



Rizzetta & Company

Lakeside Community Development District

**Board of Supervisors' Meeting
February 26, 2020**

**District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544
813-994-1001**

www.lakesidecdd.org

LAKESIDE COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

Board of Supervisors

Samantha Manning	Chairman
Tammi Rivard	Assistant Secretary
Linda Ramlot	Assistant Secretary
Jack Koch	Assistant Secretary
Annie Kilby	Assistant Secretary

District Manager

Jordan Lansford Rizzetta & Company, Inc.

District Counsel

Alyssa Willson Hopping Green & Sams, PA

District Engineer

Jeff Denny Florida Design Consultants, Inc.

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.

February 18, 2020

**Board of Supervisors Lakeside
Community Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Lakeside Community Development District will be held on **Wednesday, February 26, 2020 at 11:00 a.m.**, at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on October 23, 2019.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for September, October, November and December 2019.....Tab 2
 - C. Ratification of Series 2018 Acquisition/Construction Requisitions – CUS 34-35.....Tab 3
 - D. Ratification of Series 2018 Custody Account Requisition – None
 - E. Ratification of Change Orders – None
- 4. BUSINESS ITEMS**
 - A. Presentation of Field Inspection Report.....Tab 4
 - B. Consideration of Resignation of Sean Knudsen.....Tab 5
 - C. Consideration of Replacement for Vacant Seat – Tammi Rivard
 1. Administer Oath of Office to Newly Appointed Supervisor...Tab 6
 2. Review of Form 1 and Sunshine Amendment
 - D. Consideration of Resolution 2020-01; Designating Officers of District.....Tab 7
 - E. Consideration of Paving Proposal.....Tab 8
 - F. Consideration of Revised Landscape Map.....Tab 9
 - G. Consideration of K Johnson's Landscape Proposals.....Tab 10
 - H. Consideration of Brightview Annuals Proposal.....Tab 11
 - I. Consideration of Brightview Mulch Proposal.....Tab 12
 - J. Consideration of Fence Repair Proposal.....Tab 13
 - K. Consideration of Brightview Irrigation Proposal.....Tab 14
 - L. Ratification of Second Addendum to the Contract for Professional District Services.....Tab 15
 - M. Consideration of Red Line Rules of Procedure.....Tab 16
 - N. Consideration of 2020-02; Resolution Setting Public Hearing on Rules and Procedure.....Tab 17
 - O. Consideration of Sidewalk Erosion Repair Proposal.....Tab 18
 - P. Consideration of Resolution 2020-03; Adopting an Internal Controls Policy.....Tab 19

- Q. Consideration of Brightview Tree Removal Proposal.....Tab 20
- 5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 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)994-1001.

Sincerely,
Jordan Lansford
District Manager

Tab 1

1
2 **MINUTES OF MEETING**
3 **LAKESIDE COMMUNITY DEVELOPMENT DISTRICT**
4

5 *Each person who decides to appeal any decision made by the Board with respect to*
6 *any matter considered at the meeting is advised that the person may need to ensure*
7 *that a verbatim record of the proceedings is made, including the testimony and evidence*
8 *upon which such appeal is to be based.*
9

10 The Regular Meeting of the Board of Supervisors of Lakeside Community
11 Development District was held on **Wednesday, October 23, 2019 at 11:01 a.m.** at the
12 office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley
13 Chapel, FL 33544.

14
15 Present and constituting a quorum:

16		
17	Samantha Manning	Board Supervisor, Chairman
18	Linda Ramlot	Board Supervisor, Assistant Secretary
19	Jack Koch	Board Supervisor, Assistant Secretary
20	Sean Knudsen	Board Supervisor, Vice Chairman
21	Annie Kilby	Board Supervisor, Assistant Secretary
22		(via Conference Call)
23		

24 Also, Present:

25		
26	Angel Montagna	District Manager, Rizzetta & Company, Inc.
27	Alyssa Willson	District Counsel, Hopping Green & Sams
28		(via Conference Call)
29	Jeff Denny	District Engineer, Florida Design
30		(via Conference Call)
31		

32 Audience
33
34

35 **FIRST ORDER OF BUSINESS**

Call to Order

36
37 Ms. Montagna called to order and performed roll call continuing a quorum for the
38 meeting.
39

40 **SECOND ORDER OF BUSINESS**

Audience Comments on Agenda Items

41
42 There were no Audience comments.
43
44

LAKESIDE COMMUNITY DEVELOPMENT DISTRICT

October 23, 2019 Minutes of Meeting
Page 2

45 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the**
46 **Board of Supervisors' Meeting held on**
47 **August 28, 2019**
48

49 Ms. Montagna presented the Minutes from the Board of Supervisors' meeting held
50 on August 28, 2019. The Board approved as presented.
51

On a Motion by Mr. Koch, seconded by Ms. Manning, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on August 28, 2019, as presented, for the Lakeside Community Development District.

52
53 **FOURTH ORDER OF BUSINESS** **Consideration of Operation &**
54 **Maintenance Expenditures for July**
55 **and August 2019**
56

57 Ms. Montagna presented the Operation and Maintenance Expenditures for July
58 2019 (\$10,979.46) and August 2019 (\$52,363.70). A July LMP bill for sod at \$380.00 was
59 an HOA bill. This will be billed to the HOA.
60

On a Motion by Ms. Manning, seconded by Mr. Koch, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for July 2019, minus the July LMP Bill for \$380.00 (\$10,599.46) and August 2019 (\$52,363.70), for the Lakeside Community Development District.

61
62 **FIFTH ORDER OF BUSINESS** **Ratification of Series 2018**
63 **Acquisition/Construction Account**
64 **Requisitions CUS #32-33**
65

66 Ms. Montagna presented the Series 2018 Acquisition/Construction Account
67 Requisitions #32-33 in the amount of \$135,142.83.
68

On a Motion by Ms. Manning, seconded by Mr. Koch, with all in favor, the Board of Supervisors agreed to ratify the Series 2018 Acquisition/Construction Account Requisitions #32-33, in the amount of \$135,142.83, for the Lakeside Community Development District.

69
70 **SIXTH ORDER OF BUSINESS** **Presentation of Field Inspection**
71 **Report**
72

73 Ms. Montagna presented the Field Inspection Report. The Board stated that,
74 overall, Brightview seems to be doing a much better job. Moving forward, Ms. Lansford
75 will approve mulch and annuals. There are also two (2) mounds of dirt by the dog park

76 that need to be removed by the developer or builder.

77

78 **SEVENTH ORDER OF BUSINESS** **Discussion of Brightview Response**
79 **Letter**

80

81 Ms. Montagna presented the Brightview Response Letter to the Board. A
82 discussion ensued.

83

84 **EIGHTH ORDER OF BUSINESS** **Consideration of Quit Claim Deed**

85

86 Ms. Wilson reviewed the Quit Claim Deed with Mr. Denny. Mr. Denny
87 approved the inspection.

88

On a Motion by Ms. Manning, seconded by Mr. Knudsen, with all in favor, the Board of Supervisors approved the Quit Claim Deed, for the Lakeside Community Development District.

89

90 **NINTH ORDER OF BUSINESS** **Consideration of Phase 3 and 6 Pond**
91 **Maintenance**

92

93 Ms. Montagna presented the Phase 3 and 6 Pond Maintenance Proposal to the
94 Board. The Board approved the proposal to add the two new ponds in the new Phases for
95 maintenance by Aquagenix for an additional \$1050.00 a month. The Board requested a
96 map of all ponds being treated.

97

On a Motion by Mr. Koch, seconded by Ms. Manning, with all in favor, the Board of Supervisors approved the Aquagenix Proposal to add the two new ponds, in the new Phases, for maintenance at an additional \$1050.00 a month, for the Lakeside Community Development District.

98

99 **TENTH ORDER OF BUSINESS** **Consideration of BrightView**
100 **Proposals**

101

102 Ms. Montagna presented the BrightView landscape proposal to the Board.
103 The proposal was approved in the amount of \$946.00.

104

On a Motion by Ms. Manning, seconded by Mr. Knudsen, with all in favor, the Board of Supervisors approved the BrightView Fertilization Proposal in the amount of \$946.00, for the Lakeside Community Development District.

105

106

107

ELEVENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No report.
- B. District Engineer
Mr. Denny spoke about encroachment areas. He is still working on this and when complete, District Counsel will send out demand letters to all violators.
- C. District Manager
Ms. Montagna noted the next regular meeting is scheduled for January 22, 2019. It was agreed to cancel the November and December Board of Supervisors' meetings.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

Mr. Koch noted there is algae in the Clubhouse Lake.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Montagna stated that if there was no more business to come before the Board than a motion to adjourn would be in order.

On a Motion by Ms. Manning, seconded by Ms. Ramlot, with all in favor, the Board of Supervisors adjourned the meeting at 11:44 a.m. for the Lakeside Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 15

**SECOND ADDENDUM TO THE CONTRACT FOR
PROFESSIONAL DISTRICT SERVICES**

This Second Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1st day of October, 2019 (the “**Effective Date**”), by and between **Lakeside Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Pasco County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional District Services dated October 1, 2016 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Addendum as of the Effective Date.

(Remainder of this page is left blank intentionally)

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY:

William J. Rizzetta

PRINTED NAME:

William J. Rizzetta

TITLE:

President

DATE:

12/12/2019

WITNESS:

[Signature]
Signature

ERIC J. DAUER.
Print Name

LAKESIDE COMMUNITY DEVELOPMENT DISTRICT

BY:

Samanta Manning

PRINTED NAME:

Samanta Manning

TITLE:

Chairman/Vice Chairman

DATE:

12/10/19

ATTEST:

Jordan Lansford
Vice Chairman/Assistant Secretary
Board of Supervisors

Jordan Lansford
Print Name

Exhibit B – Schedule of Fees

EXHIBIT B
Schedule of Fees

STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	ANNUALLY
Management:	\$15,218.00
Administrative:	\$ 4,500.00
Accounting:	\$15,000.00
Financial & Revenue Collections:	\$ 5,000.00
Assessment Roll (1):	\$ 5,000.00
Total Standard On-Going Services:	\$44,718.00

(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.

ADDITIONAL SERVICES:

Extended and Continued Meetings	Hourly	\$ 175
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request

PUBLIC RECORDS REQUESTS FEES:

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

LITIGATION SUPPORT SERVICES: Hourly Upon Request

ADDITIONAL THIRD-PARTY SERVICES:

Pre-Payment Collections/Estoppel/Lien Releases:

Lot/ Homeowner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request

Tab 17

RESOLUTION 2020-02

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

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

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

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

SECTION 1. A Public Hearing will be held to adopt the District’s Rules of Procedure on _____, 20____, at _____ .m., at _____.

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

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

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

**LAKESIDE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Tab 19

RESOLUTION 2020-03

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

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

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

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

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

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

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

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

PASSED AND ADOPTED THIS _____ DAY OF _____, 2020.

ATTEST:

**LAKESIDE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

EXHIBIT "A"

LAKESIDE COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY

1. Purpose.

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

2. Definitions.

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

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

3. Control Environment.

3.1. Ethical and Honest Behavior.

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

4. Risk Assessment.

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

5. Control Activities.

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

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

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

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

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

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

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

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

5.1.1.7. Retaining and restricting access to sensitive documents.

5.1.1.8. Performing regular electronic data backups.

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

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

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

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

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

6. Information and Communication.

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

7. Monitoring Activities.

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

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

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

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

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

Effective date: [REDACTED], 2020