

Villages of Westport Community Development District

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www.villagesofwestportcdd.com

The meeting of the Board of Supervisors of Villages of Westport Community Development District will be held **Friday, April 10, 2020 at 12:00 p.m. via conference call due to the COVID-19 Executive Orders 20-52 & 20-69. Attached to this Agenda is a copy of the Executive Orders 20-52 & 20-69.** The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956 (New)

Passcode: 790 562 990 # (New)

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call
- Public Comment Period*[for any members of the public desiring to speak on any proposition before the Board]*

1. Discussion regarding Executive Orders 20-52 and 20-69

General Business Matters

2. Consideration of Minutes of the January 10, 2020 Board of Supervisors' Meeting
3. Consideration of Minutes of the November 1, 2018 Landowners' Election Meeting
4. Consideration of Resolution 2020-04, Designating Board Member Seats for the Upcoming General Election
5. Review of Revised Rules of Procedure Per Statute Changes
6. Consideration of Resolution 2020-01, Setting Public Hearing for Revised Rules of Procedure
7. Consideration of Resolution 2020-02, Adopting An Internal Controls Policy Consistent with Section 218.33
8. Consideration of Resolution 2020-03, Approving a Preliminary Budget for Fiscal Year 2021 and Setting a Public Hearing Date [Suggested Date, July 10, 2020]
9. Consideration of Resolution 2020-05, Canvassing and Certifying the Results of the Landowners' Election
10. Ratification of Payment Authorization 2019-47 – 2019-52
11. Review of District Financial Statements

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
- Audience Comments



- Supervisors Requests

Adjournment



**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Discussion regarding Executive Orders 20-52
and 20-69

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-52

(Emergency Management - COVID-19 Public Health Emergency)

WHEREAS, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

WHEREAS, in late 2019, a new and significant outbreak of COVID-19 emerged in China; and

WHEREAS, the World Health Organization previously declared COVID-19 a Public Health Emergency of International Concern; and

WHEREAS, in response to the recent COVID-19 outbreak in China, Iran, Italy, Japan and South Korea, the Centers for Disease Control and Prevention (“CDC”) has deemed it necessary to prohibit or restrict non-essential travel to or from those countries; and

WHEREAS, on March 1, 2020, I issued Executive Order number 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 7, 2020, I directed the Director of the Division of Emergency Management to activate the State Emergency Operations Center to Level 2 to provide coordination and response to the COVID-19 emergency; and

WHEREAS, as of March 9, 2020, eight counties in Florida have positive cases for COVID-19, and COVID-19 poses a risk to the entire state of Florida; and

WHEREAS, the CDC currently recommends community preparedness and everyday prevention measures be taken by all individuals and families in the United States, including voluntary home isolation when individuals are sick with respiratory symptoms, covering coughs and sneezes with a tissue and disposal of the tissue immediately thereafter, washing hands often with soap and water for at least 20 seconds, using of alcohol-based hand sanitizers with 60%-95% alcohol if soap and water are not readily available and routinely cleaning frequently touched surfaces and objects to increase community resilience and readiness for responding to an outbreak; and

WHEREAS, the CDC currently recommends mitigation measures for communities experiencing an outbreak including staying at home when sick, keeping away from others who are sick, limiting face-to-face contact with others as much as possible, consulting with your healthcare provider if individuals or members of a household are at high risk for COVID-19 complications, wearing a facemask if advised to do so by a healthcare provider or by a public health official, staying home when a household member is sick with respiratory disease symptoms if instructed to do so by public health officials or a health care provider; and

WHEREAS, as Governor, I am responsible for meeting the dangers presented to this state and its people by this emergency.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. Because of the foregoing conditions, I declare a state of emergency exists in the State of Florida.

Section 2. I designate the Director of the Division of Emergency Management (“Director”) as the State Coordinating Officer for the duration of this emergency and direct him to execute the State’s Comprehensive Emergency Management Plan and other response, recovery, and mitigation plans necessary to cope with the emergency. Additionally, I designate the State Health Officer and Surgeon General as a Deputy State Coordinating Officer and State Incident Commander.

Pursuant to section 252.36(1)(a), Florida Statutes, I delegate to the State Coordinating Officer the authority to exercise those powers delineated in sections 252.36(5)-(10), Florida Statutes, which he shall exercise as needed to meet this emergency, subject to the limitations of section 252.33, Florida Statutes. In exercising the powers delegated by this Order, the State Coordinating Officer shall confer with the Governor to the fullest extent practicable. The State Coordinating Officer shall also have the authority to:

A. Seek direct assistance and enter into agreements with any and all agencies of the United States Government as may be needed to meet the emergency.

B. Designate additional Deputy State Coordinating Officers, as necessary.

C. Suspend the effect of any statute, rule, or order that would in any way prevent, hinder, or delay any mitigation, response, or recovery action necessary to cope with this emergency.

D. Enter orders as may be needed to implement any of the foregoing powers; however, the requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such orders issued by the State Coordinating Officer; however, no such order shall remain in effect beyond the expiration of this Executive Order, to include any extension.

Section 3. I order the Adjutant General to activate the Florida National Guard, as needed, to deal with this emergency.

Section 4. I find that the special duties and responsibilities resting upon some State, regional, and local agencies and other governmental bodies in responding to the emergency may require them to suspend the application of the statutes, rules, ordinances, and orders they administer. Therefore, I issue the following authorizations:

A. Pursuant to section 252.36(1)(a), Florida Statutes, the Executive Office of the Governor may suspend all statutes and rules affecting budgeting to the extent necessary to provide budget authority for state agencies to cope with this emergency. The requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such suspension issued by the Executive Office of the Governor; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extension.

B. Each State agency may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of that agency, if strict compliance with the provisions of any such statute, order, or rule would in any way prevent, hinder, or delay necessary action in coping with the emergency. This includes, but is not limited to, the authority to suspend any and all statutes, rules, ordinances, or orders which affect leasing, printing, purchasing, travel, and the condition of employment and the compensation of employees. For the purposes of this Executive Order, “necessary action in coping with the emergency” means any emergency mitigation, response, or recovery action: (1) prescribed in the State Comprehensive Emergency Management Plan (“CEMP”); or (2) ordered by the State Coordinating Officer. The requirements of sections 252.46 and 120.54, Florida Statutes, shall not apply to any such suspension issued by a State agency; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extensions.

C. In accordance with section 465.0275, Florida Statutes, pharmacists may dispense up to a 30-day emergency prescription refill of maintenance medication to persons who reside in an area or county covered under this Executive Order and to emergency personnel who have been activated by their state and local agency but who do not reside in an area or county covered by this Executive Order.

D. In accordance with section 252.38, Florida Statutes, each political subdivision within the State of Florida may waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

- 1) Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community;
- 2) Entering into contracts; however, political subdivisions are cautioned against entering into time and materials contracts without ceiling as defined by 2 CFR 200.318(j) or cost plus percentage contracts as defined by 2 CFR 200.323(d);
- 3) Incurring obligations;
- 4) Employment of permanent and temporary workers;
- 5) Utilization of volunteer workers;
- 6) Rental of equipment;
- 7) Acquisition and distribution, with or without compensation, of supplies, materials, and facilities; and,
- 8) Appropriation and expenditure of public funds.

E. All State agencies responsible for the use of State buildings and facilities may close such buildings and facilities in those portions of the State affected by this emergency, to the extent necessary to meet this emergency. I direct each State agency to report the closure of any State

building or facility to the Secretary of the Department of Management Services. Under the authority contained in section 252.36, Florida Statutes, I direct each County to report the closure of any building or facility operated or maintained by the County or any political subdivision therein to the Secretary of the Department of Management Services. Furthermore, I direct the Secretary of the Department of Management Services to:

- 1) Maintain an accurate and up-to-date list of all such closures; and,
- 2) Provide that list daily to the State Coordinating Officer.

Section 5. I find that the demands placed upon the funds appropriated to the agencies of the State of Florida and to local agencies are unreasonably great and the funds currently available may be inadequate to pay the costs of coping with this emergency. In accordance with section 252.37(2), Florida Statutes, I direct that sufficient funds be made available, as needed, by transferring and expending moneys appropriated for other purposes, moneys from unappropriated surplus funds, or from the Budget Stabilization Fund.

Section 6. All State agencies entering emergency final orders or other final actions in response to this emergency shall advise the State Coordinating Officer contemporaneously or as soon as practicable.

Section 7. Medical professionals and workers, social workers, and counselors with good and valid professional licenses issued by states other than the State of Florida may render such services in Florida during this emergency for persons affected by this emergency with the condition that such services be rendered to such persons free of charge, and with the further condition that such services be rendered under the auspices of the American Red Cross or the Florida Department of Health.

Section 8. All activities taken by the Director of the Division of Emergency Management and the State Health Officer and Surgeon General with respect to this emergency before the issuance of this Executive Order are ratified. This Executive Order shall expire sixty days from this date unless extended.



ATTEST:

Laurel M. Lee
SECRETARY OF STATE

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 9th day of March, 2020.

[Signature]
RON DESANTIS, GOVERNOR

FILED
2020 MAR -9 PM 5:52
TALLAHASSEE, FLORIDA

STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-69

(Emergency Management – COVID-19 – Local Government Public Meetings)

WHEREAS, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency as a result of COVID-19; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

WHEREAS, on March 17, 2020, I wrote a letter to Attorney General Ashley Moody seeking an advisory opinion regarding concerns raised by local government bodies about their ability to hold meetings through teleconferencing and other technological means in order to protect the public and follow the CDC guidance regarding social distancing; and

WHEREAS, on March 19, 2020, Attorney General Ashley Moody delivered an opinion to me indicating that certain provisions of Florida law require a physical quorum be present for local government bodies to conduct official business, and that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in person, or that the in person requirement for constituting a quorum is lawfully suspended during the state of emergency; and

WHEREAS, it is necessary and appropriate to take action to ensure that COVID-19 remains controlled, and that residents and visitors in Florida remain safe and secure;

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby suspend any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place.

Section 2. Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

Section 3. This Executive Order does not waive any other requirement under the Florida Constitution and "Florida's Government in the Sunshine Laws," including Chapter 286, Florida Statutes.

Section 4. This Executive Order shall expire at the expiration of Executive Order 20-52, including any extension.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 20th day of March, 2020


RON DESANTIS, GOVERNOR

ATTEST:


SECRETARY OF STATE

FILED
2020 MAR 20 AM 9:38
TALLAHASSEE, FLORIDA

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Minutes of the January 10,
2020 Board of Supervisors' Meeting

MINUTES OF MEETING

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

Friday, January 10, 2020

ICI Homes

**14785 Old. St. Augustine Road, Suite 3,
Jacksonville, FL 32258**

12:00 PM

Present and constituting a quorum:

Kelly McCarrick	Chairperson	
David Haas	Vice Chairperson	(via phone)
Syron Stewart	Assistant Secretary	(via phone)
Henry Simmons	Assistant Secretary	
Andy Hagan	Assistant Secretary	

Also present were:

Vivian Carvalho	District Manager-PFM Group Consulting, LLC
Venessa Ripoll	Assistant District manager- PFM Group Consulting, LLC
Wes Haber	District Counsel- Hopping Green & Sams
Mike Veazey	Project Manager- ICI Homes
James Stowers	Project Manager- ICI Homes
Audience Members Present and or Via Speakerphone	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order by Ms. Carvalho at 12:05 p.m. and roll call was initiated. Quorum was established with the attendance of Board Members Kelly McCarrick, Henry Simmons, and Andy Hagan. Others in attendance are listed above.

Public Comment Period

There were not public comments at this time

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the July 12, 2019 Board of Supervisors Meeting

The Board reviewed the Minutes of the July 12, 2019 Board of Supervisors' Meeting.

On MOTION by Mr. Hagan, seconded by Ms. McCarrick, with all those in favor, the Board approved the Minutes of the July 12, 2019 Board of Supervisors' Meeting.

Consideration of the Minutes of the July 12, 2019 Auditor Selection Committee Meeting

The Board reviewed the Minutes of the July 12, 2019 Auditor Selection Committee Meeting.

On MOTION by Mr. Hagan, seconded by Ms. McCarrick, with all those in favor, the Board approved the Minutes of the July 12, 2019 Auditor Selection Committee Meeting.

Ratification of Grau & Associates Engagement Letter for Auditing Service FY 2019

Ms. Carvalho presented the Grau & Associates Engagement Letter for Auditing Services FY 2019.

On MOTION by Mr. Hagan, seconded by Ms. McCarrick, with all in favor, the Board ratified Grau & Associates Engagement Letter for Auditing Services FY 2019.

Ratification of Termination Letter to Duval Landscaping Maintenance

Mr. Veazey explained Duval Landscaping was hired last year. He and Mr. Wicker from Leland tried to get them to perform the services per the Agreement but they did not

perform the full scope of work. Mr. Veazey and Mr. Wicker gave Duval Landscaping a 30 day notice and terminated them. Yellowstone Landscape is under contract now. The cost to the District is approximately the same.

Ms. Carvalho requested a motion to ratify the action made by the Chair for the termination of Duval Landscaping Maintenance.

On MOTION by Mr. Simmons, seconded by Ms. McCarrick, with all those in favor, the Board ratified the Termination Letter to Duval Landscaping Maintenance.

**Ratification of Contract with
Yellowstone Landscape for
Landscape and Irrigation
Maintenance Services**

Mr. Veazey entered into an agreement with Yellowstone Landscape. There is no change to the budget for this item.

Ms. Carvalho requested a motion to ratify the Contract with Yellowstone Landscape for Landscape and Irrigation Maintenance Services.

On MOTION by Mr. Hagan, seconded by Mr. Simmons, with all in favor, the Board ratified Contract with Yellowstone Landscape for Landscape and Irrigation Maintenance Services.

**Consideration of Vehicle Removal
Agreement from Private Property
from ASAP Towing & Storage**

Mr. Veazey explained the District has a CDD tract separate from the Amenity but in Phase 2, 3 that is adjacent to a house and that resident has been parking extra vehicles. He reached out to Ms. Buchanan asking if the District has towing ability but they do not have that ability right now in the CDD. He and Mr. Haber discussed going in a different direction.

Mr. Haber stated CDDs have the authority to tow but it comes with respect to property where you would park a car but there are limitations on when and how such as people parking at the Amenity Center for several days. In that case the District would adopt a rule and hold a public hearing and then enter into an agreement with a towing company. But the issue today is a piece of property that is not otherwise used for parking. It is a grassy area next to a lift station. Parking a car on there is trespassing on the CDD property. The District has the right to demand that the individual remove their car. And if

they refuse, prosecute them for trespassing. Mr. Haber suggested a demand letter might stop the individual from parking in that area. Mr. Haber will look into whether the District has a right to have them towed if they refuse to move it.

Mr. Haber recommended the Board authorize communication be sent from the District telling the resident they are trespassing on CDD owned property and the CDD demand that they cease parking their car on the property and if not the District will take all actions available under law to address it which may include a lawsuit or towing.

On MOTION by Ms. McCarrick, seconded by Mr. Simmons, with all those in favor, the Board authorized communication to be sent from the District informing the individual of trespassing on CDD owned property and the CDD demand that they cease parking their car on the property and if not the District will take all actions available under law to address it which may include a lawsuit or towing.

Mr. Haber will send the letter accordingly.

Discussion Pertaining to Site Map of the District

Mr. Haber stated there is a small narrow piece of property owned by Beazer within the boundary of the District between two lots. Beazer requested the CDD accept a Deed for that property. He noted the CDD currently has an easement over the property that gives it the access to operate and maintain any improvements it is required to operate and maintain. He thinks the piece of property is better to be divided between the lot owners instead of the District. The District is under no obligation to take the property and has the ability to tell Beazer the District is not interested in accepting the property and it would be up to Beazer to communicate to the homeowners and decide if they want to give them the property or keep owning it.

A discussion took place regarding the easement. This is not a CDD issue. It is an issue between Beazer and the lot owners.

On MOTION by Ms. McCarrick, seconded by Mr. Hagan, with all those in favor, the Board rejected the small narrow piece of property owned by Beazer.

Mr. Haber will asked Ms. Buchanan to respond to Beazer with a letter rejecting the piece of property.

Consideration of ADA Auditing Services Proposal

Ms. Carvalho stated the Board previously approved a proposal for Auditing Services of the District website with VGlobalTech. This agreement will memorialize that proposal

and it will be an exhibit to the Agreement. District Counsel previously reviewed the Agreement.

Ms. Carvalho requested a motion to ratify the ADA Compliance Agreement for Auditing Services.

On MOTION by Mr. Hagan, seconded by Ms. McCarrick, with all in favor, the Board ratified ADA Compliance Agreement for Auditing Services.

Review Homeowners List with Questions and Concerns

Ms. Carvalho stated this is an item requested by one of the homeowners to be added to the Agenda. The Board reviewed Ms. Sanford's list of questions and concerns and provided feedback.

Review of the Bonds

Mr. Simmons asked for an explanation of the Bonds, how they work and the current status of the Bonds. He also asked for an overview of the past present and future of the Bonds.

Ms. McCarrick gave the residents background about the development and the market history. In 2009-2010 the Developer took 10 lots and made the Amenity Center. She provided an overview of the future Bonds.

Questions were raised about fees. District staff explained the difference between the Bonds, Debt Assessments and O & M Assessments. A lengthy discussion took place. No action was taken.

Ratification of Payment Authorizations 2019-42 & 2019-44 - 2019-46

The Board reviewed Payment Authorizations 2019-42 & 2019-44 - 2019-46. These are payment authorizations specifically for the operations and maintenance of the District's budget.

On MOTION by Ms. McCarrick, seconded by Mr. Hagan, with all those in favor, the Board ratified Payment Authorizations 2019-42 & 2019-44 - 2019-46.

Review of District Financial Statements

The Board reviewed the Financial Statements. The Financials are as of December 31, 2019. No action was necessary and there were no questions or comments.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – Mr. Haber explained the Legislative Session will start in a few weeks. There are a few laws that will be considered that will impact CDDs. One item of consideration relates to notices and if passed would allow units of government to publish notices on website instead of the newspaper. This would save the District some money on the O & M Budget if it were to pass. Hopping Green & Sams will monitor the Legislative Session and keep the District informed.

District Engineer – Not Present

District Manager – Ms. Carvalho noted that the next meeting is scheduled for April 10, 2020. The Proposed Budget FY 2021 will be considered at that time. A public hearing will occur 60 days after that date and Budget will go into effect on October 1, 2020.

Audience Comments and Supervisor Requests

Mr. Haas stated his resignation from the Board effective immediately. Ms. Carvalho requested a motion to accept Mr. Haas resignation.

On MOTION by Ms. McCarrick, seconded by Mr. Hagan, with all those in favor, the Board accepted Mr. Haas' resignation from the Board with regrets.

Ms. Carvalho asked for nominations to fill Seat 4.

On MOTION by Ms. McCarrick, seconded by Mr. Hagan, with all those in favor, the Board nominated James Stowers to Seat 4 on the Board of Supervisors.

A resident asked the process for nomination and what determines who can sit on the Board. Mr. Haber explained that when a District has been established for six years and has 250 qualified electors the Board starts its transition to a resident controlled Board. This has already occurred in this District and it has two residents on the Board. In November 2020 two more seats will become available via General Election and in November of 2024 three seats will come up which are two that are currently residents seats and the last remaining Developer seat will finally expire. By the end of 2024 the Board should be fully populated by qualified electors or residents.

Ms. Carvalho opened the floor for audience comments.

Homeowner asked for an understanding about the gate behind her home. Mr. Veazey noted the District is getting a price and the Board will consider it at the April meeting.

Ms. Stewart joined the meeting in progress via phone and has been present for the meeting.

FOURTH ORDER OF BUSINESS

Adjournment

There was no additional business to be discussed. Ms. Carvalho requested a motion to adjourn.

On MOTION by Ms. McCarrick, seconded Mr. Hagan, with all those in favor, the January 10, 2020 Board of Supervisors Meeting of the Villages of Westport CDD was adjourned at 1:23 PM

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Minutes of the November 1,
2018 Landowners' Election Meeting

MINUTES OF MEETING

Villages of Westport

Community Development District

Landowners' Election

Thursday, November 1, 2018 at 11:10 a.m.

Present:

Mike Veazey

Vivian Carvalho

Venessa Ripoll

ICI Homes

Fishkind & Associates, Inc.

Fishkind & Associates, Inc.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order at 11:12 a.m. Those in attendance are outlined above.

SECOND ORDER OF BUSINESS

Appointment of Meeting Chairman

Ms. Ripoll was appointed Chairperson for the purpose of conducting the Landowners Meeting.

Identification of Landowners and/or Landowner's Proxy Holder(s)

Ms. Ripoll asked the landowner or landowner proxy holder to identify themselves. Mr. Veazey came forward as the proxy holder for CC Westport, LLC which owns 923.33 acres, and allows Mr. Veazey to cast a total of 922 votes on behalf of CC Westport, LLC.

Call for Nominations, Election of Supervisors

Ms. Ripoll noted that one (1) seat is up for election. The person receiving the highest number of votes will serve a two-year term. Mr. Veazey nominated David Haas for Seat 4 to the Board of Supervisors.

The votes were cast as follows.

David Haas received 920 votes and will serve a 4-year term.

THIRD ORDER OF BUSINESS**Adjournment**

There were no other questions or comments. Ms. Ripoll adjourned the Landowners Meeting.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2020-04,
Designating Board Member Seats for the
Upcoming General Election

RESOLUTION 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3)(A)(2)(c), FLORIDA STATUTES, AND INSTRUCTING THE DUVAL COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT'S GENERAL ELECTION

WHEREAS, the Villages of Westport Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Duval County, Florida; and

WHEREAS, the Board of Supervisors of the District (hereinafter the "Board") seeks to implement section 190.006(3)(A)(2)(c), Florida Statutes, and to instruct the Duval County Supervisor of Elections to conduct the District's General Elections.

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

Section 1. The Board is currently comprised of the following individuals: Kelly McCarrick, Henry Simmons, Syron Stewart, James Stowers and Andy Hagan.

Section 2. The term of office for each member of the Board is as follows:

<u>Seat</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
Seat 1	Kelly McCarrick	11/2020
Seat 2	Henry Simmons	11/2022
Seat 3	Syron Stewart	11/2022
Seat 4	James Stowers	11/2022
Seat 5	Andy Hagan	11/2020

Section 3. Seat 1, currently held by Kelly McCarrick and Seat 5, currently held by Andy Hagan are scheduled for the General Election in November 2020.

Section 4. Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

Section 5. The term of office for the individuals to be elected to the Board in the November 2020 General Election is four years.

Section 6. The new Board members shall assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor of Elections to conduct the District's General Elections on the ballot of the 2020 General Election. The District understands that it will be responsible to pay for its proportionate share of the general election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor of Elections.

PASSED AND ADOPTED THIS 10th DAY OF APRIL, 2020.

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT**

CHAIR/VICE CHAIR

ATTEST:

SECRETARY/ASSISTANT SECRETARY

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Review of Revised Rules of Procedure Per
Statute Changes

AMENDED AND RESTATED

RULES OF PROCEDURE

COMMUNITY DEVELOPMENT DISTRICT

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EFFECTIVE AS OF _____, 20__

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Rule 1.0 General.

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

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

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

Rule 1.1 Board of Supervisors; Officers and Voting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Rule 1.3 Public Meetings, Hearings, and Workshops.

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

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

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

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

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

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

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

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

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

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

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

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:

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

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

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

Rule 2.0 Rulemaking Proceedings.

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

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

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

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

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

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

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

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

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

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

Rule 3.0 Competitive Purchase.

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

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

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

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

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

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

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

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

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

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
 - (a) Hold all required applicable ~~federal licenses in good standing, if any;~~
 - ~~(b) Hold all required applicable~~ state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

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

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

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

(4) Competitive Selection.

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

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

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

(5) Competitive Negotiation.

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

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

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

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

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

Rule 3.2 Procedure Regarding Auditor Selection.

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

(1) Definitions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Rule 3.3 Purchase of Insurance.

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

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

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

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

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

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

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

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

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

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

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

(3) Suspension, Revocation, or Denial of Qualification

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

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

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

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

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

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

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

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

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

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

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

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

Examples of factors affecting the seriousness of a deficiency are:

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

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

Rule 3.5 Construction Contracts, Not Design-Build.

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

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

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

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

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

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

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

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

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

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

Rule 3.6 Construction Contracts, Design-Build.

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

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

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

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

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

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

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

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

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

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

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

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

Rule 3.7 Payment and Performance Bonds.

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

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

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

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

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

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

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

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

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

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

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

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

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

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

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

Rule 3.9 Maintenance Services.

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

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

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

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

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

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

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

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

Rule 3.10 Contractual Services.

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

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

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

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

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

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

(1) Filing.

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

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

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

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

(d) Enter orders; and

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

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

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

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

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

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

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

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

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

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

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2020-01, Setting
Public Hearing for Revised Rules of Procedure

RESOLUTION 2020-01

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

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

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

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

SECTION 1. A Public Hearing will be held to adopt the District’s Amended and Restated Rules of Procedure on _____, 2020, at _____ .m., at _____.

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

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

PASSED AND ADOPTED this ____ day of _____, 2020.

ATTEST:

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2020-02, Adopting
An Internal Controls Policy Consistent with
Section 218.33

RESOLUTION 2020-02

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

WHEREAS, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

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

SECTION 1. The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

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

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

PASSED AND ADOPTED THIS _____ DAY OF _____, 2020.

ATTEST:

**VILLAGES OF WESTPORT COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

EXHIBIT “A”

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY

1. Purpose.

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Villages of Westport Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
 - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
 - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
 - 1.2.3. Support economical and efficient operations.
 - 1.2.4. Ensure reliability of financial records and reports.
 - 1.2.5. Safeguard Assets (as hereinafter defined).

2. Definitions.

- 2.1. “Abuse” means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. “Assets” means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. “Auditor” means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. “Board” means the Board of Supervisors for the District.
- 2.5. “District Management” means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

- 2.6. “Fraud” means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity’s assets, bribery, or the use of one’s position for personal enrichment through the deliberate misuse or misapplication of an organization’s resources.
- 2.7. “Internal Controls” means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. “Risk” means anything that could negatively impact the District’s ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. “Waste” means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

3. Control Environment.

3.1. Ethical and Honest Behavior.

- 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
- 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
- 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

4. Risk Assessment.

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management’s Risk assessments shall include, but not be limited to:
 - 4.1.1. Identifying potential hazards.
 - 4.1.2. Evaluating the likelihood and extent of harm.
 - 4.1.3. Identifying cost-justified precautions and implementing those precautions.

5. Control Activities.

5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:

5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.

5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.

5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).

5.1.1.5. Maintaining a schedule of the District's material fixed Assets.

5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).

5.1.1.7. Retaining and restricting access to sensitive documents.

5.1.1.8. Performing regular electronic data backups.

5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.

5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.

- 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.
- 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
- 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.
- 5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

6. Information and Communication.

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

7. Monitoring Activities.

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
 - 7.1.1.1. Review its operational processes.
 - 7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.
 - 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
 - 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.

7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.

7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.

7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

Specific Authority: §§ 190.011(5), 218.33(3), *Florida Statutes*

Effective date: _____, 2020

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2020-03, Approving
a Preliminary Budget for Fiscal Year 2021 and
Setting a Public Hearing Date [Suggested Date,
July 10, 2020] Resolution 2020-05, Canvassing
& Certifying the Election Results

RESOLUTION 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Villages of Westport Community Development District ("**District**") prior to June 15, 2020, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"); 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 VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 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: _____, 2020

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Jacksonville and Duval County at least 60 days prior to the hearing set above.

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, and shall remain on the website for at least 45 days.

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

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

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

PASSED AND ADOPTED THIS _____ DAY OF APRIL, 2020.

ATTEST:

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary

By: _____
Its: _____

Exhibit A: FY 2020/2021 Proposed Budget

Exhibit A
Villages of Westport Community Development District
Proposed Fiscal Year 2021 Annual Operational & Maintenance Budget

	Actual Through 2/29/20	Anticipated Mar. - Sept.	Anticipated FY 2020 Total	Adopted FY 2020 Budget	Proposed FY 2021 Budget
Revenues					
Assessments	\$150,353.82	\$177,571.18	\$327,925.00	\$327,925.00	\$333,348.00
Carry Forward Surplus	0.00	0.00	0.00	0.00	0.00
Other Revenue	115.00	0.00	115.00	0.00	0.00
Interest Income	53.91	0.00	53.91	0.00	0.00
Net Revenues	\$150,522.73	\$177,571.18	\$328,093.91	\$327,925.00	\$333,348.00
Expenditures					
Public Official Insurance	\$2,962.00	\$0.00	\$2,962.00	\$3,300.00	\$3,258.00
Trustee Fees	3,717.38	0.00	3,717.38	3,720.00	3,720.00
Supervisor Fees	200.00	600.00	800.00	800.00	2,400.00
District Management Fees	6,250.00	8,750.00	15,000.00	15,000.00	25,000.00
Field Management	12,800.00	14,400.00	27,200.00	19,200.00	19,200.00
Engineering Fees	0.00	0.00	0.00	3,050.00	3,050.00
Dissemination Agent	1,250.00	3,750.00	5,000.00	5,000.00	5,000.00
Reamortization Schedule	0.00	500.00	500.00	500.00	500.00
District Counsel	724.50	4,275.50	5,000.00	5,000.00	5,000.00
Assessment Administration	5,000.00	0.00	5,000.00	5,000.00	5,000.00
Audit Fees	500.00	4,000.00	4,500.00	6,500.00	6,500.00
Arbitrage	0.00	1,000.00	1,000.00	1,000.00	1,000.00
Postage	37.51	50.00	87.51	250.00	250.00
Legal Advertising	163.98	500.00	663.98	1,500.00	1,500.00
Website	500.00	1,900.00	2,400.00	2,400.00	2,400.00
Miscellaneous Charges	357.36	642.64	1,000.00	1,000.00	1,000.00
Community Events	0.00	2,000.00	2,000.00	2,000.00	2,000.00
Dues, Licenses & Fees	175.00	0.00	175.00	175.00	175.00
Amenity - Water/Electric	5,111.67	14,400.00	19,511.67	45,000.00	45,000.00
Amenity - Telephone	473.96	1,080.00	1,553.96	1,500.00	1,500.00
Amenity - Insurance	3,754.00	0.00	3,754.00	4,000.00	4,129.00
Amenity - Dues & License	0.00	400.00	400.00	400.00	400.00
Amenity - Irrigation Repair	2,597.78	500.00	3,097.78	3,000.00	3,000.00
Amenity - Pool Maintenance	3,817.75	5,782.25	9,600.00	9,600.00	9,600.00
Amenity - Access Control	0.00	1,700.00	1,700.00	1,700.00	1,700.00
Amenity - Janitorial	3,665.00	5,000.00	8,665.00	8,100.00	8,100.00
Amenity - Pest Control	0.00	1,200.00	1,200.00	1,200.00	1,200.00
Amenity - R&M Building	0.00	0.00	0.00	10,000.00	8,000.00
Amenity - R&M Grounds	0.00	2,000.00	2,000.00	9,630.00	8,000.00
Amenity - Security	16,814.00	37,186.00	54,000.00	54,000.00	54,000.00
General Insurance	3,605.00	0.00	3,605.00	3,900.00	3,966.00
General Repairs & Maintenance	2,403.87	2,500.00	4,903.87	13,700.00	12,000.00
Irrigation Repairs & Maintenance	0.00	2,000.00	2,000.00	6,000.00	5,000.00
Lake Maintenance	4,875.00	6,825.00	11,700.00	12,000.00	12,000.00
Landscape Maintenance	13,652.73	28,926.00	42,578.73	46,000.00	46,000.00
Landscape Improvements	1,187.66	1,200.00	2,387.66	13,000.00	13,000.00
Right of Way, Lake Bank Mowing	0.00	0.00	0.00	6,000.00	6,000.00
Contingency-Hurricane Repairs	0.00	0.00	0.00	3,800.00	3,800.00
Operating & Maintenance Expenditures	\$96,596.15	\$153,067.39	\$249,663.54	\$327,925.00	\$333,348.00

Units	1856
Current Year Proposed	\$179.61
	\$194.17
Prior Year Adopted	\$176.68
	\$191.01

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2020-05,
Canvassing & Certifying the Election Results

RESOLUTION 2020-05

**A RESOLUTION CANVASSING AND
CERTIFYING THE RESULTS OF THE
LANDOWNERS' ELECTION OF
SUPERVISORS OF THE VILLAGES OF
WESTPORT COMMUNITY DEVELOPMENT
DISTRICT HELD PURSUANT TO SECTION
190.006(2), FLORIDA STATUTES**

WHEREAS, following proper publication of notice thereof, such landowners meeting was held November 1, 2018 at which the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, this Resolution canvasses the votes and declares and certifies the results of said election;

**NOW, THEREFORE, BE IT RESOLVED BY THE
LANDOWNERS AND BOARD OF
SUPERVISORS OF THE VILLAGES OF
WESTPORT COMMUNITY DEVELOPMENT
DISTRICT;**

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

M. Davis Haas	Votes	920
---------------	-------	-----

2. In accordance with said statute, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

M. Davis Haas		Four (4) Year Term
---------------	--	-----------------------

3. Said terms of office shall commence immediately upon the adoption of this Resolution PASSED AND ADOPTED THIS ____ DAY OF APRIL, 2020

Chairperson
VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT

ATTEST:

Secretary

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Ratification of Payment Authorization
2019-51 – 2019-52

VILLAGES OF WESTPORT CDD

Payment Authorization 2020-51

2/10/2020

Item No.	Payee	Invoice #	FY20 General Fund
1	Advanced Security Specialist & Consulting LLC Security January 2020	0012020	\$ 4,491.00
2	Duval Landscape Maintenance Flower Change December 2019	3847 3948	\$ 587.66 \$ 3,345.66
3	Jacksonville Daily Record Legal Advertising 01/03/20	20-00034D	\$ 91.10
4	JEA Acct. 0230853498 12/26/19-01/28/20 Acct. 8245040569 12/26/19-01/28/20	-- --	\$ 245.49 \$ 1,357.15
5	Leland Management, Inc. Management Fee: June 2019 Management Fee: July 2019 Management Fee: August 2019 Management Fee: September 2019 Management Fee: October 2019 Management Fee: November 2019 Management Fee: December 2019 Management Fee: January 2020	-- -- -- -- -- -- -- --	\$ 1,600.00 \$ 1,600.00 \$ 1,600.00 \$ 1,600.00 \$ 1,600.00 \$ 1,600.00 \$ 1,600.00 \$ 1,600.00
6	PFM Group Consulting, LLC District Management Fee: January 2020 Website Fee: January 2020 Postage: November 2019	DM-01-2020-0077 DM-01-2020-0078 OE-EXP-00588	\$ 1,250.00 \$ 100.00 \$ 10.60
7	Rick Arsenault Pool Maintenance February 2020	VOW120	\$ 660.90
8	Solitude Lake Management Lake & Pond Management December 2019	PI-A00330349	\$ 975.00

TOTAL

\$ 25,914.56

Secretary/Assistant Secretary


Chairperson

INVOICE

Advanced Security Specialist & Consulting LLC
License# B1900191

INVOICE # 0012020
Date: February 04, 2020

1106 Copper Creek Drive, Macclenny Florida 32063
Phone 904-483-1227
advancedsecurityspecialist@comcast.net

To	Villages of Westport 12051 Corporate Boulevard Orlando FL, 32817
-----------	--

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1/ VOWP	N/A	N/A	January 2020	Payable Upon Receipt	Net 30

Qty	Item #	Description	Unit Price	Discount	Line Total
1	Opt-1	Security/Monitoring/MMSFiles	\$ 2166.00		\$ 2166.00
6	On site	January 1, 2020 On site security 6 hours	\$ 37.50		\$ 225.00
6	On site	January 3, 2020 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	January 4, 2020 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	January 5, 2020 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	January 10, 2020 On site security 6 hours	\$ 25.00		\$ 150.00
8	On site	January 11, 2020 On site security 8 hours	\$ 25.00		\$ 200.00
6	On site	January 12, 2020 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	January 17, 2020 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	January 18, 2020 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	January 19, 2020 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	January 20, 2020 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	January 24, 2020 On site security 6 hours	\$ 25.00		\$ 150.00
4	On site	January 25, 2020 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	January 26, 2020 On site security 4 hours	\$ 25.00		\$ 100.00
8	On site	January 31, 2020 On site security 8 hours	\$ 25.00		\$ 200.00
6	On site	Interior, exterior facility and property check	\$ 150.00	\$ 150.00	N/C
			Subtotal		\$4,491.00
			Total		\$4,491.00



Duval Landscape Maintenance
7011 Business Park Blvd N
Jacksonville, FL 32256
www.duvallandscape.com

INVOICE

Date	Invoice No.
11/25/19	3847
Terms	Due Date
Net 40	01/04/20

BILL TO

Mike Veazey
ICI Homes
14785 Old St Augustine Rd #3
Jacksonville, FL 32258

PROPERTY

Villages of Westport
12282 Dewhurst Circle
Jacksonville, FL 32218

RECEIVED NOV 25 2019

ENTERED DEC 17 2019

Please detach top portion and return with your payment.

Amount Due	PO Number
\$587.66	

DESCRIPTION

#4062 - Flower Change out

Enhancement/Extra Services

Total	\$587.66
Payments/Credits	(\$0.00)
Balance Due	\$587.66



Duval Landscape Maintenance
7011 Business Park Blvd N
Jacksonville, FL 32256
www.duvallandscape.com

INVOICE

Date	Invoice No.
12/01/19	3948
Terms	Due Date
Net 40	01/10/20

BILL TO

Mike Veazey
ICI Homes
14785 Old St Augustine Rd #3
Jacksonville, FL 32258

PROPERTY

Villages of Westport
12282 Dewhurst Circle
Jacksonville, FL 32218

RECEIVED DEC 02 2019

ENTERED DEC 17 2019

Amount Due	PO Number
\$3,345.66	

Please detach top portion and return with your payment.

DESCRIPTION	TOTAL
#939 - Villages of Westport POA and CDD December 2019	\$3,345.66
General Services	\$0.00
General Services	\$0.00
General Services	\$0.00

Total	\$3,345.66
Payments/Credits	(\$0.00)
Balance Due	\$3,345.66

Jacksonville Daily Record

A Division of

DAILY RECORD & OBSERVER, LLC

10 N. Newnan Street (32202)

P.O. Box 1769

Jacksonville, FL 32201

(904) 356-2466

STATEMENT

February 3, 2020

LEGAL ADVERTISING

Attn: Accounting
Villages of Westport Community Development District
12051 CORPORATE BLVD.
ORLANDO FL 32817

Balance Due: \$91.10

All PAST DUE items are subject to
finance charges of 1 1/2% per month.
Please remit immediately.

<u>Serial Number</u>	<u>Case</u>	<u>Case #</u>	<u>Amount Due</u>
<p>Please note that your account is currently past due. If you have made a payment recently, we thank you. Daily Record & Observer, LLC appreciates your business. For your convenience you may pay your invoice online at JaxDailyRecord.com/send-payment</p>			
20-00034D	Villages of Westport Community		PAST DUE \$89.75
		Finance Charge on PAST DUE Items:	\$1.35

(Published daily except Saturday, Sunday and legal holidays)
Jacksonville, Duval County, Florida

STATE OF FLORIDA,

S.S.

COUNTY OF DUVAL,

Before the undersigned authority personally appeared Rhonda Fisher, who on oath says that she is the Publisher's Representative of JACKSONVILLE DAILY RECORD, a daily (except Saturday, Sunday and legal holidays) newspaper published at Jacksonville, in Duval County, Florida; that the attached copy of advertisement, being a Notice of Public Meeting

in the matter of Villages of Westport Community Development District

in the Court of Duval County, Florida, was published in said newspaper in the issues of 1/3/20

Affiant further says that the said JACKSONVILLE DAILY RECORD is a newspaper at Jacksonville, in said Duval County, Florida, and that the said newspaper has heretofore been continuously published in said Duval County, Florida, each day (except Saturday, Sunday and legal holidays) and has been entered as periodicals matter at the post office in Jacksonville, in said Duval County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

*This notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

**NOTICE OF
PUBLIC MEETING
VILLAGES OF WESTPORT
COMMUNITY
DEVELOPMENT DISTRICT**

The Board of Supervisors of the Villages of Westport Community Development District ("District") will hold its regular meeting on January 10, 2020, at 12:00 p.m. at 14785 Old St. Augustine Road, Suite 3, Jacksonville, FL 32258. A copy of the agenda for the meeting can be obtained from the District Office at 12051 Corporate Boulevard, Orlando, FL 32817 or by phone at 407-723-5900. Additionally, a copy of the agenda, along with any meeting materials available in an electronic format, may be obtained at www.villagesofwestport.com.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. There may be occasions when one or more Board Supervisors or staff members will participate by telephone. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record. Meetings may be cancelled from time to time without advertised notice.

Any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (407) 723-5900, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

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

Vivian Carvalho
District Manager

Jan. 3 00120-00034D)



Rhonda Fisher

Sworn to and subscribed before me this 3rd day of January, 2020 A.D. by Rhonda Fisher who is personally known to me.

JANET MOHR
Notary Public, State of Florida
My Comm. Expires 12/18/2020
Commission No. GG95826



Seal

Notary Public, State of Florida

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

10 N. Newnan Street (32202)
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

January 3, 2020

Date

Attn: Accounting
Villages of Westport Community Development District
12051 CORPORATE BLVD.
ORLANDO FL 32817

Payment Due Upon Receipt

Serial #	20-00034D	PO/File #		\$89.75
Notice of Public Meeting				Amount Due
				Amount Paid
Villages of Westport Community Development District				\$89.75
				Payment Due
Case Number				
Publication Dates	1/3			
County	Duval			

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

*For your convenience, you
may remit payment at
jaxdailyrecord.com/send-payment.*

Your notice can be found on the world wide web at www.jaxdailyrecord.com

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

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

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

**NOTICE OF
PUBLIC MEETING
VILLAGES OF WESTPORT
COMMUNITY
DEVELOPMENT DISTRICT**

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Vivian Carvalho
District Manager

Jan. 3 00 (20-00034D)

Account Balance



Step 3/3

Thank you for your payment.

We have sent a confirmation email to glasgowj@pfm.com.

If your service has been disconnected and you have paid the required amount, a reconnect order will be issued automatically.

Account: 0230853498

Your payment has been scheduled. Scheduled payments may take up to one business day to process. Your balance will not reflect the payment until the first business day after the scheduled payment date.

Confirmation No.	10876747020720
Payment Selection	Account Balance
Payment Amount	\$245.49
Bank Account	City National Bank
Posting Date	02/20/2020

Total: \$245.49

Total Amount Paid:

\$245.49



21 West Church Street, Jacksonville, FL 32202-3139
Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com

Customer Name: VILLAGES OF WESTPORT COMMUNITY

Account #: 0230853498

Cycle: 04

Bill Date: 01/29/20

TOTAL SUMMARY OF CHARGES

Electric \$ 176.68
Irrigation 68.81

(A complete breakdown of charges can be found on the following pages.)

Total New Charges: \$ 245.49



Please pay \$245.49 by 02/20/20 to avoid 1.5% late payment fee and service disconnections.



Change your light bulbs to LEDs.



Energy Star commercial dishwashers are 10 percent more water-efficient than standard models.

A late payment fee will be assessed for unpaid balance.

Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay
\$242.18	-\$242.18	\$0.00	\$245.49	\$245.49

**WE APPRECIATE
YOUR BUSINESS**

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. ➔


☐

Add \$_____ to my monthly bill: \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

☐

Check here for telephone/mail address correction and fill in on reverse side.

Acct#: 0230853498	Bill Date: 01/29/20	Please pay by 02/20/20 to avoid 1.5% Late Payment Fee.			
Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay	TOTAL AMOUNT PAID
\$242.18	-\$242.18	\$0.00	\$245.49	\$245.49	

0000117

I=10010000



117 1 MB 0.436
VILLAGES OF WESTPORT COMMUNITY
12051 CORPORATE BLVD
ORLANDO FL 32817-1450



** JEA **
PO BOX 45047
JACKSONVILLE FL 32232-5047

72000230853498000000000004000024549010100000000400011



0/001 257068/3620198 0000117 1=1001000000



BILLING AND PAYMENT OPTIONS

JEA offers a number of convenient billing and payment options. You can pay online, by phone, by mail, in person or automatically using your bank account. And you can go paperless by receiving your bill by email, which is easy for you and good for the environment.

eBill: Receive, view, and pay your bill online. JEA ebill is one of our most convenient ways to receive, view and pay your bill.

MyBudget: With MyBudget, your bill is based on a rolling 12-month average. This prevents drastic changes in your bill month to month, even in the coldest or hottest months when you use more.

Auto-Pay: Our Automatic Bill Payment service ensures your JEA bill is paid automatically. You still receive a bill, but Automatic Bill Pay deducts the amount you owe from your bank account on your due date. Once set up, you don't have to do a thing.

Pay Online: When you pay your JEA bill on jea.com, your payment is credited to your account immediately. It is free to pay using your checking or savings account. Pay by debit or credit card—convenience fees charged by card payment vendor: Payments up to \$500: \$2.20, \$500.01–\$1,000: \$4.40, \$1,000.01–\$10,000: \$9.95.

Pay Through Your Bank: Use your bank's bill payer system to pay JEA electronically. Provide your JEA account information to your bank and enter the date and amount to pay each month.

Pay by Phone: Call 665-6000 to pay your JEA bill using our automated phone system 24 hours a day. Your payment will be credited to your account immediately.

It is free to pay using your checking or savings account. Pay by debit or credit card—convenience fees charged by card payment vendor: Payments up to \$500: \$2.20, \$500.01–\$1,000: \$4.40, \$1,000.01–\$10,000: \$9.95.

Pay by Mail: Please write your account number on your check or money order. Please include the payment stub with your payment and mail to P.O. Box 45047, Jacksonville, FL 32232-5047. Make checks payable to JEA.

Pay in Person: JEA payments are accepted at the JEA Downtown Customer Center, Winn-Dixie stores, Duval County Tax Collector offices and over 140 JEA authorized payment-only locations. Find locations at JEA.com/paymentlocations. Be sure to take a copy of your JEA bill when you go. **The JEA Downtown Customer Center, 43 W. Church Street, is open 7:30 a.m.–5:30 p.m. Monday through Friday except holidays. Closed Saturday.**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

Request an Extension: We understand that sometimes things happen and you need a little more time to pay your bill. You can apply for an extension online at jea.com. Also, residential customers can call 665-6000; commercial customers can call 665-6250. Our self-serve system will let you know if you qualify and give you a new due date.

Need Help Paying Your Bill? United Way maintains a computerized database of programs that may be able to assist you in paying your utility bill. For assistance with your utility bill, dial 2-1-1 or 632-0600.

STATEMENT INFORMATION

APPLICATION AND CONTRACT FOR SERVICE—Customers may review terms and conditions of service and policies on jea.com, or may call, write or e-mail JEA to request a copy. Requesting of utility service and JEA's acceptance to provide utility service, including the rendering of a bill, constitutes a binding contractual agreement between JEA and the customer, including each financially responsible person or entity as defined by applicable State, City and Utility regulations and policies, whether or not service is listed in that individual's name.

Please review your billing statement. Should you suspect a billing or payment error, please notify us immediately at 665-6000. Commercial customers can call us at 665-6250. You have 90 days from the statement date to request a JEA review for correction or credit.

Customer Charge is a fixed monthly charge to maintain an account for a customer, including metering, billing and account administration.

Energy Charge pays for the cost of the electric infrastructure, contribution to the City of Jacksonville and to generate and deliver the electricity you use, excluding the cost of fuel.

Fuel Cost is determined by the Adjustable Fuel Rate, which may go up or down based on the cost of fuels JEA uses to generate electricity. A portion of the fuel charge is exempt from the Public Service Tax.

Water/Sewer Service Availability Charge is a fixed monthly charge that covers a portion of the water/sewer infrastructure and the cost to maintain an account for a customer, including metering, billing and account administration.

Conservation Charge applies only if you use more than 2,750 kWh during a billing period. If this occurs, you will be charged an additional \$.01 per kWh over 2,750 kWh to encourage conservation. Average home usage is 1,000 kWh per month.

Environmental Charge provides funding for environmental and regulatory programs.

Water Consumption/Sewer Usage Tiers are based on the amount of water you use. Typical household usage is 6 kgals or less.

Fees and Taxes are government transfers paid to city or state governments.

kgal: 1,000 gallons

cf: Cubic foot of water which equals 7.48 gallons of water

kWh: Kilowatt-hour is a measure of electrical energy. One kWh is the equivalent of using 1,000 watts for one hour. For example, if you use a 100 watt light bulb for 720 hours (i.e. for 30 days straight), you will have used 72 kWh.

ADDRESS CORRECTION

Account #

Tel:

Address:

City:

State:

Zip Code:

E-mail:



Customer Name: VILLAGES OF WESTPORT COMMUNITY

Account #: 0230853498

Cycle: 04

Bill Date: 01/29/20

ELECTRIC SERVICE

Billing Rate: General Service

Service Address: 12060 BRADDOCK RD

Service Period: 12/27/19 - 01/28/20 Reading Date: 01/28/2020

Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24072186	32	959	Regular	1	735 KWH

Basic Monthly Charge	\$	9.25
Energy Charge (\$0.06447 per kWh)		47.39
Fuel Cost		23.89
Environmental Charge		0.46
City of Jacksonville Franchise Fee		2.43
Gross Receipts Tax		2.14

TOTAL CURRENT ELECTRIC CHARGES \$ 85.56

\$20.13 of Fuel Cost is Tax Exempt

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 12060 BRADDOCK RD

Service Period: 12/26/19 - 01/27/20 Reading Date: 01/27/2020

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
66481279	32	32009	Regular	1 1/2	1000 GAL

Basic Monthly Charge	\$	63.00
Tier 1 Consumption (1-14 kgal @ \$3.44)		3.44
Environmental Charge		0.37
City of Jacksonville Franchise Fee		2.00

TOTAL CURRENT IRRIGATION CHARGES \$ 68.81

ELECTRIC SERVICE

Billing Rate: General Service

Service Address: 12424 CADLEY CIR

Service Period: 12/27/19 - 01/28/20 Reading Date: 01/28/2020

Service Point: Irrigation 1 - Electric

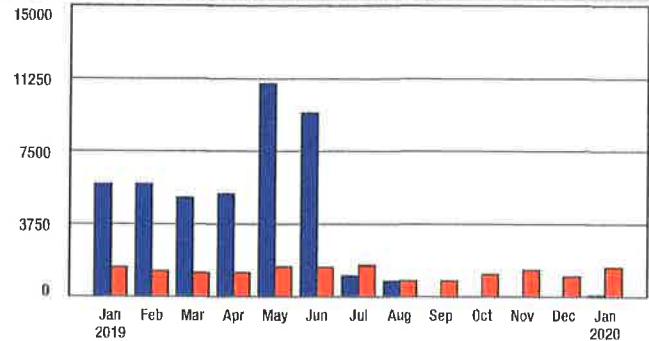
Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24072169	32	1029	Regular	1	789 KWH

Basic Monthly Charge	\$	9.25
Energy Charge (\$0.06447 per kWh)		50.87
Fuel Cost		25.64
Environmental Charge		0.49
City of Jacksonville Franchise Fee		2.59
Gross Receipts Tax		2.28

TOTAL CURRENT ELECTRIC CHARGES \$ 91.12

\$21.61 of Fuel Cost is Tax Exempt

CONSUMPTION HISTORY



	1 year ago	Last Month	This Month	Average Daily
Total Kwh used	1,539	1,066	1,524	47
Total Gallons used	58,000	1,066	1,000	0

Account Balance



Step 3/3

Thank you for your payment.

We have sent a confirmation email to glasgowj@pfm.com.

If your service has been disconnected and you have paid the required amount, a reconnect order will be issued automatically.

Account: 8245040569

Your payment has been scheduled. Scheduled payments may take up to one business day to process. Your balance will not reflect the payment until the first business day after the scheduled payment date.

Confirmation No.	10876810020720
Payment Selection	Account Balance
Payment Amount	\$1,357.15
Bank Account	City National Bank
Posting Date	02/20/2020

Total: \$1,357.15

Total Amount Paid:

\$1,357.15



21 West Church Street, Jacksonville, FL 32202-3139
Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com

Customer Name: VILLAGES OF WESTPORT CDD

Account #: 8245040569

Cycle: 04

Bill Date: 01/29/20

TOTAL SUMMARY OF CHARGES

Electric	\$	612.04
Irrigation		542.32
Sewer		93.96
Water		108.83

(A complete breakdown of charges can be found on the following pages.)

Total New Charges: \$ 1,357.15



Please pay \$1,357.15 by 02/20/20 to avoid 1.5% late payment fee and service disconnections.



Change your light bulbs to LEDs.



Energy Star commercial dishwashers are 10 percent more water-efficient than standard models.

A late payment fee will be assessed for unpaid balance.

Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay
\$1,415.19	-\$1,415.19	\$0.00	\$1,357.15	\$1,357.15

**WE APPRECIATE
YOUR BUSINESS**

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. ➔



Add \$_____ to my monthly bill: \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.



Check here for telephone/mail address correction and fill in on reverse side.

Acct#: 8245040569	Bill Date: 01/29/20	Please pay by 02/20/20 to avoid 1.5% Late Payment Fee.			
Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay	TOTAL AMOUNT PAID
\$1,415.19	-\$1,415.19	\$0.00	\$1,357.15	\$1,357.15	

0000116

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116 1 MB 0.436
VILLAGES OF WESTPORT CDD
ATTN: BEVERLY RANCHUREJEE
12051 CORPORATE BLVD
ORLANDO FL 32817-1450



** JEA **

PO BOX 45047
JACKSONVILLE FL 32232-5047

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BILLING AND PAYMENT OPTIONS

JEA offers a number of convenient billing and payment options. You can pay online, by phone, by mail, in person or automatically using your bank account. And you can go paperless by receiving your bill by email, which is easy for you and good for the environment.

eBill: Receive, view, and pay your bill online. JEA eBill is one of our most convenient ways to receive, view and pay your bill.

MyBudget: With MyBudget, your bill is based on a rolling 12-month average. This prevents drastic changes in your bill month to month, even in the coldest or hottest months when you use more.

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Pay by Mail: Please write your account number on your check or money order. Please include the payment stub with your payment and mail to P.O. Box 45047, Jacksonville, FL 32232-5047. Make checks payable to JEA.

Pay in Person: JEA payments are accepted at the JEA Downtown Customer Center, Winn-Dixie stores, Duval County Tax Collector offices and over 140 JEA authorized payment-only locations. Find locations at JEA.com/paymentlocations. Be sure to take a copy of your JEA bill when you go. **The JEA Downtown Customer Center, 43 W. Church Street, is open 7:30 a.m.–5:30 p.m. Monday through Friday except holidays. Closed Saturday.**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

Request an Extension: We understand that sometimes things happen and you need a little more time to pay your bill. You can apply for an extension online at jea.com. Also, residential customers can call 665-6000; commercial customers can call 665-6250. Our self-serve system will let you know if you qualify and give you a new due date.

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Please review your billing statement. Should you suspect a billing or payment error, please notify us immediately at 665-6000. Commercial customers can call us at 665-6250. You have 90 days from the statement date to request a JEA review for correction or credit.

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Fuel Cost is determined by the Adjustable Fuel Rate, which may go up or down based on the cost of fuels JEA uses to generate electricity. A portion of the fuel charge is exempt from the Public Service Tax.

Water/Sewer Service Availability Charge is a fixed monthly charge that covers a portion of the water/sewer infrastructure and the cost to maintain an account for a customer, including metering, billing and account administration.

Conservation Charge applies only if you use more than 2,750 kWh during a billing period. If this occurs, you will be charged an additional \$.01 per kWh over 2,750 kWh to encourage conservation. Average home usage is 1,000 kWh per month.

Environmental Charge provides funding for environmental and regulatory programs.

Water Consumption/Sewer Usage Tiers are based on the amount of water you use. Typical household usage is 6 kgals or less.

Fees and Taxes are government transfers paid to city or state governments.

kgal: 1,000 gallons

cf: Cubic foot of water which equals 7.48 gallons of water

kWh: Kilowatt-hour is a measure of electrical energy. One kWh is the equivalent of using 1,000 watts for one hour. For example, if you use a 100 watt light bulb for 720 hours (i.e. for 30 days straight), you will have used 72 kWh.

ADDRESS CORRECTION

Account #

Tel:

Address:

City:

State:

Zip Code:

E-mail:



Customer Name: VILLAGES OF WESTPORT CDD

Account #: 8245040569

Cycle: 04

Bill Date: 01/29/20

ELECTRIC SERVICE

Billing Rate: General Service

Service Address: 6714 SANDLE DR

Service Period: 12/27/19 - 01/28/20 Reading Date: 01/28/2020

Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
22960690	32	36119	Regular	1	4334 KWH
Basic Monthly Charge					\$ 9.25
Energy Charge (\$0.06447 per kWh)					279.41
Fuel Cost					140.86
Environmental Charge					2.69
City of Jacksonville Franchise Fee					12.97
Gross Receipts Tax					11.41
TOTAL CURRENT ELECTRIC CHARGES					\$ 456.59

\$118.71 of Fuel Cost is Tax Exempt

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 6714 SANDLE DR

Service Period: 12/26/19 - 01/27/20 Reading Date: 01/27/2020

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
76679032	32	9147	Regular	2	100000 GAL
Basic Monthly Charge					\$ 100.80
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					340.55
Environmental Charge					37.00
City of Jacksonville Franchise Fee					15.80
TOTAL CURRENT IRRIGATION CHARGES					\$ 542.32

SEWER SERVICE

Billing Rate: Commercial Sewer Service

Service Address: 6714 SANDLE DR

Service Period: 12/26/19 - 01/27/20 Reading Date: 01/27/2020

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
77680745	32	1549	Regular	1	6000 GAL
Basic Monthly Charge					\$ 52.88
Sewer Usage Charge					36.12
Environmental Charge					2.22
City of Jacksonville Franchise Fee					2.74
TOTAL CURRENT SEWER CHARGES					\$ 93.96

WATER SERVICE

Billing Rate: Commercial Water Service

Service Address: 6714 SANDLE DR

Service Period: 12/26/19 - 01/27/20 Reading Date: 01/27/2020

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
77680745	32	1549	Regular	1	6000 GAL
Basic Monthly Charge					\$ 31.50
Water Consumption Charge					8.94
Environmental Charge					2.22
City of Jacksonville Franchise Fee					1.28
TOTAL CURRENT WATER CHARGES					\$ 43.94

ELECTRIC SERVICE

Billing Rate: General Service

Service Address: 6794 SANDLE DR APT LS01

Service Period: 12/27/19 - 01/28/20 Reading Date: 01/28/2020

Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
20337172	32	22110	Regular	1	1413 KWH
20337172	32	14.98	Regular	1	14.98 KW
Basic Monthly Charge					\$ 9.25
Energy Charge (\$0.06447 per kWh)					91.10
Fuel Cost					45.92
Environmental Charge					0.88
City of Jacksonville Franchise Fee					4.41
Gross Receipts Tax					3.89
TOTAL CURRENT ELECTRIC CHARGES					\$ 155.45

\$38.70 of Fuel Cost is Tax Exempt

WATER SERVICE

Billing Rate: Commercial Water Service

Service Address: 6794 SANDLE DR APT LS01

Service Period: 12/26/19 - 01/27/20 Reading Date: 01/27/2020

Service Point: Commercial - Water

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
70588991	32	1822	Regular	1 1/2	0 GAL
Basic Monthly Charge					\$ 63.00
City of Jacksonville Franchise Fee					1.89
TOTAL CURRENT WATER CHARGES					\$ 64.89



21 West Church Street, Jacksonville, FL 32202-3139
Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com



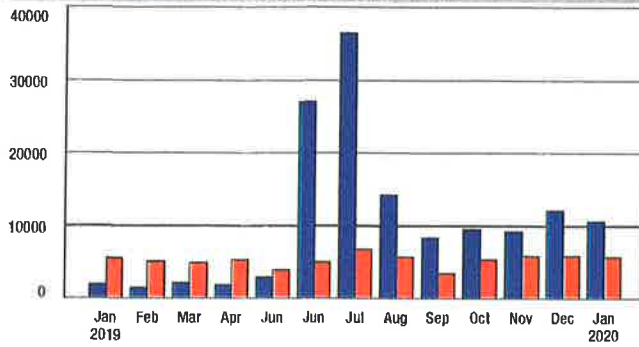
Customer Name: VILLAGES OF WESTPORT CDD

Account #: 8245040569

Cycle: 04

Bill Date: 01/29/20

CONSUMPTION HISTORY



Water tens Gal Electric Kwh

	1 year ago	Last Month	This Month	Average Daily
Total Kwh used	5,530	5,956	5,747	179
Total Gallons used	20,000	121,000	106,000	3,312

0/001 257068/3620198 0000116 2 1=1001000000

FINANCIAL TRANSACTIONS - 02/05/20

1 VILLAGES OF WESTPORT
VILLAGES OF WESTPORT CDD

Unit ID: 249

START DATE: 06/01/19 PREPAID BAL: 0.00

DATE	PAYMT AMT	CHECK #	DEP DT	CODE	N/A	DESCRIPTION	AMOUNT	BALANCE
060319		APPLY CHARGES		A1		MANAGEMENT FEE	1600.00	1600.00
073119		APPLY CHARGES		A1		MANAGEMENT FEE	1600.00	3200.00
082419		APPLY CHARGES		A1		MANAGEMENT FEE	1600.00	4800.00
090919		APPLY CHARGES		A1		MANAGEMENT FEE	1600.00	6400.00
102519		APPLY CHARGES		A1		MANAGEMENT FEE	1600.00	8000.00
110619		APPLY CHARGES		A1		MANAGEMENT FEE	1600.00	9600.00
121819		APPLY CHARGES		A1		MANAGEMENT FEE	1600.00	11200.00
012920		APPLY CHARGES		A1		MANAGEMENT FEE	1600.00	12800.00

Leland Management, Inc.
 6972 Lake Gloria Blvd
 Orlando FL 32809-3200
 407-447-9955

Statement of Account as of 06/04/19

Re: 1 VILLAGES OF WESTPORT

**VILLAGES OF WESTPORT CDD
 C/O FISHKIND & ASSOCIATES
 12501 CORPORATE BLVD
 ORLANDO FL 32817**

Account # : 249
 Lot # : JAX-24
 Bill Period: Jun 2019 Assmts
 Payment Due: 06/30/19

Amount Due: \$1,600.00

Date	Description	Charges	Credits	Balance
06/02/19	Balance Forward			\$0.00
06/03/19	MANAGEMENT FEE	1,600.00		
New Balance -				\$1,600.00

Messages

Make Checks Payable to: Leland Management, Inc.

Re: 1 VILLAGES OF WESTPORT

**VILLAGES OF WESTPORT CDD
 C/O FISHKIND & ASSOCIATES
 12501 CORPORATE BLVD
 ORLANDO FL 32817**

Account # : 249
 Lot # : JAX-24
 Bill Period: Jun 2019 Assmts
 Payment Due: 06/30/19

Amount Due: \$1,600.00

**Leland Management, Inc.
 6972 Lake Gloria Blvd
 Orlando FL 32809-3200**

Leland Management, Inc.
6972 Lake Gloria Blvd
Orlando FL 32809-3200
407-447-9955

Statement of Account as of 07/31/19

Re: 1 VILLAGES OF WESTPORT	Account # : 249
VILLAGES OF WESTPORT CDD	Lot # : JAX-24
C/O FISHKIND & ASSOCIATES	Bill Period: Jul 2019 Mgmt Fees
12501 CORPORATE BLVD	Payment Due: 07/31/19
ORLANDO FL 32817	
	Amount Due: \$3,200.00

Date	Description	Charges	Credits	Balance
07/30/19	Balance Forward			\$1,600.00
07/31/19	MANAGEMENT FEE	1,600.00		
New Balance -				\$3,200.00

Messages

Make Checks Payable to: **Leland Management, Inc.**

Re: 1 VILLAGES OF WESTPORT
VILLAGES OF WESTPORT CDD
C/O FISHKIND & ASSOCIATES
12501 CORPORATE BLVD
ORLANDO FL 32817

Account # : 249
Lot # : JAX-24
Bill Period: Jul 2019 Mgmt Fees
Payment Due: 07/31/19
Amount Due: \$3,200.00

Leland Management, Inc.
6972 Lake Gloria Blvd
Orlando FL 32809-3200

Leland Management, Inc.
 6972 Lake Gloria Blvd
 Orlando FL 32809-3200
 407-447-9955

Statement of Account as of 08/25/19

Re: 1 VILLAGES OF WESTPORT	Account # : 249
	Lot # : JAX-24
VILLAGES OF WESTPORT CDD	Bill Period: Aug 2019 Assmts
C/O FISHKIND & ASSOCIATES	Payment Due: 08/31/19
12501 CORPORATE BLVD	
ORLANDO FL 32817	
	Amount Due: \$4,800.00

Date	Description	Charges	Credits	Balance
08/22/19	Balance Forward			\$3,200.00
08/24/19	MANAGEMENT FEE	1,600.00		
New Balance -				\$4,800.00

Messages

Make Checks Payable to: Leland Management, Inc.

Re: 1 VILLAGES OF WESTPORT
 VILLAGES OF WESTPORT CDD
 C/O FISHKIND & ASSOCIATES
 12501 CORPORATE BLVD
 ORLANDO FL 32817

Account # : 249
 Lot # : JAX-24
 Bill Period: Aug 2019 Assmts
 Payment Due: 08/31/19
 Amount Due: \$4,800.00

Leland Management, Inc.
 6972 Lake Gloria Blvd
 Orlando FL 32809-3200

Leland Management, Inc.
6972 Lake Gloria Blvd
Orlando FL 32809-3200
407-447-9955

Statement of Account as of 09/10/19

Re: 1 VILLAGES OF WESTPORT

VILLAGES OF WESTPORT CDD
C/O FISHKIND & ASSOCIATES
12501 CORPORATE BLVD
ORLANDO FL 32817

Account # : 249
Lot # : JAX-24
Bill Period: Sep 2019 Assmts
Payment Due: 09/15/19

Amount Due: \$6,400.00

Date	Description	Charges	Credits	Balance
09/08/19	Balance Forward			\$4,800.00
09/09/19	MANAGEMENT FEE	1,600.00		
New Balance -				\$6,400.00

Messages

Make Checks Payable to: Leland Management, Inc.

Re: 1 VILLAGES OF WESTPORT

VILLAGES OF WESTPORT CDD
C/O FISHKIND & ASSOCIATES
12501 CORPORATE BLVD
ORLANDO FL 32817

Account # : 249
Lot # : JAX-24
Bill Period: Sep 2019 Assmts
Payment Due: 09/15/19
Amount Due: \$6,400.00

**Leland Management, Inc.
6972 Lake Gloria Blvd
Orlando FL 32809-3200**

Leland Management, Inc.
6972 Lake Gloria Blvd
Orlando FL 32809-3200
407-447-9955

Statement of Account as of 10/26/19

Re: 1 VILLAGES OF WESTPORT

**VILLAGES OF WESTPORT CDD
C/O FISHKIND & ASSOCIATES
12501 CORPORATE BLVD
ORLANDO FL 32817**

Account # : 249
Lot # : JAX-24
Bill Period: Oct 2019 Assmts
Payment Due: 10/31/19

Amount Due: \$8,000.00

Date	Description	Charges	Credits	Balance
10/24/19	Balance Forward			\$6,400.00
10/25/19	MANAGEMENT FEE	1,600.00		
New Balance -				\$8,000.00

Messages

Make Checks Payable to: Leland Management, Inc.

Re: 1 VILLAGES OF WESTPORT

**VILLAGES OF WESTPORT CDD
C/O FISHKIND & ASSOCIATES
12501 CORPORATE BLVD
ORLANDO FL 32817**

Account # : 249
Lot # : JAX-24
Bill Period: Oct 2019 Assmts
Payment Due: 10/31/19
Amount Due: \$8,000.00

**Leland Management, Inc.
6972 Lake Gloria Blvd
Orlando FL 32809-3200**

Leland Management, Inc.
 6972 Lake Gloria Blvd
 Orlando FL 32809-3200
 407-447-9955

Statement of Account as of 11/07/19

Re: 1 VILLAGES OF WESTPORT

**VILLAGES OF WESTPORT CDD
 C/O FISHKIND & ASSOCIATES
 12501 CORPORATE BLVD
 ORLANDO FL 32817**

Account # : 249
 Lot # : JAX-24
 Bill Period: Nov 2019 Assmts
 Payment Due: 11/20/19

Amount Due: \$9,600.00

Date	Description	Charges	Credits	Balance
11/05/19	Balance Forward			\$8,000.00
11/06/19	MANAGEMENT FEE	1,600.00		
New Balance -				\$9,600.00

Messages

Make Checks Payable to: **Leland Management, Inc.**

Re: 1 VILLAGES OF WESTPORT

**VILLAGES OF WESTPORT CDD
 C/O FISHKIND & ASSOCIATES
 12501 CORPORATE BLVD
 ORLANDO FL 32817**

Account # : 249
 Lot # : JAX-24
 Bill Period: Nov 2019 Assmts
 Payment Due: 11/20/19

Amount Due: \$9,600.00

**Leland Management, Inc.
 6972 Lake Gloria Blvd
 Orlando FL 32809-3200**

Leland Management, Inc.
 6972 Lake Gloria Blvd
 Orlando FL 32809-3200
 407-447-9955

Statement of Account as of 12/20/19

Re: 1 VILLAGES OF WESTPORT

**VILLAGES OF WESTPORT CDD
 C/O FISHKIND & ASSOCIATES
 12501 CORPORATE BLVD
 ORLANDO FL 32817**

Account # : 249
 Lot # : JAX-24
 Bill Period: Dec 2019
 Payment Due: 12/31/19

Amount Due: \$11,200.00

Date	Description	Charges	Credits	Balance
12/17/19	Balance Forward			\$9,600.00
12/18/19	MANAGEMENT FEE	1,600.00		
New Balance -				\$11,200.00

Messages

Make Checks Payable to: Leland Management, Inc.

Re: 1 VILLAGES OF WESTPORT

**VILLAGES OF WESTPORT CDD
 C/O FISHKIND & ASSOCIATES
 12501 CORPORATE BLVD
 ORLANDO FL 32817**

Account # : 249
 Lot # : JAX-24
 Bill Period: Dec 2019
 Payment Due: 12/31/19
Amount Due: \$11,200.00

**Leland Management, Inc.
 6972 Lake Gloria Blvd
 Orlando FL 32809-3200**

Leland Management, Inc.
 6972 Lake Gloria Blvd
 Orlando FL 32809-3200
 407-447-9955

Statement of Account as of 01/29/20

Re: 1 VILLAGES OF WESTPORT

**VILLAGES OF WESTPORT CDD
 C/O FISHKIND & ASSOCIATES
 12501 CORPORATE BLVD
 ORLANDO FL 32817**

Account # : 249
 Lot # : JAX-24
 Bill Period: Mgmt Fees - Jan 2020
 Payment Due: 01/31/20

Amount Due: \$12,800.00

Date	Description	Charges	Credits	Balance
01/26/20	Balance Forward			\$11,200.00
01/29/20	MANAGEMENT FEE	1,600.00		
New Balance -				\$12,800.00

Messages

Make Checks Payable to: Leland Management, Inc.

Re: 1 VILLAGES OF WESTPORT

**VILLAGES OF WESTPORT CDD
 C/O FISHKIND & ASSOCIATES
 12501 CORPORATE BLVD
 ORLANDO FL 32817**

Account # : 249
 Lot # : JAX-24
 Bill Period: Mgmt Fees - Jan 20
 Payment Due: 01/31/20
Amount Due: \$12,800.00

**Leland Management, Inc.
 6972 Lake Gloria Blvd
 Orlando FL 32809-3200**



Date	Invoice Number
January 30, 2020	DM-01-2020-0077
Payment Terms	Due Date
Upon Receipt	January 30, 2020

Bill To:

Villages of Westport CDD
c/o PFM Group Consulting District Accounting
Department
12051 Corporate Blvd
Orlando, FL 32817
United States of America

Company Address:

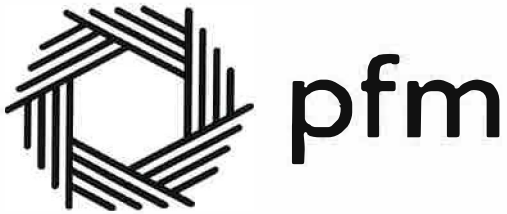
1735 Market Street
43rd Floor
Philadelphia, PA 19103
+1 (215) 567-6100

Federal Tax ID: 81-1642478

RE: District Management Fee: January 2020

Total Amount Due

\$1,250.00



Date	Invoice Number
January 30, 2020	DM-01-2020-0078
Payment Terms	Due Date
Upon Receipt	January 30, 2020

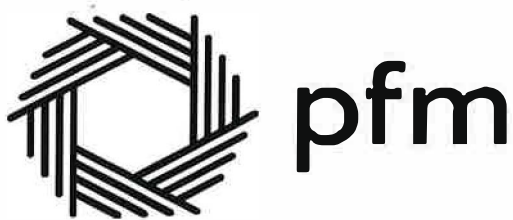
Bill To: Villages of Westport CDD c/o PFM Group Consulting District Accounting Department 12051 Corporate Blvd Orlando, FL 32817 United States of America
--

Company Address: 1735 Market Street 43rd Floor Philadelphia, PA 19103 +1 (215) 567-6100 Federal Tax ID: 81-1642478
--

RE: Website Fee - January 2020

Total Amount Due

\$100.00



Date	Invoice Number
January 22, 2020	OE-EXP-00588
Payment Terms	Due Date
Upon Receipt	January 22, 2020

Bill To:

Villages of Westport CDD
c/o PFM Group Consulting District Accounting
Department
12051 Corporate Blvd
Orlando, FL 32817
United States of America

Company Address:

1735 Market Street
43rd Floor
Philadelphia, PA 19103
+1 (215) 567-6100
Federal Tax ID: 81-1642478

RE: November 2019 Postage - \$10.60

Total Amount Due

\$10.60

Account Summary Report

Date Range: November 1, 2019 to November 30, 2019

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Serial Number	PhP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

Account Summary

Account	Sub Account	Pieces	Total Charged
Villages of Westport CDD		11,	\$10.600
	Grand Total		\$10.600

**INVOICE**

Voice: (888) 480-5253 Fax: (888) 358-0088

Invoice Number: PI-A00330349

Invoice Date: 12/01/19

PROPERTY: Villages/Westport-Cdd

SOLD TO: Villages/Westport-Cdd
C/O Fishkind & Assoc
12051 Corporate Blvd.
Orlando, FL 32817

CUSTOMER ID	CUSTOMER PO	Payment Terms	
8794		Net 30	
Sales Rep ID	Shipment Method	Ship Date	Due Date
Katie Cabanillas			12/31/19

Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR48906 12/01/19 - 12/31/19 Lake & Pond Management Services		975.00	975.00

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	975.00
Sales Tax	0.00
Total Invoice	975.00
Payment Received	0.00
TOTAL	975.00

VILLAGES OF WESTPORT CDD

Payment Authorization 2020-52

2/14/2020

Item No.	Payee	Invoice #	FY20 General Fund
1	Comcast Business Acct. 8495 74 120 2518167; 02/11/20-03/10/20	--	\$ 119.69
2	Hopping Green & Sams General Counsel thru 12/31/19	112588	\$ 405.50
3	PFM Group Consulting, LLC Postage: December 2019	OE-EXP-00645	\$ 5.00
4	Solitude Lake Management Lake & Pond Management January 2020	PI-A00344637	\$ 975.00
	Lake & Pond Management February 2020	PI-A00357861	\$ 975.00

TOTAL	\$ 2,480.19
--------------	--------------------

Secretary/Assistant Secretary


Chairperson

VILLAGES OF WESTPORT CDD

Payment Authorization 2020-52

2/14/2020

Item No.	Payee	Invoice #	FY20 General Fund
1	Comcast Business Acct. 8495 74 120 2518167; 02/11/20-03/10/20	--	\$ 119.69
2	Hopping Green & Sams General Counsel thru 12/31/19	112588	\$ 405.50
3	PFM Group Consulting, LLC Postage: December 2019	OE-EXP-00645	\$ 5.00
4	Solitude Lake Management Lake & Pond Management January 2020	PI-A00344637	\$ 975.00
	Lake & Pond Management February 2020	PI-A00357861	\$ 975.00

TOTAL	\$ 2,480.19
--------------	--------------------

Secretary/Assistant Secretary

Chairperson

Payment Confirmation #7610617961

Thank you for your payment! Payments may take up to one day to process. Please print this page for your records.

Set Up Automatic Payments

Set up Auto Pay to easily schedule recurring payments from your bank, credit or debit card for your monthly Comcast Business bill. Because convenience counts.

SET UP AUTO PAY

Account Details

Service Address

6713 SANDLE DR
JACKSONVILLE , FL 32219

Account Number

8495741202518167

Payment Details

Checking Account Number

*****43

Payment Amount

\$119.69

Routing Number

Payment Submitted On

February 26, 2020

Billing Address

12051 CORPORATE BLVD
ORLANDO, FL 328171450

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Hello,

Thanks for choosing Comcast Business.

Your bill at a glance

For 6713 SANDLE DR, JACKSONVILLE, FL, 32219-0000

Previous balance		\$119.69
Payment - thank you	Jan 28	-\$119.69
Balance forward		\$0.00
Regular monthly charges	Page 3	\$118.40
Taxes, fees and other charges	Page 3	\$1.29
New charges		\$119.69

Amount due Feb 28, 2020 \$119.69

Need help?

Visit xfinity.com/customersupport or see page 2 for other ways to contact us.

Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.
- Any payments received or account activity after Feb 07, 2020 will show up on your next bill. View your most up-to-date account balance at business.comcast.com/myaccount.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

**COMCAST
BUSINESS**

141 NW 16TH ST
POMPANO BEACH FL 33060-5250
96330310 NO RP 07 20200207 NNNNNNNY 0000859 0005

VILLAGES WEST PORT
ATTN BEVERLY RANCHUREJEE
12051 CORPORATE BLVD
ORLANDO, FL 32817-1450

Account number

8495 74 120 2518167

Payment due

Feb 28, 2020

Please pay

\$119.69

Amount enclosed

\$

Make checks payable to Comcast

Do not send cash



Send payment to

COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211



849574120251816700119693

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- View upcoming appointments



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If you are hearing impaired, call 711. For issues affecting customers with disabilities, call **1-855-270-0379**, chat live at support.xfinity.com/accessibility, email accessibility@comcast.com, fax **1-866-599-4268** or write to Comcast at 1701 JFK Blvd., Philadelphia, PA 19103-2838
Attn: M. Gifford.



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Additional billing information

More ways to pay:



Online

Visit My Account at business.comcast.com/myaccount



By App

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In-Store

Visit business.comcast.com/servicecenter to find a store near you



Regular monthly charges		\$118.40
Comcast Business services		\$99.95
Deluxe 25 Business Internet	\$99.95	
Equipment & services		\$18.45
Equipment Fee Internet	\$18.45	
Taxes, fees and other charges		\$1.29
Taxes & government fees		\$1.29
Sales Tax	\$1.29	

What's included?

**Internet:** Fast, reliable internet on our Gig-speed networkVisit business.comcast.com/myaccount for more details

Hopping Green & Sams

Attorneys and Counselors

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

STATEMENT

January 31, 2020

Villages of Westport CDD
PFM Group Consulting, LLC
c/o Jason Venning
12051 Corporate Blvd.
Orlando, FL 32817

Bill Number 112588
Billed through 12/31/2019

General Counsel
VWCDD 00001 WSH

FOR PROFESSIONAL SERVICES RENDERED

12/04/19	KSB	Review ongoing issues.	0.40 hrs
12/05/19	WSH	Review FAQ sheet; confer with Veazey regarding status.	0.40 hrs
12/16/19	WSH	Review correspondence and confer with Veazey regarding towing.	0.20 hrs
12/16/19	KFJ	Prepare rulemaking resolution and notices for towing rule; confer with Haber.	0.70 hrs
12/27/19	WSH	Review proposed agenda.	0.20 hrs
Total fees for this matter			\$405.50

MATTER SUMMARY

Jusevitch, Karen F.- Paralegal	0.70 hrs	125 /hr	\$87.50
Buchanan, Katie S.	0.40 hrs	245 /hr	\$98.00
Haber, Wesley S.	0.80 hrs	275 /hr	\$220.00

TOTAL FEES \$405.50

TOTAL CHARGES FOR THIS MATTER

\$405.50

BILLING SUMMARY

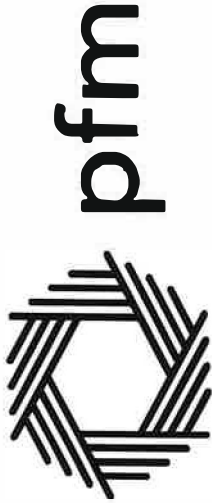
Jusevitch, Karen F.- Paralegal	0.70 hrs	125 /hr	\$87.50
Buchanan, Katie S.	0.40 hrs	245 /hr	\$98.00
Haber, Wesley S.	0.80 hrs	275 /hr	\$220.00

TOTAL FEES \$405.50

TOTAL CHARGES FOR THIS BILL

\$405.50

Please include the bill number on your check.



Date	Invoice Number
February 3, 2020	OE-EXP-00645
Payment Terms	Due Date
Upon Receipt	February 3, 2020

Bill To: Villages of Westport CDD c/o PFM Group Consulting District Accounting Department 12051 Corporate Blvd Orlando, FL 32817
--

Company Address: 1735 Market Street 43rd Floor Philadelphia, PA 19103 +1 (215) 567-6100 Federal Tax ID: 81-1642478
--

RE: December 2019 Postage - \$5.00

Total Amount Due

\$5.00

Account Summary Report

Date Range: December 1, 2019 to December 31, 2019

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Serial Number	EBP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

Account Summary

Account	Sub Account	Pieces	Total Charged
Villages of Westport CDD		10	\$5.000
Grand Total			\$5.000



INVOICE

Voice: (888) 480-5253 Fax: (888) 358-0088

Invoice Number: PI-A00344637

Invoice Date: 01/01/20

PROPERTY: Villages/Westport-Cdd

SOLD TO: Villages/Westport-Cdd
C/O Fishkind & Assoc
12051 Corporate Blvd.
Orlando, FL 32817

CUSTOMER ID

8794

CUSTOMER PO

Payment Terms

Net 30

Sales Rep ID

Katie Cabanillas

Shipment Method

Ship Date

Due Date

01/31/20

Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR48906 01/01/20 - 01/31/20 Lake & Pond Management Services		975.00	975.00

RECEIVED FEB 11 2020

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	975.00
Sales Tax	0.00
Total Invoice	975.00
Payment Received	0.00
TOTAL	975.00



INVOICE

Voice: (888) 480-LAKE • Fax: (888) 358-0088

Invoice Number: PI-A00357861
Invoice Date: 02/01/20

SOLD TO: Villages/Westport-Cdd
C/O Fishkind & Assoc
12051 Corporate Blvd.
Orlando, FL 32817

PROPERTY: Villages/Westport-Cdd

RECEIVED FEB 10 2020

Customer ID	Customer PO	Payment Terms	
8794		Net 30	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Kate Cabanillas			03/02/20

Qty	Item Description	Unit Price	Extension
1	Lake & Pond Management Services SVR48906 02/01/20 - 02/29/20 Lake & Pond Management Services	975.00	975.00

		975.00
PLEASE REMIT PAYMENT TO:		
SOLitude Lake Management, LLC		
1320 Brookwood Drive, Suite H		
Little Rock, AR 72202		
Subtotal		0.00
Sales Tax		975.00
Total Invoice		0.00
Payment Received		
TOTAL		975.00

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Review of District Financial Statements

Villages of Westport CDD
Statement of Activities (YTD) (Columnar, By SubType Landscape)
As of 3/31/2020

	General Fund	Debt Service Fund	Construction Fund	Long Term Debt Group	Total
<u>Revenues</u>					
On-Roll Assessments	\$94,110.69				\$94,110.69
Off-Roll Assessments	58,127.72				58,127.72
Other Income & Other Financing Sources	135.00				135.00
On-Roll Assessments		\$549,733.48			549,733.48
Off-Roll Assessments		161,798.68			161,798.68
Inter-Fund Group Transfers In		(7,335.87)			(7,335.87)
Inter-Fund Transfers In			\$7,335.87		7,335.87
Total Revenues	<u>\$152,373.41</u>	<u>\$704,196.29</u>	<u>\$7,335.87</u>	<u>\$0.00</u>	<u>\$863,905.57</u>
<u>Expenses</u>					
Supervisor Fees	\$200.00				\$200.00
Public Official Insurance	2,962.00				2,962.00
Trustee Services	3,717.38				3,717.38
District Management	7,500.00				7,500.00
Field Management	14,400.00				14,400.00
Dissemination Agent	1,250.00				1,250.00
District Counsel	724.50				724.50
Assessment Administration	5,000.00				5,000.00
Audit	500.00				500.00
Postage & Shipping	37.51				37.51
Legal Advertising	163.98				163.98
Web Site Maintenance	600.00				600.00
Dues, Licenses, and Fees	175.00				175.00
Amenity - Electric	8,359.23				8,359.23
Amenity - Telephone	713.34				713.34
Amenity - Irrigation Repairs	2,597.78				2,597.78
Amenity - Pool Maintenance	4,818.65				4,818.65
Amenity - Janitorial	3,665.00				3,665.00
Amenity - Security	20,730.00				20,730.00
General Insurance	3,605.00				3,605.00
Property & Casualty	3,754.00				3,754.00
General Repair & Maintenance	6,608.87				6,608.87
Lake Maintenance	4,875.00				4,875.00
Landscaping Maintenance & Material	13,652.73				13,652.73
Landscape Improvements	1,187.66				1,187.66
Miscellaneous	357.36				357.36
Interest Payments - A1 bond		\$308,827.50			308,827.50
Total Expenses	<u>\$112,154.99</u>	<u>\$308,827.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$420,982.49</u>

Villages of Westport CDD
Statement of Activities (YTD) (Columnar, By SubType Landscape)
As of 3/31/2020

	General Fund	Debt Service Fund	Construction Fund	Long Term Debt Group	Total
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$60.76				\$60.76
Interest Income		\$9,325.56			9,325.56
Interest Income			\$2,384.66		2,384.66
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$60.76</u>	<u>\$9,325.56</u>	<u>\$2,384.66</u>	<u>\$0.00</u>	<u>\$11,770.98</u>
 Change In Net Assets	 \$40,279.18	 \$404,694.35	 \$9,720.53	 \$0.00	 \$454,694.06
 Net Assets At Beginning Of Year	 <u>\$120,830.13</u>	 <u>\$1,069,396.41</u>	 <u>\$251,350.50</u>	 <u>\$0.00</u>	 <u>\$1,441,577.04</u>
 Net Assets At End Of Year	 <u><u>\$161,109.31</u></u>	 <u><u>\$1,474,090.76</u></u>	 <u><u>\$261,071.03</u></u>	 <u><u>\$0.00</u></u>	 <u><u>\$1,896,271.10</u></u>

Villages of Westport CDD
Statement of Financial Position
As of 3/31/2020

	General Fund	Debt Service Fund	Construction Fund	Long Term Debt Group	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account - CNB	\$179,182.40				\$179,182.40
State Board of Administration	5,007.31				5,007.31
Assessments Receivable	233,809.68				233,809.68
Assessments Receivable		\$418,201.52			418,201.52
Due From Other Funds		11,008.50			11,008.50
Debt Service Reserve A1 Bond		750,137.25			750,137.25
Revenue A1 Bond		709,907.51			709,907.51
Prepayment A1 Bond		3,037.50			3,037.50
Acquisition/Construction A1 Bond			\$52,196.82		52,196.82
Deferred Cost A1 Bond			208,874.21		208,874.21
Total Current Assets	<u>\$417,999.39</u>	<u>\$1,892,292.28</u>	<u>\$261,071.03</u>	<u>\$0.00</u>	<u>\$2,571,362.70</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$1,463,082.26	\$1,463,082.26
Amount To Be Provided				9,391,917.74	9,391,917.74
Total Investments		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,855,000.00</u>	<u>\$10,855,000.00</u>
Total Assets	<u><u>\$417,999.39</u></u>	<u><u>\$1,892,292.28</u></u>	<u><u>\$261,071.03</u></u>	<u><u>\$10,855,000.00</u></u>	<u><u>\$13,426,362.70</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$12,071.90				\$12,071.90
Due To Other Funds	11,008.50				11,008.50
Deferred Revenue	233,809.68				233,809.68
Deferred Revenue		\$418,201.52			418,201.52
Total Current Liabilities	<u>\$256,890.08</u>	<u>\$418,201.52</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$675,091.60</u>

Villages of Westport CDD
Statement of Financial Position
As of 3/31/2020

	General Fund	Debt Service Fund	Construction Fund	Long Term Debt Group	Total
<u>Long Term Liabilities</u>					
Revenue Bonds Payable LongTerm				\$10,855,000.00	\$10,855,000.00
Total Long Term Liabilities		\$0.00	\$0.00	\$10,855,000.00	\$10,855,000.00
Total Liabilities	<u>\$256,890.08</u>	<u>\$418,201.52</u>	<u>\$0.00</u>	<u>\$10,855,000.00</u>	<u>\$11,530,091.60</u>
<u>Net Assets</u>					
Fund Balance - Unreserved	(\$4,844.00)				(\$4,844.00)
Net Assets, Unrestricted	129,263.55				129,263.55
Net Assets - General Government	(3,589.42)				(3,589.42)
Current Year Net Assets - General Government	40,279.18				40,279.18
Net Assets, Unrestricted		\$1,069,396.41			1,069,396.41
Current Year Net Assets, Unrestricted		404,694.35			404,694.35
Net Assets, Unrestricted			(\$797,404.12)		(797,404.12)
Net Assets, Unrestricted			1,048,754.62		1,048,754.62
Current Year Net Assets, Unrestricted			9,720.53		9,720.53
Total Net Assets	<u>\$161,109.31</u>	<u>\$1,474,090.76</u>	<u>\$261,071.03</u>	<u>\$0.00</u>	<u>\$1,896,271.10</u>
Total Liabilities and Net Assets	<u>\$417,999.39</u>	<u>\$1,892,292.28</u>	<u>\$261,071.03</u>	<u>\$10,855,000.00</u>	<u>\$13,426,362.70</u>

Villages of Westport CDD
 Budget to Actual
 For the period through 03/31/20

	Actual	Year To Date Budget	Variance	Adopted FY 2020 Budget
<u>Revenues</u>				
Assessments	\$ 152,238.41	\$ 163,962.50	\$ (11,724.09)	\$ 327,925.00
Other Revenue	135.00	-	135.00	-
Net Revenues	\$ 152,373.41	\$ 163,962.50	\$ (11,589.09)	\$ 327,925.00
<u>General & Administrative Expenses</u>				
Public Official Insurance	\$ 2,962.00	\$ 1,650.00	\$ 1,312.00	\$ 3,300.00
Supervisor Fees	200.00	400.00	(200.00)	800.00
Trustee Services	3,717.38	1,860.00	1,857.38	3,720.00
District Management	7,500.00	7,500.00	-	15,000.00
Field Management	14,400.00	9,600.00	4,800.00	19,200.00
Engineering	-	1,525.00	(1,525.00)	3,050.00
Dissemination Agent	1,250.00	2,500.00	(1,250.00)	5,000.00
Reamortization Schedule	-	250.00	(250.00)	500.00
District Counsel	724.50	2,500.00	(1,775.50)	5,000.00
Assessment Administration	5,000.00	2,500.00	2,500.00	5,000.00
Audit	500.00	3,250.00	(2,750.00)	6,500.00
Arbitrage Calculation	-	500.00	(500.00)	1,000.00
Postage & Shipping	37.51	125.00	(87.49)	250.00
Legal Advertising	163.98	750.00	(586.02)	1,500.00
Miscellaneous	357.36	500.00	(142.64)	1,000.00
Community Events	-	1,000.00	(1,000.00)	2,000.00
Web Site Maintenance	600.00	1,200.00	(600.00)	2,400.00
Dues, Licenses, and Fees	175.00	87.50	87.50	175.00
Amenity - Water/Electric	8,359.23	22,500.00	(14,140.77)	45,000.00
Amenity - Telephone	713.34	750.00	(36.66)	1,500.00
Amenity - Insurance	3,754.00	2,000.00	1,754.00	4,000.00
Amenity - Dues & License	-	200.00	(200.00)	400.00
Amenity - Irrigation Repairs	2,597.78	1,500.00	1,097.78	3,000.00
Amenity - Pool Maintenance	4,818.65	4,800.00	18.65	9,600.00
Amenity - Access Control	-	850.00	(850.00)	1,700.00
Amenity - Janitorial	3,665.00	4,050.00	(385.00)	8,100.00
Amenity - Pest Control	-	600.00	(600.00)	1,200.00
Amenity - R&M Building	-	5,000.00	(5,000.00)	10,000.00
Amenity - R&M Grounds	-	4,815.00	(4,815.00)	9,630.00
Amenity - Security	20,730.00	27,000.00	(6,270.00)	54,000.00
General Insurance	3,605.00	1,950.00	1,655.00	3,900.00
General Repair & Maintenance	6,608.87	6,850.00	(241.13)	13,700.00
Irrigation	-	3,000.00	(3,000.00)	6,000.00
Lake Maintenance	4,875.00	6,000.00	(1,125.00)	12,000.00
Landscaping Maintenance & Material	13,652.73	23,000.00	(9,347.27)	46,000.00
Landscape Improvements	1,187.66	6,500.00	(5,312.34)	13,000.00
Right of Way Mowing	-	3,000.00	(3,000.00)	6,000.00
Contingency-Hurricane Repairs	-	1,900.00	(1,900.00)	3,800.00
Total General & Administrative Expenses	\$ 112,154.99	\$ 163,962.50	\$ (51,807.51)	\$ 327,925.00
Total Expenses	\$ 112,154.99	\$ 163,962.50	\$ (51,807.51)	\$ 327,925.00
Income (Loss) from Operations	\$ 40,218.42	\$ -	\$ 40,218.42	\$ -
<u>Other Income (Expense)</u>				
Interest Income	\$ 60.76	\$ -	\$ 60.76	\$ -
Total Other Income (Expense)	\$ 60.76	\$ -	\$ 60.76	\$ -
Net Income (Loss)	\$ 40,279.18	\$ -	\$ 40,279.18	\$ -