

# **RIVER HALL**

## **COMMUNITY DEVELOPMENT DISTRICT**

**July 7, 2022**

**BOARD OF SUPERVISORS**

**PUBLIC HEARINGS AND**

**REGULAR MEETING**

**AGENDA**

**River Hall Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 570-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

June 30, 2022

Board of Supervisors  
River Hall Community Development District

**ATTENDEES:**  
Please identify yourself each  
time you speak to facilitate  
accurate transcription of  
meeting minutes.

Dear Board Members:

The Board of Supervisors of the River Hall Community Development District will hold multiple Public Hearings and a Regular Meeting on July 7, 2022, at 3:30 p.m., at River Hall Town Hall Center, located at 3089 River Hall Parkway, Alva, Florida 33920. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments (3 minutes per speaker)
3. Developer Update
4. Public Hearing to Hear Public Comments and Objections to the Adoption of Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes
  - A. Affidavits of Publication
  - B. Consideration of Resolution 2022-07, Adopting Rules of Procedure; Providing for Severability, Conflicts and an Effective Date
5. Public Hearing to Hear Public Comments and Objections to the Adoption of Rules Relating to Parking and Parking Enforcement, Pursuant to Sections 120.54, 120.69, 190.001, 190.011(5), 190.011(15), 190.012, and 715.07, Florida Statutes
  - A. Affidavits of Publication
  - B. Consideration of Resolution 2022-08, Adopting Rules Relating to Parking and Parking Enforcement; Providing for Severability, Conflicts and an Effective Date
6. Update: Traffic Study/Speed Reduction Request SR 80
7. Continued Discussion/Update: Wall/Fence Installation Along Shared Property Line with Portico
8. Acceptance of Unaudited Financial Statements as of May 31, 2022
9. Approval of June 2, 2022 Regular Meeting Minutes

10. Staff Reports

- A. District Engineer: *Hole Montes*
- B. District Counsel: *Coleman, Yovanovich & Koester*
- C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: August 4, 2022 at 3:30 P.M. [Adoption of FY 2023 Budget]

- QUORUM CHECK

Paul Asfour	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Michael Morash	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Kenneth Mitchell	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Michael Hagan	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Robert Stark	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- D. Operations Manager: *Wrathell, Hunt and Associates, LLC*

- 11. Public Comments: Non-Agenda Items (*3 minutes per speaker*)
- 12. Supervisors' Comments/Requests
- 13. Adjournment

Should you have any questions, please do not hesitate to contact me directly at (239) 464-7114.

Sincerely,



Chesley E. Adams, Jr.  
 District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:**

**CALL-IN NUMBER: 1-888-354-0094**  
**PARTICIPANT PASSCODE: 229 774 8903**

**RIVER HALL**  
**COMMUNITY DEVELOPMENT DISTRICT**

**4A**

## Miscellaneous Notices



Published in The News-Press on June 6, 2022

### Location

Lee County, Florida

### Notice Text

NOTICE OF RULE DEVELOPMENT BY RIVER HALL COMMUNITY DEVELOPMENT DISTRICT In accordance with Chapters 120 and 190, Florida Statutes, River Hall Community Development District ("District") hereby gives notice of its intention to adopt its proposed Rules of Procedure to govern the operations of the District. The proposed Rules of Procedure address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District. The purpose and effect of the proposed Rules of Procedure are to provide for efficient and effective District operations. Specific legal authority for the proposed Rules of Procedure and the adoption of the proposed Rules of Procedure includes, without limitation, Sections 120.54, 190.001, 190.006, 190.011(5), and 190.011(15), 190.035, Florida Statutes. The specific laws implemented in the proposed Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 119.07, 189.053, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0114, 287.017, 287.055, and 287.084 Florida Statutes. A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager at Wrathell, Hunt and Associates, LLC, 9220 Bonita Beach Road, Suite 214, Bonita Springs, Florida 34135, or by calling (239) 464-7114. River Hall Community Development District Chesley E. Adams, Jr. District Manager AD # 5282498 June 6, 2022

Attn:  
**RIVER HALL CDD**  
**2300 GLADES RD STE 410W**  
**BOCA RATON, FL 33431**

STATE OF FLORIDA COUNTY OF LEE:

Before the undersigned authority personally appeared Nicole Jacobs, who on oath says that he or she is a Legal Assistant of the News-Press, a daily newspaper published at Fort Myers in Lee County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of

NOTICE OF RULEMAKING REGARDING THE RULES OF PROCEDURE OF RIVER HALL COMMUNITY DEVELOPMENT DISTRICT A public hearing will be conducted by the Board of Supervisors

In the Twentieth Judicial Circuit Court was published in said newspaper editions dated in the issues of or by publication on the newspaper's website, if authorized, on :

06/07/2022

Affiant further says that the said News-Press is a paper of general circulation daily in Lee County and published at Fort Myers, in said Lee County, Florida, and that the said newspaper has heretofore been continuously published in said Lee County, Florida each day and has been entered as periodicals matter at the post office in Fort Myers, in said Lee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has never 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 editions dated:

Sworn to and Subscribed before me this 7th of June 2022, by legal clerk who is personally known to me.

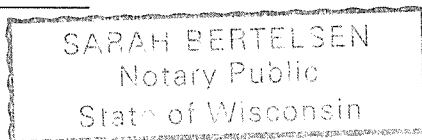
Nicole Jacobs  
Affiant

Sarah BerTELSEN  
Notary State of Wisconsin, County of Brown

7/27/25  
My commission expires

# of Affidavits 1

**This is not an invoice**



NOTICE OF RULEMAKING REGARDING  
THE RULES OF PROCEDURE OF RIVER  
HALL COMMUNITY DEVELOPMENT  
DISTRICT

A public hearing will be conducted by the Board of Supervisors of RIVER HALL COMMUNITY DEVELOPMENT DISTRICT (the "District") on Thursday, July 7, 2022 at 3:30 p.m. at River Hall Town Hall Center, 3089 River Hall Parkway, Alva, Florida 33920. In accordance with Chapters 120 and 190, Florida Statutes, the District hereby gives notice of its intent to adopt proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations. The Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District. At the conclusion of the hearing, the Board shall, by resolution, adopt the proposed Rules of Procedure as finally approved by the Board of Supervisors. Prior notice of rule development was published in The News-Press on June 6, 2022.

Specific legal authority for the proposed Rules of Procedure and the adoption of the proposed Rules of Procedure includes, without limitation, Sections 120.54, 190.001, 190.006, 190.011(5), and 190.011(15), 190.035, Florida Statutes. The specific laws implemented in the proposed Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 119.07, 189.053, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0114, 287.017, 287.055, and 287.084 Florida Statutes.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty-one (21) days after publication of this notice to the District Manager at Wrathell, Hunt and Associates, LLC, 9220 Bonita Beach Road, Suite 214, Bonita Springs, Florida 34135.

The public hearing may be continued to a date, time, and place to be specified on the record at the hearing. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing and meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

At the public hearing, one or more Supervisors may participate in the public hearing by telephone or other electronic means. At the above location, if a public hearing is requested, there will be present a speaker so that any interested party can physically attend the public hearing at the above location and be fully informed of the discussions taking place either in person or by speaker device.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (239) 464-7114 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY)/ 1-800-955-8770 (Voice), for aid in contacting the District Office.

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager at Wrathell, Hunt and Associates, LLC, 9220 Bonita Beach Road, Suite 214, Bonita Springs, Florida 34135.

Chesley E. Adams, Jr., District Manager  
AD # 5282523 June 7, 2022

**RIVER HALL**  
**COMMUNITY DEVELOPMENT DISTRICT**

**4B**



**RESOLUTION NO. 2022-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF RIVER HALL COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES OF PROCEDURE; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**WHEREAS**, River Hall Community Development District (the "**District**") is a community development district that was established pursuant to the provisions of Chapter 190, Florida Statutes and Chapter 42YY-1, Florida Administrative Code, implemented by the Florida Land and Water Adjudicatory Commission, effective on April 21, 2005, as amended by Rule 42YY-1.002, effective on July 20, 2006; and

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

**WHEREAS**, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit "A"** for immediate use and application; and

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

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

**SECTION 1. FINDINGS.** The above recitals are true and correct and incorporated herein by this reference.

**SECTION 2. ADOPTION OF RULES.** The attached Rules of Procedure are hereby adopted pursuant to this Resolution and shall repeal and supersede all prior rules and/or policies governing the same subject matter. These Rules of Procedure shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, Florida Statutes.

**SECTION 3. SEVERABILITY.** If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional, it being expressly found and declared that the remainder of this Resolution would have been adopted despite the invalidity of such section or part of such section.

**SECTION 4. CONFLICTS.** All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall be effective immediately upon its adoption.

**PASSED AND ADOPTED** at a meeting of the Board of Supervisors of River Hall Community Development District this 7<sup>th</sup> day of July, 2022.

**RIVER HALL COMMUNITY  
DEVELOPMENT DISTRICT**

Attest:

\_\_\_\_\_  
Chesley E. Adams, Jr., Secretary

\_\_\_\_\_  
Kenneth D. Mitchell, Chair

**Exhibit "A"**

**RULES OF PROCEDURE  
RIVER HALL COMMUNITY  
DEVELOPMENT DISTRICT**

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**Rule 1.0      General.**

- (1) River Hall Community Development District (the “**District**”) was created pursuant to the provisions of Chapter 190, 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 by resident electors must be citizens of the United States of America, residents of the State of Florida and of the District, registered to vote with the Supervisor of Elections of the county in which the District is located, and qualified. The Board shall exercise the powers granted to the District under Florida law.
  - (a) Supervisors shall hold office for the term specified by Section 190.006, 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 telephone, video or other electronic means 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.
  - (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), Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board.
  - (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. To the extent required by law, 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 as required by law. Meetings of the Board and Committees serving an advisory function shall be open to the public as required by the provisions of Chapter 286, Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, voting "conflict of interest" shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time.
  - (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.

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 of interest 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.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat. **Law Implemented:** §§ 112.3143, 190.006, 190.007, Fla. Stat.



**Rule 1.2      Public Records.**

- (1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the “Records of Proceedings”, may be copied or inspected at the District Office during regular business hours. Unless otherwise designated by the Board, the official District office shall be the District Manager’s office as 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 those documents required by law. 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 Supervisor 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.
  
- (2) Copies. Copies of public records shall be made available to the requesting person at the current rate authorized under Section 119.07(4), Florida Statutes. The requesting person may be required to pay for any charges in advance.
  
- (3) Records Retention. The Secretary of the District shall be responsible for retaining the District’s records in accordance with applicable Florida law.
  
- (4) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat. **Law Implemented:** §§ 119.0701, 190.006, 119.07, Fla. Stat.

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

- (1) Notice. Pursuant to Section 189.015(1), Florida Statutes, the Board shall file quarterly, semiannually, or annually a schedule of its regular meetings with the local governing authorities. The schedule shall include the date, time, and location of each scheduled meeting. The schedule shall be published quarterly, semiannually, or annually as required by law. The Board may hold special meetings from time to time. Special meetings may be called by a vote of a majority of the Board or upon the request of any three (3) Supervisors made to the District Manager. Except in emergencies or as otherwise required by law, for the purpose of any meeting other than a regular meeting or any recessed and reconvened meeting of the Board, the District shall provide at least seven (7) days public notice shall be given of any public meeting, hearing, or workshop of the Board. Public notice of any meeting shall be given as required by Florida law.

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 with applicable telephone number inserted: “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, 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 if the Chairperson is unavailable), shall prepare a notice and an agenda of the meeting/hearing/workshop. A Board member may add an item to the agenda by notifying the District Manager no less than seven (7) business days prior to the meeting at which said item will be discussed and the item shall then be added to the agenda as long as it relates to District business. The notice and agenda shall be available to the public at least seven (7) days before the meeting/hearing/workshop except in an emergency. For good cause, the agenda may be changed after it is first made available for distribution. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings. The agenda may be changed before or at the meeting/hearing/workshop by a vote of the Board.

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 on Agenda Items
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
  - (a) District Counsel
  - (b) District Engineer
  - (c) District Manager
    - 1. Financial Report
    - 2. Approval of Expenditures
- Supervisor's requests and comments
- Public comment
- Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office.

Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.

- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website. 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, Florida Statutes. Once adopted in accord with Section 190.008, 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 Telephone, Video, Or Other Electronic Means. District staff may participate in Board meetings by telephone, video, or other electronic means. Except as otherwise provided by Florida law, Board members may also participate in Board meetings by telephone, video, or other electronic means 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 telephone, video, or other electronic means unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.

- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member may make a motion; provided, the Chairperson may only make a motion after he/she passes the gavel to the Vice-Chairperson (or another Supervisor in the absence of the Vice-Chairperson) for purposes of the item under consideration. The Chairperson shall reacquire the gavel following the Board's final disposition of the item under discussion for which the Chairperson made the motion. Any Board member may second a motion.
- (12) Cancellations. Any Board meeting that has been previously scheduled pursuant to these Rules may only be cancelled upon the consent of no less than four (4) of the five (5) Board members.
- (13) 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.

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

**Law Implemented:** §§ 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0114, Fla. Stat.

**Rule 2.0      Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“**Rule**”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190, 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 Chapter 120, 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), Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty- one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice

shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

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

- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
  - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541, 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), Florida Statutes, except that any notices required under Section 120.54(2)(d), Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.



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

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

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

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

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, 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, Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed one million dollars (\$1,000,000), for a study activity when the fee for such Professional Services to the District does not exceed fifty thousand dollars (\$50,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
  - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a), 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, 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, 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, Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219, Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319, 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, Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471, Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for

the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

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

provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
- (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;
  - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
  - (v) The recent, current, and projected workloads of the entity/individual;
  - (vi) The volume of work previously awarded to the entity/individual;
  - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
  - (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or

Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.**



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

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

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

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. Consultants who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The Board has the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall

not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

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

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

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, 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, Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts.

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

Chapter 607, Florida Statutes, if the proposer is a corporation;  
and

- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

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

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

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

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“**RFP**”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.
- (6) Committee’s Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of

the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

(7) Board Selection of Auditor.

- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39, Florida Statutes, and the needs of the District.

(8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by

both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:

- (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than July 1 of the fiscal year that follows the fiscal year for which the audit is being conducted;
  - (d) A provision specifying the contract period, including renewals and conditions under which the contract may be terminated or renewed. No contract shall continue, or allow the contract to be renewed, for a period of more than three years from the date of its execution. A renewal may be done without the use of the auditor selection procedures provided in this Rule, but must be in writing.
  - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat. **Law Implemented:** §§ 119.0701, 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.
  - (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, Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
  - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
  - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
  - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

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

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

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

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

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

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

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

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

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

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

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



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

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

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

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting, and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design- Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no proposals are received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of design-build services, which steps may include a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must terminate negotiations. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
  9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
  10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package, and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
  - (5) Exceptions. This Rule is inapplicable when:
    - (a) The project is undertaken as repair or maintenance of an existing public facility;
    - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;

- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
- (d) The District, after public notice, conducts a public meeting under Section 286.011, 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, Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
  
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  
  - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
  
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold the required applicable state professional licenses in good standing;
  
    - (ii) Hold all required applicable federal licenses in good standing, if any;



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

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

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

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

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

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

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) bids, proposals, replies, or responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials, which steps may include a direct purchase of the goods, supplies, and materials without further competitive selection processes.

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

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

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

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

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

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

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

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

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

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

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

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

(1) Filing.

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



the subject of the protest. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

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

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

- (5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect or an irregularity in the competitive solicitation process, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

**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 \_\_\_\_\_, 2022, 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.

**RIVER HALL**  
**COMMUNITY DEVELOPMENT DISTRICT**

**5A**

## Miscellaneous Notices



Published in The News-Press on June 6, 2022

### Location

Lee County, Florida

### Notice Text

NOTICE OF RULE DEVELOPMENT BY RIVER HALL COMMUNITY DEVELOPMENT DISTRICT In accordance with Chapters 120 and 190, Florida Statutes, River Hall Community Development District (the "District") hereby gives notice of its intention to adopt its proposed Rules Relating to Parking and Parking Enforcement (the "Rules") relating to the parking and parking enforcement on the District's right-of-way known as River Hall Parkway. The purpose and effect of the proposed Rules is to provide for the proper and efficient operation of the District's right-of-way and to maintain compliance with applicable law. Specific legal authority for the proposed Rules and the adoption of the proposed Rules includes, without limitation, Sections 120.54, 120.69, 190.001, 190.011(5), 190.011(15), 190.012, and 715.07 Florida Statutes. The specific laws implemented in the proposed Rules include, without limitation, Sections 190.011(5), 190.011(11), 190.012(2), 190.012(3), 190.041, and 715.07 Florida Statutes. A copy of the proposed Rules may be obtained by contacting the District Manager at Wrathell, Hunt and Associates, LLC, 9220 Bonita Beach Road, Suite 214, Bonita Springs, Florida 34135, or by calling (239) 464-7114. River Hall Community Development District Chesley E. Adams, Jr. District Manager AD # 5282505 June 6, 2022

Attn:  
**RIVER HALL CDD**  
**2300 GLADES RD STE 410W**  
**BOCA RATON, FL 33431**

STATE OF FLORIDA COUNTY OF LEE:

Before the undersigned authority personally appeared Nicole Jacobs, who on oath says that he or she is a Legal Assistant of the News-Press, a daily newspaper published at Fort Myers in Lee County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of

NOTICE OF RULEMAKING REGARDING THE RULES RELATING TO PARKING AND PARKING ENFORCEMENT OF RIVER HALL COMMUNITY DEVELOPMENT DISTRICT A public hearing will be cond

In the Twentieth Judicial Circuit Court was published in said newspaper editions dated in the issues of or by publication on the newspaper's website, if authorized, on :

06/07/2022

Affiant further says that the said News-Press is a paper of general circulation daily in Lee County and published at Fort Myers, in said Lee County, Florida, and that the said newspaper has heretofore been continuously published in said Lee County, Florida each day and has been entered as periodicals matter at the post office in Fort Myers, in said Lee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has never 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 editions dated:

Sworn to and Subscribed before me this 7th of June 2022, by legal clerk who is personally known to me.

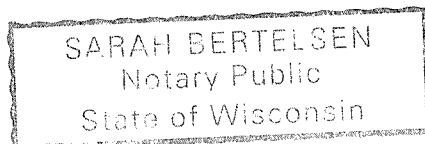
Nicole Jacobs  
Affiant

Sarah Bertelsen  
Notary State of Wisconsin, County of Brown

7/27/25  
My commission expires

# of Affidavits 1

**This is not an invoice**



NOTICE OF RULEMAKING REGARDING  
THE RULES RELATING TO PARKING  
AND PARKING ENFORCEMENT OF  
RIVER HALL COMMUNITY DEVELOP-  
MENT DISTRICT

A public hearing will be conducted by the Board of Supervisors of RIVER HALL COMMUNITY DEVELOPMENT DISTRICT (the "District") on Thursday, July 7, 2022 at 3:30 p.m. at River Hall Town Hall Center, 3089 River Hall Parkway, Alva, Florida 33920. In accordance with Chapters 120 and 190, Florida Statutes, the District hereby gives notice of its intent to adopt proposed Rules Relating to Parking and Parking Enforcement (the "Rules"). The purpose and effect of the proposed Rules is to provide for the proper and efficient operation of the District's right-of-way known as River Hall Parkway and to maintain compliance with applicable law. The Rules may address the following relating to the parking on the District's right-of-way known as River Hall Parkway: (i) prohibitions on parking on River Hall Parkway, except as permitted in the Rules; (ii) establishing a tow-away zone; and (iii) providing towing/removal procedures. At the conclusion of the hearing, the Board shall, by resolution, adopt the proposed Rules as finally approved by the Board of Supervisors. Prior notice of rule development was published in The News-Press on June 6, 2022.

Specific legal authority for the proposed Rules and the adoption of the proposed Rules includes, without limitation, Sections 120.54, 120.69, 190.001, 190.011(5), 190.011(15), 190.012, and 715.07, Florida Statutes. The specific laws implemented in the proposed Rules include, without limitation, Sections 190.011(5), 190.011(11), 190.012(2), 190.012(3), 190.041, and 715.07, Florida Statutes.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.54(1), Florida Statutes, must do so in writing within twenty-one (21) days after publication of this notice to the District Manager at Wrathell, Hunt and Associates, LLC, 9220 Bonita Beach Road, Suite 214, Bonita Springs, Florida 34135.

The public hearing may be continued to a date, time, and place to be specified on the record at the hearing. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing and meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

At the public hearing, one or more Supervisors may participate in the public hearing by telephone or other electronic means. At the above location, if a public hearing is requested, there will be present a speaker so that any interested party can physically attend the public hearing at the above location and be fully informed of the discussions taking place either in person or by speaker device.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (239) 464-7114 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY)/ 1-800-955-8770 (Voice), for aid in contacting the District Office.

A copy of the proposed Rules may be obtained by contacting the District Manager at Wrathell, Hunt and Associates, LLC, 9220 Bonita Beach Road, Suite 214, Bonita Springs, Florida 34135.

Chesley E. Adams, Jr., District Manager  
AD # 5282516 June 7, 2022

**RIVER HALL**  
**COMMUNITY DEVELOPMENT DISTRICT**

**5B**



**RESOLUTION NO. 2022-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF RIVER HALL COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES RELATING TO PARKING AND PARKING ENFORCEMENT; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**WHEREAS**, River Hall Community Development District (the "**District**") is a community development district that was established pursuant to the provisions of Chapter 190, Florida Statutes and Chapter 42YY-1, Florida Administrative Code, implemented by the Florida Land and Water Adjudicatory Commission, effective on April 21, 2005, as amended by Rule 42YY-1.002, effective on July 20, 2006; and

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

**WHEREAS**, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules Relating to Parking and Parking Enforcement attached hereto as **Exhibit "A"** for immediate use and application; and

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

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

**SECTION 1. FINDINGS.** The above recitals are true and correct and incorporated herein by this reference.

**SECTION 2. ADOPTION OF RULES.** The attached Rules Relating to Parking and Parking Enforcement are hereby adopted pursuant to this Resolution and shall repeal and supersede all prior rules and/or policies governing the same subject matter. These Rules Relating to Parking and Parking Enforcement shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, Florida Statutes.

**SECTION 3. SEVERABILITY.** If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional, it being expressly found and declared that the remainder of this Resolution would have been adopted despite the invalidity of such section or part of such section.

**SECTION 4. CONFLICTS.** All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall be effective immediately upon its adoption.

**PASSED AND ADOPTED** at a meeting of the Board of Supervisors of River Hall Community Development District this 7<sup>th</sup> day of July, 2022

**RIVER HALL COMMUNITY  
DEVELOPMENT DISTRICT**

Attest:

\_\_\_\_\_  
Chesley E. Adams, Jr., Secretary

\_\_\_\_\_  
Kenneth D. Mitchell, Chair

**Exhibit "A"**

**RIVER HALL**  
**COMMUNITY DEVELOPMENT DISTRICT**

**8**

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
MAY 31, 2022**

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
MAY 31, 2022**

	General Fund	Debt Service Fund Series 2011	Debt Service Fund Series 2020A	Debt Service Fund Series 2021	Capital Projects Fund Series 2011	Capital Projects Fund Series 2020A	Total Governmental Funds
<b>ASSETS</b>							
SunTrust*	\$1,081,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,081,812
Investments							
SBA	5,282	-	-	-	-	-	5,282
Reserve A-1	-	-	206,925	75,460	-	-	282,385
Reserve A-2	-	-	-	412,550	-	-	412,550
Revenue A-1	-	-	140,742	137,532	-	-	278,274
Revenue A-2	-	-	-	131,686	-	-	131,686
Construction	-	-	-	-	-	241,408	241,408
Cost of issuance	-	-	-	3,216	-	-	3,216
Due from general fund	-	-	1,244	4,381	-	-	5,625
Due from capital projects fund	-	8	-	-	-	-	8
Deposits	1,622	-	-	-	-	-	1,622
Total assets	<u>\$1,088,716</u>	<u>\$ 8</u>	<u>\$ 348,911</u>	<u>\$ 764,825</u>	<u>\$ -</u>	<u>\$ 241,408</u>	<u>\$ 2,443,868</u>
<b>LIABILITIES AND FUND BALANCES</b>							
Liabilities:							
Due to debt service fund 2011	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ -	\$ 8
Due to debt service fund 2020A	1,244	-	-	-	-	-	1,244
Due to debt service fund 2021A1	2,263	-	-	-	-	-	2,263
Due to debt service fund 2021A2	2,118	-	-	-	-	-	2,118
Total liabilities	<u>5,625</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8</u>	<u>-</u>	<u>5,633</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>							
Total deferred inflows of resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances:							
Nonspendable							
Prepaid and deposits	1,622	-	-	-	-	-	1,622
Restricted for:							
Debt service	-	8	348,911	764,825	-	-	1,113,744
Capital projects	-	-	-	-	(8)	241,408	241,400
Assigned to:							
Operating capital	145,000	-	-	-	-	-	145,000
Disaster recovery	250,000	-	-	-	-	-	250,000
Unassigned	686,469	-	-	-	-	-	686,469
Total fund balances	<u>1,083,091</u>	<u>8</u>	<u>348,911</u>	<u>764,825</u>	<u>(8)</u>	<u>241,408</u>	<u>2,438,235</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,088,716</u>	<u>\$ 8</u>	<u>\$ 348,911</u>	<u>\$ 764,825</u>	<u>\$ -</u>	<u>\$ 241,408</u>	<u>\$ 2,443,868</u>

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED MAY 31, 2022**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll: net	\$ 1,752	\$ 590,293	\$ 584,451	101%
Assessment levy: off-roll	32,718	130,870	130,870	100%
Interest and miscellaneous	-	6	500	1%
Total revenues	<u>34,470</u>	<u>721,169</u>	<u>715,821</u>	101%
<b>EXPENDITURES</b>				
<i>Legislative</i>				
Supervisor	1,000	8,000	12,000	67%
<i>Financial &amp; administrative</i>				
District management	3,750	30,000	45,000	67%
District engineer	2,678	23,891	25,000	96%
Trustee	-	-	7,100	0%
Tax collector/property appraiser	-	5,437	5,653	96%
Assessment roll prep	375	3,000	4,500	67%
Auditing services	-	3,390	3,300	103%
Arbitrage rebate calculation	-	-	650	0%
Public officials liability insurance	-	3,303	3,600	92%
Legal advertising	-	594	1,100	54%
Bank fees	-	-	350	0%
Dues, licenses & fees	-	175	175	100%
Postage	137	1,153	1,300	89%
ADA website compliance	-	-	210	0%
Website maintenance	-	705	705	100%
<i>Legal counsel</i>				
District counsel	3,798	12,595	12,000	105%
<i>Electric utility services</i>				
Utility services	978	7,772	9,000	86%
Street lights	136	1,009	2,000	50%
<i>Stormwater control</i>				
Fountain service repairs & maintenance	-	53	6,000	1%
Aquatic maintenance	14,355	101,415	160,000	63%
Mitigation/wetland area monitoring	-	1,511	-	N/A
Lake/pond bank maintenance	-	265	5,000	5%
Stormwater system maintenance	-	21,660	40,000	54%

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED MAY 31, 2022**

	Current Month	Year to Date	Budget	% of Budget
<i>Other physical environment</i>				
General liability insurance	-	4,247	4,400	97%
Property insurance	-	8,179	8,500	96%
Entry & walls maintenance	900	4,510	5,000	90%
Landscape maintenance	14,286	87,669	195,000	45%
Irrigation repairs & maintenance	-	-	2,500	0%
Landscape replacement plants, shrubs, trees	-	6,128	20,000	31%
Annual mulching	-	6,452	9,000	72%
Holiday decorations	-	11,000	12,000	92%
Clock tower maintenance	-	-	1,750	0%
Ornamental lighting & maintenance	-	-	1,000	0%
<i>Road &amp; street facilities</i>				
Street/parking lot sweeping	-	650	750	87%
Street light/decorative light maintenance	-	1,451	4,000	36%
Roadway repair & maintenance	-	-	2,500	0%
Sidewalk repair & maintenance	-	1,450	1,500	97%
Street sign repair & replacement	-	-	1,500	0%
<i>Contingency</i>				
Miscellaneous contingency	-	-	50	0%
Total expenditures	<u>42,393</u>	<u>357,664</u>	<u>614,093</u>	58%
Excess/(deficiency) of revenues over/(under) expenditures	(7,923)	363,505	101,728	
<b>OTHER FINANCING SOURCES/(USES)</b>				
Transfer in	-	26,338	-	N/A
Total other financing sources	-	26,338	-	N/A
Net change in fund balances	(7,923)	389,843	101,728	
Fund balances - beginning	1,091,014	693,248	673,643	
Assigned				
Operating capital	145,000	145,000	145,000	
Disaster recovery	250,000	250,000	250,000	
Unassigned	688,091	688,091	380,371	
Fund balances - ending	<u>\$ 1,083,091</u>	<u>\$ 1,083,091</u>	<u>\$ 775,371</u>	



**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2011  
FOR THE PERIOD ENDED MAY 31, 2022**

	<u>Current Month</u>	<u>Year To Date</u>
<b>REVENUES</b>		
Interest	\$ -	\$ 10
Total revenues	<u>-</u>	<u>10</u>
 <b>EXPENDITURES</b>		
<b>Debt service</b>	-	-
Total debt service	<u>-</u>	<u>-</u>
 Excess/(deficiency) of revenues over/(under) expenditures	-	10
 <b>OTHER FINANCING SOURCES/(USES)</b>		
Transfers in	-	8
Transfers out	-	(33,723)
Total other financing sources	<u>-</u>	<u>(33,715)</u>
 Net change in fund balances	-	(33,705)
 Fund balances - beginning	<u>8</u>	<u>33,713</u>
Fund balances - ending	<u><u>\$ 8</u></u>	<u><u>\$ 8</u></u>

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2020A  
FOR THE PERIOD ENDED MAY 31, 2022**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on-roll	\$ 1,244	\$ 416,614	\$ 414,720	100%
Lot closings	-	4,631	-	N/A
Interest	3	16	-	N/A
Total revenues	<u>1,247</u>	<u>421,261</u>	<u>414,720</u>	102%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	145,000	145,000	145,000	100%
Interest	134,294	268,587	268,588	100%
Total debt service	<u>279,294</u>	<u>413,587</u>	<u>413,588</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	(278,047)	7,674	1,132	
Fund balances - beginning	626,958	341,237	341,030	
Fund balances - ending	<u>\$ 348,911</u>	<u>\$ 348,911</u>	<u>\$ 342,162</u>	

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2021  
FOR THE PERIOD ENDED MAY 31, 2022**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on-roll	\$ 4,381	\$ 1,467,718	\$ 1,461,048	100%
Special assessment: off-roll	-	98,248	118,652	83%
Interest	8	46	-	N/A
Total revenues	<u>4,389</u>	<u>1,566,012</u>	<u>1,579,700</u>	99%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal (A-1)	485,000	485,000	485,000	100%
Principal (A-2)	530,000	530,000	530,000	100%
Interest (A-1)	135,975	169,969	169,969	100%
Interest (A-2)	148,950	186,188	186,188	100%
Total debt service	<u>1,299,925</u>	<u>1,371,157</u>	<u>1,371,157</u>	100%
<b>Other fees &amp; charges</b>				
Cost of issuance	-	49,450	-	N/A
Total other fees and charges	<u>-</u>	<u>49,450</u>	<u>-</u>	N/A
Total expenditures	<u>1,299,925</u>	<u>1,420,607</u>	<u>1,371,157</u>	104%
Excess/(deficiency) of revenues over/(under) expenditures	(1,295,536)	145,405	208,543	
<b>OTHER FINANCING SOURCES/(USES)</b>				
Transfers in	-	7,385	-	N/A
Total other financing sources	<u>-</u>	<u>7,385</u>	<u>-</u>	N/A
Net change in fund balances	(1,295,536)	152,790	208,543	
Fund balances - beginning	2,060,361	612,035	559,241	
Fund balances - ending	<u>\$ 764,825</u>	<u>\$ 764,825</u>	<u>\$ 767,784</u>	

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2011  
FOR THE PERIOD ENDED MAY 31, 2022**

	<u>Current Month</u>	<u>Year To Date</u>
<b>REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
<b>EXPENDITURES</b>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	-
<b>OTHER FINANCING SOURCES/(USES)</b>		
Transfer out	-	(8)
Total other financing sources/(uses)	<u>-</u>	<u>(8)</u>
Net change in fund balances	-	(8)
Fund balances - beginning	(8)	-
Fund balances - ending	<u>\$ (8)</u>	<u>\$ (8)</u>

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2020A  
FOR THE PERIOD ENDED MAY 31, 2022**

	Current Month	Year To Date
<b>REVENUES</b>		
Interest	\$ -	\$ 37
Total revenues	-	37
<b>EXPENDITURES</b>		
Construction in progress	-	2,217,879
Total expenditures	-	2,217,879
Excess/(deficiency) of revenues over/(under) expenditures	-	(2,217,842)
Fund balances - beginning	241,408	2,459,250
Fund balances - ending	\$ 241,408	\$ 241,408

## River Hall Community Development District Check Detail May 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>05/24/2022</b>	<b>FPL</b>	<b>101.001 · Suntrust-...</b>		<b>-1,114.15</b>
Bill	02979-06091 051922	05/23/2022		531.437 · Street Lig...	-136.30	136.30
Bill	82155-24268 051922	05/23/2022		531.431 · Utility Ser...	-977.85	977.85
TOTAL					-1,114.15	1,114.15
<b>Check</b>	<b>2478</b>	<b>05/11/2022</b>	<b>PAUL ASFOUR</b>	<b>101.001 · Suntrust-...</b>		<b>-200.00</b>
				511.110 · Board of ...	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>2479</b>	<b>05/11/2022</b>	<b>MICHAEL MORASH</b>	<b>101.001 · Suntrust-...</b>		<b>-200.00</b>
				511.110 · Board of ...	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>2480</b>	<b>05/11/2022</b>	<b>KENNETH MITCHE...</b>	<b>101.001 · Suntrust-...</b>		<b>-200.00</b>
				511.110 · Board of ...	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>2481</b>	<b>05/11/2022</b>	<b>MICHAEL F HAGEN</b>	<b>101.001 · Suntrust-...</b>		<b>-200.00</b>
				511.110 · Board of ...	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>2482</b>	<b>05/11/2022</b>	<b>ROBERT STARK</b>	<b>101.001 · Suntrust-...</b>		<b>-200.00</b>
				511.110 · Board of ...	-200.00	200.00
TOTAL					-200.00	200.00
<b>Bill Pmt -Check</b>	<b>2483</b>	<b>05/11/2022</b>	<b>FEDEX</b>	<b>101.001 · Suntrust-...</b>		<b>-137.02</b>
Bill	7-750-82679	05/10/2022		519.410 · Postage	-7.83	7.83
Bill	7-743-31883	05/10/2022		519.410 · Postage	-129.19	129.19
TOTAL					-137.02	137.02

**River Hall Community Development District**  
**Check Detail**  
**May 2022**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>2484</b>	<b>05/11/2022</b>	<b>SWINE SOLUTIONS</b>	<b>101.001 · Suntrust-...</b>		<b>-1,650.00</b>
Bill	348	05/10/2022		538.461 · Aquatic M...	-1,650.00	1,650.00
TOTAL					-1,650.00	1,650.00
<b>Bill Pmt -Check</b>	<b>2485</b>	<b>05/11/2022</b>	<b>WRATHELL, HUNT...</b>	<b>101.001 · Suntrust-...</b>		<b>-4,125.00</b>
Bill	2021-1096	05/10/2022		512.311 · Managem... 513.310 · Assessm...	-3,750.00 -375.00	3,750.00 375.00
TOTAL					-4,125.00	4,125.00
<b>Bill Pmt -Check</b>	<b>2486</b>	<b>05/24/2022</b>	<b>COLEMAN, YOVA...</b>	<b>101.001 · Suntrust-...</b>		<b>-3,797.50</b>
Bill	16581-001M 25	05/23/2022		514.100 · Legal Fee...	-3,797.50	3,797.50
TOTAL					-3,797.50	3,797.50
<b>Bill Pmt -Check</b>	<b>2487</b>	<b>05/24/2022</b>	<b>FLORIDA PAINTERS</b>	<b>101.001 · Suntrust-...</b>		<b>-900.00</b>
Bill	22-159 RIVER HALL GA	05/23/2022		539.455 · Entry & ...	-900.00	900.00
TOTAL					-900.00	900.00
<b>Bill Pmt -Check</b>	<b>2488</b>	<b>05/24/2022</b>	<b>GULFSCAPES LA...</b>	<b>101.001 · Suntrust-...</b>		<b>-14,286.00</b>
Bill	29679	05/23/2022		539.464 · Landscap...	-14,286.00	14,286.00
TOTAL					-14,286.00	14,286.00
<b>Bill Pmt -Check</b>	<b>2489</b>	<b>05/24/2022</b>	<b>HOLE MONTES</b>	<b>101.001 · Suntrust-...</b>		<b>-2,519.42</b>
Bill	88242	05/23/2022		519.320 · Engineeri...	-2,519.42	2,519.42
TOTAL					-2,519.42	2,519.42
<b>Bill Pmt -Check</b>	<b>2490</b>	<b>05/24/2022</b>	<b>PASSARELLA &amp; A...</b>	<b>101.001 · Suntrust-...</b>		<b>-158.44</b>
Bill	18RHC2906 19	05/23/2022		519.320 · Engineeri...	-158.44	158.44
TOTAL					-158.44	158.44

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06/02/22

**River Hall Community Development District**  
**Check Detail**  
**May 2022**

---

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
<b>Bill Pmt -Check</b>	<b>2491</b>	<b>05/24/2022</b>	<b>SOLITUDE LAKE ...</b>	<b>101.001 · Suntrust-...</b>		<b>-12,705.41</b>
Bill	PI-A00809973	05/23/2022		538.461 · Aquatic M...	-11,870.00	11,870.00
Bill	PI-A00812079	05/23/2022		538.461 · Aquatic M...	-339.91	339.91
Bill	PI-A00812081	05/23/2022		538.461 · Aquatic M...	-3.50	3.50
Bill	PI-A00812080	05/23/2022		538.461 · Aquatic M...	-492.00	492.00
TOTAL					-12,705.41	12,705.41





531.437  
001

**Electric Bill Statement**

**For:** Apr 20, 2022 to May 19, 2022 (29 days)

**Statement Date:** May 19, 2022

**Account Number:** 02979-06091

**Service Address:**

2501 RIVER HALL PKWY # ST LTS  
ALVA, FL 33920

**RIVER HALL COMMUNITY DEVELOPMENT,**  
Here's what you owe for this billing period.

**CURRENT BILL**

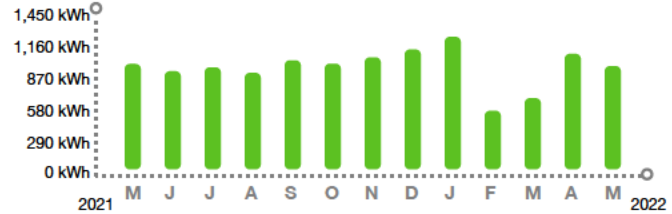
**\$136.30**

TOTAL AMOUNT YOU OWE

**Jun 9, 2022**

NEW CHARGES DUE BY

**ENERGY USAGE HISTORY**



**KEEP IN MIND**

- Payment received after August 10, 2022 is considered LATE; a late payment charge of 1% will apply.

**BILL SUMMARY**

Amount of your last bill	150.95
Payments received	-150.95
Balance before new charges	0.00
<b>Total new charges</b>	<b>136.30</b>
<b>Total amount you owe</b>	<b>\$136.30</b>

(See page 2 for bill details.)

A new minimum base bill of \$25, which was approved by the Florida Public Service Commission, goes into effect next month for metered GS-1 and GST-1 customers whose monthly base electric service costs fall below \$25.

Customer Service: 1-800-375-2434  
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)  
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

5314029790609190363100000

The amount enclosed includes the following donation:

**FPL Care To Share:** \_\_\_\_\_

Make check payable to FPL in U.S. funds and mail along with this coupon to:

RIVER HALL COMMUNITY DEVELOPMENT  
2300 GLADES RD STE 410W  
BOCA RATON FL 33431-8556

FPL  
GENERAL MAIL FACILITY  
MIAMI FL 33188-0001

Visit [FPL.com/PayBill](https://www.fpl.com/paybill) for ways to pay.

02979-06091

ACCOUNT NUMBER

\$136.30

TOTAL AMOUNT YOU OWE

Jun 9, 2022

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



**Customer Name:** RIVER HALL COMMUNITY DEVELOPMENT  
**Account Number:** 02979-06091

### BILL DETAILS

Amount of your last bill	150.95
Payment received - Thank you	-150.95
Balance before new charges	\$0.00
<b>New Charges</b>	
Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS	
Base charge:	\$11.91
Non-fuel: (\$0.074820 per kWh)	\$76.32
Fuel: (\$0.038060 per kWh)	\$38.82
Electric service amount	127.05
Gross rec. tax/Regulatory fee	3.35
Franchise charge	5.90
Taxes and charges	9.25
Total new charges	\$136.30
<b>Total amount you owe</b>	<b>\$136.30</b>

### METER SUMMARY

Meter reading - Meter KG85078. Next meter reading Jun 20, 2022.

<b>Usage Type</b>	<b>Current</b>	-	<b>Previous</b>	=	<b>Usage</b>
kWh used	06575		05555		1020

### ENERGY USAGE COMPARISON

	<b>This Month</b>	<b>Last Month</b>	<b>Last Year</b>
Service to	May 19, 2022	Apr 20, 2022	May 20, 2021
kWh Used	1020	1141	1041
Service days	29	30	30
kWh/day	35	38	34
Amount	\$136.30	\$150.95	\$116.30

### Stay connected

The FPL Mobile App is the easiest way to stay connected with us. Get the app today!

[Download now >](#)

### Save energy and money

Use the Energy Manager tool to find personalized recommendations and savings tips.

[Start saving >](#)

### We are here to help

If you are experiencing hardship as a result of the coronavirus (COVID-19) and need help with your bill, there are resources available.

[Learn more >](#)

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.



531.431  
001

**Electric Bill Statement**

**For:** Apr 20, 2022 to May 19, 2022 (29 days)

**Statement Date:** May 19, 2022

**Account Number:** 82155-24268

**Service Address:**

2401 RIVER HALL PKWY # FOUNTN  
ALVA, FL 33920

**RIVER HALL COMMUNITY DEVELOPMENT,**  
Here's what you owe for this billing period.

**CURRENT BILL**

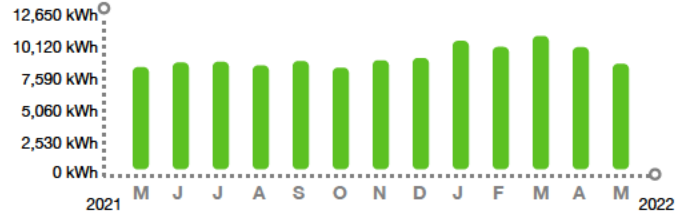
**\$977.85**

TOTAL AMOUNT YOU OWE

**Jun 9, 2022**

NEW CHARGES DUE BY

**ENERGY USAGE HISTORY**



**KEEP IN MIND**

- Payment received after August 10, 2022 is considered LATE; a late payment charge of 1% will apply.

**BILL SUMMARY**

Amount of your last bill	1,076.78
Payments received	-1,076.78
Balance before new charges	0.00
<hr/>	
Total new charges	977.85
<b>Total amount you owe</b>	<b>\$977.85</b>

(See page 2 for bill details.)

Customer Service: 1-800-375-2434  
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)  
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

5314821552426865877900000

The amount enclosed includes the following donation:

**FPL Care To Share:** \_\_\_\_\_

Make check payable to FPL in U.S. funds and mail along with this coupon to:

RIVER HALL COMMUNITY DEVELOPMENT  
2300 GLADES RD STE 410W  
BOCA RATON FL 33431-8556

FPL  
GENERAL MAIL FACILITY  
MIAMI FL 33188-0001

Visit [FPL.com/PayBill](https://www.fpl.com/paybill) for ways to pay.

82155-24268

ACCOUNT NUMBER

\$977.85

TOTAL AMOUNT YOU OWE

Jun 9, 2022

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



**Customer Name:** RIVER HALL COMMUNITY DEVELOPMENT  
**Account Number:** 82155-24268

### BILL DETAILS

Amount of your last bill	1,076.78
Payment received - Thank you	-1,076.78
Balance before new charges	\$0.00

#### New Charges

Rate: GSD-1 GENERAL SERVICE DEMAND /per Contract	
Base charge:	\$28.17
Non-fuel: (\$0.026290 per kWh)	\$239.03
Fuel: (\$0.038060 per kWh)	\$346.04
Demand: (\$11.93 per KW)	\$298.25
Electric service amount	911.49
Gross rec. tax/Regulatory fee	24.05
Franchise charge	42.31
Taxes and charges	66.36
<b>Total new charges</b>	<b>\$977.85</b>
<b>Total amount you owe</b>	<b>\$977.85</b>

### METER SUMMARY

Meter reading - Meter KCJ5863. Next meter reading Jun 20, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	36159		27067		9092
	20.33				
Actual demand					20
Contract demand					25

### ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	May 19, 2022	Apr 20, 2022	May 20, 2021
kWh Used	9092	10525	8808
Service days	29	30	30
kWh/day	313	350	293
Amount	\$977.85	\$1,076.78	\$761.46

### Stay connected

The FPL Mobile App is the easiest way to stay connected with us. Get the app today!

[Download now >](#)

### Save energy and money

Use the Energy Manager tool to find personalized recommendations and savings tips.

[Start saving >](#)

### We are here to help

If you are experiencing hardship as a result of the coronavirus (COVID-19) and need help with your bill, there are resources available.

[Learn more >](#)

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.



<b>Invoice Number</b> 7-743-31883	<b>Invoice Date</b> May 02, 2022	<b>Account Number</b> [REDACTED]	Page 1 of 5
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FedEx Tax ID: 71-0427007

**Billing Address:**

RIVER HALL CDD  
2300 GLADES RD STE 100E  
STE 100 STE 410W  
BOCA RATON FL 33431-8536

**Shipping Address:**

RIVER HALL CDD  
2300 GLADES RD STE 100E  
BOCA RATON FL 33431-8536

**Invoice Questions?  
Contact FedEx Revenue Services**

Phone: 800.645.9424  
M-F 7-5 (CST)  
Internet: fedex.com/usgovt

**Invoice Summary**

**FedEx Express Services**

Total Charges	USD	\$129.19	519.410
<b>TOTAL THIS INVOICE</b>	<b>USD</b>	<b>\$129.19</b>	001

Other discounts may apply.

To pay your FedEx invoice, please go to [www.fedex.com/payment](http://www.fedex.com/payment). Thank you for using FedEx.



Detailed descriptions of surcharges can be located at [fedex.com](http://fedex.com)

To ensure proper credit, please return this portion with your payment to FedEx. Please do not staple or fold. Please make check payable to FedEx.

<b>Invoice Number</b> 7-743-31883	<b>Invoice Amount</b> USD \$129.19	<b>Account Number</b> [REDACTED]
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**Remittance Advice**

**Your payment is due by Jun 16, 2022**

77433188390000129197756302515900000000000000001291970



RIVER HALL CDD  
2300 GLADES RD STE 100E  
STE 100 STE 410W  
BOCA RATON FL 33431-8536

FedEx  
P.O. Box 371461  
Pittsburgh PA 15250-7461



<b>Invoice Number</b> 7-743-31883	<b>Invoice Date</b> May 02, 2022	<b>Account Number</b> [REDACTED]	Page 2 of 5
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## FedEx Express Shipment Summary By Payor Type

### FedEx Express Shipments (Original)

Payor Type	Shipments	Rated Weight lbs	Transportation Charges	Special Handling Charges	Ret Chg/Tax Credits/Other	Discounts	Total Charges
Third Party	9	16.0	67.56	61.63			129.19
<b>Total FedEx Express</b>	<b>9</b>	<b>16.0</b>	<b>\$67.56</b>	<b>\$61.63</b>			<b>\$129.19</b>

**TOTAL THIS INVOICE** **USD** **\$129.19**

## FedEx Express Shipment Detail By Payor Type (Original)

<b>Ship Date:</b> Apr 26, 2022	<b>Cust. Ref.:</b> River Hall check	<b>Ref.#2:</b>	
<b>Payor:</b> Third Party	<b>Ref.#3:</b>		
Fuel Surcharge FedEx has applied a fuel surcharge of 19.00% to this shipment. Distance Based Pricing, Zone 7			
<b>Automation</b>	<b>INET</b>	<b>Sender</b>	<b>Recipient</b>
Tracking ID	776682389838	Chloe Hiteshow	U.S Bank, N.A.-CDD
Service Type	FedEx Standard Overnight	WHA	Lockbox Services-12-2657
Package Type	FedEx Envelope	2300 Glades Rd	EP-MN-01LB
Zone	07	BOCA RATON FL 33431 US	SAINT PAUL MN 55108 US
Packages	1		
Rated Weight	N/A		
Delivered	Apr 27, 2022 09:58		
Svc Area	A1	Transportation Charge	9.48
Signed by	S.WHITE	Fuel Surcharge	0.66
FedEx Use	000000000/58569/	<b>Total Charge</b>	<b>USD \$10.14</b>

### FedEx® Billing Online

FedEx Billing Online allows you to efficiently manage and pay your FedEx invoices online. It's free, easy and secure. FedEx Billing Online helps you streamline your billing process. With all your FedEx shipping information available in one secure online location, you never have to worry about misplacing a paper invoice or sifting through reams of paper to find information for past shipments. Go to [fedex.com](https://fedex.com) to sign up today!



<b>Invoice Number</b> 7-743-31883	<b>Invoice Date</b> May 02, 2022	<b>Account Number</b> [REDACTED]	Page 3 of 5
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**Ship Date:** Apr 28, 2022      **Cust. Ref.:** River Hall CDD 5.05.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 19.00% to this shipment.  
Distance Based Pricing, Zone 2

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>	
Tracking ID	776723199425	Daphne Gillyard	Gregory Urbancic, Esq.	
Service Type	FedEx Standard Overnight	WHA	Goodlette, Coleman & Johnson	
Package Type	FedEx Pak	2300 Glades Rd	4001 TAMIAMITRL N STE 300	
Zone	02	BOCA RATON FL 33431 US	NAPLES FL 34103 US	
Packages	1			
Rated Weight	2.0 lbs, 0.9 kgs			
Delivered	Apr 29, 2022 09:26			
Svc Area	A4	Transportation Charge		7.26
Signed by	K.STEVENSON	Fuel Surcharge		0.51
FedEx Use	000000000/150889/	<b>Total Charge</b>	<b>USD</b>	<b>\$7.77</b>

**Ship Date:** Apr 28, 2022      **Cust. Ref.:** River Hall CDD 5.05.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 19.00% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>	
Tracking ID	776723200422	Daphne Gillyard	Shane Willis	
Service Type	FedEx Standard Overnight	WHA	744 Fairlawn Ct	
Package Type	FedEx Pak	2300 Glades Rd	MARCO ISLAND FL 34145 US	
Zone	02	BOCA RATON FL 33431 US		
Packages	1			
Rated Weight	2.0 lbs, 0.9 kgs			
Delivered	Apr 29, 2022 14:13	Transportation Charge		7.26
Svc Area	A5	Fuel Surcharge		0.85
Signed by	see above	Residential Delivery		4.95
FedEx Use	000000000/150889/02	<b>Total Charge</b>	<b>USD</b>	<b>\$13.06</b>

**Ship Date:** Apr 28, 2022      **Cust. Ref.:** River Hall CDD 5.05.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 19.00% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>	
Tracking ID	776723200444	Daphne Gillyard	Michael G. Morash	
Service Type	FedEx Standard Overnight	WHA	River Hall CDD	
Package Type	FedEx Pak	2300 Glades Rd	16044 Herons View Drive	
Zone	02	BOCA RATON FL 33431 US	ALVA FL 33920 US	
Packages	1			
Rated Weight	2.0 lbs, 0.9 kgs	Transportation Charge		7.26
Delivered	Apr 29, 2022 12:29	Fuel Surcharge		1.18
Svc Area	A5	Residential Delivery		4.95
Signed by	see above	DAS Resi		4.70
FedEx Use	000000000/150889/02	<b>Total Charge</b>	<b>USD</b>	<b>\$18.09</b>

**Ship Date:** Apr 28, 2022      **Cust. Ref.:** River Hall CDD 5.05.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 19.00% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>	
Tracking ID	776723200937	Daphne Gillyard	KENNETH MITCHELL	
Service Type	FedEx Standard Overnight	WHA	3380 CHESTNUT GROVE DR	
Package Type	FedEx Pak	2300 Glades Rd	ALVA FL 33920 US	
Zone	02	BOCA RATON FL 33431 US		
Packages	1			
Rated Weight	2.0 lbs, 0.9 kgs	Transportation Charge		7.26
Delivered	Apr 29, 2022 12:42	Fuel Surcharge		1.18
Svc Area	A5	Residential Delivery		4.95
Signed by	see above	DAS Resi		4.70
FedEx Use	000000000/150889/02	<b>Total Charge</b>	<b>USD</b>	<b>\$18.09</b>



<b>Invoice Number</b> 7-743-31883	<b>Invoice Date</b> May 02, 2022	<b>Account Number</b> [REDACTED]	Page 4 of 5
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**Ship Date:** Apr 28, 2022      **Cust. Ref.:** River Hall CDD 5.05.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 19.00% to this shipment.  
Distance Based Pricing, Zone 2

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>	
Tracking ID	776723201039	Daphne Gillyard	Charlie Krebs	
Service Type	FedEx Standard Overnight	WHA	Hole Montes & Associates, Inc.	
Package Type	FedEx Pak	2300 Glades Rd	6200 WHISKEY CREEK DR	
Zone	02	BOCA RATON FL 33431 US	FORT MYERS FL 33919 US	
Packages	1			
Rated Weight	2.0 lbs, 0.9 kgs			
Delivered	Apr 29, 2022 13:38			
Svc Area	A1	Transportation Charge		7.26
Signed by	A.PLATIN	Fuel Surcharge		0.51
FedEx Use	000000000/150889/	<b>Total Charge</b>	<b>USD</b>	<b>\$7.77</b>

**Ship Date:** Apr 28, 2022      **Cust. Ref.:** River Hall CDD 5.05.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 19.00% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>	
Tracking ID	776723201223	Daphne Gillyard	Paul D. Asfour	
Service Type	FedEx Standard Overnight	WHA	River Hall CDD	
Package Type	FedEx Pak	2300 Glades Rd	17131 Easy Stream Court	
Zone	02	BOCA RATON FL 33431 US	ALVA FL 33920 US	
Packages	1			
Rated Weight	2.0 lbs, 0.9 kgs	Transportation Charge		7.26
Delivered	Apr 29, 2022 12:47	Fuel Surcharge		1.18
Svc Area	A5	Residential Delivery		4.95
Signed by	see above	DAS Resi		4.70
FedEx Use	000000000/150889/02	<b>Total Charge</b>	<b>USD</b>	<b>\$18.09</b>

**Ship Date:** Apr 28, 2022      **Cust. Ref.:** River Hall CDD 5.05.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 19.00% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>	
Tracking ID	776723201289	Daphne Gillyard	Michael Hagen	
Service Type	FedEx Standard Overnight	WHA	3365 CHESTNUT GROVE DR	
Package Type	FedEx Pak	2300 Glades Rd	ALVA FL 33920 US	
Zone	02	BOCA RATON FL 33431 US		
Packages	1			
Rated Weight	2.0 lbs, 0.9 kgs	Transportation Charge		7.26
Delivered	Apr 29, 2022 12:39	Fuel Surcharge		1.18
Svc Area	A5	Residential Delivery		4.95
Signed by	see above	DAS Resi		4.70
FedEx Use	000000000/150889/02	<b>Total Charge</b>	<b>USD</b>	<b>\$18.09</b>

**Ship Date:** Apr 28, 2022      **Cust. Ref.:** River Hall CDD 5.05.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 19.00% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>	
Tracking ID	776723201587	Daphne Gillyard	Robert Stark	
Service Type	FedEx Standard Overnight	WHA	River Hall CDD	
Package Type	FedEx Pak	2300 Glades Rd	17275 Walnut Run Drive	
Zone	02	BOCA RATON FL 33431 US	ALVA FL 33920 US	
Packages	1			
Rated Weight	2.0 lbs, 0.9 kgs	Transportation Charge		7.26
Delivered	Apr 29, 2022 12:55	Fuel Surcharge		1.18

Continued on next page





<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Account Number</b>	Page
7-743-31883	May 02, 2022	[REDACTED]	5 of 5

Tracking ID: 776723201587 continued

Svc Area	A5	Residential Delivery	4.95
Signed by	see above	DAS Resi	4.70
FedEx Use	000000000/150889/02	<b>Total Charge</b>	<b>USD \$18.09</b>
		<b>Third Party Subtotal</b>	<b>USD \$129.19</b>
		<b>Total FedEx Express</b>	<b>USD \$129.19</b>



<b>Invoice Number</b> 7-750-82679	<b>Invoice Date</b> May 09, 2022	<b>Account Number</b> [REDACTED]	Page 1 of 2
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FedEx Tax ID: 71-0427007

**Billing Address:**  
RIVER HALL CDD  
2300 GLADES RD STE 100E  
STE 100 STE 410W  
BOCA RATON FL 33431-8536

**Shipping Address:**  
RIVER HALL CDD  
2300 GLADES RD STE 100E  
BOCA RATON FL 33431-8536

**Invoice Questions?**  
**Contact FedEx Revenue Services**  
Phone: 800.645.9424  
M-F 7-5 (CST)  
Internet: fedex.com/usgovt

**Invoice Summary**

**FedEx Express Services**

Total Charges	USD	\$7.83	519.410
<b>TOTAL THIS INVOICE</b>	<b>USD</b>	<b>\$7.83</b>	001

Other discounts may apply.  
To pay your FedEx invoice, please go to [www.fedex.com/payment](http://www.fedex.com/payment). Thank you for using FedEx.



Detailed descriptions of surcharges can be located at [fedex.com](http://fedex.com)

To ensure proper credit, please return this portion with your payment to FedEx. Please do not staple or fold. Please make check payable to FedEx.

<b>Invoice Number</b> 7-750-82679	<b>Invoice Amount</b> USD \$7.83	<b>Account Number</b> [REDACTED]
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**Remittance Advice**

**Your payment is due by Jun 23, 2022**

775082679900000078317563025159000000000000000078310



RIVER HALL CDD  
2300 GLADES RD STE 100E  
STE 100 STE 410W  
BOCA RATON FL 33431-8536

FedEx  
P.O. Box 371461  
Pittsburgh PA 15250-7461



<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Account Number</b>	Page
7-750-82679	May 09, 2022		2 of 2

## FedEx Express Shipment Summary By Payor Type

### FedEx Express Shipments (Original)

Payor Type	Shipments	Rated Weight lbs	Transportation Charges	Special Handling Charges	Ret Chg/Tax Credits/Other	Discounts	Total Charges
Third Party	1	4.0	7.32	0.51			7.83
<b>Total FedEx Express</b>	<b>1</b>	<b>4.0</b>	<b>\$7.32</b>	<b>\$0.51</b>			<b>\$7.83</b>

**TOTAL THIS INVOICE USD \$7.83**

## FedEx Express Shipment Detail By Payor Type (Original)

<b>Ship Date:</b> May 05, 2022	<b>Cust. Ref.:</b> River Hall Meeting File	<b>Ref.#2:</b>
<b>Payor:</b> Third Party	<b>Ref.#3:</b>	

Fuel Surcharge FedEx has applied a fuel surcharge of 20.25% to this shipment.  
Distance Based Pricing, Zone 2  
Package sent from: 33966 zip code  
FedEx has audited this shipment for correct packages, weight, and service. Any changes made are reflected in the invoice amount.  
The package weight exceeds the maximum for the packaging type, therefore, FedEx Pak was rated as Customer Packaging.

<b>Automation</b> INET	<b>Sender</b>	<b>Recipient</b>	
<b>Tracking ID</b> 776778322297	cleo adams	Daphne Gillyard	
<b>Service Type</b> FedEx Standard Overnight	Wrathell, Hunt & Associates, L	Wrathell, Hunt & Associates	
<b>Package Type</b> Customer Packaging	9220 Bonita Beach Road	2300 Glades Road	
<b>Zone</b> 02	BONITA SPRINGS FL 34135 US	BOCA RATON FL 33431 US	
<b>Packages</b> 1			
<b>Rated Weight</b> 4.0 lbs, 1.8 kgs			
<b>Delivered</b> May 06, 2022 09:57			
<b>Svc Area</b> A1	<b>Transportation Charge</b>		7.32
<b>Signed by</b> G.DAPHNE	<b>Fuel Surcharge</b>		0.51
<b>FedEx Use</b> 000000000/158117/	<b>Total Charge</b>	<b>USD</b>	<b>\$7.83</b>
	<b>Third Party Subtotal</b>	<b>USD</b>	<b>\$7.83</b>
	<b>Total FedEx Express</b>	<b>USD</b>	<b>\$7.83</b>

## FedEx® Billing Online

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**Swine Solutions**

12013 Rose Ln  
Riverview, FL 33569 US  
Thomas@swinesolutionsfl.com  
https://www.SwineSolutionsFL.com

538.461  
001

**INVOICE**

BILL TO  
River Hall CDD  
9220 Bonita Beach Road  
Suite 214  
Bonita Springs, FL 34135

INVOICE 348  
DATE 04/23/2022  
TERMS Net 30  
DUE DATE 05/23/2022

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Trapping Service	Month to Month	1	1,650 00	1,650 00

BALANCE DUE

**\$1,650.00**  
*SW*

- RIVER HALL CDD - \$275.00
- ASHTON OAKS HOA - \$275.00
- HAMPTON LAKES HOA - \$275.00
- RIVER HALL COUNTRY CLUB - \$275.00
- HAMPTON GOLF - \$275.00
- CASCADES HOA - \$275.00

# Wrathell, Hunt & Associates, LLC

2300 Glades Rd.  
Suite 410W  
Boca Raton, FL 33431

# Invoice

Date	Invoice #
5/1/2022	2021-1096

Bill To:
River Hall CDD 2300 Glades Rd. Suite 410W Boca Raton, FL 33431

Description	Amount
Management 512.311 001	3,750.00
Assessment Methodology 513.310	375.00
<i>Building client relationships one step at a time ...</i>	
<b>Total</b>	\$4,125.00

Coleman, Yovanovich & Koester, P.A.  
 Northern Trust Bank Building  
 4001 Tamiami Trail North, Suite 300  
 Naples, Florida 34103-3556  
 Telephone: (239) 435-3535  
 Fax: (239) 435-1218

River Hall CDD  
 Wrathell, Hunt & Associates, LLC  
 2300 Glades Road, Suite 410W  
 Boca Raton FL 33431

514.100

001

File No: 16581-001M  
 Statement No: 25

Attn: Debbie Tudor

Gen Rep

Previous Balance \$980.00

Fees

04/06/2022	GLU	Review and respond to email correspondence from Supervisor Stark; Review and respond to email correspondence from Shane Willis on form agreement	105.00
04/07/2022	GLU	Review agenda and prepare for Board of Supervisors meeting; Participation in Board of Supervisors meeting	437.50
04/21/2022	GLU	Initial review of parking policy matters for preparation of policy	87.50
04/25/2022	MEM	Continue work on drafting initial rules of procedure; initial work to search and commence drafting parking rules; research applicable statutes and governing law for updates	990.00
04/26/2022	GLU	Review and work on revisions to draft of parking rules; Review and work on rules of procedure; Research various rules matters	875.00
	MEM	Continue revisions and drafting rules of procedure; finalize parking rules; prepare resolutions	412.50
04/27/2022	GLU	Finalize draft of the rules of procedure for distribution; Draft email correspondence to Debbie Tudor with draft rules; Exchange email correspondence with Debbie Tudor; Telephone conference with Daphne Gillyard on agenda	315.00
	MEM	Finalize initial draft of Rules of Procedure	
04/28/2022	MEM	Review back-up from WHA and initial work on Cost Sharing Agreement for hog removal	330.00
	GLU	Review and finalize draft cost-sharing agreement; Review and respond to email correspondence from Shane Willis	245.00
		Professional Fees through 05/18/2022	3,797.50
		Total Current Work	3,797.50

Payments

Total Payments Through 05/18/2022 -980.00

River Hall CDD

Gen Rep

Page: 2

May 18, 2022

File No: 16581-001M

Statement No: 25

Balance Due (includes previous balance, if any)

\$3,797.50

**Florida Painters of Lee County, Inc.**  
 240 Rose Street  
 North Fort Myers FL 33903-3721  
 239-997-2133



# Invoice

Invoice #: 22-159 River Hall Ga  
 Invoice Date: 05/11/2022  
 Due Date: 05/25/2022

**Billed To:** River Hall CDD  
 9220 Bonita Beach Rd. #214  
 Bonita Springs FL 33917

**Job Location:** River Hall Gate  
 3720 E Hampton Circle(End of Road)  
 Alva FL 33920

Description of Work	Current Contract	Previous Billed	Total Complete	Balance to Bill	Current Billed
One Gate	900.00	0.00	900.00	0.00	900.00
<b>Totals:</b>	<b>900.00</b>		<b>900.00</b>	<b>0.00</b>	<b>900.00</b>
	539.455 001		GF Entry & Walls Maint.		SW

**Amount Due for This Invoice: \$900.00**

WE DO ACCEPT VISA & MASTER CARD - HOWEVER, THERE IS A 3% CHARGE TO COVER FEES ON ALL TRANSACTIONS

**Thank you for your business!**

*TERMS: Interest at 1.5% (18%ann.) will be added from the due date until paid. If litigation occurs, collection, attorney fees & court cost will be added.*



GulfScapes Landscape  
Management Svcs.  
PO Box 8122  
Naples, FL 34101 US  
239-455-4911

# Invoice 29679



<b>BILL TO</b> River Hall CDD c/o Wrathel, Hart, Hunt & Associates, LLC 9220 Bonita Beach Rd., #214 Bonita Springs, FL 34135	539.464 001	<b>DATE</b> 04/30/2022	<b>PLEASE PAY</b> <b>\$14,286.00</b>	<b>DUE DATE</b> 05/30/2022
---	----------------	---------------------------	---	-------------------------------

DESCRIPTION		AMOUNT
Monthly Landscape Maintenance for April 2022	GENERAL FUND LANDSCAPE MAINT.	14,286.00

TOTAL DUE **\$14,286.00**  
*SW*  
THANK YOU.



May 17, 2022  
**Invoice No. 88242**  
 Project No. 2015012

River Hall CDD  
 c/o Wrathell, Hunt & Associates  
 2300 Glades Road, Suite 410W  
 Boca Raton, FL 33431  
 Stephanie Schackmann

519.320  
 001

**River Hall CDD**

**For Services Rendered From April 1, 2022 to April 30, 2022**

General Services - Attend Board meeting, Prepare Requisitions 18 and 19 from Developer for payment, attend board meeting with school board on median closing, Prepare amendment to NPDES for Anna L at FDEP,

02/03/2022 -  
 Task 01- Stormwater Needs Analysis  
 EST \$7,500.00

	Hours	Rate	Amount
Z-General Services			
Engineer VI	10.25	155.00	\$1,588.75
Engineer V	5.00	140.00	\$700.00
Technician IV	3.25	70.00	\$227.50
<b>Subtotal</b>	<b>18.50</b>		<b>\$2,516.25</b>
	<b>18.50</b>		<b>\$2,516.25</b>

	Amount
<b>Reimbursable</b>	
Copies: In-house b&w	\$0.35
Copies: In-house color	\$2.82
<b>Total Reimbursable</b>	<b>\$3.17</b>

**Total Amount Due This Invoice** **\$2,519.42**

1.5% Late Fee will be applied to balances remaining after 60 days.



# PASSARELLA & ASSOCIATES INC

13620 Metropolis Avenue  
Suite 200  
Fort Myers, FL 33912  
239-274-0067

**PAST DUE**

In Account With  
River Hall Community Dev. District  
2300 Glades Road, Suite 410W  
Boca Raton, FL 33431

**River Hall - GIS Services**

Project #18RHC2906 (Invoice 19)

February 15, 2022

For GIS services for River Hall Community Development District located in Lee County, Florida per Professional Services Agreement dated August 23, 2018.

Professional services through January 31, 2022

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
1.0 GIS Services - River Hall CDD GIS Web Application	20,000.00	101	20,166.25	20,166.25	0.00
90.0 Additional GIS Services	0.00	0	16,538.75	16,608.75	70.00
99.0 Reimbursables	0.00	0	258.00	346.44	88.44
<b>Total</b>	<b>20,000.00</b>		<b>36,963.00</b>	<b>37,121.44</b>	<b>158.44</b>

**Professional Services Due This Invoice: 158.44**

**Task 90.0 Additional GIS Services**

519.320  
001

GA

engineering

GIS Analyst III

01/13/2022 GIS data compilation

Hours	Rate	Billed Amount
0.50	140.00	70.00

**Task 99.0 Reimbursables**

Fed Ex

01/14/2022

Units	Rate	Billed Amount
		88.44



**INVOICE**

538.461  
001

**Invoice Number:** PI-A00809973  
**Invoice Date:** 05/01/22  
**PROPERTY:** River Hall CDD

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

**SOLD TO:** River Hall CDD  
 c/o Wrathell, Hunt & Associates, LLC  
 9220 Bonita Beach Road Suite #214  
 Bonita Springs, FL 34135

CUSTOMER ID	CUSTOMER PO	Payment Terms	
R0194		Net 30	
Sales Rep ID	Shipment Method	Ship Date	Due Date
Jeff Moding			05/31/22

Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR11734 05/01/22 - 05/31/22 Wetlands Management Services		4,854.00	4,854.00
1	Lake & Pond Management Services SVR11792 05/01/22 - 05/31/22 Lake & Pond Management Services		6,966.00	6,966.00
1	Lake & Pond Management Services SVR11793 05/01/22 - 05/31/22 Fountain Maintenance Services		50.00	50.00

**PLEASE REMIT PAYMENT TO:**

1320 Brookwood Drive, Suite H  
 Little Rock, AR 72202

<b>Subtotal</b>	<b>11,870.00</b>
Sales Tax	0.00
<b>Total Invoice</b>	<b>11,870.00</b>
Payment Received	0.00
<b>TOTAL</b>	<b>11,870.00</b>



**INVOICE**

**Invoice Number:** PI-A00812079  
**Invoice Date:** 05/12/22  
**PROPERTY:** River Hall CDD

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

538.461  
001

**SOLD TO:** River Hall CDD  
 c/o Wrathell, Hunt & Associates, LLC  
 9220 Bonita Beach Road Suite #214  
 Bonita Springs, FL 34135

<b>CUSTOMER ID</b>	<b>CUSTOMER PO</b>	<b>Payment Terms</b>	
R0194		Net 30	
<b>Sales Rep ID</b>	<b>Shipment Method</b>	<b>Ship Date</b>	<b>Due Date</b>
Jeff Moding			06/11/22

Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR11734 05/01/22 - 05/31/22 Wetlands Management Services May Adjustment Invoice		339.91	339.91

**PLEASE REMIT PAYMENT TO:**

1320 Brookwood Drive, Suite H  
 Little Rock, AR 72202

<b>Subtotal</b>	<b>339.91</b>
Sales Tax	0.00
<b>Total Invoice</b>	<b>339.91</b>
Payment Received	0.00
<b>TOTAL</b>	<b>339.91</b>



**INVOICE**

**Invoice Number:** PI-A00812080  
**Invoice Date:** 05/12/22  
**PROPERTY:** River Hall CDD

538.461  
001

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

**SOLD TO:** River Hall CDD  
c/o Wrathell, Hunt & Associates, LLC  
9220 Bonita Beach Road Suite #214  
Bonita Springs, FL 34135

<b>CUSTOMER ID</b>	<b>CUSTOMER PO</b>	<b>Payment Terms</b>	
R0194		Net 30	
<b>Sales Rep ID</b>	<b>Shipment Method</b>	<b>Ship Date</b>	<b>Due Date</b>
Jeff Moding			06/11/22

Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR11792 05/01/22 - 05/31/22 Lake & Pond Management Services May Adjustment Invoice		492.00	492.00

**PLEASE REMIT PAYMENT TO:**

1320 Brookwood Drive, Suite H  
Little Rock, AR 72202

<b>Subtotal</b>	<b>492.00</b>
Sales Tax	0.00
<b>Total Invoice</b>	<b>492.00</b>
Payment Received	0.00
<b>TOTAL</b>	<b>492.00</b>



**INVOICE**

**Invoice Number:** PI-A00812081  
**Invoice Date:** 05/12/22  
**PROPERTY:** River Hall CDD

538.461  
001

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

**SOLD TO:** River Hall CDD  
c/o Wrathell, Hunt & Associates, LLC  
9220 Bonita Beach Road Suite #214  
Bonita Springs, FL 34135

<b>CUSTOMER ID</b>	<b>CUSTOMER PO</b>	<b>Payment Terms</b>	
R0194		Net 30	
<b>Sales Rep ID</b>	<b>Shipment Method</b>	<b>Ship Date</b>	<b>Due Date</b>
Jeff Moding			06/11/22

Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR11793 05/01/22 - 05/31/22 Fountain Maintenance Services May Adjustment Invoice		3.50	3.50

**PLEASE REMIT PAYMENT TO:**

1320 Brookwood Drive, Suite H  
Little Rock, AR 72202

<b>Subtotal</b>	<b>3.50</b>
Sales Tax	0.00
Total Invoice	3.50
Payment Received	0.00
<b>TOTAL</b>	<b>3.50</b>

**RIVER HALL**  
**COMMUNITY DEVELOPMENT DISTRICT**

**9**



**DRAFT**

**MINUTES OF MEETING  
RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT**

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The Board of Supervisors of the River Hall Community Development District held a Regular Meeting on June 2, 2022, at 3:30 p.m., at River Hall Town Hall Center, located at 3089 River Hall Parkway, Alva, Florida 33920.

**Present were:**

Ken Mitchell	Chair
Robert Stark	Vice Chair
Paul D. Asfour	Assistant Secretary
Michael Morash	Assistant Secretary
Michael Hagan	Assistant Secretary

**Also present were:**

Chuck Adams	District Manager
Cleo Adams	Assistant District Manager
Shane Willis	Operations Manager
Greg Urbancic (via telephone)	District Counsel
Charlie Krebs	District Engineer
Karen Asfour	Resident
Pamela Hetrick	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 3:31 p.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comments (3 minutes per speaker)**

Resident Pam Hetrick spoke about the tragedy that occurred at Palm Beach Boulevard and River Hall Parkway that resulted in adding an additional minute to the red light, which is an extra 60 seconds, and that the lights now sync up with the Buckingham Road and State Road 80 traffic lights. She discussed having several conversations with Commissioners, Mr. Miars and

38 the Florida Department of Transportation (FDOT), all who have tried to assist in getting the  
39 speed limit reduced.

40 Mr. Mitchell conveyed Mr. Miars' comment that, historically, they have never had any  
41 luck getting the FDOT to adhere to their requests for traffic signal changes. Supervisor Asfour  
42 asked Ms. Hetrick to forward all communications to Mr. Mitchell and to Mr. Adams and for Mr.  
43 Adams to disseminate it to the rest of the Board.

44 Discussion ensued regarding police not ticketing vehicles running red lights.

45 Ms. Hetrick believed there were plans to install flashing yellow lights and repaint all the  
46 road signs.

47

48 **THIRD ORDER OF BUSINESS**

**Developer Update**

49

50 This item was presented following the Sixth Order of Business.

51

52 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-06,  
Approving a Proposed Budget for Fiscal  
Year 2022/2023 and Setting a Public  
Hearing Thereon Pursuant to Florida Law;  
Addressing Transmittal, Posting and  
Publication Requirements; Addressing  
Severability; and Providing an Effective  
Date**

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60

61 This item was presented following the Sixth Order of Business.

62

63 **FIFTH ORDER OF BUSINESS**

**Continued Discussion: Traffic Study/Speed  
Reduction Request SR 80**

64

65

66 This item was discussed during the Second Order of Business.

67

68 **SIXTH ORDER OF BUSINESS**

**Discussion: Installation of State Road 80  
Intersection Awareness Sign Exiting River  
Hall Parkway**

69

70

71

72 Mr. Krebs was asked to obtain the cost for two “Dangerous Intersection” signs to install  
73 on River Hall Parkway, and not on State Road 80 as originally thought.

74 ▪ **Developer Update**

75 **This item, previous the Third Order of Business, was presented out of order.**

76 Mr. Asfour asked about the Developer obtaining a proposal to have the mail boxes in  
77 centralized locations. A Board Member noted he received a letter from a Congressman who  
78 was confused about the issue; this is not CDD business and there was no update from the  
79 Developer at this time.

80 ▪ **Consideration of Resolution 2022-06, Approving a Proposed Budget for Fiscal Year  
81 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing  
82 Transmittal, Posting and Publication Requirements; Addressing Severability; and  
83 Providing an Effective Date**

84 **This item, previously the Fourth Order of Business, was presented out of order.**

85 Mr. Adams reviewed the proposed Fiscal Year 2023 budget. Contractual services  
86 expenses increased to about \$27,000 due to inflation and fuel and labor cost increases.  
87 Unassigned fund balance was used to offset the increases and keep the assessment levels the  
88 same, year-over-year.

89 Mr. Adams presented a rate proposal to increase the coverage for public officials  
90 liability insurance to \$5 million.

91

92 **On MOTION by Mr. Hagen and seconded by Mr. Stark, with all in favor,  
93 authorizing Staff to increase the Public Officials Liability Insurance policy  
94 coverage to \$5 million, was approved.**

95

96

97 Board Members reviewed and directed Staff to make further adjustments to various line  
98 items of the proposed Fiscal Year 2023 budget; the adjustments will result in an increase to  
99 fund balance.

100 Mr. Adams presented Resolution 2022-06.

101

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**On MOTION by Mr. Morash and seconded by Mr. Stark, with all in favor, Resolution 2022-06, Approving a Proposed Budget for Fiscal Year 2022/2023, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 4, 2022, at 3:30 p.m., at River Hall Town Hall Center, located at 3089 River Hall Parkway, Alva, Florida 33920; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Continued Discussion: Fencing Options and Easements for Boundary Fence/Fence Across Land Bridge**

- **Carter Fence Company, Inc., Estimate #41091 for Decorative Fence**

Mr. Willis presented Estimate #41091 to install decorative fencing and aluminum gates with a pedestrian and vehicle gate to allow access for maintenance. Mr. Adams stated Lennar and WCI are agreeable to tying off the end of the Cascades PVC wall, which differs from the diagram, at a cost of a few hundred dollars more. He stated that the Portico HOA will maintain to the water’s edge; the CDD will maintain the lake via the Lake Maintenance Agreement. Mr. Adams stated that Portico/Lennar would be expected to pay the approximate cost of \$12,000; the Board will be advised once project approval is confirmed. The easement and vehicle access areas were discussed, along with Mr. Willis obtaining a sturdier lock for the gate near the canal.

**EIGHTH ORDER OF BUSINESS**

**Continued Discussion: Brazilian Pepper Removal**

Mr. Mitchell presented an \$8,500 proposal from Mr. Miars to remove Brazilian peppers, in lieu of two proposals presented at the last meeting. This was deemed a Developer expense, not a CDD expense.

This item will be removed from future agendas.

**NINTH ORDER OF BUSINESS**

**Continued Discussion: School Parking Rules and Updated Rules of Procedure**

- **Sketch Reflecting No Parking Areas**

137 Mr. Urbancic reported the following:

- 138 ➤ The updated Legal Description will be emailed tomorrow.
- 139 ➤ The public hearing to adopt the Revised Rules of Procedure is scheduled for July 7, 2022.
- 140 ➤ The School Board expects the CDD to incur all costs associated with installing and
- 141 maintaining the posts and had no recollection of agreeing to share the costs.

142 Mr. and Mrs. Adams recalled the conversation with the School Board and noted that the  
143 School Board wanted to proceed expeditiously to take advantage of the opportunity to obtain  
144 funding during a grant cycle.

145 The recent email from the School Board regarding its efforts to stage and direct traffic  
146 and a Sherriff Deputy responding to a physical altercation between a golf cart user and  
147 pedestrian were discussed.

148 A Board Member referred to the draft Rules of Procedure and requested a verbiage  
149 change on Page 10, (11)-Board Authorization. Mr. Urbancic will modify the language and  
150 circulate it to the Board for review.

151

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of April 30, 2022**

152

153

154  
155 Mr. Adams presented the Unaudited Financial Statements as of April 30, 2022. Staff  
156 responded to questions about entries in the Check Detail Report. Mrs. Adams noted the March  
157 statements showed the mulch vendor credited funds properly, instead of coding it through  
158 miscellaneous income.

159

**On MOTION by Mr. Hagen and seconded by Mr. Morash, with all in favor, the  
Unaudited Financial Statements as of April 30, 2022, were accepted.**

160

161

162

163

**ELEVENTH ORDER OF BUSINESS**

**Approval of May 5, 2022 Regular Meeting  
Minutes**

164

165

166

167 Mr. Mitchell presented the May 5, 2022 Regular Meeting Minutes.

168 The following changes were made:

169 Line 60 and throughout: Change “GradyMinor” to “Grady Miars”

170 Line 66: Change “Elber” to “Edwards”

171 Line 220: Change “Asfour” to “Mitchell”

172

173 **On MOTION by Mr. Stark and seconded by Mr. Asfour, with all in favor, the**  
 174 **May 5, 2022 Regular Meeting Minutes, as amended, were approved.**

175

176

177 **TWELFTH ORDER OF BUSINESS**

**Staff Reports**

178

179 **A. District Engineer: *Hole Montes***

180 • **School Board Request for Flexible Stakes – Pricing and Scheduling**

181 Mr. Asfour asked Mr. Krebs if he attended the meeting with the School Board. Mr. Krebs  
 182 stated that Mr. Baker, from his office, attended the meeting in his place and agreed with Mr.  
 183 and Mrs. Adams’ recollection that the School Board agreed to pay the costs.

184 **B. District Counsel: *Coleman, Yovanovich & Koester***

185 There was no report.

186 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

187 • **NEXT MEETING DATE: July 7, 2022 at 3:30 P.M.**

188 ○ **QUORUM CHECK**

189 The next meeting will be held on July 7, 2022.

190 **D. Operations Manager: *Wrathell, Hunt and Associates, LLC***

191 Mr. Willis presented the Operations Report and noted the following:

192 ➤ Swine Solutions: 28 adult hogs were removed. The trapper relocated some traps to the  
 193 preserve and plans to move one to the Cascades and run the dogs through the preserves on  
 194 Saturday.

195 ➤ East Hampton Park Bench: A response from the homeowner is pending. Mr. Willis will  
 196 find out if the bench was removed.

197 ➤ Chestnut Grove Lake Bank Erosion: The homeowner installed a drainage pipe; the CDD is  
 198 obtaining estimates of the cost to repair the lake bank.

199

200 **THIRTEENTH ORDER OF BUSINESS**

**Public Comments: Non-Agenda Items (3  
minutes per speaker)**

201  
202  
203  
204

There were no public comments.

205 **FOURTEENTH ORDER OF BUSINESS**

**Supervisors' Comments/Requests**

206  
207

A Board Member asked Mr. Willis if he received an email about potholes in the area.

208  
209

Mr. Willis replied affirmatively and stated that another homeowner notified him of the same issue. Mr. Krebs will forward the proposal from Collier Paving to Mrs. Adams, upon receipt.

210

211 **FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

212  
213

**On MOTION by Mr. Asfour and seconded by Mr. Stark, with all in favor, the meeting adjourned at 4:36 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair



**RIVER HALL**  
**COMMUNITY DEVELOPMENT DISTRICT**

**10C**

**RIVER HALL COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2021/2022 MEETING SCHEDULE**

**LOCATION**

*River Hall Town Hall Center, located at 3089 River Hall Parkway, Alva, Florida 33920*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 7, 2021</b>	<b>Regular Meeting</b>	<b>3:30 PM</b>
<b>November 4, 2021</b>	<b>Regular Meeting</b>	<b>3:30 PM</b>
<b>December 2, 2021</b> <i>rescheduled to December 9, 2021</i>	<b>Regular Meeting</b>	<b>3:30 PM</b>
<b>December 9, 2021</b>	<b>Regular Meeting</b>	<b>3:30 PM</b>
<b>January 6, 2022</b>	<b>Regular Meeting</b>	<b>3:30 PM</b>
<b>February 3, 2022</b>	<b>Regular Meeting</b>	<b>3:30 PM</b>
<b>March 3, 2022</b>	<b>Regular Meeting</b>	<b>3:30 PM</b>
<b>April 7, 2022</b>	<b>Regular Meeting</b>	<b>3:30 PM</b>
<b>May 5, 2022</b>	<b>Regular Meeting</b>	<b>3:30 PM</b>
<b>June 2, 2022</b>	<b>Regular Meeting</b>	<b>3:30 PM</b>
<b>July 7, 2022</b>	<b>Regular Meeting</b>	<b>3:30 PM</b>
<b>August 4, 2022</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>3:30 PM</b>
<b>September 1, 2022</b>	<b>Regular Meeting</b>	<b>3:30 PM</b>

**RIVER HALL**  
**COMMUNITY DEVELOPMENT DISTRICT**

**10D**



**Wrathell, Hunt and Associates, LLC**

TO: River Hall CDD Board of Supervisors  
FROM: Shane Willis – Operations Manager  
DATE: July 7, 2022  
SUBJECT: Status Report – Field Operations

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**Landscape Activities:**

- Insect & disease control for plants and turf was applied in June
- Replacement plantings installed in March 2022 are thriving with little to no loss
- All pruning and hard cut backs have been completed
- Lake banks & drainage areas have been mowed
- Drainage ditches are currently being mowed and sprayed on a monthly basis (April thru September).
- No damage to CDD property since hog control program has started, grub treatment continues as needed

**Swine Solutions:** Both traps were moved to preserves CE15 during May. The dogs were run through the Cascades conservation areas twice in May. To date the trapper has removed **25** adult hogs and **5** juveniles. All HOA's have approved the equal parts cost sharing program. *All signatures have been received; the executed agreement will be added to the District records before the July CDD Meeting.*

**District Lake & Wetlands Contract:** Current contract with SOLitude expires in September 30, 2022, RFPs are being sourced and will be presented at the August meeting.

**4031 East Hampton Circle Bench:** Letter to homeowner went out the week of May 16th. *Confirmed on June 16 that Bench has not been moved or removed.*

**Chestnut Grove Lake Bank:** Letters to multiple homeowners in this area will have been sent out before the July CDD Meeting.

**Decorative Fence Repair:** Coastal Concrete is under contract, work to be done in the next couple of weeks.

**River Hall Parkway Patch:** Work was completed and invoiced on June 22, 2022.