



Rizzetta & Company

# **Copperstone Community Development District**

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**Board of Supervisors' Regular Meeting  
June 6, 2023**

**District Office:  
2700 S. Falkenburg Road, Suite 2745  
Riverview, Florida 33578  
813-533-2950**

[copperstonecdd.org](http://copperstonecdd.org)

## **COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT AGENDA**

Copperstone Clubhouse located at 8145 115<sup>th</sup> Avenue East, Parrish, FL 34219

<b>Board of Supervisors</b>	Adam Bailey Gerard Litrenta Ryan Stulman Michael Fondario Tom Fretz	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Christina Newsome	Rizzetta & Company, Inc.
<b>District Attorney</b>	Mark Barnebey	Blalock Walters
<b>District Engineer</b>	Kyle L. Thornton, PE	Half Associates, Inc.

**All Cellular phones and pagers must be turned off while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

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 (813)-533-2950. 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), who can aid you in contacting the District Office.

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.

**COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT**

District Office · Riverview, Florida · (813) 533-2950

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

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

**Board of Supervisors  
Copperstone Community  
Development District**

June 6, 2023

**REVISED FINAL AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Copperstone Community Development District will be held on **Tuesday, June 6, 2023, at 6:30 p.m.** at the Copperstone Clubhouse located at 8145 115th Avenue East, Parrish, FL 34219. The following is the agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
  - A. Aquatic Maintenance**
    - 1. Presentation of Waterway Inspection Report.....Tab 1
    - 2. Presentation of May 2023 Aeration Report.....Tab 2
    - 3. Consideration of New Fountain Proposal .....Tab 3
    - 4. Consideration of Capacitor Replacement Update for the Fountain.....Tab 4
    - 5. Re-Consideration of Fountain Motor Repair Proposal .....Tab 5
  - B. District Engineer**
  - C. District Counsel**
    - 1. Public Hearing on Rules of Procedure
      - i. Consideration of Resolution 2023-04, Adopting Rules of Procedure.....Tab 6
    - 2. Consideration of Authorization for the District Attorneys to File Suit Against Schappacher Engineering, Inc. and Cross Creek Environmental, Inc. for Matters Related to the Stormwater Ponds .....USC
  - D. District Manager**
    - 1. Review of District Manager’s Report.....Tab 7
- 4. BUSINESS ITEMS**
  - A. Presentation of Fiscal Year 2021-2022 Audit.....Tab 8**
  - B. Consideration of District Manager RFP Proposals .....Tab 9**
  - C. Consideration of Fiscal Year 2023/2024 Proposed Budget**
    - 1. Consideration of Resolution 2023-05, Approving the Fiscal Year 2023/2024 Proposed Budget and Setting the Public Hearing on the Final Budget.....Tab 10
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors Meeting held on May 2, 2023.....Tab 11**
  - B. Consideration of Minutes of the Board of Supervisors Meeting held on April 4, 2023 .....Tab 12**
  - C. Consideration of Minutes of the Board of Supervisors Meeting held on March 7, 2023.....Tab 13**
  - C. Consideration of Operations and Maintenance Expenditures for March and April 2023.....Tab 14**

- 6. SUPERVISOR REQUESTS
- 7. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 533-2950.

Sincerely,

*Christina Newsome*

Christina Newsome  
District Manager



# Tab 1



# Copperstone Community Development District

## Waterway Inspection Report

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**Reason for Inspection:**  
Quality Assurance

**Inspection Date:**  
5/18/2023

**Prepared for:**  
Copperstone  
Community Development District

**Prepared by:**  
Tom Donaghy, Service Manager  
Doug Agnew, Senior Environmental Consultant

[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto:lakes@advancedaquatic.com)

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**Site Assessments**

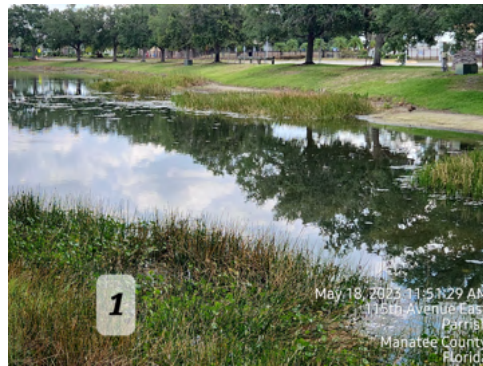
**Pond 1**

**Comments:**

Normal Growth Observed

Algae and Pennywort observed and treated.

Healthy stands of Native Aquatic plant species.



**Pond 2**

**Comments:**

Normal Growth Observed

Torpedo Grass and Algae observed and treated.

Healthy, but limited, stands of Native Aquatic plant species.



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**Site Assessments**

**Pond 3**

**Comments:**

Treatment In Progress

Torpedo Grass observed within native aquatic plants and treated with TIGR, a selective herbicide.

Healthy stands of Native Aquatic plant species.



**Pond 4**

**Comments:**

Treatment In Progress

Torpedo Grass and Azolla observed and treated.

Healthy stands of Native Aquatic plant species.



**Site Assessments**

**Pond 5**

**Comments:**

Site Looks Good

Trace amount of Torpedo Grass observed and treated.



**Dry Retention Area 6**

**Comments:**

Site Looks Good

Dry retention area free of any invasives.





**Site Assessments**

**Dry Retention Area 7**

**Comments:**

Site Looks Good

Dry retention area free of any invasive plant species.



**Pond 8**

**Comments:**

Site Looks Good

Trace amounts of Torpedo Grass observed and treated.



**Site Assessments**

**Pond 9**

**Comments:**

Normal Growth Observed

Algae and Torpedo Grass observed and treated.



**Pond 10**

**Comments:**

Normal Growth Observed

Torpedo Grass observed and treated.





**Site Assessments**

**Pond 11**

**Comments:**

Site Looks Good

Trace amount of Algae observed and treated.



**Pond 12**

**Comments:**

Normal Growth Observed

Defoliated Alligator weed observed and treated.



**Site Assessments**

**Pond 13**

**Comments:**

Treatment In Progress

Torpedo Grass, Algae, and Alligator weed observed and treated. We used TIGR, a selective herbicide, targeting the Torpedo Grass within the native aquatic planted areas.

Healthy stands of Native Aquatic plant species.



**Pond 14**

**Comments:**

Normal Growth Observed

Alligator weed and Algae observed and treated. Did not spray the littoral end of the pond this month due to Sandhill Crane nesting and other baby birds running around within the native planted areas.



**Site Assessments**

**Pond 15**

**Comments:**

Site Looks Good

Trace amount of Torpedo Grass observed and treated.



**Dry Retention Area 16**

**Comments:**

Site Looks Good

Dry retention area free of any obstruction.





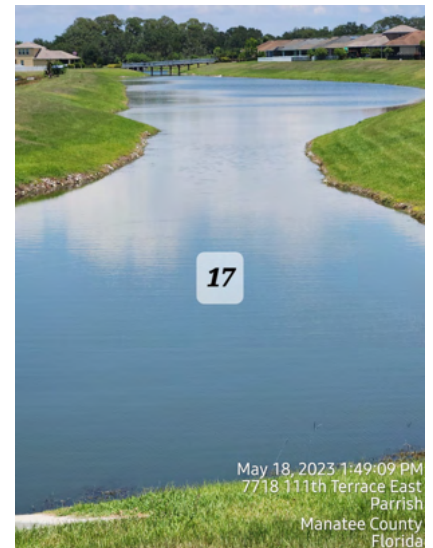
**Site Assessments**

**Pond 17**

**Comments:**

Normal Growth Observed

Trace amounts of Hydrilla and Torpedo Grass observed and treated.



**Pond 18**

**Comments:**

Normal Growth Observed

Algae and Duckweed observed and treated.



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**Site Assessments**

**Pond 19**

**Comments:**

Treatment In Progress

Algae bloom observed and treated.  
Will follow up with an additional treatment within 14 days.

We will also apply a Phosphorus reducing product (EutroSorb) that will help decrease the amount of Phosphorus available for algal uptake and growth.

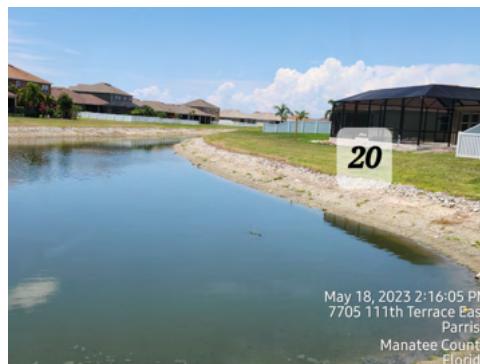


**Pond 20**

**Comments:**

Site Looks Good

Trace amount of Torpedo Grass observed and treated.



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**Site Assessments**

**Pond 21**

**Comments:**

Site Looks Good

Trace amount of Torpedo Grass observed and treated.

Healthy stands of Native Aquatic plant species.



**Pond 22**

**Comments:**

Normal Growth Observed

Torpedo Grass and Pennywort observed and treated.

Healthy stands of Native Aquatic plant species.





**Site Assessments**

**Pond 23**

**Comments:**

Treatment In Progress

Spatterdock and Torpedo Grass observed and treated.

Healthy stands of Native Aquatic plant species.



**Pond 24**

**Comments:**

Normal Growth Observed

Torpedo Grass observed and treated.

Healthy, but limited, stands of Native Aquatic plant species.



**Site Assessments**

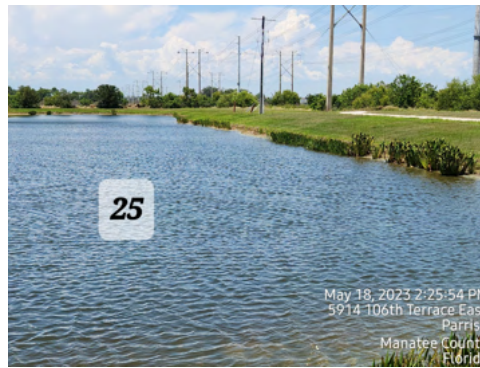
**Pond 25**

**Comments:**

Site Looks Good

No Algae or Torpedo Grass observed at this time.

Healthy, but limited, stands of Native Aquatic plant species.



**Littoral Area 26**

**Comments:**

Normal Growth Observed

Treated Torpedo Grass, Cattail and invasive weeds all the way around perimeter out to a distance of 10ft.

Sprayed outflow structure to keep free of obstruction.







## Management Summary/Recommendations

Overall, the majority of the Copperstone ponds are in good condition despite the warm weather and severe lack of rain. However, there are several ponds where remedial treatments are in progress-- most notably ponds 1,3,4,13,14 and 19.

Pond 13 and 14 are under control with continued treatment of Alligatorweed regrowth. Pond 1 and 4 bloomed with algae in the middle of May, but promptly received algicide applications.

Pond 19 has a recurring algae issue. We will adapt our approach to achieve, and maintain, better results. This strategy will include the application of a Phosphorus reducing product, EutroSorb.

A reminder that the native aquatic planted areas provide a host of meaningful benefits to the pond ecosystems, including reduced shoreline erosion and Phosphorus & Nitrogen uptake that enters the ponds as a consequence of stormwater runoff and fertilization. These native plantings also provide a valuable habitat for native fish, waterfowl and wildlife.

The majority of pond levels are very low and we all look forward to consistent summer rainfall.

Thank you for the opportunity to be of service!

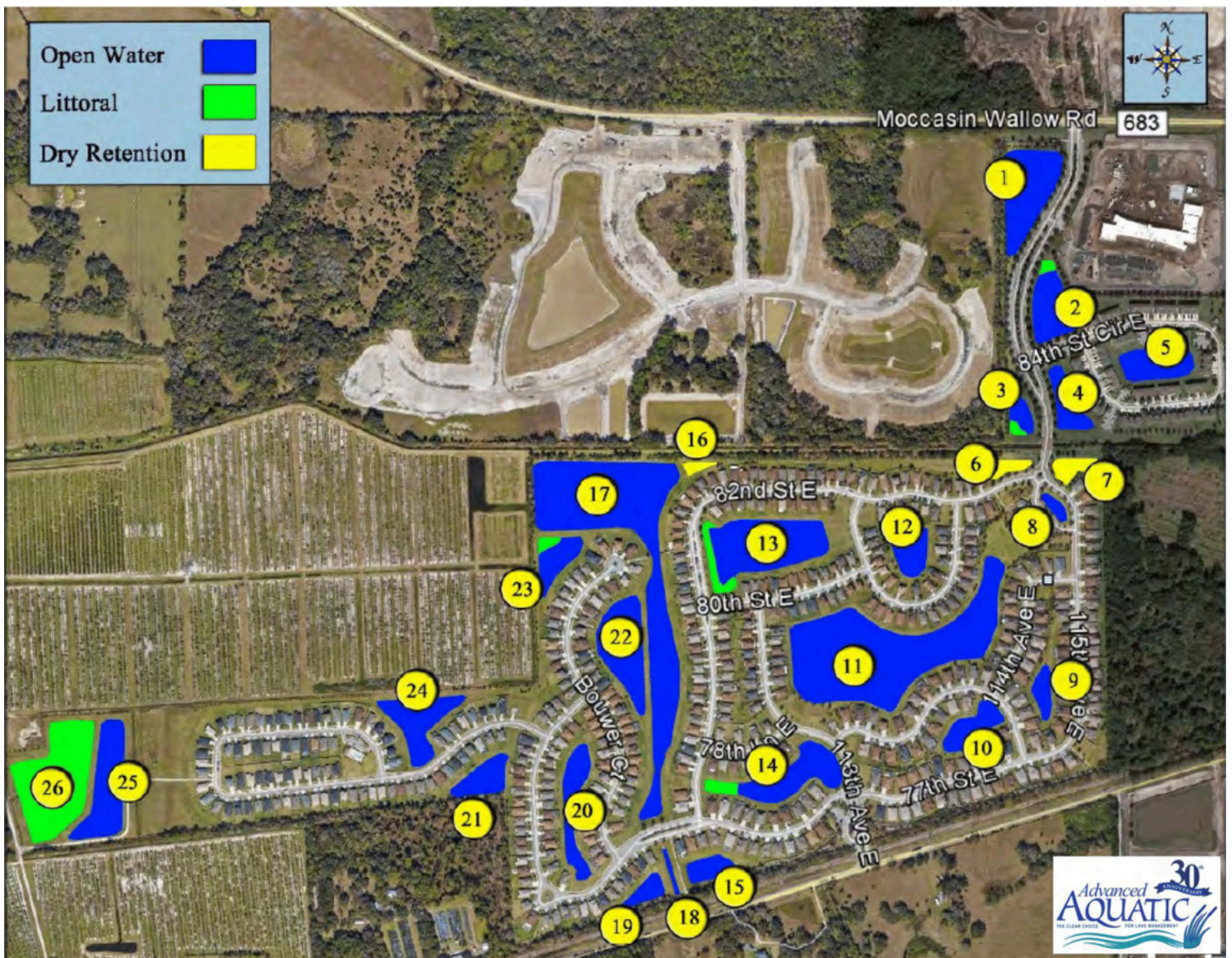


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Map



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## **Tab 2**





# Copperstone Community Development District

## Aeration Inspection Report

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**Reason for Inspection:**

Quality Assurance

**Inspection Date:**

5/18/2023

**Prepared for:**

Copperstone  
Community Development District

**Prepared by:**

Tom Donaghy, Service Manager

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**Site Assessments**

**Aeration System #1**

**Location: Pond 9**

**Comments:**

System is showing signs of wear. Compressor is starting to get a little loud. This is a sign of the cups wearing out. It is providing sufficient air for the diffuser. Will keep eye on it. Recommendation in the summary. Box is in good condition.



**Aeration System #2**

**Location: Pond 10**

**Comments:**

Aeration system is in good working condition. Box is in good condition. Air supply is at optimal level.





## Site Assessments

### Aeration System #3

**Location:** Pond 11

**Comments:**

Both compressors are working to full capacity supplying sufficient air to all 8 diffusers. Box is in good condition.



### Aeration System #4

**Location:** Pond 11

**Comments:**

see above



**Site Assessments**

**Aeration System #5**

**Location: Pond 12**

**Comments:**

This is the new Britestar compressor that I previously installed. It is working to full capacity. Cabinet is in good condition as well as the panels.



**Aeration System #6**

**Location: Pond 13**

**Comments:**

This is a new 1/2 hp 115v Rocking Piston I installed to replace the old one. It is an Easy Pro SRC50. Producing sufficient air to operate all diffusers





**Site Assessments**

**Aeration System #7**

**Location: Pond 14**

**Comments:**

Aeration system is working to full capacity supplying sufficient air to all diffusers. Box is in good condition.



**Aeration System #8**

**Location: Pond 20**

**Comments:**

Aeration system is in good working condition. Box had some sand and ants in it. I cleaned it out and treated for the ants. Air supply is at optimal level.



**Site Assessments**

**Aeration System #9**

**Location: Pond 22**

**Comments:**

Aeration system is clear of any grass around unit, system is in good working condition. Box is in good condition and air supply is at optimal level.

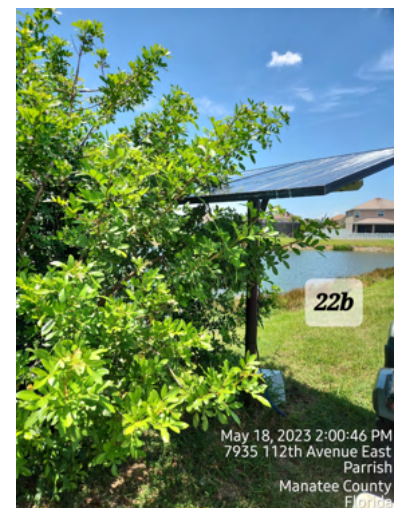


**Aeration System #10**

**Location: Pond 22**

**Comments:**

System is in good working condition. Tree needs to be trimmed as the branches are hanging over panels and blocking some of the sunlight from reaching the panels. Box is in good condition.





## Management Summary/Recommendations

Aeration Systems are all in good working condition with the exception of pond 9. The compressor is showing signs of wear and starting to get a little loud. This indicates the cups for the pistons are wearing causing it to be a bit louder than normal. It is still providing sufficient air to the diffuser. Our recommendation is to replace sometime this Summer.

On pond 22, the trees need to be cut back as the branches are starting to cover the solar panels.

Thank you for the opportunity to be of service!

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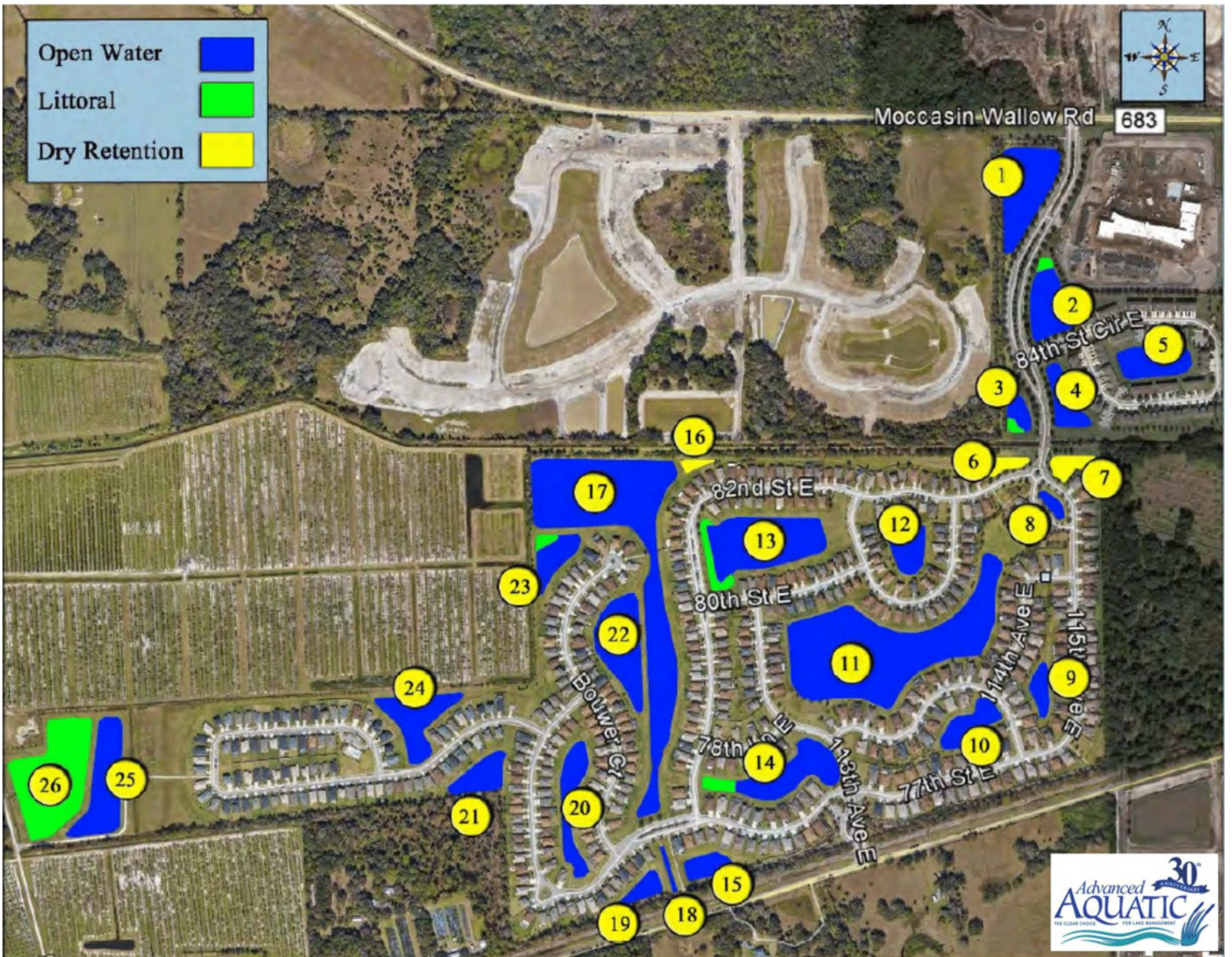
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**Map**



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## **Tab 3**





# Fountain Proposal

For

***Copperstone CDD***

***Pond #8***



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Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa

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### Airmax EcoSeries Floating Fountain



- Easy to Install, No Tools Required
- Asynchronous Water Cooled Motor, Silicon Carbide (SiC) Shaft Bearing and Ceramic Shaft
- Energy Efficient, Fully Sealed Motor. 5.8A, 696W @ 120V, UL - Listed
- Stainless Steel Suction Screen & Body
- Engineering Grade Plastic Discharge & Nozzle Parts
- Operates in as Little as 24" of Water Depth
- Includes 3 Spray Patterns, Classic, Trumpet and Crown & Trumpet, Premium Nozzles Available
- Comes standard with 100' Power Cord. Available in 150', 200', 250', 300', 350' and 400' Power Cord Lengths
- Included Control Panel for Fountain & Optional Light Kits
- EcoSeries 3 Year Warranty
- Control Panel 1 Year Warranty
- Provides aeration for ponds up to 1/4 acre, 6' deep. Larger ponds will require the addition of diffused air or multiple fountains

### 2. Important Safety Instructions

- Under NO circumstances should anyone enter the water with the electrical equipment plugged in and/or in operation
- **WARNING** - Risk of electric shock - This fountain is supplied with a grounding conductor and grounding-type attachment plug. To reduce the risk of electric shock, be certain that it is connected only to a properly grounded, grounding-type receptacle. This fountain has not been investigated for use in swimming pool areas.
- ALWAYS use a GFCI protected receptacle or breaker for this fountain.
- NEVER run the unit out of the water. It will damage the seals and create a dangerous situation for the operator.
- NEVER lift or drag the fountain by the power cord. Handles are provided for lifting and carrying.
- During freezing temperatures, remove fountain and store inside.
- If installing the fountain from a boat or raft ALWAYS wear a Life Guard approved personal flotation device.
- ALWAYS use a qualified electrician to install a power source next to your pond.

### 1. System Components



### Control Panel



Trumpet



Crown & Trumpet



Classic

### Spray Patterns



### Power Cord w/strain relief cable attachment 100', 150', 200', 250', 300', 350' & 400'





# EcoSeries™ Fountain

Bold, Beautiful Patterns & Energy Efficient



## PREMIUM DISPLAYS

- Well defined, industry leading spray patterns for strong, stunning displays
- Airmax exclusive quick-change nozzles can be switched out in seconds
- Low-profile, drop-in style, float design keeps the fountain steady and balanced in the water
- Includes 3 spray patterns. Additional premium nozzles available

## ENGINEERED TO LAST

- Asynchronous energy efficient motor is water cooled, powerful and built to last
- Low maintenance: No oil, seals or bearings to change
- Stainless-steel wrapped motor lead protects against animal chewing
- Power cord strain relief keeps connections secure
- Ground-fault circuit interrupter (GFCI) protection

## EFFICIENT DESIGN

- Bottom-draw design pulls water from deeper in the pond for better aeration
- More performance with lower operating cost than comparable fountains
- High-quality control panels, with standard dual digital timers to accommodate fountain and lights
- Under water quick disconnect, standard with all cords
- 3-year warranty on motor and components

## ADDITIONAL OPTIONS

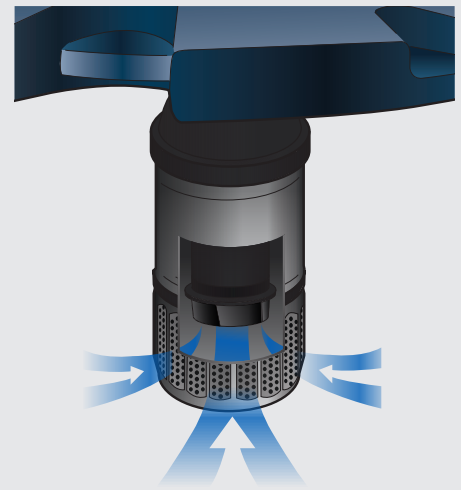
- Optional RGBW light sets bring your fountain to life at night
- Stainless-steel or Polyflex power cord protection



Top Down View of Float and Quick-Change Nozzle



Bottom-Draw Pulls Water From Deeper in the Pond



Airmax Control Panel Comes Standard with Dual Digital Timers for Both Fountain & Lights

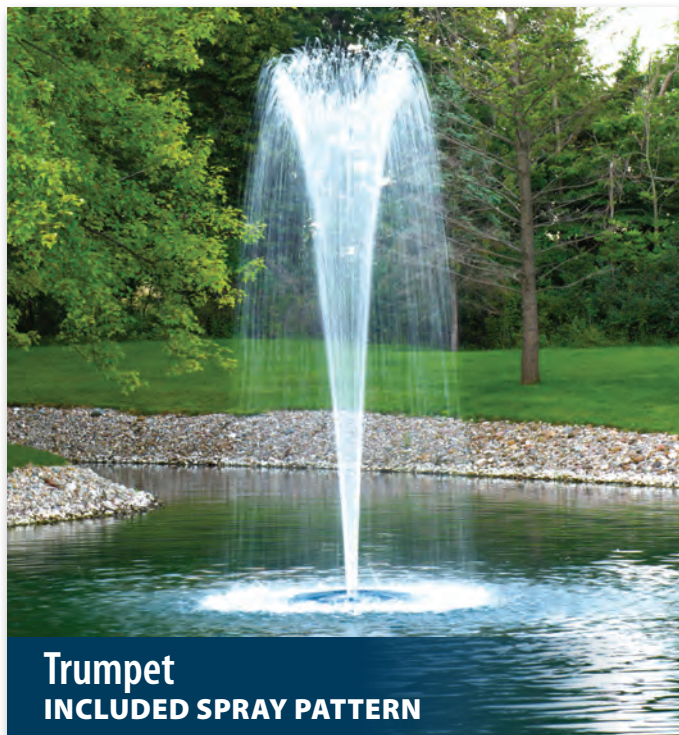
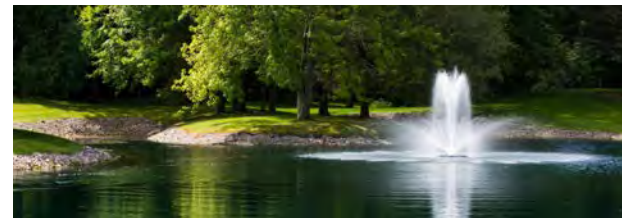






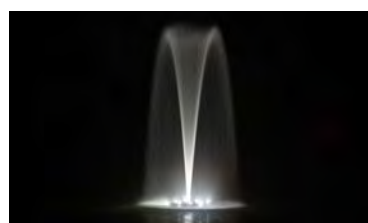
**Crown & Trumpet  
INCLUDED SPRAY PATTERN**

EcoSeries Pattern Dimensions		
HP	Trumpet	Crown
1/2 HP	8' H x 4' W	4' H x 32' W



**Trumpet  
INCLUDED SPRAY PATTERN**

EcoSeries Pattern Dimensions	
HP	H x W
1/2 HP	14' H x 7' W



**Classic  
INCLUDED SPRAY PATTERN**

EcoSeries Pattern Dimensions	
HP	H x W
1/2 HP	6' H x 16' W







# RGBW Color-Changing Lights

## RF Remote with 200' Range



- Energy Efficient High Output LED, 120 Volt
- Completely Sealed, Adjustable Above Waterline Design for Low Maintenance
- All Light Sets Include Stainless-Steel Braiding on Power Lead and Between Light Fixtures
- Power Cords Come Standard with Strain Relief and Underwater Disconnect; 100' - 600' Lengths. Also Available with Stainless-Steel and Polyflex Protected Cords
- RF Remote with 200' Range is Included with All RGBW Color-Changing Light Sets
- Compatible With All Manufacturers' Fountains
- EcoSeries & PondSeries available in 2, 4 & 8 LED Light Sets
- LakeSeries Available in 9 & 12 LED Light Sets
- 3-Year Warranty



Sealed Adjustable Light Fixtures with an Easy Snap-on Design

## Adjustable Color Temperature

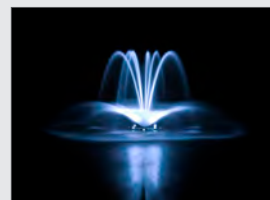
Broader range of Kelvin allows for changes from cool white to warm white, and vibrant colors to pastels.



Warm White



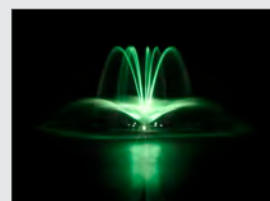
Cool White



Pastel Blue



Vibrant Blue



Pastel Green



Vibrant Green



RGBW Lights 2700-6500K





-NEW FOUNTAIN PROPOSAL-

April 6,2023

Copperstone Community Development District  
c/o Rizzetta & Company, Inc.  
9428 Camden Field Parkway  
Riverview, FL 33578  
Attn: Ms. Christina Newsome, CDD District Manager

**Item Description**

**Advanced Aquatic** shall perform the work in accordance with the following scope of services:

Supply, deliver and install one (1) Airmax EcoSeries ½ HP, 3 pattern fountain with control panel and (4) Airmax RGBW LED light set. Includes one (1) Airmax fountain cord 100' 16/3 with disconnect and one (1) fountain mooring kit 100'.

**\*Customer to supply 120V, 20amp outlet with rack to mount control panel within 20' of lake edge.**

**Total \$4,501.50**

- 1.) Advanced Aquatic Services, Inc. shall not be responsible for acts beyond its reasonable control, including but not limited to adverse soil and/or water quality, or negligence by others including inappropriate engineering or design.
- 2.) Advanced Aquatic, Services, Inc. shall not be responsible for any hydrologic issues related to the site/property.
- 3.) Pricing is subject to inventory availability.
- 4.) Invoices submitted for work completed shall be paid within 30 days of receipt.
- 5.) Any incidental activity not explicitly mentioned in this proposal is excluded from the scope of work.
- 6.) This proposal shall be valid for 30 days upon receipt.

Accepted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Tab 4**



**Repair Order**

ADVANCED AQUATIC SERVICES, INC.  
 292 South Military Trail  
 Deerfield Beach, FL 33442  
 (954) 596-2127  
 (800) 491-9621

**COPPERSTONE HOA**  
**Copperstone CDD**  
**c/o Rizzetta and Company, Inc.**  
**2700 S. Falkenburg Road, Suite 2745**  
**Riverview, FL 33578**

**Date:** 19-May-2023  
**Fieldworker:** Randy Mitchell  
**Type:** Service Ticket Repair  
**Priority:** Medium  
**Status:** Finished

30 DAYS

**Site Address**

8145 115th AVENUE, Florida, PARRISH, 34219, United States

**Products & Services:**

**Description:**

unit #14 :. Approval to install a new 5hp Standard Capacitor box in the panel.

**Completed Notes:**

5/19/23 Unit 14: installed 5hp 230v 1ph standard capacitor box.

Fountain is up and running amps are good.

**Notes:**

**Finish Question**

<b>Parts Used</b>	<b>5hp 230v 1ph standard capacitor box</b>
<b>Additional repairs needed?</b>	<b>No</b>
<b>VOLTAGE</b>	<b>230V 1-PHASE</b>
<b>MOTOR AMPERAGE</b>	<b>Y 23</b>
<b>HORSEPOWER</b>	<b>5HP</b>
<b>RED FLAG</b>	





## Old Capacitor



## New Capacitor



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto:lakes@advancedaquatic.com)

292 S. Military Trail – Deerfield Beach, FL 33442

Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa  
1-800-491-9621

## **Tab 5**



**ADVANCED AQUATIC SERVICES, Inc.**  
-FOUNTAIN REPAIR PROPOSAL-

**April 11, 2023**

**Copperstone CDD  
c/o Rizzetta and Company, Inc.  
2700 S. Falkenburg Road, Suite 2745  
Riverview, FL 33578**

**Item Description**

**Advanced Aquatic** shall perform the work in accordance with the following scope of services:

Our service technician has advised that the motor on pond #1 on the main entrance lake fountain has failed. We will need to install a new 5hp, 230v, single phase 4" motor on the lake fountain.

\*We will warranty the new motor for 6 months from the date of installation.

**Total \$3,861.42**

- 1.) Advanced Aquatic Services, Inc. shall not be responsible for acts beyond its reasonable control, including but not limited to adverse soil and/or water quality, or negligence by others including inappropriate engineering or design.
- 2.) Advanced Aquatic, Services, Inc. shall not be responsible for any hydrologic issues related to the site/property.
- 3.) Pricing is subject to inventory availability.
- 4.) Invoices submitted for work completed shall be paid within 30 days of receipt.
- 5.) Any incidental activity not explicitly mentioned in this proposal is excluded from the scope of work.
- 6.) This proposal shall be valid for 30 days upon receipt.

Accepted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



## **Tab 6**

**RESOLUTION 2023-03**

**A RULE OF THE COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES OF PROCEDURE FOR THE BOARD OF SUPERVISORS AND THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Copperstone Community Development District (hereinafter the “District”) is a community development district created by Manatee County Ordinance 06-79 (“Charter”), pursuant to the provisions of Chapter 418, Florida Statutes; and

**WHEREAS**, the District is empowered under the Charter and Chapter 418, Florida Statutes to operate and manage the District property for the benefit of its residents, and in furtherance thereof to exercise the rights and privileges under the laws of the State of Florida; and

**WHEREAS**, the District is authorized, pursuant to the Charter and Section 418.22, Florida Statutes, to adopt and enforce appropriate rules following the procedures of Chapter 120, Florida Statutes; and

**WHEREAS**, the Copperstone Community Development District desires to adopt rules of procedure for the Board of Supervisors and the District.

**NOW THEREFORE BE IT ADOPTED** by the Copperstone Community Development District:

1. **RULES OF PROCEDURE.** The Copperstone Community Development District Board of Supervisors hereby adopts the Rules of Procedure as attached hereto as Exhibit “A”.
2. **EFFECTIVE DATE.** This Rule shall become effective immediately upon adoption.

**PASSED AND DULY ADOPTED**, with a quorum present and voting, by the Board of Supervisors of the Copperstone Community Development District on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Adam Bailey, Chair

**ATTESTED BY:**

\_\_\_\_\_  
\_\_\_\_\_, Assistant Secretary

Exhibit "A"

Copperstone Community Development District  
Rules of Procedure



# **COPPERSTONE**

## **Community Development District**

### **Rules of Procedure**

**RULES OF PROCEDURE  
COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT**

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**Rule 1.0 General.**

- (1) The Copperstone 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.

**Law Implemented: §§ Chapter 189, 190, Fla. Stat. and Manatee County Ordinance 06-79**

**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 by resident electors must be citizens of the United States of America, residents of the State of Florida and of the District, registered to vote with the Supervisor of Elections of the county in which the District is located, and qualified. 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 and Manatee County Ordinance 06-79. 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 or appointed 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 upon authorization of the Board. 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 upon authorization of the Board 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 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 and shall be in charge of the funds of the District. 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 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 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. The Board or the Chairperson, or the Vice-Chairperson if the Chairperson is not available, may schedule regular meetings, special meetings or workshops for the board.

Any Board member, District Management or District Counsel may request a meeting or workshop as appropriate.

- (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 Chapters

112 and 189 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 and the Board's District Counsel. 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.

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

- (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 an individual who is qualified to perform the labor. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in the 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. After the request has been fulfilled, additional payments or credits may be due.

- (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.

**Law Implemented: §§ Chapter 189, 190, Fla. Stat. and Manatee County Ordinance 06-79**

### **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) calendar 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 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) 383-3256. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office."
  - (e) The following 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 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 after discovering such mistake shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare a notice and an agenda of the meeting/hearing/workshop. The notice and agenda shall be available to the public at least seventy-two (72) hours before the meeting/hearing/workshop except in an emergency. For good cause, the agenda may be changed after it is first made available for distribution. 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, 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 the Florida Statutes. Once adopted in accord with 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 or Videoconference. District staff and District Counsel 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. 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. 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. Attorney Client sessions other than those under Section 286, Florida Statutes, shall comply only with the requirements of Florida Statutes

**Law Implemented: Chapter 189, and 190 and §§286.0105, 286.011, 286.0114, 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) calendar days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
  - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
  - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as



provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
  - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District, or has 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 that 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 rule will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a



rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.

- (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District's Rule. Each petition shall specify:
    - (i) The rule from which a variance or waiver is requested;
    - (ii) The type of action requested;
    - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
    - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
  - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
  - (d) The Board shall grant or deny a petition for variance or waiver, and shall announce such disposition at a publicly held meeting of the Board, within sixty (60) 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.

**Law Implemented: Chapters 189 and 190, Fla. Stat. and Manatee County Ordinance 06-79**

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

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
  - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
  - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed one million dollars (\$1,000,000), for a study activity when the fee for such Professional Services to the District does not exceed fifty thousand dollars (\$50,000), 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.

**Law Implemented: Chapters 189, 190, Fla. Stat. and Manatee County Ordinance 06-79**

### **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 federal licenses in good standing, if any;
  - (b) Hold all required applicable state professional licenses in good standing;
  - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
  - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

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

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

and address to the District Manager for inclusion on the list shall receive notices by mail. The 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) 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.

**Law Implemented: 189, 190, 287.055, Fla. Stat. and Manatee County Ordinance 06-79**

## **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.

- (1) Definitions.
  - (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
  - (b) "Committee" means the audit selection committee appointed by the Board as described in section (2) of this Rule.
- (2) Establishment of Audit Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an audit selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee should include at least three individuals, some or all of whom may also serve as members of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board.
- (3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
  - (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
    - (i) Hold all required applicable federal licenses in good standing, if any;
    - (ii) Hold all required applicable state professional licenses in good standing;

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

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

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
  - (i) Ability of personnel;
  - (ii) Experience;
  - (iii) Understanding of scope of work;
  - (iv) Ability to furnish the required services; and
  - (v) 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.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than July 1 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. No contract shall continue, or allow the contract to be renewed, for a period of more than three years from the date of its execution. 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.



**Law Implemented: §§ 119.0701, 218.391 Chapter 189, 190, Fla. Stat. and Manatee County Ordinance 06-79**

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

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
  - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail.
  - (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.

**Law Implemented: Chapters 189, 190 and §§112.08, Fla. Stat. and Manatee County Ordinance 06-79**

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

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

- (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
  - (i) Hold the 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, 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.

**Law Implemented: Chapter 189, 190 and §§255.0525, 255.20, Fla. Stat. and Manatee County Ordinance 06-79**

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

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

However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

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

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects such as safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

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

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

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

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

proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

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



- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; 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.

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

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

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

solicited pursuant to the design criteria by the following procedure:

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

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects such as 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 rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no proposals are received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of design-build services, which steps may include a direct purchase of the design-build services without further competitive selection processes.

7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
  8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must terminate negotiations. The Board shall then undertake negotiations with the third most qualified firm. 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.

**Law Implemented: Chapters 189, 190 and §§119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat. and Manatee County Ordinance 06-79**

**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. 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 shall be exempted from executing a payment and performance bond, unless specifically required by the Board.

**Law Implemented: Chapter 189, 190 and §§255.05, Fla. Stat. and Manatee County Ordinance 06-79**

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

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

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

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

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

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

- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

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

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's

purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) bids, proposals, replies, 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 take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials, which steps may include a direct purchase of the goods, supplies, and materials without further competitive selection processes.
- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever period is longer.
- (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.



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

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

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

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

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
  - (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
  - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
  - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of maintenance services, which steps may include a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever period is longer.
- (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.

**Law Implemented: §§ Chapter 189, 190, 119.0701, 287.017, Fla. Stat. and Manatee County Ordinance 06-79**

**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 professional or 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. However, the Board may request competitive proposals for such services if desired.
  
- (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.

**Law Implemented: Chapters 189, 190 and §§119.0701, , Fla. Stat. and Manatee County Ordinance 06-79**

**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 disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, the Board may require any person who files a notice of protest to post a protest bond in the amount equal to 1% of the anticipated contract amount that is the subject of the protest. 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, 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.

**Law Implemented: §§ Chapter 189, 190, Fla. Stat. and Manatee County Ordinance 06-79**

**Rule 4.0      Effective Date.**

These Rules shall be effective \_\_\_\_\_, 2023, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

**Law Implemented: Chapters 189, 190 Fla. Stat. and Manatee County Ordinance 06-79**

**Tab 7**

1	5/17/2022	District Counsel DC	DC working with DM to finalize Rules of Procedure and process to adopt the CDD procedural rules.	In progress	Public Hearing 06/06/23	A public hearing is set for required by law prior to the adoption of the rules on June 6, 2023
2	6/21/2022	DC/DM/DE/Crosscreek Environmental	Crosscreek Bank Restoration Warranty Inspection	In progress	On Going	Staff is working together to get a detailed report from Crosscreek. DC sent demand letters Jan-23 to both Crosscreek and Schappacher Engineering. - Discussion still in progress
3	10/13/2022	DM, DE	Vehicle bridge repairs using priority list from DE	In progress	TBD	06/05/23 - Follow-up emails sent. No reply as of yet.
4	2/7/2023	DE	Drainage canal at Erie entrance - W side, N bank erosion.	In progress	6/5/23	DE will contact Manatee Co about repair options. 06/05/23 - He has not yet received an update from his contact.
5	2/7/2023	DM	DM to find vendor to add clearance under skimmers and erosion control around inlets of pond control structures as noted in DE 2-7-23 pond report and work outline for ponds.	In progress	3/7/23	Still in progress
6	2/7/2023	DM, Advanced Aquatic	Fountain in pond 8 is unbalanced and does not spray upright.	In progress	3/7/23	Doug Agnew will add a ticket for staff to evaluate.
7	3/7/2023	HOA	DC to send letter to resident about removing personal items on CDD property within 15 days. Junk removal service to remove if items remain; do not exceed \$500?	Pending	On going	Behind the house at 10877 79th St E, numerous items are stored on the CDD easement - large barbeque grill, standing platform, extension ladder, possibly other items. 03/07/23 - HOA to address and ask resident to remove items from CDD easement
8	3/7/2023	DM/HOA/CEPRA	Tom to work with District and HOA management to develop a plan/schedule for contract for landscaping with CEPRA	Pending	On going	Discussions still occurring. Joint Meeting is being discussed.
9	3/7/2023	/DM/HOA	Staff to work together to put together well repair and maintenance as well as repairs for well #4	Pending	Pending	
10	3/7/2023	DE / Chair	Ask DE for any feedback for temporary pond remediation efforts	Pending	On going	DE creating Task Order #5 NTE \$20k for Counsel and Engineer Fees combined.
11	3/7/2023	DM/HOA	mulch invoice audit \$31856.05	Pending	On going	Audit has begun on verifying invoices from 2020 to present. Update to be provided by June meeting.
12	4/4/2023	DM, Advanced Aquatic	Floatation Ring Replacement Proposal	Pending	COMPLETE	04/20/2023 - Per Doug, we recommend holding off on installing the new float until an option for a new smaller fountain, panel and power configuration can be priced out. We have been researching the cost estimate to bring in a power outlet to the Clubhouse Pond (#8) that will power a smaller 1/2 HP fountain. This potential new 1/2 HP fountain would serve as a replacement for the existing 5hp fountain
13	5/2/2023	DM/DE	Signage for Ponds 9, 10, 12, 17 and 21	Pending	On going	Verbiage to say "Caution Unstable Banks" on a white background with Black Lettering. Poles for install should be white galvanized and unpainted. Start with 15 count
14						
15						

## **Tab 8**



## **Tab 9**



Rizzetta & Company  
Professionals in Community Management



# PROPOSAL

Copperstone Community Development District  
Prepared for: Adam Bailey, Chair

**RIVERVIEW OFFICE**

2700 S. Falkenburg Rd. Suite 2745  
Riverview, FL 33578  
813.533.2950 | rizzetta.com





Rizzetta & Company  
Professionals In Community Management

April 12, 2023

Adam Bailey  
Chairman  
Copperstone CDD

RE: Community Development District Management Services

Dear Adam,

Rizzetta & Company appreciates the opportunity to present our qualifications to serve as District Manager for Copperstone Community Development District. With 36 years of experience and a state-wide presence, we are prepared to handle all present and future projects for the district.

As the current provider of district management services, we are uniquely qualified to understand the workings of the district. As such our proposal specifically identifies what we believe to be the requirements to best fulfill the obligations of managing your district, and we have priced it accordingly. Our proposal outlines a knowledgeable team, including Christina Newsome as your proposed Lead District Manager from our Riverview office. She'll have the support of Taylor Nielsen as 2nd Chair District Manager, Matt Hubber our Regional District Manager and a large team of district services professionals to ensure transition and daily operations run smoothly.

Thank you for your time and consideration of our proposal. We look forward to meeting with you and the Board of Supervisors to review and discuss our proposal in detail. Should you have any questions or require additional information, please feel free to contact Scott Brizendine at [sbrizendine@rizzetta.com](mailto:sbrizendine@rizzetta.com)

Very truly yours,

William J. Rizzetta  
President

NO LOBBYING AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

This, 12th, of April, 2023, William J. Rizzetta  
being first duly sworn, deposes and says that he or she is the authorized representative of  
Rizzetta & Company  
(Name of the authorized Contractor, Contractor or individual), maker of the attached request for proposal  
released by the Copperstone Community Development District, and that the Firm and any of its agents  
agrees to abide by the Copperstone Community Development District's no lobbying restrictions in regards  
to this solicitation.

William J. Rizzetta  
Affiant

The foregoing instrument was acknowledged before me by means of  physical presence or  online  
notarization this 17 day of APRIL, 2023 by William J. Rizzetta  
(name of person, officer, or agent, title of officer or agent), of Rizzetta & Company  
(name of corporation or partnership, a Corporation  
(state of incorporation or partnership, if applicable),

- who is personally known to me,
- who produced \_\_\_\_\_ as identification, who did take an oath, and who  
acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein  
expressed.

(Notary Seal)



Deborah Brennan  
Signature

Deborah Brennan  
Print Name

NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: March 23, 2024

Commission No. GG 947251

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Copperstone Community Development District (the "CCDD") by:

William J. Rizzetta, President

\_\_\_\_\_  
(Print individual's name and title)

For: Rizzetta & Company

\_\_\_\_\_  
(Print name of entity submitting sworn statement)

Whose business address is: 3434 Colwell Avenue, Suite 200, Tampa, FL 33614

And (if applicable) its Federal Employer Identification Number (FEIN) is: 59-3075187

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of



goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: April 14, 2023

William A. Rizzetta  
Signature

STATE OF FLORIDA  
COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 17 day of APRIL, 2023, by William J. Rizzetta, as President of Rizzetta & Company, on behalf of Rizzetta & Company.

who is personally known to me, or  who produced \_\_\_\_\_ as identification, who did take an oath, and who acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)



Deborah Brennan  
Signature  
Deborah Brennan  
Print Name

NOTARY PUBLIC-STATE OF FLORIDA  
My Commission Expires: March 23, 2024  
Commission No. GG 947251



# CONTENT

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# OUR STORY

## ... SO FAR

Rizzetta & Company is a Florida-based professional community management and consulting firm that provides services to residential and commercial communities throughout the state of Florida. With over 36 years in the industry, Rizzetta & Company, is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse backgrounds, both personally and professionally, who provide the highest quality services to our clients.

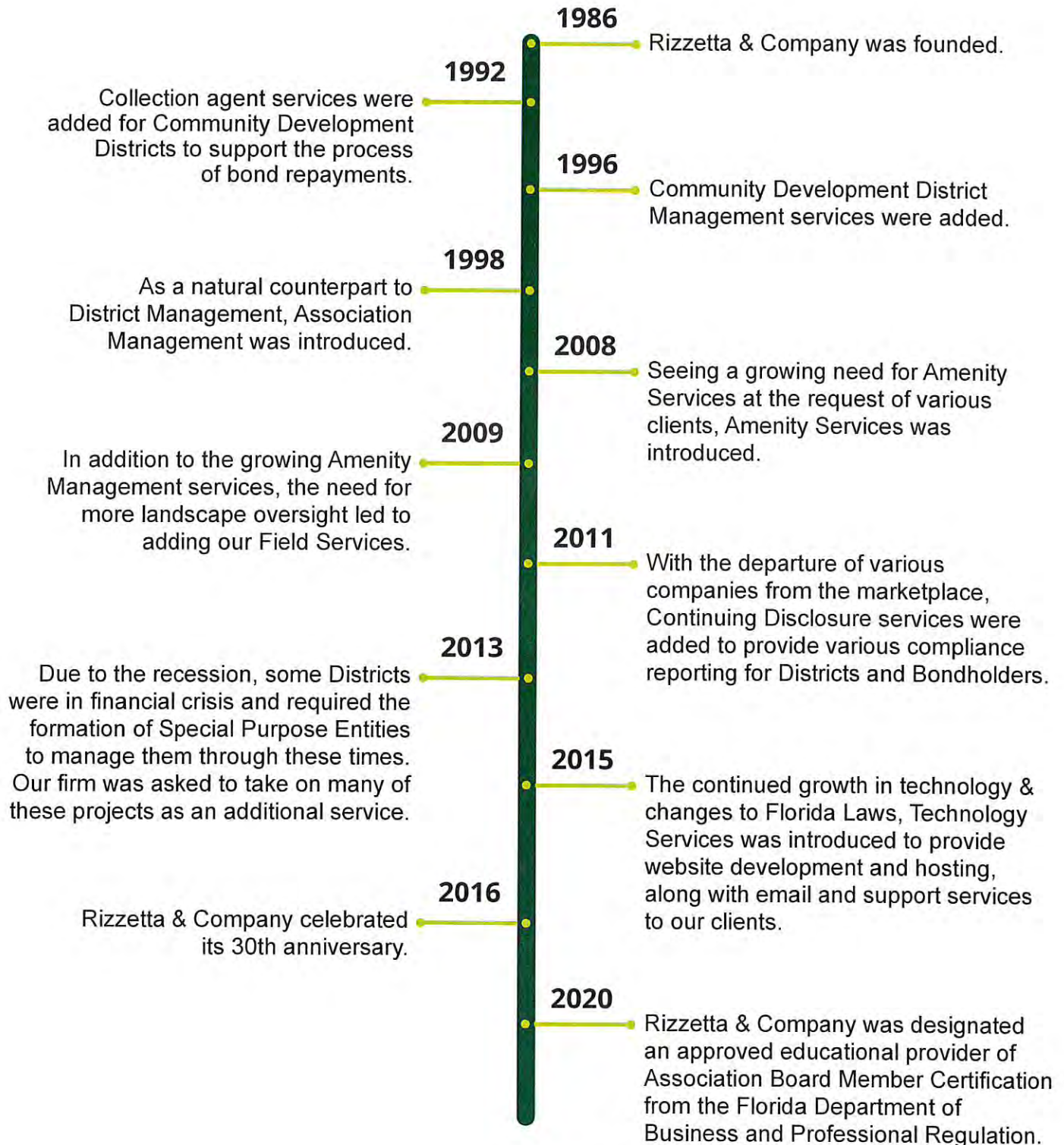
Rizzetta & Company was founded in 1986 in Tampa, Florida by William Rizzetta. The original focus of the Company was to provide professional assessment consulting services for Community Development Districts in association with the issuance of bonds. As the Company's reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today's "Full Service" organization.

## OFFICE LOCATIONS





# OUR MILESTONES







# BY THE NUMBERS



YEARS OF EXPERIENCE  
EST. 1986

150+



ASSOCIATION SERVICES CLIENTS

55



ASSOCIATION SERVICES TEAM MEMBERS

20+



AMENITY SERVICES CLIENTS

100



AMENITY SERVICES TEAM MEMBERS

120+



DISTRICT SERVICES CLIENTS

50



DISTRICT SERVICES TEAM MEMBERS







# AREAS OF SERVICE

Rizzetta & Company would provide professional district management services to Copperstone CDD pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below:

## Management

- Attend and conduct all regularly scheduled and special Board of Supervisors meetings, continued meetings, and workshops.
- Arrange for time and location and all other necessary logistics for such meetings.
- Ensure compliance with all statutes affecting the district which include but are not limited to:
  - » Assist in the negotiation of contracts, as directed by the Board of Supervisors.
  - » Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District.
  - » Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
  - » Monitor certificates of insurance as needed per contracts.
- Routine site inspections to verify the state of repair for all District assets
- Review and create as needed a periodic maintenance schedule for District assets

The District Manager is not a role filled by an individual, rather it is a commitment by a team of motivated and skilled employees. We recognize that our role is more than an individual orchestrating a Board meeting. It is to ensure the District is fully compliant with statutory requirements and managed effectively and efficiently. Given Rizzetta's physical footprint across the state and extensive staffing resources, we are uniquely qualified to respond to the needs of your District.

## Administrative

- Prepare agendas for Board of Supervisors meetings
- Provide accurate minutes for all meetings and hearings.
- Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents per general records schedule GS1-SL.
- Certify and file the annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.





Rizzetta has been electronically providing agendas to our Boards for a number of years resulting in substantial savings in printing costs to the Districts. We go one step further by providing electronic tablets to Board member for use during the meetings. This approach also allows immediate posting on the CDD website as required by statute. Audio recordings of the board meetings are stored on our Raid 5 disk array which is redundantly backed up to both a local and cloud storage appliance.

## **Accounting**

Services include the monthly preparation of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Rizzetta uses Sage Intacct Fund Accounting software that is designed specifically for governmental fund accounting. Our accounting processes have multi-level reviews to insure proper internal control and accuracy. The result of our accounting infrastructure is an industry recognition by auditing firms that the books and records of Rizzetta managed districts are exceptional.

## **Financial & Revenue Collection**

Services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations.

Our staff has significant expertise in assessment roll preparation and required certification to county Property Appraiser offices. Because of our experience, we enjoy a great relationship with those staff throughout the state. In addition, the required direct billings for property not on the tax roll are managed in concert with the same familiar staff.

We are organized to efficiently respond to property owner questions regarding District assessments and issue estoppel letters and lien releases as needed for property transfers

## **Bond Issuance Services**

When the District is ready for a major augmentation that may require additional bonds; we can help by:

Preparing a Special Assessment Allocation Report;

- a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
- c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments.





Bond Validation;

- d) Coordinate the preparation of a Bond Validation Report which states the “Not-to exceed” par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
- e) Provide expert testimony at bond validation hearing in circuit court.

Certifications and Closing Documents;

- f) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

Because providing bond issuance services was the cornerstone on which Rizzetta was founded, our expertise in this area is unparalleled. The special assessment allocation methodology report has been continually refined over the years to reflect new financing methods that are acceptable to the industry.

### **Landscape Inspection Services**

Landscape Inspection Services conducted by certified and experienced advisors is the fastest growing business sector at Rizzetta. As the District’s live assets generally represent the largest maintenance expenditure. Our Field Services team presently services 40 communities preparing monthly reports for District Boards wanting their greenspace to be unrivalled. Working alongside the District Manager, monthly inspections ensure irrigation, vegetation and landscape maintenance are working in concert to create the appealing environment envisioned by the original landscape architect.

### **Amenity Services and Management**

Rizzetta & Company provides expert general management and oversight of the amenity contract with the District within the agreed upon scope of service. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight, and evaluation.

As required, the Amenity Services representative will attend meetings to provide any updates or address concerns as well as be available to any board member for open and direct communications.

### **Technology Services**

Our Technology Services host District websites for purposes of updating records to ensure the websites remain in compliance with statutory requirements. Having this service under the same roof as District Management ensures details are not missed and critical filings are consistently observed. A third-party vendor performs the ADA mediation of the website. We also host and archive District specific e-mail accounts, if necessary.





# TECHNOLOGY TOOLS & RESOURCES

## Vendor Management Software: VIVE

As leaders in the industry, we are continually looking for ways to improve the level of service we offer and protect the communities we serve. To enhance our Vendor Compliance Program, we have partnered with Vendor Information Verification Experts (VIVE) as the platform to support the program.

We chose to move vendor vetting to VIVE to ensure consistent compliance amongst similar vendors, speed up the review process, and allow our managers to have real-time information to properly screen vendors for insurance and trade licensing. The choice to engage with a particular vendor will always be in the hands of the board of supervisors. Our goal is to provide our clients with information to help make educated decisions.

## Client Support System: Zendesk

Dedication to our clients is one of the driving principles at Rizzetta & Company. We're here to help our communities thrive and offer support in ways that are convenient for our board of supervisors and residents. Our integrated, client-focused system, powered by Zendesk, helps our staff manage requests across platforms and efficiently connect with internal teams and external partners.

This industry-leading system allows our team to deliver immediate assistance while providing superior customer experience over the phone or e-mail. Making it easier to track, prioritize and streamline the processes to provide faster resolution.

## Document Management System: SharePoint

SharePoint is a web-based collaborative platform that integrates with Microsoft Office. A dedicated SharePoint site will provide access to the district documents to quickly find information and share files, data, news and other resources.

**sage** Intacct

Sage Intacct is a best-in-class cloud-based financial management software that provides online access to real-time accounting information on payables, cash balances, and financial statements. The magic of Sage Intacct is its flexibility to give you a truly tailored report.





# PROPOSED PRICING

<b>District Services Provided</b>	<b>Fees</b>
<b>District Management</b>	<b>\$20,430</b>
Up to 12 Meetings per year and 1 budget workshop. Recording, Notice, Administrative Support, Public Records Repository and Distribution District Operations.	
Administrative Fees:	
- For all meetings exceeding 3 hours	\$175/per hour
- For additional meetings (includes drafting agenda, meeting attendance, and drafting of minutes)	\$175/per hour
<b>Administrative Services</b>	<b>\$4,050</b>
<b>District Accounting</b>	<b>\$14,310</b>
Monthly Financial Package per GASB Budget Prep and Monthly Monitoring	
<b>Assessment Roll Administration</b>	<b>\$5,000</b>
Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers Create and Maintain the Assessment Rolls	
<b>Annual Finance and Revenue Collections</b>	<b>\$1,200</b>
Estopple Issuance Debt Management	
<b>Continuing Disclosure Services</b>	<b>\$1,500</b>
Serve as the Dissemination Agent for All Bond Issuances to Ensure Compliance with the Security & Exchange Commission Rule 15c2-12 (\$1,000 for each additional bond issuance)	
<b>Technology Services</b>	<b>\$1,200</b>
Website Monitoring and Monthly Content Uploads	
<b>TOTAL RIZZETTA FEES (Fixed fee for FY 2023)</b>	<b>\$47,690</b>
Fee for FY 2024	\$47,960
Fee for FY 2025	\$49,120



# COPPERSTONE CDD DEDICATED TEAM MEMBERS

Rizzetta & Company prides itself on the experience and dedication of its collective staff. When you engage Rizzetta, you have a combined group with hundreds of years of experience at your service.



**Christina  
Newsome**

### **District Manager**

Christina is currently a District Manager with Rizzetta & Company, in our Riverview office. She has been with the District Services Management team since April 2021. Her portfolio includes overseeing districts in both Hillsborough and Manatee Counties.

Previously, Christina worked in the Healthcare field for 9 years, specializing in contracts, governmental laws and fraud waste and abuse. Christina's main responsibility were to verify claims processed correctly and within the guidelines of provided contacts and Medicare laws. Christina also helped to investigate instances of fraud waste and abuse with both providers and members. Christina holds a Bachelor of Science Degree in Criminal Justice.



**Taylor  
Nielsen**

### **2nd Chair District Manager**

Taylor Nielsen is a District Manager presently managing 9 active Districts. His current portfolio includes Districts in Hillsborough, Manatee and Pasco Counties. His clients compliment his ability to organize, communicate and execute.

Prior to joining the team at Rizzetta, Taylor comes from a background of Operations Management, and Brand Management; with over 7 years of experience. Taylor was among top level management at the tourism capital, Orlando, FL overseeing the largest rental car operation in the world; generating over 100 million in revenues per year.

Taylor received his BA from the University of Central Florida, and is a licensed Community Association Manager in Florida





**Matthew  
Huber**

### **Regional District Manager**

Matthew Huber is a Regional District Manager for Rizzetta & Company, Inc., and oversees the management team in our Tampa Bay market, with offices in Tampa, Wesley Chapel, and Riverview. He was named to the position in August of 2020.

Mr. Huber most recently served as a District Manager in the Tampa office, overseeing a portfolio of Community Development Districts in Pasco, Hillsborough, and Manatee Counties. Prior to that he served as a District Manager in the Wesley Chapel office. Mr. Huber started with Rizzetta & Company, Inc., in 2006 as a District Manager for our Fort Myers area clients in Lee and Collier County.

Prior to joining Rizzetta & Company, Inc., Mr. Huber worked as a Land Development Project Manager with DR Horton in the Fort Myers area. While working as a Land Development Manager, Mr. Huber gained valuable development knowledge that assists him in his management of his Districts. In addition to his development experience, Mr. Huber also has sat as CDD Board member, serving on two CDD Boards as an Assistant Secretary. Prior to working for DR Horton, Mr. Huber interned with the Board of County Commissioners Long Range Planning Department in Polk County. With his experiences working in this department, he has gain valuable insight into government practices.

Mr. Huber received his Degree in Business Administration from the University of South Florida in 2005. He is a Licensed Community Association Manager and Notary Public in the State of Florida.



# IMMEDIATE SUPPORT FOR COPPERSTONE CDD TEAM MEMBERS



**Scott  
Brizendine**

Scott Brizendine is our Vice Present of Operations, Community Development Districts. His responsibilities include the oversight of all operations associated with Rizzetta's district services department including management, administration, accounting, financial and dissemination services. Most recently, Scott was the Manager of District Financial Services after serving 10 years as a District Manager and Associate Director, beginning his employment with Rizzetta in 2005. He has extensive experience managing special districts in Florida and Louisiana, as well as writing assessment methodology reports for 100+ bond issuances, processing assessment rolls and providing continuing disclosure services. He has served as an expert witness multiple times for litigation, district establishments, district boundary amendments and bond validation proceedings.

Prior to joining Rizzetta, Scott worked in the Finance Department of the Walt Disney Corporation and most recently he was employed as an Accountant for property management companies in Indianapolis as well as in Tampa.

Scott received a bachelor's degree in Finance from Florida State University. He is a licensed Community Association Manager and Notary Public. He is a member of the Florida Government Finance Officers Association, the Association of Florida Community Developers, and a graduate of Leadership Tampa Bay – Class of 2018. Scott has enjoyed volunteering his services to multiple charities including the Make a Wish Foundation, Metropolitan Ministries and The United Way.



**Kaitlyn  
Gallant**

Kaitlyn Gallant is the Manager of our exceptional District Accounting Services. She started with Rizzetta in 2006 as a Construction Accounting Clerk and has progressed to her current role where she is responsible for all facets of district accounting, including preparation of financial statements, processing accounts payable and construction requisitions, reconciliation of bank statements, recording and collecting assessments, completing annual audits, and all other accounting processes that periodically require attention.

Kaitlyn received her bachelor's degree in International Business and Economics from Fitchburg State University in Massachusetts. As part of her coursework, she studied abroad in London, England.





**Kayla  
Connell**

Kayla Connell is the newest member of the CDD management team having been with Rizzetta & Company for 3 years and manages the District Financial Services department where she and her staff are responsible for the preparation of tax rolls for the thousands of homeowners residing in Rizzetta managed Districts and the corresponding collection of the revenues from the various tax collection offices.

Additionally this department issues Estoppels for properties changing ownership, assists in individual District budget preparations and posts required disclosures to EMMA – the official source for municipal securities data and disclosure documents. She oversees the writing of assessment methodology reports for bond issuances, refundings and restructures; authoring Statement of Estimated Regulatory Costs reports for District establishment and boundary amendment petitions.

Kayla spends some of her spare time supporting Feeding Tampa Bay, Autism Speaks as well as instructing at Orange Theory Fitness. Kayla received her Bachelor of Science in Finance from the University of Central Florida.





# EXTENDED SUPPORT FOR COPPERSTONE CDD TEAM MEMBERS



**William (Bill)  
Rizzetta**

Bill Rizzetta is the founder and President of Rizzetta & Company and has been responsible for the overall operation of the firm for over 35 years. In that time, he participated in the establishment and management of over 150 Community Developments Districts in Florida which issued over \$3 billion in bonds in over 250 separate transactions and managed over 170 Homeowners Associations.

He received his B.S. from the U.S.F. College of Engineering and his M.B.A. from U.S.F. School of Business. He has been qualified as an expert witness and provided testimony in: bond validation hearings in circuit court; administrative hearings conducted by the State of Florida, local public hearings required for establishment of CDD's and the levy of special assessments and litigation regarding impact fee assessments.

He built Rizzetta on emphasizing the importance of giving back to the community and financially supports a variety of organizations including The Spring, Joshua House, Meals on Wheels, Athletes & Causes, Tampa Bay Heros and the Shriners. He previously served on the Board of Directors of the Tampa Lighthouse for the Blind and currently serves on the Board of Directors of the Jason Ackerman Foundation.



**Shawn  
Wildermuth**

Shawn Wildermuth, our long-time Chief Financial Officer, is responsible for all financial aspects of the Rizzetta companies as well as oversees the financial reporting for our clients, including special taxing districts and community associations.

Mr. Wildermuth has over 28 years of finance and accounting experience with both public and private companies. He started his career in public accounting with Arthur Andersen in Chicago. During his career, he has gained experience in various industries, including real estate development, Professional Employer Organizations, direct marketing, and manufacturing. Prior to joining Rizzetta & Company, he held positions as Chief Financial Officer, Controller, Director of Treasury & Budget, and Director of Finance. His responsibilities included financial reporting, accounting, finance, treasury, payroll, human resources, and computer consulting.

Mr. Wildermuth received his bachelor's degree in Accountancy from the University of Illinois at Champaign-Urbana. He is a Registered **Certified Public Accountant** in the State of Illinois and a member of the American Institute of Certified Public Accountants.





# OUR COMMITMENT TO THE INDUSTRY

As a leader in District Management, we have a responsibility to be aware of industry-related developments and then sharing that knowledge with our clients and peers. We encourage continuing education for all staff and provide the resources needed to attend classes and conferences. Currently, Rizzetta holds memberships in the following professional organizations:

- Association of Florida Community Developers
- Community Associations Institute
- International Society of Arboriculture
- The Northeast Florida Builders Association
- The Greater Tampa Chamber of Commerce
- Florida Government Finance Officers Association
- Florida Nursery, Growers & Landscape Association
- CFO Exchange Group
- Florida Association of Special District
- Leadership Tampa Bay
- Tampa Bay Builders Association
- Urban Land Institute, Tampa Bay
- Visit Tampa Bay

# GIVING BACK TO THE COMMUNITY



Rizzetta believes we have a responsibility to give back to the communities in which we operate. We have found the personal rewards of helping far exceeds any investments made.





WE BUILD

# PARTNERSHIPS

THAT LAST

## TESTIMONIAL

“Rizzetta & Company has recently become the management for our Community Development District. Their positive impact within the community has been immediate. The responsiveness to issues and the professional manner in which they have been addressed has proven to be incomparable to previous management. We look forward to a relationship of many years with Rizzetta & Company.”

*Susie White, Chairperson, The Harborage at  
Braden River Community Development District*

**Municipal Advisor Disclaimer :** Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.



# Tab 9A



# Copperstone Community Development District

*Manatee County, Florida*

Prepared on April 14, 2023

**PFM Group Consulting LLC**

Vivian Carvalho

Senior District Manager

Business Development

3501 Quadrangle Blvd.

Suite 270

Orlando, FL 32817



# Copperstone Community Development District

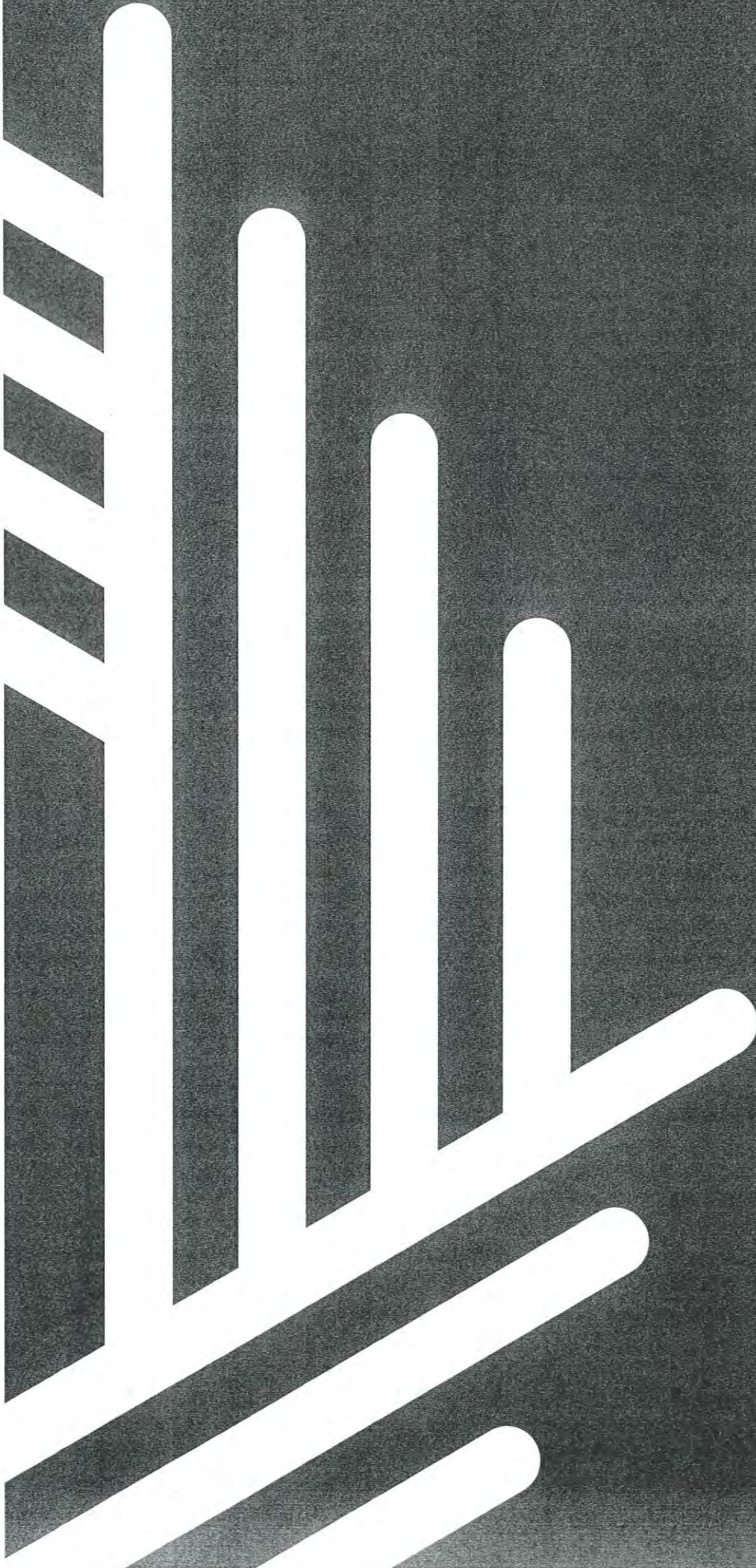
District Management Services

DMS RFP

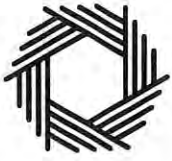
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April 17, 2023

## Tab 1. Letter of Interest

Copperstone CDD  
CCDD Community Center Office  
c/o Lesly Candelier  
8145 115<sup>th</sup> Avenue East  
Parrish, Florida 34219

**pfm**

RE: Copperstone CDD District Management Services

Dear Ms. Candelier:

PFM Group Consulting LLC ("PFM") appreciates the opportunity to submit our proposal for District Management Services to the Copperstone Community Development District (the "District"). Our proposal includes additional services we would be pleased to offer the District under separate agreement with our affiliated companies such as financial advisory services provided by PFM Financial Advisors LLC ("PFMFA"), our registered municipal advisor affiliate.

The PFM Group of companies have roots in the municipal finance industry that go back over 40 years. From the outset, we wanted to be a firm that is very different from our competitors; an independent advisory firm with technical resources matching those of the most sophisticated Wall Street investment banks. Local governments around the nation have responded favorably to this focus, resulting in sustained long-term relationships with our clients while allowing for the addition of new clients. The industry-standard for reporting transaction experience is through Refinitiv (formerly Thomson Reuters), who has ranked our municipal advisory affiliate, PFMFA, #1 in the nation and the State of Florida in terms of overall issues and par amount as of December 31, 2021. Our independence is significant, but it is just the beginning of our qualifications. Below we summarize the reasons we believe our affiliate, PFM Group Consulting, to be the optimal choice for the District.

**District Management Services:** Through the acquisition by our affiliate of the majority assets of Fishkind & Associates, Inc., PFM is capable of providing our special district clients with what we believe to be highly effective services at every stage of a District's life -- from establishment to full development. In Florida, we continue to add clients and have an experienced team of professionals to provide clients with the level of service they expect and deserve. Our scope of services includes but are not limited to general consultation, orchestrating and managing meetings, District representation, accounting services, capital budgeting and improvement plan, recording and transcribing meeting minutes, record management, coordination of annual assessments, lien book

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3501 Quadrangle Blvd.  
Suite 270  
Orlando, Florida 32817  
407.723.5900

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pfm.com



maintenance and continuing disclosure assistance services. In addition, we offer field management services from our internal team as well as through a third-party sub-contractor.

**Staff:** Our team currently consists of over 15 professional staff members including five experienced District Managers who have over 44 years combined length of service in the industry. Additionally, our team includes Accountants, Assistant District Managers, Administrative Support, and Field Specialist subcontractors to service our districts. As we continue to grow, we continue to assess our team and add additional resources to serve our clients.

**Availability:** Our team manages over 60 special districts at various stages of the district's life cycle including multiple Districts in Manatee County. Clients include community development districts, stewardship districts and recreational districts. We are committed to working with each of the districts based on their specific and changing needs at each stage of the life cycle. Each of our District Managers have a portfolio that encompasses districts in various stages of development.

**Cost:** Our focus is to provide cost effective service that results in significant value to our clients and our fees reflect the changing needs of the district as it transitions from establishment to development to full build out. Based on our understanding of the District's current needs and stage of development, we would propose the Management Fee as outlined in Exhibit B. We hope to build a long, mutually beneficial relationship with the District and as such our fees are fully negotiable to meet the needs of the District.

In closing, we are pleased to open this discussion and look forward to having the opportunity to discuss our proposal to serve as District Manager to Copperstone CDD. The community can be assured that this engagement is a high priority for us, and we are committed to dedicating the full range of PFM's exceptional services and resources. We understand the scope of work to be performed and commit to doing so on the District's schedule. We believe PFM's relevant experience and dedicated project team — makes us the ideal choice as the Copperstone CDD's District Manager.

Sincerely,

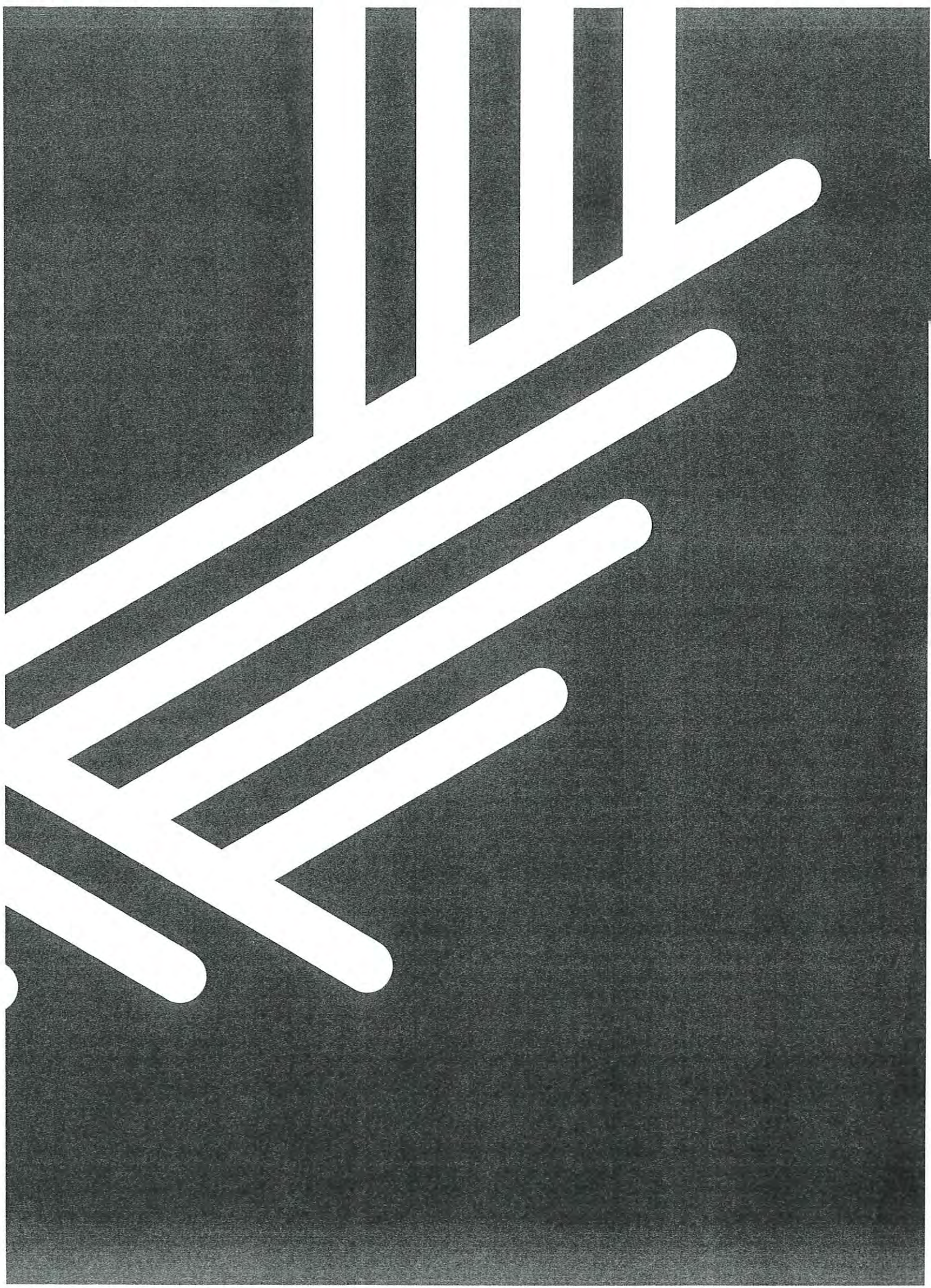
*Vivian Carvalho*

Vivian Carvalho  
Senior District Manager  
Business Development  
**PFM Group Consulting LLC**

*Jennifer L. Walden*

Jennifer Walden  
Senior District Manager  
**PFM Group Consulting LLC**









## Tab 2. Qualifications of the Firm

### Firm Profile

PFM was founded in 1975 with the mission of providing independent financial advice to state and local governments, governmental agencies and authorities in the debt issuance process and began providing management and budget consulting services in the early 1990's. In 2014, as a result of the U.S. Securities and Exchange Commission's ("SEC's") new rules for Municipal Advisors (born out of Dodd-Frank) our firm's corporate structure was reorganized so that municipal advisory services could be delineated clearly from other financial consulting services. Accordingly, given the regulation of municipal advisory activities, financial advisory services are now offered through PFM Financial Advisors LLC ("PFMFA"), which commenced operations on June 1, 2016. Financial advisory relationships previously with PFM, Inc. have transitioned and been assigned from PFM, Inc. to PFMFA — which are collectively referred to as PFM. PFMFA is a Partnership under Limited Liability Company formed in the State of Delaware. Today, this mission continues with PFM Financial Advisors LLC ("PFM"). PFM, as successor in interest of the financial advisory and consulting businesses of Public Financial Management, Inc., has one of the largest financial advisory teams in the public finance industry, maintaining an expansive national presence.

PFM and its affiliates are wholly owned by its 53 Managing Directors (as of 1/11/22), who set the firm's strategic direction. Working hand-in-hand with our clients in helping them to achieve their immediate and long-term objectives, PFM and its affiliates bring a broad and deep range of expertise and experience to bear on our client engagements. As of December 2022, PFM consisted of more than 350 employees, including 222 financial advisory personnel, located in 31 offices and locations across the United States.

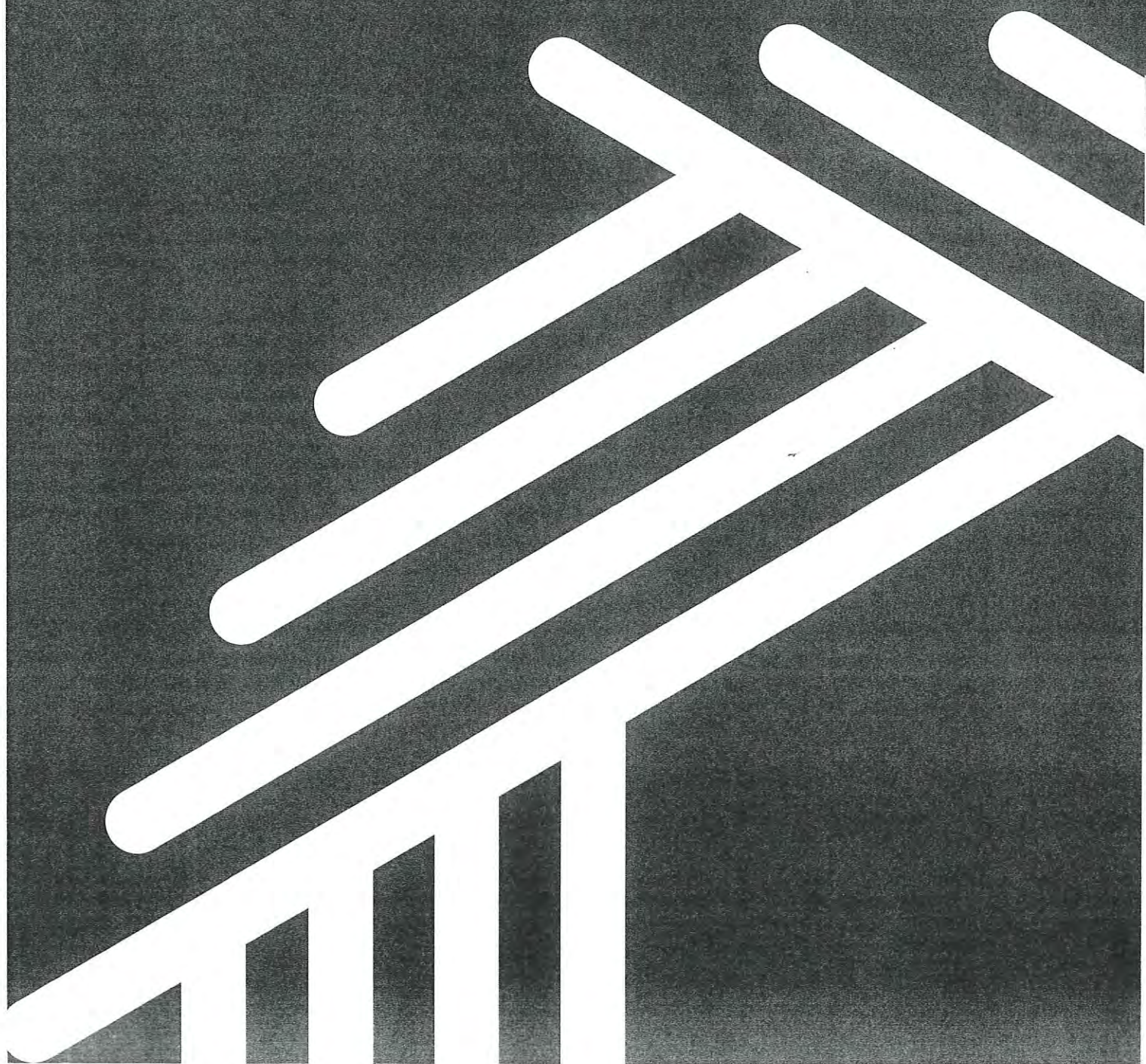
In order to further assist our clients with special district management, economic and financial consulting, we acquired the majority assets of Fishkind & Associates, Inc. in 2019. The company was formed in 1987 and has grown steadily since its inception. We now are able to leverage this extensive experience in economic and fiscal impact analysis, policy studies, forecasting, and finance throughout Florida and the United States.

Our expanded services, provided through PFM Group Consulting LLC ("PFMGC") include **special district management and accounting**, real estate analysis and development, management services, market research, feasibility studies, fiscal impact assessments, project feasibility, and asset valuations.

In addition to our district management and accounting services, our registered municipal advisory subsidiary, PFM Financial Advisors LLC ("PFMFA") is involved in key financial advisory roles to special districts, local governments, redevelopment agencies, and other governmental clients. In this capacity, we formulate innovative financing plans, provides economic advice and direction, and evaluates financing alternatives and have participated in structuring over \$5 billion in infrastructure & municipal financings.

PFMGC also conducts residential real estate feasibility research that involves price, product and supply analysis, as well as extensive consumer research and focus group studies. As a result, we have considerable skill in analysis and interpretation of consumer preferences, behavior patterns, and demographic trends.









## Tab 3. Presentation of the District Manager

### Key Team Members that will be involved with the Copperstone CDD:

#### **Vivian Carvalho, *Senior District Manager***

16 Years of Experience

Vivian Carvalho joined the District Management team at PFM in March 2018. Prior to joining PFM Group Consulting, LLC, she worked with two large companies in the industry in which she gained her knowledge and experience with District Management Services, Homeowner and Condominium Association services in the Central Florida market. She serves as District Manager for multiple districts on the west coast and northeastern Florida.

Vivian has a Bachelor of Business Administration from Florida Institute of Technology where she graduated with honors. In addition, she obtained her Master's in Business Administration from Nova Southeastern University.

#### **Amanda Lane, *Assistant Chief District Accountant***

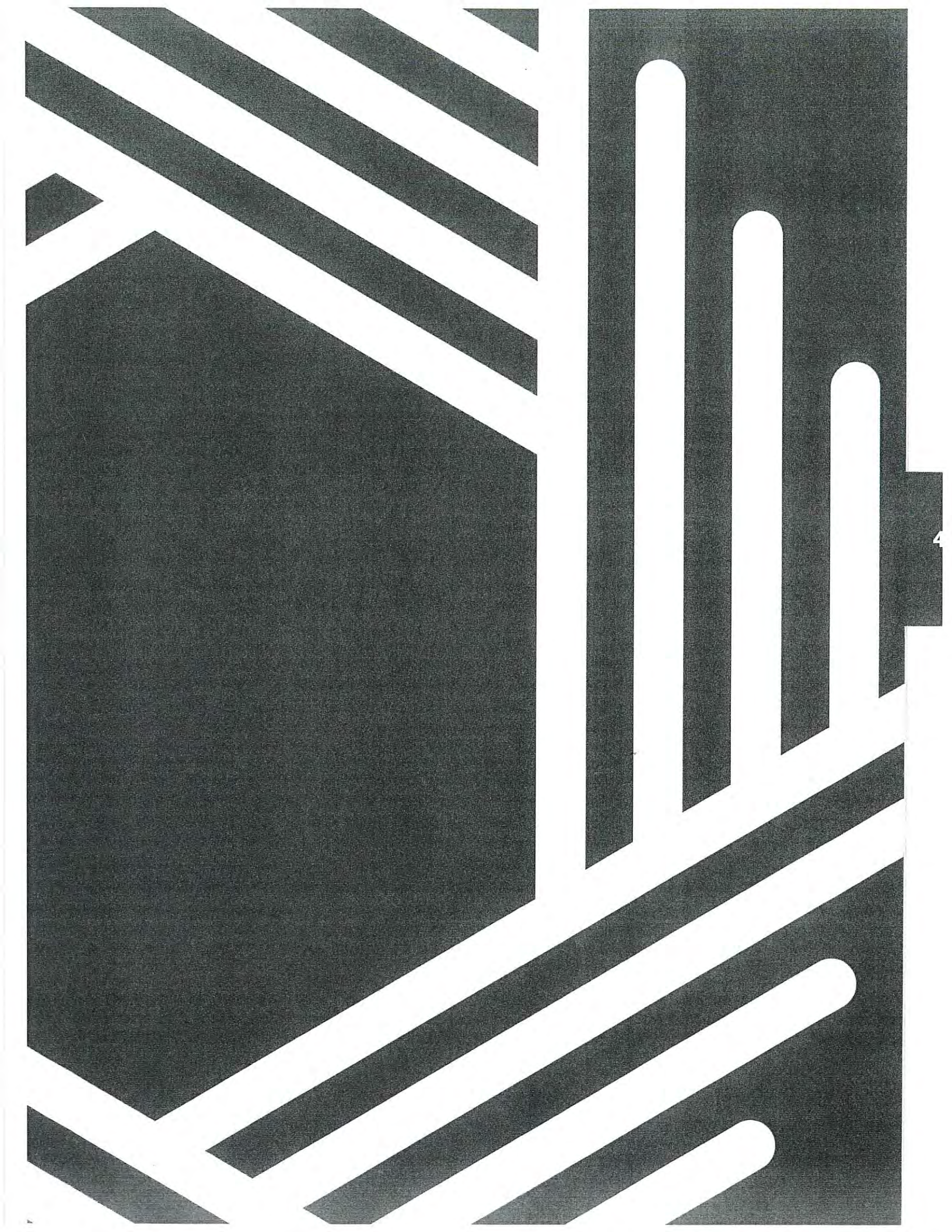
13 Years of Experience

Amanda Lane has been on staff since 2009 and currently serves as the assistant chief district accountant. She handles full-cycle accounting for two of PFM's managed Homeowners Associations (HOAs), along with the full-cycle governmental accounting for several of the larger districts managed by PFM. Services provided include budgeting, estoppel preparation, amortization schedules, tax roll preparation, lien books, invoicing & collections, and financial statement preparation and review.

Amanda has a Bachelor of Arts from Rollins College where she graduated with honors and a Master's in Accounting from the University of Central Florida.

There will also be supporting staff of an Assistant District Manager, an Administrative Assistant and Continuing Disclosure Support assigned to Coppertone CDD.





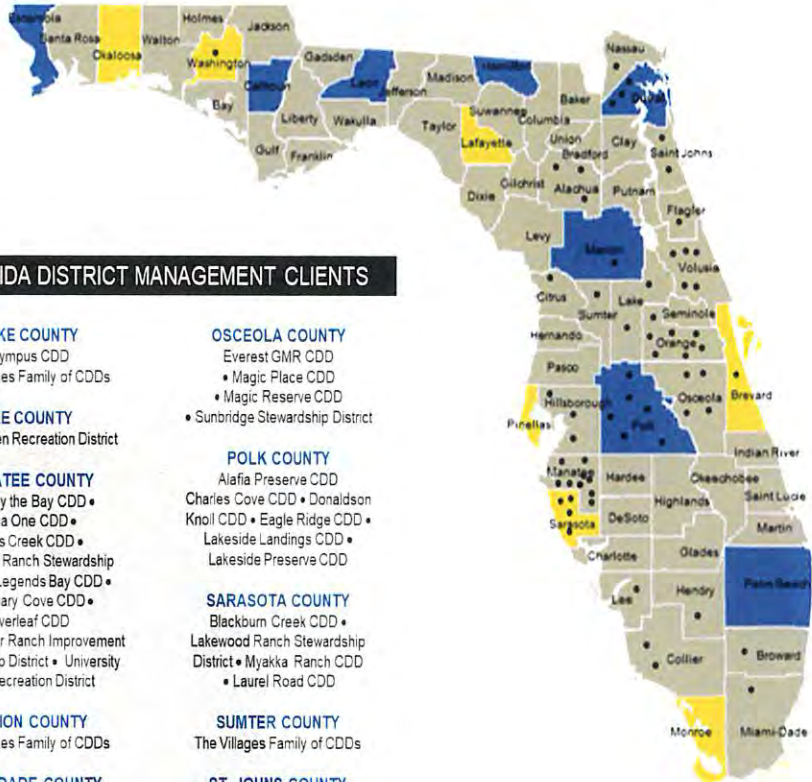




## Tab 4. Specific Facilities Experience

### Representative Clients

PFMGC's Florida District Management clients include over 60 special districts located in 24 counties across Florida:



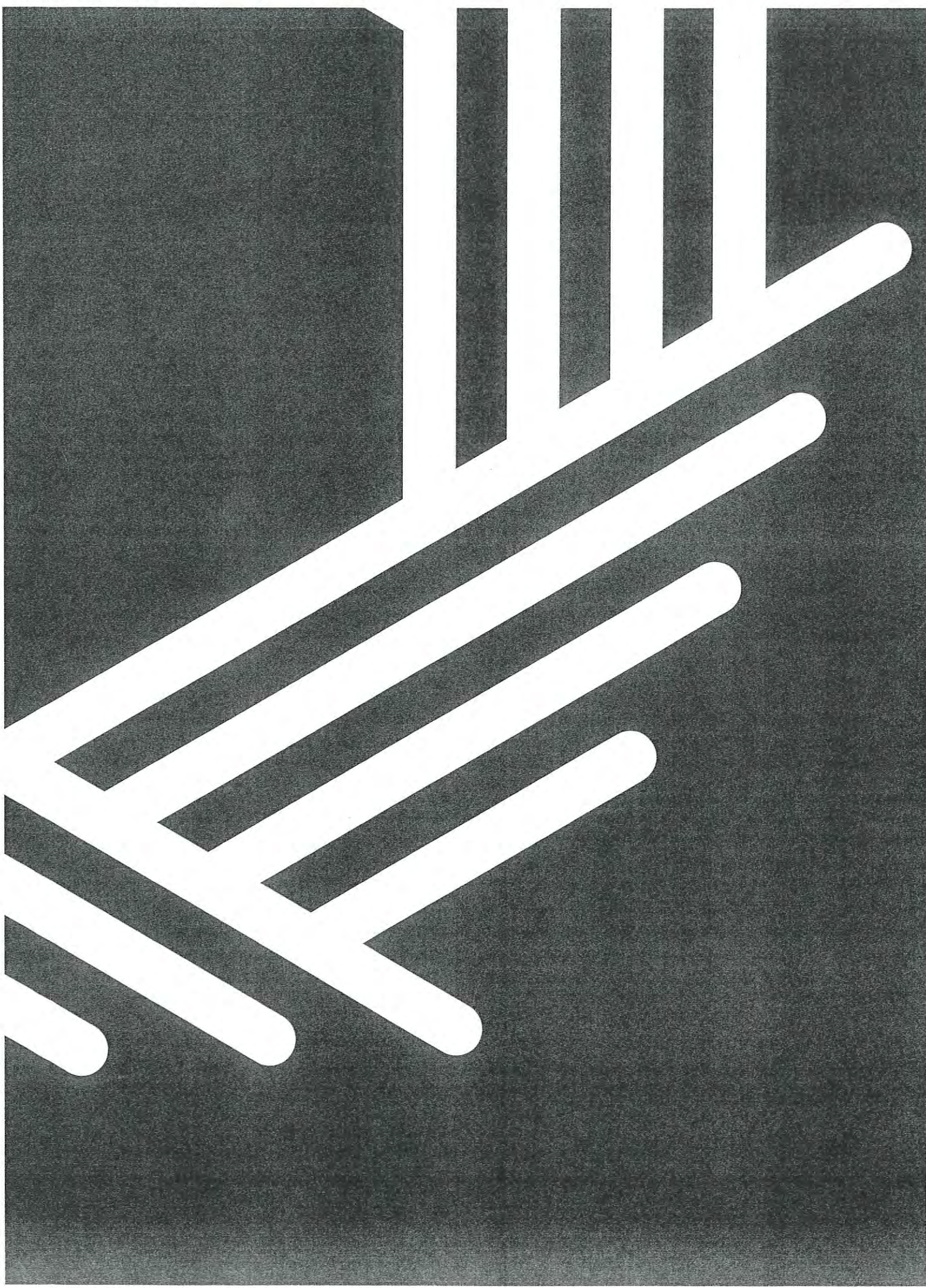
#### PFM's INDICATIVE LIST OF FLORIDA DISTRICT MANAGEMENT CLIENTS

- |  |   |   |
|--|---|---|
| <p><b>ALACHUA COUNTY</b><br/>Celebration Pointe CDD No. 1<br/>• Finley Woods CDD<br/>• Parker Road CDD</p> <p><b>BREVARD COUNTY</b><br/>PBR CDD</p> <p><b>BROWARD COUNTY</b><br/>The Village at Gulfstream Park CDD</p> <p><b>CITRUS COUNTY</b><br/>Wyld Palms CDD</p> <p><b>COLLIER COUNTY</b><br/>Big Cypress Stewardship District<br/>• City Gate CDD</p> <p><b>DUVAL COUNTY</b><br/>Boggy Branch CDD<br/>• Cedar Pointe CDD<br/>• Villages of Westport CDD</p> <p><b>FLAGLER COUNTY</b><br/>Tomoka CDD</p> <p><b>HENDRY COUNTY</b><br/>• Olde Florida CDD</p> <p><b>HILLSBOROUGH COUNTY</b><br/>New Port Tampa CDD<br/>• Wynnmere East CDD</p> | <p><b>LAKE COUNTY</b><br/>Olympus CDD<br/>The Villages Family of CDDs</p> <p><b>LEE COUNTY</b><br/>Herons Glen Recreation District</p> <p><b>MANATEE COUNTY</b><br/>Aqua by the Bay CDD •<br/>Aqua One CDD •<br/>Cross Creek CDD •<br/>Lakewood Ranch Stewardship District • Legends Bay CDD •<br/>Sanctuary Cove CDD •<br/>Silverleaf CDD<br/>• North River Ranch Improvement Stewardship District • University Park Recreation District</p> <p><b>MARION COUNTY</b><br/>The Villages Family of CDDs</p> <p><b>MIAMI-DADE COUNTY</b><br/>Palace at Coral Gables CDD</p> <p><b>NASSAU COUNTY</b><br/>Amelia National CDD</p> <p><b>ORANGE COUNTY</b><br/>Boggy Creek ID • Greenway ID •<br/>Grove Resort CDD • Myrtle Creek ID •<br/>Poitras East CDD<br/>• Winter Garden Village at Fowler Groves CDD<br/>• Midtown ID</p> | <p><b>OSCEOLA COUNTY</b><br/>Everest GMR CDD<br/>• Magic Place CDD<br/>• Magic Reserve CDD<br/>• Sunbridge Stewardship District</p> <p><b>POLK COUNTY</b><br/>Alafia Preserve CDD<br/>Charles Cove CDD • Donaldson Knoll CDD • Eagle Ridge CDD •<br/>Lakeside Landings CDD •<br/>Lakeside Preserve CDD</p> <p><b>SARASOTA COUNTY</b><br/>Blackburn Creek CDD •<br/>Lakewood Ranch Stewardship District • Myakka Ranch CDD<br/>• Laurel Road CDD</p> <p><b>SUMTER COUNTY</b><br/>The Villages Family of CDDs</p> <p><b>ST. JOHNS COUNTY</b><br/>Tolomato CDD (FA only) •<br/>Longleaf Pine CDD</p> <p><b>VOLUSIA COUNTY</b><br/>CBL/BM Port Orange West CDD<br/>• One Daytona CDD • Pioneer CDD • SWI CDD<br/>• Walkers Green CDD</p> <p><b>WASHINGTON COUNTY</b><br/>Sunny Hills Units 12-15<br/>Dependent District</p> |
|--|---|---|

*The list of clients is not intended as a testimonial. Contact information can be provided upon request.*

*Services provided by PFM Group Consulting LLC*





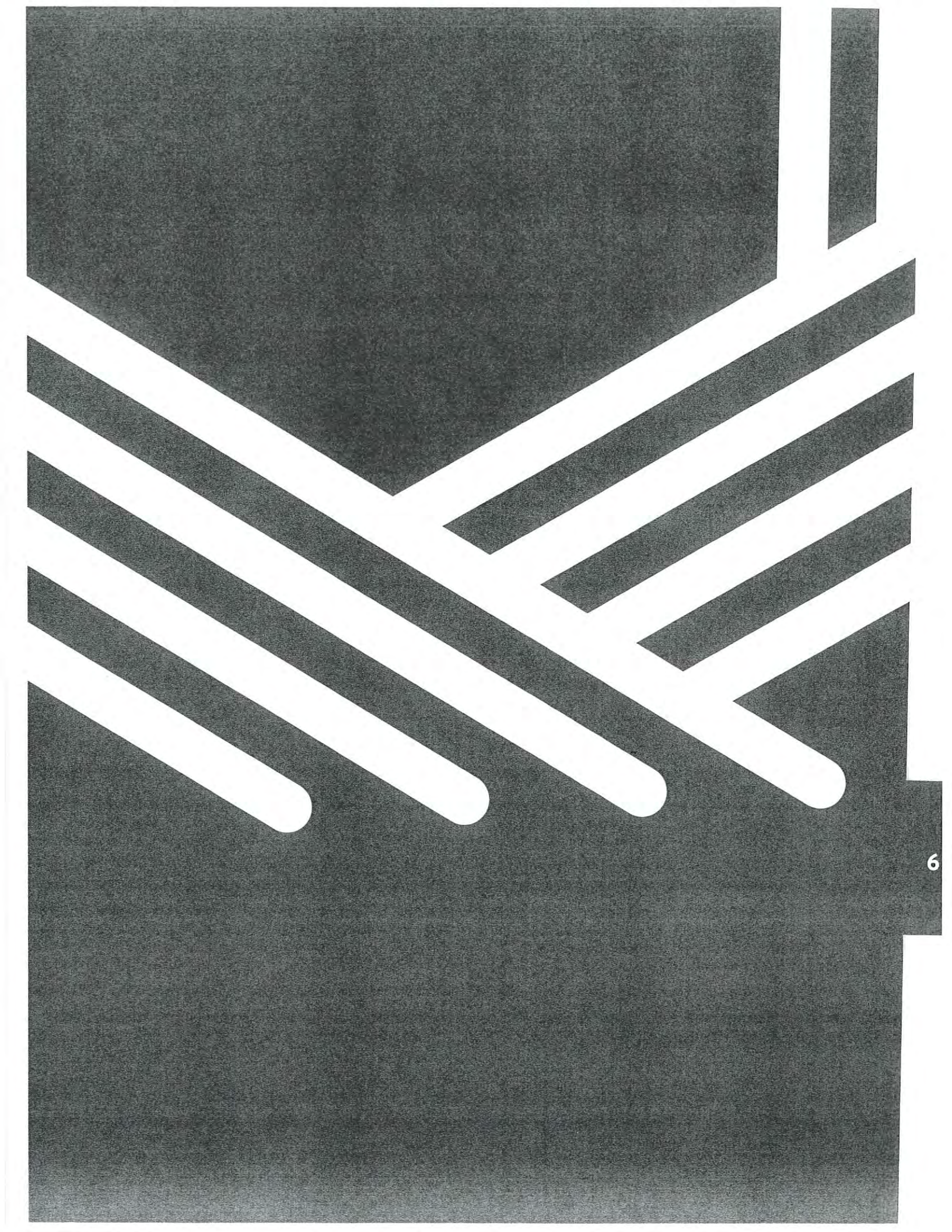




**Tab 5. Clams/Disputes/Litigation**

PFM Group Consulting LLC does not have any unresolved or ongoing claims and disputes against the firm in excess of \$100,000.









## Tab 6. Fee

### COMPENSATION FOR SERVICES

MANAGER shall be compensated for the provision of the services described based on fee schedule below. The fees do not include *reimbursable expenses* (as described in Appendix C of this proposal) related to regularly scheduled DISTRICT Board meetings. Fees will be reviewed and may be adjusted annually as reflected in the DISTRICT's approved budget.

<i>District</i>	<i>Management   Accounting   Administrative Fees</i>
Copperstone CDD	\$35,000
<i>Debt Issue Services</i>	<i>Annual Fee (per series)</i>
Assessment Administration	\$5,000
Continuing Disclosure Assistance	\$1,000
<i>Additional Services*</i>	<i>Cost of Issuance (per series)</i>
District Management Services Cost of Issuance	\$10,000
Continuing Disclosure Assistance Cost of Issuance	\$1,000
<i>Additional Services**</i>	<i>Field Management Services</i>
Field Management Services	\$12,000

\*Additional Services – District Management Services Cost of Issuance and Continuing Disclosure Assistance Cost of Issuance. These fees are applicable for any bond or debt issue and payable at closing as part of the Cost of Issuance. These fees are not related to the Operating & Maintenance Budget for the District.

\*\*Additional Services – Field Management Services. The Manager will coordinate and provide contract administration services provided to the District by outside vendors and interface with designated individuals to ensure anticipated levels of service are being met. Such services may be provided via subcontractor hired by the Manager.

*The fees outlined above may be increased or otherwise amended annually as reflected in the adopted Operations & Maintenance Budget for the District. New fees will become effective on October 1 of the applicable budget year.*



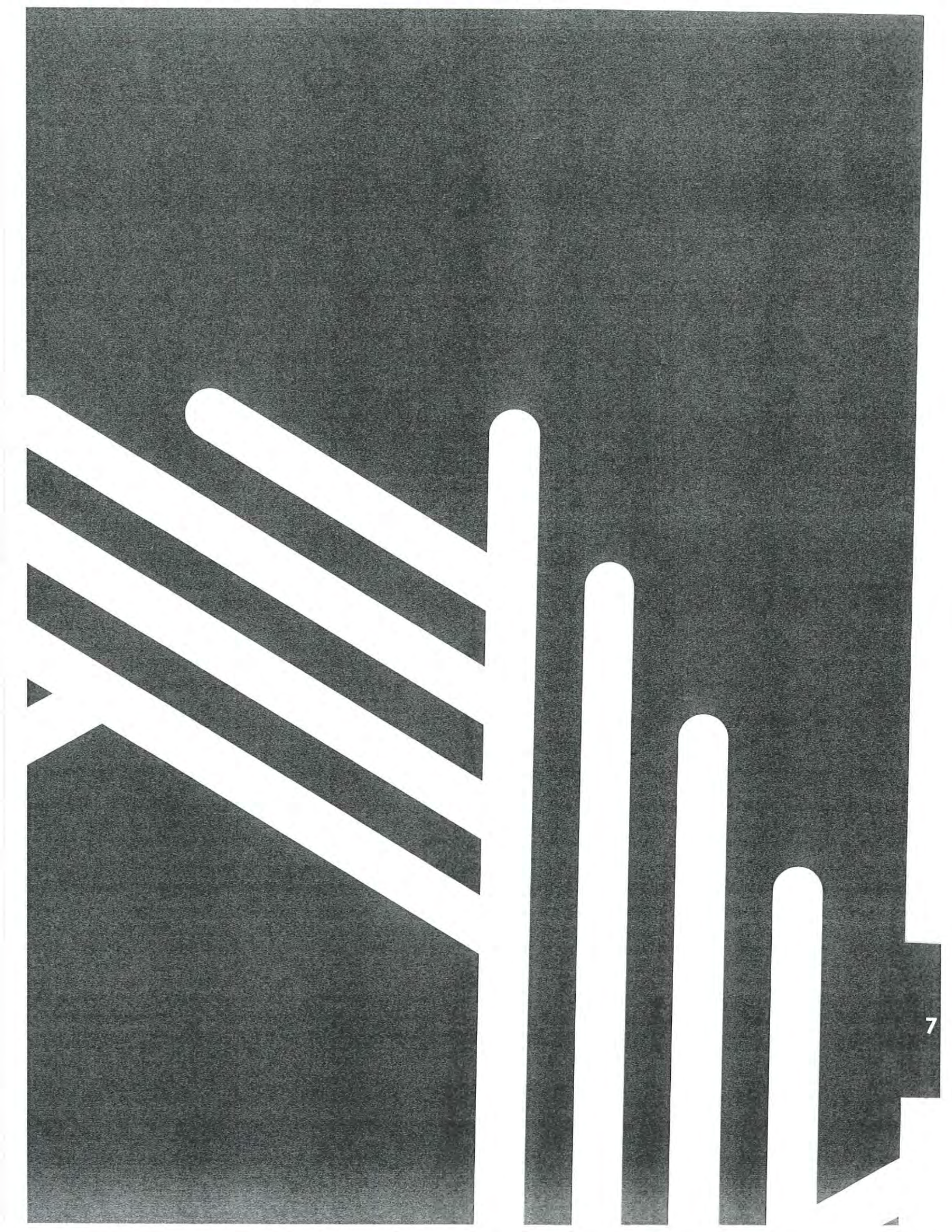
**Copperstone CDD**  
**Current Budget vs. PFM Proposed Fee**

Fee Type:	Current Budget <sup>1</sup>	PFM Proposed
District Management	\$22,700	\$35,000
Accounting	\$15,900	Included
Assessment Administration	\$4,500	Included
Assessment Roll & Financial Revenue Collections	\$8,600	\$5,000
Dissemination Agent/Continuing Disclosure Assistance	\$1,500	\$1,000
Field Services	\$0	\$12,000
<b>Total</b>	<b>\$57,450</b>	<b>\$53,000</b>

<sup>1</sup> Source: Copperstone CDD FY 2023 Budget

<i>*PFM Management Fee does not include website maintenance fees, below are the cost for a 3<sup>rd</sup> Party Company to provide website services*</i>	
Website - 3rd Party	
Website Conversion - One-Time	\$1,500*
Monthly Maintenance Fee	\$175 monthly / \$2,100 yearly
ADA Auditing Quarterly Fee	\$300 quarterly / \$1,200 yearly
*Includes conversion of site to ADA & WCAG optimized template with ADA Compliance seal*	









## **Tab 7. Signed Proposer Representations and Certifications Form**

- ✓ Firm's Certification
- ✓ No Lobbying Affidavit
- ✓ Sworn Statement
- ✓ PFM's Partner List - Appendix A
- ✓ Insurance Certificates- Appendix B
- ✓ Reimbursable Expenses- Appendix C



FIRMS CERTIFICATION

STATE OF FLORIDA COUNTY OF ORANGE

I. JENNIFER WALDEN, of PFM GROUP CONSULTING LLC (name of company), submitting to furnish the following described materials, equipment, and/or services to the Copperstone Community Development District (the "CCDD") \_\_\_\_\_

HEREBY CERTIFIES THAT:

1. Bidder/Firm has thoroughly inspected the specifications or request for proposal and understands the terms and conditions thereof and they are incorporated by reference in the bid or proposal for said goods or services, and have verified measurements, if applicable.
2. The bid or proposal is firm and binding and shall be valid for not less than sixty (60) days from the date of bid opening. A longer time may be set out in the bid, the proposal, or as negotiated between the Bidder/Firm and the CCDD.
3. The bid or proposal is made by a person authorized to bind the Bidder/Firm.
4. The bid or proposal is made without unlawful collusion between another Bidder/Firm or potential Bidder/Firm, or with any officer or employee of the CCDD.
5. The bid or proposal is in full compliance with the Copeland Anti-kickback statute.
6. The bidder does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or in the provision of services.

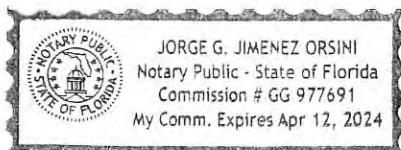
Jennifer L. Walden  
Print Name: JENNIFER L. WALDEN

STATE OF Florida  
COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 14 day of April, 2023, by Jennifer Walden, as Senior District Manager (title) of PFM Group Consulting (name of company), on behalf of LLC (type of entity),

who is personally known to me,  who produced \_\_\_\_\_ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)



Jorge Jimenez Orsini  
Signature  
Print Name  
NOTARY PUBLIC-STATE OF FL  
My Commission Expires: 4/12/24  
Commission No. GG 977691

NO LOBBYING AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF ORANGE

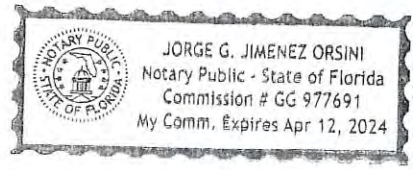
This, 14<sup>th</sup>, of APRIL, 2023, JENNIFER WALDEN  
being first duly sworn, deposes and says that he or she is the authorized representative of  
PFM GROUP CONSULTING LLC  
(Name of the authorized Contractor, Contractor or individual), maker of the attached request for proposal  
released by the Copperstone Community Development District, and that the Firm and any of its agents  
agrees to abide by the Copperstone Community Development District's no lobbying restrictions in regards  
to this solicitation.

Jennifer L. Walden  
Affiant

The foregoing instrument was acknowledged before me by means of  physical presence or  online  
notarization this 14 day of April, 2023 by Jennifer Walden,  
Senior District manager (name of person, officer, or agent, title of officer or agent), of PFM Group  
Consulting LLC (name of corporation or partnership, a Delaware limited liability company  
(state of incorporation or partnership, if applicable), authorized to conduct business  
in Florida)

- who is personally known to me,
- who produced \_\_\_\_\_ as identification, who did take an oath, and who  
acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein  
expressed.

(Notary Seal)



Jorge Jimenez Orsini  
Signature  
Jorge Jimenez Orsini  
Print Name  
NOTARY PUBLIC-STATE OF FL  
My Commission Expires: 4/12/24  
Commission No. GG 977691



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Copperstone Community Development District (the "CCDD") by:

JENNIFER WARDEN, SENIOR DISTRICT MANAGER  
(Print individual's name and title)

For: PFM GROUP CONSULTING LLC  
(Print name of entity submitting sworn statement)

Whose business address is: 1735 MARKET STREET, 42ND FLOOR, PHILADELPHIA, PA 19103

And (if applicable) its Federal Employer Identification Number (FEIN) is: 81-1642478

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of



goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: 4/14/23  
STATE OF Florida  
COUNTY OF Orange

Jess L Walden  
Signature

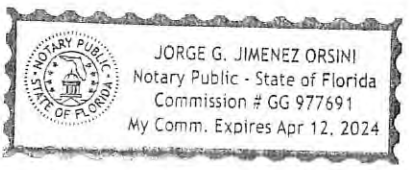
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 14 day of April, 2023 by Jennifer Walden, as Senior District Manager of PEM Group Consulting, a Delaware limited liability company on behalf of the company, authorized to conduct business in Florida

who is personally known to me, or  
 who produced \_\_\_\_\_ as identification, who did take an oath, and who acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Jorge Jimenez Orsini  
Signature

Jorge Jimenez Orsini  
Print Name  
NOTARY PUBLIC-STATE OF FL  
My Commission Expires: 4/12/24  
Commission No. 679 977691





## Appendix A

**PFM II LLC  
Partners**

1/1/2023

<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>Company Description</b>	<b>Office Location</b>
1 Bass	Jeremy	Managing Director/Partner	PFM II LLC	Boston, MA
2 Berwanger	Michael	Managing Director/Partner	PFM II LLC	Los Angeles, CA
3 Blanchett	Kari	Managing Director/Partner	PFM II LLC	Ann Arbor, MI
4 Burmeister	Jon	Managing Director/Partner	PFM II LLC	Des Moines, IA
5 Cameron	Jessica	Managing Director/Partner	PFM II LLC	Minneapolis, MN
6 Carter	JoAnne	Managing Director/Partner	PFM II LLC	Arlington, VA
7 Case	William	Managing Director/Partner	PFM II LLC	Orlando, FL
8 Choi	Christine	Managing Director/Partner	PFM II LLC	San Francisco, CA
9 Conway	Ryan	Managing Director/Partner	PFM II LLC	Charlotte, NC
10 Daniel	Lisa	Managing Director/Partner	PFM II LLC	Memphis, TN
11 Doyle	Jamie	Managing Director/Partner	PFM II LLC	Harrisburg, PA
12 Eichenthal	David	Managing Director/Partner	PFM II LLC	New Orleans, LA
13 Fraizer	Todd	Managing Director/Partner	PFM II LLC	Charlotte, NC
14 Francoeur	Mary	Managing Director/Partner	PFM II LLC	New York, NY
15 Gallucci	Brian	Managing Director/Partner	PFM II LLC	San Francisco, CA
16 Gerlach	Susanne	Managing Director/Partner	PFM II LLC	Des Moines, IA
17 Glover	Jay	Managing Director/Partner	PFM II LLC	Orlando, FL
18 Hartman	Daniel	Managing Director/Partner	PFM II LLC	Arlington, VA
19 Hass	Steven	Managing Director/Partner	PFM II LLC	New York, NY
20 Hodge	Darren	Managing Director/Partner	PFM II LLC	Chandler, AZ
21 Hollenbeck	Sarah	Managing Director/Partner	PFM II LLC	San Francisco, CA
22 Jaworski	Jill	Managing Director/Partner	PFM II LLC	Chicago, IL
23 Kaplan	Dean	Managing Director/Partner	PFM II LLC	Philadelphia, PA
24 Kozloff	Daniel	Managing Director/Partner	PFM II LLC	Philadelphia, PA
25 Lover	Chris	Managing Director/Partner	PFM II LLC	Charlotte, NC
26 Lowe	Lauren	Managing Director/Partner	PFM II LLC	Memphis, TN
27 Mace	Michael	Managing Director/Partner	PFM II LLC	Charlotte, NC
28 Maddox	Cheryl	Managing Director/Partner	PFM II LLC	Philadelphia, PA
29 Mann	Grodon	Managing Director/Partner	PFM II LLC	Philadelphia, PA
30 Masvidal	Sergio	Managing Director/Partner	PFM II LLC	Miami, FL
31 Matte	June	Managing Director/Partner	PFM II LLC	Boston, MA
32 Matteo	Brett	Managing Director/Partner	PFM II LLC	Philadelphia, PA
33 Matthews	Charles	Managing Director/Partner	PFM II LLC	Philadelphia, PA
34 McCoy	Joshua	Managing Director/Partner	PFM II LLC	Orlando, FL
35 Miller	David	Managing Director/Partner	PFM II LLC	Orlando, FL
36 Nadol	Michael	Managing Director/Partner	PFM II LLC	Philadelphia, PA
37 Niedfeldt	Jeremy	Managing Director/Partner	PFM II LLC	Orlando, FL
38 Pugh	Bethany	Managing Director/Partner	PFM II LLC	Cleveland, OH
39 Remig	Bradley	Managing Director/Partner	PFM II LLC	Harrisburg, PA
40 Rich	Robert	Managing Director/Partner	PFM II LLC	Princeton, NJ
41 Rosenbluth	Brandon	Managing Director/Partner	PFM II LLC	Philadelphia, PA
42 Rotty	Kevin	Managing Director/Partner	PFM II LLC	Richmond, VA
43 Schirmer	Sarah	Managing Director/Partner	PFM II LLC	New Orleans, LA
44 Schlesinger	Jamie	Managing Director/Partner	PFM II LLC	Malvern, PA
45 Schnackenberg	Matthew	Managing Director/Partner	PFM II LLC	Minneapolis, MN
46 Shearer	Scott	Managing Director/Partner	PFM II LLC	Harrisburg, PA
47 Shellenberger	Peter	Managing Director/Partner	PFM II LLC	San Francisco, CA
48 Stauder	Paul	Managing Director/Partner	PFM II LLC	Ann Arbor, MI
49 Stewart	Geoffrey	Managing Director/Partner	PFM II LLC	Philadelphia, PA
50 Toepfer	Thomas	Managing Director/Partner	PFM II LLC	Seattle, WA
51 Waley	Dennis	Managing Director/Partner	PFM II LLC	Austin, TX
52 Watson	Nate	Managing Director/Partner	PFM II LLC	Ann Arbor, MI
53 Wilder	Brent	Managing Director/Partner	PFM II LLC	Orlando, FL
54 Willard	Zachary	Managing Director/Partner	PFM II LLC	Harrisburg, PA





## Appendix B









## Appendix C

## Reimbursable Expenses

	<b>Item</b>	<b>Cost (\$)</b>
1	Agenda package	\$ 0 cost *
2	Tapes/CS	\$ 0 cost
3	Binders	\$ 0 cost
4	# 10 envelope	\$ 0 cost **
5	9 x 12 envelope	\$ 0 cost **
6	10 x 13 envelope	\$ 0 cost **
7	Storage box	\$ 0 cost
8	Copy	\$ 0 cost **
9	USPS	\$10.00 ***
10	Fed Ex	\$ 25.00 ***
11	Conference calls	\$ 0 cost
12	Offsite storage (archival)	\$ 0 cost

\* Agendas are all produced electronically and provided on PFM tablet at the meeting. If the Board would like hard copies, see below for fees.

\*\* If mailings are needed than there will be a cost associated with the quantity. See below for applicable fees.

\*\*\* Postage/FedEx fees vary by the amount of items sent per month and are only billed on an incurred basis.

Paper - \$0.25 per page

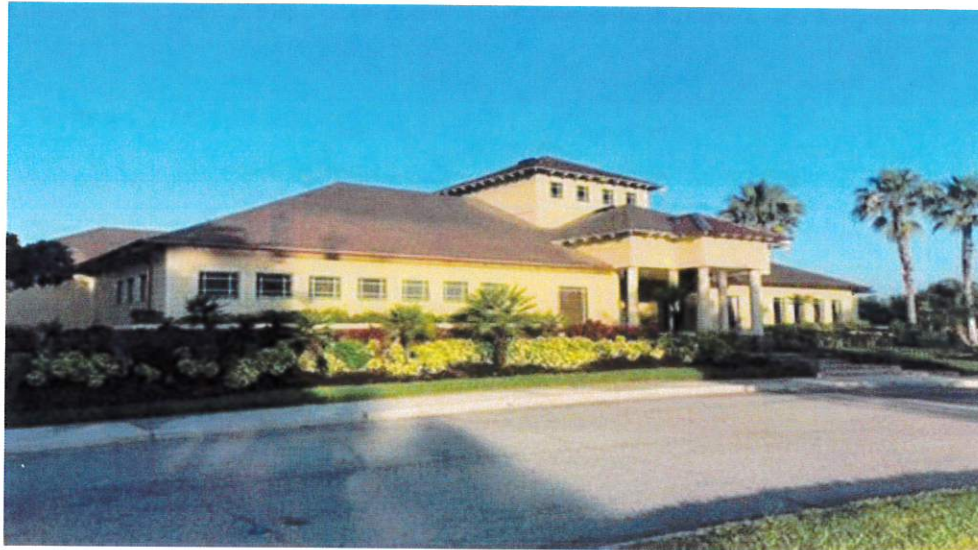
Envelopes - \$0.07 per envelope

Postage - current USPS standard postage

# Tab 9B



# Copperstone Community Development District



## Proposal for District Management Services April 17, 2023

**OUR MISSION:**

TO BE THE **PARTNER AND PROTECTOR**  
OF THE **MOST CRITICAL RESOURCE**  
THAT HELPS **COMMUNITIES PROSPER**



April 17, 2023

Re: Proposal for Copperstone Community Development District

Dear Board of Supervisors,

Inframark is excited and pleased to provide a proposal for District Management services with pricing and a scope of services for Copperstone Community Development District. Copperstone is a premier community and we are excited about the opportunity to serve the board and residents.

**Our Mission is: "To be the Partner and Protector of the Most Critical Resource that helps Communities Prosper."** We do this through our **3 Principles of Pure Partnership:**

## PURE PARTNERSHIP



### **Pure Alignment**

We connect with clients on their terms, on a foundation of clarity, trust and mutual understanding. We make their goals our goals, tailoring the right mix of skills and resources to every project.



### **Pure Accessibility**

We are open and transparent with our clients and each other. We make information and insights easy to see, understand and share. We're always available and open to share our skills, ideas and thinking.



### **Pure Accountability**

We hold ourselves accountable to our clients, through continuous measurement and improvement, to our environment, through rigorous compliance, and to each other, through ongoing safety, training and professional development.

- **Experience:**
  - Providing District Management Services to West Florida Region for nearly 40 years.
  - We provide service to over 125 CDDs throughout Florida including 80+ CDDs in the West Florida Region.
  - 15 District Managers on staff with 10+ years average tenure.
  - Our District Managers have college degrees and a variety of experience in IT, Finance, Government and Construction.
- **Project Management** – We are able to provide project management services by an Inframark employee who has been a Certified Project Manager (PMP) for over 15 years. This designation requires recertification every 3 years.



- **Cost Savings** –Our proposal includes a price decrease of almost **10%** for overall District Management and Financial services. We will continue to review your current operating budget and to identify additional savings opportunities or more efficient ways to operate the district.
- **Technology:**
  - **Avid Xchange:** An advanced accounts payable system that allows the Inframark team to be highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by Inframark staff or a designated Board member, if desired. This system provides historical information on invoice payments, provides for creation of specialized reports, and allows Board members to review all invoices for the District through a web-based application.
  - **Customized Financial Statements and Budgets:** Inframark developed a proprietary financial operating system that allows us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements and budget documents will look, depending upon the preference of the Board.
- **Team Approach: We are more than the individual assigned to your account.** Our service to your community will include 11 highly trained professionals including: a secondary District Manager, Finance and Recording personnel and supervision. We have been told the depth and experience of our team is one of our greatest strengths!
- **Infrastructure:**
  - Full team of Health, Safety and Environmental (HSE) staff
  - Complete internal IT support and infrastructure. We backup our servers and your information at multiple Inframark offices around the state and country to protect against catastrophic storms
  - Team of HR professionals to assist with recruiting, employee retention and appreciation, bonus plans and more

Inframark is committed to making continuous improvements and service enhancements, offering new technology and processes to help keep your community on the leading edge of the industry. All the proposed services are designed to demonstrate our desire to be a long-term partner for your community and make certain that the Board and residents are receiving the most effective and advanced services possible, all with a value-based fee schedule.

We look forward to hearing from you concerning our proposal and further discussing these plans, along with your vision, for your community.

Respectfully,



Chris Tarase  
Vice President  
Inframark - Infrastructure Management Services





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## Table of Contents

1	Executive Summary	2
2	Pricing	4
3	Company Information	5
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5	Effective Tools and Technology	11
6	Staffing	13
7	Clients	17
8	Scope of Services	20

## 1 Executive Summary

Inframark – Infrastructure Management Services is pleased to provide this proposal for District Management Services to the board. Inframark has been providing District Management services in Florida for over 40 years.

To meet the needs of your District, we provide a fully empowered local District Manager out of our Tampa office. We provide additional support to all our clients through a central office with a regional management and support team and our structured business systems. This approach brings the strength, experience and expertise of Inframark to work proactively to address the needs of the District in the most cost-effective manner possible.

Inframark specializes in value-added services to our clients which include the following:

- **Personnel:**
  - Inframark offers one of the largest and most accomplished professional teams in the District Management business.
  - We also bring in professionals from different disciplines to address special issues that may arise. Therefore, it is not only the number of professionals we offer to your District, but also our competence in addressing a wide range of complex matters that may come before your District.
  - Your assigned team has more than 200 years combined expertise and experience in the CDD business.
- **Willingness to Meet Time & Budget Requirements:** Inframark is capable and committed to meeting time and budget requirements as agreed upon with the Board and in compliance with Florida statutes.
- **Experience:**
  - Inframark is the most experienced company in the business.
  - We manage over 200 clients statewide including Community Development Districts, Special Districts, Homeowner Associations and local municipalities.
  - We pride ourselves on providing the best customer service in the industry and have a client retention rate over 99%.
- **Capital Project Management:** Inframark has the knowledge and experience to manage multi-million dollar capital improvement projects for our clients and also can provide Certified Project Managers (PMP) on staff as needed
- **Office Locations:**
  - We have six offices in the State of Florida that support our district clients. (Tampa, Wesley Chapel, Ft. Myers, Celebration, St. Augustine and Coral Springs)
  - We will support your District with a local district manager out of the Tampa office

*"I have served as a supervisor on our CDD board for 3 years and the chairman for 2 years and in this 5 year period our CDD has performed many projects from paving roadways to a multi million dollar project replacing bulkheads and bridges throughout the community. Our project manager has served us well in maintaining accurate financial records and guidance with both contractors and our membership. His strict adherence to Florida law has protected us from legal and public actions and ridicule. In areas where his knowledge was limited he sought out staff members and professionals to get the answers needed for our board to make an informed decision. When our views differed he listened and we then were always able to reach a better outcome.*

*– Norman Day, Cedar Hammock CDD Chair*



- **Safety:**
  - Inframark is the only District management company who has a specialized team of Health, Safety and Environmental (HSE) professionals.
  - Documented monthly safety training for ALL Inframark personnel.
  - Disaster Preparedness Plans for staff and ability to assist in plan creation for clients
  
- **Human Resource Management:**
  - Inframark has its own professional team of human resource professionals.
  - Provides drug and background screening that meet all applicable Federal and State requirements.
  - Employees complete monthly mandatory training on a wide variety of issues including sexual harassment, anti-discrimination, ethics, customer service and other important programs.
  - Regimented performance review process.
  - Spot bonus and annual merit incentives
  - Best in industry employee benefit and 401(k) program
  
- **Field Services:** Inframark is also able to provide the following field services with our own employees:
  - A complete range of Field Management and Maintenance services including but not limited to:
    - Vendor management
    - Contract administration
    - Sidewalk grinding
    - Pressure washing
    - Concrete Replacement and sidewalk repair
    - Monthly field services report
    - Landscape reviews
    - A full range of maintenance services for District and Association clients



## 2 Pricing & Business Considerations

Pricing Category	Proposed Pricing	Proposed FY2023 Budget from current Management
District Management Services	\$47,200	\$22,700
Admin/Recording	Included	\$ 4,500
Accounting Services	Included	\$ 15,900
Financial & Revenue	Included	\$ 3,600
Assessment Services	Included	\$ 5,000
Disclosure Services	\$ 1,000	\$ 1,500
<b>Total</b>	<b>\$48,200</b>	<b>\$53,200</b>

- Pricing is good for 60 days and is contingent upon a mutually agreed contract.
- Pricing represents **almost 10% cost reduction** from current similarly budgeted services.



### 3 About the Company



#### Our Partnership Principles

##### Pure Alignment

We connect with our clients on a foundation of clarity, trust and mutual understanding. We make our clients' goals our goals, and tailor the right mix of skills and resources to every project.

##### Pure Accessibility

We are open and transparent with our clients and each other, making information and insights easy to see, understand, and share. We are always available and open to share our skills, ideas, and thinking.

##### Pure Accountability

We hold ourselves accountable to our clients and ourselves. We seek continuous improvement through rigorous compliance, as well as ongoing safety, training, and professional development.

Inframark is an organization designed to accommodate all phases of operations for Community Development Districts, municipalities, residential and commercial property owner associations. With offices throughout the State of Florida in Tampa, Wesley Chapel, St. Augustine, Celebration, Ft. Myers and Coral Springs. Inframark maintains a focus in serving CDD's and HOA's and, as a result, has become a leader in our industry managing over \$87M in financial assets for over 125 Community Development Districts and 185 HOA's. Inframark is a member of Florida Association of Special Districts (FASD), Community Association Institute (CAI), the Florida League of Cities, Greater Orlando Builders Association, Tampa Bay Builders Association, Association of Florida Community Developers (AFCD) and the Urban Land Institute.

The success of any project (big or small) and every relationship depends on a positive and productive interplay of the people, processes, resources and responsibilities of all involved. Over the years, we've formalized the most important elements into our own service philosophy that we call the Principles of Pure Partnership™. These partnership elements, Alignment, Accessibility and Accountability, are infused into our culture, into every project and every interaction. The result is deeper relationships with our clients and each other and real value in ways you can see, feel and measure.



**CLICK HERE TO SEE OUR VIDEO ON YOU TUBE.**

<https://www.youtube.com/watch?app=desktop&v=C-elgNECVJ4&feature=youtu.be>



## 4 Qualifications

### Meetings, Hearings and Workshops:

Inframark attends and conducts all regularly scheduled meetings. Inframark will also schedule and attend special Board meetings, continued meetings, hearings and workshops, as requested. As the District Manager, Inframark will arrange for time and location and all other necessary logistics for such meetings. For each meeting, we will prepare agenda packages for transmittal to the Board and staff at least seven days prior to the Board's meeting. Inframark will attend up to twelve meetings a year at no additional cost to the District.

*"I have been on the Board of Supervisors of the Meadow Pointe CDD in excess of ten years with over 5 years as Chairman and three years as Treasurer."*

*"I am totally satisfied with the service we have been and are receiving from Inframark. Our District Manager is dedicated, knowledgeable, and responsive to our needs. He is backed up by a professional staff, both locally and in Coral Springs."*

*"I highly recommend Inframark."*

*Dennis Smith- Former Chairman  
Meadow Pointe CDD*

The Inframark team uses a primary and secondary management approach to the District Management position. This ensures that the District will have continuity of services for district management services which are not dependent on a single individual. This approach is a hallmark of the Inframark approach to highly effective customer service to our District clients. This ensures that there will always be a qualified District Manager at every meeting.

### Records:

Inframark has one of the largest teams of recording professionals (ten personnel), in the business. Our Recording Department develops all the necessary advertisements for meetings. With the size and professionalism of our Recording Department, we can provide an extremely high level of service for all our District Management clients. This service includes an unmatched level of automation of records management. Our team is aided through our searchable database that allows for quick and accurate searches for past meeting minutes and efficient responses to public records inquiries. We have dedicated staff that are assigned to handle all public record requests and are highly experienced in ensuring compliance with the requirements of Florida Statutes.

Inframark provides full compliance with all the Florida Statutes Records Requirements of Chapter 119. This includes storage of records, access to records and coordination of all responses to public record requests. In addition, Inframark is in full compliance and follows all the requirements of the Florida Administrative Code Section R.1B-24.003(1)(a), which deals with the retention of District records.

Other critical aspects of our Records Management Services Include:

### Document Management:

Inframark utilizes three parallel processes to manage the documents of our clients.

- First, our electronic document management system allows access security settings to be placed on each file to prevent unauthorized editing or manipulation, thus ensuring the integrity of the document. The documents are maintained in a PDF format that is exportable to the client's Website for timely updates. We update records of District meetings (minutes, agendas and supporting documentation) to the District's Website in compliance with Florida Statutes. The document management system allows for ease of e-retrieval of documents using multiple search methods (document name, document number, document content, file type, author or the assigned retention category) to ensure all record requests are fulfilled in a timely fashion.



- Secondly, the process utilizes offsite storage of documents. Our vendor guarantees the secure storage and/or destruction of documents. Annually, upon completion of the audit, the accounting and accounts payable files are inventoried, boxed and sent to the secured offsite storage facility. All records are maintained within applicable statutory requirements.
- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies and other important historical information.

**Disaster Contingency & Recovery:**

Disaster recovery is particularly important since the Districts we manage are in areas prone to hurricanes. Our hurricane preparedness procedure includes the following:

- Provisions for the compilation and storage of files and data required to perform critical client services
- Securing the physical office space with the protection of client files as a top priority
- Satellite phone for contingency communication with local team
- Internet and phone-based communication chains to update personnel
- The ability to shift client critical tasks and District Management services to alternate office locations both out of region or state if necessary
- Securing priority commitments from key contractors due to strong and lasting relationships

Because of the critical nature of the electronic information we manage on behalf of our clients, Inframark emphasizes system security and has disaster recovery procedures in place to minimize the impact of storms, power outages and other similar events for the districts we serve. Our disaster recovery plans are continually updated in response to the changing needs of our business and the clients we serve.

In addition, Inframark utilizes sites certified to survive the equivalent of a Category 5 hurricane. District data is stored on servers that reside in Horsham, Pennsylvania. A full backup of all data is performed nightly and stored offsite at a remote location. Our Horsham facility is equipped with backup generator power. In addition to redundant equipment at our Houston IT center, we also have equipment co-located at other sites.

**District Operations:**

Inframark has fifteen (15) District Managers throughout the State of Florida with over 100 years of District Management experience in the Florida Community Development District market. The West Regional Manager for Inframark has over fifteen (15) years of District Management experience in addition to experience in finance, IT and is a Certified Project Manager. Since Inframark utilizes a team approach in the provision of all its services, we share best practices and success stories from District clients across the state. We conduct monthly manager calls in which we discuss existing issues and develop and implement solutions that are in the best interest of our clients. All Inframark team members go through monthly training to keep them up to date on a wide variety of issues that impact District operations.



The District Management team has access to all records of their Districts which includes all current and past contracts entered into by the District Board of Supervisors. With our searchable data base, it is very easy for our District Managers to review past contracts to compare with existing or proposed contracts. This allows our District Management team to keep up with contract termination dates, scope of services and fee schedules in each contract. We work closely with the Attorney for each District to ensure compliance with contract requirements and make certain that when the Board decides to terminate a vendor contract, it is done in an appropriate manner avoiding legal issues for the District.

Inframark has dedicated personnel that work with each District Manager on the renewal of District insurance requirements, including review of District facilities and working with insurance providers to develop the most cost-effective approach to insuring District facilities.

Our District Management team is highly experienced in working with District Attorneys and District Engineers in the development of Request for Proposals (RFP's) for a wide variety of District construction, capital and maintenance projects including:

- a) development of complex bid and proposal packages,
- b) advertisement of the opportunities,
- c) analysis of the proposals and bids, and
- d) development of recommendations for Board consideration.

With the vast experience of our District Management team and the presence of Inframark across the State of Florida we have established excellent relationships with many vendors and contractors which brings a value-added service to the District.

#### **Accounting and Reporting:**

Inframark performs all required financial accounting functions through solid workflow processes that are designed to integrate the traditional tasks associated with accounting transactions. Those traditional accounting tasks of disbursements, accounts payable, general ledger journal entries, trial balance reconciliation and budget monitoring are knitted together in such a way to achieve:

- Fast turnaround for vendor payments
- Smooth approvals for setting up capital requisitions
- Open communications to field operations staff
- Advanced preparation for independent audit field work

Our understanding of accounting processes allows us to quickly differentiate areas needing further work and those items that are routine in nature. While there is a great deal of accounting activity that goes into ensuring the individual transactions are properly recorded in the financial records of the District, we use our expertise, our knowledge and our experience to ensure accounting theory is applied in the best interest of the District. The importance of complying with statutory requirements as well as annual disclosure to lenders and bondholders is given an interconnected focus of everyone on our staff which is appreciated and respected by our industry partners. Our accounting staff is committed to a quality standard that allows the accounting activities of the District to properly reflect its financial condition. Inframark has over 300 years of combined experience on our Finance Team.



Our finance team constantly monitors various investments instruments in Qualified Public Depositories to determine the best investment plan for District funds. Our accounting team monitors the maturity dates of District investments and alerts the District Manager so that the options for reinvestment can be brought to the Board for direction.

**Audits:**

Inframark has been working for decades with District auditors to make certain that each District audit is in full compliance with all GAAP and State accounting requirements. Inframark has a fully customized accounting software system that was designed for the Community Development District business that allows us to provide the most accurate and comprehensive information for all audit requirements.

**Budgeting:**

Inframark's customized CDD financial software system allows us to deliver options to our clients on how they wish to have their monthly financials and annual budget detailed. Each District Manager works with their assigned accountants to develop a draft budget for consideration by the Board of Supervisors. The draft budget is based upon the input from the Board as to the goals they wish to achieve in the upcoming budget cycle.

The Inframark Assessment Team works with the District Manager and the Finance Team to present a complete picture of the revenue and expenses for each annual budget and how the proposed expenditure plan impacts the annual assessments. This approach allows our clients to see how their annual budget will impact residents (financially) and how each budget will achieve the goals set forth by the Board of Supervisors. The District Manager and Finance Team work closely with the Recording Department to ensure that all legal requirements for advertisements are met during the budgeting process. In addition, the District Manager will solicit input from the District Staff, District Engineer and District Attorney on any operation and maintenance expenditures that they believe need to be increased, decreased or eliminated as part of the new budget cycle. It is critical in the development of an annual budget that aspects of the budget are reviewed by each team member providing service to the District.

**Capital Program Administration:**

As part of the annual budgeting process, the District Manager will solicit information from the District Engineer and District Staff on any capital projects they believe should be included in the annual budget. This includes the timing, cost, and whether a capital expenditure will increase or decrease any operation or maintenance expenditure currently included in the budget. It is important that the annual capital budget is fully coordinated with the operation and maintenance budget. We also examine the life cycle cost of projects based on the Reserve Study to determine their financial feasibility prior to the Board acting on said expenditure.

Inframark has many years of experience in dealing with capital bond issues and bank qualified loans for District projects. We have extensive experience in working with bond underwriters, financial advisors and various lending institutions on the establishment and implementation of capital programs for District clients. We have established procedures for making certain that specific deadlines associated with bond documents and bank qualified loan requirements are met. We have an excellent reputation of successful implementation of a wide variety of financing programs for our District clients.



**Assessments and Revenue Collection:**

Inframark has an exceptional record of administering annual assessment rolls for our District clients. This experience includes on roll and off roll collection. We have successfully worked with District legal counsel to accurately and timely collect off roll assessments when they are called for. We also routinely conduct true up analysis for District tax rolls to ensure that all collections are being completed as per the Board's direction. Our Assessment Department also provides estoppel letters on an as needed basis at no cost to the District.

Our Treasury Services Group actively manages the revenue and investments for Districts across the State of Florida. This team ensures that the revenue generated by the District provides the financial platform to meet all its operational expenses and debt obligations. By working closely with the banking industry across our broad client base, we can provide economies of scale in the management of our banking relationships – which is passed along to the Districts we service in the form of favorably negotiated fees and service costs.

The depth and breadth of our special assessment knowledge lends opportunities to capture efficiencies and effectiveness in the collection of District revenues. We pride ourselves in our ability to interpret developer agreements to maximize cash flow for the District and satisfy cash requirements for running the operations of the District.

## 5 Effective Technology Tools and Support

### AvidXchange Accounts Payable Processing System



Inframark offers AvidXchange, which is an advanced accounts payable processing system that is highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by the District Manager and/or a designated Board member, if desired. The system is PDF driven, easily tracks and archives records, preserves historical information on vendor payments, provides for creation of specialized reports, allows increased transparency for the Board's overall review of the payables process and provides for timely payment for the vendor.



#### Improve Security and Transparency

Automate the approval workflow to improve governance and control for managers and board members. Enjoy 24-7 access from anywhere with an internet connection.



#### Centralize Invoices and Speed Up Approvals

Leverages a flexible online invoice approval process for expedited processing, while minimizing manual data entry and enabling mobile invoice review and approval.



#### Efficiently Manage Invoices

Vendors scan invoices in PDF format and submit them directly to the system in seconds. No need for printing, mailing & stuffing invoices in file cabinets.

The Manager reviews invoices online and ensures expenditures are coded to the proper general ledger account. Designated approvers receive email notifications whenever invoices are awaiting their review and approval. Approvers log on to the AvidXchange website, view the invoices in their individual queues and approve them for payment, which then prompts a payment being sent to the vendor.

### Customized Financial Statements & Budgets

Inframark developed a proprietary financial operating system designed exclusively for the Community Development District business, allowing us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements will look, depending upon the preference of the Board.

## TECHNOLOGY DRIVES OUR COMMUNITIES



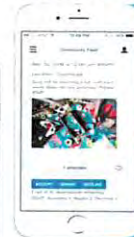
## IMS TownSquare – Website, Portal and Communications

Inframark intentionally promotes communication and transparency through our hybrid communication tools. Accessible from smart phones, pads, and computers streaming community info and news feeds, providing tangible communication and alternatives to unofficial chatter among social media.

# townsquare



### SMART CALENDAR W/ RSVP



- An upcoming event can be posted with recurring automatic notifications
- A recurring event can be set to the system with just one post.
- RSVP system shows head count, attendee reports and allows setting attendee limits.
- Events can be published on association calendar, custom calendar, Group calendar, or Committee calendar.
- Event location is integrated to a map view.
- Designed for optimum web and mobile viewing.

Inframark's hybrid webpage is password protected and functions like both a webpage documents center and a social media network with safety control filters. It is manager-controlled communication hub to proactively provide information, build approved community groups, update important community activities, and optionally request feedback from residents – all postings have a 1200-word filter to screen out profanity and other inappropriate language.

Managers can proactively plan and schedule communications with strategic postings, so residents are more informed. Inframark's Phone App creates proactive postings where residents are focused! This site can be stand alone or become the District's Communication Hub.

- Private and secure communication tool - only for the use of the residents.
  - Communication can be one-way from manager, or if chosen, interactive with residents.
  - Official District news and topic channels are used to categorize discussion threads.
  - "Report a post" feature and blacklisted word filters
  - Designed for optimum web and mobile viewing and posting.
  - IMS TownSquare Mobile app for Apple iOS and Android users.
- [IMS TownSquare Work Order System](#)

Managers, Residents AND Vendors can now go online to maximize workflow. Inframark TownSquare Work Orders allow for Members, Vendors and Community Manager to create work orders online and via our TownSquare App. The digital forms created by the Manager or approved vendor are tracked in the system which notifies all parties with all work order requests. Status and activity can be exported in Excel or PDF form and becomes part of our standard Monthly Reporting.



## 6 Staffing

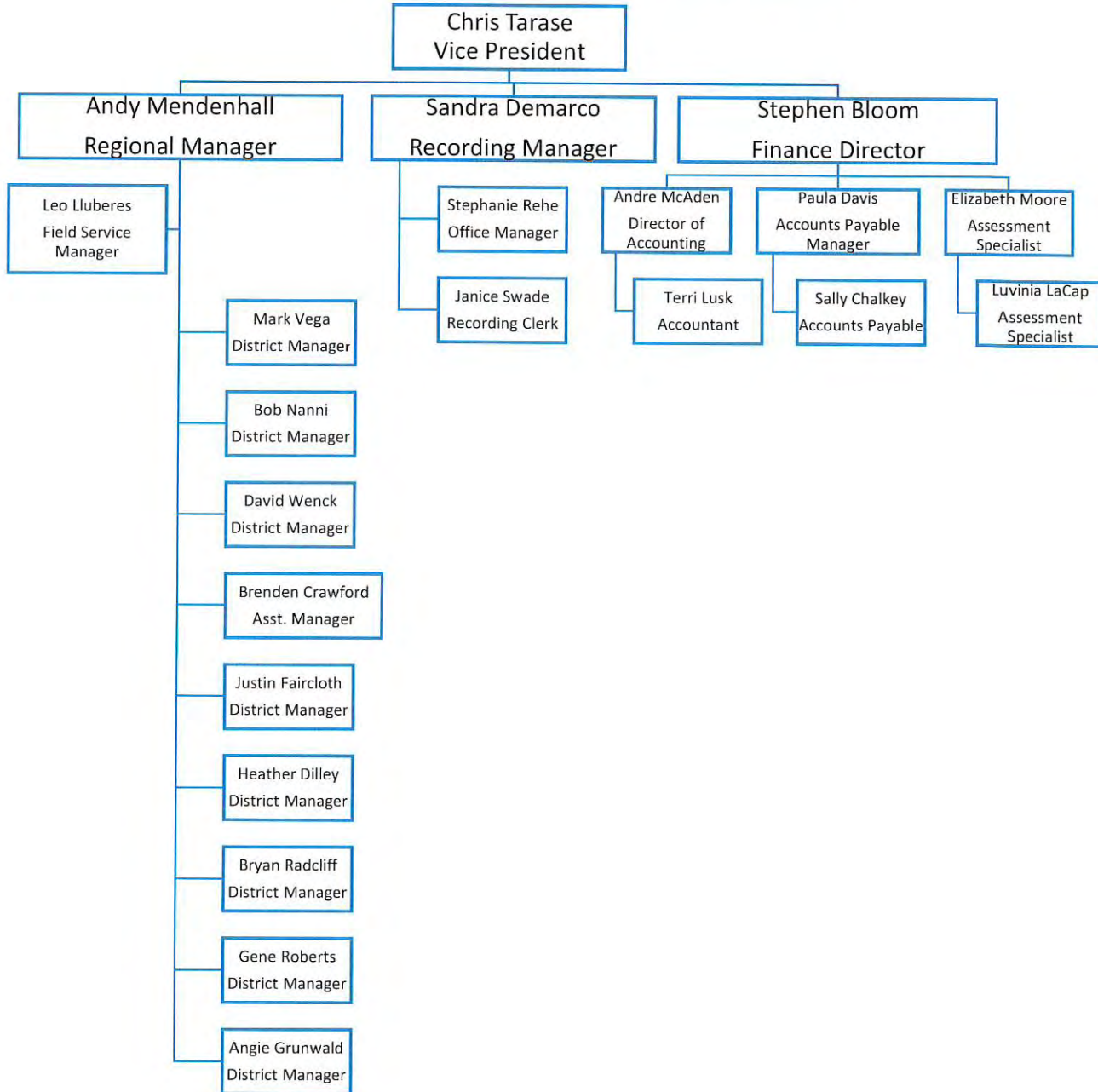
Inframark is the only District Management firm with its own Human Resource team. This means the following:

- our employees are fully vetted prior to hiring,
- employees have regular performance evaluations,
- we follow a progressive disciplinary policy,
- we have an exceptional benefit program for our employees that other firms do not offer,
- we have a bonus program for exceptional performance,
- we offer a management bonus for employees that are responsible for financial performance goals,
- we provide a 401K retirement plan,
- we provide ongoing training and training incentive programs,
- we offer tuition reimbursement, and
- we have an in-house safety team and continuous safety training program for all employees

Inframark places the highest value on its employees and provides a work environment and benefits that are designed to encourage long-term employment with Inframark.

In terms of the personnel assigned to your District, Inframark will ensure to the highest degree possible that we will retain the same personnel for your District. In addition, for the primary District Manager and the Secondary District Manager we will not remove or replace them without notifying the Board and the Board will have the opportunity to approve their replacement.

## West Florida Organizational Chart





### District Management:

**Mark Vega**, District Manager, is a certified District Manager through Florida Association of Special Districts (FASDO) and has over nine years of District Management experience. He has been a District Manager in the Tampa Region for the past nine years and has managed many complex Districts. Mark has never lost a district that he manages and has over thirteen years of CDD experience as he was the first resident Board Supervisor on the South Fork CDD and shortly after being appointed by the developer was selected as Chairman. He has a Bachelor of Arts Degree in Political Science from the University of South Florida.

**Andy Mendenhall** is the Regional Manager for Inframark and is also available to work with Mark on addressing any issues that could develop and he will be responsible for the overall performance of the Inframark team. Mr. Mendenhall has 16 years of district management experience. He is a certified Project Management Professional with more than 19 years of project and program management experience in technical and business operational areas. His background includes treasury services work with JP Morgan and Citibank with additional years of information technology experience working for Cigna Healthcare and Metris Corporation. He holds a bachelor's and master's degree in Business Administration. Mr. Mendenhall also currently serves as a Supervisor on the Seven Oaks CDD and previously served as the Chairman of the Northwood CDD and is based in our Tampa office.

### Recording Services:

**Sandra Demarco**, Records Manager, has been with Inframark for over 17 years and serves as Manager of the Recording Department. She has over 14 years of experience providing services to special districts throughout Florida, including water control and improvement districts with experience in processing permits. In addition, she has over 7 years of experience as a Records Management Liaison Officer overseeing maintenance of public records and responding to public records requests; and over 4 years' experience serving as a municipal clerk. Sandra earned a BA from Florida Atlantic University.

**Janice Swade**, Recording Secretary, has been working with Inframark for 17 years as a District Recording Secretary. Her previous experience includes 13 years with The Port Authority of New York and New Jersey, working with various administrative and clerical positions, including that of Senior Executive Secretary with the Deputy Director of the World Trade Center. Ms. Swade is extremely thorough in her attention to detail with all the Districts she serves.

**Stephanie Rehe**, Office Manager, has been with Inframark for over 18 years and is responsible for coordinating the publication of all meeting notices, responding to public record requests and updating the electronic archival repository. She works closely with the entire Management Services team, facilitating and gathering documentation to compile agenda packages and finalize the District's records of proceedings in accordance with Florida Statutes. Stephanie has 15 years of clerking experience with Inframark.

### Financial Services:

**Stephen Bloom**, Finance Director, has been with Inframark for over 16 years and leads the Finance Department and coordinates the District's banking and investment activities. He is also responsible for monitoring and implementing changes to the financial reports to ensure the District is compliant with all GAAP requirements. Stephen holds Bachelor Degrees in both Finance and Management and has more than 20 years of combined accounting and finance experience in both the public and private sectors.

**Andre McAden**, Director of Accounting, oversees the Inframark Financial Team which manage the District's financials, budgets and annual audits. He works with financial institutions to provide long term investing, credit and debit cards; and ensures investment policies are upheld with Federal and State requirements. He coordinates bond compliance requirements with the Trustee, establishes procedures and maintains reporting of unclaimed property. He has over 12 years of Municipal experience.

**Terri Lusk**, Accountant, has been with Inframark over 17 years and is responsible for preparation of financial statements, annual budgets and audits. She earned a Bachelor of Business Administration in Accounting from Florida Atlantic University and has more than 20 years of experience that includes over 17 years in the not-for-profit sector.



**Paula Davis**, Accounts Payable Manager, has been with Inframark for 19 years and is responsible for overseeing all accounts payable, accounts receivable and payroll activities. In addition, she coordinates the annual renewal of the Districts' insurance policies. Paula has nearly 30 years of accounting experience, which includes five (5) years as a Human Resources Coordinator.

**Sally Chalkey**, Accounts Payable Specialist, has been with Inframark since 2014 working closely with vendors, field managers, District Managers, City Managers and accountants. Sally has 20 years' extensive experience working in the accounting and customer service field. Sally is proficient in the accounts payable process, processing over 7,000 invoices annually.

**Luvinia LaCap**, Assessment Specialist, has been with Inframark since 1999 working closely with title companies, residents, District Managers and accountants. Luvinia has over 19 years' extensive experience working in assessments and customer service fields.

**Elizabeth J. Moore**, Assessment Services, graduated from the University of Central Florida with a Bachelor's in Science, specializing in Finance, in August 2004. She has 16 years' experience that has encompassed a wide variety of fields and disciplines. Personal banking, mortgage lending, personal portfolio management, accounting and municipal financial management are some of the fields in which she has worked over the course of her career. Elizabeth has worked for Inframark since 2008 and is the lead Assessment Specialist of the Finance Department. Her current responsibilities include, but are not limited to building District assessment rolls, managing District lien books, bond methodology analysis and implementation, debt service funding, developer billings and debt service budget analysis.

## 7 Clients (Partial List)

Community	County
Coral Lakes CDD	Charlotte
Heritage Lake Park CDD	Charlotte
Riverwood CDD	Charlotte
Bonita Springs	Collier
Cedar Hammock CDD	Collier
Heritage Bay CDD	Collier
Naples Heritage CDD	Collier
Quarry CDD	Collier
Avalon West	Hernando
Four Seasons @Crystal Spring	Hernando
Southern Hills Plantation II	Hernando
Spring Ridge CDD	Hernando
Arbor Greene CDD	Hillsborough
Avelar Creek	Hillsborough
Balm Grove	Hillsborough
Belmond Reserve CDD	Hillsborough
Berry Bay	Hillsborough
Bullfrog Creek	Hillsborough
Carlton Lakes CDD	Hillsborough
Cheval West CDD	Hillsborough
Cordoba Ranch CDD	Hillsborough
Creek Preserve CDD	Hillsborough
Cypress Mill	Hillsborough
Easton Park CDD	Hillsborough
Gas Worx (Tampa)	Hillsborough
Hammocks (The) CDD	Hillsborough
Harbour Isles CDD	Hillsborough
Heritage Isles CDD	Hillsborough
La Collina	Hillsborough
Live Oak No. 1 CDD	Hillsborough
Live Oak No.2 CDD	Hillsborough
Mirabella	Hillsborough
North Park Isle	Hillsborough
Park East	Hillsborough
Park Place	Hillsborough
Parkway Center {Oak Creek}	Hillsborough
Shell Point {Shell Cove}	Hillsborough
Sherwood Manor {Brookside}	Hillsborough
Simmons Village North CDD	Hillsborough
South Creek CDD	Hillsborough
South Fork CDD	Hillsborough
South Fork East CDD	Hillsborough
South Fork III	Hillsborough

Spencer Creek	Hillsborough
Summit at Fern Hill	Hillsborough
The Heights	Hillsborough
The Oaks at Shady Creek	Hillsborough
Timber Creek	Hillsborough
Touchstone	Hillsborough
TPOST CDD	Hillsborough
Ventana	Hillsborough
Waterchase CDD	Hillsborough
Westchase CDD	Hillsborough
Westchester	Hillsborough
Buckhead Trails CDD	Manatee
Buckhead Trails II CDD	Manatee
Forest Creek CDD	Manatee
Lexington CDD	Manatee
Parrish Plantation	Manatee
Plant City	Manatee
Saltmeadows	Manatee
Sawgrass Village CDD	Manatee
SouthBay	Manatee
Chapel Crossings CDD	Pasco
Cobblestone	Pasco
Cypress Preserve	Pasco
Harvest Ridge	Pasco
Heritage Springs CDD	Pasco
Hillcrest Preserve (Recreate)	Pasco
Hilltop Point (Dade City)	Pasco
Lake Bernadette CDD	Pasco
Lexington Oaks CDD	Pasco
Longleaf	Pasco
Meadow Pointe CDD	Pasco
Meadow Pointe II CDD	Pasco
New River CDD	Pasco
Northridge	Pasco
Northwood	Pasco
Oak Creek CDD	Pasco
Oakstead CDD	Pasco
St Joe (Dade City)	Pasco
Suncoast	Pasco
Two Rivers East CDD	Pasco
Two Rivers North CDD	Pasco
Two Rivers West CDD	Pasco
Watergrass	Pasco
Watergrass II CDD	Pasco
West Hillcrest	Pasco
Bobcat Trail CDD	Sarasota
Woodlands CDD	Sarasota



## REFERENCES

Watergrass II CDD  
<https://www.watergrass2cdd.com>  
Wesley Chapel, FL (Pasco County)  
Zuriel Cabrera, Chairman  
[zcabrera@hotmail.com](mailto:zcabrera@hotmail.com)  
201-723-9119

Forest Creek CDD  
<https://www.forestcreekcdd.org/>  
Parrish, FL (Manatee County)  
Joe Dewitt, Chairman  
[jdewittfccdd@gmail.com](mailto:jdewittfccdd@gmail.com)  
941-212-7080

Westchase CDD  
<https://westchasecdd.com/>  
Tampa, FL (Hillsborough County)  
Matt Lewis, Chairman  
[Seat3@westchasecdd.com](mailto:Seat3@westchasecdd.com)  
813-503-2239

Live Oak No 1 CDD  
<https://www.liveoakno1cdd.com/>  
Tampa, FL (Hillsborough County)  
Mike Ceparano  
[seat4@liveoakno1cdd.com](mailto:seat4@liveoakno1cdd.com)  
813-417-6698

Oak Creek CDD  
<https://www.oakcreekcdd.org/>  
Wesley Chapel, Florida (Pasco County)  
David Gerald  
813-629-5502

## 8 Sample Scope of Services

All services required for the management of a Community Development District under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

### A. Meetings, Workshops, and Hearings

1. Organize, attend, conduct, and provide minutes for all meetings, workshops, and hearings of the District.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meeting, workshop, hearing, and election pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

### B. District Operations

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida (and is on the website for the appropriate duration) and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the District and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the District's rules and Florida law.
6. Monitor certificates of insurance as needed per contracts.
7. Assist with the preparation of and follow risk management policies and procedures.
8. Recommend and advise the Board, in consultation with the District Engineer, of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
9. Process and assist in investigation of insurance claims..
10. Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.
11. Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
  - i. file the name and location of the Registered Agent and Registered Office location annually with Department of Economic Opportunity and the County.
  - ii. provide the regular meeting schedule of the Board to the County.
  - iii. prepare and file annual public depositor report.
  - iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.
  - v. transmit Public Facilities Report and related updates to appropriate agencies.
  - vi. file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.



- vii. serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
- viii. maintain the District Seal.

**C. Accounting, Reporting, and Audit Support**

1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities should be overseen by a degreed accountant.
2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
4. Recommend and implement investment policies and procedures pursuant to Florida law, and provide cash management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.
5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
6. Provide audit support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.

**D. Budgeting**

1. Prepare and provide for a proposed budget for Board approval and submission to the County in compliance with Florida law.
2. Prepare final budget and backup material for and present the budget at all budget meetings, workshops, and hearings.
3. Administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

**E. Assessments & Revenue Collection**

1. Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
3. Issue estoppel letters as needed for property transfers.
4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

**F. Bond Compliance and Dissemination Agent – Additional fees may apply**

1. Oversee and implement bond issue related compliance. For example:
  - i. coordination of annual arbitrage report as required.
  - ii. transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
  - iii. annual/quarterly disclosure reporting **for additional fee** as required.

**G. Records**

1. Maintain the "Record of Proceedings" for the District at a location within the boundaries of the local government in which the District is located and include meeting minutes,



resolutions, and other records required by law and provide access to such records in compliance with Florida's public records laws.

2. Serve as the District's Records Management Liaison Officer for reporting to the Department of Library and Archives pursuant to Section 257.36(5)(a), Florida Statutes.
3. Serve as the District's designated custodian of all public records of the District and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
  - i. protect the integrity, confidentiality, or exemption of all public records.
  - ii. respond to public records requests in a timely, professional, and efficient manner.
  - iii. recommend best practices and services to ensure all public records of the District (including emails of the Board) are preserved pursuant to Florida law requirements.

**H. Field Operations Services (Additional Fee will apply based on mutually agreed upon scope)**

1. Monthly community inspections
2. Meet with vendor contractors
3. Process invoices
4. Re-bid contracts as needed
5. Receive and respond to homeowner phone calls
6. Attend Board Meetings as requested

FIRMS CERTIFICATION

STATE OF FLORIDA COUNTY OF PASCO

I, ANDREW P. MENDENHALL, of INFRAMARK (name of company), submitting to furnish the following described materials, equipment, and/or services to the Copperstone Community Development District (the "CCDD")

HEREBY CERTIFIES THAT:

- 1. Bidder/Firm has thoroughly inspected the specifications or request for proposal and understands the terms and conditions thereof and they are incorporated by reference in the bid or proposal for said goods or services, and have verified measurements, if applicable.
2. The bid or proposal is firm and binding and shall be valid for not less than sixty (60) days from the date of bid opening. A longer time may be set out in the bid, the proposal, or as negotiated between the Bidder/Firm and the CCDD.
3. The bid or proposal is made by a person authorized to bind the Bidder/Firm.
4. The bid or proposal is made without unlawful collusion between another Bidder/Firm or potential Bidder/Firm, or with any officer or employee of the CCDD.
5. The bid or proposal is in full compliance with the Copeland Anti-kickback statute.
6. The bidder does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or in the provision of services.

[Signature]
Print Name: ANDREW P. MENDENHALL

STATE OF FLORIDA
COUNTY OF PASCO

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this 4th day of APRIL, 20 23, by ANDREW P. MENDENHALL, as REGIONAL MANAGER (title) of INFRAMARK, LLC (name of company), on behalf of LLC (type of entity).

[X] who is personally known to me,
[ ] who produced \_\_\_\_\_ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

[Signature]
Signature
Print Name
NOTARY PUBLIC-STATE OF Florida
My Commission Expires: 6-14-26
Commission No. HH 276213



NO LOBBYING AFFIDAVIT

STATE OF FLORIDA

COUNTY OF PASCO

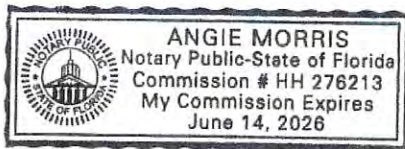
This, 4<sup>th</sup>, of APRIL, 2023, ANDREW P MENDENHALL  
being first duly sworn, deposes and says that he or she is the authorized representative of  
(Name of the authorized Contractor, Contractor or individual), maker of the attached request for proposal  
released by the Copperstone Community Development District, and that the Firm and any of its agents  
agrees to abide by the Copperstone Community Development District's no lobbying restrictions in regards  
to this solicitation.

[Signature]  
Affiant

The foregoing instrument was acknowledged before me by means of  physical presence or  online  
notarization this 4<sup>th</sup> day of April, 2023, by ANDREW P. MENDENHALL  
(name of person, officer, or agent, title of officer or agent), of INFRAMARK, LLC  
(name of corporation or partnership, a LLC  
(state of incorporation or partnership, if applicable).

who is personally known to me,  
 who produced \_\_\_\_\_ as identification, who did take an oath, and who  
acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein  
expressed.

(Notary Seal)



[Signature]  
Signature

Angie morris  
Print Name

NOTARY PUBLIC-STATE OF Florida

My Commission Expires: 6-14-26

Commission No. HH 276213



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Copperstone Community Development District (the "CCDD") by:

ANDREW P MENDENHALL  
(Print individual's name and title)

For: INFRAMARK, LLC  
(Print name of entity submitting sworn statement)

Whose business address is: 2659 CYPRESS RIDGE BLVD., STE 101, WESLEY CHAPEL, FL 33544

And (if applicable) its Federal Employer Identification Number (FEIN) is: 23-2632347

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of

goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: 4/4/23

[Signature]  
Signature

STATE OF FLORIDA  
COUNTY OF PASCO

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 4th day of April, 2023, by ANDREW P. MEYERHALL, as REGIONAL MANAGER of INFRAMARK, LLC, on behalf of \_\_\_\_\_.

who is personally known to me, or  
 who produced \_\_\_\_\_ as identification, who did take an oath, and who acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

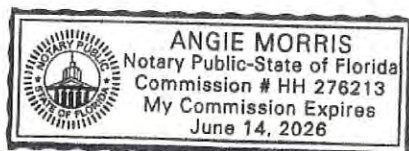
Angie Morris  
Signature

Angie Morris  
Print Name

NOTARY PUBLIC-STATE OF Florida

My Commission Expires: 6-14-26

Commission No. HH 270213



# Tab 10



**RESOLUTION 2023-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED PRELIMINARY 2023/2024 BUDGET AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Copperstone Community Development (“District”) was established by the Manatee County Commission, Florida; and

**WHEREAS**, the District Manager has prepared and submitted to the Board of Supervisors of the Copperstone Community Development District (the “Board”) the proposed operating budget for the Country Club Fiscal Year 2023/2024 (“Proposed Budget”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager to the District Budget to provide a budget for the operation, maintenance, and capital improvement of the District for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_

HOUR: 6:00PM

LOCATION: Copperstone Community Development District Clubhouse  
8145 115<sup>th</sup> Avenue East  
Parrish, FL 34219

3. **TRANSMITTAL OF PROPOSED BUDGET AMENDMENT TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Manatee County in accordance with Chapter 189, Florida Statutes.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, shall be posted within five (5) days after adoption, and shall remain on the website for at least two (2) years. If the District does not have its own website, the District's Secretary is directed to transmit the approved budget to the manager or administrator of Manatee County for posting on the County website.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS \_\_ DAY OF \_\_\_\_\_ 2023.**

ATTEST:

**COPPERSTONE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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

Exhibit A:

# **Exhibit A**





Rizzetta & Company

# Copperstone Community Development District

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

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## Proposed Budget Draft Fiscal Year 2023/2024

**Proposed Budget**  
**Copperstone Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Comments
1							
2	<b>REVENUES</b>						
3							
4	Interest Earnings						
5	Interest Earnings	\$ 7	\$ 7	\$ -	\$ 7	\$ -	
6	Special Assessments						
7	Tax Roll	\$ 490,410	\$ 490,410	\$ 487,711	\$ 2,699	\$ 550,692	
8							
9	<b>TOTAL REVENUES</b>	<b>\$ 490,417</b>	<b>\$ 490,417</b>	<b>\$ 487,711</b>	<b>\$ 2,706</b>	<b>\$ 487,711</b>	
10							
11	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	
12							
13	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 490,417</b>	<b>\$ 490,417</b>	<b>\$ 487,711</b>	<b>\$ 2,706</b>	<b>\$ 487,711</b>	
14							
16							
17	<b>EXPENDITURES - ADMINISTRATIVE</b>						
18							
19	Legislative						
20	Supervisor Fees	\$ 6,000	\$ 12,000	\$ 12,000	\$ -	\$ 14,000	5 paid supervisors - 12 Meetings, 2 Workshops
21	Financial & Administrative						
22	Administrative Services	\$ 2,250	\$ 4,500	\$ 4,500	\$ -	\$ 4,050	
23	District Management	\$ 11,350	\$ 22,700	\$ 22,700	\$ -	\$ 29,970	Based on PFM Group Proposal
24	District Engineer	\$ 19,911	\$ 39,822	\$ 16,000	\$ (23,822)	\$ 25,000	50% increase
25	Disclosure Report	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	
26	Trustees Fees	\$ 6,100	\$ 6,100	\$ 7,071	\$ 971	\$ 6,100	
27	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	
28	Financial & Revenue Collections	\$ 1,800	\$ 3,600	\$ 3,600	\$ -	\$ 1,200	
29	Tax Collector Fees	\$ -	\$ -	\$ 300	\$ 300	\$ 300	
30	Accounting Services	\$ 7,950	\$ 15,900	\$ 15,900	\$ -	\$ 14,310	
31	Auditing Services	\$ -	\$ -	\$ 3,185	\$ 3,185	\$ 3,185	BTEG&F contract - \$3,185

**Proposed Budget**  
**Copperstone Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Comments
32	Arbitrage Rebate Calculation	\$ -	\$ -	\$ 500	\$ 500	\$ 500	
33	Public Officials Liability Insurance	\$ 3,341	\$ 3,341	\$ 3,256	\$ (85)	\$ 4,070	EGIS Estimate FY23-24 25%
34	Legal Advertising	\$ -	\$ -	\$ 500	\$ 500	\$ 500	
35	Miscellaneous Mailings	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	
36	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	Annual State Filing Fee
37	Website Hosting, Maintenance, Backup	\$ 2,138	\$ 4,363	\$ 4,250	\$ (113)	\$ 5,450	Inclusion of Technology Services (optional)
38	Legal Counsel						
39	District Counsel	\$ 26,210	\$ 52,420	\$ 15,000	\$ (37,420)	\$ 40,000	Based on Current Working Items
40	Litigation Services	\$ -	\$ -	\$ -	\$ -	\$ 60,000	Based on Counsel Advice
41							
42	<b>Administrative Subtotal</b>	<b>\$ 92,225</b>	<b>\$ 169,921</b>	<b>\$ 116,437</b>	<b>\$ (53,484)</b>	<b>\$ 156,310</b>	
43							
44	<b>EXPENDITURES - FIELD OPERATIONS</b>						
45	Electric Utility Services						
46	Utility Services	\$ 5,921	\$ 13,842	\$ 11,500	\$ (2,342)	\$ 12,650	Increased 10% to follow trends
47	Stormwater Control						
48	Fountain Service Repairs & Maintenance	\$ 250	\$ 500	\$ 10,000	\$ 9,500	\$ 10,000	
49	Aquatic Maintenance	\$ 14,880	\$ 29,760	\$ 26,760	\$ (3,000)	\$ 27,600	Add 3% increase to contract
50	Lake/Pond Bank Maintenance	\$ 1,256	\$ 2,512	\$ 17,500	\$ 14,988	\$ 17,500	
51	Pond Aeration Repairs and Maintenance	\$ 1,256	\$ 2,512	\$ 3,000	\$ 488	\$ 3,090	Add 3% increase to contract
52	Aquatic Plant Replacement	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	
53	Midge Fly Treatments	\$ 6,180	\$ 12,360	\$ 12,360	\$ -	\$ 12,730	Add 3% increase to contract
54	Other Physical Environment						
55	Property Insurance	\$ 4,241	\$ 4,241	\$ 3,674	\$ (567)	\$ 4,595	EGIS Estimate FY23-24 25% Increase
56	General Liability Insurance	\$ 3,853	\$ 3,853	\$ 4,301	\$ 448	\$ 5,380	EGIS Estimate FY23-24 25% Increase
57	Landscape Maintenance	\$ 57,897	\$ 115,794	\$ 119,340	\$ 3,546	\$ 125,426	Based on 60% of - \$192,384
58	Irrigation Management Inspections	\$ -	\$ -	\$ -		\$ 12,024	Based on 60% of - \$20,040
59	Irrigation Repairs	\$ 21,988	\$ 43,976	\$ 22,500	\$ (21,476)	\$ 22,500	
60	Tree Trimming Services - Pruning	\$ -	\$ -	\$ -	\$ -	\$ 3,197	Based on 60% of - \$5,328
61	Landscape Miscellaneous - Pump Inspection	\$ -	\$ -	\$ -	\$ -	\$ 4,104	Based on 60% of - \$6,840



**Proposed Budget**  
**Copperstone Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Comments
62	Annuals	\$ -	\$ -	\$ -	\$ -	\$ -	Removed, not included in contract
63	Landscape - Mulch	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ 17,086	Based on 60% of - \$28,476
64	Landscape Replacement Plants, Shrubs, Trees	\$ 3,837	\$ 7,674	\$ 8,500	\$ 826	\$ 8,500	
65	Road & Street Facilities						
66	Decorative Street Light Maintenance and Repair	\$ 4,668	\$ 9,336	\$ 18,000	\$ 8,664	\$ 4,000	Decreased
67	Contingency						
68	Miscellaneous Contingency	\$ 9,054	\$ 18,108	\$ 1,810	\$ (16,298)	\$ 2,000	Increased
69	Pond Bank Erosion Loan	\$ 67,122	\$ 67,122	\$ 100,000	\$ 32,878	\$ 80,000	Pond Bank Erosion Loan (6 years remaining)
70	Pond Bank Erosion Repairs					\$ 20,000	Pond Bank Erosion Repairs
71							
72	<b>Field Operations Subtotal</b>	<b>\$ 202,403</b>	<b>\$ 331,590</b>	<b>\$ 372,245</b>	<b>\$ 7,777</b>	<b>\$ 394,382</b>	
73							
74	<b>Contingency for County TRIM Notice</b>						
75	<b>TOTAL EXPENDITURES</b>	<b>\$ 294,628</b>	<b>\$ 501,511</b>	<b>\$ 488,682</b>	<b>\$ (45,707)</b>	<b>\$ 550,692</b>	
76							
77	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 215,044</b>	<b>\$ (11,094)</b>	<b>\$ -</b>	<b>\$ (43,001)</b>	<b>\$ (62,981)</b>	

**Draft Budget**  
**Copperstone Community Development District**  
**Reserve Fund**  
**Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024
1						
2	<b>REVENUES</b>					
3	Interest Earnings					
4	Interest Earnings	\$ 1,658	\$ 15	0	\$ 15	
5	Special Assessments					
6	Tax Roll	\$ 40,468	\$ 40,468	\$ 40,468	\$ -	\$ 85,468
7						
8	<b>TOTAL REVENUES</b>	<b>\$ 42,126</b>	<b>\$ 40,483</b>	<b>\$ 40,468</b>	<b>\$ 15</b>	<b>\$ 85,468</b>
9						
10	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -
11						
12	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 42,126</b>	<b>\$ 40,483</b>	<b>\$ 40,468</b>	<b>\$ 15</b>	<b>\$ 85,468</b>
13						
14						
15						
16	<b>EXPENDITURES</b>					
17						
18	Contingency					
19	Capital Reserves	\$ 40,483	\$ 40,483	\$ 40,468	\$ (15)	\$ 40,468
20	Miscellaneous Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
21	Bridge Repairs	\$ -	\$ -	\$ 35,000	\$ -	\$ 45,000
22	<b>TOTAL EXPENDITURES</b>	<b>\$ 40,483</b>	<b>\$ 40,483</b>	<b>\$ 75,468</b>	<b>\$ (15)</b>	<b>\$ 85,468</b>
23						
24	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 1,643</b>	<b>\$ -</b>	<b>\$ (35,000)</b>	<b>\$ -</b>	<b>\$ -</b>

**Copperstone Community Development District**

**Debt Service**

**Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2019	Budget for 2023/2024
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$355,419.84	\$355,419.84
<b>TOTAL REVENUES</b>	<b>\$355,419.84</b>	<b>\$355,419.84</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$355,419.84	\$355,419.84
<b>Administrative Subtotal</b>	<b>\$355,419.84</b>	<b>\$355,419.84</b>
<b>TOTAL EXPENDITURES</b>	<b>\$355,419.84</b>	<b>\$355,419.84</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Manatee County Collection Costs (3%) and Early Payment Discounts (4%):

7.0%

**Gross assessments**

**\$382,171.87**

**Notes:**

Tax Roll Collection Costs for Manatee County are 7.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less any Prepaid Assessments Received.



**COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

2023/2024 O&M Budget		\$636,160.00
Manatee County Collection Cost @	3%	\$20,521.29
Early Payment Discount @	4%	\$27,361.72
2023/2024 Total		<u>\$684,043.01</u>

2022/2023 O&M Budget		\$563,179.00
2023/2024 O&M Budget		\$636,160.00
Total Difference		<u>\$72,981.00</u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Series 2019 Debt Service - Townhome 20'	\$244.44	\$244.44	\$0.00	0.00%
Operations/Maintenance - Townhome 20'	\$973.58	\$1,099.75	\$126.17	12.96%
<b>Total</b>	<b>\$1,218.02</b>	<b>\$1,344.19</b>	<b>\$126.17</b>	<b>10.36%</b>
Series 2019 Debt Service - Single Family 55'	\$672.20	\$672.20	\$0.00	0.00%
Operations/Maintenance - Single Family 55'	\$973.58	\$1,099.75	\$126.17	12.96%
<b>Total</b>	<b>\$1,645.78</b>	<b>\$1,771.95</b>	<b>\$126.17</b>	<b>7.67%</b>
Series 2019 Debt Service - Single Family 65'	\$794.41	\$794.41	\$0.00	0.00%
Operations/Maintenance - Single Family 65'	\$973.58	\$1,099.75	\$126.17	12.96%
<b>Total</b>	<b>\$1,767.99</b>	<b>\$1,894.16</b>	<b>\$126.17</b>	<b>7.14%</b>

		<b>Start</b>	<b>End</b>
Budget Year	2023/2024	10/01/23	09/30/24
Current Year	2022/2023	10/01/22	09/30/23

District Copperstone  
County Manatee  
Discount Rate

YTD Through 03/31/23  
# Months 6

**COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$636,160.00
COLLECTION COSTS @	3%	\$20,521.29
EARLY PAYMENT DISCOUNT @	4%	\$27,361.72
TOTAL O&M ASSESSMENT		<u>\$684,043.01</u>

UNITS ASSESSED			ALLOCATION OF O&M ASSESSMENT				PER LOT ANNUAL ASSESSMENT		
LOT SIZE	SERIES 2019		EAU FACTOR	TOTAL	% TOTAL	TOTAL	O&M <sup>(3)</sup>	DEBT	TOTAL <sup>(5)</sup>
	O&M	SERVICE <sup>(1) (2)</sup>		EAU's	EAU's	O&M BUDGET		SERVICE <sup>(4)</sup>	
Townhome 20'	118	115	1.00	118.00	18.97%	\$129,770.22	\$1,099.75	\$244.44	\$1,344.19
Single Family 55'	368	366	1.00	368.00	59.16%	\$404,707.12	\$1,099.75	\$672.20	\$1,771.95
Single Family 65'	136	136	1.00	136.00	21.86%	\$149,565.67	\$1,099.75	\$794.41	\$1,894.16
<b>Total</b>	<b>622</b>	<b>617</b>		<b>622.00</b>	<b>100.00%</b>	<b>\$684,043.01</b>			

LESS: Manatee County Collection Costs (3%) and Early Payment Discounts (4%):

(\$47,883.01)

Net Revenue to be Collected:

\$636,160.00

<sup>(1)</sup> Reflects 5 (five) Series 2019 prepayments.

<sup>(2)</sup> Reflects the number of total lots with Series 2019 debt outstanding.

<sup>(3)</sup> This assessment table reflects an equal per unit O&M assessment approved by the Board of Supervisors.

<sup>(4)</sup> Annual debt service assessment per lot adopted in connection with the Series 2019 bond issue. Annual assessment includes principal, interest, Manatee County collection costs and early payment discounts.

<sup>(5)</sup> Annual assessment that will appear on November 2023 Manatee County property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early).



# Tab 11

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

**COPPERSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Copperstone Community Development District was held on **Tuesday, May 2, 2023, at 6:55 p.m.** at the Copperstone Clubhouse located at 8145 115<sup>th</sup> Avenue East, Parrish, FL 34219. The following is the agenda for this meeting:

Present and constituting a quorum:

Adam Bailey	<b>Board Supervisor, Chairman</b>
Gerard Litrenta	<b>Board Supervisor, Vice Chair</b>
Michael Fondario	<b>Board Supervisor, Assistant Secretary</b>
Ryan Stulman	<b>Board Supervisor, Assistant Secretary</b>
Tom Fretz	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Christina Newsome	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Mark Barnebey	<b>District Counsel, Blalock Walters</b>
Doug Agnew	<b>Representative, Advanced Aquatics</b>
Kyle Thornton	<b>District Engineer; Halff Associates, Inc.</b>

Audience                      **Present.**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Newsome called the meeting to order and conducted roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

An audience was present. A resident voiced their opinion on the concern with the cost share agreement shared between the CDD and HOA for landscaping.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatic Maintenance**

**1. Presentation of Waterway Inspection Report**

Mr. Agnew presented the Waterway Inspection Report to the Board. The Midge fly treatments occurred last week on April 20<sup>th</sup>, May 4<sup>th</sup>, and May 18<sup>th</sup>.

On a Motion by Mr. Bailey, seconded by Mr. Stulman with all in favor, the Board of Supervisors reconsidered the decision made in April regarding the Pond 8 Float, for the Copperstone Community Development District.

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50

A discussion ensued regarding proposals for ponds 8 and 1.

On a Motion by Mr. Bailey, seconded by Mr. Litrenta with all in favor, the Board of Supervisors approved to replace the capacitor for Pond 14 fountain for \$1,313.42 to be installed at the next meeting, for the Copperstone Community Development District.

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**2. Consideration of Fountain Proposal**

A discussion ensued regarding the fountain proposal.

**3. Consideration of Fountain Motor Repair Proposal**

A discussion ensued regarding the fountain motor repair proposal.

**B. District Engineer**

**1. Consideration of Agreement for Professional Engineering Services**

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68

Kyle Thornton was present. Kyle presented the Agreement for Professional Engineering Services. Kyle will check with his contact at the county regarding the erosion in the ditch near the Erie Road Entrance and will report back to the Board.

On a Motion by Mr. Bailey, seconded by Mr. Fretz with all in favor, the Board of Supervisors approved the agreement subject to review and comment from Counsel and authorize Chair to sign outside the meeting, for the Copperstone Community Development District.

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71

**C. District Counsel**

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77

Mark Barnebey was present and discussed the upcoming public hearing for the Rules of Procedure. The Board discusses the possibility of litigation for pond bank erosion repairs. He gave the Board information on a court case involving the Sunshine Laws. The Board heard from Inframark representatives Chris Tarasee and Brenden Crawford. The Board gave Staff direction to create a document section on the website.

78  
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**D. District Manager**

**1. Review of District Manager's Report**

81  
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83



84 Ms. Newsome informed the Board that the next regular meeting is scheduled for  
85 Tuesday, June 6, 2023, at 6:30 p.m.  
86

87 Ms. Newsome presented the District Manager's Report to the Board. The Board  
88 discussed creating an emergency contact list to be shared with the Board and Staff

89 **FOURTH ORDER OF BUSINESS** **Discussion of Signage on Ponds**  
90 **9, 10, 12, 17, and 21**  
91

92 Ms. Newsome informed the Board that the project is still in progress. The signs are going to  
93 be white with the black lettering stating, "caution unstable banks." Poles will be unpainted  
94 and galvanized. Staff will work together on spacing, and the number of signs needed. Ms.  
95 Newsome has been directed to obtain a quote for 15 signs to start the project.  
96

97 **FIFTH ORDER OF BUSINESS** **Discussion of Landscape**  
98

99 An in-depth discussion ensued regarding the upcoming Landscape Contract Renewal and  
100 the scope of work provided.  
101

102 **SEVENTH ORDER OF BUSINESS** **Discussion of Meeting**  
103 **Date Change**

104 A discussion ensued regarding the meeting date change. The best days include Tuesday  
105 Thursday. The meeting time will remain the same.  
106

107 **EIGHTH ORDER OF BUSINESS** **Consideration of HOA Cost**  
108 **Sharing Agreement**  
109 **for Landscape and**  
110 **Irrigation Maintenance**  
111

112 An in-depth discussion ensued regarding the cost share agreement and its procedures. The  
113 Board discussed having the agreement revised and invited the HOA to a joint meeting to  
114 discuss.  
115

116 **A recess was taken from 9:05-9:13pm.**  
117

118 **NINTH ORDER OF BUSINESS** **Consideration of Fiscal Year 2023-**  
119 **2024 Proposed Budget**  
120

121 **1. Consideration of Resolution 2023-02, Adopting Fiscal Year 2023-2024 Proposed**  
122 **Budget, and Setting a Public Hearing on the Final Budget**  
123

124 A discussion ensued the Board will make the final decision at the June Meeting.  
125

126 **TENTH ORDER OF BUSINESS** **Consideration of Minutes of**  
127 **the Regular Board held on**  
128 **April 4, 2023**  
129

130 This item has been tabled.

131 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of  
the Regular Board held on  
March 7, 2023**

132  
133  
134

135 This item has been tabled.

136  
137

**TWELFTH ORDER OF BUSINESS**

**Consideration of Operations and  
Maintenance Expenditures for  
March 2023**

138  
139  
140

141 This item has been tabled.

142  
143

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors Requests**

144  
145

145 There were no supervisors' requests.

146  
147

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

148

On a Motion by Mr. Fondario, seconded by Mr. Litrenta, with all in favor, the Board of Supervisors agreed to adjourn the meeting at 9:52 p.m., for the Copperstone Community Development District.

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\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

153

# Tab 12



**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

**COPPERSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Copperstone Community Development District was held on **Tuesday, April 4, 2023, at 6:58 p.m.** at the Copperstone Clubhouse located at 8145 115<sup>th</sup> Avenue East, Parrish, FL 34219. The following is the agenda for this meeting:

Present and constituting a quorum:

Adam Bailey	<b>Board Supervisor, Chairman</b>
Gerard Litrenta	<b>Board Supervisor, Vice Chair</b>
Michael Fondario	<b>Board Supervisor, Assistant Secretary</b>
Tom Fretz	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Christina Newsome	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Marisa Powers	<b>District Counsel, Blalock Walters</b>
Doug Agnew	<b>Representative, Advanced Aquatics</b>
Kyle Thornton	<b>District Engineer; Halff Associates, Inc.</b>
Geneva Roa	<b>Representative, HOA</b>
Lesly Candelier	<b>Representative, HOA</b>

Audience	<b>Present.</b>
----------	-----------------

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Newsome called the meeting to order and conducted roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

An audience was present. There were audience comments made by the HOA, the HOA informed the Board that the upcoming contract renewal with the landscaping company CEPRA, is 33 months. The price will remain the same until December 2023 before an increase is added.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatic Maintenance**

**1. Presentation of Waterway Inspection Report**

49 Mr. Agnew presented the Waterway Inspection Report to the Board. The  
50 Midge fly treatments will begin in May. There will be 3 applications, 10 days  
51 apart.  
52

53 **2. Consideration of Flotation Ring Replacement Proposal**  
54

55 Advanced aquatics will install a site Aquamaster float for the fountain located  
56 on Pond 18.  
57

58 **B. District Engineer**  
59

60 Kyle Thornton was present. Kyle will work with CMS Construction to create a  
61 priority list for bridge repairs.  
62

On a Motion by Mr. Bailey, seconded by Mr. Litrenta with all in favor, the Board of Supervisors tabled the Task Order #4 to the June meeting for discussion, for the Copperstone Community Development District.

63  
64 **1. Discussion of Temporary Pond Remediation and Plan**  
65

66 The signage that the Board is considering adding to Ponds 9, 10, 12, 17, 21, are  
67 subject to regulations on spacing and verbiage being researched by Counsel  
68 with advice from engineers to be presented at the May meeting in order to  
69 discuss pricing and installation.  
70

On a Motion by Mr. Fretz, seconded by Mr. Fondario with all in favor, the Board of Supervisors agreed to add signage on Ponds 9, 10, 12, 17, and 21, subject to regulations on spacing and verbiage, for the Copperstone Community Development District.

71  
72 **C. District Counsel**  
73

- 74 1. Public Hearing on Rules of Procedure  
75 i. Consideration of Resolution 2023-03, Adopting the Rules of  
76 Procedure

77 Marisa Powers was present and presented Resolution 2023-03, Resetting the  
78 Date of the Public Hearing to Adopt the Rules of Procedure to June 6, 2023.  
79

On a Motion by Mr. Stulman, seconded by Mr. Bailey with all in favor, the Board of Supervisors adopted Resolution 2023-02, Resetting the Date of the Public Hearing to Adopt the Rules of Procedure to June 6, 2023, for the Copperstone Community Development District.

80  
81 **D. District Manager**  
82

- 83 1. Review of District Manager's Report  
84

85 Ms. Newsome informed the Board that the next regular meeting is scheduled for  
86 Tuesday, May 2, 2023, at 6:30 p.m.  
87

88 Ms. Newsome presented the District Manager's Report to the Board. She informed  
89 the Board that the CDD will be holding 2 public hearings during the June meeting.  
90 One to adopt the rules of procedure of the district and another to approve the  
91 budget for the upcoming fiscal year.

92 **FOURTH ORDER OF BUSINESS** **Discussion of Fiscal**  
93 **Year 2023/2024 Budget**  
94

95 The Board discussed the upcoming fiscal year budget and projects that may be upcoming.  
96

97 **FIFTH ORDER OF BUSINESS** **Discussion of Pond Repair Plan**  
98

On a Motion by Mr. Bailey, seconded by Mr. Litrenta with all in favor, the Board of Supervisors agreed to prepare task order to prepare a RFP for pond design plans not to exceed \$20k in fees for the engineer and counsel services, for the Copperstone Community Development District.

99

On a Motion by Mr. Bailey, seconded by Mr. Fretz with all in favor, the Board of Supervisors approved the District Engineer to prepare a proposal for fieldwork to clean the control structures which will include vegetation trees and protective slats not to exceed \$2500. The Board authorized the Chair to execute the proposal outside the meeting, for the Copperstone Community Development District.

100  
101 **SEVENTH ORDER OF BUSINESS** **Consideration of Minutes of**  
102 **the Regular Board held on**  
103 **March 7, 2023**  
104

105 The March 7, 2023, meeting minutes have been tabled. The Board would like the minutes  
106 to be redone to have more specific and clarity to be presented at the May meeting.  
107

108 **EIGHTH ORDER OF BUSINESS** **Consideration of Operations and**  
109 **Maintenance Expenditures for**  
110 **February 2023**  
111

112 Ms. Newsome presented the Operations and Maintenance Expenditure for February 2023  
113 to the Board.  
114

On a Motion by Mr. Bailey, seconded by Mr. Fretz with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for February 2023 (\$31,285.15), for the Copperstone Community Development District.

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119 **NINTH ORDER OF BUSINESS**

**Supervisors Requests**

120  
121 There were a few Board requests. The Board would like to add discussion of landscape to  
122 the May agenda, along with the coordination of District Engineer and CMS on bridge  
123 repairs. Ms. Newsome will gather information from vendors and additional Staff to get  
124 schedules, for changing meeting date back to the third Tuesday in the month. Ms.  
125 Newsome will also ask Counsel what the procedure is for extended meetings and what  
126 happens if the time limit is exceeded.

127  
128 **TENTH ORDER OF BUSINESS**

**Adjournment**

129  

On a Motion by Mr. Fretz, seconded by Mr. Litrenta, with all in favor, the Board of Supervisors agreed to adjourn the meeting at 9:54 p.m., for the Copperstone Community Development District.
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134 \_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

# Tab 13

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

**COPPERSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Copperstone Community Development District was held on **Tuesday, March 7, 2023, at 7:02 p.m.** at the Copperstone Clubhouse located at 8145 115<sup>th</sup> Avenue East, Parrish, FL 34219. The following is the agenda for this meeting:

Present and constituting a quorum:

Adam Bailey	<b>Board Supervisor, Chairman</b>
Gerard Litrenta	<b>Board Supervisor, Vice Chair</b>
Michael Fondario	<b>Board Supervisor, Assistant Secretary</b>
Ryan Stulman	<b>Board Supervisor, Assistant Secretary</b>
Tom Fretz	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Christina Newsome	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Mark Barnebey	<b>District Counsel, Blalock Walters</b>
Doug Agnew	<b>Representative, Advanced Aquatics</b>
Trace Swartz	<b>Representative, CEPRA</b>
Rob Ferrante	<b>Representative, CEPRA</b>

Audience                      **Present.**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Newsome called the meeting to order and conducted roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

An audience was present. There were no audience comments.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatic Maintenance**

**1. Presentation of Waterway Inspection Report**

Mr. Agnew presented the Waterway Inspection Report to the Board



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**B. District Engineer**

Not present, not report was given.

**C. Landscape**

CEPRA reps agreed to mowing around the ponds if the area is dry. They also informed the Board that the work previously approved by the HOA, will begin soon.

**D. District Counsel**

1. Presentation of RFP for District Management Services

Mr. Barnebey was present and presented the Request for Proposals for District Management Services.

On a Motion by Mr. Stulman, seconded by Mr. Bailey with all in favor, the Board of Supervisors adopted Resolution 2023-02, Setting the Public Hearing for the Rules of Procedure, the date is set for April 4, 2023, for the Copperstone Community Development District.

**E. District Manager**

1. Review of District Manager's Report

Ms. Newsome presented the District Manager's Report to the Board.  
Ms. Newsome informed the Board that the next regular meeting is scheduled for Tuesday, April 4, 2023, at 6:30 p.m.

**FOURTH ORDER OF BUSINESS**

**Discussion of Vehicular Bridge Repairs**

On a Motion by Mr. Bailey, seconded by Mr. Fretz, with all in favor, the Board of Supervisors accepted the revised proposal from CMS to replace the 17 boards on the vehicular bridge, not to exceed \$1505, for the Copperstone Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Floatation Ring Replacement Proposal**

There was no action taken on the Floatation Ring Replacement Proposal. Discussion ensued regarding the Floatation Ring Replacement Proposal. The board gave direction that this is something that needs to get done.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02, Setting a Public Hearing Date for Amendments to Rules of Procedure**

88 The Board adopted Resolution 2023-02, Setting a Public Hearing Date for Amendments to  
89 Rules.  
90

On a Motion by Mr. Bailey, seconded by Mr. Stulman with all in favor, the Board of Supervisors adopted Resolution 2023-02, Setting a Public Hearing Date for Amendments to Rules of Procedure, for the Copperstone Community Development District.

91

**SEVENTH ORDER OF BUSINESS**

**Presentation of Rules  
of Procedure**

92

93

94

95 Mr. Barnebey presented the Rules of Procedure to the Board. The public hearing is  
96 set for the next board meeting held on April 4, 2023.

97

**EIGHTH ORDER OF BUSINESS**

**Discussion of Budget for Fiscal  
Year 2022-2023**

98

99

100

101 The Board discussed the budget for fiscal year 2023-2024, including major projects such as  
102 the bridge and pond bank repairs.

103

**NINTH ORDER OF BUSINESS**

**Discussion of Temporary  
Pond Remediation**

104

105

106

107 The Board discussed the temporary pond remediation. Staff will work together to address  
108 the temporary pond remediation issues.

109

**TENTH ORDER OF BUSINESS**

**Consideration of Minutes of  
the Regular Board held  
on January 3, 2023**

110

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113

114 There were a few changes to the minutes on lines 52 and lines 96-97. On line 52, insert  
115 "work is scheduled for March." On lines 96-97, the sentence needs more clarification.

116

On a Motion by Mr. Bailey, seconded by Mr. Fondario with all in favor, the Board of Supervisors approved the amended minutes of the Board of Supervisors' meeting held on March 7, 2023, for the Copperstone Community Development District.

117

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Operations and  
Maintenance Expenditures for  
January 2023**

118

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120

121

122 Ms. Newsome presented the Operations and Maintenance Expenditures for  
123 January 2023.

124

On a Motion by Mr. Bailey, seconded by Mr. Litrenta with all in favor, the Board of Supervisors approved the Operations and Maintenance Expenditures for January 2023 (\$41,878.04), for the Copperstone Community Development District.

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**TWELFTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Bailey would like to discuss the invoice received from HOA for mulch in the amount of \$31,856.05. He also requests landscape to let the shrubs around the lift station to create a buffer for protection.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Fretz, seconded by Mr. Fondario, with all in favor, the Board of Supervisors agreed to adjourn the meeting at 9:07 p.m., for the Copperstone Community Development District.

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\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman



# Tab 14

# COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## **Operation and Maintenance Expenditures March 2023 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2023 through March 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$ **36,687.31**

Approval of Expenditures:

---

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Copperstone Community Development District

## Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Aquatic Services, Inc.	100101	10548511	Monthly Lake Maintenance 03/23	\$2,480.00
Blalock Walters, P.A.	100106	44351-000-15	Legal Services through 02/28/23	\$4,539.40
Blalock Walters, P.A.	100099	44351-002-2	Legal Services through 01/30/23	\$5,900.15
Blalock Walters, P.A.	100107	44351-002-3	Legal Services through 02/28/23	\$390.00
Cepra Landscape, LLC	100102	TPA1861	Landscape Maintenance 03/23	\$9,945.00
Cepra Landscape, LLC	100108	TPA1937	Work Order 03/23	\$189.00
Cepra Landscape, LLC	100108	TPA1938	Work Order 03/23	\$480.00
Genesis Halff, Inc.	100103	10091313	Engineering Services Through 02/19/23	\$3,788.32
Peace River Electric Cooperative, Inc.	20230405-1	Electric Summary 01/23 Auto Draft	Electric Summary 01/23	\$943.14
Rizzetta & Company, Inc.	100100	INV0000077981	District Management Fees 03/23	\$3,991.67
U.S. Bank	100104	6805119	Trustee Fees Series 2020 01/01/23-12/31/23	<u>\$4,040.63</u>

**Report Total**

**\$36,687.31**



**Tab 14A**

# COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## Operation and Maintenance Expenditures April 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2023 through April 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$ **22,685.12**

Approval of Expenditures:

---

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Copperstone Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Adam E Bailey	100109	AB040423	Board of Supervisors Meeting 04/23	\$200.00
Adam E Bailey	100120	AB050223	Board of Supervisors Meeting 05/23	\$200.00
Advanced Aquatic Services, Inc.	100114	10548893	Monthly Lake Maintenance 04/23	\$2,480.00
Blalock Walters, P.A.	100117	44351-001-3	Legal Services through 03/31/23	\$785.00
Cepra Landscape, LLC	100118	TPA1981	Work Order 03/23	\$522.00
Cepra Landscape, LLC	100118	TPA1982	Work Order 03/23	\$564.00
Cepra Landscape, LLC	100116	TPA1995	Landscape Maintenance 04/23	\$9,945.00
Construction Management Services, LLC	100119	24	Carpentry and Labor 02/23	\$1,501.00
Gerard Litrenta III	100110	GL040423	Board of Supervisors Meeting 04/23	\$200.00
Gerard Litrenta III	100121	GL050223	Board of Supervisors Meeting 05/23	\$200.00
Michael Fondario	100111	MF040423	Board of Supervisors Meeting 04/23	\$200.00
Michael Fondario	100122	MF050223	Board of Supervisors Meeting 05/23	\$200.00
Peace River Electric Cooperative, Inc.	20230510-1	Electric Summary 02/23 Auto Draft	Electric Summary 02/23	\$896.45



## Copperstone Community Development District

### Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100115	INV0000078795	District Management Fees 04/23	\$3,991.67
Ryan Stulman	100112	RS040423	Board of Supervisors Meeting 04/23	\$200.00
Ryan Stulman	100123	RS050223	Board of Supervisors Meeting 05/23	\$200.00
Thomas R Fretz	100113	TF040423	Board of Supervisors Meeting 04/23	\$200.00
Thomas R Fretz	100124	TF050223	Board of Supervisors Meeting 05/23	<u>\$200.00</u>
<b>Report Total</b>				<b><u>\$22,685.12</u></b>