



Rizzetta & Company

MTERC Community Development District

Board of Supervisors' Special Meeting March 2, 2023

**District Office:
5020 W. Linebaugh Avenue, Suite 240
Tampa, Florida 33624
813-933-5571**

www.mterccdd.org

**MTERC
COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 5020 W. Linebaugh Avenue, Suite 240, Tampa, FL 33624

www.mterccdd.org

| | | |
|-----------------------------|------------------|--------------------------|
| Board of Supervisors | Christina Harden | Chairman |
| | Robin Bishop | Vice Chairman |
| | Brian Langford | Assistant Secretary |
| | Clifton Fischer | Assistant Secretary |
| | Vacant | Assistant Secretary |
| District Manager | Matthew Huber | Rizzetta & Company, Inc. |
| District Counsel | Alyssa Willson | Kutak Rock |
| District Engineer | Lee Harwell | Stantec |

All cellular phones must be placed on mute while in the meeting room.

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

MTERC COMMUNITY DEVELOPMENT DISTRICT

District Office · Tampa, Florida · (813) 933-5571
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.mterccdd.org

February 22, 2023

**Board of Supervisors
MTERC Community
Development District**

FINAL AGENDA

Dear Board Members:

The Special meeting of MTERC Community Development District will be held on **Thursday, March 2, 2023, at 1:30 p.m.**, at the office of Rizzetta & Company, Inc., located at 5020 W. Linebaugh Avenue, Suite 240, Tampa, Florida 33624. The following is the final agenda for this meeting:

- 1. CALL TO ORDER / ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
 - A. Consideration of RFQ for Design-Build Services and Evaluation
Criteria Tab 1
 - B. Discussion regarding scheduling the next meeting for
Consideration of Qualifications
 - C. Ratification of Egis Proposal Tab 2
 - D. Ratification of CR 335-336..... Tab 3
 - E. Consideration of Resolution 2023-01, Adopting Record
Retention Policy..... Tab 4
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors'
Meeting held on August 1, 2022..... Tab 5
 - B. Consideration of Minutes of the Landowners' Meeting
held on November 1, 2022 Tab 6
 - C. Consideration of Operations & Maintenance
Expenditures for July 2022 – January 2023 Tab 7
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 1. Presentation of Website 3rd and 4th Quarter Audit Tab 8
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at 813-933-5571.

Sincerely,

Matthew Huber

Matthew Huber
Regional District Manager

Tab 1

MTERC Community Development District

Design/ Build Services
Request For Qualifications

For

**Midtown Tampa
North Garage Expansion**

February 2023

Table of Contents

| | | |
|------------------|---|-----------|
| Section 1 | Overview | 3 |
| 1.1 | Introduction | 3 |
| 1.2 | Project Location | 3 |
| 1.3 | The Services | 3 |
| Section 2 | Summary of Work | 4 |
| 2.1 | Schedule | 4 |
| 2.2 | Program | 4 |
| 2.3 | Alternates | 4 |
| 2.4 | Allowances | 4 |
| 2.5 | Work by General Contractor | 4 |
| 2.6 | Work Not Anticipated | 4 |
| 2.7 | Design Standards | 4 |
| Section 3 | Code Research | 5 |
| Section 4 | Project Description | 5 |
| Division 1 | General Conditions and Supervision | 5 |
| Division 2 | Existing Conditions | 6 |
| Division 3 | Concrete | 6 |
| Division 4 | Masonry | 7 |
| Division 5 | Metals Allowance | 7 |
| Division 6 | Woodwork | 7 |
| Division 7 | Caulking, Coatings | 8 |
| Division 8 | Storefront, Doors, and Hardware | 8 |
| Division 9 | Finishes | 8 |
| Division 10 | Specialties | 9 |
| Division 11 | Equipment | 9 |
| Division 12 | Furnishings | 9 |
| Division 13 | Special Construction | 9 |
| Division 14 | Elevators | 10 |
| Division 21 | Fire Suppression | 10 |
| Division 22 | Plumbing Systems | 10 |
| Division 23 | HVAC Systems | 11 |
| Division 26 | Electrical | 11 |
| Division 27 | Communications | 12 |
| Division 28 | Electronic Safety and Security Allowance | 12 |
| Division 31.1 | Soil Improvement, Vibro Replacement, Vibro Compaction | 12 |
| Division 31 | Earth Work | 12 |
| Division 32 | Exterior Improvements | 12 |
| Division 33 | Utilities | 12 |
| Section 5 | Clarifications | 12 |
| Section 6 | Evaluation Criteria | 13 |
| Attachment A | | |
| Attachment B | | |
| Attachment C | | |
| Attachment D | | |

Section 1. Overview

Design/ Build Services: Request for Qualifications (RFQ) Number: XXXXXX
 Project Title: Midtown Tampa North Garage Expansion
 Estimated Project Expenditure: \$?
 RFQ Opening Day/Date/Time: ?
 Place of Submittal Opening: MTERC Community Development District
 c/o District Manager
 3434 Colwell Avenue, Suite 200
 Tampa, Florida 33614

1.1 Introduction

The MTERC Community Development District (the "District"), located in the City of Tampa, Hillsborough County, Florida, announces that design-build ("Design-Build") services will be required on a continuing basis for the District's Midtown Tampa North Garage Expansion (the "Project") in accordance with Section 287.055, Florida Statutes. The firm selected will act in the general capacity of the Design-Builder and will provide the District such services, as required, including design, administration, and construction services for the Project.

The overall 19+ acre Midtown Tampa property is a mixed-use development with site infrastructure constructed by a "master developer" (master developer). The master developer is providing all of the site water, wastewater, fire water utilities, stormwater management treatment and attenuation system, and roadway infrastructure (master infrastructure) to support the parcel expansion.

1.2 Project Location

Legal Description

A portion of Lot 1, Block B, and a portion of Lot 1, Block L, of Midtown Tampa, according to the map or plat thereof, as recorded in Plat Book 135, Page 64 of the public records of Hillsborough County, Florida.

The subject parcel of land is located in Section 16, Township 29 South, Range 18 East, in City of Tampa, Florida. The local authority having jurisdiction over the property is the City of Tampa. The parcel B+L acreage is 4.2 +/- acres; the project area is approximately 1.7 acres.

See Attachment A – Project Location Map

1.3 The Services

The Design/Builder agrees to furnish or arrange for the architectural, engineering and construction services set forth herein and required for completion of the Project on a Guaranteed Maximum Price (hereinafter defined) basis. Design/Builder represents that it is thoroughly familiar with and understands the requirements of the Project scope and is experienced in the design, administration, and construction of building projects of the type and scope contemplated by the Owner for the Project. Design/Builder represents to Owner that Design/Builder has all necessary architectural, engineering and construction education, skill, knowledge, and experience required for the Project, and will maintain at all times during the term of the final, executed Contract, a draft form of which is attached hereto as Attachment F2 such personnel on its staff to provide the services contemplated hereby within the time periods required hereby. In addition, Design/Builder represents that it or Owner-approved subcontractors performing services under this Agreement have all applicable licenses required by the State of Florida to perform such services.

Section 2. Summary of Work

This Summary of Work describes the program, design, construction, limitations, and exclusions of the project.

2.1 Schedule

Groundbreaking anticipated - 2Q 2023. See Attachment B – Conceptual Schedule

2.2 Program

1. Expansion of the Phase One parking garage. The current footprint of the existing Phase One garage is 84,500 +/- SF. The Proposed Phase Two expansion will add approximately 62,900 SF to the Phase One footprint, for a total of 147,400 +/- SF.
2. The number of floors proposed is ground floor, plus 6 ½ levels
3. 1,388 stalls desired to be added (1,159 net added stalls)

2.3 Alternates

1. To prepare the top deck for future solar panels.
2. To add 102 EV stalls including infrastructure to north transformer located no more than 10 ft away from phase 2 EV electric room.
3. To add 450 EV Ready stalls including infrastructure to north transformer located no more than 10 ft away from phase 2 EV electric room.
 - a. The impact this has on the garage needs to be verified with the city
4. Add 12 EV stalls at north elevation Phase 1 levels 3 from east transformer

2.4 Allowances

1. Power and data for Owner provided PGS
2. CCTV conduits and equipment
3. Exterior metals
4. Painting of exterior
5. Painting of elevator lobbies

2.5 Work by General Contractor:

1. Soil improvement
2. Site work – See Division 32 / 33
3. Primary power extensions and transformers for EV stalls

2.6 Work Not Anticipated:

1. Storm Vault expansion
2. Site water, wastewater, fire water utilities.

2.7 Design Standards:

The Design/Builder shall perform all services in accordance with requirements of governmental agencies having jurisdiction over the Project, Owner's policies and project management guides, and any other guidelines described herein. In addition, the Design/Builder's design shall comply with all applicable building

codes, accessibility laws and regulations, City of Tampa Westshore Overlay District, and other standards in effect at the time of the design work, regardless if referenced specifically herein. To the extent Owner's standards exceed applicable legal requirements, such standards shall be met unless Design/Builder obtains a variance or waiver from Owner in writing.

Section 3. Code Research

Building codes are not project specific and must be interpreted by each city, county, or other jurisdiction in which the project resides. The jurisdiction does not interpret code until permit documents are submitted. Our preliminary code review indicates the following:

1. The Authority Having Jurisdiction (AHJ) is Tampa, FL
2. The garage is naturally vented.
3. Construction type is 1B for unlimited area via 406
4. Open garages are exempt from hi-rise requirements beyond fire sprinklers
5. Phase 1, has the following existing:
 - a. Fully sprinkled with a diesel fire pump
 - b. Generator for lighting and elevator operation
 - c. TYPE IB construction
 - d. Non-rated, non-pressurized (lower than 75ft) elevator shaft
 - e. Non-rated, non-pressurized (lower than 75ft open to exterior) stair wells
6. Phase 2 to contain:
 - a. Fully sprinkled using Phase 1 diesel fire pump
 - b. Using Phase 1 generator for lighting and elevator operation

Section 4. Project Description

General scope to be provided by the General Contractor, unless noted otherwise:

Structure - General

1. Two new stair towers and two new elevators in phase 2
2. One new elevator cab in Phase 1 in the SE corner of garage
3. Floor system is comprised of precast concrete Double Tees
4. Foundations are spread footings bearing on improved soils with a bearing capacity of 7,000 psf.

Division 1: General Conditions and Supervision

1. Jobsite requirement such as construction trailer, safety rails, temporary water etc.
2. Design and administration, including:
 - a. Architectural
 - b. Structural
 - c. Cladding
 - d. Specialty engineering, e.g., curtain walls
 - e. Mechanical

- f. Electrical
- g. Plumbing
- h. Fire Protection
- 3. Site cleanup
- 4. Equipment and tools
- 5. Supervisory and administrative personnel
- 6. Surveying

Division 2: Existing Conditions

See Attachment C - Sheet C-102 entitled Midtown Tampa Parcel B/L Phase 2, Incremental Site Plan, Existing Conditions Plan, prepared by Stantec Consulting Services, Inc., dated 10/03/22

By Owner

- 1. Project soils investigation including reporting, recommendations, and material testing.

By General Contractor

- 1. Demolition. Removal, relocation, or demolition of any existing utilities; precast trailer storage area, haul road, and crane staging areas; construction employee parking pad; silt fencing; and temporary site fencing.
- 2. Traffic control at Phase 1 to allow installation of fire proofing and elevator
- 3. Haul road within the garage footprint.
- 4. Remove barrier cable at CL C after erection

Division 3: Cast-In-Place Concrete

Cast-In-Place Concrete

- 1. Spread footings
 - a. Design based on 7,000 psf soils pressure
 - b. Top of perimeter foundations are 24 in. below finished floor
 - c. Top of interior foundations are 42 in. below finished floor
 - d. Excavation by concrete contractor
 - e. Concrete is 4,000 psi
- 2. Slab on grade
 - a. 5-inch (non-structural) slab on grade inside the structure footprint
 - b. Include thickened slab at edge of slab where located at an entrance or exit, under CMU walls and at fencing lines on perimeter
 - c. Include slab up to retaining wall at ramp
 - d. Include saw cutting 12 ft on center
 - e. Include fiber-mesh
 - f. Termite protection provided
 - g. No vapor barrier required for exposed concrete finishes in garage spaces

3. Other scope by cast in place contractor
 - a. Include cast in place coverage of anchor bolts for precast concrete columns
 - b. Include light wall infills from foundation to ramped slab on grade with #4 reinforcing at 12 in. OC, EW, EF
 - c. Pour-strips on stair landings at threshold of landing entry
 - d. Wheel stops at ground level where a vehicle could drive out

Structural Precast Concrete

1. Columns and interior column walls along ramps
2. Stairs and stair roofs
3. Elevator walls and roof
4. Elevator lobby and first floor LV room overhang
5. Inverted Tee beams
6. Fully pre-topped 12 ft wide DTs, no washes needed
7. Curbs at ramps
8. Erection of precast items listed above

Division 4: Masonry

1. Elevator infills
2. One EV electrical room at north end
3. One secondary electrical room

Division 5: Metals Allowance

1. Provide decorative metals in the amount of \$200,000
2. Powder coated aluminum stair railings. Design to meet code. Submit signed and sealed shop drawings from a Florida registered engineer. Basis of design for grout is POR-ROK. Caulker will build up sealant at each post for positive drainage away from post.
3. Galvanized pipe protectors where storm piping cannot fit within lite walls
4. Eleven-line barrier at elevated decks. Grab-its embedded except where called out for tubes or angles:
 - a. CL C, north side 3-7, with term tubes each end
 - b. CL D, north and south side, 3-7 with angles on north side both ends
 - c. CL E, north and south side, 3.6-7 with angles on south side both ends
 - d. CL F, north and south side, 4.5-7 with angles on north side west end and south side both ends
5. Remove eleven-line barrier at elevated decks:
6. CL C, south side. CL 2-3, 7-8, add tubes each end

Division 6: Woodwork

1. None

Division 7: Caulking, Coatings

1. Place Cetco Voltex on bottom and sides of elevator shafts. Wrap adjacent foundation as required to maintain complete wrap.
2. Install fillet joint at each stair railing post for positive drainage away from post.
3. Per Exception 5 of FBC 714.1, fire resistant joints shall not be required in floors and ramps of open or enclosed parking garages.
4. Fireproof critical precast connections of phase 1 and 2
5. Deck joints above mechanical and electrical rooms are two-hour rated.
6. Caulking is an extended life Dow silicone product at all areas except exterior panels. Typical exterior precast joints will receive text coating on urethane.
7. Provide Neogard Auto-Gard liquid applied membrane is included over:
8. Occupied spaces

Division 8: Storefront, Doors, and Hardware

1. Elevator lobbies to have a precast overhang and 8 ft tall storefront rain screen on sides:
 - a. 9 ft storefront impact glass
 - b. Metal is clear anodized Kawneer or equal
2. Provide doors at phase 2 stairs. Doors, frames, and hardware at exterior doors that carry appropriate NOAs and/or Florida Product approvals with the following:
 - a. Hagar grade 1 mortised locksets with removable cores, 1 bit keying or equal
 - b. Hagar grade 1 8800 exit devices at stair exits or equal
 - c. Hagar grade 1 door closers 351 or equal
 - d. Hagar Hinges stainless steel or equal
 - e. Rockwood flush bolts, door stops, wall bumpers, and kick plates or equal
 - f. Pemko thresholds, weather-stripping, and smoke and fire gasketing or equal
 - g. No wire glass vision lites

Division 9: FinishesInterior Finishes

| Item | Location | Material | Finish | Notes |
|------------------|-------------------------|---------------|-----------|-------|
| Garage interior | ceiling | precast walls | Unpainted | |
| | floor | precast walls | Unpainted | |
| | Columns and shear walls | precast walls | Unpainted | |
| | walls | precast walls | Unpainted | |
| | lite walls | precast walls | Unpainted | |
| Elevator lobbies | ceiling | precast walls | Unpainted | |
| | floor | precast walls | Unpainted | |
| | walls | precast walls | Painted | |

| Item | Location | Material | Finish | Notes |
|--------------|----------|----------|--|---------------------|
| Doors/frames | all | Steel | Primed and painted | |
| Stair rails | all | Aluminum | Powder coat | |
| Stall | all | painted | 4 in. white on 6 in. black | |
| Non stall | all | painted | 4 in. white on black at perimeter and field at 36 in. OC | Diagonal, see photo |

Exterior Finishes

1. Caulking is an extended life Dow silicone product at all areas except exterior panels. Typical exterior precast joints to receive text coating on urethane.
2. Textured coating (two standard earth-tone colors) at all exterior elevations except where against another building
3. See Metals Allowance for decorative metals

Division 10: Specialties

1. Code-required and basic way-finding signage
2. Vehicular entrances:
 - a. 12 in tall by 5 ft long wall mounted sign with reflective vinyl graphics on one side and 8 in by 7 ft PVC clearance bar with reflective vinyl graphics suspended underneath
3. Stair and room signage:
 - a. 1/8 in thick polymer sign, equal to Romark, with 1/32 in raised graphics and Braille or as required by code. Color coded by level. Wall mounted, sized as required by code
4. Other miscellaneous interior signs:
 - a. 12 in tall by 6 ft long aluminum hanging sign with reflective vinyl graphics. Locate signs to provide direction to exit from each level
5. Painted floor indicators

Division 11: Equipment

1. Provide alternate for 102 EV stalls to north end of garage. Include secondaries to transformer, increase in main panel, distribution panel, conduit, conductor, and dual and single headed equipment as shown. The basis of design is either Sema-Connect with 7.2kw (x 2)
2. Provide alternate for 450 EV ready stalls to north end of garage. Include secondaries to transformer, increase in main panel, distribution panel, conduit, conductor, and J box at the stall.
3. An allowance will be included for power and internet connection of parking guidance systems by others

Division 12: Furnishings

1. None

Division 13: Special Construction

1. None

Division 14: Elevators

1. Three MRL 350 fpm, 3500 lb. MRL elevators, one in phase 1, two in phase 2
2. All elevators to have:
 - a. In jamb controllers
 - b. Fire man's communication devices at each elevator
 - c. Standard stainless-steel finishes
 - d. Stainless paneled ceilings with down lights
 - e. Generator backed up
 - f. Hall lanterns each level
 - g. Rubber flooring equal to Roppie, medium grey color
 - h. Equipment rooms are located next to the top floor, adjacent to the shaft
 - i. Twelve-month service agreement

Division 21: Fire Suppression

1. Engineering and permitting fees
2. Provide a standpipe system
3. Provide a fire protection system
4. In the event black iron piping is allowed by the AHJ, galvanized threaded fittings shall still be used
5. Branch lines should run parallel to DT spans and layout at 12 ft OC to center and 'fit' inside DT voids
6. Provide fire extinguishers sized and located per maximum travel distances as required by NFPA #10, latest edition. The fire extinguishers shall be located within aluminum finish cabinets with lockable doors equipped with breakaway panels. Include the cost of signage.
7. Provide a wall mounted chrome fire department connection

Division 22: Plumbing Systems

1. Engineering and permitting fees
2. Tie into existing storm inlets
3. Low points w slot drains at covered areas are:
 - a. CL 3 and 5 at CL C north side all levels
 - b. CL 2.5, 6.9 and 7.1 at CL C north side at top deck
 - c. CL 3.6, 5.7 and 7 at CL E south side
 - d. CL 4.4 and 7 along CL F
4. Locate keyed hose bibs at CL 3, 7 along CL D and CL 4.4 and 7 at CL F
5. At grade, provide area drains with backwater devices.
6. Domestic water pipe to be CPVC
7. Provide sump pumps for each elevator pit



Division 23: HVAC Systems

1. Engineering and permitting fees
2. Provide conditioned air for:
 - a. Elevator lobby

Division 26: Electrical

1. Engineering and permitting fees
2. Temp power to trailer and pad
3. 480V electric service
4. Use weatherproof boxes whenever subject to rain
5. Deck lighting
 - a. Provide LED Cooper Top tier with motion and light sensors
 - b. Suspended between DT stems
 - c. Provide generator for emergency lighting and all elevators. Generator is existing
 - d. Provide 4.0 fc average & 2.0 fc minimum horizontal luminance for all ramps & drive aisles. Max/Min ratio shall not exceed 6.0
 - e. Provide 2.5 fc average & 1.5 fc minimum horizontal luminance for all parking bays. Max/Min ratio shall not exceed 6.0
 - f. Provide minimum horizontal luminance for all entries and exits (during daylight hours only) of 20.0fc or 10 times the calculated average for parking bays, whichever is greater. Provide 3.0 fc average & 2.0 fc minimum during nighttime hours. Consideration of daylight contribution shall be permitted for this calculation. Area of increased luminance shall be 66 ft long by 50 ft wide, measured from the shadow line at the portal.
 - g. Light loss factor shall be not more than 0.81
 - h. Reflectivity shall be not more than 20% for floor. 0% for ceilings and walls
6. Stair lighting
 - a. Basis of design is LED fixtures from same manufacturer as garage fixture. Meet IES and local codes. Lighting should be such that there are no dark spaces. Provide LED wall packs at stair towers to illuminate exit doors at ground floor
7. Roof lighting
 - a. Basis of design is LED fixtures from same manufacturer as garage fixture. Meet or exceed all local jurisdictions lighting requirements.
8. Other lighting
 - a. Exit lights to meet requirements by the AHJ, but no less than sufficient quantity and location to allow at least one exit light, less than 75 ft away, to be seen from any and all drive isles
 - b. Appropriate fluorescent fixtures for task lighting at mechanical/electrical/fire pump, etc. rooms
9. Provide lightning protection
10. Power to elevators
11. Power receptacle for each stair on each floor
12. Power receptacles for mechanical, elevator, electrical, fire pump, generator, tele/data, etc. rooms. Coordinate size and locations.

Division 27: Communications

1. Provide wall mounted emergency phones equal to Talk-a Phone at each elevator lobby

Division 28: Electronic Safety and Security Allowance

1. Provide CCTV cameras complete with monitor and recording devices. Basis of design is at each elevator lobby and stair entrance

Division 31.1: Soil Improvement, Vibro Replacement, Vibro CompactionBy Owner

1. Final signed and sealed geotechnical engineering report.
2. Site inspections as determined by the geotechnical engineer.
3. Material testing.
4. Review of load test results by geotechnical engineer.

By General Contractor

1. Vibro replacement, dry installation under a design-build agreement.
2. Design-build deep foundation contractor to provide a net soils bearing capacity of 7,000 psf.
3. The foundations will be limited to 1 ½ in. total and to ¾ in. differential settlements.

Division 31: Earth Work

1. Compacted and tested building pad, to 1 ft below finished floor
2. Certified four corners of the garage and benchmark elevation.

Division 32: Exterior Improvements

See Attachment D, Sheet C-103 entitled Midtown Tampa Parcel B/L Phase 2, Incremental Site Plan, Incremental Site Plan, prepared by Stantec Consulting Services, Inc., dated 01/18/23

1. To include erosion and sedimentation control, selective demolition, paving, grading, and drainage, signing and pavement markings, limited area stormwater drains / system, landscape / hardscape and irrigation, site lighting.

Division 33: Utilities

1. All utilities

Section 5. Clarifications

1. The Owner will provide, and the Design-Builder is entitled to rely on, surveys describing the property for use during design and construction, including existing service and utility lines, geotechnical studies describing subsurface conditions, temporary and permanent easements, zoning and other requirements and encumbrances affecting land use; and, to the extent available, as-built and record drawings of any existing structures at the Site; and, to the extent available, environmental studies, reports and impact statements describing the environmental conditions, including hazardous conditions, in existence at the site.
2. Construction materials for work to be performed by others shall not be stored in or conveyed through the garage without written approval.

Section 6. Evaluation Criteria

Any firm or individual ("Applicant") desiring to provide Design/Build services to the District must:

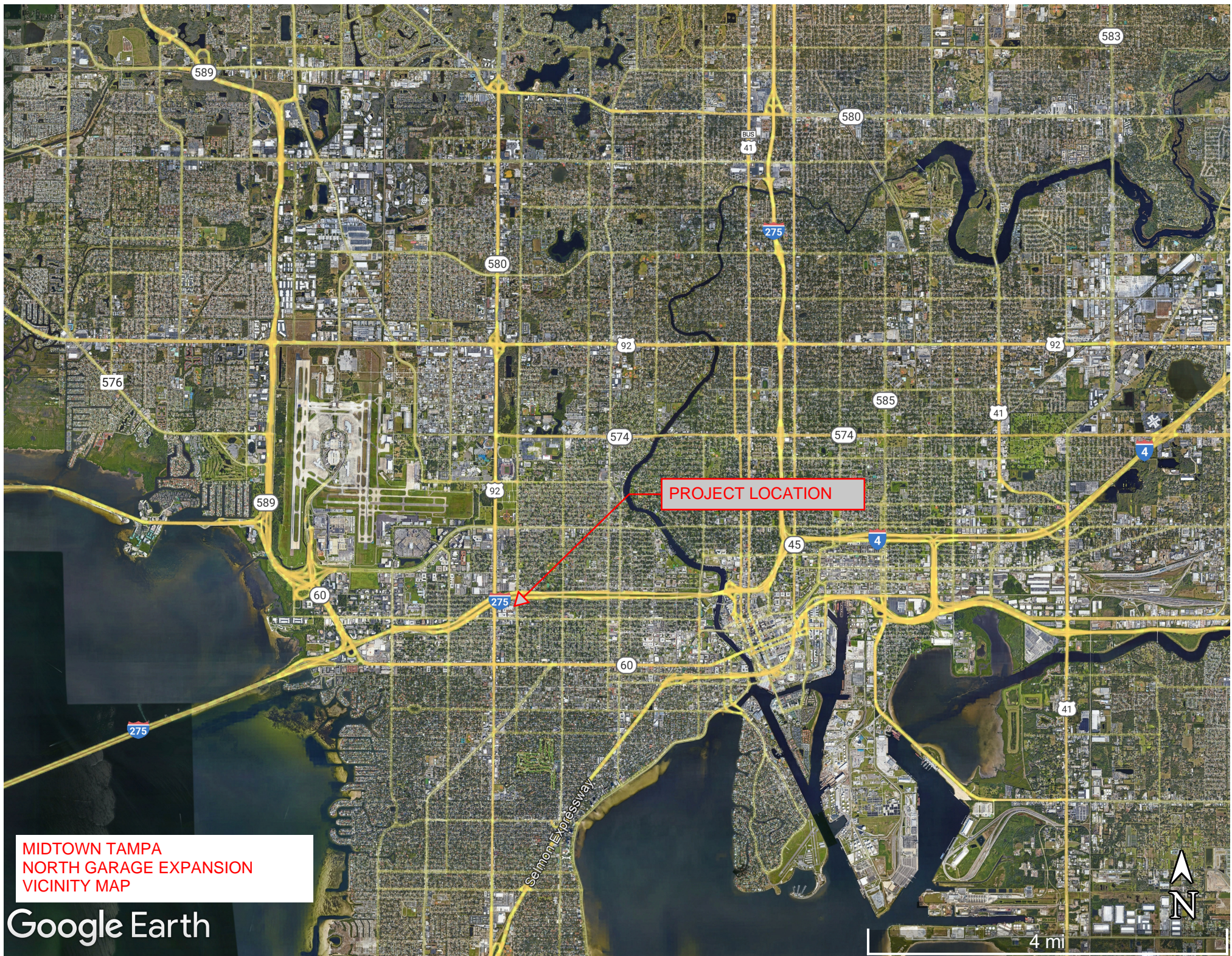
1. Hold applicable federal, state, and local licenses;
2. Be authorized to do business in Florida in accordance with Florida law; and
3. Furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All Applicants interested must submit three (3) copies and one (1) electronic copy on a flash drive of Standard Form No. 330 and the Qualification Statement.

This evaluation criteria will be utilized by the MTERC CDD's Selection Committee to score each proposal. Contractors are encouraged to keep their proposals concise and to include a minimum of marketing materials. Qualification Package must address the following criteria:

| Evaluation Criteria | Maximum Points |
|---|-----------------------|
| 1. Ability of Personnel | 20 Points |
| 2. Past Performance | 20 Points |
| 3. Geographic Location | 5 Points |
| 4. Project Approach, Willingness to Meet Time and Budget Requirements | 25 Points |
| 5. Certified Minority Business Enterprise | 5 Points |
| 6. Recent, Current, and Projected Workloads of the Firm | 10 Points |
| 7. Volume of Work Previously Awarded to by District | 5 Points |
| 8. Financial Strength and Liabilities of the Firm | 10 Points |
| Total Possible Points | 100 Points |

ATTACHMENT A



MIDTOWN TAMPA
NORTH GARAGE EXPANSION
VICINITY MAP

Google Earth

Midtown Tampa North Garage Expansion



February 16, 2023



A horizontal number line representing distance in feet. It has major tick marks labeled 0, 245, 490, and 980 ft. There are also minor tick marks between the major ones, representing half the distance between them (122.5, 367.5, 612.5, and 857.5).

Bob Henriquez, CFA
Hillsborough County Property Appraiser
This map is for assessment purposes only.
It is not a survey.

2021 Aerials

ATTACHMENT B

MIDTOWN TAMPA North Garage Expansion

Conceptual Schedule

Conceptual Schedule

[illegible]

ATTACHMENT C

ATTACHMENT D

**REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES
FOR THE MTERC COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Design-Build Services

The MTERC Community Development District (the “District”), located in the City of Tampa, Hillsborough County, Florida, announces that design-build (“Design-Build”) services will be required on a continuing basis for the District’s Midtown Tampa North Garage Expansion (the “Project”) in accordance with Section 287.055, Florida Statutes. The firm selected will act in the general capacity of the Design-Builder and will provide the District such services, as required, including design, administration and construction services for the Project.

Any firm or individual (“Applicant”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“Qualification Statement”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data and all other items requested in the District’s Design/Build Request for Qualifications for the Project which may be requested from the District’s Design Criteria Professional, Lee Harwell, P.E., Stantec, 777 S. Harbour Island Boulevard, Suite 600, Tampa, Florida 33602, or via email: lee.harwell@stantec.com. Among other things, Applicants must submit information relating to: a) the ability of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience providing professional services for any special districts and past experience with the City of Tampa and/or Hillsborough County; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; g) the volume of work previously awarded to the Applicant by the District; and h) Applicant’s past performance.

Any and all questions relative to this project shall be directed in writing only to the District’s Design Criteria Professional, via email only at lee.harwell@stantec.com. Questions must be submitted by _____, 2023, at 4:00 p.m.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“CCNA”). All Applicants interested must submit six (6) bound copies and one (1) electronic copy on a flash drive of Standard Form No. 330 and the Qualification Statement in accordance with District’s Design-Build Request for Qualifications for the Project by **10:00 a.m. on _____, 2023 to the attention of Lee Harwell, District Engineer and Design Criteria Professional, 777 S. Harbour Island Boulevard, Suite 600, Tampa, Florida 33602.**

At a future public meeting, the Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager at 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614, and the most qualified Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the most qualified Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria or the District’s Design/Build Request for Qualifications for the Project on file with the District Manager, must be filed in accordance with Rule 3.11, District Rules of Procedures, in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

MTERC COMMUNITY DEVELOPMENT DISTRICT

DESIGN-BUILD QUALIFICATIONS

COMPETITIVE SELECTION CRITERIA

| Evaluation Criteria | Maximum Points |
|---|-----------------------|
| 1. Ability of Personnel | 20 Points |
| 2. Past Performance | 20 Points |
| 3. Geographic Location | 5 Points |
| 4. Project Approach, Willingness to Meet Time and Budget Requirements | 25 Points |
| 5. Certified Minority Business Enterprise | 5 Points |
| 6. Recent, Current, and Projected Workloads of the Firm | 10 Points |
| 7. Volume of Work Previously Awarded to by District | 5 Points |
| 8. Financial Strength and Liabilities of the Firm | 10 Points |
| TOTAL POSSIBLE POINTS | 100 Points |

Tab 2



Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

MTERC Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

About FIA

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects nearly 1,000 public entity members.

Competitive Advantage

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Complimentary risk management services including on-site loss control, property schedule verification and contract reviews
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

How are FIA Members Protected?

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers. FIA purchases property reinsurance to withstand the 1,000-year storm event (probability of exceedance .1%). This level of protection is statistically 2 to 3 times safer than competitors and industry norms.

What Are Members Responsible For?

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

Additional information regarding FIA and our member services can be found at www.fia360.org.

Quotation being provided for:

**MTERC Community Development District
c/o Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614**

Term: October 1, 2022 to October 1, 2023

Quote Number: 100122403

PROPERTY COVERAGE

SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

| COVERED PROPERTY | |
|---|--------------|
| Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling | Not Included |
| Loss of Business Income | Not Included |
| Additional Expense | Not Included |
| Inland Marine | |
| Scheduled Inland Marine | Not Included |

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

| | Valuation | Coinsurance |
|---------------|-------------------|--------------------|
| Property | Replacement Cost | None |
| Inland Marine | Actual Cash Value | None |

| DEDUCTIBLES: | Not Applicable | Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage. |
|---------------------|-----------------------|---|
| | Not Applicable | Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of Not Applicable per occurrence, per Named Insured. |
| | Per Attached Schedule | Inland Marine |

| Special Property Coverages | | |
|-----------------------------------|--------------------|--------------|
| Coverage | Deductibles | Limit |
| Earth Movement | Not Applicable | Not Included |
| Flood | Not Applicable | Not Included |
| Boiler & Machinery | | Not Included |
| TRIA | | Not Included |

*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

TOTAL PROPERTY PREMIUM

Not Included

Extensions of Coverage

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

| (X) | Code | Extension of Coverage | Limit of Liability |
|-----|------|---|--|
| | A | Accounts Receivable | \$500,000 in any one occurrence |
| | B | Animals | \$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period |
| | C | Buildings Under Construction | As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project. |
| | D | Debris Removal Expense | \$250,000 per insured or 25% of loss, whichever is greater |
| | E | Demolition Cost, Operation of Building Laws and Increased Cost of Construction | \$500,000 in any one occurrence |
| | F | Duty to Defend | \$100,000 any one occurrence |
| | G | Errors and Omissions | \$250,000 in any one occurrence |
| | H | Expediting Expenses | \$250,000 in any one occurrence |
| | I | Fire Department Charges | \$50,000 in any one occurrence |
| | J | Fungus Cleanup Expense | \$50,000 in the annual aggregate in any one occurrence |
| | K | Lawns, Plants, Trees and Shrubs | \$50,000 in any one occurrence |
| | L | Leasehold Interest | Included |
| | M | Air Conditioning Systems | Included |
| | N | New locations of current Insureds | \$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only |
| | O | Personal property of Employees | \$500,000 in any one occurrence |
| | P | Pollution Cleanup Expense | \$50,000 in any one occurrence |
| | Q | Professional Fees | \$50,000 in any one occurrence |
| | R | Recertification of Equipment | Included |
| | S | Service Interruption Coverage | \$500,000 in any one occurrence |
| | T | Transit | \$1,000,000 in any one occurrence |
| | U | Vehicles as Scheduled Property | Included |
| | V | Preservation of Property | \$250,000 in any one occurrence |
| | W | Property at Miscellaneous Unnamed Locations | \$250,000 in any one occurrence |
| | X | Piers, docs and wharves as Scheduled Property | Included on a prior submit basis only |

| | | | |
|--|----|---------------------------------------|----------------------------------|
| | Y | Glass and Sanitary Fittings Extension | \$25,000 any one occurrence |
| | Z | Ingress / Egress | 45 Consecutive Days |
| | AA | Lock and Key Replacement | \$2,500 any one occurrence |
| | BB | Awnings, Gutters and Downspouts | Included |
| | CC | Civil or Military Authority | 45 Consecutive days and one mile |

CRIME COVERAGE

| <u>Description</u> | <u>Limit</u> | <u>Deductible</u> |
|---|--------------|-------------------|
| Forgery and Alteration | Not Included | Not Included |
| Theft, Disappearance or Destruction | Not Included | Not Included |
| Computer Fraud including Funds Transfer Fraud | Not Included | Not Included |
| Employee Dishonesty, including faithful performance, per loss | Not Included | Not Included |

AUTOMOBILE COVERAGE

| Coverages | Covered Autos | Limit | Premium |
|--|---------------|--|--------------|
| Covered Autos Liability | 8,9 | \$1,000,000 | Included |
| Personal Injury Protection | N/A | | Not Included |
| Auto Medical Payments | N/A | | Not Included |
| Uninsured Motorists including Underinsured Motorists | N/A | | Not Included |
| Physical Damage Comprehensive Coverage | N/A | Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning. See item Four for Hired or Borrowed Autos. | Not Included |
| Physical Damage Specified Causes of Loss Coverage | N/A | Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism See item Four for Hired or Borrowed Autos. | Not Included |
| Physical Damage Collision Coverage | N/A | Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto See item Four for Hired or Borrowed Autos. | Not Included |
| Physical Damage Towing And Labor | N/A | \$0 For Each Disablement Of A Private Passenger Auto | Not Included |

GENERAL LIABILITY COVERAGE (Occurrence Basis)

| | |
|---|--------------------|
| Bodily Injury and Property Damage Limit | \$1,000,000 |
| Personal Injury and Advertising Injury | Included |
| Products & Completed Operations Aggregate Limit | Included |
| Employee Benefits Liability Limit, per person | \$1,000,000 |
| Herbicide & Pesticide Aggregate Limit | \$1,000,000 |
| Medical Payments Limit | \$5,000 |
| Fire Damage Limit | Included |
| No fault Sewer Backup Limit | \$25,000/\$250,000 |
| General Liability Deductible | \$0 |

PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)

| | | |
|--|-----------|-------------|
| Public Officials and Employment Practices Liability Limit | Per Claim | \$1,000,000 |
| | Aggregate | \$2,000,000 |
| Public Officials and Employment Practices Liability Deductible | | \$0 |

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.
Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability
Network Security Liability
Privacy Liability
First Party Extortion Threat
First Party Crisis Management
First Party Business Interruption
Limit: \$100,000 each claim/annual aggregate



PREMIUM SUMMARY

**MTERC Community Development District
c/o Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614**

Term: October 1, 2022 to October 1, 2023

Quote Number: 100122403

PREMIUM BREAKDOWN

| | |
|---|----------------|
| Property (Including Scheduled Inland Marine) | Not Included |
| Crime | Not Included |
| Automobile Liability | Not Included |
| Hired Non-Owned Auto | Included |
| Auto Physical Damage | Not Included |
| General Liability | \$3,259 |
| Public Officials and Employment Practices Liability | \$2,667 |
| Deadly Weapon Protection Coverage | Not Included |
| TOTAL PREMIUM DUE | \$5,926 |

IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)




PARTICIPATION AGREEMENT
Application for Membership in the Florida Insurance Alliance

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2022, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

MTERC Community Development District

(Name of Local Governmental Entity)

By:  Matthew Huber, District Manager
Signature Print Name

Witness By: _____
Signature Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2022

By: _____
Administrator

Tab 3

MTERC COMMUNITY DEVELOPMENT DISTRICT

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

December 05, 2022

RIZZETTA & COMPANY, INC.
MTERC CDD, Construction Account
Attn: Kaitlyn Gallant
3434 Colwell Avenue, Suite 115
Tampa, FL 33614

RE: Construction Account
Requisitions for Payment

Dear Kaitlyn:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Construction Account.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) VIA UPS

| REQUISITION NO. | PAYEE | AMOUNT |
|-----------------|------------------|-------------|
| CR335 | Articulation Art | \$19,000.00 |

If you have any questions regarding this request, please do not hesitate to call me at (813) 514-0400. Thank you for your prompt attention to this matter.

Sincerely,
MTERC Community
Development District

Matthew Huber
Regional District Manager

**MTERC COMMUNITY DEVELOPMENT DISTRICT
CONSTRUCTION ACCOUNT**

The undersigned, a Responsible Officer of MTERC Community Development District (the "District") hereby submits the following requisition for disbursement:

November 28, 2022

- (A) Requisition Number: **CR335**
- (B) Name of Payee: **Articulation Art
3200 CR 307
Llano, TX 78643**
- (C) Amount Payable: **\$19,000.00**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments: **Invoice #6001 for Ben Johnston Entry Wall Deposit and Installation Payment**
- (E) Fund or Account from which disbursement to be made: **MTERC Truist Construction Account**

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District;
- 2. each disbursement set forth above is a proper charge against the Construction Account;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
- 4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

MTERC COMMUNITY DEVELOPMENT DISTRICT

By: Christina Harden
Chairman or Vice-Chairman
Board of Supervisors

DISTRICT ENGINEER'S APPROVAL

The undersigned District Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the District Engineer, as such report shall have been amended or modified on the date hereof.

Lee H. Harwell
District Engineer
Lee Harwell
Stantec Consulting Services, Inc.

Articulation Art

3200 CR 307
LLANO, TEXAS 78643

INVOICE

SOLD TO:

MTERC COMMUNITY DEVELOPMENT DISTRICT

INVOICE NUMBER 6001

INVOICE DATE October 10, 2022

Deposit
B. Johnston
Entrey Wall

Curator Installment



| QUANTITY | DESCRIPTION | UNIT PRICE | AMOUNT |
|----------|--|-----------------|--------------------|
| 1 | Ben Johnston - Entry Wall Deposit (\$28,000 total - only paying 50% deposit) Final payment due upon completion | | 14,000.00 |
| 1 | Art Curation Installment Payment Once the art is approved, we will work to add on GOBO projection that will activate the art at night. This will be a separate and additional cost. | | 5,000.00 |
| | | SUBTOTAL | 19,000.00 |
| | | Sales Tax | TAX EXEMPT |
| | | Total | 19,000.00 |
| | | | \$19,000.00 |
| | | PAY THIS AMOUNT | |

DIRECT ALL INQUIRIES TO:

Lesli Marshall
817-235-0661
lesli@articulationart.com

MAKE ALL CHECKS PAYABLE TO:

Articulation Art
Attn: Accounts Receivable
3200 CR 307
LLANO TX 78643

THANK YOU FOR YOUR BUSINESS!

MTERC COMMUNITY DEVELOPMENT DISTRICT

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

December 15, 2022

RIZZETTA & COMPANY, INC.
MTERC CDD, Construction Account
Attn: Kaitlyn Gallant
3434 Colwell Avenue, Suite 115
Tampa, FL 33614

RE: Construction Account
Requisitions for Payment

Dear Kaitlyn:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Construction Account.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) VIA UPS

| REQUISITION NO. | PAYEE | AMOUNT |
|-----------------|------------------|-------------|
| CR336 | Articulation Art | \$14,000.00 |

If you have any questions regarding this request, please do not hesitate to call me at (813) 514-0400. Thank you for your prompt attention to this matter.

Sincerely,
MTERC Community
Development District

Matthew Huber
Regional District Manager

**MTERC COMMUNITY DEVELOPMENT DISTRICT
CONSTRUCTION ACCOUNT**

The undersigned, a Responsible Officer of MTERC Community Development District (the "District") hereby submits the following requisition for disbursement:

December 05, 2022

- (A) Requisition Number: **CR336**
- (B) Name of Payee: **Articulation Art
3200 CR 307
Llano, TX 78643**
- (C) Amount Payable: **\$14,000.00**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments: **Invoice #6002 for Ben Johnston Entry Wall Installation Payment**
- (E) Fund or Account from which disbursement to be made: **MTERC Truist Construction Account**

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District;
- 2. each disbursement set forth above is a proper charge against the Construction Account;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
- 4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

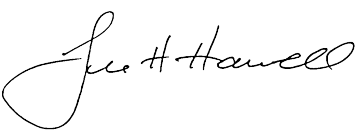
MTERC COMMUNITY DEVELOPMENT DISTRICT

Christina Harden
By: _____
Chairman or Vice-Chairman
Board of Supervisors

DISTRICT ENGINEER'S APPROVAL

The undersigned District Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the District Engineer, as such report shall have been amended or modified on the date hereof.

District Engineer
Lee Harwell
Stantec Consulting Services, Inc.



INVOICE

THANK YOU FOR YOUR BUSINESS!

Tab 4

MEMORANDUM

TO: MTERC COMMUNITY DEVELOPMENT DISTRICT BOARD OF
SUPERVISORS

FROM: ALYSSA WILLSON

DATE: APRIL 3, 2023

RE: PUBLIC RECORDS RETENTION

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

OPTION 1

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MTERC COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the MTERC Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Tampa, Hillsborough County, Florida; and

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

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

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

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____ 2023.

ATTEST:

MTERC COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: District Amendments to General Records Schedules Established by the Division

Exhibit A

District Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OPTION 2

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MTERC COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the MTERC Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Tampa, Hillsborough County, Florida; and

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

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer ("Records Management Liaison Officer"); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District's records custodian to appoint a Records Management Liaison Officer, which may or may not be the District's records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the "Policy") for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

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

SECTION 1. The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the District's development of electronic record keeping systems.
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____ 2023.

ATTEST:

MTERC COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Composite Exhibit A: General Records Schedules, GS1-SL and GS3

Composite Exhibit A

General Records Schedules Established by the Division (GS1-SL and GS3)

[attach, if Option 2 adopted]

Tab 5

MINUTES OF MEETING

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

MTERC COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of MTERC Community Development District was held on **Monday, August 1, 2022 at 1:40 p.m.** at the training center of Rizzetta & Company, Inc., located at 5020 W. Linebaugh Avenue, Suite 120, Tampa, Florida 33624.

Present and constituting a quorum were:

Christina Harden
Robin Bishop
Brian Langford

Board Supervisor, Chairman
Board Supervisor, Vice Chairman
Board Supervisor, Assistant Secretary

Also present were:

Matthew Huber
Alyssa Willson

District Manager, Rizzetta & Company, Inc.
District Counsel, Hopping, Green & Sams, P.A.
(via conference call)

Lee Harwell

District Engineer, Stantec *(via conference call)*

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Huber called the meeting to order and conducted roll call, confirming that a quorum was present.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Huber stated for the record that no members of the public were present.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors Meeting held on April 4, 2022 and the Minutes of the Audit Committee held on April 4, 2022

| |
|---|
| <p>On a Motion by Ms. Harden, seconded by Mr. Langford, with all in favor, the Board approved the minutes of the Board of Supervisors meeting and the audit committee meetings held on April 4, 2022 as presented for MTERC Community Development District.</p> |
|---|

FOURTH ORDER OF BUSINESS

**Consideration of the Operations and
Maintenance Expenditures for March
through June 2022**

Mr. Huber presented the operations and maintenance expenditures for the period of March through June 2022.

On a Motion by Ms. Harden, seconded Mr. Langford, with all in favor, the Board approved the Operations and Maintenance Expenditures for March (\$3,300.00), April (\$4,906.88), May (\$3,591.50), and June 2022 (\$3,300.00) as presented for MTERC Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Construction
Requisitions #CR 330 - 334**

Mr. Huber presented the Construction Requisitions #CR 330 – 334 to the Board.

On a Motion by Ms. Harden, seconded by Mr. Langford, with all in favor, the Board ratified Construction Requisitions #CR 330 - 334 as presented for MTERC Community Development District.

SIXTH ORDER OF BUSINESS

**Public hearing on Fiscal Year
2022/2023 Final Budget**

Mr. Huber asked for a motion to open the public hearing on fiscal year 2022/2023 final budget.

On a Motion by Ms. Harden, seconded by Mr. Langford, with all in favor, the Board opened the public hearing on the fiscal year 2022/2023 final budget for MTERC Community Development District.

Mr. Huber presented the fiscal year 2022/2023 final budget and reviewed the line items of the budget. There weren't any questions put forth.

Mr. Huber asked for a motion to close the public hearing on fiscal year 2022/2023 final budget.

On a Motion by Ms. Harden, seconded by Mr. Langford, with all in favor, the Board closed the public hearing on the fiscal year 2022/2023 final budget for MTERC Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-02,
Approving Fiscal Year 2022/2023 Final
Budget**

Mr. Huber presented and reviewed Resolution 2022-02, Approving Fiscal Year 2022/2023 Final Budget.

On a Motion by Ms. Harden, seconded by Mr. Langford, with all in favor, the Board approved Fiscal Year 2022/2023 Final Budget (\$131,675.00) as presented for MTERC Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Fiscal Year
2022/2023 Funding Agreement**

Mr. Huber presented the Fiscal Year 2022/2023 Funding Agreement.

On a Motion by Ms. Harden, seconded by Mr. Fischer, with all in favor, the Board approved the Fiscal Year 2022/2023 Funding Agreement as presented for MTERC Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2022-03,
Setting Meeting Schedule for Fiscal
Year 2022/2023**

Mr. Huber presented and reviewed Resolution 2022-03, Setting Meeting Schedule for Fiscal Year 2022/2023.

On a Motion by Ms. Harden, seconded by Ms. Bishop, with all in favor, the Board approved Resolution 2022-03, Setting Fiscal Year 2022/2023 Meeting Schedule as amended (Suite 240) for MTERC Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Recommendation of
Audit Committee Regarding Audit
Proposals**

Mr. Huber stated that the audit committee had met prior to the onset of the Board meeting and ranked the firm of Berger, Toombs, Elam, Gaines & Frank as the number one proposer and recommended entering into contract with them for the District's audit services for fiscal year 2022 – 2026.

On a Motion by Ms. Harden, seconded by Mr. Langford, with all in favor, the Board approved entering into contract with the number one ranker proposer, Berger, Toombs, Elam, Gaines & Frank for the District's Audit Services for Fiscal Years 2022 - 2026 for MTERC Community Development District.

ELEVENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel**
No report.
- B. District Engineer**
No report.

C. District Manager

Mr. Huber reminded the Board that the next regular meeting of the Board of Supervisors' will be held on Monday, April 3, 2023 at 1:30 p.m. at Rizzetta & Company's Ashlyn Park Office located at 5020 W. Linebaugh Avenue, Suite 240 Tampa, Florida 33624.

Mr. Huber stated that the 2022 Landowner Election would be held on the first Tuesday in November. He stated that Seats #1, 2 and 3 were up for election.

TWELFTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There were no audience members present and no Supervisor comments put forth.

THIRTEENTH ORDER OF BUSINESS

Adjournment

| |
|--|
| On a Motion by Ms. Harden, seconded by Mr. Langford, with all in favor, the Board adjourned the meeting at 1:51 p.m. for MTERC Community Development District. |
|--|

Secretary/Assistant Secretary

Chairman/ Vice Chairman

Tab 6

MINUTES OF MEETING

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

MTERC COMMUNITY DEVELOPMENT DISTRICT

The landowner's meeting of the MTERC Community Development District was held on **Tuesday, November 1, 2022 at 1:30 p.m.** at the office of Rizzetta & Company, Inc., located at 5020 W. Linebaugh Avenue, Suite 240, Tampa, Florida 33624.

Present was:

Christina Harden

Proxy Holder, Bromley Tampa Investors, LLC

Also present was:

Matthew Huber

Regional District Manager, Rizzetta & Company

FIRST ORDER OF BUSINESS

Call to Order

Mr. Huber called the landowner's meeting to order.

SECOND ORDER OF BUSINESS

Election of Meeting Chairman

Ms. Harden appointed Mr. Huber as the meeting Chairman.

THIRD ORDER OF BUSINESS

Determination of Number of Voting Units

Ms. Harden presented her official proxy and ballot and legal description showing a total of 4 acres for a total of 4 votes.

FOURTH ORDER OF BUSINESS

Nomination for Positions of Supervisors

Ms. Harden nominated Clifton Fischer and Brian Langford as Supervisors with Seat #1 remaining vacant.

FIFTH ORDER OF BUSINESS

Casting of Ballots

After tallying of the votes, the election results are as follows:

- Clifton Fischer – 4 Votes

- Brian Langford – 4 votes

SIXTH ORDER OF BUSINESS

Tabulation of Ballots

Mr. Huber tabulated the ballots as follows:

- Clifton Fischer will receive a 4-year term. Seat #2. Term 11/22 – 11/26.
- Brian Langford will receive a 4-year term. Seat #3. Term 11/22 – 11/26.
- Seat #1 will receive a 2-year term and remain vacant. Term 11/22 – 11/24.

SEVENTH ORDER OF BUSINESS

Landowner's Comments

Questions and

There were no questions or comments put forth.

EIGHTH ORDER OF BUSINESS

Adjournment

Mr. Huber adjourned the landowner's meeting at 2:09 p.m.

Tab 7

MTERC COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · TAMPA, FLORIDA

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

Operation and Maintenance Expenditures July 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2022 through July 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$5,326.43**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

MTERC Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2022 Through July 31, 2022

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|--------------------------|---------------------|-----------------------|--|---------------------------|
| Innersync Studio, LTD | 001161 | 20505 | ADA Compliant Web Site - Quarterly Service 07/22 | \$ 384.38 |
| Kutak Rock, LLP | 001162 | 3067698 | Legal Services 05/22 | \$ 147.50 |
| Rizzetta & Company, Inc. | 001163 | INV0000069343 | District Management Fees 07/22 | \$ 3,300.00 |
| Times Publishing Company | 001165 | 0000233479 07/22 | Legal Advertising 07/22 | \$ 1,082.55 |
| Times Publishing Company | 001164 | 0000233492 07/22 | Legal Advertising 07/22 | <u>\$ 412.00</u> |
| Report Total | | | | <u>\$ 5,326.43</u> |

INVOICE

BILL TO

Mterc CDD
12750 Citrus Park Lane
Tampa, FL 33625

INVOICE # 20505**DATE** 07/01/2022**DUE DATE** 07/16/2022**TERMS** Net 15

| DESCRIPTION | AMOUNT |
|--|-----------------|
| CDD Website Services - Hosting, support and training | 150.00 |
| CDD Ongoing PDF Accessibility Compliance Service | 234.38 |
| <hr/> | |
| Quarterly service | BALANCE DUE |
| | \$384.38 |

Date Rec'd Rizzetta & Co., Inc. 07/01/2022

D/M approval  Date 07/01

Date entered 07/01/2022

Fund 001 GL 51300 OC 5103

Check #

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

June 28, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3067698

Client Matter No. 14123-1

Mr. Greg Cox
MTERC CDD
Rizzetta & Company
Suite 115
12750 Citrus Park Lane
Tampa, FL 33625

Invoice No. 3067698
14123-1

Re: General Counsel

For Professional Legal Services Rendered

| | | | | |
|----------|------------|------|--------|--|
| 05/02/22 | A. Willson | 0.40 | 118.00 | Review draft audit; confer with Gallant regarding same |
| 05/09/22 | A. Willson | 0.10 | 29.50 | Confer with Valley regarding budget hearing |

TOTAL HOURS 0.50

TOTAL FOR SERVICES RENDERED \$147.50

TOTAL CURRENT AMOUNT DUE \$147.50

Date Rec'd Rizzetta & Co., Inc. 06/28/2022

D/M approval Meh Date 07/01

Date entered 06/30/2022

Fund 001 GL 51400 OC 3107

Check # _____

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

| Date | Invoice # |
|----------|---------------|
| 7/1/2022 | INV0000069343 |

Bill To:

MTERC CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

| Services for the month of | Terms | Client Number |
|---------------------------|--------------|---------------|
| July | Upon Receipt | 00496 |

| Description | Qty | Rate | Amount |
|--|------|------------|------------|
| Accounting Services | 1.00 | \$1,125.00 | \$1,125.00 |
| Administrative Services | 1.00 | \$258.33 | \$258.33 |
| Financial & Revenue Collections | 1.00 | \$291.67 | \$291.67 |
| Management Services | 1.00 | \$1,525.00 | \$1,525.00 |
| Website Compliance & Management | 1.00 | \$100.00 | \$100.00 |
| <div><div>Date Rec'd Rizzetta & Co., Inc. 06/23/2022</div><div>D/M approval <u>Mph</u> Date 07/01</div><div>Date entered 06/23/2022</div><div>Fund 001 GL 51300 OC 3201 1125.00</div><div>001 51300 3100 258.33</div><div>Check 001 51300 3111 291.67</div><div>001 51300 3101 1525.00</div><div>001 51300 5103 100.00</div></div> | | | |
| Subtotal | | | \$3,300.00 |
| Total | | | \$3,300.00 |



Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396
Toll Free Phone: 1 (877) 321-7355
Fed Tax ID 59-0482470

ADVERTISING INVOICE

| Advertising Run Dates | | Advertiser Name | |
|-----------------------|--------------|------------------|--|
| 07/10/22 - 07/17/22 | | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account | |
| 07/17/2022 | Jean Mitotes | 198592 | |
| Total Amount Due | | Ad Number | |
| \$1,082.55 | | 0000233479 | |

PAYMENT DUE UPON RECEIPT

| Start | Stop | Ad Number | Product | Placement | Description PO Number | Ins. | Size | Net Amount |
|----------|----------|------------|--------------|------------|--|------|--------|------------------|
| 07/10/22 | 07/17/22 | 0000233479 | Times | Legals CLS | Notice of Public Hearing on FY 2022/2023 Bu | 2 | 2x54 L | \$1,078.55 |
| 07/10/22 | 07/17/22 | 0000233479 | Tampabay.com | Legals CLS | Notice of Public Hearing on FY 2022/2023 Bu AffidavitMaterial | 2 | 2x54 L | \$0.00 \$4.00 |

Date Rec'd Rizzetta & Co., Inc. 07/18/2022

D/M approval Meh Date 07/22

Date entered 07/18/2022

Fund 001 GL 51300 OC 4801

Check #

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE



DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396
Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

| Advertising Run Dates | | Advertiser Name | |
|-----------------------|--------------|------------------|--|
| 07/10/22 - 07/17/22 | | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account | |
| 07/17/2022 | Jean Mitotes | 198592 | |
| Total Amount Due | | Ad Number | |
| \$1,082.55 | | 0000233479 | |

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO: TIMES PUBLISHING COMPANY

REMIT TO:

MTERC CDD
C/O RIZETTA & COMPANY
3434 COLWELL AVE #200
TAMPA, FL 33614

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396

Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

ADVERTISING INVOICE

| Advertising Run Dates | Advertiser Name | |
|-----------------------|-----------------|------------------|
| 07/ 6/22 | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account |
| 07/06/2022 | Jean Mitotes | 198592 |
| Total Amount Due | | Ad Number |
| \$412.00 | | 0000233492 |

PAYMENT DUE UPON RECEIPT

| Start | Stop | Ad Number | Product | Placement | Description PO Number | Ins. | Size | Net Amount |
|----------|----------|------------|--------------|------------|--------------------------------|------|--------|------------------|
| 07/06/22 | 07/06/22 | 0000233492 | Times | Legals CLS | Audit RFP | 1 | 2x49 L | \$408.00 |
| 07/06/22 | 07/06/22 | 0000233492 | Tampabay.com | Legals CLS | Audit RFP AffidavitMaterial | 1 | 2x49 L | \$0.00 \$4.00 |

Date Rec'd Rizzetta & Co., Inc. 07/07/2022

D/M approval Meh Date 07/08

Date entered 07/07/2022

Fund 001 GL 51300 OC 4801

Check #

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

| Advertising Run Dates | Advertiser Name | |
|-----------------------|-----------------|------------------|
| 07/ 6/22 | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account |
| 07/06/2022 | Jean Mitotes | 198592 |
| Total Amount Due | | Ad Number |
| \$412.00 | | 0000233492 |

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

REMIT TO:

MTERC CDD

C/O RIZETTA & COMPANY

3434 COLWELL AVE #200

TAMPA, FL 33614

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

MTERC COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · TAMPA, FLORIDA

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

Operation and Maintenance Expenditures August 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2022 through August 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$3,300.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

MTERC Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|--------------------------|---------------------|-----------------------|--------------------------------|---------------------------|
| Rizzetta & Company, Inc. | 100000 | INV0000070162 | District Management Fees 08/22 | \$ 3,300.00 |
| Report Total | | | | <u>\$ 3,300.00</u> |

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

| Date | Invoice # |
|----------|---------------|
| 8/1/2022 | INV0000070162 |

Bill To:

MTERC CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

| Services for the month of | Terms | Client Number |
|---------------------------|--------------|---------------|
| August | Upon Receipt | 00496 |

| Description | Qty | Rate | Amount |
|---------------------------------|------|------------|------------|
| Accounting Services | 1.00 | \$1,125.00 | \$1,125.00 |
| Administrative Services | 1.00 | \$258.33 | \$258.33 |
| Financial & Revenue Collections | 1.00 | \$291.67 | \$291.67 |
| Management Services | 1.00 | \$1,525.00 | \$1,525.00 |
| Website Compliance & Management | 1.00 | \$100.00 | \$100.00 |
| Received 07/28/2022 | | | |
| Subtotal | | | \$3,300.00 |
| Total | | | \$3,300.00 |

MTERC COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · TAMPA, FLORIDA

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

Operation and Maintenance Expenditures September 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2022 through September 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$5,552.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

MTERC Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|--------------------------|--------------|------------------------|--|---------------------------|
| Brian E. Langford | 100001 | BL080122 | Board of Supervisors Meeting 08/01/2022 | \$ 200.00 |
| Christina H. Harden | 100002 | CH080122 | Board of Supervisors Meeting 08/01/2022 | \$ 200.00 |
| Kutak Rock, LLP | 100003 | 3082584 | Legal Services 06/22 | \$ 93.00 |
| Rizzetta & Company, Inc. | 100004 | INV0000070818 | District Management Fees 09/22 | \$ 3,300.00 |
| Robin Bishop | 100005 | RB080122 | Board of Supervisors Meeting 08/01/2022 | \$ 200.00 |
| Times Publishing Company | 100006 | 0000226269 07/17/22 | Legal Advertising 07/22 | \$ 1,038.00 |
| Times Publishing Company | 100006 | 0000233473 07/24/22 | Legal Advertising 07/22 | \$ <u>521.00</u> |
| Report Total | | | | \$ <u>5,552.00</u> |

MTERC CDD

Meeting Date: August 1, 2022

SUPERVISOR PAY REQUEST

| Name of Board Supervisor | Check if present | Check if paid |
|--------------------------|-------------------------------------|-------------------------------------|
| Christina Harden | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Robin Bishop | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Brian Langford | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Clifton Fischer | | |
| Vacant | | |

(*) Does not get paid

NOTE: Supervisors are only paid if checked present.

RECEIVED
08/04/2022**EXTENDED MEETING TIMECARD**

| | |
|---------------------|---------|
| Meeting Start Time: | 1:35 pm |
| Meeting End Time: | 1:51 pm |
| Total Meeting Time: | 15 mins |

| | |
|-----------------------------------|-----|
| Time Over 0 (3) Hours: | N/A |
|-----------------------------------|-----|

| | |
|--------------------------|-------------------|
| Total at \$175 per Hour: | \$0.00 |
|--------------------------|-------------------|

ADDITIONAL OR CONTINUED MEETING TIMECARD

| | |
|----------------------------------|--------|
| Meeting Date: | |
| Additional or Continued Meeting? | |
| Total Meeting Time: | |
| Total at \$175 per Hour: | \$0.00 |

| | |
|-----------------------------|---------|
| Business Mileage Round Trip | |
| IRS Rate per Mile | \$0.585 |
| Mileage to Charge | \$0.00 |

DM Signature: M. Fisher**RECEIVED**
08/03/2022

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

July 28, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3082584

Client Matter No. 14123-1

Mr. Greg Cox
MTERC CDD
Rizzetta & Company
Suite 115
12750 Citrus Park Lane
Tampa, FL 33625

Invoice No. 3082584
14123-1

Re: General Counsel

For Professional Legal Services Rendered

| | | | | |
|----------|------------|------|-------|--|
| 06/22/22 | A. Willson | 0.30 | 93.00 | Confer with Huber regarding district property; review items regarding same |
|----------|------------|------|-------|--|

| | |
|-------------|------|
| TOTAL HOURS | 0.30 |
|-------------|------|

| | |
|-----------------------------|---------|
| TOTAL FOR SERVICES RENDERED | \$93.00 |
|-----------------------------|---------|

| | |
|--------------------------|----------------|
| TOTAL CURRENT AMOUNT DUE | <u>\$93.00</u> |
|--------------------------|----------------|

RECEIVED
07/29/2022

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614


Invoice

| Date | Invoice # |
|----------|---------------|
| 9/1/2022 | INV0000070818 |

Bill To:

MTERC CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

| Services for the month of | Terms | Client Number |
|---------------------------|--------------|---------------|
| September | Upon Receipt | 00496 |

| Description | Qty | Rate | Amount |
|---|------|------------|------------|
| Accounting Services | 1.00 | \$1,125.00 | \$1,125.00 |
| Administrative Services | 1.00 | \$258.33 | \$258.33 |
| Financial & Revenue Collections | 1.00 | \$291.67 | \$291.67 |
| Management Services | 1.00 | \$1,525.00 | \$1,525.00 |
| Website Compliance & Management | 1.00 | \$100.00 | \$100.00 |
|  | | | |
| | | | |
| | | | |
| Subtotal | | | \$3,300.00 |
| Total | | | \$3,300.00 |

Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

ADVERTISING INVOICE

| Advertising Run Dates | | Advertiser Name | |
|-----------------------|----------------|------------------|--|
| 07/10/22 - 07/17/22 | | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account | |
| 07/17/2022 | Deirdre Bonett | 198592 | |
| Total Amount Due | | Ad Number | |
| \$1,038.00 | | 0000226269 | |

PAYMENT DUE UPON RECEIPT

| Start | Stop | Ad Number | Product | Placement | Description PO Number | Ins. | Size | Net Amount |
|----------|----------|------------|--------------|------------|--------------------------|------|--------|------------|
| 07/10/22 | 07/17/22 | 0000226269 | Times | Legals CLS | Budget Hearing | 2 | 2x48 L | \$1,034.00 |
| 07/10/22 | 07/17/22 | 0000226269 | Tampabay.com | Legals CLS | Budget Hearing | 2 | 2x48 L | \$0.00 |
| | | | | | AffidavitMaterial | | | \$4.00 |

RECEIVED
JUL 25 2022
BY:

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

| Advertising Run Dates | | Advertiser Name | |
|-----------------------|----------------|------------------|--|
| 07/10/22 - 07/17/22 | | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account | |
| 07/17/2022 | Deirdre Bonett | 198592 | |
| Total Amount Due | | Ad Number | |
| \$1,038.00 | | 0000226269 | |

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

REMIT TO:

MTERC CDD

C/O RIZETTA & COMPANY

3434 COLWELL AVE #200

TAMPA, FL 33614

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

Before the undersigned authority personally appeared **Deirdre Bonett** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Budget Hearing** was published in said newspaper by print in the issues of: **7/10/22, 7/17/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hillsborough** County, Florida and that the said newspaper has heretofore been continuously published in said **Hillsborough** County, Florida each day and has been entered as a second class mail matter at the post office in said **Hillsborough** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

DB

Signature Affiant

Sworn to and subscribed before me this **07/17/2022**

Signature of Notary Public

Personally known ☒ or produced identification

Type of identification produced

**MTERC COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION
OF THE FISCAL YEAR 2022/2023 BUDGET; AND NOTICE OF
REGULAR BOARD OF SUPERVISORS' MEETING**

The Board of Supervisors ("Board") of the MTERC Community Development District ("District") will hold a public hearing on August 1, 2022 at 1:30 p.m. at the offices of Rizzetta & Company, located at 5020 W. Linebaugh Avenue, Tampa, Florida 33624 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("Fiscal Year 2022/2023"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614, Phone (813) 933-5571, ("District Manager's Office"), during normal business hours, or by visiting the District's website at <https://www.mterccdd.org/>.

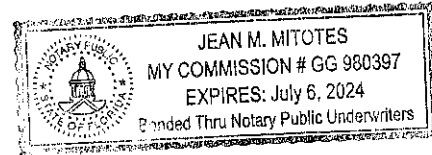
The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

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

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

Matthew Huber
Regional District Manager
Run Dates: 7-10-22 & 7-17-22

0000226269

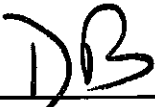


Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

Before the undersigned authority personally appeared **Deirdre Bonett** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Budget Hearing** was published in said newspaper by print in the issues of: **7/10/22, 7/17/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hillsborough** County, Florida and that the said newspaper has heretofore been continuously published in said **Hillsborough** County, Florida each day and has been entered as a second class mail matter at the post office in said **Hillsborough** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

Sworn to and subscribed before me this **07/17/2022**



Signature of Notary Public

Personally known ☒ or produced identification

Type of identification produced _____

MTERC COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION
OF THE FISCAL YEAR 2022/2023 BUDGET; AND NOTICE OF
REGULAR BOARD OF SUPERVISORS' MEETING

The Board of Supervisors ("Board") of the MTERC Community Development District ("District") will hold a public hearing on August 1, 2022 at 1:30 p.m. at the offices of Rizzetta & Company, located at 5020 W. Linebaugh Avenue, Tampa, Florida 33624 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("Fiscal Year 2022/2023"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614, Phone (813) 933-5571, ("District Manager's Office"), during normal business hours, or by visiting the District's website at <https://www.mterccdd.org/>.

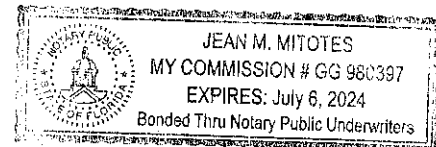
The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

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

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

Matthew Huber
Regional District Manager
Run Dates: 7-10-22 & 7-17-22

0000226269



Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

ADVERTISING INVOICE

| | | | |
|-----------------------|--|-----------------|------------------|
| Advertising Run Dates | | Advertiser Name | |
| 07/10/22 - 07/17/22 | | MTERC CDD | |
| Billing Date | | Sales Rep | Customer Account |
| 07/17/2022 | | Jean Mitotes | 198592 |
| Total Amount Due | | Ad Number | |
| \$1,082.55 | | 0000233479 | |

PAYMENT DUE UPON RECEIPT

| Start | Stop | Ad Number | Product | Placement | Description PO Number | Ins. | Size | Net Amount |
|----------|----------|------------|--------------|------------|---|------|--------|------------|
| 07/10/22 | 07/17/22 | 0000233479 | Times | Legals CLS | Notice of Public Hearing on FY 2022/2023 Bu | 2 | 2x54 L | \$1,078.55 |
| 07/10/22 | 07/17/22 | 0000233479 | Tampabay.com | Legals CLS | Notice of Public Hearing on FY 2022/2023 Bu | 2 | 2x54 L | \$0.00 |
| | | | | | AffidavitMaterial | | | \$4.00 |

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

| | | | |
|-----------------------|--|-----------------|------------------|
| Advertising Run Dates | | Advertiser Name | |
| 07/10/22 - 07/17/22 | | MTERC CDD | |
| Billing Date | | Sales Rep | Customer Account |
| 07/17/2022 | | Jean Mitotes | 198592 |
| Total Amount Due | | Ad Number | |
| \$1,082.55 | | 0000233479 | |

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

REMIT TO:

MTERC CDD

C/O RIZETTA & COMPANY

3434 COLWELL AVE #200

TAMPA, FL 33614

Times Publishing Company

DEPT 3396

PO BOX 123396

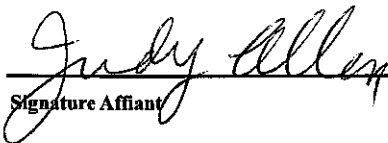
DALLAS, TX 75312-3396

Tampa Bay Times
Published Daily

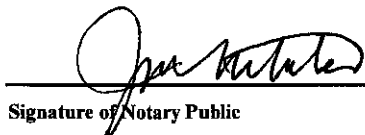
STATE OF FLORIDA
COUNTY OF Hillsborough

Before the undersigned authority personally appeared **Judy Allen** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of Public Hearing on FY 2022/2023 Budget** was published in said newspaper by print in the issues of: **7/10/22, 7/17/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hillsborough** County, Florida and that the said newspaper has heretofore been continuously published in said **Hillsborough** County, Florida each day and has been entered as a second class mail matter at the post office in said **Hillsborough** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

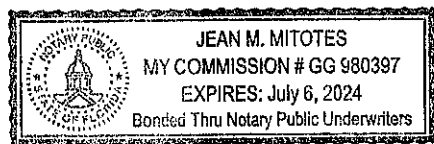

Signature Affiant

Sworn to and subscribed before me this **07/17/2022**


Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



MTERC COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2022/2023 BUDGET; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board") of the MTERC Community Development District ("District") will hold a public hearing on August 1, 2022 at 1:30 p.m. at the offices of Rizzetta & Company, located at 5020 W. Linebaugh Avenue, Tampa, Florida 33624 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("Fiscal Year 2022/2023"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614, Phone (813) 933-5571, ("District Manager's Office"), during normal business hours, or by visiting the District's website at <https://www.mterccdd.org/>.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

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

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

Matthew Huber
Regional District Manager

Run Dates: 7-10-22 & 7-17-22

00000233479

Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

ADVERTISING INVOICE

| Advertising Run Dates | Advertiser Name | |
|-----------------------|-----------------|------------------|
| 07/24/22 | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account |
| 07/24/2022 | Jean Mitotes | 198592 |
| Total Amount Due | | Ad Number |
| \$521.00 | | 0000233473 |

PAYMENT DUE UPON RECEIPT

| Start | Stop | Ad Number | Product | Placement | Description PO Number | Ins. | Size | Net Amount |
|----------|----------|------------|--------------|------------|--|------|--------|------------------|
| 07/24/22 | 07/24/22 | 0000233473 | Times | Legals CLS | 2nd Audit Committee Meeting | 1 | 2x48 L | \$517.00 |
| 07/24/22 | 07/24/22 | 0000233473 | Tampabay.com | Legals CLS | 2nd Audit Committee Meeting AffidavitMaterial | 1 | 2x48 L | \$0.00 \$4.00 |

RECEIVED

AUG 01 2022

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

| Advertising Run Dates | Advertiser Name | |
|-----------------------|-----------------|------------------|
| 07/24/22 | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account |
| 07/24/2022 | Jean Mitotes | 198592 |
| Total Amount Due | | Ad Number |
| \$521.00 | | 0000233473 |

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

REMIT TO:

MTERC CDD
C/O RIZETTA & COMPANY
3434 COLWELL AVE #200
TAMPA, FL 33614

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

Before the undersigned authority personally appeared **Judy Allen** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: 2nd Audit Committee Meeting** was published in said newspaper by print in the issues of: **7/24/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hillsborough** County, Florida and that the said newspaper has heretofore been continuously published in said **Hillsborough** County, Florida each day and has been entered as a second class mail matter at the post office in said **Hillsborough** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

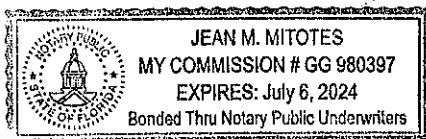
Judy Allen
Signature Affiant

Sworn to and subscribed before me this **07/24/2022**

Jm Mitotes
Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



**MTERC COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF AUDIT COMMITTEE MEETING AND REGULAR
BOARD OF SUPERVISORS' MEETING**

The Board of Supervisors ("Board") of the MTERC Community Development District ("District") will hold an Audit Committee meeting and regular meeting of the Board of Supervisors on **August 1, 2022 at 1:30 p.m.** at the Rizzetta & Company, Inc., training center, located at 5020 W. Linebaugh Ave., Tampa, Florida 33624. The Audit Committee will review, discuss and recommend an auditor to provide audit services to the District for Fiscal Years 2022-2026. The regular Board meeting will take place at the conclusion of the Audit Committee meeting, where the Board may consider any other business that may properly come before it. A copy of the agendas may be obtained at the offices of the District Manager, Rizzetta & Company, Inc., located at 5020 W. Linebaugh Avenue, Suite 240, Tampa, Florida 33624, (813) 933-5571 ("District Manager's Office"), during normal business hours.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

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

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

Matthew Huber
Regional District Manager
Run Date: 07/24/22

0000233473

RECEIVED
AUG 01 2022

} SS

MTERC COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · TAMPA, FLORIDA

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

Operation and Maintenance Expenditures

October 2022

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2022 through October 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$10,628.38**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

MTERC Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-----------------------------------|---------------------|-----------------------|---|----------------------------|
| Egis Insurance Advisors, LLC | 100007 | 16436 | Renewal Policy #100122403 10/01/2022- | \$ 5,926.00 |
| Innersync Studio, Ltd | 100008 | 20835 | ADA Compliant Web Site - Quarterly Serv | \$ 384.38 |
| Kutak Rock, LLP | 100009 | 3096898 | Legal Services 07/22 | \$ 155.00 |
| Kutak Rock, LLP | 100009 | 3110844 | Legal Services 08/22 | \$ 550.00 |
| Rizzetta & Company, Inc. | 100010 | INV0000071771 | District Management Fees 10/22 | \$ 3,428.00 |
| Stantec Consulting Services, Inc. | 100011 | 1966301 | Engineering Services 08/22 | <u>\$ 185.00</u> |
| Report Total | | | | <u>\$ 10,628.38</u> |



INVOICE

| | |
|-------------------------|--------------------------------------|
| Customer | MTERC Community Development District |
| Acct # | 911 |
| Date | 08/25/2022 |
| Customer Service | Kristina Rudez |
| Page | 1 of 1 |

MTERC Community Development District
c/o Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

| Payment Information | |
|------------------------|---------------|
| Invoice Summary | \$ 5,926.00 |
| Payment Amount | |
| Payment for: | Invoice#16436 |
| 100122403 | |

Thank You

Please detach and return with payment



Customer: MTERC Community Development District

| Invoice | Effective | Transaction | Description | Amount |
|---------|------------|--------------|--|----------|
| 16436 | 10/01/2022 | Renew policy | Policy #100122403 10/01/2022-10/01/2023 Florida Insurance Alliance Package - Renew policy Due Date: 8/25/2022 | 5,926.00 |

Total

\$ 5,926.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
 Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors

(321)233-9939

Date

P.O. Box 748555
 Atlanta, GA 30374-8555

sclimer@egisadvisors.com

08/25/2022

INVOICE

BILL TO

Mterc CDD
12750 Citrus Park Lane
Tampa, FL 33625

INVOICE # 20835**DATE** 10/01/2022**DUE DATE** 10/16/2022**TERMS** Net 15

| DESCRIPTION | AMOUNT |
|--|-----------------|
| CDD Website Services - Hosting, support and training | 150.00 |
| CDD Ongoing PDF Accessibility Compliance Service | 234.38 |
| <hr/> | |
| Quarterly service | BALANCE DUE |
| | \$384.38 |

RECEIVED
10/01/2022

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 30, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3096898

Client Matter No. 14123-1

Mr. Greg Cox
MTERC CDD
Rizzetta & Company
Suite 115
12750 Citrus Park Lane
Tampa, FL 33625

RECEIVED
08/30/2022

Invoice No. 3096898

14123-1

Re: General Counsel

For Professional Legal Services Rendered

| | | | | |
|-------------|------------|------|-------|--|
| 07/15/22 | A. Willson | 0.20 | 62.00 | Prepare memorandum regarding statutory changes to publication requirements |
| 07/18/22 | A. Willson | 0.30 | 93.00 | Confer with Valley regarding meeting agenda; review and revise funding agreement and budget appropriation resolution |
| TOTAL HOURS | | 0.50 | | |

KUTAK ROCK LLP

MTERC CDD

August 30, 2022

Client Matter No. 14123-1

Invoice No. 3096898

Page 2

| | |
|-----------------------------|----------|
| TOTAL FOR SERVICES RENDERED | \$155.00 |
|-----------------------------|----------|

| | |
|--------------------------|----------|
| TOTAL CURRENT AMOUNT DUE | \$155.00 |
|--------------------------|----------|

UNPAID INVOICES:

| | | |
|---------------|---------------------|-------|
| July 28, 2022 | Invoice No. 3082584 | 93.00 |
|---------------|---------------------|-------|

| | |
|-----------|-----------------|
| TOTAL DUE | <u>\$248.00</u> |
|-----------|-----------------|

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

September 26, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3110844

Client Matter No. 14123-1

Mr. Greg Cox
MTERC CDD
Rizzetta & Company
Suite 115
12750 Citrus Park Lane
Tampa, FL 33625

Invoice No. 3110844
14123-1

Re: General Counsel

For Professional Legal Services Rendered

| | | | | |
|-------------|------------|------|--------|--|
| 08/01/22 | A. Willson | 1.10 | 341.00 | Review meeting agenda; prepare materials for board meeting; attend same |
| 08/02/22 | J. Gillis | 0.50 | 72.50 | Follow up from Board meeting; confer with staff regarding budget funding agreement and revise same; draft notice of award letters for audit services |
| 08/02/22 | A. Willson | 0.30 | 93.00 | Review and revise notice of intent to award audit agreement; confer with Huber and Valley regarding same |
| 08/11/22 | J. Gillis | 0.30 | 43.50 | Coordinate response to auditor letter |
| TOTAL HOURS | | 2.20 | | |

KUTAK ROCK LLP

MTERC CDD

September 26, 2022

Client Matter No. 14123-1

Invoice No. 3110844

Page 2

| | |
|-----------------------------|----------|
| TOTAL FOR SERVICES RENDERED | \$550.00 |
|-----------------------------|----------|

| | |
|--------------------------|----------|
| TOTAL CURRENT AMOUNT DUE | \$550.00 |
|--------------------------|----------|

UNPAID INVOICES:

| | | |
|-----------------|---------------------|--------|
| August 30, 2022 | Invoice No. 3096898 | 155.00 |
|-----------------|---------------------|--------|

| | |
|-----------|-----------------|
| TOTAL DUE | <u>\$705.00</u> |
|-----------|-----------------|

RECEIVED
09/26/2022

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614


Invoice

| Date | Invoice # |
|-----------|---------------|
| 10/1/2022 | INV0000071771 |

Bill To:

MTERC CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

| Services for the month of | Terms | Client Number |
|---------------------------|--------------|---------------|
| October | Upon Receipt | 00496 |

| Description | Qty | Rate | Amount |
|---|------|------------|------------|
| Accounting Services | 1.00 | \$1,170.00 | \$1,170.00 |
| Administrative Services | 1.00 | \$268.67 | \$268.67 |
| Financial & Revenue Collections | 1.00 | \$303.33 | \$303.33 |
| Management Services | 1.00 | \$1,586.00 | \$1,586.00 |
| Website Compliance & Management | 1.00 | \$100.00 | \$100.00 |
|  | | | |
| | | | |
| | | | |
| Subtotal | | | \$3,428.00 |
| Total | | | \$3,428.00 |



Stantec

777 S. Harbour Island Blvd., Suite 600
Tampa, FL 33602
(813) 223-9500

September 13, 2022

RECEIVED
09/14/2022

MTERC Community Development District

c/o Hanna Yi
Rizzetta and Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

**Reference: Midtown Tampa
CDD Engineering Services
Invoicing For Services Performed from June 11, 2022 through August 5, 2022
Invoice # 1966301**

Ms. Yi,

Please find attached our invoice for the above referenced project. Please note that Professional Services are invoiced on an hourly rate basis. A description of the hourly services performed is listed below:

| TASK No. | Date(s) of Service | Description | Category / Employee Amount |
|----------|--------------------------|---|--|
| 200.203 | | CDD Engineering Services (O&M): Prepare for and attend 8/1/2022 periodic CDD BOS meeting | L. Harwell (District Engineer) 1 hours @ \$ 185/hr A. LaFleur 0 hours @159 = \$ 0 Total Amount = \$185 |
| 200.203 | | CDD Engineering Services (Construction): 2021 / 2022 Review / Approve Pay Apps, District Purchase Orders, and Construction Requisitions for Midtown Tampa. | L. Harwell (District Engineer) 0 hours @ \$ 185/hr Total Amount = \$ 0 |
| 900 | | Reimbursable Expenses: Printing | \$ 0 |
| | | TOTAL | \$ 185.00 |



| | | | | |
|--|--|--|--|--------------------|
| | | | T/M Budget Remaining Task 200.201 Interim Services | \$ 15 |
| | | | T/M Budget Remaining Task 200.202 Fiscal Year 2020/2021 | \$0.00 |
| | | | T/M Budget Remaining Task 200.203 Fiscal Year 2021/2022 | \$11,331.75 |
| | | | T/M Budget Remaining Task 900 | \$ 469.54 |

* Refer to Stantec Agreement dated February 4, 2019, additional authorizations, and Agreement dated August 5, 2019.

Please contact us with any questions or comments you may have, or if there is any additional information you will require from Stantec to review, approve and process this invoice.

Sincerely,

Lee H. Harwell, P.E.
Senior Project Manager



INVOICE

Page 1 of 2

| | |
|------------------------|-----------------|
| Invoice Number | 1966301 |
| Invoice Date | August 19, 2022 |
| Customer Number | 152916 |
| Project Number | 215615034 |

Bill To

MTERC Community Development District
Eric Dailey
3434 Colwell Avenue
Suite 200
Tampa FL 33614
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: MTERC CDD District Engineering

| | |
|---|-----------------|
| Stantec Project Manager: | Harwell, Lee |
| Authorization Amount: | \$70,500.00 |
| Authorization Previously Billed: | \$48,743.11 |
| Authorization Billed to Date: | \$48,928.11 |
| Current Invoice Due: | \$185.00 |
| For Period Ending: | August 5, 2022 |

| | |
|------------------------|-------------------------|
| Email Invoices: | CDDinvoice@rizzetta.com |
| Copy Invoice: | dkronick@rizzetta.com |

Please contact Debra Jones if you have any questions concerning this invoice.
Phone: (239) 263-6416 E-mail: Debra.Jones@Stantec.com
** PLEASE SEND AN INVOICE # WITH PAYMENT **
Thank you.

Due upon receipt or in accordance with terms of the contract

INVOICE

Invoice Number
Project Number

1966301
215615034

Top Task 200 Interim Services
Low Task 200.203 Permanent DE Services 2021/2022

Professional Services

| Category/Employee | Hours | Rate | Current Amount |
|--------------------------------|-------|--------|----------------|
| Harwell, Lee | 1.00 | 185.00 | 185.00 |
| | 1.00 | | 185.00 |
| Professional Services Subtotal | 1.00 | | 185.00 |
| Low Task 200.203 Subtotal | | | 185.00 |
| Top Task 200 Total | | | 185.00 |
| Total Fees & Disbursements | | | \$185.00 |
| INVOICE TOTAL (USD) | | | \$185.00 |

MTERC COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · TAMPA, FLORIDA

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

Operation and Maintenance Expenditures

November 2022

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2022 through November 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$5,598.15**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

MTERC Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|------------------------------------|---------------------|--------------------------|--------------------------------|---------------------------|
| Department of Economic Opportunity | 100012 | 87351 | Special District Fee FY 22/23 | \$ 175.00 |
| Rizzetta & Company, Inc. | 100013 | INV0000072607 | District Management Fees 11/22 | \$ 3,428.00 |
| Times Publishing Company | 100014 | 0000240296 10/23/2022 | Legal Advertising 10/22 | \$ 587.00 |
| Times Publishing Company | 100014 | 0000248415 10/16/2022 | Legal Advertising 10/22 | \$ <u>1,408.15</u> |
| Report Total | | | | <u>\$ 5,598.15</u> |

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2022/2023 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

| | | | |
|----------------------|------------------|------------------|---|
| Invoice No.: 87351 | | | Date Invoiced: 10/03/2022 |
| Annual Fee: \$175.00 | Late Fee: \$0.00 | Received: \$0.00 | Total Due, Postmarked by 12/02/2022: \$175.00 |

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:

MTERC Community Development District

Mr. William J. Rizzetta

3434 Colwell Avenue, Suite 200

Tampa, FL 33614



FLORIDA DEPARTMENT OF
ECONOMIC OPPORTUNITY

RECEIVED

OCT - 6 2022

36

- | | |
|--------------------------------|-------------------------------|
| 2. Telephone: | (813) 514-0400 |
| 3. Fax: | (813) 514-0401 |
| 4. Email: | brizzetta@rizzetta.com |
| 5. Status: | Independent |
| 6. Governing Body: | Elected |
| 7. Website Address: | mterccdd.org |
| 8. County(ies): | Hillsborough |
| 9. Function(s): | Community Development |
| 10. Boundary Map on File: | 02/04/2019 |
| 11. Creation Document on File: | 02/04/2019 |
| 12. Date Established: | 01/29/2019 |
| 13. Creation Method: | Local Ordinance |
| 14. Local Governing Authority: | City of Tampa |
| 15. Creation Document(s): | City Ordinance 2019-15 |
| 16. Statutory Authority: | Chapter 190, Florida Statutes |
| 17. Authority to Issue Bonds: | Yes |
| 18. Revenue Source(s): | Assessments |
| 19. Most Recent Update: | 10/26/2021 |

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: William J. Rizzetta Date 10/13/22

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

- 1.____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
- 2.____ This special district is in compliance with the reporting requirements of the Department of Financial Services.
- 3.____ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2020/2021 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

| Date | Invoice # |
|-----------|---------------|
| 11/1/2022 | INV0000072607 |

Bill To:

MTERC CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

| | | |
|----------------------------------|--------------|----------------------|
| Services for the month of | Terms | Client Number |
| November | Upon Receipt | 00496 |

[illegible]

Tampa Bay Times

tampabay.com

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396
Toll Free Phone: 1 (877) 321-7355
Fed Tax ID 59-0482470

ADVERTISING INVOICE

| Advertising Run Dates | | Advertiser Name | |
|-----------------------|--------------|------------------|--|
| 10/23/22 | | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account | |
| 10/24/2022 | Jean Mitotes | 198592 | |
| Total Amount Due | | Ad Number | |
| \$587.00 | | 0000240296 | |

PAYMENT DUE UPON RECEIPT

| Start | Stop | Ad Number | Product | Placement | Description PO Number | Ins. | Size | Net Amount |
|----------|----------|------------|--------------|------------|--|------|--------|------------------|
| 10/23/22 | 10/23/22 | 0000240296 | Times | Legals CLS | Notice of Fiscal Year 2022/2023 Meeting Dat | 1 | 2x54 L | \$583.00 |
| 10/23/22 | 10/23/22 | 0000240296 | Tampabay.com | Legals CLS | Notice of Fiscal Year 2022/2023 Meeting Dat AffidavitMaterial | 1 | 2x54 L | \$0.00 \$4.00 |

RECEIVED
10/24/2022

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396
Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

| Advertising Run Dates | | Advertiser Name | |
|-----------------------|--------------|------------------|--|
| 10/23/22 | | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account | |
| 10/24/2022 | Jean Mitotes | 198592 | |
| Total Amount Due | | Ad Number | |
| \$587.00 | | 0000240296 | |

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO: TIMES PUBLISHING COMPANY

REMIT TO:

MTERC CDD
C/O RIZETTA & COMPANY
3434 COLWELL AVE #200
TAMPA, FL 33614

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of Fiscal Year 2022/2023 Meeting Dates** was published in said newspaper by print in the issues of: **10/23/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hillsborough** County, Florida and that the said newspaper has heretofore been continuously published in said **Hillsborough** County, Florida each day and has been entered as a second class mail matter at the post office in said **Hillsborough** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

} ss

NOTICE OF PUBLIC MEETING DATES
MTERC
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the MTERC Community Development District will hold its regular meetings for the Fiscal Year 2022/2023 on the dates as follows:

November 1, 2022 - Landowner Election
April 4, 2022
August 1, 2022

All meetings will convene at 1:30 p.m. and will be held at the office of Rizzetta & Company, Inc., located at 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614. The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for each meeting may be obtained by contacting the District Manager, at 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614 or by phone at (813) 514-0400.

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be present a speaker telephone so that any person can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Each meeting may be continued in progress without additional notice to a time, date, and location stated on the record.


Any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (813) 514-0400, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

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

Matthew Huber
District Manager

RUN DATE: 10/23/2022

0000240296



Signature Affiant

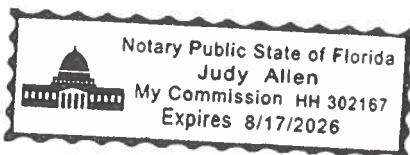
Sworn to and subscribed before me this **10/23/2022**



Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

ADVERTISING INVOICE

| Advertising Run Dates | Advertiser Name | |
|-----------------------|-----------------|------------------|
| 10/16/22 | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account |
| 10/16/2022 | Jean Mitotes | 198592 |
| Total Amount Due | Ad Number | |
| \$1,408.15 | 0000248415 | |

PAYMENT DUE UPON RECEIPT

| Start | Stop | Ad Number | Product | Placement | Description PO Number | Ins. | Size | Net Amount |
|----------|----------|------------|--------------|------------|---|------|--------|------------------|
| 10/16/22 | 10/16/22 | 0000248415 | Times | Legals CLS | Landowner's Meeting and Election | 1 | 2x68 L | \$1,404.15 |
| 10/16/22 | 10/16/22 | 0000248415 | Tampabay.com | Legals CLS | Landowner's Meeting and Election AffidavitMaterial | 1 | 2x68 L | \$0.00 \$4.00 |

RECEIVED
10/17/2022

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

| Advertising Run Dates | Advertiser Name | |
|-----------------------|-----------------|------------------|
| 10/16/22 | MTERC CDD | |
| Billing Date | Sales Rep | Customer Account |
| 10/16/2022 | Jean Mitotes | 198592 |
| Total Amount Due | Ad Number | |
| \$1,408.15 | 0000248415 | |

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

REMIT TO:

MTERC CDD

C/O RIZETTA & COMPANY

3434 COLWELL AVE #200

TAMPA, FL 33614

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

MTERC COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · TAMPA, FLORIDA

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

Operation and Maintenance Expenditures December 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2022 through December 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,420.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

MTERC Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|--------------------------|---------------------|-----------------------|--------------------------------|---------------------------|
| Kutak Rock, LLP | 100015 | 3140773 | Legal Services 10/22 | \$ 992.00 |
| Rizzetta & Company, Inc. | 100016 | INV0000073253 | District Management Fees 12/22 | <u>\$ 3,428.00</u> |
| Report Total | | | | <u>\$ 4,420.00</u> |

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

November 22, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3140773

Client Matter No. 14123-1

Mr. Greg Cox
MTERC CDD
Rizzetta & Company
Suite 115
12750 Citrus Park Lane
Tampa, FL 33625

Invoice No. 3140773
14123-1

Re: General Counsel

For Professional Legal Services Rendered

| | | | | |
|-------------|------------|------|--------|---|
| 10/10/22 | A. Willson | 1.50 | 465.00 | Confer with Vice and Little regarding district items; prepare summary of construction process |
| 10/11/22 | A. Willson | 0.50 | 155.00 | Confer with Little and Vice regarding district items |
| 10/24/22 | A. Willson | 0.40 | 124.00 | Confer with Vice regarding construction items |
| 10/25/22 | A. Willson | 0.40 | 124.00 | Confer with Little regarding notice of no assessments; confer with Vice regarding construction; confer with Huber regarding potential board meeting |
| 10/31/22 | A. Willson | 0.40 | 124.00 | Confer with Vice and Huber regarding property closing, landowner meeting, and upcoming board meeting |
| TOTAL HOURS | | 3.20 | | |

KUTAK ROCK LLP

MTERC CDD

November 22, 2022

Client Matter No. 14123-1

Invoice No. 3140773

Page 2

TOTAL FOR SERVICES RENDERED

\$992.00

TOTAL CURRENT AMOUNT DUE

\$992.00

RECEIVED
11/22/2022

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

| Date | Invoice # |
|-----------|---------------|
| 12/1/2022 | INV0000073253 |

Bill To:

MTERC CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

| | | |
|----------------------------------|--------------|----------------------|
| Services for the month of | Terms | Client Number |
| December | Upon Receipt | 00496 |

[illegible]

MTERC COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · TAMPA, FLORIDA

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

Operation and Maintenance Expenditures

January 2023

For Board Approval

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

The total items being presented: **\$4,775.50**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

MTERC Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|--------------------------|---------------------|-----------------------|--------------------------------|---------------------------|
| Kutak Rock, LLP | 100017 | 3156271 | Legal Services 11/22 | \$ 1,347.50 |
| Rizzetta & Company, Inc. | 100018 | INV0000074691 | District Management Fees 01/23 | <u>\$ 3,428.00</u> |
| Report Total | | | | <u>\$ 4,775.50</u> |

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

December 21, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3156271

Client Matter No. 14123-1

Mr. Greg Cox
MTERC CDD
Rizzetta & Company
Suite 115
12750 Citrus Park Lane
Tampa, FL 33625

Invoice No. 3156271
14123-1

Re: General Counsel

For Professional Legal Services Rendered

| | | | | |
|----------|------------|------|--------|--|
| 11/01/22 | A. Willson | 0.30 | 93.00 | Confer with Huber regarding landowner's meeting |
| 11/02/22 | A. Willson | 0.50 | 155.00 | Confer with Huber regarding landowner election; prepare notice of no assessments |
| 11/03/22 | A. Willson | 1.10 | 341.00 | Continue preparing notice of no intent to levy assessments; review and revise estoppel letter; confer with Little, Vice and Huber regarding same |
| 11/04/22 | A. Willson | 0.90 | 279.00 | Confer with Little regarding notice of no assessment; revise to reflect comments from same |
| 11/15/22 | A. Willson | 0.60 | 186.00 | Confer with Little regarding notice of assessments; confer with Vice and Harwell regarding construction items; review estoppel letter; confer with Woll regarding same |
| 11/16/22 | A. Willson | 0.30 | 93.00 | Confer with Woll, Huber and Harden |

KUTAK ROCK LLP

MTERC CDD

December 21, 2022

Client Matter No. 14123-1

Invoice No. 3156271

Page 2

| | | | | |
|----------|------------|------|-------|--|
| 11/22/22 | J. Gillis | 0.10 | 14.50 | regarding estoppel and notice of no assessments |
| 11/23/22 | A. Willson | 0.30 | 93.00 | Confer with staff and update contact list for upcoming 2023 legislative session |
| 11/29/22 | A. Willson | 0.30 | 93.00 | Confer with Harden and Woll regarding notice of assessments |
| | | | | Confer with Harden, Harwell and Vice regarding construction; confer with Harden and Woll regarding notice of assessments |

TOTAL HOURS 4.40

TOTAL FOR SERVICES RENDERED \$1,347.50

TOTAL CURRENT AMOUNT DUE \$1,347.50

RECEIVED
12/21/2022

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

| Date | Invoice # |
|----------|---------------|
| 1/1/2023 | INV0000074691 |

Bill To:

MTERC CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

| | | |
|----------------------------------|--------------|----------------------|
| Services for the month of | Terms | Client Number |
| January | Upon Receipt | 00496 |

[illegible]

Tab 8



Quarterly Compliance Audit Report

MTERC

Date: January 2023 - 4th Quarter

Prepared for: Scott Brizendine

Developer: Rizzetta

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

Table of Contents

Compliance Audit

| | |
|----------------------------|---|
| Overview | 2 |
| <i>Compliance Criteria</i> | 2 |
| <i>ADA Accessibility</i> | 2 |
| Florida Statute Compliance | 3 |
| Audit Process | 3 |

Audit results

| | |
|--|---|
| ADA Website Accessibility Requirements | 4 |
| Florida F.S. 189.069 Requirements | 5 |

Helpful information:

| | |
|----------------------------|----|
| Accessibility overview | 6 |
| ADA Compliance Categories | 7 |
| Web Accessibility Glossary | 11 |

Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

| Passed | Description |
|--------|---|
| Passed | Website errors* 0 WCAG 2.1 errors appear on website pages causing issues** |
| Passed | Keyboard navigation The ability to navigate website without using a mouse |
| Passed | Website accessibility policy A published policy and a vehicle to submit issues and resolve issues |
| Passed | Color contrast Colors provide enough contrast between elements |
| Passed | Video captioning Closed-captioning and detailed descriptions |
| Passed | PDF accessibility Formatting PDFs including embedded images and non-text elements |
| Passed | Site map Alternate methods of navigating the website |

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

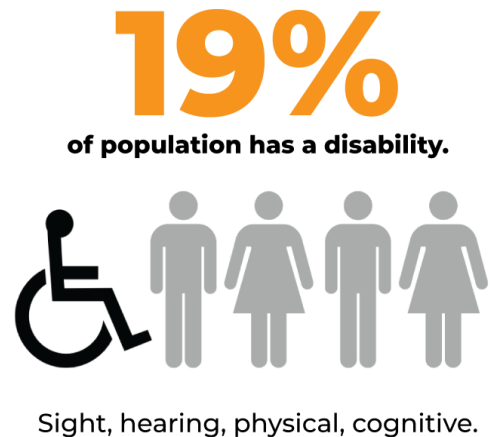
Compliance Criteria

| Passed | Description |
|--------|---|
| Passed | Full Name and primary contact specified |
| Passed | Public Purpose |
| Passed | Governing body Information |
| Passed | Fiscal Year |
| Passed | Full Charter (Ordinance and Establishment) Information |
| Passed | CDD Complete Contact Information |
| Passed | District Boundary map |
| X | Listing of taxes, fees, assessments imposed by CDD |
| Passed | Link to Florida Commission on Ethics |
| Passed | District Budgets (Last two years) |
| Passed | Complete Financial Audit Report |
| Passed | Listing of Board Meetings |
| N/A | Public Facilities Report, if applicable |
| Passed | Link to Financial Services |
| Passed | Meeting Agendas for the past year, and 1 week prior to next |

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitetools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

| | |
|-----------------------|---|
| Assistive technology | Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader) |
| WCAG 2.0 | Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled |
| 504 | Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people |
| 508 | An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled |
| ADA | American with Disabilities Act (1990) |
| Screen reader | Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages. |
| Website accessibility | Making your website fully accessible for people of all abilities |
| W3C | World Wide Web Consortium – the international body that develops standards for using the web |



Quarterly Compliance Audit Report

MTerC

Date: September 2022 - 3rd Quarter

Prepared for: Scott Brizendine

Developer: Rizzetta

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

Table of Contents

Compliance Audit

| | |
|----------------------------|---|
| Overview | 2 |
| <i>Compliance Criteria</i> | 2 |
| <i>ADA Accessibility</i> | 2 |
| Florida Statute Compliance | 3 |
| Audit Process | 3 |

Audit results

| | |
|--|---|
| ADA Website Accessibility Requirements | 4 |
| Florida F.S. 189.069 Requirements | 5 |

Helpful information:

| | |
|----------------------------|----|
| Accessibility overview | 6 |
| ADA Compliance Categories | 7 |
| Web Accessibility Glossary | 11 |

Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

| Passed | Description |
|--------|---|
| Passed | Website errors* 0 WCAG 2.1 errors appear on website pages causing issues** |
| Passed | Keyboard navigation The ability to navigate website without using a mouse |
| Passed | Website accessibility policy A published policy and a vehicle to submit issues and resolve issues |
| Passed | Color contrast Colors provide enough contrast between elements |
| Passed | Video captioning Closed-captioning and detailed descriptions |
| Passed | PDF accessibility Formatting PDFs including embedded images and non-text elements |
| Passed | Site map Alternate methods of navigating the website |

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

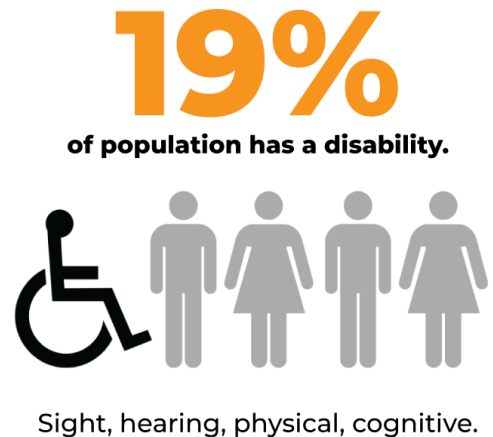
Compliance Criteria

| Passed | Description |
|--------|---|
| Passed | Full Name and primary contact specified |
| Passed | Public Purpose |
| Passed | Governing body Information |
| Passed | Fiscal Year |
| Passed | Full Charter (Ordinance and Establishment) Information |
| Passed | CDD Complete Contact Information |
| Passed | District Boundary map |
| X | Listing of taxes, fees, assessments imposed by CDD |
| Passed | Link to Florida Commission on Ethics |
| Passed | District Budgets (Last two years) |
| Passed | Complete Financial Audit Report |
| Passed | Listing of Board Meetings |
| N/A | Public Facilities Report, if applicable |
| Passed | Link to Financial Services |
| Passed | Meeting Agendas for the past year, and 1 week prior to next |

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitetools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

| | |
|-----------------------|---|
| Assistive technology | Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader) |
| WCAG 2.0 | Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled |
| 504 | Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people |
| 508 | An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled |
| ADA | American with Disabilities Act (1990) |
| Screen reader | Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages. |
| Website accessibility | Making your website fully accessible for people of all abilities |
| W3C | World Wide Web Consortium – the international body that develops standards for using the web |