineering company and due to stormwater compensation storage deficiencies, MDG was retained to modify the site plans. MDG reviewed and modified the current concept plan and coordinated with the client representative to modify the PUD based on the proposed new concept plan and provided a Master Development Plan. The site also requires right and left turn lanes within the US 1 right-of-way.

Services provided include drainage analysis, rezoning assistance, and the preparation of construction plans to include land clearing and tree removal, site grading and earthwork, stormwater drainage systems, paving, drainage plans, water and sewer utility plans, off-site utilities design, landscape and irrigation design, construction administration and permitting with the County, SJRWMD, FDEP and FDOT.

Professional Fees: \$231K; Construction Value: \$8M

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME

Matthews Design Group

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "✓" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Alex Acree, PE	Sr. Project Manager/Civil Engineer	✓	✓				✓				
Chris Buttermore, PE	Sr. Project Manager/Civil Engineer	✓	✓	✓			✓	✓	✓		
Michael Russo, EI	Civil Engineer	✓	✓	✓					✓		✓
Andre Gandionco	Project Manager/Civil Engineer	✓	✓								
Rob A. Matthews III, PE	Principal-in-Charge/Civil Engineer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Billy Almaguer, PE	QA/QC Manager/Civil Engineer		✓	✓	✓		✓	✓	✓		
Scott Knowles, PE, LEED AP	Sr. Project Manager/Civil Engineer		✓	✓	✓	✓		✓	✓	✓	
Matthew Jurney, PLA	Sr. Landscape Architect	✓		✓							

29. EXAMPLE PROJECTS KEY

NO.	Title of Example Project (from Section F)	NO.	Title of Example Project (from Section F)
1	Sampson Creek CDD	6	Colbert Lane & Grady Prather Jr. Cove
2	Amazon Distribution Center Roadway Improvements	7	St. Augustine Shipyard
3	St. Augustine's Marketplace	8	City of St. Augustine Continuing Engineering Contract
4	Flagler Estates Water & Road Mgmt. District	9	St. Johns County Health & Human Services Center
5	Queen's Harbour HOA	10	Spring Park

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "✓" under project key number for participation in same or similar role.)									
		11	12	13	14	15	16	17	18	19	20
Alex Acree, PE	Sr. Project Manager/Civil Engineer		✓				✓				
Chris Buttermore, PE	Sr. Project Manager/Civil Engineer	✓	✓		✓			✓			✓
Michael Russo, EI	Civil Engineer		✓				✓				✓
Andre Gandionco	Project Manager/Civil Engineer		✓								
Rob A. Matthews III, PE	Principal-in-Charge/Civil Engineer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Billy Almaguer, PE	QA/QC Manager/Civil Engineer			✓		✓					✓
Scott Knowles, PE, LEED AP	Sr. Project Manager/Civil Engineer		✓	✓	✓	✓	✓		✓	✓	✓
Matthew Jurney, PLA	Sr. Landscape Architect					✓					✓

29. EXAMPLE PROJECTS KEY

NO.	Title of Example Project (from Section F)	NO.	Title of Example Project (from Section F)
11	Las Calinas Residential Development	16	World Golf Village HOA
12	Villages of Valencia Residential Development	17	Coquina Ridge Residential Development
13	Butler Beach Drainage & Stormwater Improvements	18	Lincolnvile Road & Stormwater Improvements
14	Masters Drive Water & Sewer Improvements	19	Ravenswood Road & Drainage Improvements
15	North Beach Drainage Improvements	20	Rock Springs Subdivision PUD

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

To fully address the criteria requested in the RFQ, we offer the following. This further demonstrates MDG's expertise and capabilities to perform all work that is anticipated under this contract as District Engineer for the Stillwater CDD.

1. Ability & Adequacy of Professional Personnel

As previously stated earlier in this statement of qualifications, our staff of over 40 accomplished engineers, technicians, inspectors and project administrators, are experienced in a wide variety of projects including the preparation and production of construction plans and specifications for the design of a variety of project type including, but not limited to, land development projects, drainage, stormwater management and Stormwater Pollution Prevention Plans (SWPPP), transportation systems and features (i.e. sidewalks, paths, trails), Signing & Pavement Markings (S&PM), Maintenance of Traffic (MOT), structures, landscape and hardscape, utilities, as well as construction administration and inspections, and obtaining permits from counties, cities, and regulatory agencies including local municipalities, USACE, FDEP, FDOT, FEMA, and Water Management Districts.

“MDG has made a commitment to make our community a better place.”

Resumes for Engineer(s) that would likely be attending District Meetings or in charge of a District project are included in Tab 3 of this package and in Section E of this SF 330, as well as the identification of support staff in this SF 330 Section D organization chart.

2. Consultant's Past Performance

MDG has maintained work/task order driven continuing service contracts for several years and has the experience and resources necessary to anticipate and compensate for these challenges. Through efficient scheduling, a dedicated workforce, solid experience, and proven record of success with past projects, MDG has earned a reputation for providing high-quality, innovative engineering solutions in a timely and cost-effective manner.

MDG has also completed a multitude private development projects within its service area. Virtually all of these projects involved planning, design, and permitting, and many involved construction inspection. MDG's expertise includes application of the latest versions of ICPR and PONDSD hydrologic software applications to address issues associated with stormwater infrastructure including stormwater ponds, and pond bank design and reconstruction.

MDG has provided recent and past engineering services to CDDs, municipalities, government agencies and several consulting firms. Clients that entrust MDG to perform these professional services on a continuing basis include:

- Antigua Community Development District (*Continuing Engineering Services - District Engineer*)
- Madeira Community Development District (*Continuing Engineering Services - District Engineer*)
- Sampson Creek Community Development District (*Continuing Engineering Services - District Engineer*)
- Tolomato Community Development District, Nocatee (*Continuing Engineering Services - District Engineer*)
- Olympus Community Development District (*Continuing Engineering Services - District Engineer*)
- Flagler Estates Road and Water Control District (*Continuing Engineering Services - District Engineer*)
- St. Johns County School District (*Continuing Engineering Services*)
- St. Johns County (*Continuing Engineering Services*)
- St. Johns County Parks and Recreation Department (*Continuing Engineering Services*)
- St. Johns County Airport (*Civil Engineering Subconsultant Continuing Services*)
- City of St. Augustine (*Continuing Contract for Professional Services - Civil & Environmental Engineering*)
- City of Jacksonville (*A/E Continuing Services for Misc. Park Improvement Projects*)
- City of Green Cove Springs (*Continuing Engineering Services for Water, Wastewater, Drainage, Stormwater, Roadway & Parks*)
- City of Flagler Beach (*Emergency Civil/Structural Engineering, Planning & Emergency Management Support Services for Disaster Recovery*)
- Baker County (*Continuing Technical and/or Engineering Services for Mining Permit Applications*)
- Flagler County (*Continuing Civil Engineering Services*)
- Flagler County School District (*Continuing Civil Engineering Services*)
- Putnam County (*Continuing Professional Engineering Services*)
- St. Johns River State College (*Continuing Civil Engineering Services*)
- Catholic Diocese of St. Augustine (*Civil Engineering Services*)
- Florida Department of Transportation, District 2 (*Continuing Services Subconsultant for Landscape Design*)
- Florida Department of Military Affairs (*Continuing Engineering Services*)



30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

In addition to the continuing engineering services contracts noted on the previous page, MDG has provided the same services as required by the Stillwater CDD District Engineer on a variety of projects. A sampling of these include:

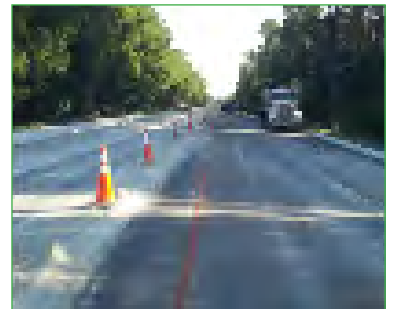
Residential

- World Golf Village HOA – Contract with HOA to provide Pond Evaluations
- Queen’s Harbour Yacht & Country Club – Contract with HOA to provide Drainage System Assessments
- St. Johns Golf & Country Club – Continuing Service Contract with CDD (Engineering and Landscape Architecture)
- Las Calinas – *Continuing Service Contract with Developer*
- Cimarrone – *Continuing Service Contract with HOA*
- Julington Creek – *Continuing Service Contract with POA (Road & Stormwater Evaluations)*
- Sea Colony – *Contract with POA to provide Bi-Annual Stormwater Inspections*
- Isla Antigua Apartments - *Design Contract with Developer*
- Coquina Ridge – *Design Contract with Developer*
- Villages of Valencia – *Design Contract with Developer*
- Laurel Oaks (Oak Hill Estates), Ph 1 & 2 – *Design Contract with Developer*
- Tierra Chase Subdivision – *Design Contract with Developer*
- Project Family, Phase 1 – *Design Contract with Developer*



Commercial

- Rulon Headquarters Expansion – *Design Contract with Developer*
- St. Augustine’s Marketplace – *Design Contract with Developer*
- Diane’s Marketplace – *Design Contract with Developer*
- Art’n Motion, Scott LaGasse Racing & Assembly Events – *Design Contract with Developer*
- Ice Plant Distillery – *Design Contract with Developer*
- Dollar General – *Design Contract with Developer*



Roadway

- Colbert Lane & Grady Prather Jr. Cove Roadway Improvements, *Flagler County*
- Woodlawn Road Improvements, *St. Johns County*
- Amazon Distribution Center Roadway Improvements, *Duval County*
- Flagler Estates Roadway & Water District Improvements, *St. Johns & Flagler Counties*
- CR 223 Design & Permitting (Dirt to Pave), *St. Johns County*
- Lents Road Design & Permitting (Dirt to Pave), *Nassau County*
- Ravenswood Drive Improvements, *St. Johns County*
- Josiah Street Improvements, *St. Johns County*
- St. Johns Avenue Resurfacing, *Putnam County*
- Longleaf Pine Parkway (CR 244) Widening, *St. Johns County*
- SR 13 Forcemain Extension, *St. Johns County*
- CR 208 Drainage Culvert, *St. Johns County*



30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

The level of service and quality products that MDG's professional and technical staff delivers on a daily basis, has earned our firm an excellent reputation and record for repeat business. This is indicative of the high level of client satisfaction with our performance and work products, our ability to meet deadlines, and keep projects within budgetary guidelines. We attribute this success to our solid commitment to provide each client:

- Open Lines of Communication
- Knowledgeable Team Members
- Local and Available Staff
- Quick Response Time
- Flexibility of Industry Experts with a Wide Range of Technical Capabilities
- Well Thought Out Project Approach
- Schedule Based on Real Data
- Internal Meetings with Project Manager and Design Teams
- Frequent Project Meetings with Client
- Technical Review Team Assisting in QA/QC
- Quick response time given our close proximity to the District office and project site.
- Flexibility afforded by identifying subconsultants that possess a wide range of technical and overlapping support.
- Well thought out project approach and schedule based on real data and experience working on similar projects.



3. Geographic Area

In addition to our corporate headquarters located just north of the historic district in St. Augustine, St. Johns County, Florida, we operate a branch office in the Southpoint area of Jacksonville, where our firm continues providing outstanding professional engineering services in a location convenient to our Jacksonville clients.

MDG currently serves clients on projects as far away as Pensacola, Ft. Walton Beach, Atlanta, Tampa and Miami from our two offices.

4. Willingness to Meet Time & Budget Requirements

The MDG Team commits to meeting the schedule and budget goals of the District. MDG will determine the most cost-effective solutions and time saving measures for all project improvements issued under this contract.

For each submittal, we will establish advanced internal deadlines to allow for proper quality control of the deliverables as well as early submittal to the District. Progress reports will be provided to the District Project Manager including action items and schedule status reports. Some other measures we will apply to control the project schedule and budget include executing a detailed Project Management Plan, applying a strong QA/QC plan focused on constructibility reviews, developing a well-defined scope and updating the project cost estimate at every stage of the plans submittals, and early start on all critical issues such as public involvement, permitting and utility coordination.



MDG has a record of completing work on time and within budget. For work requiring quick turnaround, we adjust work schedules as necessary to meet our client's needs. We commit to continuing our impressive service record by providing prompt responses and the delivery of quality construction documents.



H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

5. Certified MBE

MDG is not a certified MBE. However, we are a certified Small Business (SB) and as a Disadvantaged Business Enterprise (DBE). It should also be noted that our majority stockholder and Chief Executive Officer is Keri Matthews, and our Minority/Woman-owned Business Enterprise (M/WBE) certification has not been finalized yet, but is anticipated in the near future.

6. Recent, Current & Projected Workloads

The MDG Team understands that this contract would require the commitment of the entire project team towards the accomplishment of the District's goals. This commitment is not taken lightly by our collection of professionals.

As the frequent employer of subcontractors, we rely on project team members to provide timely responses to every work order. Having performed work as a prime engineer on continuing services contracts over 13 years, we understand the importance of the firm's ability to provide the necessary depth of qualified staff for immediate response times, and the ability to manage multiple assignments simultaneously and effectively. Given this understanding, we commit services only to those contracts our project team can complete within negotiated and expected timelines.

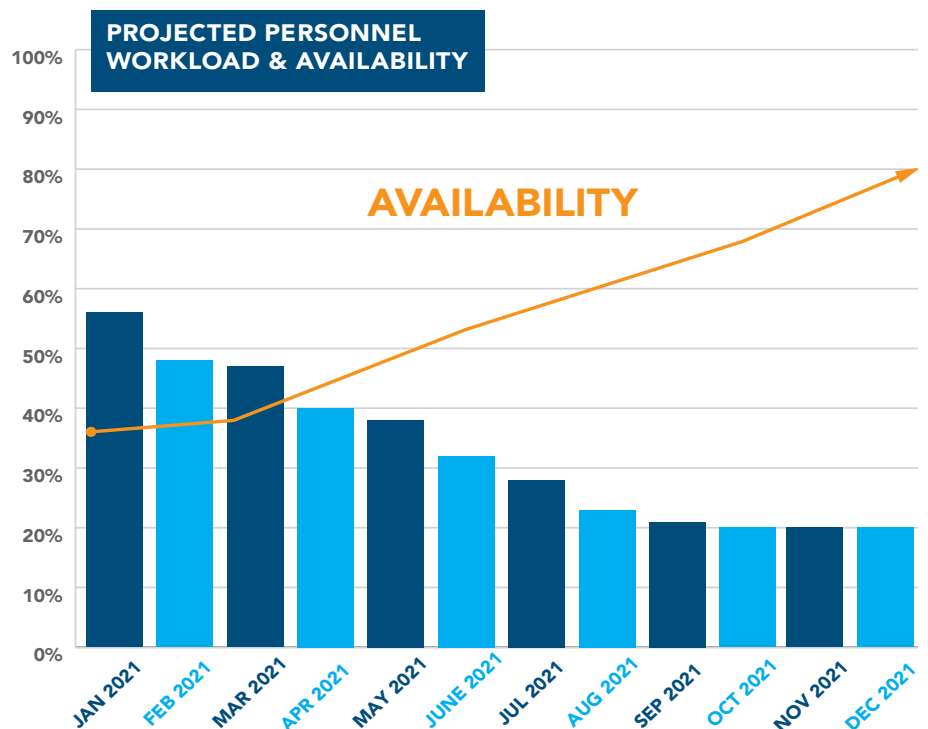
Our team has the necessary personnel available now to successfully complete work order tasks within the time constraints that will be required for this contract.

With over 40 highly skilled professional, technical and support staff company-wide, MDG has the diversity of experienced staff capable to assist key staff members as needed to accelerate project delivery.

Additionally, MDG's team has overlapping expertise to provide additional support as needed and offices throughout Florida with service locations within reasonable commuting distance to client offices and the project sites.

7. Volume of Work Previously Awarded to Consultant by District

MDG has not previously been awarded a contract by the Stillwater CDD.



I. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.

31. SIGNATURE

33. NAME AND TITLE

Rob A. Matthews III, PE, President

32. DATE

December 30, 2020



**ARCHITECT-ENGINEER QUALIFICATIONS
PART II – GENERAL QUALIFICATIONS**

(If a firm has branch offices, complete for each specific branch office seeking work.)

1. SOLICITATION NUMBER (If any)

N/A

2a. FIRM (OR BRANCH OFFICE) NAME

Matthews Design Group, LLC

3. YEAR ESTABLISHED

2005

4. UNIQUE ENTITY IDENTIFIER

60-364-9117 (DUNS #)

2b. STREET

7 Waldo Street

5. OWNERSHIP

a. TYPE

Corporation S-type

2c. CITY

St. Augustine

2d. STATE

FL

2e. ZIP CODE

32084

b. SMALL BUSINESS STATUS

SB / DBE

6a. POINT OF CONTACT NAME AND TITLE

Rob A. Matthews III, PE, President

7. NAME OF FIRM (If block 2a is a branch office)

N/A

6b. TELEPHONE NUMBER

904.826.1334

6c. E-MAIL ADDRESS

Rob@MDGinc.com

8a. FORMER FIRM NAME(S) (If any)

8b. YEAR ESTABLISHED

8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	10		C15	Construction Management	2
08	CADD Technician	11	4	E01	Educational Facilities; Classrooms	3
12	Civil Engineer	11	3	HO7	Highways; Streets; Airfield Parking; Parking Lots	4
15	Construction Inspector	2		H11	Housing (Residential, Multifamily, Apartments; Condos)	4
39	Landscape Architect		2	L03	Landscape Architecture	1
47	Planner: Urban/Regional	1		O01	Office Buildings; Industrial Parks	2
				PO6	Planning (Site, Installation & Project)	3
				RO4	Recreation Facilities; Parks; Marinas; etc.	1
				S13	Stormwater Handling & Facilities	3
				W04	Water Supply; Treatment & Distribution	2
				Z01	Zoning; Land Use Studies	2
Total		35	9			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)


a. Federal Work	0
b. Non-Federal Work	6
c. Total Work	6

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.

a. SIGNATURE



b. DATE

12/30/2020

c. NAME AND TITLE

Rob A. Matthews III, PE, President

**ARCHITECT-ENGINEER QUALIFICATIONS
PART II – GENERAL QUALIFICATIONS**

(If a firm has branch offices, complete for each specific branch office seeking work.)

1. SOLICITATION NUMBER (If any)

N/A

2a. FIRM (OR BRANCH OFFICE) NAME

Matthews Design Group, LLC

3. YEAR ESTABLISHED

2005

4. UNIQUE ENTITY IDENTIFIER

60-364-9117 (DUNS #)

2b. STREET

6621 Southpoint Drive North, Suite 315

5. OWNERSHIP

a. TYPE

Corporation S-type

2c. CITY

Jacksonville

2d. STATE

FL

2e. ZIP CODE

32216

6a. POINT OF CONTACT NAME AND TITLE

Rob A. Matthews III, PE, President

b. SMALL BUSINESS STATUS

SB / DBE

6b. TELEPHONE NUMBER

904.826.1334

6c. E-MAIL ADDRESS

Rob@MDGinc.com

7. NAME OF FIRM (If block 2a is a branch office)

Matthews Design Group, LLC

8a. FORMER FIRM NAME(S) (If any)

8b. YEAR ESTABLISHED

8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	10		C15	Construction Management	2
08	CADD Technician	11	4	E01	Educational Facilities; Classrooms	3
12	Civil Engineer	11	3	HO7	Highways; Streets; Airfield Parking; Parking Lots	4
15	Construction Inspector	2		H11	Housing (Residential, Multifamily, Apartments; Condos)	4
39	Landscape Architect		2	L03	Landscape Architecture	1
47	Planner: Urban/Regional	1		O01	Office Buildings; Industrial Parks	2
				PO6	Planning (Site, Installation & Project)	3
				RO4	Recreation Facilities; Parks; Marinas; etc.	1
				S13	Stormwater Handling & Facilities	3
				W04	Water Supply; Treatment & Distribution	2
				Z01	Zoning; Land Use Studies	2
Total		35	9			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS
(Insert revenue index number shown at right)


a. Federal Work	0
b. Non-Federal Work	6
c. Total Work	6

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.

a. SIGNATURE



b. DATE

12/30/2020

c. NAME AND TITLE

Rob A. Matthews III, PE, President

PREPARED BY:

Matthews Design Group, LLC

Corporate Headquarters

7 Waldo Street

St. Augustine, FL 32084

904.826.1334

www.MDGinc.com

CONTACT:

Alex Acree, PE

Alex@MDGinc.com

904.826.1334

www.MDGinc.com




**MATTHEWS
DESIGN GROUP**

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

10D

Stillwater Community Development District
Request for Qualifications – District Engineering Services

Competitive Selection Criteria

	Ability and Adequacy of Professional Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
<i>weight factor</i>	25	25	20	15	5	5	5	100
NAME OF RESPONDENT								
1 Matthews Design Group, LLC								

 Board Member's Signature

 Date

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

11

RESOLUTION 2021-14

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2020-2021; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Stillwater Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated entirely within St. Johns County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2020-2021 annual meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Fiscal Year 2020-2021 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 14th day of January, 2021.

ATTEST:

STILLWATER COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2020-2021 Annual Meeting Schedule

Exhibit A

BOARD OF SUPERVISORS MEETING DATES STILLWATER COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2020-2021

The Board of Supervisors of the Stillwater Community Development District will hold their regular meetings for Fiscal Year 2020-2021 at _____.m., in the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084 as follows:

February 11, 2021 at 2:00 P.M. (Adoption of FY2021 Budget)

March __, 2021

April __, 2021

May __, 2021

June __, 2021

July __, 2021

August __ 2021

September __, 2021

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 Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 or by calling (561) 571-0010.

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 (407) 841-5524 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.

District Manager

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

12

DRAFT

**MINUTES OF MEETING
STILLWATER
COMMUNITY DEVELOPMENT DISTRICT**

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The Stillwater Community Development District held an Organizational Meeting on December 3, 2020 at 10:30 a.m., in the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084.

Present were:

Zenzi Rogers	Chair
James Mayo	Vice Chair
Michael Della Penta	Assistant Secretary
Kyler von der Osten	Assistant Secretary

Also present, were:

Craig Wrathell	District Manager
Howard McGaffney	Wrathell Hunt and Associates, LLC (WHA)
Wes Haber (via telephone)	District Counsel
Alex Acree	Interim District Engineer
Scott Reiling	Lennar Landowner Representative
Sheila Papelbon	Bank of NY Mellon Trust Company, N.A.
Tom Radicioni (via telephone)	Bank of NY Mellon Trust Company, N.A.
Steve Sanford	Bond Counsel
Charlie Nelson	_____

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at approximately 10:39 a.m. The initial Board Members named in the petition to create the District, Zenzi Rogers, James Mayo, Michael Della Penta, Virginia Feiner and Kyler von der Osten were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

GENERAL DISTRICT ITEMS

39 **THIRD ORDER OF BUSINESS**

Administration of Oath of Office to Initial Board of Supervisors (the following will also be provided in a separate package)

40
41
42

43 Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the
44 Oath of Office to initial Board Members, Ms. Rogers, Mr. Mayo, Mr. Della Penta and Mr. Von
45 der Osten, who were present. Ms. Feiner was not present; therefore, the Oath of Office would
46 be administered at the next meeting. Mr. Wrathell briefly discussed the following items:

47 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

48 **B. Membership, Obligations and Responsibilities**

49 **C. Chapter 190, Florida Statutes**

50 **D. Financial Disclosure Forms**

51 **I. Form 1: Statement of Financial Interests**

52 **II. Form 1X: Amendment to Form 1, Statement of Financial Interests**

53 **III. Form 1F: Final Statement of Financial Interests**

54 **E. Form 8B: Memorandum of Voting Conflict**

55 Mr. Wrathell discussed filing Form 1 within 30 days, to avoid fines and recommended
56 that Supervisors use their assigned District email address and maintain computer and other files
57 for all CDD business separate from their personal email addresses and files.

58 Mr. Weber noted the importance of the Board Members not corresponding with each
59 other about District business outside of a publically noticed meeting. Board Members were
60 encouraged to contact Mr. Wrathell or Mr. Weber with questions.

61

62 **FOURTH ORDER OF BUSINESS**

Consideration of Resolution 2021-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Stillwater Community Development District, and Providing for an Effective Date

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69 Mr. Wrathell presented Resolution 2021-01. Ms. Rogers nominated the following slate
70 of officers:

71 Chair

Zenzi Rogers

72	Vice Chair	James C. Mayo
73	Secretary	Craig Wrathell
74	Assistant Secretary	Michael Della Penta
75	Assistant Secretary	Kyler von der Osten
76	Assistant Secretary	Virginia Feiner
77	Assistant Secretary	Howard McGaffney
78	Treasurer	Craig Wrathell
79	Assistant Treasurer	Jeff Pinder

80 No other nominations were made.

81

82 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
83 **Resolution 2021-01, Designating a Chair, a Vice Chair, a Secretary, Assistant**
84 **Secretaries, a Treasurer and an Assistant Treasurer of the Stillwater**
85 **Community Development District, as nominated, and Providing for an Effective**
86 **Date, was adopted.**

87

88

89 **ORGANIZATIONAL MATTERS**

90 **FIFTH ORDER OF BUSINESS**

Consideration of the Following
Organizational Matters:

91

92

93 **A. Resolution 2021-02, Appointing and Fixing the Compensation of the District Manager;**
94 **Appointing a Methodology Consultant; and Providing an Effective Date**

- 95 • **Agreement for District Management Services: *Wrathell, Hunt and Associates,***
96 ***LLC***

97 Mr. Wrathell presented Resolution 2021-02. A formatting error in the Fee Schedule,
98 Exhibit B, would be corrected.

99

100 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
101 **Resolution 2021-02, Appointing and Fixing the Compensation of Wrathell, Hunt**
102 **and Associates, LLC, as the District Manager; Appointing as Methodology**
103 **Consultant; and Providing an Effective Date, was adopted.**

104

105

106 B. Resolution 2021-03, Appointing Legal Counsel for the District, Authorizing Its
107 Compensation and Providing for an Effective Date

- 108 • Fee Agreement: *Hopping Green & Sam, P.A.*

109 Mr. Wrathell presented Resolution 2021-03.

110

111 **On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor,**
112 **Resolution 2021-03, Appointing Hopping Green & Sams, P.A., as Legal Counsel**
113 **for the District, Authorizing Its Compensation and Providing for an Effective**
114 **Date, was adopted.**

115

116

117 C. Resolution 2021-04, Designating a Registered Agent and Registered Office of the
118 District; and Providing for an Effective Date

119 Mr. Wrathell presented Resolution 2021-04.

120

121 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
122 **Resolution 2021-04, Designating Wes Haber as Registered Agent and the**
123 **Offices of Hopping Green & Sams P.A., 119 South Monroe Street, Suite 300,**
124 **Tallahassee, Florida 32314, as the Registered Office of the District, and**
125 **Providing for an Effective Date, was adopted.**

126

127

128 D. Resolution 2021-05, Appointing and Fixing the Compensation of the Interim District
129 Engineer and Providing an Effective Date

- 130 • Interim Engineering Services Agreement: *Matthews Design Group*

131 Mr. Wrathell presented Resolution 2021-05 and the Matthews Design Group Interim
132 Engineering Services Agreement and Fee Schedule. The District must appoint an Interim District
133 Engineer and go through the Request for Qualifications (RFQ) process, per Florida Statute.

134

135 **On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor,**
136 **Resolution 2021-05, Appointing Matthews Design Group and Fixing the**
137 **Compensation of the Interim District Engineer and Providing an Effective Date,**
138 **was adopted.**

139

140

141 **E. Authorization of Request for Qualifications (RFQ) for Engineering Services**

142 Mr. Wrathell presented the RFQ for Engineering Services and the Competitive Selection
143 Criteria.

144

145 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
146 **the Request for Qualifications for Engineering Services and the Competitive**
147 **Selection Criteria and authorizing Staff to advertise, was approved.**

148

149

150 **F. Board Member Compensation: 190.006 (8), F.S.**

151 The Board Members opted to receive compensation and were instructed to complete
152 and submit a W-4 form to Management’s office.

153

154 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
155 **Board Member Compensation, was approved.**

156

157

158 **G. Resolution 2021-06, Designating the Primary Administrative Office and Principal**
159 **Headquarters of the District and Providing an Effective Date**

160 This item was deferred to the next meeting.

161 **H. Resolution 2021-07, Setting Forth the Policy of the District Board of Supervisors with**
162 **Regard to the Support and Legal Defense of the Board of Supervisors, District Officers,**
163 **and Retained Staff; and Providing for an Effective Date**

164 Mr. Wrathell presented Resolution 2021-07.

165

166 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
167 **Resolution 2021-07, Setting Forth the Policy of the District Board of**
168 **Supervisors with Regard to the Support and Legal Defense of the Board of**
169 **Supervisors, District Officers, and Retained Staff; and Providing for an**
170 **Effective Date, was adopted.**

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- 173 • **Authorization to Obtain General Liability and Public Officers’ Insurance**

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On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, authorizing Staff to obtain General Liability and Public Officers’ insurance, was approved.

- I. Resolution 2021-08, Providing for the Public’s Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date**

Mr. Wrathell presented Resolution 2021-08.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2021-08, Providing for the Public’s Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date, was adopted.

- J. Resolution 2021-09, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and an Effective Date**

Mr. Wrathell presented Resolution 2021-09.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2021-09, Providing for the Appointment of Wrathell, Hunt and Associates, LLC, as the Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and an Effective Date, was adopted.

- K. Resolution 2021-10, Granting the Chairperson the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District’s Improvements; Approving**

209 **the Scope and Terms of Such Authorization; Providing for Severability and an Effective**
210 **Date**

211 Mr. Wrathell presented Resolution 2021-10. This Resolution grants the Chair, Vice Chair
212 and Assistant Secretary the authority to work with the District Engineer, District Counsel and
213 District Staff and authorizes the Chair to execute and the Vice Chair and Assistant Secretary to
214 countersign certain documents, between meetings, to avoid delays in construction, etc.

215

216 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
217 **Resolution 2021-10, Granting the Chairperson the Authority to Execute Real**
218 **and Personal Property Conveyance and Dedication Documents, Plats and Other**
219 **Documents Related to the Development of the District's Improvements;**
220 **Approving the Scope and Terms of Such Authorization; Providing for**
221 **Severability and an Effective Date, was adopted.**

222

223

224 **L. Resolution 2021-11, Ratifying, Confirming and Approving the Recording of the Notice**
225 **of Establishment of the District, and Providing for an Effective Date**

226 Mr. Wrathell presented Resolution 2021-11.

227

228 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
229 **Resolution 2021-11, Ratifying, Confirming and Approving the Recording of the**
230 **Notice of Establishment for the Stillwater Community Development District,**
231 **and Providing for an Effective Date, was adopted.**

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233

234 **M. Authorization of Request for Proposals (RFP) for Annual Audit Services**

235 • **Designation of Board of Supervisors as Audit Committee**

236 Mr. Wrathell presented the Request for Proposals (RFP) For Annual Audit Services.

237

238 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
239 **authorizing the District Manager to advertise the Request for Proposals for**
240 **Annual Audit Services, designating the Board of Supervisors as the Audit**
241 **Selection Committee and approving the ranking criteria, was approved.**

242

243

244 **N. Strange Zone, Inc., Quotation #M20-1015 for District Website Design, Maintenance**
245 **and Domain**

246 Mr. Wrathell presented the Strange Zone, Inc. (SZI) proposal for website creation and
247 annual maintenance, hosting, email domain registration and SSL certificates.

248

249 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
250 **Strange Zone, Inc., Quotation #M20-1015 for District Website Design,**
251 **Maintenance and Domain, in the amount of \$1,679.99, was approved.**

252

253

254 **O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and**
255 **One (1) Annual Technological Audit**

256 Mr. Wrathell presented the ADA Site Compliance (ADASC) proposal for services to bring
257 the CDD's website into compliance with the Americans with Disabilities Act (ADA) requirements
258 and to affix an ADA Compliance seal to the homepage indicating that steps are underway to
259 make the website ADA compliant.

260

261 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
262 **the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility**
263 **Policy and One (1) Annual Technological Audit, in the amount of \$210 per year,**
264 **was approved.**

265

266

267 **P. Resolution 2021-12, To Designate Date, Time and Place of Public Hearing and**
268 **Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of**
269 **Procedure of the District; and Providing an Effective Date**

270 **I. Rules of Procedure**

271 **II. Notices**

272 • **Notice of Rule Development**

273 • **Notice of Rulemaking**

274 These items were provided for informational purposes.

275

276

277 Mr. Wrathell presented Resolution 2021-12.

278

279 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
 280 **Resolution 2021-12, To Designate Date, Time and Place of Public Hearing for**
 281 **January 14, 2020 at 1:30 p.m., in the St. Augustine Outlets Community Room,**
 282 **500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084, and Authorization**
 283 **to Publish Notice of Such Hearing for the Purpose of Adopting Rules of**
 284 **Procedure of the District; and Providing an Effective Date, was adopted.**

285

286

287 **Q. Resolution 2021-13, Designating a Date, Time and Location for Landowners’ Meeting**
288 **of the District, and Providing for an Effective Date**

289 Mr. Wrathell presented Resolution 2021-13..

290

291 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
 292 **Resolution 2021-13, Designating a Date, Time and Location of January 14, 2021**
 293 **at 1:30 p.m., in the St. Augustine Outlets Community Room, 500 Outlet Mall**
 294 **Blvd., Suite 25, St. Augustine, Florida 32084, for a Landowners’ Meeting of the**
 295 **District, and Providing for an Effective Date, was adopted.**

296

297

298 **R. Resolution 2021-14, Adopting the Annual Meeting Schedule for Fiscal Year 2020-2021**
299 **and Providing for an Effective Date**

300 This item was deferred to the next meeting.

301 **S. Resolution 2021-15, Approving the Florida Statewide Mutual Aid Agreement;**
302 **Providing for Severability; and Providing for an Effective Date**

303 Mr. Wrathell presented Resolution 2021-15. He explained the purpose of the
304 Agreement and potential benefit in an emergency or disaster, such as a hurricane.

305

306 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
 307 **Resolution 2021-15, Approving the Florida Statewide Mutual Aid Agreement;**
 308 **Providing for Severability; and Providing for an Effective Date, was adopted.**

309

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311 **BANKING MATTERS**

312 SIXTH ORDER OF BUSINESS

Consideration of the Following Banking Matters:

313
314

- 315 A. Resolution 2021-16, Designating a Public Depository for Funds of the District;
- 316 Authorizing Certain Officers of the District To Execute and Deliver Any and All Financial
- 317 Reports Required By Rule, Statute, Law, Ordinance or Regulation and Providing an
- 318 Effective Date

319 Mr. Wrathell presented Resolution 2021-16. Management recommended designating
 320 SunTrust/Truist Bank as the Qualified Public Depository for the District’s accounts.

321

322 On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,
 323 Resolution 2021-16, Designating SunTrust/Truist Bank as the Public Depository
 324 for Funds of the District; Authorizing Certain Officers of the District To Execute
 325 and Deliver Any and All Financial Reports Required By Rule, Statute, Law,
 326 Ordinance or Regulation and Providing an Effective Date, was adopted.

327
328

- 329 B. Resolution 2021-17, Directing Wrathell, Hunt and Associates, LLC, to Establish a Local
- 330 Bank Account for the District and Appointing Signors on the Account and Providing an
- 331 Effective Date

332 Mr. Wrathell presented Resolution 2021-17. The Chair, Treasurer and Assistant
 333 Treasurer would be authorized signatories. Funding requests would be sent to Ms. Rogers.

334

335 On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,
 336 Resolution 2021-17, Directing Wrathell, Hunt and Associates, LLC, to Establish a
 337 Local Bank Account at SunTrust/Truist Bank for the District and Appointing the
 338 Chair, Treasurer and Assistant Treasurer as Signors on the Account and
 339 Providing an Effective Date, was adopted.

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342 BUDGETARY MATTERS

343 SEVENTH ORDER OF BUSINESS

Consideration of the Following Budgetary Matters:

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345

346 **A. Resolution 2021-18, Approving the Proposed Budget for Fiscal Year 2020/2021 and**
347 **Setting a Public Hearing Thereon Pursuant to Florida Law; and Providing for an**
348 **Effective Date**

349 Mr. Wrathell presented Resolution 2021-18. He reviewed the proposed Fiscal Year 2021
350 budget. It would be a Developer-contribution funded budget, with the Developer being
351 reimbursed from the bond proceeds for funds advanced to pay for expenses associated with
352 bond-related activities.

353 The following change was made to the proposed Fiscal Year 2021 budget:

354 Page 1, EXPENDITURES: Add "Supervisor Fees" line item and the associated amount

355

356 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
357 **Resolution 2021-18, Approving the Proposed Budget for Fiscal Year 2020/2021,**
358 **as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for**
359 **February 11, 2021 at 1:30 p.m., in the St. Augustine Outlets Community Room,**
360 **500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084; and Providing for**
361 **an Effective Date, was adopted.**

362

363

364 **B. Fiscal Year 2020/2021 Budget Funding Agreement**

365 Mr. Wrathell presented the Fiscal Year 2020/2021 Budget Funding Agreement. The
366 Developer would provide funding, on an as-needed basis, as funding requests are submitted.

367

368 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
369 **the Fiscal Year 2020/2021 Budget Funding Agreement, was approved.**

370

371

372 **C. Resolution 2021-19, Adopting the Alternative Investment Guidelines for Investing**
373 **Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in**
374 **Accordance with Section 218.415(17), Florida Statutes, and Providing an Effective Date**

375 Mr. Wrathell presented Resolution 2021-19.

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On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2021-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, and Providing an Effective Date, was adopted.

- D. Resolution 2021-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for Severability and an Effective Date**

Mr. Wrathell presented Resolution 2021-20.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2021-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for Severability and an Effective Date, was adopted.

- E. Resolution 2021-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date**

Mr. Wrathell presented Resolution 2021-21.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2021-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date, was adopted.

- F. Resolution 2021-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing for Severability and an Effective Date**

Mr. Wrathell presented Resolution 2021-22.

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On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2021-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing for Severability and an Effective Date, was adopted.

G. Resolution 2021-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

Mr. Wrathell presented Resolution 2021-23. Recent legislative changes require governmental entities to adopt, by Resolution, an internal controls policy to prevent and detect fraud, waste and abuse. Management has policies in place, as part of the annual audit process.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2021-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.

BOND FINANCING RELATED MATTERS

EIGHTH ORDER OF BUSINESS

Consideration of the Following Bond Financing Related Matters:

A. Bond Financing Team Funding Agreement

Mr. Wrathell presented the Bond Financing Team Funding Agreement, which allows the Developer to provide advance funding for bond-related work and activities and for the District to reimburse those funds to the Landowner from the bond proceeds.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the Bond Financing Team Funding Agreement between the Stillwater Community Development District and WCI Communities, LLC, was approved.

B. Engagement of Bond Financing Professionals

I. Underwriter/Investment Banker: *FMSbonds, Inc.*

Mr. Wrathell presented the FMSbonds, Inc., Engagement Letter for Underwriter Services and G-17 Disclosure.

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On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the FMSbonds, Inc., Engagement Letter for Underwriter Services and G-17 Disclosure, was approved.

II. Bond Counsel: *Greenberg Traurig, P.A.*

Mr. Wrathell presented the Greenberg Traurig, P.A., Engagement Letter to serve as Bond Counsel. The fee would be \$55,000 per bond issue.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the Greenberg Traurig, P.A., Engagement Letter for Bond Counsel Services, was approved.

III. Trustee, Paying Agent and Registrar: *Bank of NY Mellon Trust Company, N.A.*

Mr. Wrathell presented the Bank of New York Mellon Trust Company, N.A. Engagement Letter to serve as Trustee, Paying Agent and Registrar. Ms. Papelbon discussed the fee schedule and stated that Arbitrage Rebate services could also be provided; although, the District engaged in another firm. She stated Mr. Tom Radicioni would be the point of contact.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the Bank of NY Mellon Trust Company, N.A. Engagement Letter, with Fee Schedule, to serve as Trustee, Paying Agent, and Registrar, was approved.

C. Resolution 2021-24, 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

Mr. Wrathell presented Resolution 2021-24 and read the title.

482 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
483 **Resolution 2021-24, Designating a Date, Time and Location of January 14, 2021**
484 **at 1:30 p.m., in the St. Augustine Outlets Community Room, 500 Outlet Mall**
485 **Blvd., Suite 25, St. Augustine, Florida 32084, for a Public Hearing Regarding the**
486 **District’s Intent to Use the Uniform Method for the Levy, Collection, and**
487 **Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section**
488 **197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such**
489 **Hearing; and Providing an Effective Date, was adopted.**

490

491

492 **D. Report of District Engineer, dated November 2020**

493 Mr. Acree gave an overview of the Engineer’s Report, which was prepared in
494 coordination with Mr. Haber and Mr. Sanford, and outlines the construction and infrastructure
495 improvements. The \$17,896,442.28 Estimated Cost of Construction, noted in Exhibit D, differed
496 from the amount in the Master Special Assessment Methodology Report.

497 Mr. Haber stated that the Master Special Assessment Methodology Report should be
498 updated to reflect the District Engineer’s figure, as certain items were removed; however, a
499 contingency was added.

500 Mr. Wrathell asked if the improvements outlined in Exhibit D are intended to be funded
501 via the Capital Improvement Plan (CIP) and if the different infrastructure items totaled
502 \$17,896,442.28. Mr. Acree replied affirmatively.

503 **E. Master Special Assessment Methodology Report, dated December 3, 2020**

504 Mr. Wrathell presented the Master Special Assessment Methodology Report. The CIP
505 and associated costs would be revised to match the Engineer’s Report. Once the bonds are
506 issued, a Supplemental Special Assessment Methodology Report would be presented, in which
507 the assessment levels would match the exact parameters of the bond issuance and the
508 assessment levels would match the Developer’s targets. A revised Report would be emailed.

509 **F. Resolution 2021-25, Declaring Special Assessments; Indicating the Location, Nature**
510 **and Estimated Cost of Those Infrastructure Improvements Whose Cost is to be**
511 **Defrayed By the Special Assessments; Providing the Portion of the Estimated Cost of**
512 **the Improvements to be Defrayed by the Special Assessments; Providing the Manner**
513 **in Which Such Special Assessments Shall be Made; Providing when Such Special**

514 **Assessments shall be Paid; Designating Lands Upon Which the Special Assessments**
515 **Shall be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment**
516 **Roll; Providing for Publication of this Resolution**

517 Mr. Wrathell presented Resolution 2021-25 and read the title. Mr. Haber suggested
518 approval, in substantial form, subject to revision of Sections 3 and 4, the Estimated Costs of
519 Improvements and Assessment amounts, respectively, to match the Engineer's Report.

520

521 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
522 **Resolution 2021-25, in substantial form, subject to amending Sections 3 and 4,**
523 **as discussed, and the Chair's review, Declaring Special Assessments; Indicating**
524 **the Location, Nature and Estimated Cost of Those Infrastructure Improvements**
525 **Whose Cost is to be Defrayed By the Special Assessments; Providing the**
526 **Portion of the Estimated Cost of the Improvements to be Defrayed by the**
527 **Special Assessments; Providing the Manner in Which Such Special Assessments**
528 **Shall be Made; Providing when Such Special Assessments shall be Paid;**
529 **Designating Lands Upon Which the Special Assessments Shall be Levied;**
530 **Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll;**
531 **Providing for Publication of this Resolution, was adopted, and authorizing the**
532 **Chair to execute the final version, was approved.**

533

534

535 **G. Resolution 2021-26, Setting a Public Hearing for the Purpose of Hearing Public**
536 **Comment on Imposing Special Assessments on Certain Property Within the District**
537 **Generally Described as the Stillwater Community Development District in Accordance**
538 **with Chapters 170, 190 and 197, Florida Statutes**

539 Mr. Wrathell presented Resolution 2021-26.

540

541 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
542 **Resolution 2021-26, Setting a Public Hearing for January 14, 2021 at 1:30 p.m.,**
543 **in the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25,**
544 **St. Augustine, Florida 32084 for the Purpose of Hearing Public Comment on**
545 **Imposing Special Assessments on Certain Property Within the District Generally**
546 **Described as the Stillwater Community Development District in Accordance**
547 **with Chapters 170, 190 and 197, Florida Statutes, was adopted.**

548

549

550 H. Resolution 2021-27, Authorizing the Issuance of Not To Exceed \$25,000,000 Aggregate
551 Principal Amount Stillwater Community Development District Special Assessment
552 Revenue Bonds, In One or More Series, To Pay All or a Portion of the Design,
553 Acquisition, Construction Costs of Certain Public Infrastructure Improvements,
554 Including, But Not Limited To, Stormwater Management and Control Facilities,
555 Including, But Not Limited To, Related Earthwork; Offsite and Onsite Roadway
556 Improvements; Water and Wastewater Systems; Irrigation, Landscaping and
557 Hardscaping in Public Rights-Of-Way; Entrance Features; Reclaimed Water Facilities;
558 and All Related Soft and Incidental Costs (Collectively, The "Project"), Pursuant to
559 Chapter 190, Florida Statutes, as Amended; Appointing Bank of New York Mellon Trust
560 Company, N.A. To Serve as Trustee; Approving the Execution and Delivery of a Master
561 Trust Indenture and a Supplemental Trust Indenture in Substantially the Forms
562 Attached Hereto; Providing That Such Bonds Shall Not Constitute a Debt, Liability or
563 Obligation of Stillwater Community Development District (Except as Otherwise
564 Provided Herein), St. Johns County, Florida or of the State of Florida or of Any Other
565 Political Subdivision Thereof, But Shall Be Payable Solely From Special Assessments
566 Assessed and Levied On the Property Within the District Benefited By the Project and
567 Subject To Assessment; Providing For the Judicial Validation of Such Bonds; and
568 Providing For Other Related Matters

569 Mr. Sanford stated Resolution 2021-27 accomplishes the following:

- 570 ➤ Initiates the bond validation process.
- 571 ➤ Authorizes the issuance of bonds up to \$25 million, not-to-exceed the amount of special
572 assessment bonds, to be issued in one or more series.
- 573 ➤ Endorses the Master Trust Indenture.
- 574 ➤ Appoints Bank of New York Mellon Trust Company, N.A., as the Bond Trustee.

575 Mr. Sanford recommended approval of Resolution 2021-27, in substantially final form.

576 Mr. Wrathell presented Resolution 2021-27.

577

578 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
579 **Resolution 2021-27, in substantially final form, Authorizing the Issuance of Not**
580 **To Exceed \$25,000,000 Aggregate Principal Amount Stillwater Community**
581 **Development District Special Assessment Revenue Bonds, In One or More**
582 **Series, To Pay All or a Portion of the Design, Acquisition, Construction Costs of**
583 **Certain Public Infrastructure Improvements, Including, But Not Limited To,**
584 **Stormwater Management and Control Facilities, Including, But Not Limited To,**
585 **Related Earthwork; Offsite and Onsite Roadway Improvements; Water and**
586 **Wastewater Systems; Irrigation, Landscaping and Hardscaping in Public Rights-**
587 **Of-Way; Entrance Features; Reclaimed Water Facilities; and All Related Soft**
588 **and Incidental Costs (Collectively, The “Project”), Pursuant to Chapter 190,**
589 **Florida Statutes, as Amended; Appointing Bank of New York Mellon Trust**
590 **Company, N.A. To Serve as Trustee; Approving the Execution and Delivery of a**
591 **Master Trust Indenture and a Supplemental Trust Indenture in Substantially**
592 **the Forms Attached Hereto; Providing That Such Bonds Shall Not Constitute a**
593 **Debt, Liability or Obligation of Stillwater Community Development District**
594 **(Except as Otherwise Provided Herein), St. Johns County, Florida or of the State**
595 **of Florida or of Any Other Political Subdivision Thereof, But Shall Be Payable**
596 **Solely From Special Assessments Assessed and Levied On the Property Within**
597 **the District Benefited By the Project and Subject To Assessment; Providing For**
598 **the Judicial Validation of Such Bonds; and Providing For Other Related Matters,**
599 **was adopted.**

600

601

602 **I. Acquisition and Advanced Funding Agreement**

603 Mr. Haber stated that, typically, this Agreement is presented once the bonds are issued;
604 however, because certain improvements may be completed and conveyed to the District
605 before the bonds are issued, this Agreement contractually obligates the District to reimburse
606 the Developer, once bond proceeds become available.

607

608 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
609 **the Acquisition and Advanced Funding Agreement, in substantial form, subject**
610 **to Developer’s Counsel review and authorizing the Chair to review and execute**
611 **the final version, was approved.**

612

613

614 Mr. Haber stressed that the CDD must participate in the turnover process of conveying
615 CDD improvements to the County; whereby, issuing a Bill of Sale from the Developer to the CDD

616 and the CDD to the County ensures the CDD the ability to reimburse the Developer for those
617 improvements from the bond proceeds.

618

619 **NINTH ORDER OF BUSINESS**

Staff Reports

620

621 **A. District Counsel: *Hopping Green & Sams, P.A.***

622 There being nothing further to report, the next item followed.

623 **B. District Engineer (Interim): *Matthews Design Group***

624 There being nothing further to report, the next item followed.

625 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

626 There being nothing to report, the next item followed.

627

628 **TENTH ORDER OF BUSINESS**

Board Members' Comments/Requests

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630 There being no Board Members' comments or requests, the next item followed.

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632 **ELEVENTH ORDER OF BUSINESS**

Public Comments

633

634 There being no public comments, the next item followed.

635

636 **TWELFTH ORDER OF BUSINESS**

Adjournment

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638 There being nothing further to discuss, the meeting adjourned.

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640 **On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor,**
641 **the meeting adjourned at approximately 12:16 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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654 _____
Secretary/Assistant Secretary

Chair/Vice Chair