

CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT

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

CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT

**BOARD OF SUPERVISORS
MEETING
OCTOBER 27, 2015**

CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT AGENDA OCTOBER 27, 2015 9:30 a.m.

Cordoba Ranch Model Center located at
2516 Cordoba Ranch Blvd. Lutz, FL 33559

District Board of Supervisors	Barry Karpay Garth Noble Heather Jaxheimer-Mills Matt Lovo Rick Woodley	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Joseph Roethke	Rizzetta & Company, Inc.
District Counsel	Vivek Babbar or Tracy Robin	Straley & Robin
District Engineer	Todd Amaden	Landmark Engineering, LLC

All Cellular phones and pagers must be turned off while in the meeting room.

The District Agenda is comprised of five different sections:

The meeting will begin promptly at **9:30 a.m.** with the first section which is called **Audience Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. The fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 933-5571 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

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

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

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

CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 3434 COLWELL AVENUE • SUITE 200 • TAMPA, FL 33614
www.CordobaRanchCDD.com

Board of Supervisors
Cordoba Ranch Community
Development District

October 16, 2015

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Cordoba Ranch Community Development District will be held on **Tuesday, October 27, 2015 at 9:30 a.m.** at the Cordoba Ranch Model Center located at 2516 Cordoba Ranch Blvd, Lutz, FL 33559. The following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on September 22, 2015Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for September 2015.....Tab 2
- 4. BUSINESS ITEMS**
 - A. Pond Update.....Tab 3
 - B. Landscaping Update
 - C. Presentation of Tampa Bay Times Apology LetterTab 4
 - D. Consideration of Rules of ProcedureTab 5
 - E. Ratification of Proposal for Additional Street LightingTab 6
- 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 call us at (813) 933-5571.

Sincerely,

Joseph Roethke

Joseph Roethke
District Manager

Tab 1

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.

**CORDOBA RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Cordoba Ranch Community Development District was held on **Tuesday, September 22, 2015 at 9:32 a.m.** at the Cordoba Ranch Model Center located at 2516 Cordoba Ranch Blvd, Lutz, FL 33559.

Present and constituting a quorum:

Barry Karpay	Board Supervisor, Chairman
Garth Noble	Board Supervisor, Assistant Secretary
Matt Lovo	Board Supervisor, Assistant Secretary

Also present was:

Joseph Roethke	District Manager, Rizzetta & Company, Inc.
Vivek Babbar	District Counsel, Straley & Robin
Tonja Stewart	StanTec (via phone)
Debi Hudrlik	Standard Pacific

FIRST ORDER OF BUSINESS

Call to Order

Mr. Roethke called the meeting to order and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments

No Audience was present.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Regular Meeting held on
August 25, 2015**

On a Motion by Mr. Karpay, seconded by Mr. Noble, with all in favor, the Board approved the Minutes from the Board of Supervisors' Regular Meeting held on August 25, 2015 for Cordoba Ranch Community Development District.
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FOURTH ORDER OF BUSINESS

**Consideration of the Operation and
Maintenance Expenditures for August
2015**

On a Motion by Mr. Noble, seconded by Mr. Lovo, with all in favor, the Board ratified the Operation and Maintenance Expenditures for August 2015 (\$25,525.29) for Cordoba Ranch Community Development District.

FIFTH ORDER OF BUSINESS

Pond Update

Mr. Roethke presented the monthly pond report to the Board and a discussion ensued regarding several pond issues. There is still erosion at pond #110. Mr. Roethke will reach out to Briken to repair this, since they just completed the original repair a few months ago.

SIXTH ORDER OF BUSINESS

Landscaping Update

Mr. Roethke presented a proposal from ValleyCrest for some new plantings in the entry monument island. The Board took no action on this proposal at this time. Ms. Hudrlik mentioned that the area on the southern end of the property is not being maintained by ValleyCrest. Mr. Roethke will follow up with the landscaper to ensure that this is maintained going forward.

SEVENTH ORDER OF BUSINESS

**Consideration of Proposal for Aquatic
Planting and Maintenance**

Mr. Roethke presented proposals to the Board for Aquatic plantings and littoral shelf maintenance. A discussion ensued regarding the details of these proposals.

On a Motion by Mr. Karpay, seconded by Mr. Noble, with all in favor, the Board approved the proposal from Aquagenix for aquatic plantings in pond #290 and quarterly littoral shelf maintenance at a total cost of (\$2,400.00) for plant installation and \$900.00 per quarter for littoral shelf maintenance for Cordoba Ranch Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Fence Application for
Block 2, Lot 23**

Mr. Roethke reviewed a fence application with the Board, and Ms. Hudrlik reviewed the details of this request. CDD approval is required due to the fact that the request encroaches on a CDD easement. A discussion ensued. The Board requested that the resident install the fence outside of the maintenance easement; therefore no Board action was required.

NINTH ORDER OF BUSINESS

Consideration of Insurance Proposal

Mr. Roethke presented a CDD insurance proposal to the Board.

On a Motion by Mr. Karpay, seconded by Mr. Noble, with all in favor, the Board approved the proposal from Egis for CDD insurance at a cost of (\$5,534.00) for Cordoba Ranch Community Development District.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report.

B. District Engineer

No report.

C. District Manager

Mr. Roethke noted that the next regular scheduled meeting will be held on Tuesday, October 27, 2015 at 9:30 a.m. at the Cordoba Ranch Model Center, located at 2516 Cordoba Ranch Boulevard, Lutz, Florida 33559.

Mr. Roethke discussed several issues with the Board, including the new CDD website, which will be live no later than October 1st, and lighting issues, particularly at the front entry.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

There were no supervisor requests.

TWELFTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Karpay, seconded by Mr. Noble, with all in favor, the Board adjourned the meeting at 10:14 a.m. for Cordoba Ranch Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 3434 COLWELL AVENUE · SUITE 200 · TAMPA, FL 33614

Operation and Maintenance Expenditures September 2015 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2015 through September 30, 2015. This does not include expenditures previously approved by the Board.

The total items being presented: **\$29,302.75**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Cordoba Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2015 Through September 30, 2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquagenix	001485	1253190	Quarterly Maintenance	\$ 240.00
Egis Insurance Advisors LLC	001493	P-2015-08-000698	General/POL Liability Insurance FY 15/16	\$ 5,534.00
Envera Systems	001490	643307	Gate Access Monitoring 10/15	\$ 975.00
Envera Systems	001490	9979	AWID Windshield Stickers	\$ 1,200.00
Mandy Electric, Inc.	001491	11991	Electric Services	\$ 490.00
Rizzetta & Company, Inc.	001483	1969	District Management Fees 09/15	\$ 3,776.75
Straley & Robin	001484	12486	General/Monthly Legal Services 08/15	\$ 3,606.00
Tampa Electric Company	001486	Summary 08/15	Electric Summary 08/15	\$ 5,273.76
The Mailbox Medic, LLC	001487	1030	Street Light Check	\$ 50.00
Times Publishing Company	001492	108565 09/06/15	108565 Legal Advertising 09/06/15	\$ 70.00
ValleyCrest Landscape Maintenance	001488	4833835	Grounds Maintenance 08/15	\$ 7,962.25
Verizon	001489	0671704134 09/15	Acct# 0671704134 09/15	\$ <u>124.99</u>
Report Total				<u>\$ 29,302.75</u>

**Remit To:**

100 N Conahan Drive
Hazleton, PA 18201
904-262-2001 FAX 904-262-0010
www.dbiservices.com/aquagenix

Please include our Invoice Number on your check

Invoice

Number
1253190

Date
01-AUG-15

Customer PO

Cust # 67055

Cordoba Ranch CDD
Joe Roethke
C/O Rizzetta & Company
3434 Colwell Avenue, #200
Tampa FL 33614

Referral.
Cordoba Ranch
CDD Fountain
Maintenance

Quantity	Description	Unit Price	Amount
1	Quarterly Maintenance	240.00	\$240.00
	<p>AUG 24 2015</p> <p>9R 8/31</p> <p>Date entered AUG 25 2015</p> <p>Fund 001 5380000 4605</p>		
		Subtotal	\$240.00
		Tax	\$0.00
TERMS -NET30: A Service Charge of 1 1/2% Per Month is Charged on Past Due Accounts (Annual Rate 18%)		Total	\$240.00

Central Florida Branch Office
St. Cloud, FL
(407) 892-0136

Southeast Florida Branch Office
Fort Lauderdale, FL
(954) 943-5118

West Central Florida Branch Office
Sarasota, FL
(941) 371-8081

Southwest Florida Branch Office
Ft. Myers, FL
(239) 561-1420

West Palm/Treasure Coast Office
West Palm Beach, FL
(561) 881-1291

Tampa Bay Area Branch Office
Tampa, FL
(813) 627-8710

North Florida Branch Office
Jacksonville, FL
(904) 262-2001

LAKE MANAGEMENT ~ AQUATIC SERVICES ~ ENVIRONMENTAL PLANNING

EGIS INSURANCE ADVISORS LLC

101 Plaza Real South, Suite 216
Boca Raton, Florida 33432
(561) 693-4515



Date: September 03, 2015

Cordoba Ranch Community Development District
C/O Joe Roethke
c/o Rizetta & Company
3434 Colwell Avenue, Ste. 200
Tampa, FL 33614

Payment Information	
Invoice Summary:	\$5,534.00
Due Date:	Upon Receipt
Invoice Number	P-2015-08-000698

Please note new payment remittal details below

Invoice	Effective	Transaction	Amount
P-2015-08-000698	October 1, 2015	Florida Insurance Alliance Package Policy Premium Effective: 10/01/2015 to 10/01/2016	\$5,534.00
			Total
Premium Due Upon Receipt			\$5,534.00

Please Make Check Payable To:

EGIS INSURANCE ADVISORS LLC
LOCKBOX: 234021
PO BOX 84021
Chicago, IL 60689-4002

Print Date: September 03, 2015

RECEIVED

SEP 2 2015

Date Rec'd Rizetta & Co., Inc. _____
D/M approval JK Date 9/24
Date entered SEP 24 2015
Fund 001 GL 15500 bc _____
Check # _____



PREMIUM SUMMARY

Cordoba Ranch Community Development District
c/o Rizetta & Company
3434 Colwell Avenue, Ste. 200
Tampa, FL 33614

Term: October 1, 2015 to October 1, 2016

Quote Number: 100115610

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$1,434
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$2,250 ✓
Public Officials and Employment Practices Liability	\$1,850 ✓
TOTAL PREMIUM DUE	\$5,534

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)

Envera
8132 Blaikie Court
Sarasota, FL 34240
(941) 556-0743

Invoice	
Invoice Number 643307	Date 09/01/2015
Customer Number 300068	Due Date 10/01/2015

Page 1

Customer Name	Customer Number	P.O. Number	Invoice Number	Due Date
Cordoba Ranch CDD	300068		643307	10/01/2015
Quantity	Description	Rate	Amount	
Cordoba Ranch CDD, 2502 Cordoba Ranch Blvd, Lutz, FL				
1.00	Gate Access Monitoring 736, 10/01/2015 - 10/31/2015	775.00	775.00	
1.00	Additional Residents 736, 10/01/2015 - 10/31/2015	200.00	200.00	
	Sales Tax			0.00
	Payments/Credits Applied			0.00
			Invoice Balance Due:	\$975.00

IMPORTANT MESSAGES

Important Numbers to Know:

Billing Questions: (941) 556-0743
Service: (941) 556-0734

DATE REC'D RIZZETTA & CO., INC. **RECEIVED**
O/M approval GR Date SEP 08 2015
date entered SEP 11 2015
Fund 001 652900.00 4904
check # 4712

Date	Invoice #	Description	Amount	Balance Due
09/01/2015	643307	Alarm Monitoring Services	\$975.00	\$975.00

Envera
8132 Blaikie Court
Sarasota, FL 34240
(941) 556-0743

Return Service Requested

Invoice	
Invoice Number 643307	Date 09/01/2015
Customer Number 300068	Due Date 10/01/2015

Net Due: \$975.00

Amount Enclosed: _____

*****MIXED AADC 440
019950
CORDOBA RANCH CDD
C/O RIZZETTA & CO
ATTN: MATTHEW HUBER
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390

REMIT TO:

ENVERA
PO BOX 2086
HICKSVILLE NY 11802-2086



Hidden Eyes LLC
dba Envera Systems
8132 Blaikie Court
Sarasota, FL 34240

Phone (941) 556-0731
Fax (941) 556-0737

Invoice Number 9979
Sale Date 8/31/2015
Due Date 8/31/2015

Service Address

Cordoba Ranch CDD
Rizzetta & Co.
3434 Colwell Ave., Suite 200
Tampa, FL 33614

Cordoba Ranch CDD
2502 Cordoba Ranch Blvd.
Lutz, FL 33559

Description	Qty	Price	Net	Tax	Total
AWID Windshield Sticker	100	\$12.00	\$1,200.00	\$0.00	\$1,200.00
TOTALS		\$1,200.00	\$0.00	\$1,200.00	

RECEIVED

RECEIVED Rizzetta & Co., Inc. SEP 08 2015

Approval JR Date 9/14

SEP 10 2015

re entered

no 001 5796000 4799

Return Stub Below

Please return this portion of your invoice with your payment. Thank you!

Customer : Cordoba Ranch CDD



Invoice Number 9979

Bill Payer ID: 775

Due This Inv. \$1,200.00 Amount Remitted

Payment Method Check ☐ Check Number

Date Remitted

Charge* ☐ Card Number

Billing Zipcode

Name On Card

Exp Date

Signature

Card ID

*Please Note : If paying by charge card, we can only accept payment by : American Express, Discover, Mastercard, Visa
Please remit to : Envera Systems, 8132 Blaikie Ct, Sarasota, FL 34240

Inv No. 9979



P.O. Box 152114
Tampa, Fl. 33684-2114
(813) 264-9234
(813) 333-9701 (fax)

Invoice

DATE	INVOICE #
9/14/2015	11991

BILL TO
Cordoba Ranch CDD JRoethke@rizzetta.com

Jobsite
Cordoba Ranch Main Entrance

TERMS
On completion

QUANTITY	DESCRIPTION	AMOUNT
	- Provided and replaced (3) LED lamps at the front entrance.	490.00
<div>RECEIVED SEP 15 2015 Date Rec'd Rizzetta & Co., Inc. _____ D/M approval <u>GR</u> Date <u>9/22</u> SEP 16 2015 Date entered _____ Fund <u>001</u> GL <u>579000C</u> <u>4799</u> Check # _____</div>		
Thank you for your business.		Total \$490.00

RIZZETTA & COMPANY, INC.

5020 W Linebaugh Avenue

Suite 200

Tampa, FL 33624

DATE	INVOICE NO.
9/1/2015	1969

BILL TO
CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614

ITEM	DESCRIPTION	QTY	TERMS	PROJECT
			Due Upon Rec't	325 - CDD
			RATE	AMOUNT
DM ADMIN ACTG FC	PROFESSIONAL FEES:			
	District Management Services		1,737.25	1,737.25
	Administrative Services		491.00	491.00
	Accounting Services		1,057.50	1,057.50
	Financial Consulting Services		491.00	491.00
	Services for the period September 1, 2015 through September 30, 2015			
	<div>RECEIVED</div> <div>AUG 24 2015</div> <div>Date Rec'd Rizzetta & Co., Inc. _____</div> <div>D/M approval <u>7R</u> Date <u>8/31</u></div> <div>Date entered <u>AUG 24 2015</u></div> <div>Fund <u>001 GENERAL OBLIGATIONS</u></div> <div>Check # _____</div>			

3100
3101
3201
3111

Total	\$3,776.75
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Straley & Robin
 1510 W. Cleveland Street
 Tampa, FL 33606
 Telephone (813) 223-9400 * Facsimile (813) 223-5043
 Federal Tax Id. - 20-1778458

RECEIVED

CORDOBA RANCH CDD
 C/O RIZZETTA & COMPANY
 3434 COLWELL AVENUE
 SUITE 200
 TAMPA, FLORIDA 33614

Date Rec'd Rizzetta & Co., Inc. AUG 27 2015
 D/M approval GR Date 8/31
 Date entered AUG 28 2015
 Fund 001 GL 51400 OC 3107
 Check # _____

August 25, 2015
 Client: 001286
 Matter: 000001
 Invoice #: 12486

Page: 1

RE: GENERAL

For Professional Services Rendered Through August 15, 2015

SERVICES

Date	Person	Description of Services	Hours
7/17/2015	VKB	RESEARCH GOLF CART STATUTES AND HILLSBOROUGH COUNTY REGULATIONS ON GOLF CARTS.	1.2
7/21/2015	LH	FINALIZE QUARTERLY REPORT FOR PERIOD ENDING JUNE 30, 2015; PREPARE EMAIL TO DISSEMINATION AGENT TRANSMITTING SAME.	0.2
7/27/2015	TJR	REVIEW STATUTE RE GOLF CART COMMUNITIES AND LOW SPEED VEHICLES; REVIEW AGENDA FOR MEETING; TELEPHONE CONFERENCE WITH T. STEWART RE STREET SAFETY AND GOLF CARTS.	0.9
7/28/2015	TJR	PREPARE FOR AND ATTEND BOARD OF SUPERVISORS MEETING.	2.9
7/29/2015	TJR	REVIEW COMMUNICATION FROM M. ARMSTRONG RE STATUS ON MONITORING REPORTS; REVIEW COMMUNICATION FROM J. ROETHKE; REVIEW AND RESPOND TO COMMUNICATION FROM D. HUDRLIK RE FENCE ENCROACHMENT AGREEMENT.	0.4
7/30/2015	TJR	REVIEW COMMUNICATION FROM R. DE LA CRUZ RE AWARD NOTICE LETTERS TO AUDITORS; REVIEW DISTRICT RULES AND STATUTORY REQUIREMENTS; CONTACT R. DE LA CRUZ RE LANGUAGE FOR NOTICE LETTERS.	0.6

SERVICES

Date	Person	Description of Services	Hours
7/30/2015	VKB	DRAFT RESOLUTION CONFIRMING THE BOARD'S DECISION TO FUND FUTURE ROAD REPAVING AND RESURFACING VIA FUTURE BOND PROCEEDS.	0.7
7/30/2015	LH	REVIEW EMAIL FROM R. DE LA CRUZ RE AWARD AND REJECTION LETTERS FOR AUDITORS; EMAILS TO AND FROM R. DE LA CRUZ RE CURRENT RULES OF PROCEDURE; OFFICE CONFERENCE WITH T. ROBIN RE LETTERS AND RULES; REVIEW RULES OF PROCEDURES; UPDATE RULES OF PROCEDURES AND PREPARE EMAIL TO R. DE LA CRUZ RE SAME; EMAILS TO AND FROM R. DE LA CRUZ RE RESOLUTION AND PUBLICATIONS FOR SETTING PUBLIC HEARING TO ADOPT RULES OF PROCEDURE; PREPARE PUBLICATION NOTICES AND RESOLUTION RE SAME.	2.1
8/3/2015	VKB	REVIEW AND REVISE RESOLUTION AND NEWSPAPER NOTICES RE: PUBLIC HEARING ON RULES OF PROCEDURE.	0.3
8/4/2015	LH	FINALIZE RESOLUTION SETTING PUBLIC HEARING TO ADOPT UPDATED RULES OF PROCEDURE AND PUBLICATION NOTICES FOR SAME; PREPARE EMAIL TO R. DE LA CRUZ TRANSMITTING SAME.	0.4
8/11/2015	TJR	DRAFT RESOLUTION DETERMINING THE BOARD'S POSITION ON FINANCING FOR FUTURE ROAD REPAVING REQUIREMENTS.	1.9
8/12/2015	TJR	FINALIZE RESOLUTION RE ROAD RESURFACING; TELEPHONE CONFERENCE S. SHEPPARD RE GOLF CART PROHIBITION AND ENFORCEMENT ISSUES; ANALYZE ISSUES RE CHANGES TO DISTRICT RULES.	0.9
8/12/2015	VKB	TELECONFERENCE WITH R. DE LA CRUZ RE: AGENDA PACKET AND RULES OF PROCEDURE; REVIEW AND REVISE RULES OF PROCEDURE RE: GOLF CARTS.	0.5
8/13/2015	TJR	CONTACT J. ROETHKE RE RESOLUTION ON FUNDING FUTURE ROAD RESURFACING.	0.2
8/13/2015	VKB	REVIEW AND REVISE RULES OF PROCEDURE; REVIEW AND REVISE RESOLUTION RE: FINANCING OF FUTURE ROAD REPAVING AND RESURFACING.	0.3
8/14/2015	VKB	REVIEW AND REVISE RULES OF PROCEDURE; DRAFT EMAIL TO R. DE LA CRUZ RE: SAME.	0.2

August 25, 2015

Client: 001286

Matter: 000001

Invoice #: 12486

Page: 3

SERVICES

Date	Person	Description of Services	Hours	
		Total Professional Services	13.7	\$3,779.00

PERSON RECAP

Person	Hours	Amount
TJR Tracy J. Robin	7.8	\$2,574.00
VKB Vivek K. Babbar	3.2	\$800.00
LH Lynn Hoodless	2.7	\$405.00

DISBURSEMENTS

Date	Description of Disbursements	Amount
8/15/2015	Photocopies (180 @ \$0.15)	\$27.00
	Total Disbursements	\$27.00

Total Services	\$3,779.00
Total Disbursements	\$27.00
Total Current Charges	\$3,806.00

Less Courtesy Discount (\$200.00)

PAY THIS AMOUNT \$3,606.00

Please Include Invoice Number on all Correspondence

Cordoba Ranch CDD		TECO				AUG 15
Account Number	Invoice Date	Due Date	Amount	Period Covered	Location	GL Account
1661 0623270	08/24/15	09/15/15	\$ 490.07	07/23/15-08/21/15	2502 Cordoba Ranch BL	4301
1661 0631100	08/24/15	09/15/15	\$ 21.93	07/23/15-08/21/15	3045 Cordoba Ranch BL PMP	4301
1661 0598302	08/24/15	09/15/15	\$ 37.60	07/23/15-08/21/15	2802 Cordoba Ranch BL	4301
1661 0625050	08/24/15	09/15/15	\$ 4,724.16	07/22/15-08/20/15	Street Lights PH1 & 1A	4307
TOTAL						
53100	4301	\$549.60	GL	Utility		
53100	4307	\$4,724.16	GL	Street Lights		
		\$5,273.76				

RECEIVED

AUG 27 2015

Date Rec'd Hizzetta & Co., Inc. _____

D/M approval JR Date 9/4

Date entered SEP 02 2015

Fund 001 GL 53100 OC 4301

Check # 4307

Your Electric Bill

We appreciate the opportunity to serve you.

LIFE RUNS ON ENERGY®

TECO
TAMPA ELECTRIC

Visit our
Web site at
tampaelectric.com
8871-14039

Average kWh per day

Aug 2015	154
Jul	165
Jun	159
May	178
Apr	162
Mar	163
Feb	39
Jan	31
Dec	25
Nov	43
Oct	58
Sep	59
Aug 2014	61

Fuel sources we use to serve you

For the 12-month period
ending June 2015, the
percentage of fuel type used
by Tampa Electric to provide
electricity to its customers was:
Natural gas and oil*...41%
Coal.....54%
Purchased Power.....5%
*Oil makes up less than 1%
Tampa Electric provides this
information to our customers
on a quarterly basis.

August Billing Information:

720242

CORDOBA RANCH COMMUNITY
2502 CORDOBA RANCH BL
LUTZ FL 33559-0000

Account Number
1661 0623270

Statement Date
Aug 24, 2015

Meter Number	Current Reading	Previous Reading	Diff.	Multi.	29 day period
H83726	59295	54841	4454	1	

Next Read Date On Or About	Sep 21, 2015	Total kWh Purchased	4,454
Account Activity	Explanation	Charge	Total
Previous Balance		526.61	
Payments Received - Thank You	As of August 24, 2015	-526.61	
			\$0.00

New Charges Due by Sep 15, 2015		Service from Jul 23 to Aug 21	
Basic Service Charge	General Service 200 Rate	18.00	
Energy Charge	4,454 kWh @ \$.05793/kWh	258.02	
Fuel Charge	4,454 kWh @ \$.03874/kWh	172.55	
Electric Service Cost		\$448.57	
Florida Gross Receipts Tax	Based on \$448.57	11.50	
This Month's Charges			\$460.07

Amount not paid by due date may be assessed a late payment charge.

Non-Energy Charges		Zap Cap ID: 000296804	
Non-Energy Previous Balance		30.00	
Non-Energy Payments	As of August 24, 2015	-30.00	
Zapcap 120/208 1ph-m	1 @ \$30.00	30.00	
Non-Energy Sales Tax	(Based On \$.00)	0.00	
This Months Non-Energy Balance			\$30.00
Total Due			\$490.07

Customer Service - Business Hillsborough Co: 813.228.1010. All Other: 1.866.TECO.BIZ (866.832.6249)

Join us at the Drive Electric Tampa Bay event

Tampa Bay and Tampa Electric are celebrating electric vehicles with Drive Electric Tampa Bay, an exciting and free one-day event being held on Saturday, Sept 12, 2015 at the Oldsmar Public Library, located at 400 St. Petersburg Drive East, Oldsmar, FL 33647. Visit DriveElecTB.com to learn more about this event, and TampaElectric.com/EV to learn more about electric vehicles.

Date Rec'd Rizzetta & Co. **AUG 27 2015**
Mgr Approval _____ Date _____
G/L #/ _____ Date Entered _____
Check # _____ Date _____

To ensure prompt credit, please return stub portion of this bill with your payment. Make check payable to Tampa Electric.

720242



Account No.
1661 0623270

New Charges
\$490.07
Payable by Sep 15

Total Bill Amount
\$490.07

Mail Payment To:
P.O. Box 31318
Tampa, FL 33631-3318

8871-14039 14039-1049

CORDOBA RANCH COMMUNITY
c/o PETER WILLIAMS
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390



1 1100 04 1661 0623270 0000490.07

Your Electric Bill

We appreciate the opportunity to serve you.

LIFE RUNS ON ENERGY®

TECO
TAMPA ELECTRIC

Visit our
Web site at
tampaelectric.com
8871-14041

Average kWh per day

Aug 2015	1
Jul	2
Jun	2
May	2
Apr	2
Mar	2
Feb	1
Jan	2
Dec	2
Nov	3
Oct	1
Sep	1
Aug 2014	2

Fuel sources we use to serve you

For the 12-month period ending June 2015, the percentage of fuel type used by Tampa Electric to provide electricity to its customers was:

- Natural gas and oil*...41%
- Coal.....54%
- Purchased Power.....5%

*Oil makes up less than 1%
Tampa Electric provides this information to our customers on a quarterly basis.



Account No.
1661 0631100

New Charges
\$21.93
Payable by Sep 15

Total Bill Amount
\$21.93

August Billing Information:

720244

CORDOBA RANCH COMMUNITY
3045 CORDOBA RANCH BL PMP
LUTZ FL 33559-0000

Account Number
1661 0631100

Statement Date
Aug 24, 2015

Meter Number	Current Reading	Previous Reading	Diff.	Multi.	29 day period
K34725	01728	01693	35	1	

Next Read Date On Or About	Sep 21, 2015	Total kWh Purchased	35
Account Activity	Explanation	Charge	Total
Previous Balance		23.91	
Payments Received - Thank You	As of August 24, 2015	-23.91	
			\$0.00

New Charges Due by Sep 15, 2015		Service from Jul 23 to Aug 21
Basic Service Charge	General Service 200 Rate	18.00
Energy Charge	35 kWh @ \$.05793/kWh	2.02
Fuel Charge	35 kWh @ \$.03874/kWh	1.36
Electric Service Cost		\$21.38
Florida Gross Receipts Tax	Based on \$21.38	0.55
This Month's Charges		\$21.93

Amount not paid by due date may be assessed a late payment charge.

Total Due **\$21.93**

Customer Service - Business Hillsborough Co: 813.228.1010. All Other: 1.866.TECO.BIZ (866.832.6249)

Join us at the Drive Electric Tampa Bay event

Tampa Bay and Tampa Electric are celebrating electric vehicles with Drive Electric Tampa Bay, an exciting and free one-day event being held on Saturday, Sept 12, 2015 at the Oldsmar Public Library, located at 400 St. Petersburg Drive East, Oldsmar, FL 33647. Visit **DriveElecTB.com** to learn more about this event, and **TampaElectric.com/EV** to learn more about electric vehicles.

Rate Rec'd Rizzetta & Co., Inc. **AUG 27 2015**
M approval _____ Date _____
Rate entered _____
Fund _____ GL _____ OC _____
Check # _____

To ensure prompt credit, please return stub portion of this bill with your payment. Make check payable to Tampa Electric.

720244

Mail Payment To:
P.O. Box 31318
Tampa, FL 33631-3318

8871-14041 14041-1841



CORDOBA RANCH COMMUNITY
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390



1 1800 02 1661 0631100 0000021.93

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TAMPA ELECTRIC

Visit our
Web site at
tampaelectric.com
8871-14038

Average kWh per day

Aug 2015	7
Jul	8
Jun	6
May	7
Apr	7
Mar	6
Feb	6
Jan	6
Dec	9
Nov	9
Oct	8
Sep	7
Aug 2014	8

Fuel sources we use to serve you

For the 12-month period
ending June 2015, the
percentage of fuel type used
by Tampa Electric to provide
electricity to its customers was:

Natural gas and oil*...41%
Coal.....54%
Purchased Power.....5%

*Oil makes up less than 1%
Tampa Electric provides this
information to our customers
on a quarterly basis.

August Billing Information:

720241

CORDOBA RANCH COMMUNITY
2802 CORDOBA RANCH BL
LUTZ FL 33559-0000

Account Number
1661 0598302

Statement Date
Aug 24, 2015

Meter Number	Current Reading	Previous Reading	Diff.	Multi.	29 day period
B67927	23315	23122	193	1	

Next Read Date On Or About	Sep 21, 2015	Total kWh Purchased	193
Account Activity	Explanation	Charge	Total
Previous Balance		42.27	
Payments Received - Thank You	As of August 24, 2015	-42.27	
			\$0.00

New Charges Due by Sep 15, 2015		Service from Jul 23 to Aug 21	
Basic Service Charge	General Service 200 Rate		18.00
Energy Charge	193 kWh @ \$.05793/kWh		11.18
Fuel Charge	193 kWh @ \$.03874/kWh		7.48
Electric Service Cost			\$36.66
Florida Gross Receipts Tax	Based on \$36.66		0.94
This Month's Charges			\$37.60

Amount not paid by due date may be assessed a late payment charge.

Total Due **\$37.60**

Customer Service - Business Hillsborough Co: 813.228.1010. All Other: 1.866.TECO.BIZ (866.832.6249)

Join us at the Drive Electric Tampa Bay event

Tampa Bay and Tampa Electric are celebrating electric vehicles with Drive Electric Tampa Bay, an exciting and free one-day event being held on Saturday, Sept. 12, 2015 at the Oldsmar Public Library, located at 400 St. Petersburg Drive East, Oldsmar, FL, 33647. Visit DriveElecTB.com to learn more about this event, and TampaElectric.com/EV to learn more about electric vehicles.

Date Rec'd Rizzetta

AUG 27 2015

Mgr Approval

G/L #/

Date Entered

Check #

Date Paid

To ensure prompt credit, please return stub portion of this bill with your payment. Make check payable to Tampa Electric.

720241



Account No.
1661 0598302

New Charges
\$37.60

Payable by Sep 15

Total Bill Amount
\$37.60

Mail Payment To:
P.O. Box 31318
Tampa, FL 33631-3318

8871-14038 14038-1848



CORDOBA RANCH COMMUNITY
c/o PETER WILLIAMS
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390



1 1100 02 1661 0598302 0000037.60

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tampaelectric.com
8871-14040

August Billing Information:

720243

CORDOBA RANCH CDD
CORDOBA RANCH PH 1 & 1A
LUTZ FL 33559-0000

Account Number
1661 0625050

Statement Date
Aug 24, 2015

Account Activity	Explanation	Charge	Total
Previous Balance		4,724.16	
Payments Received - Thank You	As of August 24, 2015	-4,724.16	
			\$0.00
New Charges Due by Sep 15, 2015		Service for 29 days from Jul 22 to Aug 20	
Lighting Service Items LS-1	133 Lights, 133 Poles	4,313.19	
Energy Flat Charge		175.56	
Fuel Charge	5,852 kWh @ \$.03830/kWh	224.77	
Florida Gross Receipts Tax	Based on \$400.33	10.64	
This Month's Charges			\$4,724.16
<i>Amount not paid by due date may be assessed a late payment charge.</i>			
Total Due			\$4,724.16

Date Rec'd Rizzetta & Co., Inc. AUG 27 2015
D/M approval _____ Date _____
Date entered _____
Fund _____ GL _____ OC _____
Check # _____

To ensure prompt credit, please return stub portion of this bill with your payment. Make check payable to Tampa Electric.

720243



Account No.
1661 0625050

New Charges
\$4,724.16
Payable by Sep 15

Total Bill Amount
\$4,724.16

Mail Payment To:
P.O. Box 31318
Tampa, FL 33631-3318

8871-14040 14040-1040



CORDOBA RANCH CDD
c/o C/O RIZZETTA & CO PETE W
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390



2 1100 09 1661 0625050 0004724.16

The Mailbox Medic, LLC

samogden@ymail.com

Mailbox
MEDIC

INVOICE

BILL TO
Cordoba Ranch CDD
3534 Colwell Avenue
Tampa, FL. 33614

INVOICE # 1030
DATE 09/01/2015
DUE DATE 09/01/2015

ACTIVITY	QTY	RATE	AMOUNT
Services	2	25.00	50.00
Monthly monitor of street lights. File report and contact TECO on non working lights.			

Send payment to :

BALANCE DUE

\$50.00

29639 Birds Eye Drive
Wesley Chapel, FL. 33543

Thank you!



RECEIVED

SEP 01 2015

Date Rec'd Rizzetta & Co., Inc. _____
D/M approval GR Date 9/4
Date entered SEP 02 2015
Fund 001 GL 57900 OC 4799
Check # _____

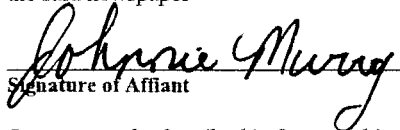
Tampa Bay Times

Published Daily


STATE OF FLORIDA } ss
COUNTY OF Hillsborough County

Before the undersigned authority personally appeared **Johnnie Murry** who on oath says that he/she is **Legal Clerk** 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: Cordoba Ranch CDD** was published in **Tampa Bay Times: 9/6/15**, in said newspaper in the issues of **Baylink Hillsborough**

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 not 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 of Affiant

Sworn to and subscribed before me this 09/06/2015.


Signature of Notary Public

Personally known ☒ or produced identification

Type of identification produced _____



JOSEPH F. FISH
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF116052
Expires 6/23/2018

**NOTICE OF PUBLIC MEETING DATES
CORDOBA RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of Cordoba Ranch Community Development District will hold their regular monthly meetings for **Fiscal Year 2015/2016** at the **Cordoba Ranch Model Center** located at **2516 Cordoba Ranch Blvd, Lutz, FL 33559** at **9:30 a.m.** on the following dates:

October 27, 2015
November 24, 2015
December 22, 2015
January 26, 2016
February 23, 2016
March 22, 2016
April 26, 2016
May 24, 2016
June 28, 2016
July 26, 2016
August 23, 2016
September 27, 2016

The meetings will be open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. The meetings may be continued in progress without additional notice to a date, time and location to be stated on the record.

A copy of the agenda may be obtained at the offices of the District Manager, Rizzetta & Company, Inc., located at 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614, (813) 933-5571, during normal business hours.

There may be occasions when one or more Supervisors will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (813) 933-5571, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Each person who decides to appeal any decision made by the Board 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.

Cordoba Ranch CDD
Joseph Roethke, District Manager

(184958) Run Date: 9-6-15



ValleyCrest

Landscape Maintenance

INVOICE

Cordoba Ranch CDD
c/o Rizetta & Company
3434 Colwell Ave Ste 200
Tampa FL 33614

Customer #: 14197254
Invoice #: 4833835
Invoice Date: 8/10/2015
Cust PO #:

Job Number	Description	Amount
342200056	Cordoba Ranch CDD Landscape Maintenance For August <div style="text-align: right;">RECEIVED AUG 17 2015 Date Rec'd Rizetta & Co., Inc. _____ D/M approval <u>ge</u> Date <u>8/24</u> Date entered <u>AUG 18 2015</u> Fund <u>001 GL53900004604</u> Check # _____</div>	7,962.25
Total invoice amount		7,962.25
Tax amount		
Balance due		7,962.25

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 813-994-2309

Please detach stub and remit with your payment

Payment Stub

Customer Account#: 14197254
Invoice #: 4833835
Invoice Date: 8/10/2015

Amount Due: \$7,962.25

Thank you for allowing us to serve you

Please reference the invoice # on your check
and make payable to:

ValleyCrest Landscape Maintenance

P.O. Box 404083
Atlanta, GA 30384-4083

Cordoba Ranch CDD
c/o Rizetta & Company
3434 Colwell Ave Ste 200
Tampa FL 33614



Account Number
15 9000 0671704134 01

Amount Due
\$124.99

Visit verizon.com/mybusiness1

View & Pay Your Bill
Check Verizon Email
Get Rewards & Discounts
Use Online Support
And More

Account Information

Statement Date: 8/22/15
CORDOBA RANCH CDD
Customer Account: 0671704134

Questions About Your Bill?

For the help & support you need, contact us at 1-800-VERIZON.

Verizon News

Help Customers Get Through

Stay connected to customers & vendors with a dependable, clear connection and advanced calling features for your business. Call 1-888-755-7299 to learn how to bundle your services and save. We will also give you a written Firm Price Quote of your monthly charges. Terms apply.

Get Verizon FiOS TV!

With Custom TV only available on FiOS – only pay for the types of channels you want and not the types you don't. It's an entirely new way to buy FiOS TV. Call 1-888-379-1859 to transform your business atmosphere and entertain your customers while they wait.

Security, Support & Storage

Get 24/7 support from our U.S.-based IT experts for all of your office's computers, peripherals, applications & network; a data vault that lets you store and access your important files anywhere, anytime and an Internet security solution for all devices. Call 1-888-789-1224 to be protected.

Account Summary

Previous Balance	\$124.99
Payment Received Aug 17	-\$124.99
Balance Forward	\$0.00

New Charges

Current Activity	\$124.99
Total New Charges Due by September 15, 2015	\$124.99

Total Amount Due	\$124.99
-------------------------	-----------------

Date Rec'd Hizzerna & Co., Inc. AUG 31 2015
D/M approval gr Date 9/4
Date entered SEP 01 2015
Fund 001 GL 54100 OC 4102
Check # _____

Want Automatic Payment?

Enroll below or at Verizon.com to authorize your financial institution to deduct the amount of your monthly bill from the account associated with your enclosed check and send payment directly to Verizon. To discontinue Automatic Payment, call Verizon. Please keep a copy of this authorization.

Please return remit slip with payment.

To enroll in Automatic Payment (Sign and date below)

Account Number: 15 9000 0671704134 01

Amount Due: \$124.99 082215

Make check payable to Verizon

\$

By signing above I verify that I have reviewed and accepted the terms and conditions at verizon.com/autopayterms for automatic bill payment

00001779 01 AV 0.388 VF082211 0009 XX
CORDOBA RANCH CDD
STE 200
3434 COLWELL AVE
TAMPA FL 33614-8390



VERIZON
PO BOX 920041
DALLAS TX 75392-0041

15 9000 0671704134 01N00000000000 00000012499 04



Account Number
15 9000 0671704134 01

Page
2 of 3

Current Activity

Monthly Charges

8/22 9/21 FiOS Internet 75M/75M — 2YR 124.99

Monthly Charges Subtotal \$124.99

Current Activity Total \$124.99

Total New Charges \$124.99

Legal Notices

Electronic Fund Transfer (EFT)

Paying by check authorizes us to process your check or use the check information for a one-time EFT from your bank account. Verizon may retain this information to send you electronic refunds or enable your future electronic payments to us. If you do not want Verizon to retain your bank information, call 1-888-500-5358.

Late Payment Charges

To avoid a late payment charge of \$7 or 1.5% of your total due, whichever is greater, full payment must be received before Sep 22, 2015.

Correspondence

Go to verizon.com/bizcontact or mail to PO Box 33078, St. Petersburg, FL 33733

Service Providers

Verizon FL provides regional, local calling and related features, other voice services, and FiOS TV service, unless otherwise indicated. Verizon Long Distance provides long distance calling and other services identified by "VLD" in the applicable billed line item. Verizon Online provides Internet service and FiOS TV equipment. FiOS is a registered mark of Verizon Trademark Services LLC.

Disconnection of Basic Local Service

You must pay \$124.99 to avoid disconnection of your basic local service.

Bankruptcy Information

If you are or were in bankruptcy, this statement may include amounts for pre-bankruptcy service. You should not pay pre-bankruptcy amounts; they are for your information only. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.



Need-to-Know Information

Customer Proprietary Network Information (CPNI) Notice for Residential, Small and Medium Business Customers

CPNI is information that relates to the type, quantity, destination, technical configuration, location, amount of use, and billing information of your telecommunications or interconnected VoIP services. This information is made available to us solely by virtue of our relationship with you. The protection of your information is important to us. Under federal law, you have a right, and we have a duty, to protect the confidentiality of your CPNI.

We may use and share your CPNI among our affiliates and agents to offer you services that are different from the services you currently purchase from us. Verizon offers a full range of services such as video, wireless, Internet, and long distance. Visit verizon.com for a complete listing of our services and companies.

For residential, small and medium business customers, you may choose not to have your CPNI used for marketing purposes described above by calling us anytime at 1-866-483-9700. When you call, please have your bill and account number available. Your decision about use of your CPNI doesn't affect our provision of services to you nor eliminate all Verizon marketing contacts.

Unless you call us at the number above, Verizon may use your CPNI to market different types of services beginning 30 days after the first time we notify you of the CPNI policy described above. You may elect at any time to add or remove a restriction on the use of your CPNI. Your choice remains valid until you change your election by calling the number above.

Easy Account Management Available Online

We offer online account management at verizon.com/mybizlearn for our small business customers (less than 20 employees). Register or sign in today to My Business Account. With one user ID and password, you can:

- Access your Verizon phone, Internet, online applications, TV and Small Biz Rewards accounts and services
- View, print and pay bills
- Get technical support
- Sign-up for special discounts, and much more

And to our medium business customers, explore the tools that cater to your business needs.

Register today in the Business Sign-In area at verizonenterprise.com.

- Get an order status around the clock
- Receive an email notification when your invoice is ready, so you can download or print it
- Select paperless billing and pay online
- Create, view and review the status of a repair ticket without making a phone call
- Gain access from a mobile device or tablet, which means you are connected to your business at all times

Tab 3



10/13/2015

The following report is for October to illustrate what has changed from September and what to expect through November and the coming months.

The photos this month were taken on Tuesday 10/13/2015.

The ponds were treated on Tuesday 10/06 this month. Water levels are coming down. Algae blooms were fairly prevalent this month, a byproduct of Aug/Sept rain & high water levels. This has been treated and is declining, most of the algae dead at the moment & should drop down soon. As water temperatures decline, algae should also slow production during the cooler months.

We expect to commence on a couple projects this week and should be complete before your meeting this month including the littoral shelf planting on pond 290, the dead vegetation removal project & littoral maintenance on the entrance ponds.

Thank you for your business!

Thank you.

Sincerely,

Jamos Beierle

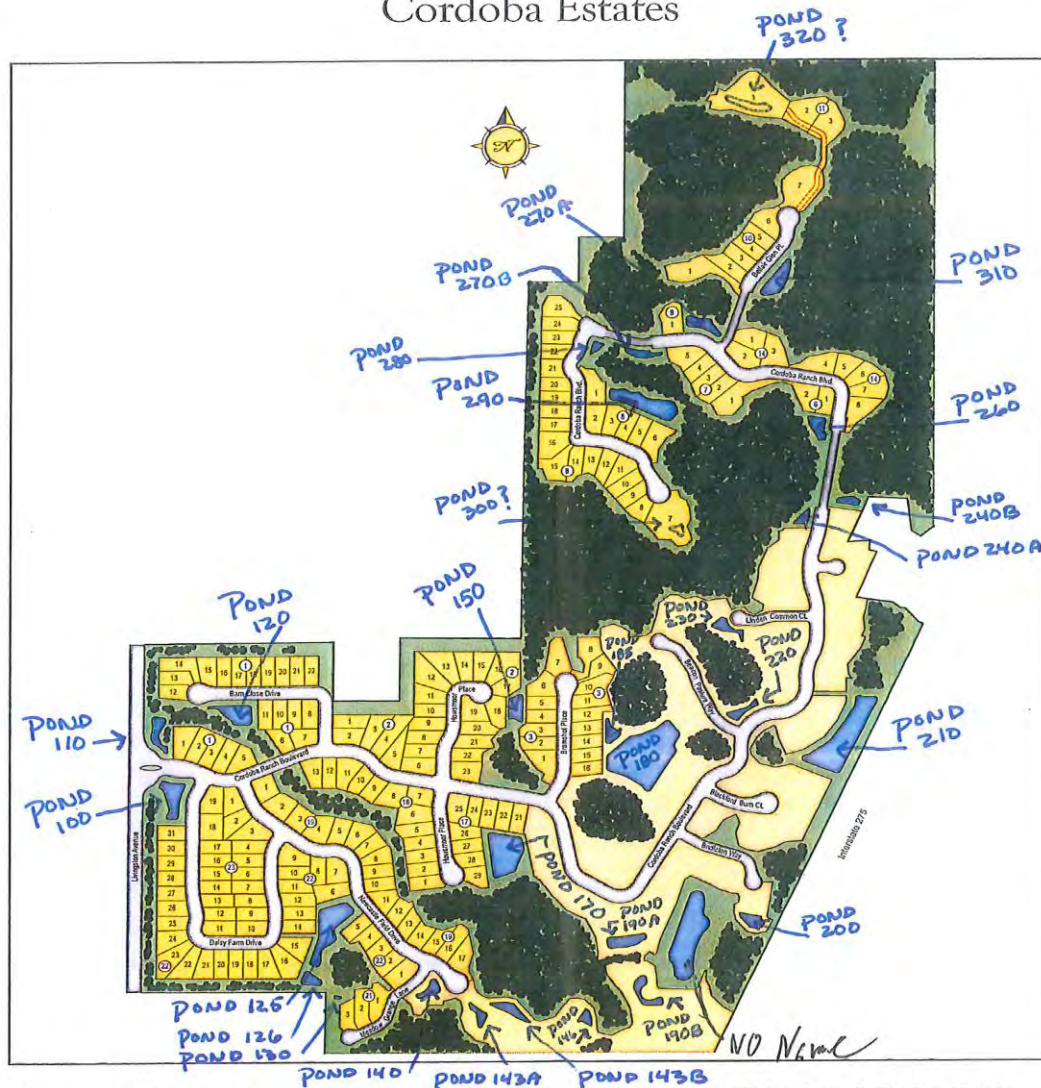
Aquagenix

Cordoba Ranch Lake Management Report
March 2014




STANDARD PACIFIC HOMES


Cordoba Estates





Map is not to scale. Square footage/acreage shown is only an estimate and actual square footage/acreage will differ. Buyer should rely on his or her own evaluation of useable area. Depictions of homes or other features are artist conceptions.





Date: 10/13/15	Pond #100
<p>What we found: Algae remained low.</p> <p>What we did: Treated boarder grasses</p> <p>What to expect: The torpedo grass on the littoral shelf will be dying off soon after this month's littoral shelf maintenance visit.</p>	
<p>Recommendations & Notes: Picture taken at 7:45 am Fountains come on at 10 am I believe.</p>	


Date: 10/13/15	Pond #110
<p>What we found: looking good! A little bit of slender spike rush around the edges.</p> <p>What we did: Algae was spot treated. Minor grasses and spike rush too.</p> <p>What to expect: winter water levels will give us the best opportunity to control spike rush like last year.</p>	
<p>Notes: Erosion around pipe inlet, previous repair has been washed out.</p>	


Date: 10/13/15	Pond #120
<p>What we found: Minimal algae and vegetation, over all good condition.</p> <p>What we did: treated for algae and perimeter grasses.</p> <p>What to expect: Stick removal in this pond will be complete by this month's meeting.</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #125
<p>What we found: Algae is still present but mostly dead. 50% coverage.</p> <p>What we did: treated algae & perimeter grasses.</p> <p>What to expect: Algae should decline in 7-10 days. The next good rain should knock most of down.</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #126	
<p>What we found: Algae bloom was worse this month than last 35% coverage.</p> <p>What we did: Treated algae & boarder grasses.</p> <p>What to expect: Submersed weeds are minimal in this pond and will be addressed as needed. Algae should decline in 7-10 days, especially after the next rain.</p>		
Recommendations & Notes:		


Date: 10/13/15	Pond #130	
<p>What we found: Algae has declined, spike rush is still present under the spatterdock</p> <p>What we did: Treated algae & boarder grasses.</p> <p>What to expect: Algae should decline in 7-10 days.</p>		
Recommendations & Notes:		


Date: 10/13/15	Pond #140
<p>What we found: Looking good. Low water level.</p> <p>What we will do: continue to focus on algae.</p> <p>What to expect:</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #143A
<p>What we found: Algae has declined to 5-10%</p> <p>What we did: treated algae and any other weeds.</p> <p>What to expect: algae is still declining, this pond should look pretty clear in a couple weeks again.</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #143B	
<p>What we found: water level is down, but the pond is still looking great.</p> <p>What we will do: continue to focus on algae flare-ups.</p> <p>What to expect:</p>		
Recommendations & Notes:		


Date: 10/13/15	Pond #146	
<p>What we found: watermeal is still gone, this is a planktonic algae bloom you see this month.</p> <p>What we did: Treated algae.</p> <p>What to expect: algae should decline in 7-10 days. We will follow up on this and treat as needed in the next week to make sure.</p>		
Recommendations & Notes:		


Date: 10/13/15	Pond #150
<p>What we found: Border grasses have declined, algae remained low. Looking good!</p> <p>What we did: Grasses and algae were treated.</p> <p>What to expect:</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #170
<p>What we found: some planktonic algae starting on the south end.</p> <p>What we did: Treated border grasses & algae.</p> <p>What to expect:</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #180
<p>What we found: Algae present over littoral areas.</p> <p>What we did: Algae was treated again 10/06.</p> <p>What to expect: This is one our most challenging ponds, a shallow & very large littoral area contributes to constant algae growth.</p>	
Recommendations & Notes: This pond is considered as the “next step” of the planting plan following this year’s planting on pond 290.	


Date: 10/13/15	Pond #185
<p>What we found: Algae levels are low again this month. Looking good.</p> <p>What we will did: treated algae. Perimeter grasses & weeds were treated.</p> <p>What to expect:</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #190A
<p>What we found: algae bloom this month.</p> <p>What we did: treated algae & perimeter grasses.</p> <p>What to expect: algae should decline in 7-10 days.</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond # 190B
<p>What we found: Minimal algae. Still looking good this month.</p> <p>What we did: Treated border grasses & algae on eastside of this pond.</p> <p>What to expect:</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #200
<p>What we found: Minimal algae, grasses & weeds continue to decline.</p> <p>What we did: treated border grasses & algae.</p> <p>What to expect: This pond still has a ways to go, but getting better & better every month. Sticks & stumps will be addressed this month.</p>	
<p>Recommendations & Notes: Also, the drain pipe inlet in this pond is more than 50% full of sediment & needs maintenance.</p>	


Date: 10/13/15	Pond #210
<p>What we found: Algae was a little more prevalent over the littoral areas on the north & south end of this pond.</p> <p>What we did: Treated algae & border grasses.</p> <p>What to expect:</p>	
<p>Recommendations & Notes:</p>	


Date: 10/13/15	Pond #220
<p>What we found: looking good.</p> <p>What we did: Treated border grasses.</p> <p>What to expect:</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #230
<p>What we found: Awesome.</p> <p>What we will do: Border grasses were treated.</p> <p>What to expect:</p>	
Recommendations & Notes: Eventually this pond should be planted on the west side not seen in this photo, but it is not the greatest priority now within your budget.	


Date: 10/13/15	Pond #240A
<p>What we found: 100% planktonic algae. Brown & dying.</p> <p>What we did: treated algae.</p> <p>What to expect: Algae should decline in 7-10 days, sooner with rain.</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #240 B
<p>What we found: Planktonic Algae 75%.</p> <p>What we did: Treated boarder grasses & algae.</p> <p>What to expect:</p>	
Recommendations & Note:	


Date: 10/13/15	Pond #260
<p>What we found: Last months algae is gone, overall looking good.</p> <p>What we did: border grasses & minor algae were treated.</p> <p>What to expect:</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #270
<p>What we found: Still looking good this month, some minor grasses and algae along the border. Spike rush also.</p> <p>What we did: Treated border grasses & algae.</p> <p>What to expect: This pond has often been one of the most challenging. It's nice to see it under control at the moment. Spike rush will be better controlled as water levels go down.</p>	
Recommendations & Notes:	


Date: 10/13/15	Pond #270B
<p>What we found: Algae is present but dead.</p> <p>What we did: Algae & border grasses were treated.</p> <p>What to expect: This is a very shallow ditch....algae and other issues are expected to be constant here.</p>	
<p>Recommendations & Notes: I recommend aquatic plantings in the entire pond (more of a retention ditch than pond). It is really too shallow to be maintained as an open water pond and may be more attractive as a planted area. This planting will be part of the longer term Aquascaping plan for Cordoba Ranch.</p>	

Date: 10/13/15	Pond #280
<p>What we found: minor algae. 5-10%</p> <p>What we did: Border grasses & algae were treated.</p> <p>What to expect: algae should decline in 7-10 days.</p>	
<p>Recommendations & Notes:</p>	

Date: 10/13/15	Pond #290
<p>What we found: Algae is 15-20%. A little more than last month. It has been treated and dying.</p> <p>What we did: treated algae on 10/06 as well as boarder grasses</p> <p>What to expect: Plants will be installed by the meeting.</p>	
<p>Recommendations & Notes: The littoral zone planting will help use up excessive nutrients and hopefully lower algae complaints next summer.</p>	

Date: 10/13/15	Pond #300
<p>What we found: turbidity from heavy rain & nearby construction. Minor alligator weed around the border.</p> <p>What we did: treated algae & border grasses & weeds.</p> <p>What to expect: Turbidity will likely last until construction is complete and all areas are stabilized with sod.</p>	
<p>Recommendations & Notes:</p>	

Date: 10/13/15	Pond #310	
<p>What we found: Slightly turbid. New construction activity nearby.</p> <p>What we did: treated algae & border grasses.</p> <p>What to expect:</p>		
<p>Recommendations & Notes: Another pond that would benefit from plants, but not the first priority within your budget until homes start being built.</p>		

Date: 10/13/15	Pond #320	
<p>What we found: Algae & some submersed weeds. White Fragrant Lilies!</p> <p>What we did: Treated border grasses & algae.</p> <p>What to expect: we will do our best to control submersed weeds but leave the lilies in place if possible.</p>		
Recommendations & Notes:		

Tab 4

Dear Joseph Roethke, District Manager
Cordoba Ranch Community Development District

I manage the Legal Notices team at the Tampa Bay Times. This is a follow up letter that you requested as a result of your legal notices for Cordoba Ranch CDD Notice of Rule Development that was to print Sunday September 27, 2015 in our Hillsborough edition and the corresponding notice scheduled for Monday September 28, Rules of Procedure. The Sunday notice did not print as scheduled due to the Times; Monday printed as scheduled. We understand these two notices must print in sequence. We sincerely regret the error. There will be no charge, of course, for the notice that printed correctly; additionally, we will print the two notices at no charge when you are ready to proceed with new hearing dates. We understand that will be in October and look forward to amending the error.

Please know that Rizzetta and Company Inc. for Cordoba Ranch CDD handled everything correctly, giving us correct text, and in a timely manner ahead of our deadlines. The resulting non-print was entirely due to internal errors within the Tampa Bay Times. I'm pleased and relieved that, by our reprinting in October at no cost, and this letter, will fulfill the guidelines to consider the notice legal. Again, please accept my sincere apology for the aggravation and time it has cost you.

With my sincerest apologies,



Joe Fish
727-893-8942
jfish@tampabay.com

Tab 5

RULES OF PROCEDURE

CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT

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**RULES OF PROCEDURE
CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT**

1.0 Organization

- (1) Cordoba Ranch Community Development District (the “District”) was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of the Rules shall be applicable within all other sections, unless specifically stated to the contrary.

Specific Authority: s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

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

1.1 Board of Supervisors: Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “Board”) shall consist of five (5) members. Members of the Board must be residents of the State of Florida and citizens of the United States of America. The Board shall exercise the powers granted to the District.
 - (a) Board members shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Board Member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s).
 - (b) Three (3) members of the Board physically present at the meeting location shall constitute a quorum for the purposes of conducting business and exercising its powers and for all other purposes. However, if three (3) or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law.
- (2) Officers. At the first Board meeting held after each election or appointment where the newly elected members take office, the Board shall select a Chairman, Vice-Chairman, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairman must be a member of the Board. If the Chairman resigns from that office or ceases to be a member of the Board, the Board shall select a Chairman, after filling the vacancy. The Chairman serves at the

pleasure of the Board. The Chairman or Vice-Chairman shall be authorized to sign checks and warrants for the District, countersigned by the Treasurer. The Chairman shall convene and conduct all meetings of the Board. In the event the Chairman is unable to attend a meeting, the Vice-Chairman shall convene and conduct the meeting. The Chairman or Vice-Chairman may request the District Manager or other district staff to convene and conduct any meeting of the Board.

- (b) The Vice-Chairman shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the Vice-Chairman resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairman, after filling the Board vacancy. The Vice-Chairman serves at the pleasure of the Board.
 - (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District Manager may serve as Secretary.
 - (d) The Treasurer need not be a member of the Board but must be a resident of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation.
 - (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings", in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at the District Office and shall be available for inspection by the public.
 - (5) Meetings. The Board shall establish each fiscal year, an annual schedule of regular meetings, which shall be submitted to the county and the state of Florida. All meetings of the Board shall be open to the public in accord with the provisions of Chapter 286, Florida Statutes.
 - (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section,

“voting conflict of interest” shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time.

- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes. The Board’s Secretary shall prepare a memorandum of voting conflict (Form 8B) which shall then be signed by the Board member, filed with the Board’s Secretary, and attached to the minutes of the meeting within fifteen (15) days of the meeting.
- (b) If a Board member inadvertently votes on a matter and later learns they have a conflict on the matter, the member shall immediately notify the Board’s Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate memorandum of voting conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The memorandum shall immediately be provided to other Board members and shall read publicly at the next meeting held subsequent to the filing of the written memorandum.

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

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

1.2 Public Information and Inspection of Records.

- (1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the “Records of Proceedings”, may be copied or inspected at the District Office during regular business hours.
- (2) Copies. Copies of public records shall be made available to the requesting person at the current rate authorized under Section 119.07(4), Florida Statutes. The requesting person may be required to pay for any charges in advance.

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

Law Implemented: s.s. 190.006, 119.07, 120.53, Fla. Stat.

1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by Statute or these Rules, at least seven (7) days public notice shall be given of any public meeting, hearing, or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:
 - (a) The date, time and place of the meeting or workshop;
 - (b) A brief description of the nature, subjects and purposes of the meeting, hearing or workshop;
 - (c) The District Office address for the submission of requests for copies of the agenda;
 - (d) Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager. If you are hearing or speech impaired, please contact Florida Relay Service at 1-800-955-8770, who can aid you in contacting the District Office.
 - (e) 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.
- (2) Agenda. The District Manager, under the guidance of the Chairman or those members of the Board calling for the meeting/hearing/workshop, shall prepare a notice and an agenda of the meeting/hearing/workshop. The notice and agenda shall be available to the public at least seven (7) days before the meeting/hearing/workshop except in an emergency. The agenda may be changed before or at the meeting/hearing/workshop by a vote of the Board.
 - (a) The District may, but is not required, to use the following format in preparing its agenda for its regular meetings:
 - Call to order
 - Roll call
 - Audience Questions and Comments on Agenda Items
 - Review of minutes
 - Specific items of old business
 - Specific items of new business

Staff reports

- (a) District Counsel
- (b) District Engineer
- (c) District Manager

Supervisor's requests and comments

Audience Questions and Comments

Adjournment

- (3) Minutes. The Secretary shall be responsible for keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.
- (4) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (5) Emergency Meetings. The Chairman, or Vice-Chairman if the Chairman is unavailable, may convene an emergency meeting of the Board without first having complied with subsections (1), (2), (4), and (6) to act on emergency matters that may affect the public health, safety or welfare. Whenever possible, the Chairman shall make reasonable efforts to notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one major newspaper of general circulation in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (6) Public Comment. The public shall be provided the opportunity to be heard on any proposition that will come before the Board at a meeting. The Board shall set aside a reasonable amount of time for public comment on agenda items, and the time for public comment shall be identified in the agenda. Persons wishing to address the Board should notify the Secretary of the Board prior to the "Audience Comment" section of the agenda. Each person wishing to address the Board will be given a reasonable amount of time for their comments, in the interest of time and fairness to other speakers.
- (7) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008, Florida statutes. Once adopted in accord with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the

funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (8) Continuances. Any meeting of the Board or any item or matter included on the agenda for a meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the meeting where the item or matter was included on the agenda.
- (9) Resident Committee Meetings. The Board may establish resident committees as needed. Such committee meetings shall be noticed to the public at least seven (7) days in advance. Notice shall be posted at the clubhouse and if available the District website.

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

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

2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide short, plain explanation of the purpose and effect of the proposed rule, cite specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available.
 - (b) All rules shall be drafted in accord with Chapter 120, Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or

made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice; and a statement as to whether, based on the statement of the estimated regulatory costs or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3). The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled or required under Florida Statutes. Except when the intended action is the repeal of a rule, the notice must include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.

- (b) The notice shall be published in a newspaper of general circulation in the county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the District Chairman must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District, or has substantial interest in the rulemaking, shall be filed with the District. The Board shall then act on the petition in accordance with

Section 120.54(7), Florida Statutes, except that copies of the petition shall not be sent to the Administrative Procedure Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.

- (6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
 - (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541, Florida Statutes; and
 - (d) The published notice.
- (7) Rulemaking Proceedings – No Hearing. When no hearing is requested or required under Florida Statutes and the Board chooses not to initiate a hearing on its own, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than twenty-eight (28) days following notice. Such direction may be given by the Board either before initiating the rule adoption process or after the expiration of the twenty-one (21) days during which affected persons may request a hearing.
- (8) Rulemaking Proceedings – Hearing. If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide, upon request, a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. Any affected person may request a hearing within twenty-one (21) days after the date of publication of the notice of intent to adopt, amend or repeal a rule. When a public hearing is held, the District must ensure that the Board members are available to explain the District's proposal and to respond to questions or comments regarding the rule. If one or more requested public hearings is scheduled, the Board shall conduct at least one of the public hearings itself and may not delegate this responsibility without the consent of those persons requesting the public hearing.
- (9) Request for Public Hearing.
 - (a) A request for a public hearing shall be in writing and shall specify how the person requesting the public hearing would be affected by the proposed rule. The request shall be submitted to the District within twenty-one (21)

days after notice of intent to adopt, amend, or repeal the rule is published as required by law, in accordance with the procedure for submitting requests for public hearing stated in the notice of intent to adopt, amend or repeal the rule.

- (b) If the notice of intent to adopt, amend, or repeal a rule did not notice a public hearing and the District determines to hold a public hearing, the District shall publish notice of a public hearing in a newspaper of general circulation within the District at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing.
 - (c) Written statements may be submitted by any person within a specified period of time prior to or following the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (10) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
 - (11) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.
 - (12) Variances and Waivers. Variances and waivers from District rules may be granted to the provisions and limitations contained in Section 120.542, Florida Statutes.

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

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

3.0 Decisions Determining Substantial Interests.

- (1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the

District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Chairman shall designate any member of the Board (including the Chairman), District Manager, District General Counsel, or other person to conduct the hearing.

The person conducting the hearing may:

1. Administer oaths and affirmations;
 2. Rule upon offers of proof and receive relevant evidence;
 3. Regulate the course of the hearing, including any prehearing matters;
 4. Enter orders;
 5. Make or receive offers of settlement, stipulation, and adjustment.
- (a) The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.
- (b) The District shall issue a final order within forty-five (45) days:
1. After the hearing is concluded, if conducted by the Board;
 2. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or
 3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.
- (2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida statutes. Prior to exercising the power of eminent domain, the District shall:
- (a) Adopt a resolution identifying the property to be taken;
 - (b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if the taking will occur in

an unincorporated area, or of the municipality if the taking will occur within the municipality.

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

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

4.0 Purchasing, Contracts, Construction and Maintenance.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following procedures, definitions and rules are outlined for the purchase of professional, construction, maintenance, and contract services, and goods, supplies, materials, and insurance.
- (2) Definitions.
 - (a) “Continuing contract” is a contract for professional services (of a type described above), entered into in accordance with this Rule, between the District and a firm whereby the firm provides professional services for the District for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.
 - (b) “Contractual services” means rendering time and effort rather than furnishing specific goods or commodities. Contractual services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or professional services (as defined in Section 287.055(2)(a), Florida Statutes and these Rules) and shall generally be considered the services referenced by Section 287.012(8), Florida Statutes. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms.
 - (c) “Emergency purchases” means a purchase necessitated by a sudden unexpected turn of events (e.g. acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive solicitation would be detrimental to the interests of the District.
 - (d) “Goods, supplies and materials” do not include printing, insurance, advertising, or legal notices.
 - (e) “Invitation to Bid” is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity involved. It includes printed instructions

prescribing conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.

- (f) “Lowest Responsible bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.
- (g) “Most Advantageous bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the most advantageous bid or proposal to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.
- (h) “Professional services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by an architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (i) “Project” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for professional services is estimated by the District to exceed the threshold amount provided in Section 287.017, for CATEGORY TWO, as such categories may be amended from time to time by the State of Florida Department of Management Services to reflect inflation or other measures.
- (j) “Purchase” means acquisition by sale, rent lease, lease/purchase or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local government entity or political subdivision of the state.
- (k) “Request for Proposal” is a written solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the

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

- (l) “Responsive bid/proposal” means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these Rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

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

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

4.1 Purchase of Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time, shall be purchased under the terms of these Rules. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising or legal notices.
- (2) Procedure. When a purchase of goods, supplies or materials is within the scope of this Rule, the following is appropriate:
 - (a) The Board shall cause to prepare an Invitation to Bid or Request for Proposal, as appropriate.
 - (b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
 - (c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail.
 - (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.
 - (e) The Most Advantageous Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too

high or because the Board determines that it is in the best interests of the District. In the event the bids exceed the amount of funds available to be allocated by the District for this purchase, the bids may be rejected. The board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.

- (f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
- (g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement of goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials.
- (h) If the District does not receive a response to its competitive solicitation, the District may proceed to purchase such goods, supplies, materials, or construction services in the manner it deems in the best interests of the District.
- (i) The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.

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

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

4.2 Contracts for Construction of Authorized Project.

- (1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these Rules and Section 255.20, Florida statutes, the latter shall control. A project shall not be divided solely to avoid the threshold bidding requirements.

(2) Procedure.

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

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

- (d) Bids or proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposals. Bids or proposals shall be evaluated in accordance with the Invitation to Bid or Request for Proposal and these Rules.
- (e) To assist in the determination of the most advantageous bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.
- (f) In determining the most advantageous bidder, the District Representative may consider, in addition to the factors described in the invitation or request, the following:

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

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

Law Implemented: s.s. 190.033, 255.0525, Fla. Stat.

4.3 Contracts for Maintenance Service.

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

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

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

event the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.

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

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

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

4.4 Purchase of Insurance.

- (1) Scope. The purchase of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by these Rules. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of Invitation to Bid may be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation to Bid is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.

- (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies which have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, if any, to the District Officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall need of the District, its officers, employees and/or dependents.
- (h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery service, and by posting the same in the District Office for seven (7) days.

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

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

4.5 Procedure for Purchasing Contractual Services.

- (1) Scope. All purchases for contractual services (except for maintenance services) may, but are not required to, be made by competitive Invitation to Bid. If state or federal law prescribes with whom the District must contract, or established the rate of payment, then these Rules shall not apply. A contract involving both goods, supplies, and materials plus contractual services may, at the discretion of the Board, be treated as a contract for goods, supplies, and materials.
- (2) Procedure. When a purchase of contractual services is within the scope of this Rule (and the District has elected to follow this procedure), the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a notice of Invitation to Bid or Request for Proposal, as appropriate.
 - (b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

- (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. The District shall make a good faith effort to provide written notice, by United States Mail, to persons who provide their names and addresses to the District Office for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.
 - (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid and Request for Proposal. Bids and proposals shall be evaluated in accordance with Invitation to Bid or Request for Proposal and these Rules.
 - (e) If only one (1) response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for contractual services from such bidder or proposer. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of the needed contractual services.
 - (f) The Board has the right to reject any and all bids or proposals. The reservation regarding the right to reject shall be included in all solicitations and advertisements. If the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover any costs of bid or proposal preparation or submittal from the District.
 - (g) The Most Advantageous Bid or Proposal may be accepted by the District. The Board may require bidders to furnish bid, performance and/or other bonds with a reasonable surety to be approved by the Board.
- (3) Notice. Notice of contract award, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, overnight delivery, or by hand delivery, and by posting same in the District Office for seven (7) days.
- (4) Contract Renewal. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract, unless otherwise provided in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by the District.
- (5) Contract Manager and Contract Administrator. The Board may designate a representative to function as contract manager, who shall be responsible for enforcing performance of the contract terms and conditions and serve as the liaison with the contractor. The Board may also designate a representative to

function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One person may serve as both contract manager and administrator.

- (6) Emergency Purchase. The District may make an emergency purchase of contractual services without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

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

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

4.6 Procedure Under Consultant's Competitive Negotiations Act.

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

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

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

- (2) Public Announcement. Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when professional services

are required for a project by publishing a notice providing a general description of the project and method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annually statements of qualifications and performance data. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The Board has the right to reject any and all bids, and such reservation shall be included in the public announcement. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

(3) Competitive Selection.

(a) The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualification of file. The Board shall conduct discussions with, and may require public presentation by firms regarding their qualifications, and/or public presentation, select and list the firms, in order of preference, deemed to be the most highly capable and qualified to perform the required professional services, after considering these and other appropriate criteria:

1. The ability and adequacy of the professional personnel employed by each firm.
2. Each firm's past performance for the District in other professional employment settings.
3. The willingness of each firm to meet time and budget requirements.
4. The geographic location of each firm's headquarters or office in relation to the project.
5. The recent, current, and projected workloads of each firm.
6. The volume of work previously awarded to each firm.
7. Whether a firm is a certified minority business enterprise.

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

- (b) If the selection process is administered by a person other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(4) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as the most qualified to perform the required professional services.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”
- (c) Should the District within twenty-one (21) days be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable then unless modified by the Board, negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached within twenty-one (21) days (unless modified by the Board to the contrary) those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with any of the selected firms within twenty-one (21) days (unless modified by the Board to the contrary) additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.

- (5) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.
- (6) Emergency Purchase. The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

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

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

5.0 Bid Protests Under Consultants' Competitive Negotiations Act.

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

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), by certified/registered mail return receipt requested, by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day), and by posting same in the District Office for seven (7) days. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Section 5.2 of the Rules of Cordoba Ranch Community Development District shall constitute a waiver of proceedings under those Rules."
- (2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within seven (7) days after the date when notice of protest is filed. Failure to file a notice of protest, or failure to file a formal written protest, shall constitute a waiver of all further proceedings.

- (3) Award Process. Upon a receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the award process may continue.
- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays and legal holidays, upon receipt of a formal written request.
- (5) Proceedings. If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 3.0.

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

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

5.1 Protests With Respect To Contracts Awarded Or Bid Documents.

The resolution of any protests regarding Bid Documents or the decision to award a contract for a bid or proposal shall be in accordance with section 5.1.

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

decision or contract award. The formal written protest shall state with particularity the facts and law upon which the protest is based.

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

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

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

5.2 Bid Protests Relating to Any Other Award.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid proposal under Sections 4.1, 4.2, or 4.5 shall be in accordance with Section 5.2.

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

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

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

6.0 Design-Build Contract Competitive Proposal Selection Process.

- (1) Scope. The District may utilize design-build contracts for any public construction project for which the Board determines that use of such contracts in the best interest of the District. When letting a design/build contract, the District shall use the following procedure:
 - (a) The District shall utilize a design criteria professional meeting the requirements of Section 287.055(2)(k) when developing a design criteria package, evaluating the responses or bids submitted by design-build firms, and determining compliance of the project construction with the design criteria package. The design criteria professional may be an employee of the District or may be retained using Section 4.6, Procedure Under Consultant's Competitive Negotiations Act.
 - (b) A design criteria package for the construction project shall be developed and sealed by the design criteria professional. The package shall include concise, performance –oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project. If the project utilizes existing plans, the design criteria professional shall create a design criteria package by supplementing the plans with project specific requirements, if any. All design criteria packages shall require firms to submit information regarding the qualifications, availability and past work of the firms, including the partners and members thereof.
 - (c) The Board, in consultation with the design criteria professional, shall establish the standards and procedures for the evaluation of design-build proposals based on price, technical, and design aspects of the project, weighted for the project.
 - (d) After the design criteria package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited, pursuant to the design criteria by the following procedure:
 1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least seven (7) days for submittal of proposals, unless the Board, for good cause, determines a shorter period of time is appropriate.
 2. The District may maintain qualifications information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small Business and Minority Assistance Act

of 1985, and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail.

3. In order to be eligible to submit a proposal a firm must, at the time of receipt of the proposals:
 - (a) Hold the required applicable state professional license in good standing, as defined by Section 287.055(2)(h), Florida Statutes;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation;
 - (d) Meet any special prequalification requirements set forth in the design criteria package.

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

- (e) The Board shall select no fewer than three (3) design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal.
- (f) The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards, and shall establish a price which the Board determines to be fair, competitive, and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must terminate negotiations. The Board shall then undertake negotiations with the third firm. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached.

- (g) After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 - (h) The design criteria professional shall evaluate the compliance of the project construction with the design criteria package, and shall provide the Board with a report of the same.
- (2) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified design-build firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next Board meeting.

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

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

7.0 District Auditor Selection Procedures.

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

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

Law Implemented: s. 218.391, Fla. Stat.

8.0 Effective Date.

These Rules shall be effective _____, 2015.

Tab 6

Tampa Electric Company

LIGHTING SERVICES PROPOSAL

Proposal ID:	4023	Contact Name:	GARTH NOBLE
Work Request Number:	1400107	Billing Name:	CORDOBA RANCH COMMUNITY DEVELOPMENT DIST
TECO Rep:	Liz Toledo	Billing Address:	3434 COLWELL AVE STE 200 TAMPA, FL 33614-8390
		Site Address:	CORDOBA RANCH BLVD LUTZ, FL 33559-0000

Description	Qty	Rate	TSN
Salem Luminaire 100 Watts HPS Black	3	573	2005660
Franklin Composite 16 Ft Black	3	525	2005665
Light & Pole Charge:		97.29	
Energy Charge:	+	3.24	
Base Charges for Facilities	=	100.53	
Power Relay:	+	0.00	
Refund Credit:	-	0.00	
Fuel Charge:	+	5.07	
Energy Mgmt Credit:	-	0.00	
Gross Receipts:	+	0.24	
Franchise Fee:	+	6.99	
City Tax:	+	1.20	
Light & Pole & Area Taxes:	+	8.15	
Fuel/Clauses/Fees&Taxes:	=	22.37	
Total Bill	=	122.90	
Total Deposit	=	240.00	

Detailed Billing Items:

Clauses Total	
Conservation:	0.15
Capacity Recovery	0.03
Environ. Cost Recovery:	0.54
Fuel Charge Subject to City tax:	0.90

Contribution-in-Aid-of-Construction**Amount**

CIAC - The Lighting Engineer has determined that there is a contribution-in-aid-of-construction (CIAC) for this job. CIAC is required to cover excessive costs of installation that is not covered by the monthly rate.

\$6105.26

LIGHTING PROPOSAL