

**V-DANA
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
LANDOWNER ELECTION, PUBLIC HEARINGS,
AUDIT COMMITTEE, AND REGULAR MEETING
MAY 20, 2020**

V-DANA
COMMUNITY DEVELOPMENT DISTRICT AGENDA
WEDNESDAY, MAY 20, 2020 AT 1:00 P.M.
DIAL IN: 866.906.9330 PARTICIPATE ID: 9074748

District Board of Supervisors	Supervisor Supervisor Supervisor Supervisor Supervisor	Joseph Cameratta Anthony Cameratta Russel Cameratta Cheryl Smith Laura Youmans
District Manager	Meritus	Brian Lamb
District Attorney	Coleman, Yovanovich & Koester, P.A.	Greg Urbancic
District Engineer	Barraco and Associates, Inc.	Carl A. Barraco

This meeting of the Board will be conducted by means of communications media technology, pursuant to Executive Orders 20-52, 20-69 and 20-112 issued by Governor Desantis on March 9, 2020, March 20, 2020 and April 29, 2020, respectively (collectively, the "Executive Orders"), and pursuant to Section 120.54(5)(b)2., Florida Statutes. Consistent with the Executive Orders and except as otherwise provided for herein, there will not be any Supervisors or staff physically present at a specific meeting location for this meeting. While it is necessary to hold the above referenced meeting of the District's Board of Supervisors utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting can do so telephonically at the phone number listed above. Additionally, participants are encouraged to submit questions and comments to the District Manager in advance to facilitate the Board's consideration of such questions and comments during the meeting.

The meeting will begin at **1:00 p.m.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 who can aid you in contacting the District Office.

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

May 20, 2020
Board of Supervisors
V-Dana Community Development District

Dear Board Members:

The Landowner Election, Public Hearings, Audit Committee and Regular Meeting of V-Dana Community Development District will be held on **May 20, 2020 at 1:00 p.m. via conference call at the information listed below.** Following is the agenda for the meeting:

Call In Number: 1-866-906-9330

Access Code: 9074748

LANDOWNERS MEETING/ELECTION

- 1. CALL TO ORDER**
- 2. APPOINTMENT OF MEETING CHAIRMAN**
- 3. ANNOUNCEMENT OF CANDIDATES/CALL FOR NOMINATIONS**
- 4. ELECTION OF SUPERVISORS**
- 5. OWNERS' REQUESTS**
- 6. ADJOURNMENT**

PUBLIC HEARINGS, AUDIT COMMITTEE AND REGULAR MEETING OF THE BOARD OF SUPERVISORS

- 1. CALL TO ORDER/ROLL CALL**
- 2. OATH OF OFFICE**
- 3. PUBLIC COMMENT ON AGENDA ITEMS**
- 4. RECESS TO PUBLIC HEARINGS**
- 5. PUBLIC HEARING ON ADOPTING UNIFORM METHOD OF COLLECTION**
 - A. Open the Public Hearing on Adopting Uniform Method of Collection
 - B. Staff Presentation
 - C. Public Comment
 - D. Close the Public Hearing on Adopting Uniform Method of Collection
 - E. Consideration of Resolution 2020-26; Adopting Uniform Method of Collection.....Tab 01
- 6. PUBLIC HEARING ON ADOPTING UNIFORM RULES OF PROCEDURE**
 - A. Open the Public Hearing on Adopting Uniform Rules of Procedure
 - B. Staff Presentations
 - C. Public Comment
 - D. Close the Public Hearing on Adopting Uniform Rules of Procedure
 - E. Consideration of Resolution 2020-27; Adopting Uniform Rules of Procedure.....Tab 02
- 7. PUBLIC HEARING ON ADOPTING FINAL FISCAL YEAR 2020 BUDGET**
 - A. Open Public Hearing on Adopting Final Fiscal Year 2020 Budget
 - B. Staff Presentations
 - C. Public Comment
 - D. Close Public Hearing on Adopting Final Fiscal Year 2020 Budget
 - E. Consideration of Resolution 2020-28; Adopting Final Fiscal Year 2020 Budget.....Tab 03
 - i. Consideration of Developer Funding Agreement
- 8. PUBLIC HEARING ON LEVYING DEBT ASSESSMENTS**
 - A. Open the Public Hearing on Levying Debt Assessments
 - B. Staff Presentation
 - C. Public Comment
 - D. Close the Public Hearing on Levying Debt Assessments
 - E. Consideration of Resolution 2020-29 Amending Resolution 2020-24.....Tab 04
 - E. Consideration of Resolution 2020-30; Levying Debt Assessments – Series 2020 BondsTab 05
- 9. RECESS TO AUDIT COMMITTEE MEETING**

10. AUDIT COMMITTEE MEETING

- A. Call to Order/Roll Call
- B. Appoint Chairman
- C. Selection of Criteria for Evaluation of Proposals
- D. Determine Date, Time and Location RFP Required
 - i. Consider Notice of Request for Proposals for Audit Services
- E. Consider Sending RFP to Interested Firms
- F. Determine Date of Next Committee Meeting
 - i. Audit Committee Guidelines.....Tab 06

11. RETURN AND PROCEED TO REGULAR MEETING

12. VENDOR AND STAFF REPORTS

- A. District Counsel
- B. District Manager
- C. District Engineer

13. BUSINESS ITEMS

- A. Consideration of Resolution 2020-31; Canvassing and Certifying the Results of the Landowners Election.....Tab 07
- B. Consideration of Resolution 2020-32; Declaring Officers.....Tab 08
- C. Consideration of Resolution 2020-33; Approving Fiscal Year 2021 Proposed Budget & Setting Public Hearing.....Tab 09
- D. Consideration of Resolution 2020-34; Adopting Statutory Alternative Investment Policies.....Tab 10
- E. Consideration of RFP for Engineering Services.....Tab 11
- F. Discussion on Authorization of Chairman to Execute Verdana Village Flow-way Agreement with Lee County
- G. General Matters of the District

14. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

15. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,



Brian Lamb, CEO
Meritus

RESOLUTION 2020-26

RESOLUTION OF THE BOARD OF SUPERVISORS OF V-DANA COMMUNITY DEVELOPMENT DISTRICT EXPRESSING ITS INTENT TO UTILIZE THE UNIFORM METHOD OF LEVYING, COLLECTING, AND ENFORCING NON-AD VALOREM ASSESSMENTS WHICH MAY BE LEVIED BY THE V-DANA COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH SECTIONS 197.3631 AND 197.3632, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the above referenced assessments are non-ad valorem in nature and, therefore, may be collected under the provisions of Sections 197.3631 and 197.3632, Florida Statutes, in which the State of Florida has provided a uniform method for the levying, collecting, and enforcing such non-ad valorem assessments; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF V-DANA COMMUNITY DEVELOPMENT DISTRICT:

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

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

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

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

PASSED AND ADOPTED THIS 20TH DAY OF MAY, 2020.

ATTEST:

**V-DANA COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chair/ Vice Chair

Exhibit A: Legal Description

EXHIBIT “A”

DESCRIPTION

Parcel in
Sections 29, 30, 31 and 32,
Township 46 South, Range 27 East,
Lee County, Florida

A tract or parcel of land lying in Sections 29, 30, 31 and 32, Township 46 South, Range 27 East, Lee County, Florida, said tract or parcel of land being more particularly described as follows:

COMMENCING at the Northeast corner of said Section 29 run S89°19'58"W along the North line of the Northeast Quarter (NE 1/4) of said Section 29 for 330.01 feet to an intersection with the West line of the East 330 feet of said Section 29; thence run S01°05'41"E along said West line for 50.00 feet to an intersection with the South right of way line of Corkscrew Road (100' wide right of way) and the POINT OF BEGINNING.

From said Point of Beginning continue S01°05'41"E along said West line for 5,302.78 feet to an intersection with the North line of the Northeast Quarter (NE 1/4) of said Section 32; thence run N89°58'16"E along said North line for 330.06 feet to the Northeast corner of said Section 32; thence run S00°54'19"E along the East line of the Northeast Quarter (NE 1/4) of said Section 32 for 2,594.64 feet to the East Quarter corner of said Section 32; thence run S00°53'57"E along the East line of the Southeast Quarter (SE 1/4) of said Section 32 for 1,144.23 feet to an intersection with the North line of lands described in a deed recorded in Official Records Book 2032, at Page 1106, Lee County Records; thence run along the Northerly and Westerly line of said lands the following two (2) courses: S89°03'50"W parallel to the south line of said Fraction for 1,800.00 feet and S00°53'57"E parallel with the East line of said Fraction for 1,452.00 feet to an intersection with the South line of said Fraction; thence run S89°03'50"W along the South line of said Fraction for 848.66 feet to the South Quarter corner of said Section 32; thence run S89°10'20"W along the South line of the Southwest Quarter (SW 1/4) of said Section 32 for 2,651.10 feet to the Southeast corner of said Section 31; thence run S88°55'41"W along the South line of the Southeast Quarter of said Section 31 for 2,632.71 feet to the South Quarter corner of said Section 31; thence run N00°55'01"W along the West line of the East Half (E 1/2) of said Section 31 for 5,278.97 feet the North Quarter corner of said Section 31; thence run S89°15'54"W along the South line of the Southwest Quarter (SW 1/4) of said Section 30 for 2,639.48 feet to the Southwest corner of Section 30; thence run N00°46'19"W along the West line of the Southwest Quarter (SW 1/4) of said Section 30 for 2,641.21 feet to the West Quarter corner of said Section 30; thence run N00°46'49"W along the West line of the Northwest Quarter (NW 1/4) of said Section 30 for 2,631.06 feet to an intersection with the South right of way line of Corkscrew Road (100' wide right of way); thence run along said South right of way line the following three (3) courses: N89°23'21"E for 2,632.12 feet; N89°32'32"E for 2,638.97 feet and N89°20'15"E for 63.32 feet; thence run S00°55'29"E for 642.38 feet to a point of curvature; thence run Southerly along an arc of a curve to the left of radius 265.00 feet (delta 10°44'05") (chord bearing S06°17'32"E) (chord 49.58 feet) for 49.65 feet to a point of reverse curvature; thence run Southerly along an arc of a curve to the right of radius 535.00 feet (delta 10°44'05") (chord bearing S06°17'32"E) (chord 100.09 feet) for 100.24 feet to a point of tangency; thence run S00°55'29"E for 22.47 feet; thence run

DESCRIPTION (CONTINUED)

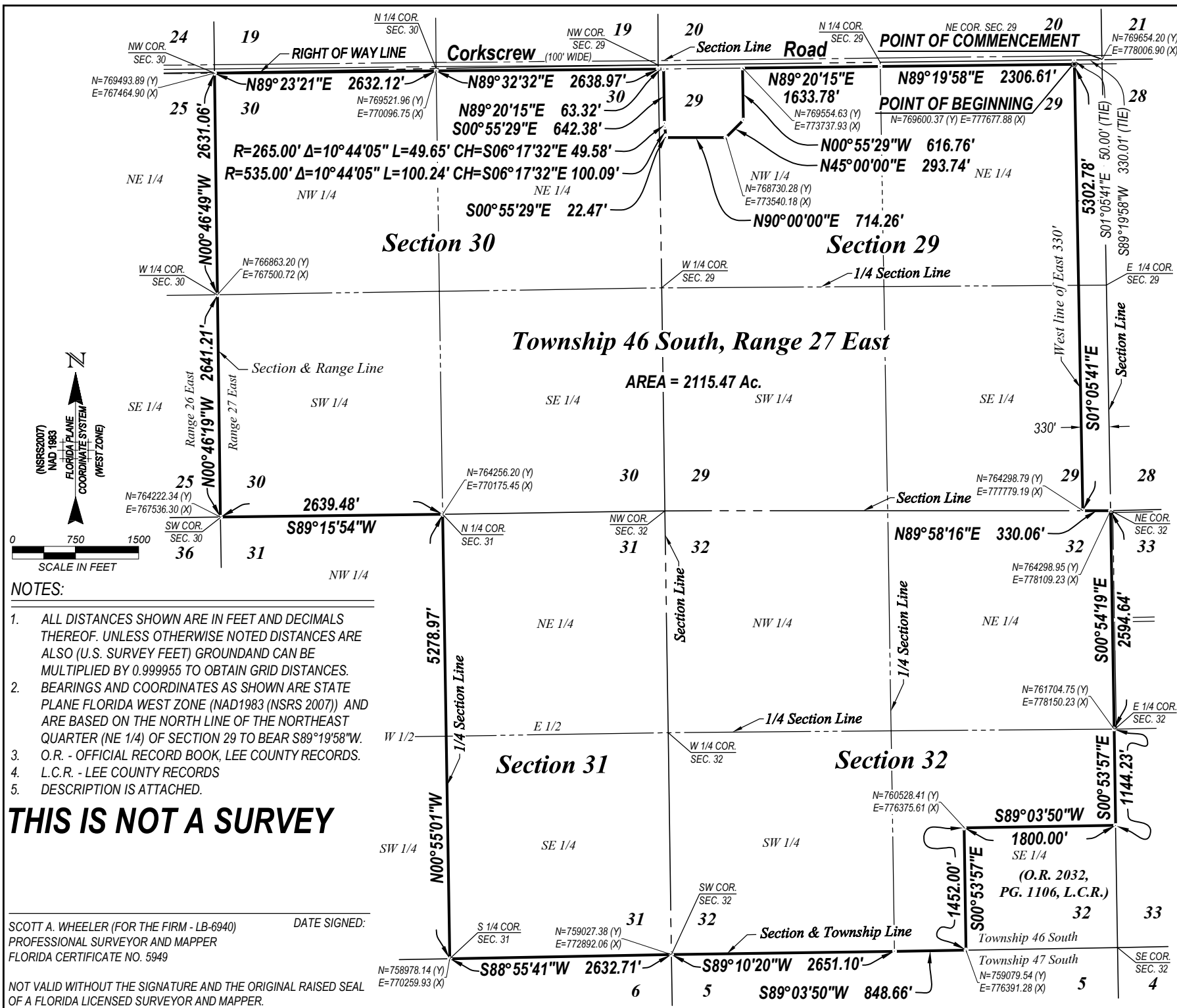
N90°00'00"E for 714.26 feet; thence run N45°00'00"E for 293.74 feet; thence run N00°55'29"W for 616.76 feet to an intersection with said South right of way line; thence run along said South right of way line the following two (2) courses: N89°20'15"E for 1,633.78 feet and N89°19'58"E for 2,306.61 feet to the POINT OF BEGINNING.

Containing 2,115.47 acres, more or less.

Bearings hereinabove mentioned are State Plane for the Florida West Zone (1983/NSRS 2007) and are based on the North line of the Northeast Quarter (NE 1/4) of said Section 29 to bear S89°19'58"W.

Scott A. Wheeler (For The Firm)
Professional Surveyor and Mapper
Florida Certificate No. 5949

L:\23783 - Verdana Village\survey\descriptions\23783SK01.doc



Barraco and Associates, Inc.
CIVIL ENGINEERING - LAND SURVEYING
LAND PLANNING
www.barraco.net
2271 MCGREGOR BLVD., SUITE 100
FORT MYERS, FLORIDA 33902-2800
PHONE (239) 461-3170
FAX (239) 461-3169
FLORIDA CERTIFICATES OF AUTHORIZATION
ENGINEERING 7995 - SURVEYING LB-6940

PREPARED FOR

TPL-LAND-SUB, LLC
4954 ROYAL GULF CIRCLE
FORT MYERS, FL 33966
PHONE (239) 425-8662
FAX (239) 425-8665
www.Camprom.com

PROJECT DESCRIPTION

VERDANA VILLAGE
A Parcel of Land in
Sections 29, 30, 31 & 32,
Township 46 South,
Range 27 East
Lee County, Florida

PROJECT SURVEYOR

SCOTT A. WHEELER
5949
STATE OF FLORIDA
LICENSED SURVEYOR AND MAPPER

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

FILE NAME	23783901.DWG
LAYOUT	3
LOCATION	J:\23783901\DRAWING\SKETCH
PLOT DATE	MON. 8-5-2019 - 1:35 PM
PLOT BY	PETER OLSEN

DRAWING DATA	
SURVEY DATE	08-05-2019
DRAWN BY	P. OLSEN
CHECKED BY	SAW
SCALE	1"=1500'
FIELD BOOK	

PLAN REVISIONS	
NO.	DESCRIPTION

STRAP NUMBERS

PROJECT / FILE NO.	SHEET NUMBER
23783901	3 OF 3

RESOLUTION 2020-27

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE V-DANA COMMUNITY DEVELOPMENT DISTRICT ADOPTING UNIFORM RULES OF PROCEDURE, IN KEEPING WITH CHAPTER 120.54(5), FLORIDA STATUTES.

WHEREAS, the V-Dana Community Development District (hereinafter the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Lee County, Florida; and

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

WHEREAS, in accordance with Section 120.54(5), Florida Statutes, the District must comply with the adoption of Uniform Rules of Procedure as established by the Florida Administration Commission; and

WHEREAS, the District set May 20, 2020, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 120.54, Florida Statutes; and

WHEREAS, the District has complied with the rule making process as outlined in Section 120.54, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE V-DANA COMMUNITY DEVELOPMENT DISTRICT:

Section 1: The Board hereby adopts the Rules of Procedure as attached hereto as **Exhibit “A”**.

Section 2: This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 20TH DAY OF MAY, 2020.

V-DANA COMMUNITY DEVELOPMENT DISTRICT

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chair/ Vice Chair

RULES OF PROCEDURE

V-DANA COMMUNITY DEVELOPMENT DISTRICT

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**RULES OF PROCEDURE
V-DANA COMMUNITY DEVELOPMENT DISTRICT**

1.0 General.

- (1) V-Dana Community Development District (“**District**”) was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction.
- (2) The purpose of these Rules of Procedure (“**Rules**”) is to describe the general operations of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190, Florida Statutes.
- (2) Definitions located within any section of the Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) A Rule of the District shall be effective upon adoption by affirmative vote of the Board of Supervisors of the District (the “**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: s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

Law Implemented: s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

1.1 Board of Supervisors: Officers and Voting.

- (1) Board of Supervisors. The Board shall consist of five (5) members. Members of the Board must be residents of the State of Florida and citizens of the United States of America. Board members elected or appointed by the Board to qualified elector seats must also be residents of the District, and registered to vote with the Supervisor of Elections of the county in which the District is located. The Board shall exercise the powers granted to the District.
 - (a) Board members 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).

- (b) Three (3) members of the Board physically present at the meeting location shall constitute a quorum for the purposes of conducting business and exercising its powers and for 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 or abstains from participating in discussion or voting on a particular item. A Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present, so long as a physical quorum is met. If three (3) or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. 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.
- (2) Officers. At the first Board meeting held after each election or appointment where the newly elected members take office, the Board shall select a Chair, Vice-Chair, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chair must be a member of the Board. If the Chair resigns from that office or ceases to be a member of the Board, the Board shall select a Chair, after filling the vacancy. The Chair serves at the pleasure of the Board. The Chair or Vice-Chair shall be authorized to sign checks and warrants for the District, countersigned by the Treasurer. The Chair or Vice-Chair shall be authorized to execute agreements, resolutions, and other documents approved by the Board at a Board meeting. The Chair shall convene and conduct all meetings of the Board. In the event the Chair is unable to attend a meeting, the Vice-Chair shall convene and conduct the meeting. The Chair or Vice-Chair may request the District Manager or other district staff to convene and conduct any meeting of the Board.
 - (b) The Vice-Chair shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the Vice-Chair resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chair, after filling the Board vacancy. The Vice-Chair 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. The District Manager may serve as Secretary.
 - (d) The Treasurer need not be a member of the Board but must be a resident 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 Chair and Vice-Chair 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 Chair and Vice-Chair are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (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, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “Record of Proceedings”, in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at the District Office and shall be available for inspection by the public.
- (5) Meetings. The Board shall establish each fiscal year, an annual schedule of regular meetings, which shall be submitted to the local governing authority. All meetings of the Board and all committee meetings shall be open to the public in accord with 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 the Florida Constitution and 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 the Board’s discussion 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 attached 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 they have a conflict on the matter, the member shall immediately notify the Board’s Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate memorandum of voting conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The memorandum shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the written memorandum.

Specific Authority: s.s. 190.001, 190.011(5), Fla. Stat.

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

1.2 Public Information and Inspection of 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. All written public records requests shall be directed to the District’s records custodian. The District’s records custodian shall be responsible for retaining the District’s records in accordance with applicable Florida law. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.
- (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) Coordination of Necessary Financial Disclosures. Unless specifically designated by Board resolution or otherwise, the District’s records custodian shall serve as the Financial Disclosure Coordinator (“Coordinator”) for the District as required by the Florida Commission on Ethics (the “COE”).

Specific Authority: s.s. 190.011(5), 120.53, Fla. Stat.

Law Implemented: s.s. 112.31446(3), 112.3145(8)(a)1., 190.006, 119.07, 119.0701, 120.53, Fla. Stat.

1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by Statute or these Rules, at least seven (7) days public notice shall be given of any public meeting, hearing, or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District as required by Florida Law and will include, 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;
 - (d) Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting, hearing, or workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting, hearing, or workshop by contacting the District Manager. If you are hearing or speech impaired, please contact Florida Relay Service at 711 who can aid you in contacting the District Office.
 - (e) A person who decides to appeal any decision made at the meeting, hearing, or workshop with respect to any matter considered at the meeting, hearing, or 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) Agenda. The District Manager, under the guidance of the Chair or Vice-Chair if the Chair is unavailable, shall prepare an agenda of the meeting, hearing, or workshop. The agenda shall be available to the public at least seven (7) days before the meeting, hearing, or workshop except in an emergency. The agenda shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. The agenda may be changed before or at the meeting, hearing, or workshop by a vote of the Board.
- (a) 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
 - Audience Questions and Comments on Agenda Items
 - Review of minutes
 - Specific items of old business
 - Specific items of new business
 - Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - Supervisor's requests and comments
 - Audience Questions and Comments
 - Adjournment

- (3) Minutes. The Secretary shall be responsible for keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.
- (4) Receipt of Notice. 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.
- (5) Emergency Meetings. The Chair, or Vice-Chair if the Chair is unavailable, may convene an emergency meeting of the Board without first having complied with subsections (1), (2), (4), and (6) to act on emergency matters that may affect the public health, safety or welfare. Whenever possible, the Chair shall make reasonable efforts to notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. 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. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one major newspaper of general circulation in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (6) Public Comment. The public shall be provided the opportunity to be heard on any proposition that will come before the Board at a meeting. The Board shall set aside a reasonable amount of time for public comment on agenda items, and the time for public comment shall be identified in the agenda. Persons wishing to address the Board should notify the Secretary of the Board prior to the "Audience Comment" section of the agenda. Each person wishing to address the Board will be given a reasonable amount of time for their comments, in the interest of time and fairness to other speakers.
- (7) 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.
- (8) Continuances. Any meeting of the Board or any item or matter included on the agenda for a meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the meeting where the item or matter was included on the agenda.
- (9) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board

members present. Any Board member, including the Chair, can make or second a motion.

Specific Authority: s.s. 189.015, 190.005, 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.007, 190.008, 120.53, 286.0105, 286.0114, 120.54, Fla. Stat.

2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.
- (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 proposed rules 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 paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide short, plain explanation of the purpose and effect of the proposed rule, cite specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available. The notice of rule development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed rule.
 - (b) All rules shall be drafted in accord 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 or the Laws of Florida 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; and a statement as to whether, based on the statement of the estimated regulatory costs or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to

require legislative ratification pursuant to Section 120.541(3). The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled or required under Florida Statutes. Except when the intended action is the repeal of a rule, the notice must include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.

- (b) The notice shall be published in a newspaper of general circulation in the 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 Board 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 for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify 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, shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes, except that copies of the petition shall not be sent to the Administrative Procedure Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.
- (6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, 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, Florida Statutes.
- (10) Variances and Waivers. Variances and waivers from these Rules may be granted to the provisions and limitations contained in Section 120.542, Florida Statutes.
- (11) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be adopted pursuant to Section 190.035, Florida Statutes. For the adoption of rates, fees, rentals or other charges, the Board must hold a public hearing and publish a notice of public hearing one time, at least ten (10) days prior to the public hearing date, in a newspaper of general circulation in the District.

Specific Authority: s.s. 190.011(5), 190.011(15), 120.54, 190.035, Fla. Stat.

Law Implemented: s.s. 120.54, 190.035(2), Fla. Stat.

3.0 Decisions Determining Substantial Interests.

- (1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Chair shall designate any member of the Board (including the Chair), District Manager, District Counsel, or other person to conduct the hearing.

The person conducting the hearing may:

1. Administer oaths and affirmations;
 2. Rule upon offers of proof and receive relevant evidence;
 3. Regulate the course of the hearing, including any prehearing matters;
 4. Enter orders;
 5. Make or receive offers of settlement, stipulation, and adjustment.
- (a) The person conducting the hearing 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.
- (b) The District shall issue a final order within forty-five (45) days:
1. After the hearing is concluded, if conducted by the Board;
 2. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or
 3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.
- (2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida statutes. Prior to exercising the power of eminent domain, the District shall:

- (a) Adopt a resolution identifying the property to be taken;
- (b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if the taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

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

Law Implemented: s.s. 190.011(11), Fla. Stat.

4.0 Purchasing, Contracts, Construction and Maintenance.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following procedures, definitions and rules are outlined for the purchase of professional, construction, maintenance, and contract services, and goods, supplies, materials, and insurance.
- (2) No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (3) Definitions.
 - (a) “Continuing contract” is a contract for professional services (of a type described above), entered into in accordance with this Rule, between the District and a firm whereby the firm provides professional services for the District or for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.
 - (b) “Contractual services” means rendering time and effort rather than furnishing specific goods or commodities. This term applies only to those individuals and firms rendering services as independent contractors. Contractual services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or professional services (as defined in Section 287.055(2)(a), Florida Statutes and these Rules) and shall generally be considered the services referenced by Section 287.012(8), Florida Statutes. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms. Contractual services also do not include any contract for the furnishing of labor or materials for the construction, repair, renovation, demolition, or modification of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property, as those services shall be governed by Rule 4.2.
 - (c) “Emergency purchases” 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 solicitation 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.

- (d) “Goods, supplies and materials” do not include printing, insurance, advertising, or legal notices.
- (e) “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, evaluation criteria, and provides for a manual signature of an authorized representative.
- (f) “Lowest Responsible bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.
- (g) “Most Advantageous bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the most advantageous bid or proposal to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.
- (h) “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 performed by an architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (i) “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 FOUR, 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 from time to time by the State of Florida Department of Management Services to reflect inflation or other measures.

- (j) “Purchase” means acquisition by sale, rent, 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 government entity or political subdivision of the state.
- (k) “Request for Proposal” 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, proposal instructions, work detail analysis and evaluation criteria as necessary.
- (l) “Responsive bid/proposal” means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these Rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.1 Purchase of 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, as such category may be amended from time to time, shall be purchased under the terms of these Rules. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising or legal notices.
- (2) Procedure. When a purchase of goods, supplies or materials is within the scope of this Rule, the following is appropriate:
 - (a) The Board shall cause to prepare an Invitation to Bid or Request for Proposal, as appropriate.
 - (b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

- (c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail.
- (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.
- (e) The Most Advantageous Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high, or because the Board determines that it is in the best interests of the District. In the event the bids exceed the amount of funds available to be allocated by the District for this purchase, the bids may be rejected. The board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.
- (f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
- (g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement of goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials.
- (h) If the District does not receive a response to its competitive solicitation, the District may proceed to purchase such goods, supplies, materials, or construction services in the manner it deems in the best interests of the District.
- (i) 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: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.2 Contracts for Construction of Authorized Project.

- (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 comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these Rules and Section 255.20, Florida Statutes, the latter shall control. A project shall not be divided solely to avoid the threshold bidding requirements.

(2) Procedure.

- (a) Notice of Invitation to Bid, Request for Proposal, or request for qualifications shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than \$500,000 must be noticed at least thirty (30) days prior to the date of submittal for bids.
- (b) The District may maintain lists of persons interested in receiving notices of Invitation to Bid, Requests for Proposals, or request for qualifications. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
- (c) To be eligible to submit a bid, statement of qualifications, or proposal, a firm or individual must, at the time of receipt of its bid proposal:
 - 1. Hold all required applicable state professional licenses in good standing.
 - 2. Hold all required applicable federal licenses in good standing, if applicable.
 - 3. If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
 - 4. Meet any special pre-qualification requirement set forth in the bid/proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid or proposal, if required by the District.

- (d) Bids, statements of qualifications, or proposals shall be opened at the time, date and place noted on the Invitation to Bid, Request for Proposals, or request for qualifications. Bids or proposals shall be evaluated in accordance with the Invitation to Bid or Request for Proposal and these Rules.

- (e) To assist in the determination of the most advantageous bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.
- (f) In determining the most advantageous bidder, the District Representative may consider, in addition to the factors described in the invitation or request, the following:
 - 1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
 - 2. The past performance of each bidder or proposer for the District and in other professional employment settings.
 - 3. The willingness of each bidder or proposer to meet time and budget requirements.
 - 4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
 - 5. The recent, current, and project workloads of the bidder or proposer.
 - 6. The volume of work previously awarded to each bidder or proposer.
 - 7. Whether the cost components of each bid or proposal are appropriately balanced.
 - 8. Whether the bidder or proposer is a certified minority business enterprise.
- (g) The Most Advantageous Bid/Proposal/statement of qualifications shall be accepted; however, the Board shall have the right to reject all submissions, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders or proposers to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.
- (h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders or proposers by email or United States Mail, or by hand delivery, or by overnight delivery service, and by posting the same in the District Office or website for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.3 Contracts for Maintenance Service.

- (1) Scope. All contracts for maintenance of any District facility or project shall be let under the terms of these Rules if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time by the State of Florida Department of Management Services. The maintenance of these facilities or projects may involve the purchase of contract services and /or goods, supplies or materials as defined herein. Where a contract for maintenance of such facility or project includes goods, supplies or materials and/or contract services, the District may in its sole discretion, award the contract according to the Rules in this subsection in lieu of separately bidding for maintenance, goods, supplies and materials, and contract services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure.
 - (a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
 - (b) The District may maintain lists of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
 - (c) In order to be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of the bids or proposals:
 1. Hold the required applicable state and professional licenses in good standing.
 2. Hold all required applicable federal licenses in good standing, if any.
 3. Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.
 4. Meet any special pre-qualification requirements set forth in the bid proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

- (d) Bids or Proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposal. Bids and Proposals shall be evaluated in accordance with the Invitation or Request and these Rules.
- (e) To assist in the determination of the Most Advantageous Bid or Proposal, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.
- (f) In determining the Most Advantageous Bid or Proposal, the District Representative may consider, in addition to the factors described in the Invitation or request, the following:
 - 1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
 - 2. The past performance of each bidder or proposer for the District and in other professional employment settings.
 - 3. The willingness of each bidder or proposer to meet time and budget requirements.
 - 4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
 - 5. The recent, current, and project workloads of the bidder or proposer.
 - 6. The volume of work previously awarded to each bidder or proposer.
 - 7. Whether the cost components of each bid or proposal are appropriately balanced.
 - 8. Whether the bidder or proposer is a certified minority business enterprise.
- (g) The Most Advantageous Bid or Proposal may be accepted; however, the Board shall have the right to reject all bids or proposals, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected.

- (h) Notice of the award or intent to award, including rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by email or United States Mail, or by hand delivery, or by overnight delivery service, and by posting the same in the District Office or website for seven (7) days.
- (i) Emergency Purchases. In the event that an emergency purchase is necessary, the Board shall not be obligated to use the above procedure and may make an emergency purchase of maintenance services without complying with these Rules.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.4 Purchase of Insurance.

- (1) Scope. The purchase of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind 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 these Rules. 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 Invitation to Bid may be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
 - (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 Office 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 to Bid 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 which 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, 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 need of the District, its officers, employees and/or dependents.

- (h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by email or United States Mail, or by hand delivery service, or by overnight delivery service, and by posting the same in the District Office or website for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 112.08, Fla. Stat.

4.5 Procedure for Purchasing Contractual Services.

- (1) Scope. All purchases for contractual services (except for maintenance services) may, but are not required to, be made by competitive Invitation to Bid. If state or federal law prescribes with whom the District must contract, or established the rate of payment, then these Rules shall not apply. A contract involving both goods, supplies, and materials plus contractual services may, at the discretion of the Board, be treated as a contract for goods, supplies, and materials.
- (2) Procedure. When a purchase of contractual services is within the scope of this Rule (and the District has elected to follow this procedure), the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a notice of Invitation to Bid or Request for Proposal, as appropriate.
 - (b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. The District shall make a good faith effort to provide written notice, by United States Mail, to persons who provide their names and addresses to the District Office for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.
 - (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid and Request for Proposal. Bids and proposals shall be evaluated in accordance with Invitation to Bid or Request for Proposal and these Rules.
 - (e) If only one (1) response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for contractual services from such bidder or proposer. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps

are reasonably necessary in order to proceed with the procurement of the needed contractual services.

- (f) The Board has the right to reject any and all bids or proposals. The reservation regarding the right to reject shall be included in all solicitations and advertisements. If the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover any costs of bid or proposal preparation or submittal from the District.
- (g) The Most Advantageous Bid or Proposal may be accepted by the District. The Board may require bidders to furnish bid, performance and/or other bonds with a reasonable surety to be approved by the Board.
- (3) Notice. Notice of contract award, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, or by hand delivery, or by overnight delivery, and by posting same in the District Office for seven (7) days.
- (4) Contract Renewal. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract, unless otherwise provided in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by the District.
- (5) Contract Manager and Contract Administrator. The Board may designate a representative to function as contract manager, who shall be responsible for enforcing performance of the contract terms and conditions and serve as the liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One person may serve as both contract manager and administrator.
- (6) Emergency Purchase. The District may make an emergency purchase of contractual services 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.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033(3), Fla. Stat.

4.6 Procedure Under Consultant's Competitive Negotiations Act.

In order to comply with the requirements of Section 287.055, Florida Statutes (regarding certain types of professional services), the following procedures are outlined for selection of firms or individuals to provide professional services exceeding the thresholds herein described and in the negotiation of such contracts.

- (1) Qualifying Procedures. In order to be eligible to submit a bid or proposal, a firm must, at the time of receipt of the bid or proposal:
 - (a) Hold all required applicable state professional licenses in good standing.
 - (b) Hold all required applicable federal licenses in good standing, if any.
 - (c) If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
 - (d) Meet any pre-qualification requirements set forth in the project or bid specifications. Qualification standards may include, but are not limited to, capability and adequacy of personnel, past record, and experience of the bidding entity.

Evidence of compliance with this Rule may be submitted with the bid, if requested by the District.

- (2) Public Announcement. Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement. 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 by publishing a notice providing a general description of the project and 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 District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such persons who provide their name and address to the District Manager for inclusion on the list, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all bids, and such reservation shall be included in the public announcement. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

(3) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualification of file. The Board shall conduct discussions with, and may require public presentation by firms regarding their qualifications, and/or public presentation, select and list the firms, 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:
1. The ability and adequacy of the professional personnel employed by each firm.
 2. Each firm's past performance for the District in other professional employment settings.
 3. The willingness of each firm to meet time and budget requirements.
 4. The geographic location of each firm's headquarters or office in relation to the project.
 5. The recent, current, and projected workloads of each firm.
 6. The volume of work previously awarded to each firm.
 7. Whether a firm is a certified minority business enterprise.

Nothing in these Rules shall prevent the District from evaluating and eventually selecting a firm if less than three (3) responses, including responses indicating a desire not to submit a formal bid on a given project, are received.

- (b) If the selection process is administered by a person 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.

(4) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as the most qualified to perform the required professional services.
- (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 within twenty-one (21) days 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 unless modified by the Board, 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 within twenty-one (21) days (unless modified by the Board to the contrary) 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 any of the selected firms within twenty-one (21) days (unless modified by the Board to the contrary) 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.
 - (e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by email or United States Mail, or by hand delivery, or by overnight delivery service, and by posting same in the District Office or website for seven (7) days.
- (5) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.
- (6) 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: s.s. 190.011(5), Fla. Stat.

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

5.0 Bid Protests.

Purpose and Scope. In order to comply with Sections 190.033(1) through (3), Florida Statutes, the following procedures and rules are outlined for the protest of any bids or contracts awarded.

Specific Authority: s.s. 120.57, 190 011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

5.1 Bid Protests Under the Consultants' Competitive Negotiations Act.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal shall be in accordance with this section.

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day), and by posting same in the District Office for seven (7) days. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Section 5.3 of the Rules of V-Dana Community Development District shall constitute a waiver of proceedings under those Rules."
- (2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within seven (7) days after the date when notice of protest is filed. Failure to file a notice of protest, or failure to file a formal written protest, shall constitute a waiver of all further proceedings.
- (3) Award Process. Upon a receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the

process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the award process may continue.

- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays and legal holidays, upon receipt of a formal written request.
- (5) Proceedings. If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 120.57(3), 190.011(5) Fla. Stat.

Law Implemented: s.s. 120.57(3), 190.033, Fla. Stat.

5.2 Protests With Respect To Contracts Awarded Or Bid Documents.

The resolution of any protests regarding Bid Documents or the decision to award a contract for a bid or proposal shall be in accordance with section 5.2.

- (1) Notice. The District shall give all bidders or proposers written notice of a decision to award or to reject all bids by posting the notice in the District Office for seven (7) days, with a copy being provided to all submitting firms by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day). The notice shall include the following statement: "Failure to file a written protest with the District within seventy-two (72) hours following the receipt of notice of the District's decision to award a contract shall constitute a waiver of any objection to the award of such contract."
- (2) Filing.
 - (a) Any firm or person who is affected adversely by a District decision to award a contract shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the notice of the District's decision, and shall file a formal written protest with the District within seven (7) calendar days after timely filing the initial notice of protest. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt of the District. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the District's decision or contract award. The formal written protest shall state with particularity the facts and law upon which the protest is based.

- (b) With respect to a protest regarding the Bid Documents, including specifications or other requirements contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest with respect to the aforesaid plans, specifications or contract documents.
- (3) Award Process. Upon receipt of a timely filed notice of protest, the District shall abate the contract award process until the protest is resolved by final Board action. However, if the District determines particular facts and circumstances require the continuance of the contract award process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the contract award process may continue. In such circumstances, the contract awarded shall be conditioned on the outcome of the protest.
- (4) 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 posted in the office of the District not less than three (3) calendar days prior to such informal proceeding, with copies being mailed to the protestant and any substantially affected person or parties. Within fifteen (15) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (5) 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 above, the District shall schedule a formal hearing to resolve the protest in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 120.57, 190 011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

5.3 Bid Protests Relating to Any Other Award.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid proposal under Sections 4.1, 4.2, or 4.5 shall be in accordance with Section 5.3.

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered on the next business day), and by posting same in the District Office for seven (7) calendar days.
- (2) Filing. Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.
- (3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.
- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days, excluding Saturdays, Sundays and legal holidays, of receipt of a formal written protest.
- (5) Hearing. If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

6.0 Design-Build Contract Competitive Proposal Selection Process.

- (1) Scope. The District may utilize design-build contracts for any public construction project for which the Board determines that use of such contracts in the best interest of the District. When letting a design-build contract, the District shall use the following procedure:
 - (a) The District shall utilize a design criteria professional meeting the requirements of Section 287.055, Florida Statutes when developing a design criteria package, evaluating the responses or bids 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 or may be retained using Section 4.6, Procedure Under Consultant's Competitive Negotiations Act.

- (b) A design criteria package for the construction project shall be developed and sealed by the design criteria professional. The package shall include concise, performance-oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project. 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. All 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.
- (c) The Board, in consultation with the design criteria professional, shall establish the standards and procedures for the evaluation of design-build proposals which may include, but not be limited to, based on price, technical, and design aspects of the project, weighted for the project.
- (d) After the 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 seven (7) days for submittal of proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. For sealed proposals, the notice shall allow for at least twenty-one (21) days, unless the Board, for good cause, determines a shorter period of time is appropriate. Any design-build 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 qualifications information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small Business and Minority Assistance Act of 1985, and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail.
 - 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 license 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 Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation;
- (d) Meet any special prequalification requirements set forth in the design criteria package.

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

- (e) The Board shall select no fewer than three (3) design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal. If less than three (3) proposals which meet the design criteria are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no proposals meeting the design criteria are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
- (f) 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 to be 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 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.

- (g) After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
- (h) The design criteria professional shall evaluate the compliance of the project construction with the design criteria package, and shall provide the Board with a report of the same.
- (2) 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.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, 255.20, Fla. Stat.

7.0 District Auditor Selection Procedures.

- (1) Prior to selecting an auditor to conduct the annual financial audit as required in section 218.39, Florida Statutes, the District shall use the auditor selection procedures as required under Section 218.391, Florida Statutes.

Specific Authority: s. 190.011(5), Fla. Stat.

Law Implemented: s. 218.391, Fla. Stat.

8.0 Effective Date.

These Rules shall be effective May 20, 2020.

RESOLUTION 2020-28

THE ANNUAL APPROPRIATION RESOLUTION OF THE V-DANA COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING MARCH 5, 2020, (THE “EFFECTIVE DATE” OF THE ORDINANCE) AND ENDING SEPTEMBER 30, 2020 APPROVING A BUDGET FUNDING AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has submitted to the Board of Supervisors (“**Board**”) a proposed budget for the budget year beginning March 5, 2020 (the effective date of the Ordinance) and ending September 30, 2020, along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, the District filed a copy of the proposed budget (the “**Proposed Budget**”) with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, the Board set May 20, 2020, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), Florida Statutes, requires that the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year; and

WHEREAS, in order for the Developer to fund a portion of the Budget, the Board desires to approve a form of the Budget Funding Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE V-DANA COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Budget

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. That the Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2019/2020.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District's Records Office and identified as the "Budget for the V-Dana Community Development District for the Fiscal Year Beginning March 5, 2020, and Ending September 30, 2020," as adopted by the Board of Supervisors on May 20, 2020.
- d. The final adopted budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption.

Section 2. Appropriations

There is hereby appropriated out of the revenues of the District, for the fiscal year beginning March 5, 2020, and ending September 30, 2020, the sum of \$168,000.00 to be raised by the levy of assessments and otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	<u>\$168,000.00</u>
TOTAL ALL FUNDS	<u>\$168,000.00*</u>

*Not inclusive of any collection costs.

Section 3. Budget Amendments

Pursuant to Section 189.016, Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.

- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016 of the Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraphs c. and d. above are posted on the District's website within five (5) days after adoption.

Section 4. Budget Funding Agreement

The form of the Budget Funding Agreement, attached as **Exhibit "B"** hereto, is hereby approved in order to fund the Developer's portion of the budget for Fiscal Year 2019/2020.

Section 5. Effective Date.

This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the V-Dana Community Development District.

PASSED AND ADOPTED THIS 20TH DAY OF MAY, 2020.

ATTEST:

**V-DANA COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Print Name: _____
Assistant Secretary

By: _____
Print Name: _____
Chair / Vice Chair

Exhibit A: 2019/2020 Budget
Exhibit B: Budget Funding Agreement

2020



V-DANA
COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020
FINAL ANNUAL OPERATING BUDGET

MAY 20, 2020

V-DANA

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020

FINAL ANNUAL OPERATING BUDGET

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MAY 20, 2020

V-DANA

COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The V-Dana Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2020, which begins on October 1, 2019. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

V-DANA COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2020 Final Operating Budget
REVENUES	
SPECIAL ASSESSMENTS	
Operations & Maintenance Assmts-Tax Roll	424,128.20
Operations & Maintenance Assmts-Off Roll	0.00
Discounts and Collection Fees	(256,128.20)
TOTAL SPECIAL ASSESSMENTS	168,000.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	
Developer Contribution	0.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCE	0.00
TOTAL REVENUES	168,000.00
EXPENDITURES	
FINANCIAL & ADMINISTRATIVE	
District Manager	45,000.00
District Engineer	14,000.00
Disclosure Report	8,400.00
Trustees Fees	20,000.00
Auditing Services	7,500.00
Postage, Phone, Faxes, Copies	400.00
Public Officials Insurance	2,500.00
Legal Advertising	3,500.00
Bank Fees	360.00
Dues, Licenses & Fees	260.00
Web Administration	1,500.00
TOTAL FINANCIAL & ADMINISTRATIVE	103,420.00
LEGAL COUNSEL	
District Counsel	17,000.00
TOTAL LEGAL COUNSEL	17,000.00
STORMWATER CONTROL	
Aquatic Contract	0.00
Wetland Monitoring	0.00
TOTAL STORMWATER CONTROL	0.00
OTHER PHYSICAL ENVIRONMENT	
Property & Casualty Insurance	45,580.00
TOTAL OTHER PHYSICAL ENVIRONMENT	45,580.00
RESERVES	
Undesignated Reserve	2,000.00
TOTAL RESERVES	2,000.00
TOTAL EXPENDITURES	168,000.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	0.00

V-DANA COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Miscellaneous Administration

This is required of the District to store its official records.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

V-DANA COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Investment Reporting Fees

This is to provide an investment report to the District on a quarterly basis.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Technology Services

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

Website Administration

This is for maintenance and administration of the District's official website.

Capital Outlay

This is to purchase new equipment as required.

Legal Counsel

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

Other Physical Environment

Property & Casualty Insurance

The District carries insurance coverage on all facilities and structures based on the value of District assets.

V-DANA
COMMUNITY DEVELOPMENT DISTRICT

SCHEDULE OF ANNUAL ASSESSMENTS⁽¹⁾

Lot Size	EAU Value	Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2020 Total Assessment	Total Increase / (Decrease) in Annual Assmt	Percentage of Increase / (Decrease) in Annual Assmt
V-DANA CDD							
Single Family 42'	1.00	304	\$0.00	\$154.90	\$154.90	\$0.00	0.00%
Single Family 52'	1.24	1,016	\$0.00	\$170.22	\$170.22	\$0.00	0.00%
Single Family 62'	1.48	628	\$0.00	\$186.18	\$186.18	\$0.00	0.00%
Single Family 66'	1.57	312	\$0.00	\$192.56	\$192.56	\$0.00	0.00%
Single Family 72'	1.71	136	\$0.00	\$193.52	\$193.52	\$0.00	0.00%
Single Family 75'	1.79	4	\$0.00	\$194.15	\$194.15	\$0.00	0.00%
Subtotal		2,400					
TOTAL		2,400					

Notations:

⁽¹⁾ Annual assessments include Lee County collection costs and statutory discounts for early payment.

FISCAL YEAR 2020
FINAL ANNUAL OPERATING BUDGET

RESOLUTION NO. 2020-29

A RESOLUTION OF THE BOARD OF SUPERVISORS OF V-DANA COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2020-24 TO CORRECT A SCRIVINER'S ERROR IN THE TITLE OF SAID RESOLUTION; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of V-Dana Community Development District ("Board" and the "District", respectively) previously adopted Resolution No. 2020-24 specifying the date of the public hearing for the for the purpose of hearing public comment on imposing special assessments on certain property within the District; and

WHEREAS, the body of Resolution 2020-24 properly set the public hearing date to be May 20, 2020 at 1:00 p.m., at the Offices of Cameratta Companies, 21101 Design Parc Ln. #103, Estero, FL 33928; and

WHEREAS, the public hearing has been advertised by the District in accordance with Chapters 170, 190 and 197, Florida Statutes for May 20, 2020 at 1:00 p.m., at the Offices of Cameratta Companies, 21101 Design Parc Ln. #103, Estero, FL 33928; and

WHEREAS, the title of Resolution 2020-24 contained a typographical error in the public hearing date that did not match the body of the Resolution; and

WHEREAS, the Board desires to amend the title of Resolution 2020-24 to conform the title to the actual public hearing date, which date has been advertised by the District Manager per Florida law.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF V-DANA COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The foregoing recitals are true and correct and incorporated herein by reference.

Section 2. The title of Resolution 2020-24 is hereby amended and restated as follows to correct the scrivener's error:

A RESOLUTION OF THE BOARD OF SUPERVISORS OF V-DANA COMMUNITY DEVELOPMENT DISTRICT SETTING A PUBLIC HEARING TO BE HELD ON MAY 20, 2020 AT 1:00 P.M. AT THE OFFICES OF CAMERATTA COMPANIES, 21101 DESIGN PARC LN. #103, ESTERO, FL 33928, FOR THE PURPOSE OF HEARING PUBLIC COMMENT ON IMPOSING SPECIAL ASSESSMENTS ON

**CERTAIN PROPERTY WITHIN THE DISTRICT
GENERALLY DESCRIBED AS THE V-DANA
COMMUNITY DEVELOPMENT DISTRICT IN
ACCORDANCE WITH CHAPTERS 170, 190 AND 197,
FLORIDA STATUTES; PROVIDING FOR CONFLICTS,
PROVIDING FOR SEVERABILITY AND PROVIDING AN
EFFECTIVE DATE.**

Section 3. If any one of the covenants, agreements or provisions herein contained shall be held contrary to any express provision of law or contract to the policy of express law, but not expressly prohibited or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way effect the validity of the other provisions hereof.

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

Section 5. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 20th day of May, 2020.

**V-DANA COMMUNITY
DEVELOPMENT DISTRICT**

ATTEST:

Brian Lamb, Secretary

Joseph Cameratta, Chairman

RESOLUTION 2020-30

A RESOLUTION OF THE BOARD OF SUPERVISORS OF V-DANA COMMUNITY DEVELOPMENT DISTRICT MAKING CERTAIN FINDINGS; AUTHORIZING A CAPITAL IMPROVEMENT PLAN; ADOPTING AN ENGINEER'S REPORT; PROVIDING AN ESTIMATED COST OF IMPROVEMENTS; ADOPTING AN ASSESSMENT REPORT; EQUALIZING, APPROVING, CONFIRMING AND LEVYING SPECIAL ASSESSMENTS; ADDRESSING THE FINALIZATION OF SPECIAL ASSESSMENTS; ADDRESSING THE PAYMENT OF SPECIAL ASSESSMENTS AND THE METHOD OF COLLECTION; PROVIDING FOR THE ALLOCATION OF SPECIAL ASSESSMENTS AND TRUE-UP PAYMENTS; ADDRESSING GOVERNMENT PROPERTY, AND MAKING PROVISIONS RELATING TO THE TRANSFER OF REAL PROPERTY TO UNITS OF LOCAL, STATE AND FEDERAL GOVERNMENT; AUTHORIZING THE RECORDING OF AN ASSESSMENT NOTICE; AND PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, V-Dana Community Development District (the “**District**”) is a local unit of special-purpose government established by ordinance of the Board of County Commissioners of Lee County, Florida, and existing under and pursuant to the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the “**Act**”); and

WHEREAS, the District has previously indicated its intention to construct certain types of improvements and to finance such public infrastructure improvements through the issuance of bonds, notes or other specific financing mechanisms, which bonds, notes or other specific financing mechanisms would be repaid by the imposition of special assessments on benefited property within the District; and

WHEREAS, the District Board of Supervisors (the “**Board**”) has noticed and conducted a public hearing pursuant to Chapters 170, 190 and 197, Florida Statutes, relating to the imposition, levy, collection and enforcement of such assessments, and now desires to adopt a resolution imposing and levying such assessments as set forth herein; and

WHEREAS, the District desires to set forth the particular terms and confirm the lien of the levy of the Assessments (defined below) to pay for the specified project.

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

1. **AUTHORITY FOR THIS RESOLUTION; RECITALS.** This Resolution is adopted pursuant to Chapters 170, 190 and 197, Florida Statutes, including without limitation, Section 170.08, Florida Statutes. The recitals stated above are incorporated herein; are adopted by the Board as true and correct statements; and are further declared to be findings made and determined by the Board.

2. **FINDINGS.** The Board further finds and determines as follows:

The Capital Improvement Plan

a. The District is authorized by Chapter 190, Florida Statutes, to finance, fund, plan, establish, acquire, install, equip, operate, extend, construct, or reconstruct roadways, sewer and water distribution, stormwater management/earthwork improvements, landscape, irrigation and entry features, conservation and mitigation, street lighting and other infrastructure projects and services necessitated by the development of, and serving lands within, the District.

b. On March 12, 2020, and pursuant to Section 170.03, Florida Statutes, among other laws, the Board adopted Resolution 2020-23 (the “**Declaring Resolution**”), and in doing so determined to undertake a capital improvement plan to install, plan, establish, construct or reconstruct, enlarge, equip, acquire, operate and/or maintain the District’s public infrastructure improvements which may include roadways, sewer and water distribution, stormwater management/earthwork improvements, landscape, irrigation and entry features, conservation and mitigation, street lighting and other infrastructure projects (the “**Project**”).

c. The Project is described in the Declaring Resolution and the Master Engineer’s Report for the V-Dana Community Development District prepared by Barraco and Associates, Inc. and dated March 12, 2020 (the “**Engineer’s Report**”), a copy of which is attached hereto and made a part hereof as **Exhibit “A”**, and the plans and specifications for the Project are on file in the offices of Barraco and Associates, Inc., 2271 McGregor Boulevard, Suite 100, Fort Myers, Florida 33901 and the offices of the District Manager at Meritus Districts, 2005 Pan Am Circle, Suite 300, Tampa, FL 33607 (the “**District Records Office**”).

The Assessment Process

d. Also, as part of the Declaring Resolution, the Board expressed an intention to issue bonds, notes or other specific financing mechanisms to provide a portion of the funds needed for the Project, and further declared its intention to defray the whole or any part of the expense of the Project by levying special assessments (the “**Assessments**”) on specially benefited property within the District.

e. The Declaring Resolution was adopted in compliance with the requirements of Section 170.03, Florida Statutes, and prior to the time it was adopted, the requirements of Section 170.04, Florida Statutes, had been met.

f. As directed by the Declaring Resolution, said Declaring Resolution was published as required by Section 170.05, Florida Statutes, and a copy of the publisher’s affidavit of publication is on file with the Secretary of the District.

g. As directed by the Declaring Resolution, the Board caused to be made a preliminary assessment roll as required by Section 170.06, Florida Statutes.

h. As required by Section 170.07, Florida Statutes, pursuant to Resolution 2020-23 adopted by the Board on March 12, 2020 as amended by Resolution 2020-29 adopted by the Board on May 20, 2020, the Board fixed the time and place of a public hearing at which owners of the property to be assessed and other persons interested therein could appear before the Board and be heard as to (i) the propriety and advisability of making the improvements, (ii) the cost thereof, (iii) the manner of payment therefore, and (iv) the amount thereof to be assessed against each specially benefited property or parcel, and the Board further authorized publication of notice of such public hearing and individual mailed notice of such public hearing in accordance with Chapters 170, 190, and 197, Florida Statutes.

i. Notice of the scheduled public hearing was given by publication and also by mail as required by Sections 170.07 and 197.3632, Florida Statutes, and affidavits as to such publication and mailings are on file in the office of the Secretary of the District.

j. On May 20, 2020, and at the time and place specified in the Declaring Resolution, the Board conducted such public hearing and heard and considered all complaints and testimony as to the matters described above; the Board further met as an “Equalization Board;” and the Board has made such modifications in the preliminary assessment roll as it deems necessary, just and right in the making of the final assessment roll.

Equalization Board Additional Findings

k. Having considered the estimated costs of the Project, the estimated financing costs and all comments and evidence presented at such public hearing, the Board further finds and determines that:

i. It is necessary to the public health, safety and welfare and in the best interests of the District that: (1) the District provide financing of all or a portion of the Project as set forth in the Engineer’s Report; (2) the cost of such Project be assessed against the lands specially benefited by such Project; and (3) the District issue bonds, notes or other specific financing mechanisms to provide funds for such purposes pending the receipt of such Assessments; and

ii. The provision of said Project, the levying of the Assessments, and the sale and issuance of such bonds, notes, or other specific financing mechanisms serve a proper, essential, and valid public purpose and are in the best interests of the District, its landowners and residents; and

iii. The estimated costs of the Project are as specified in the Engineer’s Report and Assessment Report (defined below), and the amount of such costs is reasonable and proper; and

iv. It is reasonable, proper, just and right to assess the cost of such Project against the properties specially benefited thereby, using the method determined by the Board and set forth in the V-Dana Community Development District Master Assessment Methodology Report prepared by Meritus Districts and dated March 12, 2020 (the “Assessment Report”), a copy of which is attached hereto and made a part hereof as Exhibit “B”, which results in the Assessments set forth on the final assessment roll; and

v. The Project benefits all assessable property within the District described in the Assessment Report; and

vi. Accordingly, the Assessments as set forth in the Assessment Report constitute a special benefit to all assessable parcels of real property listed on said final assessment roll, and the benefit, in the case of each such parcel, will be equal to or in excess of the Assessments imposed thereon, as set forth in the Assessment Report; and

vii. All assessable property within the District as described in the Assessment Report is deemed to be benefited by the Project, and the Assessments will be allocated in accordance with the Assessment Report; and

viii. The Assessments are fairly and reasonably allocated across the benefitted property, as set forth in the Assessment Report; and

ix. It is in the best interests of the District that the Assessments be paid and collected as herein provided; and

x. In order to provide funds with which to pay the costs of the Project that are to be assessed against the benefited properties, pending the collection of the Assessments, it is necessary for the District to issue revenue bonds, notes or other specific financing mechanisms, in one or more series, including refunding bonds (collectively, the “**Bonds**”).

3. **AUTHORIZATION FOR PROJECT; ADOPTION OF ENGINEER’S REPORT.** The Engineer’s Report identifies and describes the infrastructure improvements to be financed in part with the Bonds, and sets forth the costs of the Project. The District hereby confirms that the Project serves a proper, essential, and valid public purpose. The use of the Engineer’s Report in connection with the sale of the Bonds is hereby authorized, approved and ratified, and the proper officers, employees and/or agents of the District are hereby authorized and directed to take such further action as may be necessary or desirable to cause the same to be made.

4. **ESTIMATED COST OF IMPROVEMENTS.** The total estimated costs of the Project (\$113,120,000.00) and the costs to be paid by the Assessments on all specially benefited property (\$146,285,000.00) are set forth in the Engineer’s Report and the Assessment Report.

5. **ADOPTION OF ASSESSMENT REPORT.** The Assessment Report setting forth the allocation of Assessments to the benefitted lands within the District is hereby approved, adopted, and confirmed. The District ratifies its use in connection with the sale of the Bonds.

6. **EQUALIZATION, APPROVAL, CONFIRMATION AND LEVY OF SPECIAL ASSESSMENTS.** The Assessments imposed on the parcels specially benefited by the Project, all as specified in the final assessment roll set forth within **Exhibit “B”**, attached hereto, are hereby equalized, approved, confirmed and levied. Immediately following the adoption of this Resolution, the lien of Assessments as reflected in **Exhibit “B”**, attached hereto, shall be recorded by the Secretary of the District in the District’s “**Improvement Lien Book**”. The Assessments against each respective parcel shown on such final assessment roll and interest, costs, and penalties thereon, as hereafter provided, shall be and shall remain a legal, valid and binding first lien on such parcel until paid, and such lien shall be coequal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims.

a. **Adjustments to Special Assessments.** The District may, by subsequent resolution, adjust the acreage assigned to particular parcel identification numbers listed on the final assessment roll to reflect accurate apportionment of acreage within the District amongst individual parcel identification numbers. The District may make any other such acreage and boundary adjustments to parcels listed on the final assessment roll as may be necessary and in the best interests of the District, as determined by the Board by subsequent resolution. Any such adjustment in the assessment roll shall be consistent with the requirements of law. To the extent that land is added to the District, the District may, by supplemental resolution at any noticed meeting, determine such land to be benefitted by the Project and reallocate the Assessments in order to impose special assessments on the newly added and benefitted property.

b. **Impact Fee Credits.** The District may or may not be entitled to impact fee credits as a result of the development of the Project, based on applicable laws and/or agreements governing impact fee credits. Unless otherwise addressed by supplemental assessment resolution, the proceeds from any impact fee credits received may be used in the District’s sole discretion as an offset for any acquisition of any portion of the Project, for completion of the Project, or otherwise used against the outstanding indebtedness of any debt issuance that funded the improvement giving rise to the credits.

c. **Supplemental Assessment Resolutions for Bonds.** In connection with the issuance of any particular series of the Bonds, the District will adopt, without the need for further public hearing, a supplemental assessment resolution establishing specific Assessments, in one or more separately enforceable Assessment liens, securing such Bonds. Such subsequent resolutions shall be adopted at a noticed meeting of the District, and shall set forth the actual amounts financed, costs of issuance, expected costs of collection, and the total amount of the assessments pledged to that issue, which amount shall be consistent with the lien imposed by this Resolution. Among other things, the supplemental assessment resolutions may provide for the issuance of multiple bonds each secured by one or more different assessment areas.

7. **FINALIZATION OF SPECIAL ASSESSMENTS.** When a project has been constructed or otherwise provided to the satisfaction of the Board, the Board shall adopt a resolution accepting the same and determining the actual costs (including financing costs) thereof, as required by Sections 170.08 and 170.09, Florida Statutes. Pursuant to Section 170.08, Florida Statutes, regarding completion of a project funded by a particular series of Bonds, the District shall credit to each Assessment the difference, if any, between the Assessment as hereby made, approved and confirmed and the actual costs incurred in completing the project. In making such credits, no credit shall be given for bond, note or other specific financing mechanism costs, capitalized interest, funded reserves or bond or other discounts. Such credits, if any, shall be entered in the Improvement Lien Book.

8. **PAYMENT OF SPECIAL ASSESSMENTS AND METHOD OF COLLECTION.**

a. Payment. Commencing with the year in which the Assessments are certified for collection and subsequent to any capitalized interest period, the Assessments, as further set forth in each supplemental assessment resolution, and securing the issuance of each series of the Bonds, may be paid in not more than thirty (30) yearly installments of principal and interest, provided, however, that the Board shall at any time make such adjustments by resolution, and at a noticed meeting of the Board, to that payment schedule as may be necessary and in the best interests of the District to account for changes in long and short term debt as actually issued by the District.

b. Prepayment. Except as otherwise provided in any supplemental assessment resolution, any owner of property subject to the Assessments may, at its option, pre-pay the entire amount of the Assessment attributable to such owner's property subject to Assessment at any time, or a portion of the amount of the Assessment, provided the prepayment includes all accrued interest to the next succeeding interest payment date or to the second succeeding interest payment date if such a prepayment is made within forty-five (45) calendar days before an interest payment date. Prepayment of Assessments does not entitle the property owner to any discounts for early payment. If authorized by a supplemental assessment resolution, the District may grant a discount equal to all or a part of the payee's proportionate share of the cost of the Project consisting of bond financing costs, such as capitalized interest, funded reserves, and bond discount included in the estimated cost of the Project, upon payment in full of any Assessment during such period prior to the time such financing costs are incurred as may be specified by the District.

c. Uniform Method; Alternatives. The District may elect to use the method of collecting Assessments authorized by Sections 197.3632 and 197.3635, Florida Statutes (the "**Uniform Method**"). The District has heretofore taken all required actions to comply with Sections 197.3632 and 197.3635, Florida Statutes. Such Assessments may be subject to all of the collection provisions of Chapter 197, Florida Statutes. Notwithstanding the above, in the event the Uniform Method of collecting its Assessments is not available to the District in any year, or if determined by the District to be in its best interests, and subject to the terms of any applicable trust indenture, the Assessments may be collected as is otherwise permitted by law. In particular, the District may, in its sole discretion, collect Assessments by

directly billing landowners and enforcing said collection in any manner authorized by law. Any prejudgment interest on delinquent assessments that are directly billed shall accrue at the applicable rate of any bonds or other debt instruments secured by the Assessments. The decision to collect Assessments by any particular method – e.g., on the tax roll or by direct bill does not mean that such method will be used to collect Assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

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

e. Re-amortization. Any particular lien of the Assessments shall be subject to re-amortization where the applicable series of bonds is subject to re-amortization pursuant to the applicable trust indenture.

9. **ALLOCATION OF SPECIAL ASSESSMENTS; APPLICATION OF TRUE-UP PAYMENTS.**

a. At such time as parcels of land, or portions thereof, are included in a plat or site plan, it shall be an express condition of the lien established by this Resolution that, prior to County approval, any and all plats or site plans for any portion of the lands within the District, as the District's boundaries may be amended from time to time, shall be presented to the District Manager for review. As parcels of land, or portions thereof, are included in a plat or site plan, the District Manager shall review the plat or site plan and cause the Assessments securing each series of Bonds to be reallocated to the units being included in the plat or site plan and the remaining property in accordance with the Assessment Report, and cause such reallocation to be recorded in the District's Improvement Lien Book.

b. Pursuant to the Assessment Report, there may be required from time to time certain true-up payments. When a plat or site plan is presented to the District, or platting information comes available to the District on the annual tax roll, the District Manager shall review the plat or site plan to determine whether, taking into account the plat or site plan, there is a net shortfall in the overall principal amount of Assessments reasonably able to be assigned to benefitted lands within the District. Such determination shall be made based on the tests or other methods set forth in the Assessment Report (if any), or any tests or methods set forth in a supplemental assessment resolution and corresponding assessment report. If the overall principal amount of Assessments reasonably cannot be assigned, or is not reasonably expected to be assigned, as set forth in more detail in and subject to the terms of the Assessment Report (or any supplemental resolution and assessment report, as applicable), to the platted and site planned lands as well as the undeveloped lands, then a debt reduction payment (each, a "**True-Up Payment**") in the amount of such shortfall shall become due and payable that tax year by the landowner(s) of record of the land subject to the proposed plat or site plan and of the remaining undeveloped lands, in addition to any regular assessment installment. The District's review shall be limited solely to this function and the enforcement of the lien established by this Resolution. In the event a True-Up Payment is due and unpaid, the lien established herein for the True-Up Payment amount shall remain in place until such time as the True-Up Payment is made. The District shall record all True-Up Payments in its Improvement Lien Book.

c. In connection with any true-up determination, affected landowner(s) may request that such true-up determination be deferred because the remaining undeveloped lands are able to support the development of all of the originally planned units. To support the request, the affected landowner(s) shall provide the following evidence for the District's consideration: (i) proof of the amount of entitlements

remaining on the undeveloped lands; (ii) a revised overall development plan showing the number and type of units reasonably planned for the remainder of the development; (iii) evidence of allowable zoning conditions that would enable those entitlements to be placed in accordance with the revised development plan; (iv) documentation prepared by a licensed engineer that shows the feasibility of implementing the proposed development plan; and (v) a revised Assessment Report demonstrating that debt service on the Bonds of such series can be paid without the True-Up Payment. Any deferment shall be in the District's reasonable discretion.

d. The foregoing is based on the District's understanding that the community would be developed with the type and number of units set forth in Assessment Report, on the developable acres. However, more than the stated number of units may be developed. In no event shall the District collect Assessments pursuant to this Resolution in excess of the total debt service related to the Project, including all costs of financing and interest. The District recognizes that such things as regulatory requirements and market conditions may affect the timing and scope of the development in the District. If the strict application of the true-up methodology to any assessment reallocation pursuant to this paragraph would result in Assessments collected in excess of the District's total debt service obligations for the Project, the Board shall by resolution take appropriate action to equitably reallocate the Assessments.

10. **GOVERNMENT PROPERTY; TRANSFERS OF PROPERTY TO UNITS OF LOCAL, STATE, AND FEDERAL GOVERNMENT.** Real property owned by units of local, state, and federal government (including the District) shall not be subject to the Assessments without specific written consent thereto. Except as otherwise provided herein, if at any time any real property on which the Assessments are imposed by this Resolution is sold or otherwise transferred to a unit of local, state, or federal government or similar exempt entity (without consent of such governmental unit or entity to the imposition of special assessments thereon), all future unpaid Assessments for such tax parcel shall become due and payable immediately prior to such transfer without any further action of the District. To the extent any real property subject to the Assessments is acquired by the District, such real property shall not be subject to the Assessments and all future unpaid Assessments for such tax parcel shall be reallocated as provided in the Assessment Report or any supplemental assessment report. In the absence of any provision relating to such reallocation or if reallocation is not permitted pursuant to the Assessment Report or applicable supplemental assessment report in the determination of the District, said Assessments shall become due and payable by the transferor of such real property immediately prior to such transfer without any further action of the District.

11. **ASSESSMENT NOTICE.** The District's Secretary is hereby directed to record a general Notice of Assessments in the Public Records of Lee County, Florida, which shall be updated from time to time in a manner consistent with changes in the boundaries of the District.

12. **SEVERABILITY.** If any section or part of a section of this Resolution is 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.

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

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

{Remainder of page intentionally left blank. Signatures begin on next page.}

PASSED AND ADOPTED this 20th day of May, 2020.

**V-DANA COMMUNITY
DEVELOPMENT DISTRICT**

ATTEST:

Brian Lamb, Secretary

Joseph Cameratta, Chairman

Exhibits:

Exhibit “A”: Master Engineer’s Report for the V-Dana Community Development District prepared by Barraco and Associates, Inc. and dated March 12, 2020

Exhibit “B”: V-Dana Community Development District Master Assessment Methodology Report prepared by Meritus Districts and dated March 12, 2020


**MASTER
ENGINEER'S REPORT

FOR

V-DANA
COMMUNITY DEVELOPMENT DISTRICT**

March 12, 2020

PREPARED BY
Barraco
and Associates, Inc.
**2271 McGregor Boulevard
Suite 100
Fort Myers, Florida 33901**



Carl A. Barraco, P.E. *3-12-2020*
Florida Registration No. 38536
Florida Certificate of Authorization #7995
Barraco and Associates, Inc.
2271 McGregor Boulevard, Suite 100
Fort Myers, Florida 33901

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I. INTRODUCTION

1.1 Purpose and Scope

This Engineer's Report has been prepared to assist with the financing, construction and acquisition of public infrastructure improvements ("the Project") to be undertaken to support development of the Verdana Village development (herein, the "Development"). A portion of the Development is conterminous with the geographical area of the V-Dana Community Development District ("the District"). The District is located wholly within, but does not constitute the entire area of the Development. Both the Development and the District areas are currently owned by TPL-Land-Sub, LLC. This report will present a description of the infrastructure components of the Project, as well as estimates of cost for completing these improvements. The financing of a portion of the Project is expected to be in the form of one or more series of special assessment bonds to be issued by the District (herein, the "Bonds"). Any portion of the Project not financed with the Bonds will be constructed and conveyed to the District by Cam Village Development, LLC (herein, the "Developer").

1.2 Description of Verdana Village Development

The Development is a ±2,138-acre proposed development within unincorporated Lee County, Florida. A site Location Map is provided in Figure 1.

The Comprehensive Plan Amendment (CPA), CPA2019-00005, was approved for the Development on November 20, 2019. This amendment added an internal 40-acre parcel to the Environmental Enhancement and Preservation Communities Overlay (EEPCO) in the Southeast Density Reduction/Groundwater Resource (DR/GR) Residential Overlay. The addition of the 40-acre parcel into the EEPCO allows an increase in density of one unit per acre if regional hydrological and wildlife habitat enhancements are provided.

CPA2019-00008, passed an EEPCO Text Amendment to Policy 33.3.4 of the Lee County Comprehensive Plan, *The Lee Plan*, to establish criteria for standalone neighborhood commercial development and additional density within Tier 1 properties, which would allow an increase in density by 15% but would be capped at 2,400 units. The Text Amendment would also allow for 100,000 sq. ft. of neighborhood commercial open to the public. The Text Amendment was transmitted by the Board of County Commissioners (BOCC) to the State of Florida Land Planning Agency on January 22, 2020, and is awaiting final approval.

A companion filing to CPA2019-00005, Zoning Application DCI2019-00018 was filed to rezone the entire ±2,138-acres from Residential Planned Development (RPD), Master Planned Development (MPD), and Agricultural (AG-2), to RPD and Commercial Planned Development (CPD) to allow 2,400

residential dwelling units across two residential pods, 100,000 sq. ft. of neighborhood commercial uses, one master amenity tract, two neighborhood amenity tracts, 65% open space, 56% conservation/restoration tracts, and historic flowway reconstruction. This application is currently under review and awaiting final approval.

Located on Corkscrew Road east of the Alico Road intersection, the RPD/CPD is the most compatible plan when considering public benefit and surrounding land uses. In addition to constructing 2,400 residential dwelling units, rezoning from RPD, MPD, and AG-2 to RPD and CPD will enhance, restore and protect open space, flowways, surface water and groundwater, and provide downstream flood control. The site is identified by The Lee Plan Map 1, page 4 of 8, as a Tier 1 Priority Restoration (highest priority) property and would benefit from such activities. Furthermore, the land between the residential space and surrounding properties will be designated as preserve and restoration area.

Surrounding zonings include agricultural and residential. The northern edge of the Development is bordered by Corkscrew Road. Lands immediately east and west of the Development boundary are zoned AG-2, with Future Land Use designation of Density Reduction / Groundwater Resource (DR/GR). Land immediately south of the Development boundary is zoned Mobile Home Overlay (MHO) – Natural Resource Protection Area (NRPA), with Future Land Use description of Conservation Designation / NRPA. Portions of the southern Development boundary abuts Collier County and the conservation lands of the Panther Island Mitigation Bank property.

Any work within the ±17 acres of commercial property within the Development boundary but outside of the District boundary, will not be covered in this report. The remaining ±6 acres of land, within the Development boundary but outside of the District, will be dedicated to Lee County for the Corkscrew Road Right-of-Way. The District improvements constituting the project are anticipated to be constructed in two phases over a seven year buildout, to be complete in 2027. Phase 1 of the Project includes construction of public infrastructure for 1,200 units, while Phase 2 of the Project includes construction of public infrastructure for the remaining 1,200 units.

FIGURE 1 – LOCATION MAP

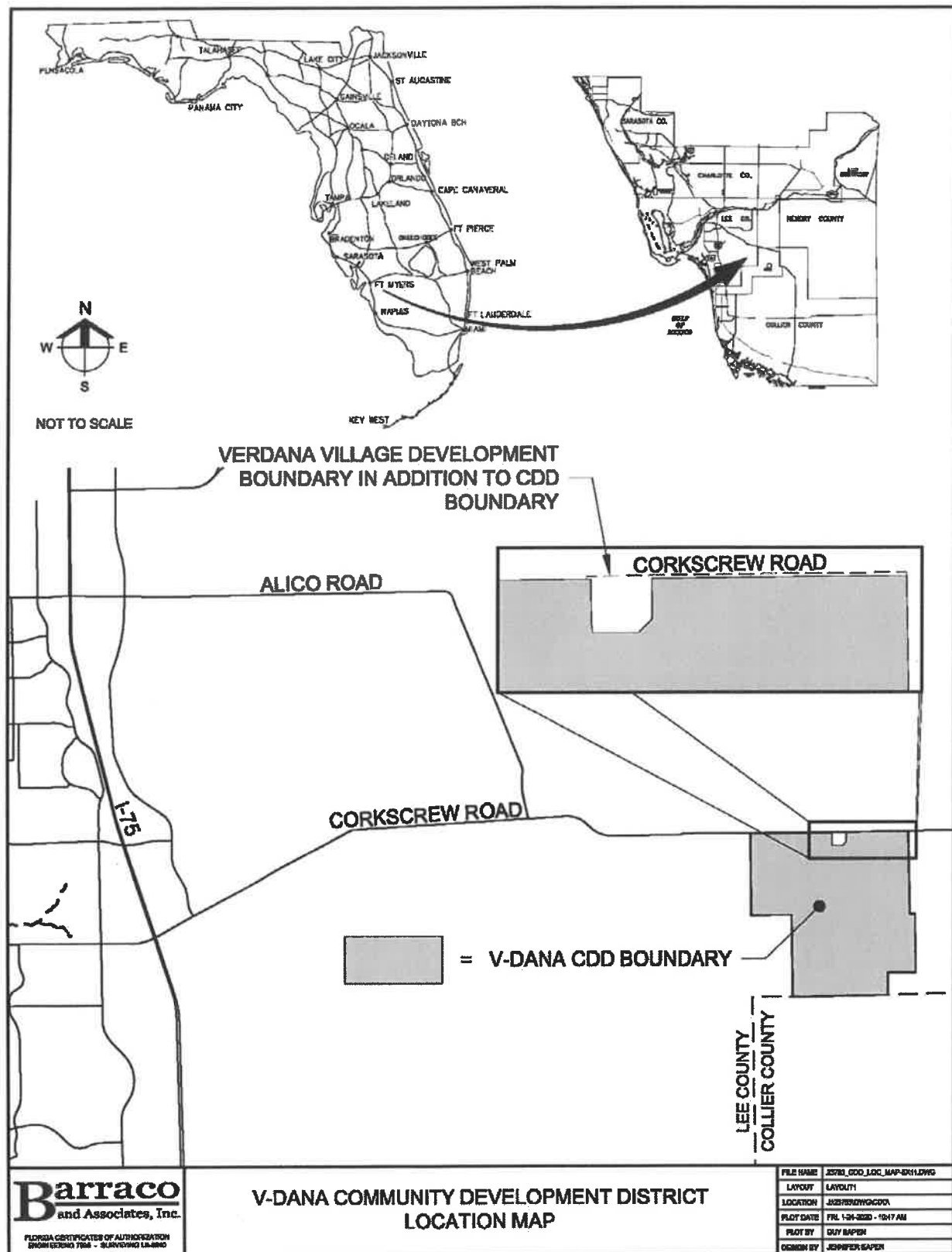


FIGURE 2 – PHASING PLAN MAP

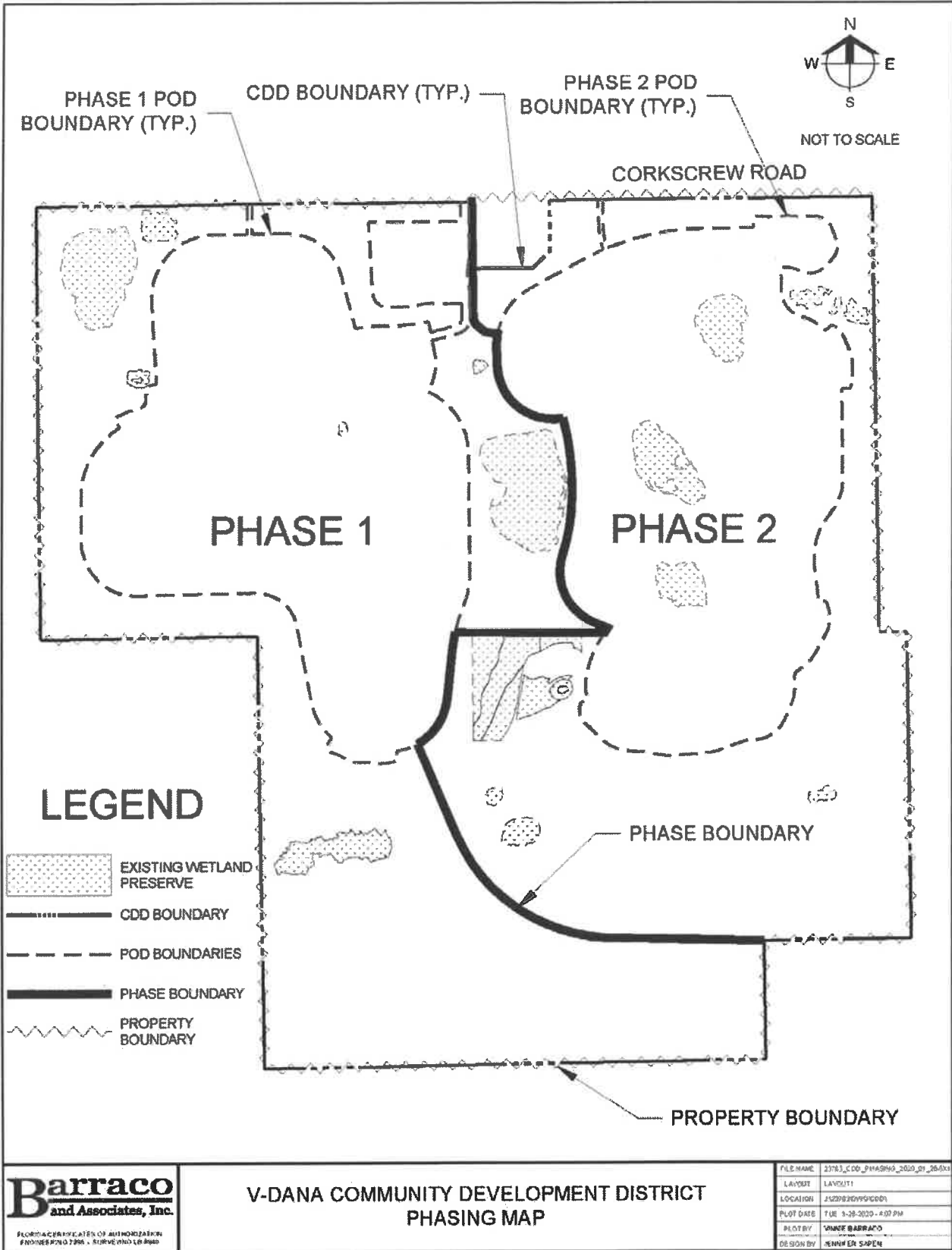


TABLE 1 –PROJECTED LAND USE AND PROJECT TYPES				
	Total Development		District	
Allowable Use	2,400 Residential Units and 100,000 s.f. Commercial		2,400 Residential Units	
Total Acreage	±2,138 ac (Including ±17 ac of Commercial and ±6 ac of Right-of-Way)		±2,115 ac	
Land Use:*				
Wet Water Management	165 ac	7.7 %	165 ac	7.8 %
Dry Water Management	69 ac	3.2 %	66 ac	3.1 %
Buildings	250 ac	11.7 %	248 ac	11.7 %
Pavement	129 ac	6.1 %	122 ac	5.8 %
Open Space	323 ac	15.1 %	312 ac	14.8 %
Preserve	1,178 ac	55.1 %	1,178 ac	55.7 %
Buffer Lakes	24 ac	1.1 %	24 ac	1.1 %
TOTAL:	±2,138 ac	100%	±2,115 ac	100%

* Values obtained from SFWMD ERP Submittal and Lee County Zoning Application

1.3 The V-Dana Community Development District

The petition to establish this District was submitted to Lee County on October 2, 2019. On November 26, 2019, the Lee County Department of Community Development determined the application was sufficient and provided the County Attorney's Office with a staff report for review. The District was created by Ordinance No. 20-03, which was enacted by the Board of County Commissioners of Lee County, Florida on March 3, 2020, and became effective on March 5, 2020 (herein, the "Establishing Ordinance"). The District has been established by and operates in accordance with the Establishing Ordinance, and pursuant to the provisions of Chapter 190, Florida Statutes for the purpose of planning, financing, constructing, operating and maintaining public infrastructure for the lands comprising the community development within the jurisdiction of the District. The District will also possess the authority to issue Bonds for the purpose of acquiring and constructing certain public infrastructure improvements and to levy taxes, assessments, rates and charges to pay for the construction, acquisition, operation and maintenance of the public improvements.

The District consists of ±2,115 acres and is located within Sections 29, 30, 31 and 32, Township 46 South, Ranges 26 and 27 East in Lee County, Florida. It

is bordered by the Collier County boundary line to the south; Six L's Farm Road to the west; Corkscrew Road to the north; and Carter Road to the east.

The District is governed by a five (5) member Board of Supervisors.

Management of the District shall be performed on a contractual basis by a company specializing in special district management, currently Meritus Districts. The District Manager oversees the operation and maintenance of the District, as supervised by the Board of Supervisors of the District.

1.4 Report Assumptions

In the preparation of this report, Barraco and Associates, Inc. relied upon information provided by the current Developer. While Barraco and Associates, Inc. has not independently verified the information provided by outside sources, there is no apparent reason to believe the information provided by others is not valid for the purposes of this report.

II. DEVELOPMENT BOUNDARY

2.1 Property Boundary

The Development is located within Sections 29, 30, 31 and 32, Township 46 South, Ranges 26 and 27 East in Lee County, Florida. It is bordered by the Collier County boundary line to the south; Six L's Farm Road to the west; Corkscrew Road to the north; and Carter Road to the east. The land area of the Development is ±2,138 acres. The land area of the District is ±2,115 acres.

2.2 Existing Infrastructure

Extension of existing infrastructure outside of the boundaries of the District will make up a portion of the improvements to be constructed and/or acquired by the District and financed with proceeds from the Bonds. There is no existing infrastructure known to exist within the Development or District boundary.

III. PROPOSED PROJECT

3.1 Proposed District Infrastructure

The District's Project for public infrastructure improvements (construction and/or acquisition) within the District and outside the District is expected to include, but is not limited to the following:

- Drainage and Surface Water Management System
- Onsite Roadways
- Onsite Utilities
- Offsite Utilities and Roadway Improvements
- Environmental and Wildlife Restoration, Mitigation, and Flood Control
- Professional Fees

The improvements described in this report represent the present intentions of the Developer, and the District, subject to applicable local general purpose government land use planning, zoning and other entitlements. The implementation of any improvements discussed in this report requires the final approval by many regulatory and permitting agencies including local, state and federal agencies. Subsequently, the actual improvements may vary from the capital improvements described in this report. The cost estimate contained in this report has been prepared based upon the best available information, and is based on preliminary designs and current economic conditions. The actual cost may vary depending on the final engineering design, permitting, construction and approvals, as well as economic conditions at the time of construction. The following sections describe the elements which are part of the District's Project.

3.2 Drainage and Surface Water Management System

Surface water management lakes will be excavated within the District during each phase. Subsequently, the excavated material will be utilized for District-funded items only. A total of ± 189 acres of wet detention lakes is proposed. This fill will be placed, compacted, and spread over District-funded infrastructure improvements. Any balance of excavated material will be placed on the future portions of the site, as this is considered to be the most cost-effective alternative for disposal of excavated material, given that Lee County Development Code prohibits removal of excavated material from the project site without Lee County approval. The cost of utilizing excess soil from District excavation including placing, grading and compacting will be the responsibility of the Developer.

Water management lakes will be excavated to at least the minimum size and depth requirements of the SFWMD. Of the total lake acreage, it is currently estimated ± 111 acres of lake excavation will occur during Phase 1 of the Project, and ± 78 acres of lake excavation will occur during Phase 2. Of the overall ± 189 acres of wet detention lakes, ± 24 acres will be located outside of the residential development footprint within the Conservation area.

The water management system will consist of excavated stormwater lakes, culverts, inlets, perimeter berms, and stormwater control structures. Environmental Resource Permit (ERP) number 36-08972-P (Application No. 200115-2632), are under review by the SFWMD. The ERP is designed to serve the ±2,138 acre Development with its proposed 2,400 single-family units, associated amenity center and supporting infrastructure. Additionally, a SFWMD Water Use Permit will be required for dewatering activities during construction.

Stormwater runoff from the areas within the District will be routed to the surface water management system comprised of interconnected dry detention areas and lakes for water quality treatment and attenuation. Each basin will subsequently release treated stormwater through control structures which will discharge into the adjacent basins or directly into the onsite flowway system and conservation areas. The benefit of these discharge points is two-fold: they provide a positive outfall for the wet detention lakes, as well as provide hydration to the preserve areas. Per SFWMD regulations, the preserve areas must be prepared to accept treated discharge. This is accomplished through removal of exotic vegetation in the preserve areas and appropriate grading and planting to restore hydrology and historic flow patterns.

The surface water management system has been designed in accordance with the SFWMD Applicant's Handbook Volume II. These regulations set minimum criteria for water quality treatment and flood protection. The surface water management areas are designed to attenuate the 25-year, 3-day rainfall event. Roadways will be designed at or above the estimated 5-year, 1-day rainfall event stage.

A sediment and erosion control plan will be prepared and implemented with Phase 1 construction. When Phase 2 construction is ready to commence, an updated and all-inclusive sediment and erosion control plan will be prepared and implemented. Sediment and erosion control includes slope and outfall protection, such as synthetic bales, staked silt fences and floating turbidity barriers. A National Pollutant Discharge Elimination System (NPDES) permit must be obtained for construction activities, including a Stormwater Pollution Prevention Plan.

3.3 Onsite Roadways

Roadways within the District will consist of two-lane undivided, two-lane divided, and four-lane divided sections. Roadways will serve the District in its entirety, including access entering and exiting the community via existing Corkscrew Road. Roadways within the District will be public, therefore owned, operated, and maintained by the District. They will be constructed within platted rights-of-way dedicated to the District for operation and maintenance. As required by state and federal law, roadways will be open to the public.

Construction of the roadways will consist of stabilized subgrade, limerock, asphalt (initial lift and final lift), signing and striping. Roadways are designed

in accordance with Lee County requirements, and will include landscaping, hardscaping, sidewalks, irrigation, master electrical and street lighting, and entrance features.

Landscaping and irrigation provided for the roadways, common areas, and entrance features will be owned and maintained by the District. Existing native vegetation will be preserved and incorporated into the landscape plan where possible, and will consist of sod, annual flowers, shrubs, groundcover, littoral plants and trees.

A total of approximately 16.3 miles of public roadway will be constructed at Project buildout: ±8.3 miles in Phase 1 and ±8 miles in Phase 2. No roadway has been constructed within the District to date.

3.4 Onsite Utilities

The District-funded utilities within the Development will consist of water and wastewater lines, as well as irrigation distribution lines within public right-of-ways or utility easements, wells, and pumps. These systems will be designed and constructed in accordance with Lee County Utilities (“LCU”), Florida Department of Environmental Protection (“FDEP”), and Lee County Department of Health (“LCDOH”) standards. The turnover of completed utilities by the District to LCU will take place upon completion of construction of these facilities. LCU will also act as the supplier of water to the water distribution systems, as well as the collector of the wastewater from the wastewater collection system. LCU requires water and sewer connection/capacity fees for all new utility services for allocation of existing treatment plant capacities. Half of these fees must be paid prior to construction, and the balance is due when the system is cleared for use and placed in service. These connection fees are included in the funding estimates and may be financed in whole or in part by the District. If the Developer pays the connections fees on the behalf of the District, these fees will be considered a reimbursable item.

The potable water facilities will include transmission and distribution lines, along with the necessary valves, fire hydrants and water services to individual buildings and parcels. It is currently estimated a total of approximately 86,100 lineal feet of watermain will be constructed; it is anticipated Phases 1 and 2 will include 43,700 lineal feet and 42,400 lineal feet of water main, respectively.

The wastewater facilities will include individual sewer services, force mains, and lift stations. The system will be designed with six lift stations discharging sewage to two master lift stations, which will pump to offsite LCU infrastructure. In Phase 1, it is currently estimated approximately 39,800 lineal feet of sanitary sewer, approximately 4,700 lineal feet of force main, three lift stations, and two master lift stations, will be constructed. Phase 2 is anticipated to require approximately 39,100 lineal feet of sanitary sewer, approximately 5,800 lineal feet of force main and three lift stations.

3.5 Offsite Utilities and Roadway Improvements

Offsite utility and roadway improvements are currently considered in the pending zoning application for the Project. Proportionate share fees for needed roadway improvements are required for planned developments within the EEPKO to mitigate the proposed traffic impacts.

Installation of offsite utilities, including water and sewer transmission mains is proposed within the Lee County right-of-way to serve the District and improve the current LCU system. Application for Limited Review Development Order, LDO2020-00021, was submitted to Lee County on January 16, 2020 and is under review. LDO2020-00021 allows for the improvements, including ±10,000 lineal feet of forcemain and ±10,000 lineal feet of watermain.

LDO2020-00021 also includes offsite roadway improvements within the Corkscrew Road Right-of-Way. Proposed improvements include construction of auxiliary and acceleration lanes to manage increased traffic flows and enhance safety. Auxiliary lanes serving the District are proposed to be added at the entrances and exits on Corkscrew Road. Landscaping and irrigation adjacent to offsite roadways are included in offsite roadway improvements, and will be owned and maintained by the District. Ownership and maintenance of all offsite improvements will be conveyed to Lee County upon completion and certification, as applicable.

3.6 Environmental and Wildlife Restoration, Mitigation, and Flood Control

Environmental consideration influenced the design of the Project to reduce or eliminate direct and secondary impacts, as well as preserve and restore the ecological integrity to the greatest extent possible within the design parameters. Measures taken to reduce wetland impacts will result in a greater long term ecological value than that to be adversely affected. Proposed preservation and restoration activities shall remain onsite and are anticipated to provide a net benefit to water quality and as such, enhance aquatic vegetation and wildlife habitat. These restoration activities will also provide flood control and re-establish and revitalize wetland flowways.

An Indigenous Preservation, Restoration, and Management Plan (IPRMP) has been devised to restore and preserve wetlands and indigenous upland habitats; provide critical wildlife connections to adjacent conservation areas; and provide a 100-foot buffer along Corkscrew Road. Upon review and approval of the IPRMP as part of the pending rezoning process, the District shall be responsible for long term monitoring and maintenance requirements dictated by the Plan or other conditions included within the zoning staff report related to preservation of onsite wetlands and indigenous uplands.

Additional flood control benefits proposed within the pending IPRMP includes regrading and shaping of ground contours within the preserved wetland areas, necessary to accept stormwater discharges from the developed portion of the Project, as well as restore onsite historic flow patterns. This also helps to rehydrate onsite wetland areas and re-establish the north to south flow of water through the Project between existing offsite conservation areas. The IPRMP proposes cascading onsite flowway basins, which create a gradual step down in surface water elevation prior to outfalling offsite. Between each flowway step, a typical flowway weir will be installed to control downstream flooding and mimic historical patterns. A hydraulic connection to existing drainage features along Carter Road, immediately east of the Project, has been proposed to help alleviate flooding along the roadway corridor.

Collaborative effects of the IPRMP significantly offsets direct and secondary wetland impacts, which are further reduced by the placement of $\pm 1,178$ acres (minimum 55% of the total planned development area, not including previously mined lakes) under conservation easement.

Any wildlife or wetland mitigation, not within the District Boundary, that will be required as part of the pending SFWMD ERP and/or U.S. Army Corps of Engineers (ACOE) will be considered a Developer-funded cost.

3.7 Professional Fees

Professional fees include the estimated cost for design, construction management, and other professional services of all components of the District infrastructure and also includes other expenses, such as permit application fees relating to the Project.

IV. OPINION OF PROBABLE CONSTRUCTION COSTS

4.1 Summary of Costs

Table 2 presents a summary of estimated costs of public improvements comprising the Project as described in Section 3 of this report. The estimates shown in Table 2 do not include the financing, operation, maintenance services or bond issuance costs necessary to finance and maintain the District infrastructure. All estimates are given in 2020 dollars and no inflation factor has been provided for the time value of money. All estimates are given with an additional 20% contingency factor as a provision for changes during the time to construct the Project. These costs do not include any land values that may be associated with the possible acquisition of interests in certain lands relating to the infrastructure described in this Report. Due to some improvements benefiting all residents of the District, those associated costs are considered Shared Costs. Such items include offsite improvements, environmental restoration, and flood control.

TABLE 2 – DISTRICT ESTIMATED INFRASTRUCTURE COSTS	
Phase	Estimated Construction Cost
Shared Costs	\$30,960,000.00
1	\$41,570,000.00
2	\$40,590,000.00
Total	\$113,120,000.00

4.2 Distribution of Costs

Section 3 of this report described the proposed public infrastructure comprising the Project, of which a portion will be funded by Bonds. For the purpose of the cost estimates presented in this section, the following six categories have been established which contain groupings and associated costs by phase of the various items described in Section 3:

TABLE 3 – DISTRIBUTION OF COSTS			
Item	Shared Cost	Phase 1	Phase 2
Drainage and Surface Water Management System	\$1,240,000.00	\$13,820,000.00	\$12,840,000.00
Onsite Roadways	\$2,270,000.00	\$6,060,000.00	\$6,630,000.00
Onsite Utilities	\$1,430,000.00	\$18,060,000.00	\$17,820,000.00
Off-Site Utilities and Roadway Improvements	\$10,130,000.00	-	-
Environmental Restoration, Mitigation, Flood Control	\$10,820,000.00	-	-
Professional Fees	\$5,070,000.00	\$3,630,000.00	\$3,300,000.00
Totals	\$30,960,000.00	\$41,570,000.00	\$40,590,000.00

Proposed District improvements may provide unintended and indirect benefits to the commercial parcel within the Development boundary, as a result of improvements needed entirely for the benefit of landowners within the District.

Drainage includes preparing the site via clearing, grubbing, excavation and placement of excavated fill, followed by surface water management. Surface water management includes curbing, storm sewer structures, and piping. Utilities include both gravity and transmission sanitary sewer and potable water main. Onsite Roadway includes planting and landscaping improvements. Offsite Improvements include proportionate share costs.

Table 4 summarizes various ownerships for the design components listed in this report. The “financing entity” is the entity responsible for funding and constructing each infrastructure component. Upon completion of construction and final certification, the infrastructure component will then be turned over to the “operation and maintenance entity.”

TABLE 4 – OWNERSHIP, OPERATION, AND MAINTENANCE RESPONSIBILITIES			
Proposed Infrastructure Improvements	Ownership	Financing Entity	Operation & Maintenance Entity
Surface Water Management System	VDCDD	VDCDD	VDCDD
Offsite Roadway Improvements	LCDOT	VDCDD	LCDOT
Onsite Roadways	VDCDD	VDCDD	VDCDD
Potable Water Distribution System	LCU	VDCDD	LCU
Wastewater Collection System	LCU	VDCDD	LCU
Landscape and Irrigation	VDCDD	VDCDD	VDCDD
Environmental Restoration Mitigation Improvements	VDCDD	VDCDD	VDCDD
VDCDD = V-Dana Community Development District LCDOT = Lee County Department of Transportation LCU = Lee County Utilities			

4.3 Permits

Federal, state, and local permits and approvals are required prior to the construction of site infrastructure. Permits and permit modifications are considered a part of the normal design and permitting process, and may be applied for at the time the improvement is undertaken.

All permits known to be required for construction of the Project’s main infrastructure are either in effect or considered obtainable within the normal course of construction plan development and permit applications and processing.

TABLE 5 – PERMITTING MATRIX

Agency	Permit	Permit No.	Issued	Expiration	Status
Lee County	Comprehensive Plan Amendment	CPA2019-00005	11/20/2019	N/A	Approved
Lee County	Comprehensive Text Amendment	CPA2019-00008	TBD	N/A	TBD
Lee County	Zoning Resolution	DCI2019-00018	TBD	N/A	TBD
Army Corps of Engineers	Dredge and Fill	SAJ-2016-01332 (SP-ACM)	4/26/2019	4/26/2024	Amendment TBD
South Florida Water Management District (SFWMD)	Environmental Resource Permit (ERP)	36-08972-P (App# 200115-2632)	TBD	TBD	Under Review
SFWMD	Water Use Permit (Dewatering)	TBD	TBD	TBD	TBD
SFWMD	Water Use Permit (Irrigation)	TBD	TBD	TBD	TBD
Lee County (Offsite Roadway)	Limited Review Development Order	LDO2020-00021	TBD	TBD	Under Review
Lee County (Offsite Utility)	Limited Review Development Order	LDO2020-00021	TBD	TBD	Under Review
Lee County	Development Order	TBD	TBD	TBD	TBD
Lee County	Vegetation Permit	TBD	TBD	TBD	TBD
Florida Department of Environmental Protection (FDEP)	NPDES NOI	TBD	TBD	TBD	TBD
FDEP	Sewer Transmission System	TBD	TBD	TBD	TBD
Florida Department of Health (FDOH)	Water Distribution	TBD	TBD	TBD	TBD

V. CONCLUSION

5.1 Summary

The V-Dana Community Development District is comprised of ±2,115 acres with 2,400 planned residential units and was established on March 5, 2020 with the purpose of planning, financing, constructing, operating and maintaining public infrastructure for the lands comprising the community development within the jurisdiction of the District. It possesses the authority to issue Bonds for the purpose of acquiring and constructing certain public infrastructure improvements. Such improvements include drainage and surface water management system, onsite roadways, onsite utilities, offsite utility and roadway improvements, environmental and wildlife restoration, mitigation, and flood control, and professional fees, as described throughout Section 3 of this report. The benefit of improvements provided by the Bonds for the District is anticipated to be greater than the cost of the Project.

V-DANA
COMMUNITY
DEVELOPMENT
DISTRICT

MASTER ASSESSMENT
METHODOLOGY REPORT



DMS District
Management
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Report Date:
March 12, 2020

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I. INTRODUCTION

This Master Assessment Methodology Report (the “Master Report”) details the basis of the benefit allocation and assessment methodology to support the financing plan to complete the public infrastructure required within the V-Dana Community Development District (the “District”). The private assessable lands (“Assessable Property”) benefitting from the public infrastructure is generally described within Exhibit A of this Master Report and further described within the Engineer’s Report, dated March 2020 (the “Engineer’s Report”).

The objective of this Master Report is to:

1. Identify the District’s capital improvement program (“CIP”) for the public improvements to be financed, constructed and/or acquired by the District; and
2. Determine a fair and equitable method of spreading the associated costs of such public improvements to the benefitting Assessable Properties within the District pre- and post-development completion; and
3. Provide a basis for the placement of a lien on the Assessable Properties within the District benefiting from the CIP, as outlined by the Engineer’s Report.

The basis of benefit received by Assessable Properties relates directly to the proposed CIP. It is the District’s CIP that will create the public infrastructure that enables Assessable Properties within the District to be developed and improved under current allowable densities. The CIP includes off-site improvements, storm water, utilities (water and sewer), roadways, landscape and hardscape. The Engineer’s Report identified estimated costs to complete the CIP, inclusive of associated “soft costs” such as professional service with contingencies to account for commodity and service market fluctuations. This report will further address additional financing costs associated with funding the CIP. Without the required improvements in the CIP, the development of the Assessable Properties could not be undertaken within the current development standards. The main objective of this Master Report is to establish a basis on which to quantify and allocate the special benefit provided by the CIP proportionally to the private property within the District. A detailed allocation methodology and finance plan will be utilized to equitably distribute CIP costs upon the Assessable Properties within the District based upon the level of proportional benefit received.

This Master Report outlines the assignment of benefit, assessment methodology and financing structure for bonds to be issued by the District. As a result of the methodology application, the maximum long-term assessment associated with the current CIP is identified. The District will issue Special Assessment Bonds (the “Bonds”), in one or more series consisting of various amounts of principal debt and maturities to finance the construction and/or acquisition of all or a portion of the CIP.

It is anticipated that we as the methodology consultant will prepare individual supplemental reports applying the allocation methodology contained herein for the imposition and collection of long-term special assessments on a first platted, first assigned basis for repayment of a specific series of Bonds. The methodology consultant may distribute supplemental reports in connection with updates and/or revisions to the finance plan. Such supplemental reports will be created to stipulate amended terms, interest rates, developer contributions if any, issuance costs and will detail the



resulting changes in the level of funding allocated to the various trust accounts and subaccounts.

The Bonds will be repaid from and secured by non-ad valorem assessments levied on those Assessable Properties benefiting from the public improvements within the District. Non-ad valorem assessments will be levied each year to provide the funding necessary to pay debt service on the Bonds and to fund operations and maintenance costs related to the capital improvements maintained by the District.

In summary, this Master Report will determine the benefit, apportionment and financing structure for the Bonds to be issued by the District in accordance with Chapters 170, 190 and 197, Florida Statutes, as amended, to establish a basis for the levying and collecting of special assessments based on the benefits received and is consistent with our understanding and experience with case law on this subject.

II. DEFINED TERMS

“Assessable Property” – All property within the District that receives a special benefit from the CIP.

“Capital Improvement Program” or “CIP” – The public infrastructure development program as outlined by the Engineer Report.

“Developer” – Cam Village Development, LLC.

“Development Plan” – The end-use configuration of Platted Units and Product Types for Unplatted Parcels within the District.

“District” – V-Dana Community Development District, 2,115 gross acres with the Development Plan for 2,400 Units.

“Engineer’s Report” – *Engineer’s Report for V-Dana Community Development District*, dated March 2020.

“Equivalent Assessment Unit” (EAU) – A weighted value assigned to dissimilar residential lot product types to differentiate assignment of benefit and lien values.

“Maximum Assessments” – The maximum amount of special assessments and liens to be levied against benefiting assessable properties.

“Platted Unit” – Each unit of real property subdivided as a portion of gross acreage by virtue of the platting or other subdivision process.

“Product Type” – Classification assigned by the District Engineer to dissimilar lot products for the development of the vertical construction. Determined in part as to differentiated sizes, setbacks and other factors.

“Unplatted Parcels” – Gross acreage intended for subdivision and platting pursuant to the Development Plan.

“Unit(s)” – A planned or developed residential lot assigned a Product Type classification by the District Engineer.



“Master Report” or “Report” – This *Master Assessment Methodology Report*, dated March 12th, 2020 as provided to support benefit and Maximum Assessments Liens on private developable property within the District.

III. DISTRICT OVERVIEW

The District area encompasses 2,115 +/- acres and is located in Lee County, Florida. The land area is located in southeast Lee County, on the south side of Corkscrew Road, west of and abutting Carter Road, east of and abutting Six L's Farm Road, and north of and abutting the Collier County Panther Island mitigation bank. The primary developer of the Assessable Properties is Cam Village Development, LLC (the “Developer”), who has created the overall Development Plan as outlined and supported by the Engineer’s Report. The development plan for the District contemplates 2,400 single family lots. The public improvements as described in the Engineer’s Report include off-site improvements, storm water, utilities (water and sewer), roadways and landscape/hardscape.

IV. PROPOSED IMPROVEMENTS

The District and Developer are undertaking the responsibility of providing the public infrastructure necessary to develop the District’s CIP. As designed, the CIP is an integrated system of facilities. Each infrastructure facility works as a system to provide special benefit to District lands, i.e.: all benefiting landowners of Assessable Properties within the District benefit the same from the first few feet of infrastructure as they do from the last few feet. The CIP costs within Table 1 of this Master Report reflect cost as further detailed within the Engineer’s Report, these costs are exclusive of any financing related costs.

V. DETERMINATION OF SPECIAL ASSESSMENT

There are three main requirements for valid special assessments. The first requirement demands that the improvements to benefited properties, for which special assessments are levied, be implemented for an approved and assessable purpose (F.S. 170.01). As a second requirement, special assessments can only be levied on those properties specially benefiting from the improvements (F.S. 170.01). Thirdly, the special assessments allocated to each benefited property cannot exceed the proportional benefit to each parcel (F.S. 170.02).

The District’s CIP contains a “system of improvements” including the funding, construction and/or acquisition of off-site improvements, storm water, utilities (water and sewer), roadways, and landscape/hardscape; all of which are considered to be for an approved and assessable purpose (F.S. 170.01) which satisfies the first requirement for a valid special assessment, as described above. Additionally, the improvements will result in all Assessable Property within the District receiving a direct and specific benefit, thereby making those properties legally subject to assessments (F.S. 170.01), which satisfies the second requirement, above. Finally, the specific benefit to the Assessable Property is equal to or exceeds the cost of the assessments levied on the Assessable Property (F.S. 170.02), which satisfies the third requirement, above.

The first requirement for determining the validity of a special assessment is plainly demonstrable; eligible



improvements are found within the list provided in F.S. 170.01. However, the second and third requirements for a valid special assessment require a more analytical examination. As required by F.S. 170.02, and described in the preceding section entitled “Allocation Methodology,” this approach involves identifying and assigning value to specific benefits being conferred upon the various Assessable Property, while confirming the value of these benefits exceed the cost of providing the improvements. These special benefits include, but are not limited to, the added use of the property, added enjoyment of the property, probability of decreased insurance premiums and the probability of increased marketability and value of the property.

The determination has been made that the duty to pay the non-ad valorem special assessments is valid based on the special benefits imparted upon the various Assessable Property. These benefits are derived from the acquisition and/or construction of the District’s CIP. The allocation of responsibility for payment of the Bonds has been apportioned according to reasonable estimates of the special benefits provided consistent with each land use category. Accordingly, no acre or parcel of property within the boundary of the District will be assessed for the payment of any non-ad valorem special assessment greater than the determined special benefit particular to that parcel of the District.

Property within the District that currently is not, or upon future development, will not be subject to the special assessments include publicly owned (State/County/City/CDD) tax-exempt parcels such as: lift stations, road rights-of-way, waterway management systems, common areas, and certain lands/amenities owned by HOA(s). To the extent it is later determined that a property no longer qualifies for an exemption, assessments will be apportioned and levied based on an EAU factor proportionate to acreage density as demonstrated in other use EAU assignment.

VI. ALLOCATION METHODOLOGY

The CIP benefits all Assessable Properties within the District proportionally. The level of relative benefit can be compared through the use of defining “equivalent” units of measurement by product type to compare dissimilar development product types. This is accomplished through determining an estimate of the relationship between the product types, based on a relative benefit received by each product type from the CIP. The use of Equivalent Assessment Unit (EAU) methodologies is well established as a fair and reasonable proxy for estimating the benefit received by private benefiting properties. One (1) EAU has been assigned to the 42’ residential use product type as a baseline, with a proportional increase relative to other planned residential product types and sizes. Table 2 outlines EAUs assigned for residential product types under the current Development Plan. If future assessable property is added or product types are contemplated, this Report will be amended to reflect such change.

The method of benefit allocation is based on the special benefit received from infrastructure improvements relative to the benefiting Assessable Property by use and size in comparison to other Assessable Property within the District. According to F.S. 170.02, the methodology by which special assessments are allocated to specifically benefited property must be determined and adopted by the governing body of the District. This alone gives the District latitude in determining how special assessments will be allocated to specific Assessable Property. The CIP benefit and special



assessment allocation rationale is detailed herein and provides a mechanism by which these costs, based on a determination of the estimated level of benefit conferred by the CIP, are apportioned to the Assessable Property within the District for levy and collection. The allocation of benefits and Maximum Assessments associated with the CIP are demonstrated on Table 3 through Table 6. The Developer may choose to pay down or contribute infrastructure on a portion or all of the long-term assessments as evaluated on a per parcel basis, thereby reducing the annual debt service assessment associated with any series of Bonds.

VII. ASSIGNMENT OF MAXIMUM ASSESSMENTS

This section sets out the manner in which special assessments will be assigned and establish a lien on land within the District. With regard to the Assessable Property, liens will be assessed on a gross acreage basis until such time as the developable acreage is platted. The platted parcels will then be reviewed as to use and product types. Pursuant to Section 193.0235, Florida Statutes, certain privately or publicly owned “common elements” such as clubhouses, amenities, lakes and common areas for community use and benefit are exempt from non-ad valorem assessments and liens regardless of the private ownership.

It is useful to consider three distinct states or conditions of development within a community. The initial condition is the “undeveloped state”. At this point the infrastructure may or may not be installed but none of the Units in the Development Plan have been platted. This condition exists when the infrastructure program is financed prior to any development. In the undeveloped state all of the lands within the District receive benefit from the CIP and all of the assessable land within the District would be assessed to repay any Bonds. While the land is in an “undeveloped state,” special assessments will be assigned on an equal acre basis across all of the gross acreage within the District. Debt will not be solely assigned to parcels which have development rights, but will and may be assigned to undevelopable parcels to ensure integrity of development plans, rights and entitlements.

The second condition is “on-going development”. At this point, if not already in place, the installation of infrastructure has begun. Additionally, the Development Plan has started to take shape. As lands subject to special assessments are platted and fully-developed, they are assigned specific assessments in relation to the estimated benefit that each Platted Unit receives from the CIP, with the balance of the debt assigned on a per acre basis as described in the preceding paragraph. Therefore, each fully-developed, Platted Unit would be assigned a Maximum Assessment pursuant to its Product Type classification as set forth in Table 6. It is not contemplated that any unassigned debt would remain once all of the lots associated with the improvements are platted and fully-developed; if such a condition was to occur; the true-up provisions within this Report would be applicable.

The third condition is the “completed development state.” In this condition the entire Development Plan for the District has been platted and the total par value of the Bonds has been assigned as specific assessments to each of the platted lots within the District.



VIII. FINANCING

The District intends to finance only a portion of the CIP through the issuance of the Bonds; however this report assumes the financing of 100% of the improvements to identify the full benefit and potential. As the Bonds will be issued in one or more series, the Bonds will be sized at an amount rounded to the nearest \$5,000 and will include items such as debt service reserves, underwriter's discount, issuance costs and rounding.

For purposes of the Master Report, conservative allowances have been made for one or more debt service reserves, underwriter's discount, issuance costs, rounding and collection cost as shown on Table 3. The methodology consultant will issue supplemental report(s) which outline the provisions specific to each Bond issue with the application of the assessment methodology contained herein. The supplemental report(s) will detail the negotiated terms, interest rates and costs associated with each series of Bonds representing the market rate at that point in time. The supplemental reports will outline any Developer contributions towards the completion of the CIP applied to prepay any assessments on any one or collective Assessable Properties within the District. The supplemental report(s) will also detail the level of funding allocated to the construction/acquisition account, the debt service reserve account, underwriter's discount, issuance and collection costs. Additionally, the supplemental report(s) will apply the principles set forth in the Master Report to determine the specific assessments required to repay the Bonds.

IX. TRUE-UP MODIFICATION

During the construction period of development, it is possible that the number of residential units built may change, thereby necessitating a modification to the per unit allocation of special assessment principal. In order to ensure the District's debt does not build up on the unplatted developable land, the District shall apply the following test as outlined within this "true-up methodology."

The debt per acre remaining on the unplatted land within the District may not increase above its ceiling debt per acre. The ceiling level of debt per acre is calculated as the total amount of debt for each Bond issue divided by the number of gross acres for such phase. Thus, every time the test is applied, the debt encumbering the remaining undivided land must remain equal to or lower than the ceiling level of debt per gross acre. If the debt per gross acre is found to be above the established maximum, the District would require a density reduction payment in an amount sufficient to reduce the remaining debt per acre to the ceiling amount based on the schedule found in Exhibit A, the Preliminary Assessment Roll, which amount will include accrued interest to the first interest payment date on the Bonds which occurs at least 45 days following such debt reduction payment.

True-up tests shall be performed upon the recording of each plat submitted to subdivide developed lands within the District. If upon the completion of any true-up analysis it is found the debt per acre exceeds the established maximum ceiling debt per gross acre, or there is not sufficient development potential in the remaining acreage of the District to produce the EAU densities required to adequately service Bond debt, the District shall require the immediate remittance of a density reduction payment, plus accrued interest as applicable, in an amount sufficient to reduce the remaining debt



per acre to the ceiling amount per acre and to allow the remaining acreage to adequately service Bond debt upon development. The final test shall be applied at the platting of 100% of the development units within the District.

True-up payment requirements may be suspended if the landowner can demonstrate, to the reasonable satisfaction of the District, that there is sufficient development potential in the remaining acreage within the District to produce the densities required to adequately service Bond debt. The Developer and District will enter into a true-up agreement to evidence the obligations described in this section.

All assessments levied run with the land and it is the responsibility of the District to enforce the true-up provisions and collect any required true-up payments due. The District will not release any liens on property for which true-up payments are due, until provision for such payment has been satisfactorily made.

X. ADDITIONAL STIPULATIONS

Meritus Districts was retained by the District to prepare a methodology to fairly allocate the special assessments related to the District's CIP. Certain financing, development and engineering data was provided by members of District Staff and/or the Developer. The allocation Methodology described herein was based on information provided by those professionals. Meritus Districts makes no representations regarding said information transactions beyond restatement of the factual information necessary for compilation of this report. For additional information on the Bond structure and related items, please refer to the Offering Statement associated with this transaction.

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



TABLE 1

V-DANA COMMUNITY DEVELOPMENT DISTRICT BUILDOUT COMMUNITY DEVELOPMENT PROGRAM COSTS				
DESCRIPTION	SHARED COST	PHASE 1	PHASE 2	
Drainage & Surface Water Management System	1,240,000	13,820,000	12,840,000	27,900,000
Onsite Roadways	2,270,000	6,060,000	6,630,000	14,960,000
Onsite Utilities	1,430,000	18,060,000	17,820,000	37,310,000
Off-Site Utilities & Roadway Improvements	10,130,000	0	0	10,130,000
Environmental Restoration, Mitigation, Flood Control	10,820,000	0	0	10,820,000
Professional Fees	5,070,000	3,630,000	3,300,000	12,000,000
TOTAL	30,960,000	41,570,000	40,590,000	113,120,000

TABLE 2

V-DANA COMMUNITY DEVELOPMENT DISTRICT PLANNED DEVELOPMENT PROGRAM				
PRODUCT	LOT SIZE	UNITS	PER UNIT EAU ⁽²⁾	TOTAL EAUs
Single Family	42	304	1.00	304
Single Family	52	1016	1.24	1,258
Single Family	62	628	1.48	927
Single Family	66	312	1.57	490
Single Family	72	136	1.71	233
Single Family	75	4	1.79	7
TOTAL		2,400		3,220

(1) EAU factors assigned based on Product Type as identified by district engineer and do not reflect front footage of planned lots.

(2) Any development plan changes will require recalculations pursuant to the true-up provisions within this report.



TABLE 3

DEVELOPMENT PROGRAM COST/BENEFIT ANALYSIS	
PROJECT COSTS	\$113,120,000
TOTAL PROGRAM EAUS	3219.52
TOTAL COST/BENEFIT (PER EAU)	<u><u>\$35,136</u></u>

Table 3 Notations:

1) Benefit is equal to or greater than cost as assigned per Equivalent Assessment Unit ("EAU") as described above.

TABLE 4

DEVELOPMENT PROGRAM *NET* COST/BENEFIT ANALYSIS					
PRODUCT TYPE	EAU FACTOR	PRODUCT COUNT	EAUs	NET BENEFIT PER PRODUCT TYPE	PER PRODUCT UNIT
42	1.00	304	304.00	\$10,681,232	\$35,135.63
52	1.24	1,016	1,257.90	\$44,197,277	\$43,501.26
62	1.48	628	927.05	\$32,572,403	\$51,866.88
66	1.57	312	490.29	\$17,226,498	\$55,213.13
72	1.71	136	233.14	\$8,191,621	\$60,232.51
75	1.79	4	7.14	\$250,969	\$62,742.20
		<u>2,400</u>	<u>3,219.52</u>	<u>\$113,120,000</u>	

Table 4 Notations:

1) Table 4 determines only the anticipated construction cost, net of finance and other related costs.



TABLE 5

CONSTRUCTION COST AND BENEFIT						
PRODUCT TYPE	EAU FACTOR	PRODUCT COUNT	EAUs	PERCENTAGE OF EAUs	TOTAL AMOUNT PER PRODUCT TYPE	TOTAL AMOUNT PER LOT
42	1.00	304	304.00	9.4%	\$10,681,232	\$35,136
52	1.24	1,016	1,257.90	39.1%	\$44,197,277	\$43,501
62	1.48	628	927.05	28.8%	\$32,572,403	\$51,867
66	1.57	312	490.29	15.2%	\$17,226,498	\$55,213
72	1.71	136	233.14	7.2%	\$8,191,621	\$60,233
75	1.79	4	7.14	0.2%	\$250,969	\$62,742
		<u>2,400</u>	<u>3,219.52</u>	<u>100%</u>	<u>\$113,120,000</u>	

TABLE 6

CONSTRUCTION COST FUNDING SOURCES					
PRODUCT TYPE	PRODUCT COUNT	PER PRODUCT TYPE		PER UNIT	
		DEVELOPER FUNDED	SERIES 2020 BONDS	DEVELOPER FUNDED	SERIES 2020 BONDS
42	304	\$0	\$10,681,232	\$0.00	\$35,135.63
52	1,016	\$0	\$44,197,277	\$0.00	\$43,501.26
62	628	\$0	\$32,572,403	\$0.00	\$51,866.88
66	312	\$0	\$17,226,498	\$0.00	\$55,213.13
72	136	\$0	\$8,191,621	\$0.00	\$60,232.51
75	4	\$0	\$250,969	\$0.00	\$62,742.20
	<u>2,400</u>	<u>\$0</u>	<u>\$113,120,000</u>		



TABLE 7

V-DANA COMMUNITY DEVELOPMENT DISTRICT CDD ASSESSMENT ANALYSIS		
FINANCING INFORMATION - FINANCING INFORMATION BOND SERIES		
Coupon Rate ⁽¹⁾		6.50%
Term (Years)		32
Principal Amortization Installments		30
ISSUE SIZE		\$146,285,000
Construction Fund		\$113,120,000
Capitalized Interest (Months) ⁽²⁾	24	\$19,017,050
Debt Service Reserve Fund	100%	\$10,970,885
Underwriter's Discount	2.00%	\$2,925,700
+ Premium / - Discount		\$100,000
Cost of Issuance		\$150,000
Rounding		\$1,365
ANNUAL ASSESSMENT		
Annual Debt Service (Principal plus Interest)		\$10,970,885
Collection Costs and Discounts @	6.00%	\$700,269
TOTAL ANNUAL ASSESSMENT		\$11,671,154
⁽¹⁾ Based on conservative interest rate, subject to change based on market conditions.		
⁽²⁾ Based on capitalized interest 24 months.		



TABLE 8

V-DANA COMMUNITY DEVELOPMENT DISTRICT CDD ASSESSMENT ANALYSIS								
ALLOCATION METHODOLOGY - SERIES 2020 LONG TERM BONDS ⁽¹⁾								
PRODUCT	PER UNIT EAU	TOTAL EAUs	% OF EAUs	UNITS	PRODUCT TYPE		PER UNIT	
					TOTAL PRINCIPAL	ANNUAL ASSMT. ⁽²⁾	TOTAL PRINCIPAL	ANNUAL ASSMT. ⁽²⁾
Single Family 42'	1.00	304.00	9.44%	304	\$13,812,800	\$1,102,036	\$45,437	\$3,625
Single Family 52'	1.24	1,257.90	39.07%	1,016	\$57,155,222	\$4,560,053	\$56,255	\$4,488
Single Family 62'	1.48	927.05	28.79%	628	\$42,122,118	\$3,360,657	\$67,073	\$5,351
Single Family 66'	1.57	490.29	15.23%	312	\$22,277,035	\$1,777,344	\$71,401	\$5,697
Single Family 72'	1.71	233.14	7.24%	136	\$10,593,276	\$845,170	\$77,892	\$6,214
Single Family 75'	1.79	7.14	0.22%	4	\$324,549	\$25,894	\$81,137	\$6,473
TOTAL		3,219.52	100.00%	2,400	146,285,000	11,671,154		

⁽¹⁾ Allocation of total bond principal (i.e., assessment) based on equivalent assessment units. Individual principal and interest assessments calculated on a per unit basis. 24 month Capitalized Interest Period.

⁽²⁾ Includes principal, interest and collection costs.

EXHIBIT A

The maximum par amount of Bonds that may be borrowed by the District to pay for the public capital infrastructure improvements is \$146,285,000.00 payable in 30 annual installments of principal of \$5,187.18 per gross acre. The maximum par debt is \$69,165.48 per gross acre and is outlined below.

Prior to platting, the debt associated with the Capital Improvement Plan will initially be allocated on a per acre basis within the District. Upon platting, the principal and long term assessment levied on each benefited property will be allocated to platted lots and developed units in accordance with this Report.

ASSESSMENT ROLL			
TOTAL ASSESSMENT:	<u>\$146,285,000.00</u>		
ANNUAL ASSESSMENT:	<u>\$10,970,884.67</u>	(30 Installments)	
TOTAL GROSS ACRES +/-:	<u>2,115.00</u>		
TOTAL ASSESSMENT PER GROSS ACRE:	<u>\$69,165.48</u>		
ANNUAL ASSESSMENT PER GROSS ACRE:	<u>\$5,187.18</u>	(30 Installments)	
		PER PARCEL ASSESSMENTS	
Landowner Name, Lee County Folio ID & Address	Gross Unplatted Acres	Total PAR Debt	Total Annual
TPL-Land Sub LLC	2115.00	\$146,285,000.00	\$10,970,884.67
Folio IDs 10435894; 10435901; 10435960; 10435961 & 10435962			
4954 Royal Gulf Circle			
Fort Myers, FL 33966			
Totals:	<u>2115.00</u>	<u>\$146,285,000.00</u>	<u>\$10,970,884.67</u>



V-DANA COMMUNITY DEVELOPMENT DISTRICTS

District Office •2005 Pan Am Circle •Suite 300 •Tampa, Florida 33607 •(813) 397-5120 •Fax (813) 873-7070

May 20, 2020

To: V-Dana CDD – Audit Committee
Audit Committee Selection Process

As noted above, we suggest appointing the entire Board as the Committee. This will allow for an easy quorum and the Committee can meet before or during the regular Board meeting. You may, however, appoint as few as two persons such as the District manager (“Manager”) and the Board Chairman.

Consider the following:

1. At a regular Board meeting, have the Board, by motion, appoint the Committee members. The Board should designate one person as the Chair of the committee.
2. If you have already advertised a meeting of the Committee, you may have the Committee meeting during or after the regular Board meeting.
3. You cannot have a Committee meeting until you publicly notice the meeting of the Committee, either within the same published notice as the regular meeting or separately.

After you have provided notice, you may convene the Committee meeting. The purpose of the meeting will be to select the criteria by which responses to the RFP will be evaluated and announce publicly that the District is soliciting proposals. The actions to be taken by the Committee include:

1. Selection of the criteria by which proposals will be evaluated. You are statutorily required to consider: (a) ability of personnel; (b) experience; and (c) ability to furnish the required services. Additional criteria, such as price, should be determined by the Committee.
2. Determination of the date, time, and location that the RFP will be required to be received by the District. While there is no exact time required for this RFP to be out, it should be at least two weeks to give firms an opportunity to put together a proposal.
3. Public announcement of the opportunity to provide auditing services. Such announcement must include, at minimum: (a) a brief description of the audit and (b) how interested firms can apply for consideration (where they can obtain an RFP). The Manager will then publish the notice of the RFP. A sample notice is attached.
4. Provide interested firms, through the Manager, an RFP that must include information on how proposals are to be evaluated and other information necessary to enable interested firms to respond.

At the date, time, and location announced in the RFP, the Manager must open the proposals and read them aloud. The Manager should then evaluate them for completeness. There should be the proper number of copies, the correct documents, and all should be properly completed. The Manager should then schedule, or have already scheduled, a meeting of the Committee. The following is an outline of that process:

1. The Committee meeting should be noticed. The published notice of the Committee meeting may be with the same published notice as the regular Board meeting but must specifically state that the audit Committee will be meeting. A separate published notice of just the Committee meeting may also be used.
2. The Committee will evaluate the proposals that are determined complete (responsive) and will rank them in accordance with the evaluation criteria established by the Committee and adjourn.
3. The Committee Chairman will make a report to the Board, at a properly noticed Board meeting, the ranking assigned by the Committee to the responses to the RFP.
4. If compensation is a criteria on the Evaluation Criteria Sheet, the Board shall negotiate a contract with the highest ranked firm or it must document in its public record the reason for not selecting the highest ranked qualified firm. If compensation is not a criteria on the Evaluation Criteria Sheet, the Board will then authorize staff to enter into negotiations with the firms in order of ranking or as directed.

After successful negotiations, staff must return to the Board for authorization to enter into a contract with one of the auditing firms. The Contract must meet the following criteria:

It must, as a minimum, include provisions that:

1. Specify the services to be provided and fees, or other compensation for such services;
2. Require that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the Contract
3. Specify the contract period, including renewals and conditions, under which the Contract may be terminated or renewed.

An engagement letter that contains the above provisions and that is signed and executed by both parties can be used to satisfy the requirements of a written contract. It is our recommendation that the Contract provide for only two (2) annual renewals.

In summation, you must do the following:

1. The Board must appoint an audit committee.
2. The Committee meeting must be noticed.
3. The Committee must establish the RFP evaluation criteria which must include (a) ability of personnel, (b) experience, and (c) ability to furnish the required services.
4. The Committee must issue the RFP in compliance with the above criteria.
5. The Committee must evaluate and rank the proposals to the RFP in accord with evaluation criteria.
6. The Board must select the firm to negotiate with.
7. The Board must approve the Contract, as negotiated, that meets the above criteria.

RESOLUTION 2020-31

A RESOLUTION OF THE BOARD OF SUPERVISORS OF V-DANA COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, ADDRESSING SEAT NUMBER DESIGNATIONS ON THE BOARD OF SUPERVISORS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, V-Dana Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held following the creation of a community development district for the purpose of electing supervisors of the District; and

WHEREAS, following proper publication and notice thereof, on May 20, 2020, the owners of land within the District held a meeting for the purpose of electing supervisors to the District’s Board of Supervisors (“Board”); and

WHEREAS, at the May 20, 2020 meeting, the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board, by means of this Resolution, desires to canvas the votes, declare and certify the results of the landowner’s election, and announce the Board Members, seat number designations on the Board.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF V-DANA COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown, to wit:

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

SECTION 3. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

Seat 1	_____	Years: <u>4</u>
Seat 2	_____	Years: <u>4</u>
Seat 3	_____	Years: <u>2</u>
Seat 4	_____	Years: <u>2</u>
Seat 5	_____	Years: <u>2</u>

SECTION 4. Said terms of office commenced on May 20, 2020.

SECTION 5. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. To the extent the provisions of this Resolution conflict with the provisions of any other resolution of the District, the provisions of this Resolution shall prevail.

PASSED AND ADOPTED THIS 20TH DAY OF MAY, 2020.

ATTEST:

**V-DANA COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chair/ Vice Chair

RESOLUTION 2020-32

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF V-DANA COMMUNITY
DEVELOPMENT DISTRICT, AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, V-Dana Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the County of Lee; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting was held for the purpose of electing supervisors of the District; and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per F.S. 190.006(6).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF V-DANA COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Brian Howell</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 20TH DAY OF MAY, 2020.

ATTEST:

**V-DANA COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chair/ Vice Chair

RESOLUTION 2020-33

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE V-DANA COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2020/2021; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the V-Dana Community Development District (“**District**”) prior to June 15, 2020 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Proposed Budget**”); and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE V-DANA COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

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

DATE: August 19, 2020
HOUR: 1:00 p.m.
LOCATION*: The Offices of Cameratta Companies
21101 Design Parc Ln. #103
Estero, FL 33928

**Please note that pursuant to Governor DeSantis’ Executive Order 20-69 (as it may be extended or amended) relating to the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such public hearing and meeting may be held telephonically or virtually. Please check on the District’s website for the latest information: <http://vdanacdd.com/>.*

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

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least two days before the budget hearing date and shall remain on the website for at least 45 days.

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

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

PASSED AND ADOPTED ON MAY 20, 2020.

Attest:

**V-Dana Community
Development District**

Secretary / Assistant Secretary

Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2020/2021

2021



V-DANA

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021 PROPOSED ANNUAL OPERATING BUDGET

MAY 20, 2020

V-DANA

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021 PROPOSED ANNUAL OPERATING BUDGET

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MAY 20, 2020

V-DANA

COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The V-Dana Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2021, which begins on October 1, 2020. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2020 Special Assessment Revenue Bonds

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

V-DANA

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2020 Final Operating Budget	Fiscal Year 2021 Proposed Operating Budget	Increase / (Decrease) from FY 2020 to FY 2021
REVENUES			
SPECIAL ASSESSMENTS			
Operations & Maintenance Assmts-Tax Roll	424,128.20	0.00	(424,128.20)
Operations & Maintenance Assmts-Off Roll	0.00	0.00	0.00
Discounts and Collection Fees	(256,128.20)	0.00	256,128.20
TOTAL SPECIAL ASSESSMENTS	168,000.00	0.00	(168,000.00)
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES			
Developer Contribution	0.00	168,000.00	168,000.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCE	0.00	168,000.00	168,000.00
TOTAL REVENUES	168,000.00	168,000.00	0.00
EXPENDITURES			
FINANCIAL & ADMINISTRATIVE			
District Manager	45,000.00	45,000.00	0.00
District Engineer	14,000.00	14,000.00	0.00
Disclosure Report	8,400.00	8,400.00	0.00
Trustees Fees	20,000.00	20,000.00	0.00
Auditing Services	7,500.00	7,500.00	0.00
Postage, Phone, Faxes, Copies	400.00	400.00	0.00
Public Officials Insurance	2,500.00	2,500.00	0.00
Legal Advertising	3,500.00	3,500.00	0.00
Bank Fees	360.00	360.00	0.00
Dues, Licenses & Fees	260.00	260.00	0.00
Web Administration	1,500.00	1,500.00	0.00
TOTAL FINANCIAL & ADMINISTRATIVE	103,420.00	103,420.00	0.00
LEGAL COUNSEL			
District Counsel	17,000.00	17,000.00	0.00
TOTAL LEGAL COUNSEL	17,000.00	17,000.00	0.00
STORMWATER CONTROL			
Aquatic Contract	0.00	0.00	0.00
Wetland Monitoring	0.00	0.00	0.00
TOTAL STORMWATER CONTROL	0.00	0.00	0.00
OTHER PHYSICAL ENVIRONMENT			
Property & Casualty Insurance	45,580.00	45,580.00	0.00
TOTAL OTHER PHYSICAL ENVIRONMENT	45,580.00	45,580.00	0.00
RESERVES			
Undesignated Reserve	2,000.00	2,000.00	0.00
TOTAL RESERVES	2,000.00	2,000.00	0.00
TOTAL EXPENDITURES	168,000.00	168,000.00	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	0.00	0.00	0.00

V-DANA

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Miscellaneous Administration

This is required of the District to store its official records.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

V-DANA

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Investment Reporting Fees

This is to provide an investment report to the District on a quarterly basis.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Technology Services

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

Website Administration

This is for maintenance and administration of the District's official website.

Capital Outlay

This is to purchase new equipment as required.

Legal Counsel

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

Other Physical Environment

Property & Casualty Insurance

The District carries insurance coverage on all facilities and structures based on the value of District assets.

V-DANA

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND SERIES 2020

REVENUES

CDD Debt Service Assessments	\$	-
TOTAL REVENUES	\$	-

EXPENDITURES

Series 2020 May Bond Interest Payment	\$	-
Series 2020 November Bond Principal Payment	\$	-
Series 2020 November Bond Interest Payment	\$	-
TOTAL EXPENDITURES	\$	-
EXCESS OF REVENUES OVER EXPENDITURES	\$	-

ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2020	\$	-
Principal Payment Applied Toward Series 2020 Bonds	\$	-
Bonds Outstanding - Period Ending 11/1/2021	\$	-

* Series 2020 Bonds Principal and Debt Service obligation to be established at the Bonds debt issuance

V-DANA

COMMUNITY DEVELOPMENT DISTRICT

SCHEDULE OF ANNUAL ASSESSMENTS⁽¹⁾

Lot Size	EAU Value	Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2021 Total Assessment	Total Increase / (Decrease) in Annual Assmt	Percentage of Increase / (Decrease) in Annual Assmt
V-DANA CDD							
Single Family 42'	1.00	304	\$0.00	\$154.90	\$154.90	\$0.00	0.00%
Single Family 52'	1.24	1,016	\$0.00	\$170.22	\$170.22	\$0.00	0.00%
Single Family 62'	1.48	628	\$0.00	\$186.18	\$186.18	\$0.00	0.00%
Single Family 66'	1.57	312	\$0.00	\$192.56	\$192.56	\$0.00	0.00%
Single Family 72'	1.71	136	\$0.00	\$193.52	\$193.52	\$0.00	0.00%
Single Family 75'	1.79	4	\$0.00	\$194.15	\$194.15	\$0.00	0.00%
Subtotal		2,400					

Notations:

⁽¹⁾ Annual assessments include Lee County collection costs and statutory discounts for early payment.

RESOLUTION 2020-34

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE V-DANA COMMUNITY DEVELOPMENT DISTRICT RESCINDING RESOLUTION 2020-19 AND ANY OTHER PRIOR INVESTMENT POLICIES AND ELECTING TO USE THE STATUTORY DEFAULT INVESTMENT POLICIES FOR INVESTING PUBLIC FUNDS IN EXCESS OF THE AMOUNTS NEEDED TO MEET CURRENT EXPENSES IN ACCORDANCE WITH SECTION 218.415(17), FLORIDA STATUTES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the V-Dana Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes;

WHEREAS, the Board of Supervisors of the District (the “**Board**”) previously adopted Resolution 2020-19 to establish a written investment policy in accordance with Section 218.415, Florida Statutes; and

WHEREAS, the Board desires to rescind Resolution 2020-19 and any other prior investment policies, to not adopt a written investment policy, and instead use the statutory default investment policies for the investment of public funds in excess of amounts needed to meet current expenses, in accordance with Section 218.415 (17), Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

1. **Rescindment of Prior Investment Policies**. The Board hereby rescinds Resolution 2020-19 and any other prior investment policies in their entirety.
2. **Use of Statutory Default Investment Policies**. The Board hereby elects to use the statutory default alternative investment policies for the investment of public funds in excess of the amounts needed to meet current expenses, in accordance with Section 218.415(17), Florida Statutes, as amended.
3. **Conflicts**. All District resolutions or parts thereof or other adopted policies in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.
4. **Severability**. If any section or part of a section of this Resolution is 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.
5. **Effective Date**. This Resolution shall become effective upon adoption.

PASSED AND ADOPTED ON MAY 20, 2020.

Attest:

**V-Dana Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

Chair of the Board of Supervisors

Statement of Qualifications

Engineering Services
for the

V-Dana Community Development District

Barraco
and Associates, Inc.

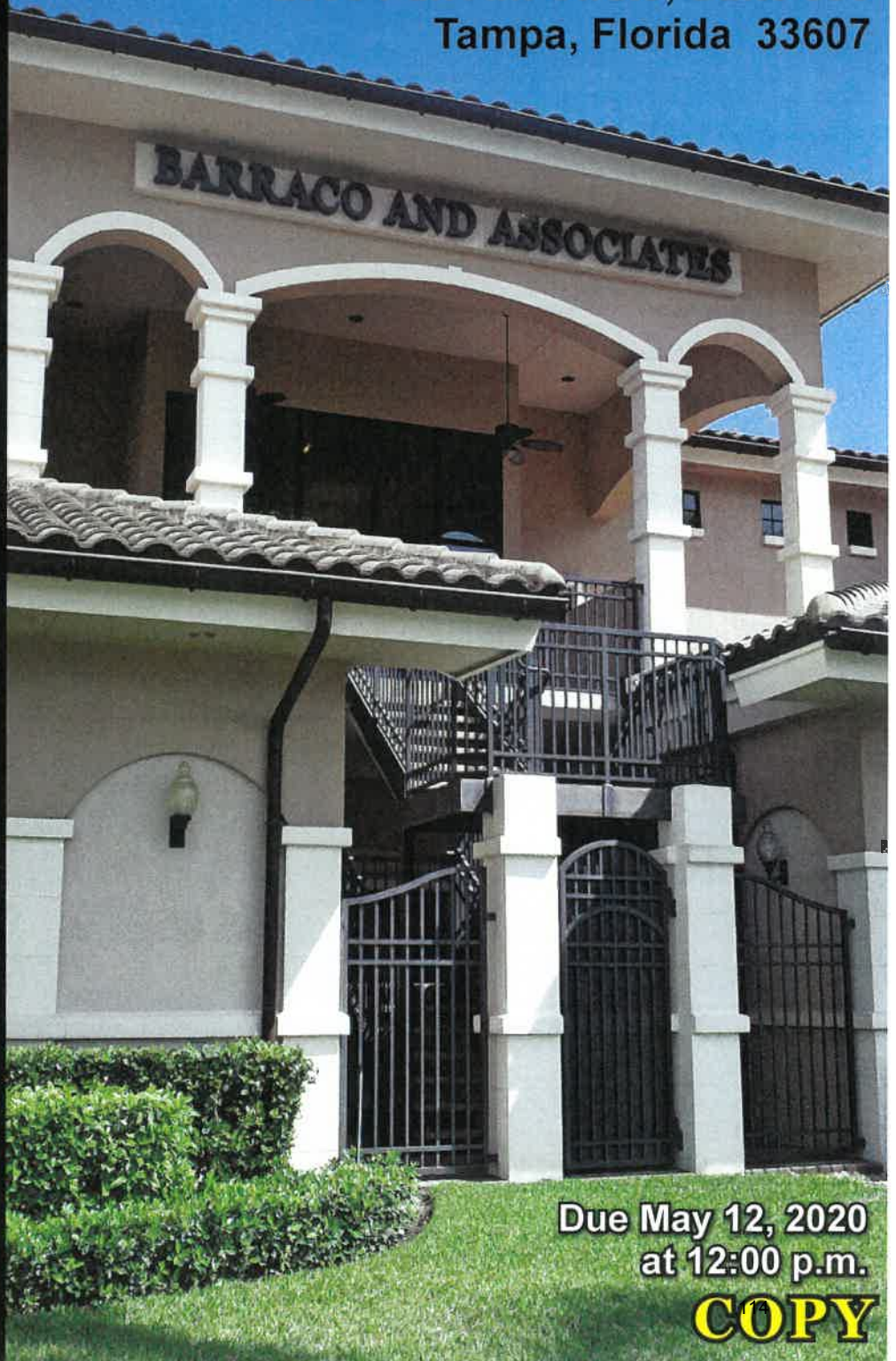
Presented to:

District Manager

V-Dana Community Development District

2005 Pan Am Circle, Suite 300

Tampa, Florida 33607



Due May 12, 2020
at 12:00 p.m.

COPY

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LETTER OF INTEREST

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STANDARD FORM 330

May 11, 2020

*** Via Federal Express ***

Mr. Brian Lamb
District Manager
V-Dana Community Development District
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607

Re: Request for Qualifications for Engineering Services
V-Dana Community Development District

Dear Mr. Lamb:

Barraco and Associates, Inc. (BAI) is pleased to submit this Statement of Qualifications to the V-Dana Community Development District (CDD) to serve as District Engineer.

BAI proposes Carl A. Barraco, P.E., to serve as District Engineer, with assistance from Wesley Kayne, P.E. Mr. Barraco's experience with CDDs is diversified, including serving as CDD Supervisor for two independent Districts in Lee County for a combined tenure of eight years, assisting with the formation of 18 CDDs, and serving as District Engineer for 20 Districts over the years. He currently serves as District Engineer for 13 Districts and as Interim District Engineer for the V-Dana CDD. This experience provides him with a thorough knowledge of CDDs including their operating procedures and budgets. Mr. Kayne assists Mr. Barraco with all of the firm's current CDD responsibilities. Several CDDs do not have daily engineering issues, therefore, in order to preserve the CDD budget, BAI confirms with the respective CDD Manager whether the District Engineer's presence is needed or requested for each scheduled CDD BOS meeting.

Barraco and Associates appreciates this opportunity to provide the firm's qualifications for District Engineer for the V-Dana Community Development District and we look forward to the opportunity to continue providing professional services to the V-Dana CDD.

If you should have any questions or require additional information, please advise.

Very truly yours,

BARRACO AND ASSOCIATES, INC.



Carl A. Barraco, P.E.
President / District Engineer

CAB/cmh
Enclosure

Firm Profile

Barraco and Associates, Inc. (BAI) was established in 1998; however, the firm's principals have worked together for over 33 years in Southwest Florida. This history of shared work experience provided the solid foundation on which to build the firm and quickly established BAI as a regional leader of professional consulting firms in Southwest Florida.

BAI's mission is to assist clients in achieving their project objectives by providing highly responsive, technically sound, cost-effective services. Barraco and Associates' sincere commitment to consistently provide clients outstanding customer service is tied directly to our attention to detail and dedication to our projects.

BAI has a single office conveniently located in Fort Myers, blocks from the Lee County Government and Public Works offices as well as the City of Fort Myers City Hall and other federal, state and local review agencies including the South Florida Water Management District, Florida Department of Environmental Protection, Florida Department of Transportation, and the U.S. Army Corps of Engineers. Our proximity, coupled with interaction on numerous projects over the years, has secured a working knowledge and skillful aptitude of the criteria, processes, policies and procedures utilized for planning, permitting, designing and construction of projects in Southwest Florida. This experience has afforded BAI valuable insights to the various public information approaches along with a history of precedents, agency staff and working relationships among the involved entities. Project management is not an exact science and this experience is critical to implementing a timely project process.



The diversity of Barraco and Associates' expertise is illustrated in the following summarized list of professional consulting services provided by BAI staff.

ENGINEERING SERVICES

- ◆ Community Development Districts - District Engineer Duties
- ◆ Engineering Cost Analysis
- ◆ Traffic Impact Statements
- ◆ Utility Design
- ◆ Stormwater Management
- ◆ Roadway Design

ENGINEERING SERVICES (continued)

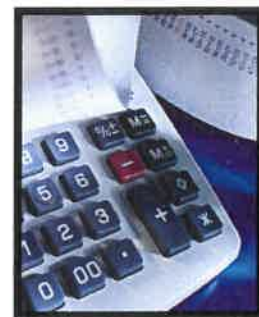
- ✦ Permitting
- ✦ Utility Coordination
- ✦ Emergency Preparedness Plans



- ✦ Signing and Marking Design
- ✦ Access Management
- ✦ Project Management
- ✦ Public Information Facilitation
- ✦ Intersection Design
- ✦ Maintenance of Traffic Plans
- ✦ Expert Witness
- ✦ Design Alternatives
- ✦ Construction Plan Preparation
- ✦ Technical Specifications

BID SPECIFICATIONS

- ✦ Contract Documents
- ✦ Technical Specifications
- ✦ Addendum
- ✦ Change Orders
- ✦ Assistance with Bid Procedures
- ✦ Bid Tabulations
- ✦ Assistance with Contractor Selection



CONSTRUCTION ADMINISTRATION SERVICES

- ✦ Construction Engineering and Inspection (CEI)
- ✦ Assistance with Contractor Selection
- ✦ Design and Constructability Reviews
- ✦ Observation Activities
- ✦ Obtain Record Information
- ✦ Shop Drawing Reviews
- ✦ Contractor Pay Request Review
- ✦ Testing Materials & Result Review
- ✦ Pre-Construction Meeting
- ✦ Public Information Facilitation
- ✦ Public Involvement Workshops



CONSTRUCTION RECORD KEEPING

- ✦ Prepare and Maintain Records/Logs
- ✦ Final Documentation
- ✦ Record Drawing Production

SURVEYING & MAPPING

- ✦ Boundary and Control Surveys
- ✦ Sketches and Legal Descriptions
- ✦ Topographic Surveys
- ✦ Subdivision Platting

SURVEYING & MAPPING (continued)

- ✦ Construction Stakeout
- ✦ GPS Services
- ✦ Deed Research
- ✦ Mortgage Inspections
- ✦ Right-of-Way Surveys
- ✦ Jurisdictional Surveys



PLANNING



- ✦ Planned Development Rezoning
- ✦ Special Exceptions and Variances
- ✦ Community Planning
- ✦ Developments of Regional Impact (DRI)
- ✦ Due Diligence/Feasibility Study
- ✦ Comprehensive Plan Amendments
- ✦ Conflict Resolution
- ✦ Public Involvement & Facilitation
- ✦ Design Guidelines
- ✦ Zoning
- ✦ Master Concept Plans

PERSONNEL

Carl A. Barraco, P.E., is proposed as District Engineer, with Wesley S. Kayne, P.E., proposed as Assistant District Engineer. Meeting attendance, as well as requests for construction services or other engineering tasks, will be handled by Mr. Barraco, or in his absence by Mr. Kayne.



Carl A. Barraco, P.E.
Proposed District Engineer



Wesley S. Kayne, P.E.
Proposed Assistant
District Engineer

Resumes and professional licenses or certifications for Mr. Barraco, Mr. Kayne and additional BAI team members are provided on the following pages.

EDUCATION

University of South Florida
B.S. Civil Engineering, 1984
M.S. Civil Engineering, 1987

PROFESSIONAL REGISTRATION

Florida P.E. #38536 - 1987

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers
Florida Engineering Society
National Society of
Professional Engineers

HONORS

2015-16
Florida Engineering Society
Calusa Chapter
Engineer of the Year

1998
Asphalt Contractors Assn. of
Florida, Inc. - District One
Roads and Streets Award

1993-94
Florida Engineering Society
Calusa Chapter
Young Engineer of the Year

1983
American Society of
Civil Engineers - Student
Engineer of the Year

Tau Beta Pi National
Engineering Honor Society

Chi Epsilon National Civil
Engineering Honor Society

Phi Kappa Phi National Honor
Society

Carl A. Barraco, along with his associates, formed Barraco and Associates, Inc., in April 1998. Prior to this time he was a senior shareholder and served on the Board of Directors of a large Southwest Florida engineering and surveying firm.

Mr. Barraco has been providing engineering services in Southwest Florida for 34 years. His professional experience is well diversified as illustrated below:

✦ Served or currently serves as District Engineer for the following Districts:

Mirada	Treeline Preserve
Waterford Landing	Moody River Estates
Colonial Country Club	Stoneybrook
River Hall	East Bonita Beach Road
Catalina at Winkler Preserve	Bayside/Bay Creek
Paseo	Orange Blossom Ranch
Lucaya	Orange Blossom Groves
Corkscrew Farms	Eastwood Village
WildBlue	Blue Lake

✦ Principal in Charge for **U.S. 41 Transmission Line Improvements (Alico Road to Colonial Boulevard, Phases 1A-1, 2A-West and 2A-East)** project for Lee County Utilities consisted of replacing existing forcemain and watermain from south of Old Gladiolus Drive to north of Crystal Drive in Fort Myers. To alleviate impacts to traffic, BAI successfully designed and coordinated the construction of watermain and forcemain directional bores beneath U.S. 41 and many side roads. To minimize construction costs and maintain an effective design, BAI coordinated with FDOT for the simultaneous installation of the new 8-foot sidewalk being constructed within the U.S. 41 right-of-way.

✦ **Orange Blossom Ranch/Orange Blossom Groves** - Engineer of Record for a ±1,600-unit residential development including 258 townhomes and 1,342 single family units located off Oil Well Road in Collier County.

✦ **Isles of Collier Preserve**, Phases 1-10 - Principal in Charge for the ±700 unit residential subdivision with associated Preview Center and Amenity Center located in Collier County, Florida.

✦ Project Engineer for **Paseo**, a 444-acre, 1,149 unit residential subdivision located in Fort Myers, Florida. Services included providing for infrastructure including all drainage, water and sewer design.

✦ Project Engineer for full infrastructure to support the **River Hall** subdivision, a 2,000-acre, 1,199-unit residential subdivision, located off of S.R. 80 in Lee County. Included infrastructure design and construction of over 20 miles of multiple diameter watermain, 18 miles of gravity sewer, 8.5 miles of forcemain including a Lee County Utilities 4,500 LF forcemain within the S.R. 80 right-of-way.

✦ Project Engineer/Manager for **Somerset at the Plantation**, a 1,269-acre, 530-unit subdivision located in Fort Myers, Florida. Services included providing for infrastructure including all drainage, water and sewer design, permitting and certifications.

EDUCATION

Florida Gulf Coast University
B.S., Civil Engineering, 2012
Summa Cum Laude

Edison State College
Associate of Arts, 2009
Focus: Mathematics & Science

PROFESSIONAL REGISTRATION

Florida P.E. #80507 - 2015

CERTIFICATIONS

FDEP Qualified Stormwater
Management Inspector,
No. 27160, 2012

PROFESSIONAL AFFILIATIONS

Florida Engineering Society
Calusa Chapter
President 2016
Vice President 2015
Secretary 2014
Treasurer 2013

HONORS

Florida Engineering Society
Calusa Chapter
Young Engineer of the Year
2013-14

U.A. Whitaker College of
Engineering - Engineering Honor
Society

Phi Theta Kappa
International Honor Society

Wes Kayne joined Barraco and Associates, Inc. in October 2006 as an engineering technician. Mr. Kayne designs efficient commercial and residential sites, calculates stormwater management criteria based on SFWMD requirements, calculates utility sizes based on local municipal and state standards, calculates transportation impacts based on local department standards, designs utility and drainage networks, and produces full plan sets for stormwater and site work development permits. He also has professional experience in GIS-related projects for record and exhibit purposes. Additionally, he has survey field experience including establishing control, collecting topographic data, and construction stakeout utilizing GPS and conventional survey equipment.

Mr. Kayne has provided utility and roadway design services on numerous residential projects including the following:

- ◆ **Seaglass:** A 120-unit high-rise located within the Bonita Bay development in Bonita Springs. Tasks included parking lot grading and design, drainage layout and sizing, utility design, and preparation of plans.
- ◆ **Valencia Golf & Country Club Phase 1B:** A 41-unit single family parcel located in Collier County. Served as Engineer of Record overseeing utility and infrastructure design and preparation of plans.
- ◆ **Bonita Isles:** A 225-unit development located in Bonita Springs. Tasks included site layout, roadway grading and design, drainage layout and pipe sizing, and utility infrastructure for approximately 1.5 miles of roadway, and utility infrastructure to support the development.
- ◆ **Isles of Collier Preserve:** A 1,999-unit single and multi-family development on $\pm 2,400$ acres located in Collier County, Florida. Tasks included site layout, roadway grading and design, utility infrastructure design, drainage layout and pipe sizing, earthwork quantification, and preparation of plans. Utility infrastructure design included modeling potable and wastewater systems to size pump stations and transmission mains appropriately for the multi-phase development. Through the current phase, 7.7 miles of roadway and utility infrastructure have been designed to support 549 units.

Mr. Kayne has served or currently serves as the Assistant to the District Engineer for the following Districts (2012-present):

Mirada
Treeline Preserve
River Hall
Catalina at Winkler Preserve
Paseo
Corkscrew Farms
WildBlue

Lucaya
Moody River Estates
Bayside Improvements/Bay Creek
Orange Blossom Ranch
Orange Blossom Groves
Eastwood Village
Blue Lake

JENNIFER SAPEN, AICP, LEED AP BD+C
VICE PRESIDENT OF LAND PLANNING
Principal Planner

EDUCATION

Purdue University
Interior Design, 1991-94

Edison Community College

PROFESSIONAL REGISTRATION

AICP #028786 - November 2015

CERTIFICATIONS

Green Building Certification Institute
LEED Accredited Professional
(LEED AP) - 2009

AFFILIATIONS

American Planning Association,
Florida Chapter, Promised Lands
Section

International Council of Shopping
Centers (ICSC)

Land Development Advisory
Committee

City of Fort Myers Downtown/
Midtown Steering Committee

Ms. Sapen began her career with Johnson Engineering in 1998 as an engineering draftsman. As a multi-discipline firm, she gained experience and knowledge of water management and environmental parameters unique to Southwest Florida, land planning concepts and procedures, and subdivision design standards.

In 2002, Ms. Sapen joined Barraco and Associates as a land planning and site design specialist. Here she combined her engineering knowledge with a creative sense of space and respect for land planning principles to develop land solutions which are cost effective, honor jurisdictional goals, and yield market appeal through synergy and cohesion. Her appointment to the Land Development Advisory Committee in 2009 ensures a working knowledge of Lee County Codes as well as an understanding of changes and how they relate to County objectives.

As a land planner, Ms. Sapen's responsibilities include project coordination in the preparation and presentation for rezonings and Comprehensive Plan Amendments. Serving as an expert in the realm of site planning and land planning, Ms. Sapen has provided testimony on the following projects through public hearing processes in Southwest Florida:

- ✦ Isles of Collier Preserve PUD - Collier County
- ✦ Banana Branch CPA/PUD - Hendry County
- ✦ Tri-County Commerce Center IPD - City of Fort Myers
- ✦ Sonoma Preserve PUD - DeSoto County
- ✦ Michigan Avenue PUD/CPA - City of Fort Myers
- ✦ Gully Creek RPD - Lee County
- ✦ 3691 Canal Street Administrative Appeal - City of Fort Myers
- ✦ Colonial Hammock PUD - City of Fort Myers
- ✦ Eastwood Village - City of Fort Myers
- ✦ Oak View RPD - Lee County
- ✦ Brookshire CPD - Lee County
- ✦ Blasingim RPD - Lee County
- ✦ Prima Luce - City of Fort Myers
- ✦ Homestead MPD - Lee County
- ✦ Eastwood Village - City of Fort Myers
- ✦ J.J. Taylor PUD - City of Fort Myers
- ✦ Enclaves CPD/RPD - Lee County
- ✦ Stonewater PDP - City of Cape Coral
- ✦ Tidewater MPD - Village of Estero
- ✦ Bella Vida PDP - City of Cape Coral

EDUCATION

Cypress Lake High School 1981

PROFESSIONAL REGISTRATION

**Professional Surveyor & Mapper
LS5949 - Florida, 1999**

PROFESSIONAL AFFILIATIONS

**National Society of Professional
Surveyors & Mappers**

**American Congress of Surveying
& Mapping**

**Florida Surveying & Mapping
Society**

Certified Survey Technician III

Scott Wheeler joined the surveying profession immediately after graduation from high school in 1981 and began working on a survey crew as a rodman, working his way up to instrumentman and party chief. In 1987, he was transferred to an office position as a survey technician. In 1991, Mr. Wheeler became a Certified Survey Technician through the American Congress of Surveying and Mapping. In 1999, Mr. Wheeler became a licensed Surveyor and Mapper in the State of Florida.

Mr. Wheeler joined Barraco and Associates in 1999 as Vice President of Surveying. In this capacity Mr. Wheeler was responsible for the organization and implementation of a new department and the addition of professional services offered by BAI. Mr. Wheeler oversaw the hiring of survey personnel and the acquisition of necessary equipment to outfit survey field crews. Mr. Wheeler's responsibilities include reviewing new projects to determine requirements, available resources and scheduling constraints; setting overall guidelines for work completion; as well as executing effective methods to monitor project progress and efficiency. Since starting the department for Barraco and Associates, surveying has become an integral component of the services provided to the company's clients and currently provides personnel for three field crews.

Mr. Wheeler has provided technical support on a number of right-of-way plans for the Florida Department of Transportation. In the private sector Mr. Wheeler has extensive experience with the production of record plats for Private Equity Group, PulteGroup, CalAtlantic, Lennar, WCI Communities, Bonita Bay Group, Land Solutions, Inc., and numerous others. These duties included calculations for the field crews and producing computer aided drawings and plat sheets. Mr. Wheeler has also provided services for the following projects:

- ◆ Lee County Department of Transportation right-of-way surveys for Three Oaks Parkway and Williams Road
- ◆ Record plats for WildBlue, Westbrook, Tidewater, Mediterra, Paseo, River Hall, Pelican Landing, Bonita Bay and numerous other subdivision plats in Lee and Collier counties.
- ◆ Boundary surveys within the City of Fort Myers, Lee, Charlotte, Collier, Hendry and DeSoto counties.

While at Barraco and Associates, Mr. Wheeler has provided surveys for residential and commercial projects. This experience includes the utilization of a Global Positioning System to provide utility locations for record drawings.

EDUCATION

Santa Fe College
A.A.S. Building Construction
Technology (emphasis on
Construction Mgmt.), 2007

PROFESSIONAL CERTIFICATIONS

FDOT - Temporary Traffic Control
Advanced (expires 6/2023)

FDOT - Final Estimates (expires
7/31/2020)

FDOT - Earthwork Construction
Inspection (exp. 7/31/2020)

FDOT - Asphalt Paving Technician,
Level 1 (exp. 12/19)

FDOT - MSE Wall, 2016

FDEP Stormwater Management
Inspector, 2008

SFWMD Dewatering 101

USDOT - Nuclear Gauge HAZMAT

MILITARY SERVICE

Florida Army National Guard
Air Defense Artillery - 14S
2002-2005, Honorably Discharged

Douglas Tarn joined the construction administration team at Barraco and Associates, Inc. in May 2007. Mr. Tarn has provided project management and construction observation services on several projects since joining the firm, including the following:

✦ **Orange Grove Boulevard-Hancock Bridge Parkway to Pondella Road**, Lee County – This Lee County Utilities project consisted of replacing 10" water main on the east side of Orange Grove Boulevard from just south of Hancock Bridge Parkway to Pondella Road. The project included replacing existing storm drainage as well as installing new storm drainage to make improvements within the right-of-way. Over one mile of sidewalk was removed and replaced. Additional work included roadway and driveway repairs where new water main was installed. Mr. Tarn served as project manager.

✦ **The U.S. 41 Transmission Line Improvements (Alico Road to Colonial Boulevard, Phases 1A-1, 2A-West and 2A-East)** project for Lee County Utilities (LCU) consisted of replacing existing forcemain and watermain from south of Old Gladiolus Drive to north of Crystal Drive in Fort Myers. In order to alleviate impacts to traffic, BAI successfully designed and coordinated the construction of watermain and forcemain directional bores beneath U.S. 41 and many side roads. To minimize construction costs and maintain an effective design, BAI coordinated with FDOT for the simultaneous installation of the new 8-foot sidewalk being constructed within the U.S. 41 right-of-way. Mr. Tarn assisted with construction observations and project management for this LCU project.

✦ BAI performed **CEI and GIS services for State Road 739** (total length of 1.336 miles) for the City of Fort Myers. Most notable service provided was maintaining water and sewer service for residences and businesses during construction along the corridor. GIS services included providing as-built information after utilities were installed. Mr. Tarn served as the Senior Utility Inspector and Project Manager.

✦ For the **City of Fort Myers' Metro Parkway Utilities Relocation** project from Dr. Martin Luther King, Jr. Boulevard to Hanson Street on Evans Avenue and Fowler Street to Industrial Street on Hanson Street, Mr. Tarn witnessed and inspected the removal and installation of force main, gravity sewer, and water main. Other responsibilities included maintaining daily construction reports and client and contractor interface. This project was completed in 2008, ahead of schedule and under budget, and was constructed under a JPA between the City of Fort Myers and the FDOT.

State of Florida



Department of State

I certify from the records of this office that BARRACO AND ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on March 5, 1998.

The document number of this corporation is P98000021404.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on January 16, 2020, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Thirteenth day of April, 2020



CR2E022 (01-11)

Laurel M. Lee

Secretary of State



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BARRACO AND ASSOCIATES, INC.

2271 MCGREGOR BOULEVARD SUITE 100
FT. MYERS FL 33901

LICENSE NUMBER: CA7995

EXPIRATION DATE: FEBRUARY 28, 2021

Always verify licenses online at MyFloridaLicense.com



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Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LB6940**

Expiration Date. February 28, 2021

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

BARRACO AND ASSOCIATES INC
2271 MCGREGOR BLVD
FORT MYERS, FL 33901-3314

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BARRACO, CARL ANTHONY

2271 MCGREGOR BLVD.
SUITE 100
FORT MYERS FL 339010000

LICENSE NUMBER: PE38536

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor

Halsey Beshears, Secretary



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

KAYNE, WESLEY SCOTT

2271 MCGREGOR BLVD.
STE 100
FORT MYERS FL 33901

LICENSE NUMBER: PE80507

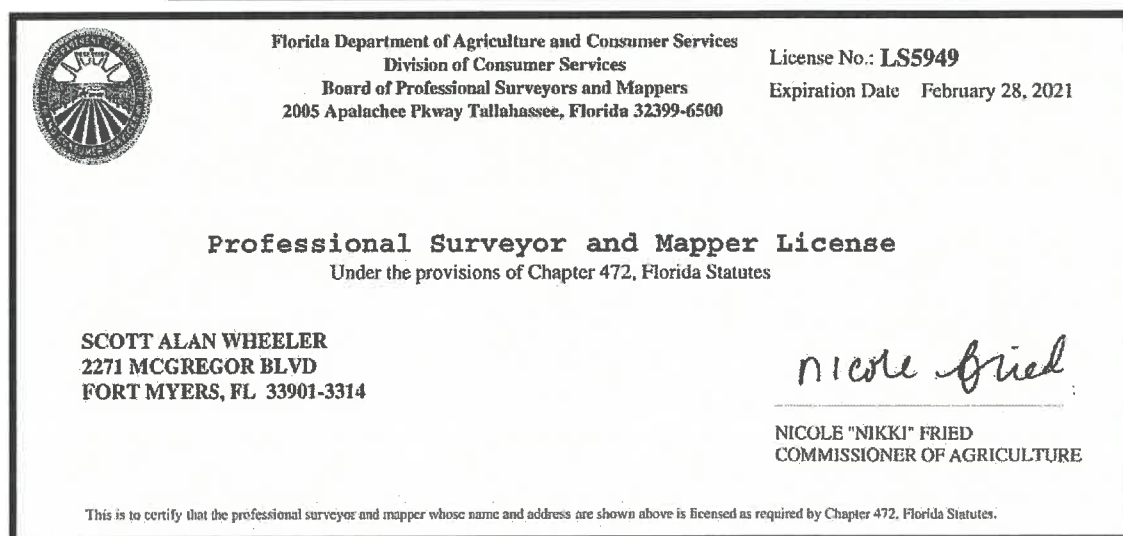
EXPIRATION DATE: FEBRUARY 28, 2021

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ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Request for Qualifications for Engineering Services V-Dana Community Development District

2. PUBLIC NOTICE DATE

April 17, 2020

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Carl A. Barraco, P.E.

5. NAME OF FIRM

Barraco and Associates, Inc.

6. TELEPHONE NUMBER

239.461.3170

7. FAX NUMBER

239.461.3169

8. E-MAIL ADDRESS

carlb@barraco.net

C. PROPOSED TEAM

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

(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
PRIME	JV	PARTNER	SUBCON-TRACTOR			
a.	✓			Barraco and Associates, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	2271 McGregor Boulevard Suite 100 Fort Myers, FL 33901	District Engineer
b.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Carl A. Barraco, P.E.	13. ROLE IN THIS CONTRACT District Engineer / Principal in Charge	14. YEARS EXPERIENCE	
		a. TOTAL 36	b. WITH CURRENT FIRM 22

15. FIRM NAME AND LOCATION (City and State)

Barraco and Associates, Inc. - Fort Myers, Florida

16. EDUCATION (Degree and Specialization)

M.S. - Civil Engineering (1987)

B.S. - Civil Engineering (1984)

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineering License No. 38536 - Florida

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

Florida Engineering Society (FES) Calusa Chapter - Engineer of the Year Award (2015-16); Road & Streets Award presented by District One of the Asphalt Contractor Assn. of Fla., Inc. (1998); FES Calusa Chapter - Young Engineer of the Year Award (1993-94); American Society of Civil Engineers - Student Engineer of the Year (1983)

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Paseo - Fort Myers (Lee County, Florida)	2011	Cont
<p>a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Project Engineer/Manager for 444-acre, 1,149 unit residential subdivision; services included provided for infrastructure including all drainage, water and sewer design. Estimated infrastructure construction cost for Phase I is \$10,400,000.</p>		
Bayside/Bay Creek CDD (Lee County, Florida)	Cont	N/A
<p>b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>District Engineer for the Bayside and Bay Creek Community Development Districts.</p>		
Corkscrew Farms CDD	Continuing	Continuing
<p>c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>The District includes approximately +/- 999 acres of the overall +/-1,361 acre Corkscrew Farms Development. A total of 1,325 residential units is proposed to be constructed over the course of two phases. The development is located in Lee County, Florida. Proposed public infrastructure is estimated at \$51,000,000.</p>		
Mirada (Fort Myers, Lee County, Florida)	Cont	N/A
<p>d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Principal in Charge for a 59-acre, mixed use development (240 residential units, 200,000 sq. ft. medical/office space); services include design of infrastructure (paving, drainage, water, sewer, and surface water management). Not yet constructed.</p>		
Waterford Landing (Fort Myers, Lee County, Florida)	Cont	Cont
<p>e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Principal in Charge for this 1,012-unit, 255.8-acre residential development. BAI provided full civil engineering and survey services including zoning, site design, permitting, surveys, construction administration, and project certification. Estimated infrastructure costs for this project \$12,367,000.</p>		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 3.		
21. TITLE AND LOCATION <i>(City and State)</i> Paseo CDD, Fort Myers, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Cont</td> <td>CONSTRUCTION <i>(If applicable)</i> Cont</td> </tr> </table>		PROFESSIONAL SERVICES Cont	CONSTRUCTION <i>(If applicable)</i> Cont
PROFESSIONAL SERVICES Cont	CONSTRUCTION <i>(If applicable)</i> Cont			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Paseo Community Development District	b. POINT OF CONTACT NAME Belinda Blandon	c. POINT OF CONTACT TELEPHONE NUMBER (239) 936-0913
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

BAI has been providing full civil engineering and surveying services through construction on this +/-450 acre residential community with 749 multi-family and 378 single family units; currently serving as District Engineer for the Community Development District.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE Civil Engineer / Surveyor / District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 4.
21. TITLE AND LOCATION <i>(City and State)</i> Lucaya CDD, Fort Myers, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Cont	CONSTRUCTION <i>(If applicable)</i> Cont

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Lucaya Community Development District	b. POINT OF CONTACT NAME Belinda Blandon	c. POINT OF CONTACT TELEPHONE NUMBER (239) 936-0913
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

BAI provided full civil engineering and surveying services through construction on this +/-99 acre, 384 unit multi-family residential community and is currently serving as District Engineer for the Community Development District.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE Civil Engineer / Surveyor / District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 5.		
21. TITLE AND LOCATION <i>(City and State)</i> Catalina at Winkler Preserve CDD, Fort Myers, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Cont</td> <td>CONSTRUCTION <i>(If applicable)</i> Cont</td> </tr> </table>		PROFESSIONAL SERVICES Cont	CONSTRUCTION <i>(If applicable)</i> Cont
PROFESSIONAL SERVICES Cont	CONSTRUCTION <i>(If applicable)</i> Cont			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Catalina at Winkler Preserve CDD	b. POINT OF CONTACT NAME Belinda Blandon	c. POINT OF CONTACT TELEPHONE NUMBER (239) 936-0913
--	---	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

BAI provided civil engineering and surveying services including site design, permitting and surveying for this +/-111 acre, 282 single family unit residential development and is currently serving as District Engineer for the Community Development District.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE Civil Engineer / Surveyor / District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 6.				
21. TITLE AND LOCATION <i>(City and State)</i> Moody River Estates CDD, North Fort Myers, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION <i>(if applicable)</i></td> </tr> <tr> <td>Cont</td> <td>Cont</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>	Cont	Cont
PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>					
Cont	Cont					

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Moody River Estates CDD	b. POINT OF CONTACT NAME Chuck Adams, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER (239) 498-9038
---	---	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

BAI provides professional services to Moody River Estates Community Development District after completion of all CDD infrastructure was completed by others.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 7.
21. TITLE AND LOCATION (City and State) Waterford Landing CDD, Fort Myers, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Cont	CONSTRUCTION (If applicable) Cont

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Waterford Landing CDD	b. POINT OF CONTACT NAME Craig Wrathell, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER (954) 426-2105
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

BAI has been providing full civil engineering and survey services including zoning, site design, permitting, surveys, construction administration, and project certification for this +/-255 acre, 1,012 unit residential development and is currently serving as District Engineer for the CDD.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION (City and State) Fort Myers, Florida	(3) ROLE Civil Engineer / Surveyor / District Engineer
b. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 8.		
21. TITLE AND LOCATION <i>(City and State)</i> Mirada CDD, Fort Myers, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Cont</td> <td>CONSTRUCTION <i>(If applicable)</i> Cont</td> </tr> </table>	PROFESSIONAL SERVICES Cont	CONSTRUCTION <i>(If applicable)</i> Cont
PROFESSIONAL SERVICES Cont	CONSTRUCTION <i>(If applicable)</i> Cont			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Mirada Community Development District	b. POINT OF CONTACT NAME Paul Winkeljohn, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER (954) 721-8681
---	---	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

BAI provided infrastructure design including paving, drainage, water, sewer and surface water management for this +/-59 acre mixed use development (240 residential units, 200,000 sf of medical office space).

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE Civil Engineer / District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 9.		
21. TITLE AND LOCATION (City and State) Treeline Preserve CDD, Fort Myers, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Cont</td> <td>CONSTRUCTION (If applicable) Cont</td> </tr> </table>	PROFESSIONAL SERVICES Cont	CONSTRUCTION (If applicable) Cont
PROFESSIONAL SERVICES Cont	CONSTRUCTION (If applicable) Cont			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Treeline Preserve CDD	b. POINT OF CONTACT NAME Paul Winkeljohn, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER (954) 721-8681
--	--	---

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

BAI has been providing full civil engineering and surveying services for this +/-97 acre, 676 multi-family unit, 350,000 sf commercial development and is currently serving as District Engineer.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION (City and State) Fort Myers, Florida	(3) ROLE Civil Engineer / Surveyor / District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 10.		
21. TITLE AND LOCATION (City and State) Blue Lake Community Development District		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Ongoing</td> <td>CONSTRUCTION (If applicable) Ongoing</td> </tr> </table>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Blue Lake CDD	b. POINT OF CONTACT NAME Kathleen D. Meneely, SW Fla. District Mgr.	c. POINT OF CONTACT TELEPHONE NUMBER 941.875.4195
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Blue Lake Community Development District consists of +/-706 acres of the overall +/-2,960 acre WildBlue Development. The community that comprises the District is known as VistaBlue. A total of 423 single family residential units are proposed to be constructed within the District over the course of three phases. The proposed public infrastructure which is considered fundable from the Bonds was estimated at \$12,281,000. This project is ongoing.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION (City and State) Fort Myers, Florida	(3) ROLE District Engineer, Civil Engineer, Surveyor
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

[illegible]

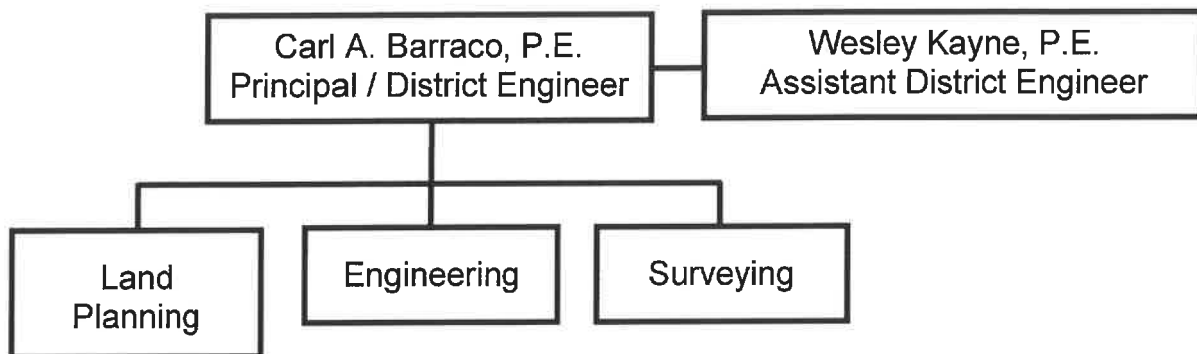
29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	Corkscrew Farms CDD	6	Moody River Estates CDD
2	Bayside Improvement / Bay Creek CDD	7	Waterford Landing CDD
3	Paseo CDD	8	Mirada CDD
4	Lucaya CDD	9	Treeline Preserve CDD
5	Catalina at Winkler Preserve CDD	10	Blue Lake CDD

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

D. ORGANIZATIONAL CHART OF PROPOSED TEAM (from Page 1)



I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

05/11/2020

33. NAME AND TITLE

Carl A. Barraco, P.E.

1. SOLICITATION NUMBER (If any)

(If a firm has branch offices, complete for each specific branch office seeking work.)

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	6		C15	Construction Management	4
08	CADD Technician/Designer	18		C16	Construction Surveying	3
12	Civil Engineer	5		G04	Geographic Info. System Services	1
15	Construction Inspector/Observer	3		H07	Highways; Streets; Parking Lots	2
16	Construction Manager	1		H11	Housing (Residential, Multi-Family)	3
38	Land Surveyor (field/office staff)	14		I06	Irrigation; Drainage	2
47	Planner	2		L02	Land Surveying	3
48	Project Manager	3		P05	Planning (Community, Regional)	1
				P06	Planning (Site, Installation, Project)	2
				S10	Surveying; Platting; Mapping; Flood	3
				S13	Storm Water Handling & Facilities	2
				T04	Topographic Surveying & Mapping	2
				W02	Water Resources; Hydrology; GW	2
				W03	Water Supply; Treatment & Distrib.	2
				Z01	Zoning; Land Use Studies	2
	Other Employees					
	Total	52				

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	0	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	7	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	7	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

The foregoing is a statement of facts.

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