



***PARKLAND PRESERVE
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

Regular Meeting

***Monday
April 27, 2026***

4:30 p.m.

***Location:
Parkland Preserve
Amenity Center
835 Parkland Trail
St. Augustine, FL 32095***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval, or adoption.

Parkland Preserve Community Development District

250 International Parkway, Suite 208
Lake Mary FL 32746
321-263-0132 Ext. 226

Board of Supervisors
Parkland Preserve
Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the Parkland Preserve Community Development District is scheduled for **Monday, April 27, 2026, at 4:30 p.m.** at the **Parkland Preserve Amenity Center, 835 Parkland Trail, St. Augustine, FL 32095.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be presented at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-226 or dharden@vestapropertyservices.com. We look forward to seeing you at the meeting.

Sincerely,

Dana Harden
District Manager

District: **PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Monday, April 27, 2026

Time: 4:30 PM

Location: Parkland Preserve
Amenity Center
835 Parkland Trail
St. Augustine, FL 32095

[Microsoft Teams Meeting](#)

ID: 243 954 129 225

Passcode: HMWBbV

Agenda

I. Roll Call

II. Pledge of Allegiance

III. Audience Comments – *(limited to 3 minutes per individual for agenda items)*

The Audience Comment portion of the agenda is where individuals who are present may make remarks on matters that concern the District. Each individual is limited to three (3) minutes for such remarks. Speakers are expected to refrain from personal attacks on the Board of Supervisors or Staff. The Board of Supervisors or Staff are not obligated to provide an immediate response as some issues require research, discussion and deliberation. If the comment concerns a maintenance related item, it should be first addressed with the General Manager outside of the context of the meeting.

IV. Staff Reports

A. District Manager

➤ Meeting Matrix

➤ Quorum Check: June 22, 2026 at 4:30 p.m.

[Exhibit 1](#)

Alfred Myslicki	In Person	Remote	No
Clare Olson	In Person	Remote	No
Kimberly Inman	In Person	Remote	No
[VACANT]	In Person	Remote	No
David Gurrie	In Person	Remote	No

B. District Counsel

C. District Engineer

- V. Vendor Reports**
- A. Vesta Property Services Amenity Manager Report [Exhibit 2](#)
 - B. Charles Aquatics Service Report [Exhibit 3](#)
 - C. Bland Landscaping Co.
- VI. Supervisors Requests**
- VII. Consent Agenda**
- A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held March 23, 2026 [Exhibit 4](#)
 - B. Consideration for Acceptance – The March 2026 Unaudited Financial Report [Exhibit 5](#)
- VIII. Business Matters**
- A. Presentation of Proposed FY 2026-2027 Budget [Exhibit 6](#)
 - B. Consideration & Adoption of **Resolution 2026-03**, Approving Proposed FY 2027 Budget and Setting a Public Hearing [Exhibit 7](#)
 - C. Consideration & Adoption of **Resolution 2026-04**, Setting a Rules of Procedure Public Hearing [Exhibit 8](#)
 - **Rules of Procedure** [Exhibit 9](#)
 - D. Consideration of Beaches Electrical Service Proposal – Two 20-amp Circuits - \$4,100.00 [Exhibit 10](#)
 - E. Consideration of Pickled Court North Florida Resurfacing Proposal – Courts 3 and 4 - \$14,500.00 [Exhibit 11](#)
- IX. Discussion Topics**
- A. Presentation of FPL Shade Approval Form [Exhibit 12](#)
- X. Audience Comments For Non-Agenda Items – (limited to 3 minutes per individual)**
- XI. Adjournment**

EXHIBIT 1

PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

March 23, 2026

*Next
Regular
Meeting
4/27*

Presentations

Consent Agenda Items

- Meeting Minutes
 - 02/23/2026 Regular Meeting

- Unaudited Financials
 - February 2026

Business Items

- *Pressure washing proposals*
- *Amenity Center Electric Improvement Proposals*

Discussions

- Budget Workshop
- Parkland Preserve Street Lights

Staff Reports

- District Manager
 - Meeting Matrix

- District Counsel
 - TBD

- District Engineer
- Amenity Manager

Action Items From Meeting:

PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

<p align="center"><i>April 27, 2026</i></p>	<p align="center"><i>Regular Meeting: 06/22</i></p>	<p><i>Presentations</i></p> <p><i>Consent Agenda Items</i></p> <ul style="list-style-type: none"> • Meeting Minutes <ul style="list-style-type: none"> ○ 3/23/2026 Regular Meeting • Unaudited Financials <ul style="list-style-type: none"> ○ January 2026 <p><i>Business Items</i></p> <ul style="list-style-type: none"> • Approve Budget <p><i>Discussions</i></p> <ul style="list-style-type: none"> • TBD <p><i>Staff Reports</i></p> <ul style="list-style-type: none"> • District Manager <ul style="list-style-type: none"> ○ Meeting Matrix • District Counsel <ul style="list-style-type: none"> ○ TBD • District Engineer • Amenity Manager. 	<p align="center"><i>Action Items From Meeting:</i></p>

PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

MAJOR CONTRACT VENDOR NAME/SERVICE	EXPIRATION DATE/COMMENTS
Amenity Management and Field Operations/Vesta Property Services	9/30/2025; auto renews for two-1 year intervals (60 days notice)
Aquatic Management/Charles Aquatics	11/1/2021- (District and Contractor: last day of month of termination letter). First Addendum was effective on 11/2/2021; First Amendment was effective on 5/1/2022; Second Amendment was effective on 4/26/2023.
Arbitrage Services/LLS Tax Solutions	Period ending 11/1/2026
Audit Services/DMHB	Fiscal Year ending 9/30/2028
District Counsel Services/Kutak Rock LLP	3/15/2023- auto renews
District Engineer Services/Kimley-Horn.	auto renews
District Management Services/DPFG (d/b/a Vesta District Services)	7/28/2025- auto renews for two-1 year intervals (60 day notice)
Fire Alarm & Security Video/High Tech (Alpha Dog)	Month to month
First Place Fitness Equipment, Inc.	11/1/2023- (yearly)
Heating and Cooling Preventive Maintenance/Hall Co	1/12/2023- (yearly)
Landscape Maintenance/Bland Landscaping	
Pest Control/Orkin (Pest and Termite)	10/6/2025 auto renew for 1 year intervals
Reception Service at Gate/Contact One	3 month renewals beginning on 3/3/2021
Website Hosting/Campus Suite	9/18/2019- 1 year auto renewal (60 days)

EXHIBIT 2

Parkland Preserve

COMMUNITY DEVELOPMENT DISTRICT

Amenity Manager's Report



Prepared For The
Parkland Preserve CDD
April 2026

Respectfully submitted by
Jarrod Vaughn, LCAM
jvaughn@vestapropertyservices.com

AMENITY UPDATES

Management Report- April 2026

For the month of April, operations proceeded as normal with no atypical items to report.

Management is seeking Board guidance regarding the temporary opening of the community's front gates for special events. On April 1st, Management was notified that the HOA had distributed correspondence to homeowners indicating the gates would be held open from 7:30 AM to 1:00 PM in connection with a planned community garage sale. It was subsequently confirmed that the CDD had not been made aware of this request, and therefore, proper approval was not obtained prior to the communication being issued.

Management advised the HOA that any future requests of this nature must be presented to and approved by the Board at a duly noticed meeting prior to distribution to residents. However, given that notice had already been provided to the community, arrangements as a courtesy were made to have the gates open during the requested timeframe.

For future occurrences, Management requests direction from the Board on whether standing authorization may be granted for limited, annual events such as a community garage sale, or similar functions, to allow for gate access without requiring repeated approvals at meetings.

Management also met with the resident at 143 Eagles Landing Lane regarding concerns about sod located on CDD property adjacent to their home (photos to be included). Following an assessment by Bland Landscaping, it was determined that there is some die-back in the Bahia grass bordering the St. Augustine turf. This condition may be the result of overspray during treatment applications in the fall or winter months.

Bland Landscaping does not recommend re-sodding the area due to the lack of irrigation necessary to sustain new sod. Instead, they have recommended seeding as a more viable option, which would need to be timed with the onset of regular afternoon rainfall in the coming months. Management is requesting Board direction on how to proceed.

143 Eagles Landing Ln



HOMEOWNER CONCERNS

Management was contacted by a homeowner who inquired about issuing a community reminder regarding the handling of misdelivered mail, noting this as a common courtesy concern within the neighborhood. Management advised that matters related to mail delivery fall under the jurisdiction of USPS and are outside the scope of Association oversight. However, the concern is being presented to the Board for consideration as to whether signage or a general reminder at the mail kiosks would be appropriate.

EXHIBIT 3



6869 Phillips Parkway Drive South
Jacksonville Fl. 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: March 31, 2026

Biologist: Mike Liddell

Client: Parkland Preserve

Waterways: 6 ponds

Pond 1: Applied algaecide to pond, minor growth noticed.



Pond 2: No algae noticed. Patches of planted pickerel weed and minor torpedo grass around pond.



Pond 3: Needs algae treatment, winds are too strong this week to apply chemicals.



Pond 4: Pond in good condition, vegetation is decaying.



Pond 5: Pond in good condition.



Pond 6: Vegetation is decaying around pond edge.



EXHIBIT 4

1 **MINUTES OF MEETING**

2 **PARKLAND PRESERVE**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Parkland Preserve Community
5 Development District was held on Monday, March 23, 2026 at 4:30 p.m. at Parkland Preserve Amenity
6 Center, 835 Parkland Trail, St. Augustine, FL 32095.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Harden called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Alfred Myslicki	Board Supervisor, Chairman
11 Clare Olson	Board Supervisor, Vice Chairwoman
12 Kimberly Inman	Board Supervisor, Assistant Secretary
13 James Mack (<i>joined in progress</i>)	Board Supervisor, Assistant Secretary

14 Also present were:

15 Dana Harden	District Manager, Vesta District Services
16 Jarrod Vaughn (<i>via phone</i>)	Vesta Property Services
17 Ken Thomas	Vesta Property Services
18 Ron Zastrocky	Vesta Property Services
19 Bennett Davenport (<i>via phone</i>)	District Counsel, Kutak Rock
20 Chris Reuther	District Engineer, Kimley-Horn

21 *The following is a summary of the discussions and actions taken at the March 23, 2026 Parkland Preserve*
22 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*
23 *request.*

24 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

25 Mr. Myslicki led all in attendance in the Pledge of Allegiance.

26 **THIRD ORDER OF BUSINESS – Audience Comments – (*limited to 3 minutes per individual for agenda***
27 ***items*)**

28 The Audience Comment portion of the agenda is where individuals who are present may make
29 remarks on matters that concern the District. Each individual is limited to three (3) minutes for such
30 remarks. Speakers are expected to refrain from personal attacks on the Board of Supervisors or
31 Staff. The Board of Supervisors or Staff are not obligated to provide an immediate response as
32 some issues require research, discussion and deliberation. If the comment concerns a maintenance
33 related item, it should be first addressed with the General Manager outside of the context of the
34 meeting.

35 (*Mr. Mack joined the meeting at 4:32 p.m.*)

36 An audience member requested for lines to be painted on the road at the corner in front of the dog
37 park, as cars tended to take the corner too wide which was endangering pedestrians and bikers.

38 An audience member noted that a green box out by the apartments entrance was sinking and
39 expressed concerns about there being a void underneath. The audience member also suggested that
40 the Board or management look into solar programs to alleviate electric costs for the amenity center
41 and pumps.

42 Ms. Harden noted that a resident not in attendance had submitted a comment with a list of fellow
43 residents that had signed a request for the Board to move the furniture in the amenity center room
44 back to the center to improve the acoustics.

45 **FOURTH ORDER OF BUSINESS – Staff Reports**

46 A. District Manager

47 Ms. Harden noted that the staff reports had been shifted earlier in the meeting agenda to reduce
48 costs associated with attendance time.

- 49 ➤ Exhibit 1: Meeting Matrix
- 50 ➤ Quorum Check: April 27, 2026, at 4:30 p.m.

51 All Board members stated that they would be present at the next meeting in person, which
52 would constitute a quorum.

53 Ms. Harden highlighted the importance of ensuring a quorum, explaining that as there was
54 no scheduled meeting for the month of May, this April meeting would need to include the
55 consideration of a resolution to approve the proposed FY 2027 budget and set a public
56 hearing.

57 B. District Counsel

58 Mr. Davenport gave an update on the Junior Davis dispute, noting that subcontractors had been
59 issued letters for the purposes of attending an upcoming mediation, the date of which would be sent
60 out to the Board in the near future. Mr. Davenport noted that only one representative of the Board
61 could attend the mediation due to Sunshine Law restrictions. Mr. Mack expressed concerns about
62 the lengthy process and risks of continued delays with the mediation procedure, commenting that
63 bringing the matter to court may be an alternative avenue if no progress was made with the
64 mediation. Mr. Davenport advised that he expected for mediation to resolve the dispute soon to at
65 least some extent. Mr. Myslicki emphasized the need to follow through with the appropriate legal
66 process in a level-headed manner, and comments were heard in favor of the Chair being the Board's
67 liaison at the mediation.

68 C. District Engineer

69 Mr. Reuther noted that he had nothing specific to report on, though gave some clarification about
70 washouts on pond banks being within CDD maintenance responsibility. Additional discussion with
71 the Board ensued regarding long-term maintenance of connected pipes should any issues arise.

72 **FIFTH ORDER OF BUSINESS – Vendor Reports**

73 A. Exhibit 2: Vesta Property Services Amenity Manager Report

74 Mr. Vaughn noted a request from the housekeeping staff to have the center closed for additional
75 time in the mornings until 7:30 a.m. from Tuesday through Thursday each week, to mitigate dirt
76 being tracked through the facility by foot traffic while cleaning was still ongoing. The Board agreed
77 to allow for this, and Ms. Harden asked for Mr. Vaughn to send out an e-blast to the community to
78 inform them of this closure and that the Fitness Center would remain open during this time.

79 The Board and Mr. Vaughn additionally discussed CDD storage, highlighting certain items that
80 appeared to have been borrowed and not returned by residents, as well as concerns about donations
81 accumulating and putting a strain on the space that was available.

82 *(Mr. Mack left the meeting at 5:09 p.m.)*

83 Ms. Harden requested for an e-blast to be sent out to remind residents that items at the amenity
84 center were the property of the CDD and not to be removed.

85 B. Exhibit 3: Charles Aquatics Service Reports (February 26)

86 C. Bland Landscaping Co

87 ➤ Exhibit 4: Horticulture Spray Report (Dated March 11)

88 ➤ Exhibit 5: Soil Test Results and Application Recommendations (Dated March 14)

89 ➤ Proposals for Consideration

90 1. Exhibit 6: March 2026 Irrigation Troubleshooting - \$1,020.00

91 On a MOTION by Ms. Inman, SECONDED by Ms. Olson, WITH ALL IN FAVOR, the Board approved
92 the Bland Landscaping March 2026 Irrigation Troubleshooting proposal, in the amount of \$1,020.00, for
93 the Parkland Preserve Community Development District.

94 2. Exhibit 7: March 2026 Irrigation Repairs - \$925.00

95 On a MOTION by Ms. Inman, SECONDED by Mr. Myslicki, WITH ALL IN FAVOR, the Board approved
96 the Bland Landscaping March 2026 Irrigation Repairs proposal, in the amount of \$925.00, for the Parkland
97 Preserve Community Development District.

98 3. Exhibit 8: Retention Pond Bank Erosion Repair - \$2,015.00

99 Comments were made suggesting that there may be issues with the sod installation
100 if it was not adequately watered on a regular basis. Mr. Reuther noted that sod was
101 being recommended over seeding because sod would provide immediate
102 stabilization on the banks, whereas unexpected rainstorms could wash out
103 seedings. Additional comments were heard noting that bahia sod tended to be
104 hardier and would require less water to establish than other types of grasses.

105 On a MOTION by Mr. Myslicki, SECONDED by Ms. Olson, WITH ALL IN FAVOR, the Board approved
106 the Bland Landscaping Retention Pond Bank Erosion Repair proposal, in the amount of \$2,015.00, for the
107 Parkland Preserve Community Development District.

108 4. Exhibit 9: Pond Equipment Screen and Plant Replacement - \$2,982.00

109 On a MOTION by Ms. Inman, SECONDED by Mr. Myslicki, WITH ALL IN FAVOR, the Board approved
110 the Bland Landscaping Pond Equipment Screen and Plant Replacement proposal, in the amount of
111 \$2,982.00, for the Parkland Preserve Community Development District.

112 5. Exhibit 10: Spring Seasonal Annuals - \$1,315.00

113 Ms. Harden noted that the amount quoted in the signed contract for annuals was
114 \$1,080, and recommended that the Board approve this amount instead.

115 On a MOTION by Ms. Inman, SECONDED by Mr. Myslicki, WITH ALL IN FAVOR, the Board approved
116 the Bland Landscaping P Spring Seasonal Annuals proposal, in the revised amount of \$1,080.00, for the
117 Parkland Preserve Community Development District.

118 Following the motion, Ms. Harden stated that she would get with Bland
119 Landscaping to get the dollar amount for this proposal adjusted accordingly.

120 **SIXTH ORDER OF BUSINESS – Supervisors Requests**

121 Ms. Olson requested for copies of the pond maintenance and landscaping contracts.

122 **SEVENTH ORDER OF BUSINESS – Consent Agenda**

123 A. Exhibit 11: Consideration for Approval – The Minutes of the Board of Supervisors Regular
124 Meeting Held February 2026

125 B. Exhibit 12: Consideration for Acceptance – The February 2026 Unaudited Financial Report

126 On a MOTION by Ms. Olson, SECONDED by Ms. Inman, WITH ALL IN FAVOR, the Board approved
127 all items of the Consent Agenda for the Parkland Preserve Community Development District.

128 **EIGHTH ORDER OF BUSINESS – Business Matters**

129 A. Consideration of Pressure Washing Proposals

130 Mr. Zastrocky recalled that the Board had requested looking into whether a package deal for
131 pressure washing both the sidewalks and the fence would result in better value for the CDD, but
132 noted that he felt that the fence didn't appear to need pressure washing at this time. Ms. Harden
133 noted that three proposals had been received for the same scope of work, being from Amenity
134 Management Group in the amount of \$2,324.00, Five Star Pressure Washing in the amount of
135 \$4,300.00, and Hydro-Kleen Pressure Washing in the amount of \$2,633.52. Ms. Harden stated that
136 Amenity Management Group's quote provided for their own water supply, whereas the other quotes
137 would be using hydrant water via a temporary meter from the utility department, and had included
138 the associated fee in their respective proposals.

139 On a MOTION by Mr. Myslicki, SECONDED by Ms. Olson, WITH ALL IN FAVOR, the Board approved
140 the Amenity Management Group pressure washing proposal, as presented, in the amount of \$2,324.00, for
141 the Parkland Preserve Community Development District.

142 B. Consideration of Amenity Center Electric Improvement Proposals

143 The Board noted that only two proposals had been received, and requested additional competing
144 proposals for consideration.

145 Prior to proceeding to Discussion Topics, the Board discussed approving the purchase and
146 installation of solar powered lighting for the bocce ball courts.

147 On a MOTION by Mr. Myslicki, SECONDED by Ms. Olson, WITH ALL IN FAVOR, the Board approved
148 the purchase and installation of two solar lights for the bocce ball courts, in an amount not to exceed
149 \$1,000.00, for the Parkland Preserve Community Development District.

150 Following the motion, Ms. Harden stated that staff would get with the Chair to determine the ideal
151 placement of the lights.

152 **NINTH ORDER OF BUSINESS – Discussion Topics**

153 A. FY 2027 Budget Workshop Meeting Discussion

154 ➤ Exhibit 13: Proposed FY 2027 Budget (*updated March 20, 2026*)

155 Ms. Harden noted that the numbers had been unchanged since the workshop, and that the
156 proposed budget did not contemplate any overall increase over the previous fiscal year.
157 Ms. Harden explained that this version of the budget had been updated to include the names
158 of vendors associated with line items wherever they were fixed in contract. In response to
159 a question about the apartments, Ms. Harden explained that they would begin paying their
160 portion whenever the certificate of occupancy had been received.

161 B. Parkland Preserve Street Lights

162 Ms. Harden stated that she would create a form for residents to fill out when requesting a street
163 light shade from FPL, with fields included for names, addresses, reasoning for the shade, pole
164 number, and shade directionality.

165 C. Key Fobs

166 The Board directed staff to reduce key fob prices from \$25 to \$10 each. Ms. Harden additionally
167 asked whether card prices should be adjusted, and the Board agreed to set these at \$20.

168 D. Purchase of District Tools

169 Ms. Harden explained that Vesta had the ability to bring their own tools to the property as needed,
170 but that it may be more efficient to purchase larger tools such as ladders to have on the property
171 rather than transporting back and forth via trailer.

172 Prior to proceeding with the next order of business, Mr. Davenport noted that Mr. Mack had
173 submitted a letter of resignation from the Board of Supervisors via email effective immediately,
174 which would need a Board motion to accept.

175 On a MOTION by Mr. Myslicki, SECONDED by Ms. Olson, WITH ALL IN FAVOR, the Board accepted
176 the resignation of Supervisor Mack from the Board of Supervisors for the Parkland Preserve Community
177 Development District.

178 Following the motion, the Board requested for a deadline to be set for accepting resumes by April
179 20.

180 **TENTH ORDER OF BUSINESS – Audience Comments For Non-Agenda Items – (limited to 3 minutes**
181 *per individual)*

182 An audience member requested additional power outlets to be installed in the amenity center, as
183 the number currently in the facility were inadequate for the number of sewing machines and irons.
184 The audience member additionally expressed concerns about the price reduction in key fobs and
185 their potential distribution to others for community access, and Mr. Vaughn provided reassurance
186 that replacements were for lost fobs and that duplicates beyond the permitted two were deactivated.

187 Mr. Myslicki commented on trends in development throughout Flagler County and the specific area
188 surrounding Parkland Preserve.

189 **ELEVENTH ORDER OF BUSINESS – Adjournment**

190 Ms. Harden asked for final questions, comments, or corrections before requesting a motion to
191 adjourn the meeting. There being none, Ms. Inman made a motion to adjourn the meeting.

192 On a MOTION by Ms. Inman, SECONDED by Mr. Myslicki, WITH ALL IN FAVOR, the Board adjourned
193 the meeting at 6:05 p.m. for the Parkland Preserve Community Development District.

194 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
 195 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
 196 *including the testimony and evidence upon which such appeal is to be based.*

197 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
 198 **meeting held on _____.**

199

Signature

Signature

Printed Name

Printed Name

200 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**

EXHIBIT 5

Parkland Preserve
Community Development District

Financial Statements
Unaudited

Period Ending
March 31, 2026



Parkland Preserve CDD

Balance Sheet

March 31, 2026

	<u>General Fund</u>	<u>2019A</u>	<u>2019A Acq & Const</u>	<u>Totals</u>
1 Assets:				
2 Cash	\$ 247,621	-	478	\$ 248,099
3 Cash Sweep	\$ 1,187,717	-	-	\$ 1,187,717
4 General Sub-account	-	-	-	-
5 Revenue	-	411,205	-	411,205
6 Sinking Fund	-	138	-	138
7 Capitalized Interest	-	-	-	-
8 Debt Service Reserve	-	766,100	-	766,100
9 Interest Account	-	6,244	-	6,244
10 Prepayment Account	-	26,815	-	26,815
11 Bond Redemption	-	-	-	-
12 Acquisition & Construction	-	-	-	-
13 Accounts Receivable	-	-	-	-
14 On-Roll Assessments Receivable	17,321	17,886	-	35,207
15 Excess Fees Received	-	-	-	-
16 Undeposited Funds	-	-	-	-
17 Due From Other Funds	-	701,762	-	701,762
18 Prepaid	-	-	-	-
19 Deposits	3,900	-	-	3,900
20 Total Assets	\$ 1,456,560	1,930,151	478	\$ 3,387,189
21 Liabilities:				
22 Accounts Payable	10,889	-	-	10,889
23 Due to Other Funds	701,762	-	-	701,762
24 Due to Developer	-	-	-	-
25 Deferred On-Roll Assessments	17,321	17,886	-	35,207
26 Retainage Payable	-	-	-	-
27 Total Liabilities	\$ 729,972	17,886	-	\$ 747,858
28 Fund Balance:				
29 Non-Spendable:				
30 Deposits & Prepaid	3,900	-	-	3,900
31 Restricted for:				
32 Debt Service	-	1,912,265	-	1,912,265
33 Capital Projects	-	-	478	478
34 Unassigned	722,688	-	-	722,688
35 Total Fund Balance	\$ 726,588	1,912,265	478	\$ 2,639,331
36 Total Liabilities & Fund Balance	\$ 1,456,560	1,930,151	478	\$ 3,387,189

Parkland Preserve CDD
General Fund
Statement of Revenues, Expenditures & Changes in Fund Balance
For the Period of October 1, 2025 to March 31, 2026

	FY2026 Adopted Budget	Current Month	Actual Year-to-Date	Variance	% of Budget
1 Revenue:					
2 Special Assessments - On-Roll	\$ 689,500	\$ 4,400	\$ 672,179	\$ (17,321)	97.49%
3 Excess Assessments	-	-	-	-	0.00%
4 Miscellaneous Revenue	-	225	1,550	1,550	950.00%
5 Interest	-	3,265	9,199	9,199	0.00%
6 Total Revenue	689,500	7,890	682,928	(6,572)	99.05%
7 Expenditures:					
8 General Administrative:					
9 Supervisors Compensation	10,000	1,600	4,600	(5,400)	46.00%
10 Management Consulting Services	38,000	3,167	19,000	(19,000)	50.00%
11 Administrative Services	2,087	174	1,044	(1,043)	50.00%
12 Auditing Services	3,250	-	-	(3,250)	0.00%
13 Regulatory Permit Fees	175	-	195	20	111.60%
14 Legal Advertisements	1,000	-	92	(908)	9.18%
15 Engineering Services	40,000	-	16,381	(23,619)	40.95%
16 Legal Services	70,000	-	20,567	(49,433)	29.38%
17 Website Hosting	2,316	253	3,033	717	130.96%
18 Total General Administrative	166,828	5,194	64,912	(101,916)	38.91%
19 Insurance:					
20 Property, General Liability, Prof.	28,051	-	26,354	(1,697)	93.95%
21 Total Insurance	28,051	-	26,354	(1,697)	93.95%
22 Debt Administration:					
23 Dissemination Agent	8,800	-	8,800	-	100.00%
24 Trustee Fees	6,400	-	4,267	(2,133)	66.67%
25 Arbitrage	1,300	-	650	(650)	50.00%
26 Total Debt Administration	16,500	-	13,717	(2,783)	83.13%
27 Physical Environment:					
28 Field Manager	30,633	2,553	15,317	(15,317)	50.00%
29 Electricity (Irrigation & Pond Pumps)	6,238	485	3,034	(3,204)	48.63%
30 Streetpole Lighting	23,039	1,914	10,472	(12,567)	45.45%
31 Water (County)	6,840	324	2,010	(4,830)	29.39%
32 Landscaping Maintenance	65,000	4,395	30,933	(34,068)	47.59%
33 Landscape Replenishment	6,064	-	-	(6,064)	0.00%
34 Irrigation Maintenance	5,513	-	39	(5,474)	0.71%
35 Stormwater Drainage/Stormwater Bank Repair	11,000	-	-	(11,000)	0.00%
36 Environmental Mitigation & Pond Maintenance	12,540	1,025	6,150	(6,390)	49.04%
37 Remote Security	6,062	529	3,257	(2,805)	53.72%
38 Gate Management	1,260	105	697	(563)	55.35%
39 Gate Access Cards	3,200	-	346	(2,854)	10.81%
40 Receptionist/Call Boxes	4,800	-	250	(4,550)	5.21%
41 Gate Repair	6,500	125	4,930	(1,570)	75.85%
42 Amenity & Community Maint & Repair	29,000	333	9,346	(19,654)	32.23%
43 Field Contingency	62,000	-	489	(61,511)	0.79%
44 Total Physical Environment	279,689	11,788	87,268	(192,421)	31.20%
45 Amenity Center Operations:					
46 Pool Service Contract	26,500	4,433	17,765	(8,735)	67.04%
47 Pool Permit	250	-	-	(250)	0.00%
48 Amenity Management	28,878	2,407	14,439	(14,439)	50.00%
49 Amenity Website & E-Blast	500	-	-	(500)	0.00%
50 Amenity Janitorial Services	10,804	1,346	6,929	(3,875)	64.14%
51 Amenity Center Internet	5,714	353	2,100	(3,614)	36.75%
52 Amenity Center Pest Control	2,000	160	914	(1,086)	45.72%

53	Refuse Service	1,654	153	878	(776)	53.06%
54	Capital Improvements (Resident's Requests)	22,132	-	-	(22,132)	0.00%
55	Total Amenity Center Operations	98,432	8,852	43,025	(55,407)	43.71%
56	Reserves:					
57	Reserve Fund Contribution	100,000	-	-	(100,000)	0.00%
58	Total Reserves	100,000	-	-	(100,000)	0.00%
59	Total Expenditures:	689,500	25,834	235,275	(454,225)	34.12%
60	Other Financing Sources (Uses):					
61	Transfers In		-	-		
62	Transfers Out					
63	Total Other Financing Sources (Uses)		-	-		
64	Excess Revenue Over (Under) Expenditures		(17,944)	447,652		
65	Fund Balance - Beginning	3,744		278,935		
66	Fund Balance - Ending			\$ 726,588		

Parkland Preserve CDD
Debt Service 2019A
Statement of Revenues, Expenditures & Changes in Fund Balance
For the Period of October 1, 2025 to March 31, 2026

	FY2026 Adopted Budget	Current Month	Actual Year-to-Date	Variance	% of Budget
1 Revenue:					
2 Special Assessments - On-Roll	\$ 711,963	\$ 4,544	\$ 694,077	\$ (17,886)	97.49%
3 Excess Assessments		-		-	0.00%
4 Prepayment Income		26,811	26,811	26,811	0.00%
5 Interest		3,082	22,858	22,858	5457.00%
6 Total Revenue	711,963	34,436	743,746	31,783	104.46%
7 Expenditures:					
8 Interest Expense					
9 May 1, 2026	257,722	-	-	(257,722)	0.00%
10 November 1, 2025	253,091	-	257,722	4,631	101.83%
11 Principal Retirement					
12 May 1, 2026	195,000	-	-	(195,000)	0.00%
13 Total Expenditures:	705,813	-	257,722	(448,091)	36.51%
14 Other Financing Sources (Uses):					
15 Transfers In	-	-	-		
16 Transfers Out	-	-	-		
17 Total Other Financing Sources (Uses)	-	-	-		
18 Excess Revenue Over (Under) Expenditures	6,150	34,436	486,024		
19 Fund Balance - Beginning			1,426,241		
20 Fund Balance - Ending			\$ 1,912,265		

Parkland Preserve CDD
Acquisition & Construction
Statement of Revenues, Expenditures & Changes in Fund Balance
For the Period of October 1, 2025 to March 31, 2026

		Actual Year-to-Date
1 Revenue:		
2 Bond Proceeds	\$	-
3 Miscellaneous Revenue		-
4 Interest		-
5 Total Revenue		-
6 Expenditures:		
7 Funding Requests		-
8 Landscape Maintenance		-
9 Environmental Mitigation & Pond Maintenance		-
10 Requisition Expenses		-
11 Retainage Expense		-
12 Total Expenditures:		-
13		
14 Other Financing Sources (Uses):		
15 Transfers In		-
16 Transfers Out		-
17 Total Other Financing Sources (Uses)		-
18 Excess Revenue Over (Under) Expenditures		-
19 Fund Balance - Beginning		478
20 Fund Balance - Ending	\$	478

Parkland Preserve CDD
GL Detail
FY2026

Account	Type	Date	Num	Name	Memo	Debit	Credit
1101000 - Cash- Operating Account							
	Bill Pmt -Check	03/02/2026	100688	Vesta District Services	Invoice: 431104 (Reference: Management Fees March 26.)		3,408.58
	Bill Pmt -Check	03/02/2026	100689	Vesta Property Services Inc	Invoice: 431073 (Reference: Management Fees March 26.)		8,357.91
	Transfer	03/02/2026			Funds Transfer		19.18
	Transfer	03/03/2026			Funds Transfer	12,499.67	
	Bill Pmt -Check	03/04/2026	1577	Tanya Mathews	Furniture Sliders		21.28
	Bill Pmt -Check	03/04/2026	030426ACH1	Waste Pro - Palm Coast	Solid waste service		153.24
	Transfer	03/04/2026			Funds Transfer	153.24	
	Bill Pmt -Check	03/05/2026	100690	Hi-Tech System Associates, Inc.	Invoice: 439072 (Reference: Security Monitoring March 26.)		279.85
	Bill Pmt -Check	03/05/2026	100691	Charles Aquatics, Inc	Invoice: 55218 (Reference: Aquatic Services for 6 Ponds March 26.)		1,025.00
	Bill Pmt -Check	03/05/2026	100692	Cintas Corporation	Invoice: 9361653003 (Reference: AED AUTOMATIC AGREEMENT.)		154.00
	Transfer	03/05/2026			Funds Transfer	200.00	
	Deposit	03/06/2026			Deposit	225.00	
	Transfer	03/06/2026			Funds Transfer	1,335.85	
	Transfer	03/09/2026			Funds Transfer	200.00	
	Transfer	03/10/2026			Funds Transfer	11,766.49	
	Transfer	03/12/2026			Funds Transfer	400.00	
	Transfer	03/16/2026			Funds Transfer		8,943.93
	Deposit	03/16/2026			Deposit	8,943.93	
	Bill Pmt -Check	03/17/2026	100693	Bland Landscaping Company, Inc.	Invoice: 357473 (Reference: Landscape Maintenance Mar 26.)		4,395.00
	Bill Pmt -Check	03/17/2026	100694	DoorKing, Inc.	Invoice: 2715255 (Reference: 2/12/26 - 3/11/26.)		75.95
	Transfer	03/18/2026			Funds Transfer	1,232.55	
	Bill Pmt -Check	03/18/2026	031826ACH2	St. Johns County Utility Department	835 Parkland Trl - 1/19/26 - 2/19/26		319.10
	Bill Pmt -Check	03/18/2026	031826ACH1	Orkin	Pest Control.		159.79
	Bill Pmt -Check	03/18/2026	031826ACH3	Florida Power & Light	100 Parkland Trail - Feb 5, 2026 to Mar 6, 2026		677.71
	Bill Pmt -Check	03/19/2026	100695	Vesta District Services	Invoice: 431343 (Reference: Billable Expenses - Feb 2026.)		20.30
	Transfer	03/23/2026			Funds Transfer	598.11	
	Bill Pmt -Check	03/23/2026	032326ACH2	AT&T	Internet 2/28/26 - 3/27/26		149.80
	Bill Pmt -Check	03/23/2026	032326CC1	US Bank Credit Card	Various Purchases 1/28/26 - 2/25/26		448.31
	Bill Pmt -Check	03/24/2026	1578	Alfred W. Myslicki, Jr.	BOS Meeting 3/16/26		200.00
	Bill Pmt -Check	03/24/2026	1579	Clare M. Olson	BOS Meeting 3/16/26		200.00
	Bill Pmt -Check	03/24/2026	1580	James L. Mack, Jr.	BOS Meeting 3/16/26		200.00
	Bill Pmt -Check	03/24/2026	1581	Kimberly D. Inman	BOS Meeting 3/16/26		200.00
	Bill Pmt -Check	03/24/2026	1582	Alfred W. Myslicki, Jr.	BOS Meeting 3/23/26		200.00
	Bill Pmt -Check	03/24/2026	1583	Clare M. Olson	BOS Meeting 3/23/26		200.00
	Bill Pmt -Check	03/24/2026	1584	James L. Mack, Jr.	BOS Meeting 3/23/26		200.00
	Bill Pmt -Check	03/24/2026	1585	Kimberly D. Inman	BOS Meeting 3/23/26		200.00
	Transfer	03/24/2026			Funds Transfer	4,598.30	
	Bill Pmt -Check	03/24/2026	032426ACH1	AT&T	Internet 3/2/25 - 4/1/26		203.30
	Transfer	03/25/2026			Funds Transfer	1,720.79	
	Bill Pmt -Check	03/25/2026	032526ACH1	Florida Power & Light	565 PARKLAND TRL # ENT Feb 12, 2026 to Mar 13, 2026		37.25
	Bill Pmt -Check	03/25/2026	032526ACH2	Florida Power & Light	795 Parkland Trail, #IRR Feb 12, 2026 to Mar 13, 2026		38.48
	Bill Pmt -Check	03/25/2026	032526ACH3	Florida Power & Light	661 Parkland Trl #Fountain Feb 12, 2026 to Mar 13, 2026		446.11
	Bill Pmt -Check	03/25/2026	032526ACH4	Florida Power & Light	100 PARKLAND TRL Feb 12, 2026 to Mar 13, 2026		1,198.95
	Bill Pmt -Check	03/26/2026	100696	Contact One	Invoice: 260301170101 (Reference: 4/1/26 - 4/30/26.)		173.50
	Bill Pmt -Check	03/26/2026	100697	Hawkins Inc.	Invoice: 7370020 (Reference: Pool chemicals.)		972.00
	Bill Pmt -Check	03/26/2026	100698	Integrated Access Solutions LLC	Invoice: 5665 (Reference: Gate PM Mar 26.)		125.00
	Transfer	03/27/2026			Funds Transfer	318.80	
	Transfer	03/30/2026			Funds Transfer	800.00	
	Bill Pmt -Check	03/31/2026	100699	First Place Fitness Equipment, Inc.	Invoice: WO-48817 (Reference: Fitness Equipment Service.)		149.95
	Transfer	03/31/2026			Funds Transfer	21.28	
	Deposit	03/31/2026			Interest	21.23	
Total 1101000 - Cash- Operating Account						45,035.24	33,553.47
1101010 - BU Sweep	Transfer	03/02/2026			Funds Transfer	19.18	

Parkland Preserve CDD
GL Detail
FY2026

Account	Type	Date	Num	Name	Memo	Debit	Credit
	Transfer	03/03/2026			Funds Transfer		12,499.67
	Transfer	03/04/2026			Funds Transfer		153.24
	Transfer	03/05/2026			Funds Transfer		200.00
	Transfer	03/06/2026			Funds Transfer		1,335.85
	Transfer	03/09/2026			Funds Transfer		200.00
	Transfer	03/10/2026			Funds Transfer		11,766.49
	Transfer	03/12/2026			Funds Transfer		400.00
	Transfer	03/16/2026			Funds Transfer	8,943.93	
	Transfer	03/18/2026			Funds Transfer		1,232.55
	Transfer	03/23/2026			Funds Transfer		598.11
	Transfer	03/24/2026			Funds Transfer		4,598.30
	Transfer	03/25/2026			Funds Transfer		1,720.79
	Transfer	03/27/2026			Funds Transfer		318.80
	Transfer	03/30/2026			Funds Transfer		800.00
	Transfer	03/31/2026			Funds Transfer		21.28
	Deposit	03/31/2026			Interest	3,243.63	
Total 1101010 · BU Sweep						12,206.74	35,845.08
7255900 · 2019A - Revenue							
	Deposit	03/03/2026			Interest	1,033.67	
	Transfer	03/04/2026			Funds Transfer	2,047.97	
Total 7255900 · 2019A - Revenue						3,081.64	0.00
7256000 · 2019A - DS Reserve							
	Deposit	03/03/2026			Interest	2,047.97	
	Transfer	03/04/2026			Funds Transfer		2,047.97
Total 7256000 · 2019A - DS Reserve						2,047.97	2,047.97
7256101 · 2019A Prepayment							
	Deposit	03/30/2026			Deposit	26,810.50	
Total 7256101 · 2019A Prepayment						26,810.50	0.00
1131005 · On Roll Assessment Receivable							
	General Journal	03/31/2026	146		Tax Distribution March 2026		4,400.29
Total 1131005 · On Roll Assessment Receivable						0.00	4,400.29
2131001 · Due From GF 001 (201)							
	General Journal	03/31/2026	146		Tax Distribution March 2026	4,543.64	
Total 2131001 · Due From GF 001 (201)						4,543.64	0.00
2131005 · DS On Roll Assessment Rec							
	General Journal	03/31/2026	146		Tax Distribution March 2026		4,543.64
Total 2131005 · DS On Roll Assessment Rec						0.00	4,543.64
1202000 · Accounts Payable							
	Bill	03/01/2026	431073	Vesta Property Services Inc	Reference: Management Fees March 26.		8,357.91
	Bill	03/01/2026	431104	Vesta District Services	Reference: Management Fees March 26.		3,408.58
	Bill	03/01/2026	0000483060	Waste Pro - Palm Coast	Solid waste service		153.24
	Bill	03/01/2026	439072	Hi-Tech System Associates, Inc.	Reference: Security Monitoring March 26.		279.85
	Bill	03/01/2026	55218	Charles Aquatics, Inc	Reference: Aquatic Services for 6 Ponds March 26.		1,025.00
	Bill	03/01/2026	357473	Bland Landscaping Company, Inc.	Reference: Landscape Maintenance Mar 26.		4,395.00
	Bill	03/01/2026	309264701 3/26	AT&T	Internet 3/2/25 - 4/1/26		203.30
	Bill Pmt -Check	03/02/2026	100688	Vesta District Services	Invoice: 431104 (Reference: Management Fees March 26.)	3,408.58	
	Bill Pmt -Check	03/02/2026	100689	Vesta Property Services Inc	Invoice: 431073 (Reference: Management Fees March 26.)	8,357.91	
	Bill Pmt -Check	03/04/2026	1577	Tanya Mathews	Furniture Sliders	21.28	
	Bill Pmt -Check	03/04/2026	030426ACH1	Waste Pro - Palm Coast	Solid waste service	153.24	
	Bill Pmt -Check	03/05/2026	100690	Hi-Tech System Associates, Inc.	Invoice: 439072 (Reference: Security Monitoring March 26.)	279.85	
	Bill Pmt -Check	03/05/2026	100691	Charles Aquatics, Inc	Invoice: 55218 (Reference: Aquatic Services for 6 Ponds March 26.)	1,025.00	
	Bill Pmt -Check	03/05/2026	100692	Cintas Corporation	Invoice: 9361653003 (Reference: AED AUTOMATIC AGREEMENT.)	154.00	
	Bill	03/06/2026	12378-76105 3/26	Florida Power & Light	100 Parkland Trail - Feb 5, 2026 to Mar 6, 2026		677.71
	Bill	03/12/2026	2715255	DoorKing, Inc.	Reference: 2/12/26 - 3/11/26.		75.95
	Bill	03/13/2026	00268-43268 3/26	Florida Power & Light	795 Parkland Trail, #IRR Feb 12, 2026 to Mar 13, 2026		38.48

**Parkland Preserve CDD
GL Detail
FY2026**

Account	Type	Date	Num	Name	Memo	Debit	Credit
	Bill	03/13/2026	80159-46489 3/26	Florida Power & Light	100 PARKLAND TRL Feb 12, 2026 to Mar 13, 2026		1,198.95
	Bill	03/13/2026	51433-49560 3/26	Florida Power & Light	661 Parkland Trl #Fountain Feb 12, 2026 to Mar 13, 2026		446.11
	Bill	03/13/2026	07380-54261 3/26	Florida Power & Light	565 PARKLAND TRL # ENT Feb 12, 2026 to Mar 13, 2026		37.25
	Bill	03/16/2026	292055329	Orkin	Pest Control.		159.79
	Bill Pmt -Check	03/17/2026	100693	Bland Landscaping Company, Inc.	Invoice: 357473 (Reference: Landscape Maintenance Mar 26.)	4,395.00	
	Bill Pmt -Check	03/17/2026	100694	DoorKing, Inc.	Invoice: 2715255 (Reference: 2/12/26 - 3/11/26.)	75.95	
	Bill Pmt -Check	03/18/2026	031826ACH2	St. Johns County Utility Department	835 Parkland Trl - 1/19/26 - 2/19/26	319.10	
	Bill Pmt -Check	03/18/2026	031826ACH1	Orkin	Pest Control.	159.79	
	Bill Pmt -Check	03/18/2026	031826ACH3	Florida Power & Light	100 Parkland Trail - Feb 5, 2026 to Mar 6, 2026	677.71	
	Bill Pmt -Check	03/19/2026	100695	Vesta District Services	Invoice: 431343 (Reference: Billable Expenses - Feb 2026.)	20.30	
	Bill	03/19/2026	5665	Integrated Access Solutions LLC	Reference: Gate PM Mar 26.		125.00
	Bill	03/19/2026	576585-139614 3/26	St. Johns County Utility Department	835 Parkland Trl - 2/19/26 - 3/19/26		324.19
	Bill	03/20/2026	260301170101	Contact One	Reference: 4/1/26 - 4/30/26.		173.50
	Bill Pmt -Check	03/23/2026	032326ACH2	AT&T	Internet 2/28/26 - 3/27/26	149.80	
	Bill Pmt -Check	03/23/2026	032326CC1	US Bank Credit Card	Various Purchases 1/28/26 - 2/25/26	448.31	
	Bill	03/24/2026	031626	Alfred W. Myslicki, Jr.	BOS Meeting 3/16/26 Workshop		200.00
	Bill	03/24/2026	031626	Clare M. Olson	BOS Meeting 3/16/26 Workshop		200.00
	Bill	03/24/2026	031626	Kimberly D. Inman	BOS Meeting 3/16/26 Workshop		200.00
	Bill	03/24/2026	031626	James L. Mack, Jr.	BOS Meeting 3/16/26 Workshop		200.00
	Bill Pmt -Check	03/24/2026	1578	Alfred W. Myslicki, Jr.	BOS Meeting 3/16/26	200.00	
	Bill Pmt -Check	03/24/2026	1579	Clare M. Olson	BOS Meeting 3/16/26	200.00	
	Bill Pmt -Check	03/24/2026	1580	James L. Mack, Jr.	BOS Meeting 3/16/26	200.00	
	Bill Pmt -Check	03/24/2026	1581	Kimberly D. Inman	BOS Meeting 3/16/26	200.00	
	Bill	03/24/2026	032326	Alfred W. Myslicki, Jr.	BOS Meeting 3/23/26		200.00
	Bill	03/24/2026	032326	Clare M. Olson	BOS Meeting 3/23/26		200.00
	Bill	03/24/2026	032326	Kimberly D. Inman	BOS Meeting 3/23/26		200.00
	Bill	03/24/2026	032326	James L. Mack, Jr.	BOS Meeting 3/23/26		200.00
	Bill Pmt -Check	03/24/2026	1582	Alfred W. Myslicki, Jr.	BOS Meeting 3/23/26	200.00	
	Bill Pmt -Check	03/24/2026	1583	Clare M. Olson	BOS Meeting 3/23/26	200.00	
	Bill Pmt -Check	03/24/2026	1584	James L. Mack, Jr.	BOS Meeting 3/23/26	200.00	
	Bill Pmt -Check	03/24/2026	1585	Kimberly D. Inman	BOS Meeting 3/23/26	200.00	
	Bill	03/24/2026	7370020	Hawkins Inc.	Reference: Pool chemicals.		972.00
	Bill Pmt -Check	03/24/2026	032426ACH1	AT&T	Internet 3/2/25 - 4/1/26	203.30	
	Bill Pmt -Check	03/25/2026	032526ACH1	Florida Power & Light	565 PARKLAND TRL # ENT Feb 12, 2026 to Mar 13, 2026	37.25	
	Bill Pmt -Check	03/25/2026	032526ACH2	Florida Power & Light	795 Parkland Trail, #IRR Feb 12, 2026 to Mar 13, 2026	38.48	
	Bill Pmt -Check	03/25/2026	032526ACH3	Florida Power & Light	661 Parkland Trl #Fountain Feb 12, 2026 to Mar 13, 2026	446.11	
	Bill Pmt -Check	03/25/2026	032526ACH4	Florida Power & Light	100 PARKLAND TRL Feb 12, 2026 to Mar 13, 2026	1,198.95	
	Bill Pmt -Check	03/26/2026	100696	Contact One	Invoice: 260301170101 (Reference: 4/1/26 - 4/30/26.)	173.50	
	Bill Pmt -Check	03/26/2026	100697	Hawkins Inc.	Invoice: 7370020 (Reference: Pool chemicals.)	972.00	
	Bill Pmt -Check	03/26/2026	100698	Integrated Access Solutions LLC	Invoice: 5665 (Reference: Gate PM Mar 26.)	125.00	
	Bill	03/26/2026	032626	US Bank Credit Card	Various Purchases 2/26/26 - 3/26/26		1,728.10
	Bill	03/27/2026	310213500 3426	AT&T	Internet 3/28/26 - 4/27/26	149.80	
	Bill	03/29/2026	WO-48817	First Place Fitness Equipment, Inc.	Reference: Fitness Equipment Service.		149.95
	Bill Pmt -Check	03/31/2026	100699	First Place Fitness Equipment, Inc.	Invoice: WO-48817 (Reference: Fitness Equipment Service.)	149.95	
	Bill	03/31/2026	9366081606	Cintas Corporation	Reference: AED AUTOMATIC AGREEMENT.		154.00
Total 1202000 - Accounts Payable						24,590.36	25,833.66
1202105 - Deferred On Roll Assessment							
	General Journal	03/31/2026	146		Tax Distribution March 2026	4,400.29	
Total 1202105 - Deferred On Roll Assessment						4,400.29	0.00
1207001 - DTFD- Due to Debt Service Fund							
	General Journal	03/31/2026	146		Tax Distribution March 2026		4,543.64
Total 1207001 - DTFD- Due to Debt Service Fund						0.00	4,543.64
2230005 - Deferred Assessments DS2019							
	General Journal	03/31/2026	146		Tax Distribution March 2026	4,543.64	
Total 2230005 - Deferred Assessments DS2019						4,543.64	0.00

Parkland Preserve CDD
GL Detail
FY2026

Account	Type	Date	Num	Name	Memo	Debit	Credit
1300000 · Temp Deposits - GF							
	Deposit	03/16/2026		St. Johns County Tax Collector			8,943.93
	General Journal	03/31/2026	146	Tax Distribution March 2026		8,943.93	
Total 1300000 · Temp Deposits - GF						<u>8,943.93</u>	<u>8,943.93</u>
1363001 · Special Assessments - On Roll							
1363111 · Assessments On Roll							
	General Journal	03/31/2026	146	Tax Distribution March 2026			4,400.29
Total 1363111 · Assessments On Roll						<u>0.00</u>	<u>4,400.29</u>
Total 1363001 · Special Assessments - On Roll						<u>0.00</u>	<u>4,400.29</u>
1363005 · Interest - Investments							
	Deposit	03/31/2026		Interest			21.23
	Deposit	03/31/2026		Interest			3,243.63
Total 1363005 · Interest - Investments						<u>0.00</u>	<u>3,264.86</u>
1363095 · Rental Income							
	Deposit	03/06/2026	157	Amenity Reservation - M. Parent			175.00
Total 1363095 · Rental Income						<u>0.00</u>	<u>175.00</u>
1363097 · Gate Access Cards							
	Deposit	03/06/2026	1974	Delelles			25.00
	Deposit	03/06/2026	1715	Yuhas			25.00
Total 1363097 · Gate Access Cards						<u>0.00</u>	<u>50.00</u>
2361001 · Interest- Investment 201							
	Deposit	03/03/2026		Interest			1,033.67
	Deposit	03/03/2026		Interest			2,047.97
Total 2361001 · Interest- Investment 201						<u>0.00</u>	<u>3,081.64</u>
2363109 · SPEC Assessment On Roll 201							
	General Journal	03/31/2026	146	Tax Distribution March 2026			4,543.64
Total 2363109 · SPEC Assessment On Roll 201						<u>0.00</u>	<u>4,543.64</u>
2363117 · Prepayment Income							
	Deposit	03/30/2026	102	Vicki Seely	Series 2019A bond prepayment - 45 Dove Tree Ln		26,810.50
Total 2363117 · Prepayment Income						<u>0.00</u>	<u>26,810.50</u>
1100000 · Administrative							
1511001 · Supervisors Compensation							
	Bill	03/24/2026	031626	Alfred W. Myslicki, Jr.	BOS Meeting 3/16/26 Workshop	200.00	
	Bill	03/24/2026	031626	Clare M. Olson	BOS Meeting 3/16/26 Workshop	200.00	
	Bill	03/24/2026	031626	Kimberly D. Inman	BOS Meeting 3/16/26 Workshop	200.00	
	Bill	03/24/2026	031626	James L. Mack, Jr.	BOS Meeting 3/16/26 Workshop	200.00	
	Bill	03/24/2026	032326	Alfred W. Myslicki, Jr.	BOS Meeting 3/23/26	200.00	
	Bill	03/24/2026	032326	Clare M. Olson	BOS Meeting 3/23/26	200.00	
	Bill	03/24/2026	032326	Kimberly D. Inman	BOS Meeting 3/23/26	200.00	
	Bill	03/24/2026	032326	James L. Mack, Jr.	BOS Meeting 3/23/26	200.00	
Total 1511001 · Supervisors Compensation						<u>1,600.00</u>	<u>0.00</u>
1513025 · Management Consulting Services							
	Bill	03/01/2026	431104	Vesta District Services	Reference: Management Fees March 26.	3,166.66	
Total 1513025 · Management Consulting Services						<u>3,166.66</u>	<u>0.00</u>
1513029 · Administrative Services							
	Bill	03/01/2026	431104	Vesta District Services	Reference: Management Fees March 26.	173.92	
Total 1513029 · Administrative Services						<u>173.92</u>	<u>0.00</u>
1514020 · Website Hosting & Management							
	Bill	03/01/2026	431073	Vesta Property Services Inc	Reference: Management Fees March 26.	185.00	
	Bill	03/01/2026	431104	Vesta District Services	Reference: Management Fees March 26.	68.00	
Total 1514020 · Website Hosting & Management						<u>253.00</u>	<u>0.00</u>
Total 1100000 · Administrative						<u>5,193.58</u>	<u>0.00</u>
1160000 · Physical Environment							
1513012 · Field Manager							
	Bill	03/01/2026	431073	Vesta Property Services Inc	Reference: Management Fees March 26.	2,552.75	

Parkland Preserve CDD
GL Detail
FY2026

Account	Type	Date	Num	Name	Memo	Debit	Credit
Total 1513012 · Field Manager						2,552.75	0.00
1513013 · Remote Security							
	Bill	03/01/2026	439072	Hi-Tech System Associates, Inc.	Reference: Security Monitoring March 26.	279.85	
	Bill	03/12/2026	2715255	DoorKing, Inc.	2/12/26 - 3/11/26.	75.95	
	Bill	03/20/2026	260301170101	Contact One	4/1/26 - 4/30/26.	173.50	
Total 1513013 · Remote Security						529.30	0.00
1513019 · Gate Management							
	Bill	03/01/2026	431073	Vesta Property Services Inc	Reference: Management Fees March 26.	105.00	
Total 1513019 · Gate Management						105.00	0.00
1513045 · Electricity (Irrig and Pumps)							
	Bill	03/13/2026	00268-43268 3/26	Florida Power & Light	795 Parkland Trail, #IRR Feb 12, 2026 to Mar 13, 2026	38.48	
	Bill	03/13/2026	51433-49560 3/26	Florida Power & Light	661 Parkland Trl #Fountain Feb 12, 2026 to Mar 13, 2026	446.11	
Total 1513045 · Electricity (Irrig and Pumps)						484.59	0.00
1513052 · Electricity(Streetlights)							
	Bill	03/06/2026	12378-76105 3/26	Florida Power & Light	100 Parkland Trail - Feb 5, 2026 to Mar 6, 2026	677.71	
	Bill	03/13/2026	80159-46489 3/26	Florida Power & Light	100 PARKLAND TRL Feb 12, 2026 to Mar 13, 2026	1,198.95	
	Bill	03/13/2026	07380-54261 3/26	Florida Power & Light	565 PARKLAND TRL # ENT Feb 12, 2026 to Mar 13, 2026	37.25	
Total 1513052 · Electricity(Streetlights)						1,913.91	0.00
1530000 · Water (County)							
	Bill	03/19/2026	576585-139614 3/26	St. Johns County Utility Department	835 Parkland Trl - 2/19/26 - 3/19/26	324.19	
Total 1530000 · Water (County)						324.19	0.00
1530010 · Landscaping Maintenance							
	Bill	03/01/2026	357473	Bland Landscaping Company, Inc.	Landscape Maintenance Mar 26.	4,395.00	
Total 1530010 · Landscaping Maintenance						4,395.00	0.00
1541020 · Env. Mitigation & Pond Maint							
	Bill	03/01/2026	55218	Charles Aquatics, Inc	Aquatic Services for 6 Ponds March 26.	1,025.00	
Total 1541020 · Env. Mitigation & Pond Maint						1,025.00	0.00
1546033 · Gate Repair							
	Bill	03/19/2026	5665	Integrated Access Solutions LLC	Gate PM Mar 26.	125.00	
Total 1546033 · Gate Repair						125.00	0.00
1573015 · Amenity & Community Maint & Rep							
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon	9.79	
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon	19.58	
	Bill	03/29/2026	WO-48817	First Place Fitness Equipment, Inc.	Fitness Equipment Service.	149.95	
	Bill	03/31/2026	9366081606	Cintas Corporation	Reference: AED AUTOMATIC AGREEMENT.	154.00	
Total 1573015 · Amenity & Community Maint & Rep						333.32	0.00
Total 1160000 · Physical Environment						11,788.06	0.00
1180000 · Amenity Center Operations							
1541050 · Pool Service Contract							
	Bill	03/01/2026	431073	Vesta Property Services Inc	Reference: Management Fees March 26.	2,208.33	
	Bill	03/24/2026	7370020	Hawkins Inc.	Pool chemicals.	972.00	
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon	13.99	
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon	8.77	
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon	53.19	
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon - Chemical metering pump kit	565.90	
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon - Chemical metering pump kit	585.00	
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon	25.98	
Total 1541050 · Pool Service Contract						4,433.16	0.00
1541056 · Amenity Ctr Cleaning & Maint							
	Bill	03/01/2026	431073	Vesta Property Services Inc	Reference: Management Fees March 26.	900.33	
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon	232.03	
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon	68.85	
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon	20.74	
	Bill	03/26/2026	032626	US Bank Credit Card	Amazon	124.28	
Total 1541056 · Amenity Ctr Cleaning & Maint						1,346.23	0.00

**Parkland Preserve CDD
GL Detail
FY2026**

Account	Type	Date	Num	Name	Memo	Debit	Credit
1541058 · Amenity Management							
	Bill	03/01/2026	431073	Vesta Property Services Inc	Reference: Management Fees March 26.	2,406.50	
Total 1541058 · Amenity Management						2,406.50	0.00
1541091 · Amenity Ctr Internet							
	Bill	03/01/2026	309264701 3/26	AT&T	Internet 3/2/25 - 4/1/26	203.30	
	Bill	03/27/2026	310213500 3426	AT&T	Internet 3/28/26 - 4/27/26	149.80	
Total 1541091 · Amenity Ctr Internet						353.10	0.00
1542060 · Amenity Cnter Pest Control							
	Bill	03/16/2026	292055329	Orkin	Pest Control.	159.79	
Total 1542060 · Amenity Cnter Pest Control						159.79	0.00
1546035 · Refuse Service							
	Bill	03/01/2026	0000483060	Waste Pro - Palm Coast	Solid waste service	153.24	
Total 1546035 · Refuse Service						153.24	0.00
Total 1180000 · Amenity Center Operations						8,852.02	0.00
TOTAL						162,037.61	162,037.61

EXHIBIT 6

PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2026-2027 PROPOSED BUDGET
GENERAL FUND, OPERATIONS & MAINTENANCE (O&M)

	FY 2024 ACTUAL	FY 2025 ACTUAL	FY 2026 ADOPTED	FY 2027 PROPOSED	VARIANCE FY26 - FY27
REVENUE					
1 SPECIAL ASSESSMENTS	\$ 559,943	\$ 651,910	\$ 689,500	\$ 689,500	\$ -
2 INTEREST	402	3,152	-	-	-
3 RENTAL INCOME	2,580	1,075	-	-	-
4 GATE ACCESS CARDS	-	1,950	-	-	-
5 MISC. REVENUE	7,528	-	-	-	-
6 TOTAL REVENUE	570,454	658,087	689,500	689,500	-
EXPENDITURES					
GENERAL ADMINISTRATIVE					
9 SUPERVISORS COMPENSATION	1,400	9,600	10,000	10,000	-
10 MANAGEMENT CONSULTING SERVICES - (Vesta District)	33,000	36,300	38,000	38,950	950
11 ADMINISTRATIVE SERVICES - (Vesta District)	1,650	1,815	2,087	2,139	52
12 AUDITING SERVICES - (DMHB)	3,150	3,250	3,250	3,400	150
13 REGULATORY AND PERMIT FEES	175	175	175	175	-
14 LEGAL ADVERTISEMENTS	1,839	1,212	1,000	1,000	-
15 ENGINEERING SERVICES - (Kimley Horn)	40,289	32,351	40,000	35,000	(5,000)
16 LEGAL SERVICES - (Kutak Rock)	31,998	67,999	70,000	70,000	-
17 WEBSITE HOSTING	2,065	4,551	2,316	2,316	-
18 BANK FEES	-	231	-	-	-
19 MISCELLANEOUS, ALLOWANCE, CONTINGENCY	1,159	1,170	-	-	-
20 TOTAL GENERAL ADMINISTRATIVE	116,724	158,653	166,828	162,980	(3,848)
INSURANCE					
22 INSURANCE-PROPERTY, GENERAL LIABILITY, PROF.	24,429	25,501	28,051	28,051	-
DEBT ADMINISTRATION:					
24 DISSEMINATION AGENT - (Vesta District)	8,000	8,800	8,800	8,800	-
25 TRUSTEE FEES - (BNY Mellon)	6,167	6,466	6,400	6,400	-
26 ARBITRAGE -(LLS Tax Solutions)	3,250	650	1,300	1,300	-
27 TOTAL DEBT ADMINISTRATION	17,417	15,916	16,500	16,500	-
PHYSICAL ENVIRONMENT EXPENDITURES:					
29 FIELD MANAGER - (Vesta Property)	12,453	29,886	30,633	31,552	919
30 ELECTRICITY (IRRIGATION & POND PUMPS) - (FPL)	5,578	5,670	6,238	6,238	-
31 STREETPOLE LIGHTING - (FPL)	20,636	20,248	23,039	23,039	-
32 WATER (COUNTY) - (FPL)	4,153	5,902	6,840	6,840	-
33 LANDSCAPING MAINTENANCE - (Bland)	58,932	61,335	65,000	55,610	(9,390)
34 LANDSCAPE REPLENISHMENT - (Bland)	2,296	8,665	6,064	5,000	(1,064)
35 IRRIGATION MAINTENANCE - (Bland)	733	9,636	5,513	7,800	2,287
36 STORMWATER DRAINAGE/STORMWATER BANK REPAIR	-	4,580	11,000	11,000	-
37 ENVIRONMENTAL MITIGATION & POND MAINTENANCE	12,580	12,300	12,540	12,540	-
38 REMOTE SECURITY - (HiTech)	4,263	3,358	6,062	6,062	-
39 GATE MANAGEMENT - (Vesta Property)	1,275	1,260	1,260	1,260	-
40 GATE ACCESS CARDS	-	805	3,200	-	(3,200)
41 RECEPTIONIST/CALL BOXES - (One Call)	1,916	2,818	4,800	4,800	-
42 GATE REPAIR- (IAS)	-	1,513	6,500	6,500	-
43 AMENITY AND COMMUNITY MAINTENANCE AND REPAIRS	25,271	21,027	29,000	17,500	(11,500)
44 POOL CHEMICALS - (Hawkins)			-	11,500	11,500
45 FIELD CONTINGENCY	13,889	65,356	62,000	65,200	3,200
46 TOTAL PHYSICAL ENVIRONMENT EXPENDITURES	163,975	254,359	279,689	272,441	(7,248)

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2026-2027 PROPOSED BUDGET
GENERAL FUND, OPERATIONS & MAINTENANCE (O&M)**

	FY 2024 ACTUAL	FY 2025 ACTUAL	FY 2026 ADOPTED	FY 2027 PROPOSED	VARIANCE FY26 - FY27
47 AMENITY CENTER OPERATIONS					
48 POOL SERVICE CONTRACT - (Vesta Property)	36,924	25,853	26,500	27,295	795
49 POOL PERMIT - (DOH)	350	350	250	250	-
50 AMENITY MANAGEMENT- (Vesta Property)	21,260	28,174	28,878	29,744	866
51 AMENITY WEBSITE & EBLAST - (Constant Contact)	-	-	500	500	-
52 AMENITY JANITORIAL SERVICES - (Vesta Property)	11,489	15,108	10,804	11,128	324
53 AMENITY CENTER INTERNET	4,109	4,109	5,714	5,714	-
54 AMENITY CENTER PEST CONTROL - (Orkin)	1,977	1,750	2,000	2,000	-
55 REFUSE SERVICE - (Waste Pro)	1,522	1,657	1,654	1,654	-
56 CAPITAL IMPROVEMENTS (RESIDENT'S REQUESTS)	3,355	-	22,132	22,132	-
57 AMENITY CENTER OPERATIONS - OTHER	-	364	-	-	-
58 POOL MAINTENANCE & REPAIRS	-	10,771	-	-	-
59 AMENITY MAINTENANCE & REPAIRS	3,452	-	-	-	-
60 TOTAL AMENITY CENTER OPERATIONS	84,439	88,135	98,432	100,417	1,985
61 RESERVES					
62 RESERVE STUDY - (Community Advisors)	-	3,800	-	-	-
63 RESERVE FUND CONTRIBUTION	-	-	100,000	109,111	9,111
64 TOTAL RESERVES	-	3,800	100,000	109,111	9,111
65					
66 TOTAL EXPENDITURES	406,984	546,365	689,500	689,500	-
67					
68 EXCESS OF REVENUES OVER EXPENDITURES	163,470	111,723	-	-	-
69					
70 FUND BALANCE, BEGINNING	3,743	167,213	167,213	278,935	111,723
71 NET CHANGE IN FUND BALANCE	163,470	111,723	-	-	-
72 FUND BLANCE, ENDING, PROJECTED	167,213	278,935	167,213	278,935	111,723

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2026-2027 PROPOSED BUDGET
BUDGET NARRATIVE**

FINANCIAL STATEMENT CATEGORY	Column1	BUDGETED AMOUNT	COMMENTS / SCOPE OF SERVICE
GENERAL ADMINISTRATIVE			
SUPERVISORS COMPENSATION		10,000	12 Meetings plus 2 workshops
MANAGEMENT CONSULTING SERVICES		38,950	Vesta District Services--15% increase from FY 2025
ADMINISTRATIVE SERVICES		2,139	Vesta District Services--15% increase from FY 2025
AUDITING SERVICES		3,400	Per DMHB engagement letter dated 6/4/2024
REGULATORY AND PERMIT FEES		175	
LEGAL ADVERTISEMENTS		1,000	Estimated cost of legal ads for FY 2025
ENGINEERING SERVICES		35,000	Email from Bill
LEGAL SERVICES		70,000	Email from Bennett
WEBSITE HOSTING		2,316	Both websites \$253 monthly
BANK FEES		-	
MISCELLANEOUS, ALLOWANCE, CONTINGENCY		-	
TOTAL GENERAL ADMINISTRATIVE		162,980	
INSURANCE			
INSURANCE-PROPERTY, GENERAL LIABILITY, PROF.		28,051	10% increase from actual, decrease from FY25
DEBT ADMINISTRATION:			
DISSEMINATION AGENT		8,800	
TRUSTEE FEES		6,400	2/08: Emailed Trustee (Caroline Cowart)
ARBITRAGE		1,300	Per LLS Tax Solutions engagement letter dated 10/5/2023
TOTAL DEBT ADMINISTRATION		16,500	
PHYSICAL ENVIRONMENT EXPENDITURES:			
FIELD MANAGER		31,552	Vesta 2.5% increase
ELECTRICITY (IRRIGATION & POND PUMPS)		6,238	
STREETPOLE LIGHTING		23,039	
WATER (County)		6,840	
LANDSCAPING MAINTENANCE		55,610	Landscape Contract Amount - plus irrigation costs
LANDSCAPE REPLENISHMENT		5,000	Landscape Contract Amount - annuals, palm tree trimming, etc.
IRRIGATION MAINTENANCE		7,800	Landscape Contract Amount - plus irrigation costs
STORMWATER DRAINAGE/STORMWATER BANK REPAIR		11,000	
ENVIRONMENTAL MITIGATION & POND MAINTENANCE		12,540	Email from Charles Aquatics
REMOTE SECURITY		6,062	
GATE MANAGEMENT		1,260	
GATE ACCESS CARDS--NEW LINE (Used Previously)		-	
RECEPTIONIST/CALL BOXES		4,800	Not fully used this year because gate was down
GATE REPAIR		6,500	\$5,000 in repairs, \$125 monthly main.contract
AMENITY AND COMMUNITY MAINTENANCE AND REPAIR		17,500	
FIELD CONTINGENCY		65,200	
TOTAL PHYSICAL ENVIRONMENT EXPENDITURES		260,941	
AMENITY CENTER OPERATIONS			
POOL SERVICE CONTRACT		27,295	Vesta 2.5% increase
POOL PERMIT		250	
AMENITY MANAGEMENT		29,744	Vesta 2.5% increase
AMENITY WEBSITE & EBLAST		500	Constant Contact Actual Fee
AMENITY JANITORIAL SERVICES		11,128	Vesta 2.5% increase
AMENITY CENTER INTERNET		5,714	5% increase from FY 2024
AMENITY CENTER PEST CONTROL		2,000	Includes termite protection
REFUSE SERVICE		1,654	5% increase from FY 2025
CAPITAL IMPROVEMENTS (RESIDENT'S REQUESTS)		22,132	
AMENITY CENTER OPERATIONS - OTHER		-	
POOL MAINTENANCE & REPAIRS		-	
AMENITY MAINTENANCE & REPAIRS		-	
TOTAL AMENITY CENTER OPERATIONS		100,417	
RESERVES			
RESERVE STUDY		-	
RESERVE FUND CONTRIBUTION		109,111	
TOTAL EXPENDITURES*		678,000	

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2026-2027 PROPOSED BUDGET
ASSESSMENT ALLOCATION**

NET OPERATIONS & MAINTENANCE (O&M) BUDGET	\$689,500.00
COLLECTION COSTS	\$14,670.21
EARLY PAYMENT DISCOUNT	\$29,340.43
GROSS O&M ASSESSMENT	\$733,510.64

LOT TYPE	UNITS ASSESSED		ALLOCATION OF O&M ASSESSMENT				
	O&M	SERIES 2019 DEBT SERVICE ⁽¹⁾	ERU FACTOR	TOTAL ERU's	ERU %	TOTAL O&M ASSESSMENT	O&M PER LOT
PLATTED LOT	367	366	1.00	367.0	100.0%	\$733,510.64	\$1,998.67
	<u>367</u>	<u>366</u>		<u>367.0</u>	<u>100.0%</u>	<u>\$733,510.64</u>	

LOT TYPE	PER UNIT ANNUAL ASSESSMENT			FY 2026 PER LOT	VARIANCE FY26 - FY27	VARIANCE PER MONTH
	O&M	SERIES 2019 DEBT SERVICE ⁽²⁾	FY 2026 TOTAL PER LOT ⁽³⁾			
PLATTED LOT	\$1,998.67	\$2,062.77	\$4,061.43	\$4,061.43	\$0.00	\$0.00

⁽¹⁾ Reflects the total number of lots with Series 2019A debt outstanding.

⁽²⁾ Annual debt service assessments per unit adopted in connection with the Series 2019A bond issuance. Includes principal, interest, St. Johns County collection costs and early payment discounts.

⁽³⁾ Annual assessments that will appear on the November, 2026 St. Johns County property tax bill.

EXHIBIT 7

**RESOLUTION 2026-03
[FY 2027 BUDGET APPROVAL RESOLUTION]**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Parkland Preserve Community Development District (“**District**”) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

WHEREAS, the Board now desires to set the required public hearing on the Proposed Budget.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: July 27, 2026
TIME: 4:30 P.M.
LOCATION: Parkland Preserve Amenity Center
835 Parkland Trail,
St. Augustine, FL 32095

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 27th DAY OF APRIL, 2026.

ATTEST:

**PARKLAND PRESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A

EXHIBIT 8

RESOLUTION 2026-04

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

WHEREAS, Parkland Preserve 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 St. Johns County, Florida; and

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

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

SECTION 1. A Public Hearing will be held to adopt the District’s Rules of Procedure on June 22, 2026, at 4:30 p.m., at the Parkland Preserve Amenity Center, 835 Parkland Trail, St. Augustine, FL 32095.

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

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

PASSED AND ADOPTED this 27th day of April, 2026.

ATTEST:

**PARKLAND PRESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT 9

**RULES OF PROCEDURE
PARKLAND PRESERVE
COMMUNITY DEVELOPMENT DISTRICT
RULE NO. _____**

EFFECTIVE AS OF _____, 2026

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Rule 1.0 General.

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

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

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

Rule 1.1 Board of Supervisors; Officers and Voting.

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

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

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

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Record Book. The Board shall keep a permanent record book entitled “**Record of Proceedings**,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (4) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (5) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “**voting conflict of interest**” shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner’s election or appointed to fill a vacancy of a seat last filled at a landowner’s election, the Board

member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

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

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

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

Law Implemented: §§ 112.3143, 190.006, 190.007, 286.012, Fla. Stat.

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

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

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

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

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

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.

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

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

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

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

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

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (561) 630-4922. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

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

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

Adjournment

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

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and

the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

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

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

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

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

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

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules, in accordance with the requirements of Section 190.011(5) of the Florida Statutes, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Requirements of a Rule. All District rules as drafted shall:
 - (a) Contain only one subject;
 - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
 - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
 - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.
- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.
- (4) Notice of Rule Development.

- (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule (“**Notice of Rule Development**”) setting forth the following:
 - (i) the subject area to be addressed by rule development;
 - (ii) A short, plain explanation of the purpose and effect of the proposed rule;
 - (iii) The grant of rulemaking authority for the proposed rule;
 - (iv) The law being implemented;
 - (v) The proposed rule number; and
 - (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.
- (b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
 - (i) A short, plain explanation of the purpose and effect of the proposed rule;
 - (ii) The proposed rule number;
 - (iii) A summary of the proposed rule or amendment;
 - (v) The grant of rulemaking authority for the proposed rule;
 - (vi) The law being implemented or interpreted;
 - (vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;

- (viii) A concise summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, that describes the regulatory impact of the rule in readable language;
 - (ix) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
 - (x) 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;
 - (xi) A statement as to whether, based on the SERC 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) of the Florida Statutes;
 - (x) The date, time, and location of the public hearing on the proposed rule;
 - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
 - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, 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 of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-mail address, and may be required to pay the cost of copying and mailing as applicable.
 - (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.
- (6) Modification of Rules.
- (a) Technical Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of correction (“**Notice of Correction**”) if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
 - (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.
 - (b) Substantive Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of change (“**Notice of Change**”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests

of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;
2. In response to written materials submitted to the District; or
3. In response to an objection with the proposed rule by the District Board.

(ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

- (a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.
- (b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.
- (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

- (a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.
- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
- (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
 - (i) The place, date, and time of the workshop;
 - (ii) The subject area that will be addressed; and
 - (iii) The District Manager's contact information.

(9) Petitions to Initiate Rulemaking.

- (a) All Petitions to Initiate Rulemaking Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.
- (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
- (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
 - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county

or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.

(ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.

2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

(a) 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 of Rulemaking, 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. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. 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.

(b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the

scheduled public hearing. The Notice of Public Hearing shall include the following information:

- (i) The date, time, and location of the public hearing; and
- (ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

- (a) 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 or if the Legislature authorizes the District to adopt emergency rules. 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.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:
 - (i) The full text of the rule(s); and
 - (ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.

- (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “**Notice of Renewal of Emergency Rule**”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the District is located and shall include the specific facts and reasons for such renewal.
 - (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
 - (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
 - (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
 - (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
 - (i) The full text of the emergency rule and a summary thereof;
 - (ii) The rule number; and
 - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.

- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
- (a) A copy of the rule;
 - (b) Any material incorporated by reference in the rule;
 - (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
 - (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
 - (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
 - (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.
- (14) Petitions to Challenge Rules.
- (a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District’s authority.
 - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
 - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
 - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation

of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) At the hearing, the petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. During the hearing, the hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.

- (f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.
- (15) Variations and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
- (b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District's rule. Each petition shall specify:
- (i) The rule from which a variance or waiver is requested;
- (ii) The type of action requested;
- (iii) The specific facts that would justify a waiver or variance for the petitioner; and
- (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.

- (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action. The District shall maintain a record of the type and disposition of each petition filed.

(16) Review of Adopted Rules.

- (a) By January 1, 2026, District staff shall prepare a report that summarizes the District's existing rules anticipated to be reviewed during the current fiscal year, if any, and the recommended action on each rule (the "**Existing Rule Review Report**"). The Existing Rule Review Report shall be presented to the District's Board at a noticed Board meeting as soon as practicable after preparation by District staff. District staff shall continue to annually prepare an updated Existing Rule Review Report by January 1 of each year until all District rules have been reviewed. The District is not bound to review its existing rules in accordance with the schedule set forth in an Existing Rule Review Report, but is required to complete the review of at least twenty (20%) percent of its existing rules per year until all existing rules have been reviewed in accordance with this Section. In any event, all existing rules of the District shall be reviewed by July 1, 2030.
- (b) Any new rule adopted after July 1, 2025, must be reviewed in the fifth year following adoption. Such review must be completed before the day that marks the sixth year since the adoption of the rule.
- (c) In conducting its rule review process, the District shall determine whether each rule:
 - (i) Is a valid exercise of delegated legislative authority;
 - (ii) Has current statutory authority;
 - (iii) Reiterates or paraphrases statutory material;
 - (iv) Is in proper form;

- (v) Is consistent with expressed legislative intent pertaining to the specific provisions of law which the rule implements;
 - (vi) Requires a technical or substantive update to reflect current use; and
 - (vii) Requires updated references to statutory citations and incorporated materials.
- (d) By April 1 of each year in which a rule review is being undertaken, the District shall adopt a resolution evidencing the completion of rule review and authorizing one of the following actions relative to its rule review (the “**Rule Review Resolution**”):
- (i) If the District determines that no change is necessary, the District Rule Review Resolution shall include the following information:
 - 1. A copy of the reviewed rule;
 - 2. A written statement of its intended action; and
 - 3. Its assessment of factors specified in Section 16(c) of this Rule.
 - (ii) If the District determines that one or more technical changes are necessary, the District Rule Review Resolution shall include the following information:
 - 1. A copy of the reviewed rule and the recommended technical change or changes coded by underlining new text and striking through deleted text;
 - 2. A written statement of its intended action;
 - 3. Its assessment of the factors specified in Section 16(c) of this Rule; and
 - 4. The facts and circumstances justifying the technical change or changes to the reviewed rule.
 - (iii) If the District determines that the rule requires a substantive change, the District shall promptly initiate rulemaking in accordance with this Rule to make all changes, including any technical changes, and the District Rule Review Resolution shall include the following information:

1. A copy of the reviewed rule;
 2. The recommended change or changes coded by underlining new text and striking through deleted text;
 3. A written statement of its intended action; and
 4. Its assessment of factors specified in Section 16(c) of this Rule.
- (iv) If the District determines that the rule should be repealed, the District shall promptly initiate the repeal the rule in accordance with this Rule, and the District Rule Review Resolution shall include the following information:
1. A written statement of its intended action; and
 2. Its assessment of factors specified in subsection 16(c) of this Rule.
- (e) The rule review is completed upon the District’s adoption of the Rule Review Resolution and, if there is a substantive change or repeal of a rule approved the Board, the timely commencement of the rulemaking or rule repeal process set forth in this Rule. Promptly after completion of the rule review, the District shall publish a notice of the completed rule review (“**Notice of Completed Rule Review**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Completed Rule Review shall identify the action taken by the District with respect to the reviewed rule.
- (17) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

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

Law Implemented: §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2), 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

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

- (e) **“Design-Build Firm”** means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) **“Design Criteria Package”** means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) **“Design Criteria Professional”** means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) **“Emergency Purchase”** means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

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

requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

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

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

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

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

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, “**Project**” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm’s qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District’s Request for Qualifications.

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

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has

the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

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

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

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

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

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

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

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. “**Auditing Services**” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

- (1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee (“**Committee**”), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.
- (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
 - (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

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

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

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

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

- (3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

- (5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (6) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is

reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

- (7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

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

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

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

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

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

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

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

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

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

- (k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(2) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor’s pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
 - (i) One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
 - (ii) Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
 - (iii) The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
 - (iv) The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
 - (v) The vendor’s qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the

subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.

- (vi) The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- (vii) The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- (viii) The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- (ix) The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- (x) The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- (xi) An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- (xii) The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "**contract crime**" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "**convicted**" or "**conviction**" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of

record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

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

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

Rule 3.5 Construction Contracts, Not Design-Build.

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

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

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

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

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

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

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (k) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

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

- (1) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

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

Rule 3.6 Construction Contracts, Design-Build.

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

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

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

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

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

the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

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

- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

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

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

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

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

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

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

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

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

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

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

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

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

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

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

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

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

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

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

Rule 3.9 Maintenance Services.

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

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

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

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

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

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

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

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

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

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

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

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

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

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

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

- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be

awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

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

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

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

- (5) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (8) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 120.69(2)(a), 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 2026, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

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

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

EXHIBIT 10



Pickled Court North Florida
354 Palazzo Circle
St. Augustine, FL 32092
(904) 827-3833

QUOTE

February 21, 2026

Customer:
Parkland Preserve CDD, (Dana Harden)
835 Parkland Trail,
St. Augustine FL 32095
904-775-9754
dharden@vestapropertyservices.com

The following is what to expect and what is included in our quote for repairing and resurfacing pickleball courts at the amenities center located at Parkland Preserve St. Augustine Fl

- * Mobilize material, equipment and personnel.
- * Identify all areas on court 3 and 4 only that need to be repaired due to cracks or surface derogation
- * All prep-work of existing surface for pickleball court to properly resurface area. Including
- * Remove all net post before resurfacing begins
- * Grinding and sanding the entire surface as needed
- * Pressure wash and blow off surface
- * Apply crack patch to all areas in need of it to best treat the cracked area.
- * Address the grass growing up on the right side of lines on court 2
- * Apply coat of acrylic re-surfacer to the entire surface
- * Apply 2 coats color on all courts surface with acrylic and color system with sand
- * Install all pickleball lines (white in color). Properly according to specs of pickleball surface
- * Reinstall post and nets
- * Work should be completed when started within 7-10 days depending on weather.
- * The colors will be **Competition Green borders and Competition Blue Kitchen and Boxes** to be confirmed by the customer 2-3 weeks prior to start of job.
Using Player's Choice Colors [USE THIS LINK](#)

Total Cost \$14,500

½ deposit to put on schedule with balance upon completion



Pickled Court North Florida
354 Palazzo Circle
St. Augustine, FL 32092
(904) 827-3833

Terms & Conditions:

Pickled Court will do its best to fix cracks but does not guarantee that cracks will not come back. While we put our best effort forward to create beautiful resurfacing on your court and to minimize the cracks, we can't control the quality of asphalt or cement under our resurfacing or the government of the earth in the natural cracking. Rebar and non-reinforced cracks will "telegraph" or "mirror" back. The only way to control the cracking is with a post-tension concrete court.

The owner will provide access to the court, water, and electricity. Also, the owner must have items removed from surface area or moved as necessary. Additional charges may apply if not completed and must be made by our staff.

The estimated time to complete your project is 2-3 day prep and 5-7 days surface install. However, the project may take longer due to poor weather conditions or things out of our immediate control.

The customer also acknowledges and agrees to the following:

Any unnatural chipping or peeling of the paint within the first 365 days after completion of the sport court will be repaired by Pickled Court at no additional charge. Unnatural is defined as that which is not the expected depreciation that results from the use of the court. The customer is responsible for any dripping of water on the floor that causes damage to surface.

Any cracking, deterioration, or other damage to the asphalt or cement of the sport court is not the responsibility of Pickled Court. Responsibility for the condition of the asphalt or cement lies solely with the original individual or organization that poured it.

The court owner resumes all responsibility for the prolonged routine upkeep and maintenance of the court unless otherwise stated in a separate maintenance agreement.

It is best to not put or allow the following on the court surface: metal furniture, skateboards, bikes, cars, lawn mowers or any other item that could make permanent marks on court.

Sincerely,

Roger Kaman
CEO/Owner
Pickled Court North Florida

EXHIBIT 11

BEACHES ELECTRICAL SERVICE INC.
 214 Cokesbury Ct.
 Green Cove Springs, FL 32043
 US
 +19046293182
 beacheselectricalserviceinc@gmail.com
 https://beacheselectricalserviceinc.com

Proposal



ADDRESS
Parkland Preserve CDD 835 Parkland Preserve CDD St Augustine, FL 32092

SHIP TO
Parkland Preserve CDD 835 Parkland Preserve CDD St Augustine, FL 32092

PROPOSAL #	DATE	EXPIRATION DATE
3951	03/20/2026	04/20/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	16 Electrical & Lighting	Provide and install two 20 amp circuits in amenity center. There will be a total of 4 outlets on two different walls. This will require 30 feet of exposed 1/2 inch pvc and in certain areas drywall will need to be cut for access. We will hire a drywall company for those repairs.	1	4,100.00	4,100.00

Payment is due upon completion.

TOTAL

\$4,100.00

Total includes materials, labor and tax. 1 year warranty

By providing your phone number, you agree to receive automated text messages from Beaches Electrical for appointment notifications, reminders, and review requests. Message frequency may vary. Message and data rates may apply. Reply STOP to opt out at any time.

Accepted By

Accepted Date

VISIT OUR WEBSITE
<https://beacheselectricalserviceinc.com>

(904) 629-3182 MAIN
 (904) 406-0603 FAX

EXHIBIT 12

FPL SHADE REQUEST FORM

OWNER INFORMATION:

NAME: _____

PHONE: _____

EMAIL: _____

ADDRESS: _____

DETAILS:

DATE SUBMITTED: _____

POLE NUMBER: _____

POLE LOCATION: _____

NOTES : _____

REASON FOR REQUEST:

Please include shade direction.

Owner Signature

Full Name

Board Decision:

Denied or Approved

Date