

# **NEWPORT ISLES**

**COMMUNITY DEVELOPMENT**

**DISTRICT**

**June 15, 2022**

**BOARD OF SUPERVISORS**

**PUBLIC HEARINGS AND**

**REGULAR MEETING**

**AGENDA**

**Newport Isles Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

June 8, 2022

Board of Supervisors  
Newport Isles Community Development District

Dear Board Members:

The Board of Supervisors of the Newport Isles Community Development District will hold Multiple Public Hearings and a Regular Meeting on June 15, 2022 at 10:00 a.m., at WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date
  - A. Affidavit/Proof of Publication
  - B. Consideration of Resolution 2022-28, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Newport Isles Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date
4. Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements
  - *Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.*

**ATTENDEES:**

**Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.**

- *Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.*
  - A. Affidavit/Proof of Publication
  - B. Mailed Notice to Property Owner(s)
  - C. Engineer's Report *(for informational purposes)*
  - D. Master Special Assessment Methodology Report *(for informational purposes)*
  - E. Consideration of Resolution 2022-29, Making Certain Findings; Authorizing an Improvement Plan for the Master Assessment Area; Adopting a Capital Improvement Plan; Providing an Estimated Cost of Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming and Levying Debt Assessments on the Master Assessment Area; Addressing the Finalization of Special Assessments; Addressing the Payment of Debt Assessments and the Method of Collection; Providing for the Allocation of Debt Assessments and True-Up Payments; Addressing Government Property and Transfers of Property to Units of Local, State and Federal Government; Authorizing an Assessment Notice; and Providing for Severability, Conflicts and an Effective Date
5. Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes
- A. Affidavits of Publication
  - B. Consideration of Resolution 2022-30, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date
6. Public Hearing on Adoption of Fiscal Year 2021/2022 Budget
- A. Affidavit of Publication
  - B. Consideration of Resolution 2022-31, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date
7. Consideration of Resolution 2022-32, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

- 8. Consideration of Resolution 2022-33, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date
- 9. Consideration of Resolution 2022-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date
- 10. Acceptance of Unaudited Financial Statements as of April 30, 2022
- 11. Approval of Minutes
  - A. March 23, 2022 Landowners’ Meeting
  - B. March 23, 2022 Organizational Meeting
- 12. Staff Reports
  - A. District Counsel: *KE Law Group, PLLC*
  - B. District Engineer (Interim): *WRA Engineering, LLC*
  - C. District Manager: *Wrathell, Hunt & Associates, LLC*


- NEXT MEETING DATE: TBD
  - QUORUM CHECK

Susan Collins	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Richard James	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
George Misenhelder	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Clifton Fischer	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Jake Essman	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 13. Board Members’ Comments/Requests
- 14. Public comments
- 16. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Kristen Suit at (410) 207-1802.

Sincerely,



Craig Wrathell  
 District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**  
**CALL-IN NUMBER: 1-888-354-0094**  
**PARTICIPANT PASSCODE: 943 865 3730**



**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**3A**



Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
 Island Packet  
 Kansas City Star  
 Lexington Herald-Leader  
 Merced Sun-Star  
 Miami Herald

el Nuevo Herald - Miami  
 Modesto Bee  
 Raleigh News & Observer  
 The Olympian  
 Sacramento Bee  
 Fort Worth Star-Telegram  
 The State - Columbia  
 Sun Herald - Biloxi

Sun News - Myrtle Beach  
 The News Tribune Tacoma  
 The Telegraph - Macon  
 San Luis Obispo Tribune  
 Tri-City Herald  
 Wichita Eagle

# AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
87977	262100	Print Legal Ad - IPL0073036		\$458.64	2	48 L

**Attention:** Daphne Gillyard  
 Newport Isles CDD  
 2300 Glades Road, Suite 410W  
 Boca Raton, FL 33431

**NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT  
 NOTICE OF THE DISTRICT'S INTENT  
 TO USE THE UNIFORM METHOD  
 OF COLLECTION OF NON-AD VALOREM ASSESSMENTS**

Notice is hereby given that the Newport isles Community Development District ("District") intends to use the uniform method of collecting non-ad valorem assessments to be levied by the District pursuant to Section 197.3632, Florida Statutes. The Board of Supervisors ("Board") of the District will conduct a public hearing on June 15, 2022 at 10:00 a.m., at the office of WRA Engineering, LLC, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201. The purpose of the public hearing is to consider the adoption of a resolution authorizing the District to use the uniform method of collecting non-ad valorem assessments to be levied by the District on properties located on land included in, or to be added to, the District.

The District may levy non-ad valorem assessments for the purpose of financing, acquiring, maintaining and/or operating community development facilities, services and improvements within and without the boundaries of the District, to consist of, among other things, roadways, stormwater management, water and sewer utilities, offsite improvements, amenity facilities, hardscaping, landscaping, irrigation, streetlighting and any other public improvements and lawful projects or services of the District as authorized.

Owners of the properties to be assessed and other interested parties may appear at the public hearing and be heard regarding the use of the uniform method of collecting such non-ad valorem assessments. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The public hearing may be continued to a date, time, and location to be specified on the record at the hearing. There may be occasions when Supervisors or staff may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing and/or meeting is asked to contact the District Office at c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010, at least 48 hours before the hearing and/or meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at (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 hearing 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 such appeal is to be based.

District Manager  
 IPL0073036  
 May 18,25,Jun 1,8 2022

## THE STATE OF TEXAS COUNTY OF DALLAS

Before the undersigned authority personally appeared Ryan Dixon, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:

No. of Insertions: 4  
 Beginning Issue of: 05/18/2022  
 Ending Issue of: 06/08/2022

## THE STATE OF FLORIDA COUNTY OF MANATEE

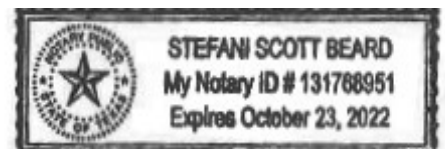
Affidavit further says that the said publication is a newspaper published at Bradenton, in said Manatee County, Florida, and that the said newspaper has heretofore been continuously published in said Manatee County, Florida, each day and has been entered as second-class mail matter at the post office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

*Ryan Dixon*

Sworn to and subscribed before me this 8th day of June in the year of 2022

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**3B**

## RESOLUTION 2022-28

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

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

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

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

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT:**

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

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

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

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

**PASSED AND ADOPTED** this 15th day of June, 2022.

ATTEST:

**NEWPORT ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Legal Description

## EXHIBIT "A" SKETCH OF DESCRIPTION

SHEET 1 OF 6

A PORTION OF SECTIONS 1, 2, 3, 10, AND 11 TOWNSHIP 33  
SOUTH, RANGE 18 EAST, MANATEE COUNTY, FLORIDA  
(SKETCH IS NOT A SURVEY)

**DESCRIPTION**

A PARCEL OF LAND LYING AND BEING IN SECTIONS 1, 2, 3, 10, AND 11, TOWNSHIP 33 SOUTH, RANGE 18 EAST, MANATEE COUNTY, FLORIDA. BEING MORE PARTICULAR DESCRIBED AS FOLLOWS.

BEGIN AT A NORTHWEST CORNER OF SAID SECTION 3, TOWNSHIP 33 SOUTH, RANGE 18 EAST, THENCE N 89°28'09" E, ALONG THE NORTH LINE OF SAID SECTION 3, A DISTANCE OF 1206.47' TO THE SOUTH QUARTER CORNER OF SECTION 34, TOWNSHIP 32 SOUTH, RANGE 18 EAST; THENCE N 88°47'34" E, ALONG THE NORTH LINE OF SAID SECTION 3, A DISTANCE OF 2673.63' TO THE SOUTHEAST CORNER OF SAID SECTION 34; THENCE N 89°39'00" E, ALONG THE NORTH LINE OF SAID SECTION 3, A DISTANCE OF 1161.40' TO THE NORTHEAST CORNER OF SAID SECTION 3; THENCE S 89°51'08" E, ALONG THE NORTH LINE OF SECTION 2, TOWNSHIP 33 SOUTH, RANGE 18 EAST, A DISTANCE OF 1541.24' TO THE SOUTH QUARTER CORNER OF SECTION 35, TOWNSHIP 32 SOUTH, RANGE 18 EAST; THENCE N 89°25'24" E, ALONG THE NORTH LINE OF SAID SECTION 2, A DISTANCE OF 2749.37' TO THE SOUTHEAST CORNER OF SAID SECTION 35; THENCE S 89°33'44" E, ALONG THE SAID NORTH LINE OF SECTION 2, A DISTANCE OF 648.57' TO THE NORTHEAST CORNER OF SAID SECTION 2; THENCE S 89°35'14" E, ALONG THE NORTH LINE OF SECTION 1, TOWNSHIP 33 SOUTH, RANGE 18 EAST, A DISTANCE OF 1977.80' TO THE SOUTH QUARTER CORNER OF SECTION 36, TOWNSHIP 32 SOUTH, RANGE 18 EAST; THENCE N 89°45'45" E, ALONG THE NORTH LINE OF SAID SECTION 1, A DISTANCE OF 1790.75' TO THE WESTERLY RIGHT OF WAY LINE OF STATE ROAD 93 (I-75) AS PER THE FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY MAPS SECTION 13075-2406; THENCE ALONG SAID WESTERLY THEN NORTHERLY RIGHT OF WAY LINE THE FOLLOWING SIX (6) COURSES (1) THENCE S 60°36'00" W A DISTANCE OF 1174.69'; (2) THENCE WITH A CURVE TURNING TO THE LEFT WITH AN ARC LENGTH OF 3191.07', WITH A RADIUS OF 7813.44', WITH A CHORD BEARING OF S 48°54'06" W, WITH A CHORD LENGTH OF 3168.94', WITH A DELTA ANGLE OF 23°24'00"; (3) THENCE S 37°12'13" W A DISTANCE OF 6622.28'; (4) THENCE N 89°36'41" W A DISTANCE OF 478.10'; (5) THENCE S 78°27'47" W A DISTANCE OF 512.09'; (6) THENCE S 82°16'56" W A DISTANCE OF 398.18' TO THE EAST LINE OF SECTION 10, TOWNSHIP 33 SOUTH, RANGE 18 EAST; THENCE N 00°20'36" W, ALONG SAID EAST LINE OF SECTION 10, A DISTANCE OF 1241.18' TO THE NORTHEAST CORNER OF SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 10; THENCE N 89°37'18" W, ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER, A DISTANCE OF 1332.07' TO THE NORTHWEST CORNER OF SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 10; THENCE S 00°15'16" E, ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER, A DISTANCE OF 1302.44' TO THE NORTHERLY RIGHT OF WAY LINE OF BUCKEYE ROAD; THENCE N 89°44'52" W, ALONG SAID NORTHERLY RIGHT OF WAY LINE, A DISTANCE OF 1383.67' TO THE EAST BOUNDARY OF THE PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 1743, PAGE 4860; THENCE N 01°33'58" E, ALONG SAID EAST BOUNDARY, A DISTANCE OF 773.01' TO THE NORTHERLY BOUNDARY OF THE PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 1743, PAGE 4860; THENCE S 89°39'11" E, ALONG THE NORTHERLY BOUNDARY OF SAID PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 1743, PAGE 4860, A DISTANCE OF 439.51', TO THE EASTERLY BOUNDARY OF THOSE LANDS DESCRIBED IN O.R. BOOK 1743, PAGE 4860, AND O.R. BOOK 1692, PAGE 2290, OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA; THENCE N 00°26'38" E, ALONG SAID EASTERLY BOUNDARY, A DISTANCE OF 807.05' TO THE NORTHERLY BOUNDARY OF THOSE LANDS DESCRIBED IN O.R. BOOK 1692, PAGE 2290; THENCE N 89°38'39" W, ALONG SAID NORTHERLY BOUNDARY A DISTANCE OF 141.74' TO THE EASTERLY LINE OF THOSE LANDS DESCRIBED IN O.R. BOOK 1768, PAGE 550 OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA; THENCE ALONG SAID EASTERLY BOUNDARY OF THOSE LAND DESCRIBED IN O.R. BOOK 1768, PAGE 550 THE FOLLOWING TWO (2) COURSES, (1) THENCE N 32°22'52" W A DISTANCE OF 542.74'; (2) THENCE N 01°21'05" W A DISTANCE OF 593.37' TO THE SOUTH RIGHT OF WAY LINE OF GRASS FARM ROAD AS RECORDED IN O.R. BOOK 172, PAGE 345 AND O.R. BOOK 172, PAGE 347 OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA; THENCE ALONG SAID SOUTH, EASTERLY AND NORTHERLY, RIGHT OF WAY LINE OF SAID GRASS FARM ROAD THE FOLLOWING SIX (6) COURSES, (1) THENCE S 89°03'31" E, A DISTANCE OF 178.50'; (2) THENCE N 01°30'40" E A DISTANCE OF 33.00'; (3) THENCE N 00°50'13" E A DISTANCE OF 33.00'; (4) THENCE N 89°03'31" W A DISTANCE OF 2436.91'; (5) THENCE N 00°39'32" E A DISTANCE OF 2641.51'; (6) THENCE S 89°56'00" W A DISTANCE OF 66.01' TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 33 SOUTH, RANGE 18 EAST; THENCE N 00°39'48" E, ALONG THE WEST LINE OF SAID SECTION 3, A DISTANCE OF 2673.19' TO THE NORTHWEST CORNER OF SAID SECTION 3, AND THE POINT OF BEGINNING, HAVING AN AREA OF 67756267.06 SQUARE FEET, 1555.470 ACRES



**WATER RESOURCE ASSOCIATES, LLC**

797B Cooper Creek Blvd.  
University Park, Florida 34201  
Phone: 941.275.9721 Fax: 941.275.9729  
www.wraengineering.com LB 8274

Digitally signed by Robert S Flanary

**Robert S Flanary**

Flanary  
Date: 2021.08.26 14:41:18 -04'00'

ROBERT S. FLANARY, P.S.M.  
Florida Surveyor's Registration No. 5677

DATE

Survey map and report or the copies thereof are not valid without the original signature and raised seal of a Florida licensed surveyor and mapper, except those with electronic signature and electronic seal. additions or deletions to survey maps or reports by other than the signing party or parties is prohibited without written consent of the signing party or parties.

REVISION DATE 8/26/21

**LEGEND:**

P.O.C. = POINT OF COMMENCEMENT  
P.O.B. = POINT OF BEGINNING  
O.R.B. = OFFICIAL RECORD BOOK  
SF = SQUARE FEET  
PID = PARCEL IDENTIFICATION NUMBER

**SURVEYORS NOTES:**

1. BEARINGS SHOWN HEREON ARE BASED ON THE FLORIDA STATE PLANE COORDINATE SYSTEM, APPLICABLE ZONE, NAD 83 (2011 ADJUSTMENT) BASES OF BEARING IS THE WEST LINE OF SECTION 2, BEING N01°01'11"E

CDD PARCEL

	DRAWN	RSF	DATE:	7/28/21	SCALE:	N.T.S.
	CHECKED	RSF	DATE:	7/28/21	JOB NUMBER	S1838
SKETCH IS NOT A SURVEY						
PETITION PAGE 7						

**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**4A**





Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
 Island Packet  
 Kansas City Star  
 Lexington Herald-Leader  
 Merced Sun-Star  
 Miami Herald

el Nuevo Herald - Miami  
 Modesto Bee  
 Raleigh News & Observer  
 The Olympian  
 Sacramento Bee  
 Fort Worth Star-Telegram  
 The State - Columbia  
 Sun Herald - Biloxi

Sun News - Myrtle Beach  
 The News Tribune Tacoma  
 The Telegraph - Macon  
 San Luis Obispo Tribune  
 Tri-City Herald  
 Wichita Eagle

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
87977	262707	BRD/ 5-19-22/Notice of Debt Assessment Hearing	Notice of Debt Assesse	\$350.00	3	12.50 in

**Attention:** Daphne Gillyard  
 Newport Isles CDD  
 2300 Glades Road, Suite 410W  
 Boca Raton, FL 33431

Copy of ad content  
 is on the next page

### THE STATE OF TEXAS COUNTY OF DALLAS

Before the undersigned authority personally appeared Ryan Dixon, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:

No. of Insertions: 2  
 Beginning Issue of: 05/19/2022  
 Ending Issue of: 05/26/2022

### THE STATE OF FLORIDA COUNTY OF MANATEE

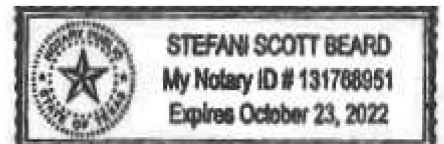
Affidavit further says that the said publication is a newspaper published at Bradenton, in said Manatee County, Florida, and that the said newspaper has heretofore been continuously published in said Manatee County, Florida, each day and has been entered as second-class mail matter at the post office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

*Ryan Dixon*

Sworn to and subscribed before me this 13th day of June in the year of 2022

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

**NOTICE OF PUBLIC HEARINGS TO CONSIDER THE IMPOSITION OF SPECIAL ASSESSMENTS PURSUANT TO SECTIONS 170.07 AND 197.3632, FLORIDA STATUTES, BY THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT  
NOTICE OF SPECIAL MEETING OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT**

In accordance with Chapters 170, 190 and 197, *Florida Statutes*, the Newport Isles Community Development District's ("District") Board of Supervisors ("Board") hereby provides notice of the following public hearings and public meeting:

**PUBLIC HEARINGS AND MEETING**

DATE:	June 15, 2022
TIME:	10:00 a.m. (EST)
LOCATION:	7978 Cooper Creek Blvd., Suite 102 University Park, Florida 34201

The purpose of the public hearings announced above is to consider the imposition of special assessments ("Debt Assessments"), and adoption of assessment rolls to secure proposed bonds, on benefited lands within the District, and, to provide for the levy, collection and enforcement of the Debt Assessments. The proposed bonds secured by the Debt Assessments are intended to finance certain public infrastructure improvements, including, but not limited to, stormwater management, water and sewer utilities, landscape, irrigation, lighting, and other infrastructure improvements (together, "Project"), benefitting all lands within the District. The Project is described in more detail in the *Master Engineer's Report*, dated March 23, 2022 ("Engineer's Report"). Specifically, the Project includes a Capital Improvement Plan to provide public infrastructure benefitting all lands within the District, as identified in the Engineer's Report. The Debt Assessments are proposed to be levied as one or more assessment liens and allocated to the benefited lands within various assessment areas, as set forth in the *Master Special Assessment Methodology Report*, dated March 23, 2022 ("Assessment Report"). At the conclusion of the public hearings, the Board will, by resolution, levy and impose assessments as finally approved by the Board. A special meeting of the District will also be held where the Board may consider any other business that may properly come before it.

The District is located entirely within Manatee, Florida, and includes approximately 1,555.47 acres of land. The site is generally located south of the Hillsborough County Line, north of Buckeye Road, west of I-75 and east of US 41. A geographic depiction of the District is shown below. All lands within the District are expected to be improved in accordance with the reports identified above.

A description of the property to be assessed and the amount to be assessed to each piece or parcel of property may be ascertained at the "District's Office" located at c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (877)276-0889. Also, a copy of the agendas and other documents referenced herein may be obtained from the District Office.

**Proposed Debt Assessments**

The proposed Debt Assessments are as follows, and are in the total amount of \$144,120,000 (not including interest or collection costs):

Product Type	# of Units	Proposed Total Debt Assessment (Principal Only)	Proposed Annual Debt Assessment (Payable over 30 years)
SF Small (40-49)	754	\$37,342	\$2,917
SF Medium (50-59)	1,460	\$46,678	\$3,646
SF Large (60-70)	665	\$56,013	\$4,376
MF	208	\$21,005	\$1,641
TH (20-25)	295	\$21,005	\$1,641

\*Includes 3% County collection costs and 4% early payment discount.

The assessments shall be paid in not more than thirty (30) annual installments subsequent to the issuance of debt to finance the improvements. These annual assessments will be collected on the County tax roll by the Tax Collector. Alternatively, the District may choose to directly collect and enforce these assessments.

The public hearings and meeting are open to the public and will be conducted in accordance with Florida law. The public hearings and meeting may be continued to a date, time, and place to be specified on the record. There may be occasions when staff or board members may participate by speaker telephone. Any person requiring special accommodations because of a disability or physical impairment should contact the District Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

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District Manager

**RESOLUTION 2022-25**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; DESIGNATING THE NATURE AND LOCATION OF THE PROPOSED IMPROVEMENTS; DECLARING THE TOTAL ESTIMATED COST OF THE IMPROVEMENTS, THE PORTION TO BE PAID BY ASSESSMENTS, AND THE MANNER AND TIMING IN WHICH THE ASSESSMENTS ARE TO BE PAID; DESIGNATING THE LANDS UPON WHICH THE ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT AND A PRELIMINARY ASSESSMENT ROLL; ADDRESSING THE SETTING OF PUBLIC HEARINGS; PROVIDING FOR PUBLICATION OF THIS RESOLUTION; AND ADDRESSING CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Newport Isles Community Development District ("District") is a local unit of special-purpose government organized and existing under and pursuant to Chapter 190, *Florida Statutes*; and

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

**WHEREAS**, the District hereby determines to undertake, install, plan, establish, construct or reconstruct, enlarge or extend, equip, acquire, operate, and/or maintain the infrastructure improvements comprising the District's overall capital improvement plan (herein, "Project") for all benefited lands within the District ("Assessment Area") of the District, as described in the *Master Engineer's Report*, dated March 23, 2022, which is attached hereto as **Exhibit A** and incorporated herein by reference; and

**WHEREAS**, it is in the best interest of the District to pay for all or a portion of the cost of the Project by the levy of special assessments ("Assessments"), using the methodology set forth in that *Master Special Assessment Methodology Report*, dated March 23, 2022, which is attached hereto as **Exhibit B**, incorporated herein by reference, and on file with the District Manager at c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District Records Office");

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT:**

**1. AUTHORITY FOR THIS RESOLUTION; INCORPORATION OF RECITALS.** This Resolution is adopted pursuant to the provisions of Florida law, including without limitation Chapters 170, 190 and 197, *Florida Statutes*. The recitals stated above are incorporated herein and are adopted by the Board as true and correct statements.

**2. DECLARATION OF ASSESSMENTS.** The Board hereby declares that it has determined to make the Project and to defray all or a portion of the cost thereof by the Assessments.

**3. DESIGNATING THE NATURE AND LOCATION OF IMPROVEMENTS.** The nature and general location of, and plans and specifications for, the Project are described in **Exhibit A**, which is on file at the District Records Office. **Exhibit B** is also on file and available for public inspection at the same location.

**4. DECLARING THE TOTAL ESTIMATED COST OF THE IMPROVEMENTS, THE PORTION TO BE PAID BY ASSESSMENTS, AND THE MANNER AND TIMING IN WHICH THE ASSESSMENTS ARE TO BE PAID.**

**A.** The total estimated cost of the Project is **\$113,220,576** ("Estimated Cost").

**B.** The Assessments will defray approximately **\$144,120,000**, which is the anticipated maximum par value of any bonds and which includes all or a portion of the Estimated Cost, as well as other financing-related costs, as set forth in **Exhibit B**, and which is in addition to interest and collection costs. On an annual basis, the Assessments will defray no more than **\$11,614,112** per year, again as set forth in **Exhibit B**.

**C.** The manner in which the Assessments shall be apportioned and paid is set forth in **Exhibit B**, as may be modified by supplemental assessment resolutions. The Assessments will constitute a "master" lien, which may be imposed without further public hearing in one or more separate liens each securing a series of bonds, and each as determined by supplemental assessment resolution. With respect to each lien securing a series of bonds, the special assessments shall be paid in not more than (30) thirty yearly installments. The special assessments may be payable at the same time and in the same manner as are ad-valorem taxes and collected pursuant to Chapter 197, *Florida Statutes*; provided, however, that in the event the uniform non ad-valorem assessment method of collecting the Assessments is not available to the District in any year, or if determined by the District to be in its best interest, the Assessments may be collected as is otherwise permitted by law, including but not limited to by direct bill. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**5. DESIGNATING THE LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED.** The Assessments securing the Project shall be levied on all benefited lands within the District, as described in **Exhibit B**, and as further designated by the assessment plat hereinafter provided for.

**6. ASSESSMENT PLAT.** Pursuant to Section 170.04, *Florida Statutes*, there is on file, at the District Records Office, an assessment plat showing the area to be assessed (i.e., Assessment Area), with certain plans and specifications describing the Project and the estimated cost of the Project, all of which shall be open to inspection by the public.

**7. PRELIMINARY ASSESSMENT ROLL.** Pursuant to Section 170.06, *Florida Statutes*, the District Manager has caused to be made a preliminary assessment roll, in accordance with the method of assessment described in **Exhibit B** hereto, which shows the lots and lands assessed, the amount of benefit to and the assessment against each lot or parcel of land and the number of annual installments into which the assessment may be divided, which assessment roll is hereby adopted and approved as the District's preliminary assessment roll.

**8. PUBLIC HEARINGS DECLARED; DIRECTION TO PROVIDE NOTICE OF THE HEARINGS.** Pursuant to Sections 170.07 and 197.3632(4)(b), *Florida Statutes*, among other provisions of Florida law, there are hereby declared two public hearings to be held as follows:

**PUBLIC HEARINGS AND MEETING**

DATE:	June 15, 2022
TIME:	10:00 a.m. (EST)
LOCATION:	7978 Cooper Creek Blvd., Suite 102 University Park, Florida 34201

The purpose of the public hearings is to hear comment and objections to the proposed special assessment program for District improvements as identified in the preliminary assessment roll, a copy of which is on file and as set forth in **Exhibit B**. Interested parties may appear at that hearing or submit their comments in writing prior to the hearings at the District Records Office.

Notice of said hearings shall be advertised in accordance with Chapters 170, 190 and 197, *Florida Statutes*, and the District Manager is hereby authorized and directed to place said notice in a newspaper of general circulation within Manatee County (by two publications one week apart with the first publication at least twenty (20) days prior to the date of the hearing established herein). The District Manager shall file a publisher's affidavit with the District Secretary verifying such publication of notice. The District Manager is further authorized and directed to give thirty (30) days written notice by mail of the time and place of this hearing to the owners of all property to be assessed and include in such notice the amount of the assessment for each such property owner, a description of the areas to be improved and notice that information concerning all assessments may be ascertained at the District Records Office. The District Manager shall file proof of such mailing by affidavit with the District Secretary.

**9. PUBLICATION OF RESOLUTION.** Pursuant to Section 170.05, *Florida Statutes*, the District Manager is hereby directed to cause this Resolution to be published twice (once a week for two (2) weeks) in a newspaper of general circulation within Manatee County and to provide such other notice as may be required by law or desired in the best interests of the District.

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

**11. SEVERABILITY.** If any section or part of a section of this resolution be declared invalid or unconstitutional, the validity, force, and effect of any other section or part of a section of this resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

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

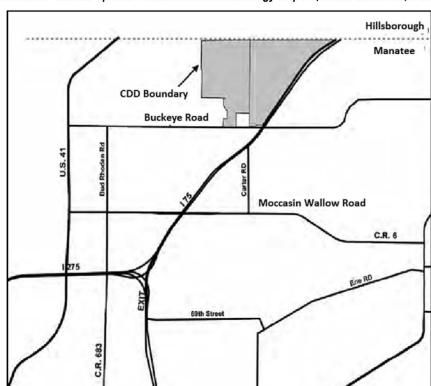
**PASSED AND ADOPTED** this 23<sup>rd</sup> day of March, 2022.

ATTENT: **NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT**

/s/Kristen Suit Assistant Secretary      /s/ Susan K Collins Chair, Board of Supervisors

**Exhibit A:** *Master Engineer's Report*, dated March 23, 2022

**Exhibit B:** *Master Special Assessment Methodology Report*, dated March 23, 2022



**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**4B**

STATE OF FLORIDA )  
COUNTY OF PALM BEACH )

**AFFIDAVIT OF MAILING**

**BEFORE ME**, the undersigned authority, this day personally appeared Jonah Reuther, who by me first being duly sworn and deposed says:

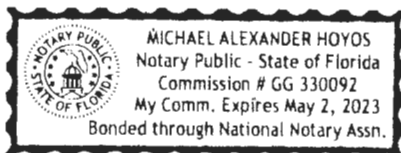
1. I am over eighteen (18) years of age and am competent to testify as to the matters contained herein. I have personal knowledge of the matters stated herein.
2. I, Jonah Reuther, am employed by Wrathell, Hunt and Associates, LLC, and, in the course of that employment, serve as Financial Analyst for the Newport Isles West Community Development District.
3. Among other things, my duties include preparing and transmitting correspondence relating to the Newport Isles West Community Development District.
4. I do hereby certify that on May 16, 2022 and in the regular course of business, I caused the letter, in the form attached hereto as Exhibit A, to be sent notifying affected landowners in the Newport Isles West Community Development District of their rights under Chapters 170, 190 and 197, *Florida Statutes*, with respect to the District's anticipated imposition of assessments.
5. I have personal knowledge of having sent the letters to the addressees, and those records are kept in the course of the regular business activity for my office.

**FURTHER AFFIANT SAYETH NOT.**

J. Reuther  
Jonah Reuther

**SWORN TO (OR AFFIRMED) AND SUBSCRIBED** before me by means of  physical presence or  online notarization, this 18<sup>th</sup> day of May, 2022, by Jonah Reuther, for Wrathell, Hunt and Associates, LLC, who is  personally known to me or  has provided \_\_\_\_\_ as identification, and who did \_\_\_ / did not \_\_\_ take an oath.

NCTARY PUBLIC



Michael Hoyos  
Print Name: Michael Hoyos  
Notary Public, State of Florida  
Commission No.: GG 330092  
My Commission Expires: May 2, 2023

**EXHIBIT A:** Mailed Notice

# **EXHIBIT A**

7016 2140 0000 3093 9760

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**CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

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Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$
- Return Receipt (electronic) \$
- Certified Mail Restricted Delivery \$
- Adult Signature Required \$
- Adult Signature Restricted Delivery \$



Postmark Here

Postage

\$

Total Postage

\$

Sent To

Street and

City, State

**CC MANATEE DEVELOPMENT, LLC**  
**190 ULMERTON ROAD, SUITE 475**  
**CLEARWATER, FL 33762**

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

7016 2140 0000 3093 9753

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
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Extra Services & Fees (check box, add fee as appropriate)

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- Return Receipt (electronic) \$
- Certified Mail Restricted Delivery \$
- Adult Signature Required \$
- Adult Signature Restricted Delivery \$



Postmark Here

Postage

\$

Total Postage

\$

Sent To

Street and

City, State

**NORTHWEST MANATEE, LLC**  
**190 ULMERTON ROAD, SUITE 475**  
**CLEARWATER, FL 33762**

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

**Newport Isles**  
**Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W, Boca Raton, Florida 33431**  
**Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013**

**Via First Class U.S. Mail and Email**

May 16, 2022  
CC MANATEE DEVELOPMENT, LLC  
190 ULMERTON ROAD, SUITE 475  
CLEARWATER, FL 33762

Parcel Numbers: 589900159, 589900209

**RE: *Newport Isles Community Development District ("District")  
Notice of Hearings on Debt Assessments***

Dear Property Owner:

In accordance with Chapters 170, 190 and 197, *Florida Statutes*, the District's Board of Supervisors ("**Board**") hereby provides notice of the following public hearings, and public meeting:

**PUBLIC HEARINGS AND MEETING**

DATE:	June 15, 2022
TIME:	10:00 a.m. (EST)
LOCATION:	7978 Cooper Creek Blvd., Suite 102 University Park, Florida 34201

The purpose of the public hearings announced above is to consider the imposition of special assessments ("**Debt Assessments**"), and adoption of assessment rolls to secure proposed bonds, on benefited lands within the District, and, to provide for the levy, collection and enforcement of the Debt Assessments. The proposed bonds secured by the Debt Assessments are intended to finance certain public infrastructure improvements, including, but not limited to, a stormwater management system, roadways, water and wastewater systems, undergrounding of electrical conduit, hardscape, landscape & irrigation, recreational amenities, conservation areas, roadway offsite improvements, and other infrastructure improvements (together, "**Project**"), benefitting all lands within the District. The Project is described in more detail in the *Master Engineer's Report*, dated March 23, 2022 ("**Engineer's Report**"). Specifically, the Project includes a Capital Improvement Plan to provide public infrastructure benefitting all lands within the District, as identified in the Engineer's Report. The Debt Assessments are proposed to be levied as one or more assessment liens and allocated to the benefitted lands within various assessment areas, as set forth in the *Master Special Assessment Methodology Report*, dated March 23, 2022 ("**Assessment Report**"). Copies of the Engineer's Report and Assessment Report are attached hereto. As required by Chapters 170, 190 and 197, *Florida Statutes*, the Assessment Report, together with the Engineer's Report, describe in more detail the purpose of the Debt Assessments; the total amount to be levied against each parcel of land within the District; the units of measurement to be applied against each parcel to determine the Debt Assessments; the number of such units contained within each parcel; and the total revenue the District will collect by the Debt Assessments. At the conclusion of the public hearings, the Board will, by resolution, levy and impose the Debt Assessments as finally approved by the Board. A special meeting of the District will also be held where the Board may consider any other business that may properly come before it.



The Debt Assessments constitute a lien against benefitted property located within the District just as do each year's property taxes. For the Debt Assessments, the District may elect to have the County Tax Collector collect the assessments, or alternatively may collect the assessments by sending out an annual bill. For delinquent assessments that were initially directly billed by the District, the District may initiate a foreclosure action or may place the delinquent assessments on the next year's county tax bill. IT IS IMPORTANT TO PAY YOUR ASSESSMENT BECAUSE FAILURE TO PAY WILL CAUSE A TAX CERTIFICATE TO BE ISSUED AGAINST THE PROPERTY WHICH MAY RESULT IN LOSS OF TITLE, OR FOR DIRECT BILLED ASSESSMENTS, MAY RESULT IN A FORECLOSURE ACTION, WHICH ALSO MAY RESULT IN A LOSS OF TITLE. The District's decision to collect assessments on the tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

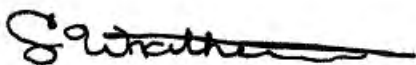
The District is located entirely within Manatee, Florida, and includes approximately 1,555.47 acres of land. The site is generally located south of the Hillsborough County Line, north of Buckeye Road, west of I-75 and east of US 41. All lands within the District are expected to be improved in accordance with the reports identified above. A geographic description of the property to be assessed and the amount to be assessed to each piece or parcel of property may be ascertained at the "**District's Office**" located at c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (877)276-0889. Also, a copy of the agendas and other documents referenced herein may be obtained from the District Office.

The public hearings and meeting are open to the public and will be conducted in accordance with Florida law. The public hearings and meeting may be continued to a date, time, and place to be specified on the record. There may be occasions when staff or board members may participate by speaker telephone. Any person requiring special accommodations because of a disability or physical impairment should contact the District Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

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If you have any questions, please do not hesitate to contact the District Office.

Sincerely,



Craig Wrathell  
District Manager

**ATTACHMENTS:** Engineer's Report and Assessment Report (with Legal Descriptions of Lands)



**Newport Isles**  
**Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W, Boca Raton, Florida 33431**  
**Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013**

**Via First Class U.S. Mail and Email**

May 16, 2022  
NORTHWEST MANATEE, LLC  
190 ULMERTON ROAD, SUITE 475  
CLEARWATER, FL 33762

Parcel Numbers: 589500159, 605600055

**RE: *Newport Isles Community Development District (“District”)***  
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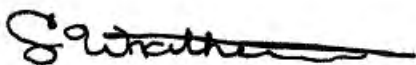
The District is located entirely within Manatee, Florida, and includes approximately 1,555.47 acres of land. The site is generally located south of the Hillsborough County Line, north of Buckeye Road, west of I-75 and east of US 41. All lands within the District are expected to be improved in accordance with the reports identified above. A geographic description of the property to be assessed and the amount to be assessed to each piece or parcel of property may be ascertained at the "**District's Office**" located at c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (877)276-0889. Also, a copy of the agendas and other documents referenced herein may be obtained from the District Office.

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If you have any questions, please do not hesitate to contact the District Office.

Sincerely,



Craig Wrathell  
District Manager

**ATTACHMENTS:** Engineer's Report and Assessment Report (with Legal Descriptions of Lands)

**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**4C**

**Master Engineer's Report**  
**For The**  
**Newport Isles Community**  
**Development District**

**Prepared by:**

Clint R. Cuffle, P.E.

Water Resource Associates, LLC, d/b/a WRA Engineering  
University Park, FL

**March 23, 2022**



# NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT

## MASTER ENGINEER'S REPORT

### 1. INTRODUCTION

The purpose of this report is to provide a description of the capital improvement plan (“CIP”) and estimated costs of the CIP, for the Newport Isles Community Development District.

### 2. GENERAL SITE DESCRIPTION

The proposed District is located entirely within Manatee County, Florida (“County”), and covers approximately 1,555.47 acres of land, more or less. **Exhibit A** depicts the general location of the project. The site is generally located south of the Hillsborough County Line, north of Buckeye Road, west of I-75 and east of US 41. The metes and bounds description of the external boundary of the District is set forth in **Exhibit B**.

There are currently no improvements in place at this time.

### 3. PROPOSED CAPITAL IMPROVEMENT PLAN

The CIP is intended to provide public infrastructure improvements for the lands within the District, which are planned for 3,382 residential units. The proposed site plan for the District is attached as **Exhibit C** to this report. The following charts show the planned product types and land uses for the District:

**Table 1**  
**Planned Units**

Unit	Section 1	Section 2	Section 3	Section 4	Section 5	
40' - 49'	427					427
				327		327
50' - 59'	725	100	219			1044
		40				40
				376		376
60' - 70'		132	238			370
		23				23
				272		272
Multi-Family					208	208
20' - 25' Townhomes					295	295
<b>Totals</b>	1152	295	457	975	503	
					<b>TOTAL</b>	<b>3382</b>

**Table 2**  
**Acreage**

<b>Land Use</b>	<b>Acreage</b>
Lot Development	543.5
Roads	57.6
Common Areas	504.57
Stormwater Ponds	310
Conservation Areas	139.8
<b>TOTAL</b>	<b>1,555.47</b>

The CIP to be constructed will represent a system of improvements that will provide benefits, both general, and special and peculiar, to all lands within the District. The general public, property owners, and property outside the District will benefit from the provisions of the District's CIP, however, these are incidental to the District's CIP, which is designed solely to provide special benefits peculiar to property within the District. Special and peculiar benefits accrue to property within the District and enables properties within its boundaries to be developed. The CIP includes the following improvements:

**Roadway Improvements:**

The CIP includes subdivision and spine roads within the District. The subdivision roads consist of 2-lane undivided roadway within standard 50' ROWs. Generally, the spine roads consist of a 4-lane divided road within standard 120' ROWs. Such roads include the roadway asphalt, base, and subgrade, striping and signage and sidewalks within rights-of-way abutting non-lot lands. Sidewalks abutting lots will be constructed by the homebuilders. All roads will be designed in accordance with Manatee County standards.

All internal roadways may be financed by the District, owned by the District, or dedicated to Manatee County for ownership, operation, and maintenance. Alternatively, the developer may elect to finance the internal roads, gate them, and turn them over to a homeowners association for ownership, operation and maintenance (in such an event, the District would be limited to financing only utilities, conservation/mitigation and stormwater improvements behind such gated areas).

There are portions of the spine roads that will be eligible for impact fee credits but the details of those credits are not fully negotiated and agreed to by the County, as of now.

**Stormwater Management System:**

The stormwater collection and outfall systems are a combination of roadway curbs, curb inlets, pipe, control structures and open lakes designed to treat and attenuate stormwater runoff from District lands. The stormwater system within the project discharges to Curiosity Creek out the north end of the district boundary. The stormwater system will be designed consistent with the criteria established by the SWFWMD and the County for stormwater/floodplain management systems. The District will finance, own, operate and maintain the stormwater system, with the exception that the County will own, operate and maintain the inlets and storm sewer systems within County right-of-way.

No private earthwork is included in the CIP. Accordingly, the District will not fund any costs of mass grading of, or hauling fill for, lots.

**Water, Wastewater and Reclaim Water Utilities:**

As part of the CIP, the District intends to construct and/or acquire water, wastewater and reclaimed water infrastructure. In particular, the on-site water supply improvements include water mains that will be located within right-of-ways and used for potable water service and fire protection. Water main connections will be made at two locations on Buckeye Road. One at the eastern spine road access to Buckeye Rd and another watermain connection and extension approximately 4,000 LF west of the western spine road access.

Wastewater improvements for the project will include an onsite 8" – 10" diameter gravity collection system, offsite and onsite 4", 6", 8", and 12" forcemains with onsite public lift stations. The offsite forcemain connection will be made approximately 4,000 LF to the west at the Artisan Lakes Parkway and Buckeye Road intersection.

Similarly, the reclaim water distribution system will be constructed to provide service for irrigation throughout the community, and will consist of a series of 4", 6", 8", and 12" irrigation mainlines. An offsite reclaim connection will be made at approximately 8,200 LF south at the intersection of Carter Road and Moccasin Wallow Rd.

The water and reclaim distribution and wastewater collection systems for all phases will either be acquired or constructed by the District and then dedicated to Manatee County for operation and maintenance. The District will not finance any laterals to private lots or commercial parcels.

There are portions of the offsite utility extensions that will be impact fee creditable to the District by the County. Details of these credits have yet to be determined.

**Hardscape, Landscape, and Irrigation:**

The District will construct and/or install hardscaping, landscaping, and irrigation within District public common areas and public right-of-ways. The hardscaping will consist of entry features and trails throughout the community. The landscaping will consist of enhanced entry feature landscaping and typical buffer planting treatment along roadways and perimeter. The irrigation system will consist of a reclaimed water pressurized system that will be serviced to every lot and common space.

The County has distinct design criteria requirements for planting and irrigation design. Therefore, this project will at a minimum meet those requirements but, in most cases, exceed the requirements with enhancements for the benefit of the community.

All such landscaping, irrigation and hardscaping will be owned, maintained and funded by the District. Such infrastructure, to the extent that it is located in right-of-ways owned by the County will be maintained pursuant to a right-of-way agreement to be entered into with the County.

### **Street Lights / Undergrounding of Electrical Utility Lines**

The District intends to lease street lights through an agreement with Florida Power and Light in which case the District would fund the street lights through an annual operations and maintenance assessment. As such, street lights are not included as part of the CIP.

The CIP does however include the differential cost of undergrounding of electrical utility lines within right-of-way utility easements throughout the community. Any lines and transformers located in such areas would be owned by the HOA and not paid for by the District as part of the CIP.

### **Environmental Conservation/Mitigation**

There are 1.27 acres of forested and herbaceous wetland impacts associated with the proper construction of the District's infrastructure which will require 5.40 acres of wetland enhancement, 24.40 acres of upland buffer restoration, and 8.25 acres of littoral planting creation. The District will be responsible for the design, permitting, construction, maintenance, and government reporting of the environmental mitigation. These costs are included within the CIP.

### **Recreational Amenities:**

While not anticipated to be part of the CIP, the Developer intends to develop residential amenities for the project, which would be financed by the Developer and owned and maintained by a homeowner's association as a common element for the benefit of the residential lot owners. Alternatively, and at the Developer's option, the District may finance, construct, acquire, operate and maintain the amenities as part of the CIP, and, as such, the amenities are included as part of the CIP for purposes of this report.

### **Off-Site Improvements:**

The off-site improvements include left and right turn lanes at both access connections to Buckeye Road.

### **Professional Services**

The CIP also includes various professional services. These include: (i) engineering, surveying and architectural fees, (ii) permitting and plan review costs, and (iii) development/construction management services fees that are required for the design, permitting, construction, and maintenance acceptance of the public improvements and community facilities.

All of the foregoing improvements are required by applicable development approvals. Note that, except as stated herein, there are no impact fee or similar credits available from the construction of any such improvements.



The following table shows who will finance, own and operate the various improvements of the CIP:

**TABLE 3**

<u>Facility Description</u>	<u>Ownership</u>	<u>O&amp;M Entity</u>
Roadways*	CDD	CDD
Stormwater Management	CDD	CDD
Utilities (Water, Sewer, Reclaim)	County	County
Hardscape/Landscape/Irrigation	CDD	CDD
Street Lighting	HOA	HOA
Undergrounding of Conduit	CDD	CDD
Environmental Conservation/Mitigation	CDD	CDD
Recreational Amenities	CDD/HOA	CDD/HOA
Off-Site Master Improvements	County	County

\* Or alternatively, County or HOA depending on section

**4. PERMITTING/CONSTRUCTION COMMENCEMENT**

All necessary permits for the construction of the CIP have either been obtained or are currently under review by respective governmental authorities, and include the following:

<b>PHASE</b>	<b>NO. OF UNITS</b>	<b>ZONING</b>	<b>MANATEE CO. CONSTRUCTION</b>	<b>SWFWMD ERP</b>	<b>START OF CONSTR</b>	<b>COMPLETION OF CONSTRUCTION</b>
Mass Grading	3382	NA	In Review	In Review	8/1/2022	4/1/2023
PSP	3382	Yes	Yes	NA	NA	NA
I	1100	Yes	No	No	3/1/2023	4/1/2024
Future Phases	2282	Yes	No	No	TBD	TBD

**5. OPINION OF PROBABLE CONSTRUCTION COSTS**

Table 4, below, presents, among other things, the Opinion of Probable Cost for the CIP. It is our professional opinion that the costs set forth in Table 4 are reasonable and consistent with market pricing, both for the CIP.

**TABLE 4**

<b>NEWPORT ISLES</b>	
<b>COST ESTIMATE SUMMARY</b>	
<b>CATEGORY</b>	<b>ESTIMATED COST</b>
Stormwater Management System	\$ 21,644,800.00
Roadways	\$ 27,056,000.00
Water and Wastewater Systems	\$ 18,939,200.00
Underground Conduit	\$ 2,500,000.00
Hardscape, Landscape, & Irrigation	\$ 4,017,600.00
Amenities	\$ 12,000,000.00
Conservation Areas	\$ 500,000.00
Offsite Improvements (1)	\$ 3,200,000.00
Professional Services	\$ 5,391,456.00
<b>SUB-TOTAL</b>	<b>\$ 95,249,056.00</b>
<b>CONTINGENCY (2) - 20%</b>	<b>\$ 17,971,520.00</b>
<b>SITE TOTAL</b>	<b>\$ 113,220,576.00</b>

Notes:

(1) Offsite improvements includes left and right turn lanes at both access locations to Buckeye Road. Also includes offsite utility extensions.

(2) Contingency is not included on Engineering and Survey

(3) This Opinion of Probably Cost (OPC) shall be used for budgeting purposes only.

(4) This OPC is based on engineer's understanding of the current rules, regulations, ordinances, and construction costs in effect on the date of this document. Interpretation of these construction costs may affect this OPC, and may require adjustments to delete, decrease, or increase portions of this OPC.

(5) All costs provided in this OPC are based on recent contract prices, or the engineer's latest known unit costs. Unit prices are subject to change due to unpredictable and uncontrollable increases in the cost of concrete, petroleum, or the availability of materials and labor.

\* The probable costs estimated herein do not include anticipated carrying cost, interest reserves or other anticipated CDD expenditures that may be incurred.

## 6. CONCLUSIONS

The CIP will be designed in accordance with current governmental regulations and requirements. The CIP will serve its intended function so long as the construction is in substantial compliance with the design.

It is further our opinion that:

- the estimated cost to the CIP as set forth herein is reasonable based on prices currently being experienced in Manatee County, Florida, and is not greater than the lesser of the actual cost of construction or the fair market value of such infrastructure;
- all of the improvements comprising the CIP are required by applicable development approvals issued pursuant to Section 380.06, Florida Statutes;
- the CIP is feasible to construct, there are no technical reasons existing at this time that would prevent the implementation of the CIP, and it is reasonable to assume that all necessary regulatory approvals will be obtained in due course;
- the assessable property within the District will receive a special benefit from the CIP that is at least equal to such costs; and
- the CIP will function as a system of improvements benefitting all lands within the District.

The professional service for establishing the Construction Cost Estimate is consistent with the degree of care and skill exercised by members of the same profession under similar circumstances.

The CIP will be owned by the District or other governmental units and such CIP is intended to be available and will reasonably be available for use by the general public (either by being part of a system of improvements that is available to the general public or is otherwise available to the general public) including nonresidents of the District. All of the CIP is or will be located on lands owned or to be owned by the District or another governmental entity or on public easements in favor of the District or other governmental entity. The CIP, and any cost estimates set forth herein, do not include any earthwork, grading or other improvements on private lots or property. Regarding any fill generated by construction of the CIP, and that is not used as part of the CIP, such fill will only be placed on-site where the cost of doing so is less expensive than hauling such fill off-site.

Please note that the CIP as presented herein is based on current plans and market conditions which are subject to change. Accordingly, the CIP, as used herein, refers to sufficient public infrastructure of the kinds described herein (i.e., stormwater/floodplain management, sanitary sewer, potable water, etc.) to support the development and sale of the planned residential units in the District, which (subject to true-up determinations) number and type of units may be changed with the development of the site. Stated differently, during development and implementation of the public infrastructure improvements as described for the District, it may be necessary to make modifications and/or deviations for the plans, and the District expressly reserves the right to do so.

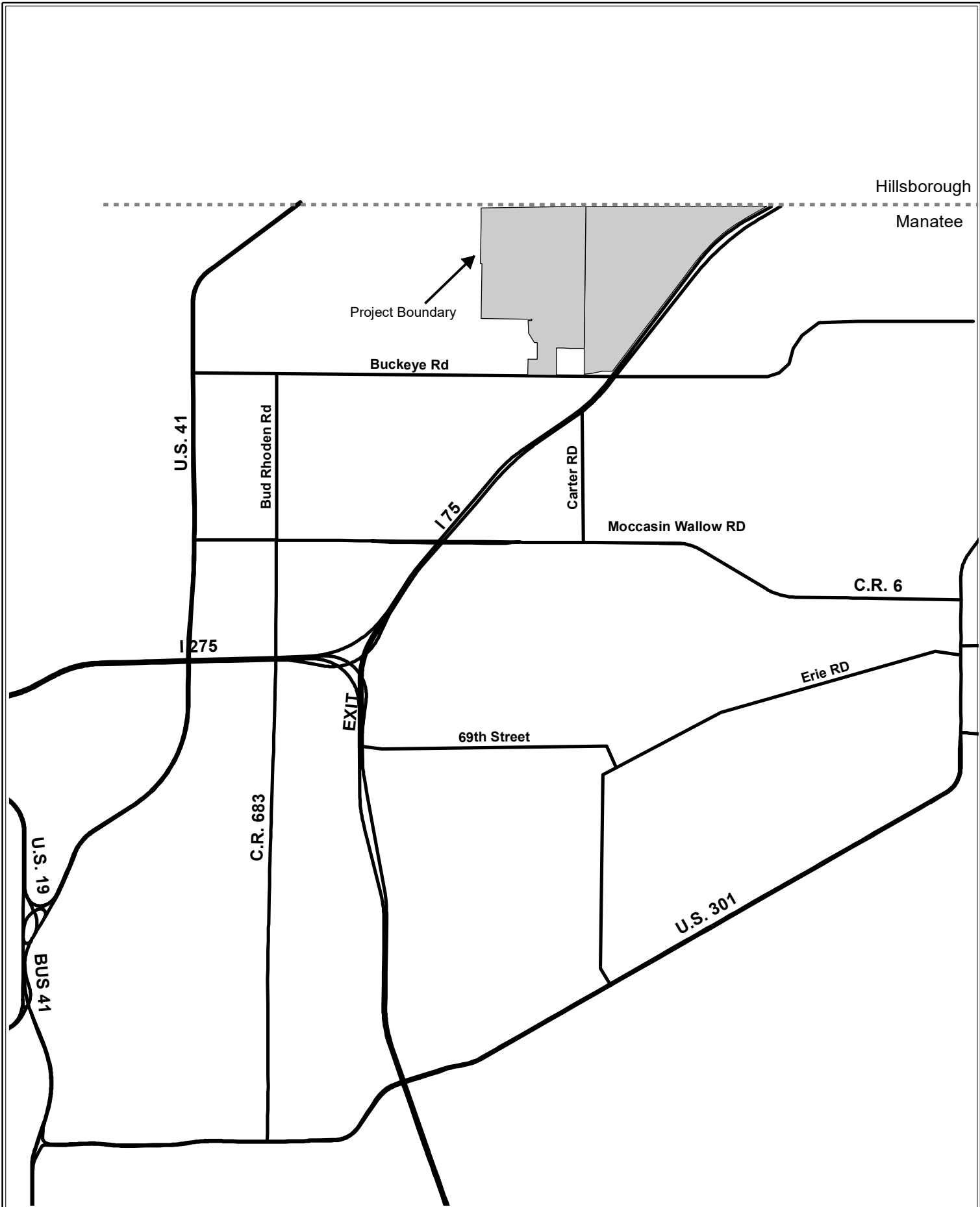
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Clint R. Cuffle, P.E  
Newport Isles Project Engineer  
FL Registration No. 69139

## LIST OF EXHIBITS

- Exhibit A:** General Location Map
- Exhibit B:** Legal Description of District
- Exhibit C:** Overall Site Plan

## **Exhibit A: General Location Map**



Water Resource Associates, LLC  
 Engineering - Environmental Science -  
 Water Resource - Survey  
 4260 W. Linebaugh Ave.  
 Phone: 813-265-3130  
 www.wraengineering.com

PROJECT: Newport Isles CDD

Newport Isles CDD  
 Manatee County, FL  
 Location Map

ORIGINAL DATE: 08/26/2021

REVISION DATE:

JOB NUMBER: 2180

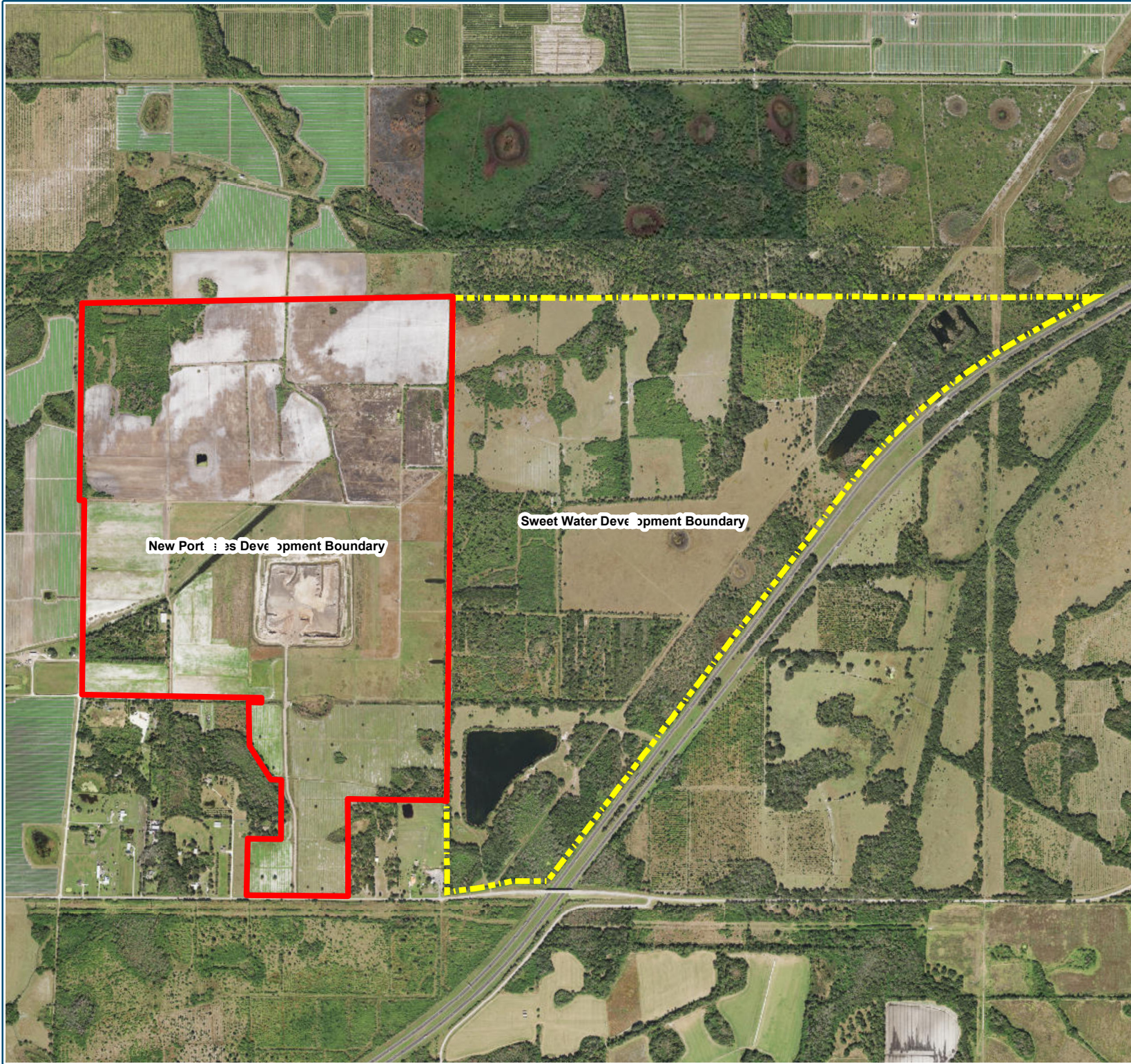
FILE NAME: Location Map

GIS OPERATOR: RJ



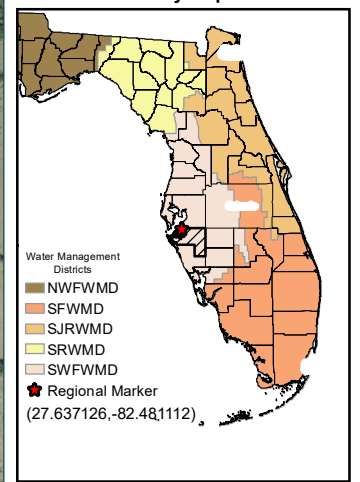
1 inch = 6,000 feet





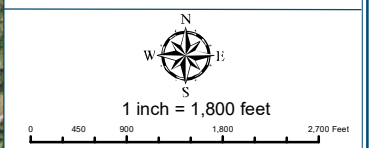
- - - Sweet Water Development Boundary (820.06 ac.)
- New Port Isles Development Boundary (735.41 ac.)

**County Map**



**S: 01,02,03,10,&11 T: 33S R: 18E**

Notes:  
 Project Boundary obtained from Manatee County Property Appraiser.  
 2020 aerials obtained from FDOT APLUS  
 Parcel data obtained from Manatee County.



Client:		
Project Name: Newport Isles CDD		
Manatee County, FL		
File Name: Boundary Map		
Original Date: 8/26/2021		
GIS Operator: RJ	Job Number: 2180	Revision Date:



## **Exhibit B: Legal Description of District**



# EXHIBIT "A" SKETCH OF DESCRIPTION

A PORTION OF SECTIONS 1, 2, 3, 10, AND 11 TOWNSHIP 33  
SOUTH, RANGE 18 EAST, MANATEE COUNTY, FLORIDA  
(SKETCH IS NOT A SURVEY)

**DESCRIPTION**

A PARCEL OF LAND LYING AND BEING IN SECTIONS 1, 2, 3, 10, AND 11, TOWNSHIP 33 SOUTH, RANGE 18 EAST, MANATEE COUNTY, FLORIDA. BEING MORE PARTICULAR DESCRIBED AS FOLLOWS.

BEGIN AT A NORTHWEST CORNER OF SAID SECTION 3, TOWNSHIP 33 SOUTH, RANGE 18 EAST, THENCE N 89°28'09" E, ALONG THE NORTH LINE OF SAID SECTION 3, A DISTANCE OF 1206.47' TO THE SOUTH QUARTER CORNER OF SECTION 34, TOWNSHIP 32 SOUTH, RANGE 18 EAST;; THENCE N 88°47'34" E, ALONG THE NORTH LINE OF SAID SECTION 3, A DISTANCE OF 2673.63' TO THE SOUTHEAST CORNER OF SAID SECTION 34; THENCE N 89°39'00" E, ALONG THE NORTH LINE OF SAID SECTION 3, A DISTANCE OF 1161.40' TO THE NORTHEAST CORNER OF SAID SECTION 3; THENCE S 89°51'08" E, ALONG THE NORTH LINE OF SECTION 2, TOWNSHIP 33 SOUTH, RANGE 18 EAST, A DISTANCE OF 1541.24' TO THE SOUTH QUARTER CORNER OF SECTION 35, TOWNSHIP 32 SOUTH, RANGE 18 EAST;; THENCE N 89°25'24" E, ALONG THE NORTH LINE OF SAID SECTION 2, A DISTANCE OF 2749.37' TO THE SOUTHEAST CORNER OF SAID SECTION 35; THENCE S 89°33'44" E, ALONG THE SAID NORTH LINE OF SECTION 2, A DISTANCE OF 648.57' TO THE NORTHEAST CORNER OF SAID SECTION 2; THENCE S 89°35'14" E, ALONG THE NORTH LINE OF SECTION 1, TOWNSHIP 33 SOUTH, RANGE 18 EAST, A DISTANCE OF 1977.80' TO THE SOUTH QUARTER CORNER OF SECTION 36, TOWNSHIP 32 SOUTH, RANGE 18 EAST; THENCE N 89°45'45" E, ALONG THE NORTH LINE OF SAID SECTION 1, A DISTANCE OF 1790.75' TO THE WESTERLY RIGHT OF WAY LINE OF STATE ROAD 93 (I-75) AS PER THE FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY MAPS SECTION 13075-2406; THENCE ALONG SAID WESTERLY THEN NORTHERLY RIGHT OF WAY LINE THE FOLLOWING SIX (6) COURSES (1) THENCE S 60°36'00" W A DISTANCE OF 1174.69'; (2) THENCE WITH A CURVE TURNING TO THE LEFT WITH AN ARC LENGTH OF 3191.07', WITH A RADIUS OF 7813.44', WITH A CHORD BEARING OF S 48°54'06" W, WITH A CHORD LENGTH OF 3168.94', WITH A DELTA ANGLE OF 23°24'00"; (3) THENCE S 37°12'13" W A DISTANCE OF 6622.28'; (4) THENCE N 89°36'41" W A DISTANCE OF 478.10'; (5) THENCE S 78°27'47" W A DISTANCE OF 512.09'; (6) THENCE S 82°16'56" W A DISTANCE OF 398.18' TO THE EAST LINE OF SECTION 10, TOWNSHIP 33 SOUTH, RANGE 18 EAST; THENCE N 00°20'36" W, ALONG SAID EAST LINE OF SECTION 10, A DISTANCE OF 1241.18' TO THE NORTHEAST CORNER OF SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 10; THENCE N 89°37'18" W, ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER, A DISTANCE OF 1332.07' TO THE NORTHWEST CORNER OF SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 10; THENCE S 00°15'16" E, ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER, A DISTANCE OF 1302.44' TO THE NORTHERLY RIGHT OF WAY LINE OF BUCKEYE ROAD; THENCE N 89°44'52" W, ALONG SAID NORTHERLY RIGHT OF WAY LINE, A DISTANCE OF 1383.67' TO THE EAST BOUNDARY OF THE PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 1743, PAGE 4860; THENCE N 01°33'58" E, ALONG SAID EAST BOUNDARY, A DISTANCE OF 773.01' TO THE NORTHERLY BOUNDARY OF THE PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 1743, PAGE 4860; THENCE S 89°39'11" E, ALONG THE NORTHERLY BOUNDARY OF SAID PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 1743, PAGE 4860, A DISTANCE OF 439.51', TO THE EASTERLY BOUNDARY OF THOSE LANDS DESCRIBED IN O.R. BOOK 1743, PAGE 4860, AND O.R. BOOK 1692, PAGE 2290, OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA; THENCE N 00°26'38" E, ALONG SAID EASTERLY BOUNDARY, A DISTANCE OF 807.05' TO THE NORTHERLY BOUNDARY OF THOSE LANDS DESCRIBED IN O.R. BOOK 1692, PAGE 2290; THENCE N 89°38'39" W, ALONG SAID NORTHERLY BOUNDARY A DISTANCE OF 141.74' TO THE EASTERLY LINE OF THOSE LANDS DESCRIBED IN O.R. BOOK 1768, PAGE 550 OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA; THENCE ALONG SAID EASTERLY BOUNDARY OF THOSE LAND DESCRIBED IN O.R. BOOK 1768, PAGE 550 THE FOLLOWING TWO (2) COURSES, (1) THENCE N 32°22'52" W A DISTANCE OF 542.74'; (2) THENCE N 01°21'05" W A DISTANCE OF 593.37' TO THE SOUTH RIGHT OF WAY LINE OF GRASS FARM ROAD AS RECORDED IN O.R. BOOK 172, PAGE 345 AND O.R. BOOK 172, PAGE 347 OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA; THENCE ALONG SAID SOUTH, EASTERLY AND NORTHERLY, RIGHT OF WAY LINE OF SAID GRASS FARM ROAD THE FOLLOWING SIX (6) COURSES, (1) THENCE S 89°03'31" E, A DISTANCE OF 178.50'; (2) THENCE N 01°30'40" E A DISTANCE OF 33.00'; (3) THENCE N 00°50'13" E A DISTANCE OF 33.00'; (4) THENCE N 89°03'31" W A DISTANCE OF 2436.91'; (5) THENCE N 00°39'32" E A DISTANCE OF 2641.51'; (6) THENCE S 89°56'00" W A DISTANCE OF 66.01' TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 33 SOUTH, RANGE 18 EAST; THENCE N 00°39'48" E, ALONG THE WEST LINE OF SAID SECTION 3, A DISTANCE OF 2673.19' TO THE NORTHWEST CORNER OF SAID SECTION 3, AND THE POINT OF BEGINNING, HAVING AN AREA OF 67756267.06 SQUARE FEET, 1555.470 ACRES



**WATER RESOURCE ASSOCIATES, LLC**

7978 Cooper Creek Blvd.  
University Park, Florida 34201  
Phone: 941.275.9721 Fax: 941.275.9729  
www.wraengineering.com LB 8274

**LEGEND:**

P.O.C. = POINT OF COMMENCEMENT  
P.O.B. = POINT OF BEGINNING  
O.R.B. = OFFICIAL RECORD BOOK  
SF = SQUARE FEET  
PID- PARCEL IDENTIFICATION NUMBER

**SURVEYORS NOTES:**

1. BEARINGS SHOWN HEREON ARE BASED ON THE FLORIDA STATE PLANE COORDINATE SYSTEM, APPLICABLE ZONE, NAD 83 (2011 ADJUSTMENT) BASES OF BEARING IS THE WEST LINE OF SECTION 2, BEING N01°01'11"E

ROBERT S. FLANARY, P.S.M.  
Florida Surveyor's Registration No. 5677

DATE

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REVISION DATE 8/26/21

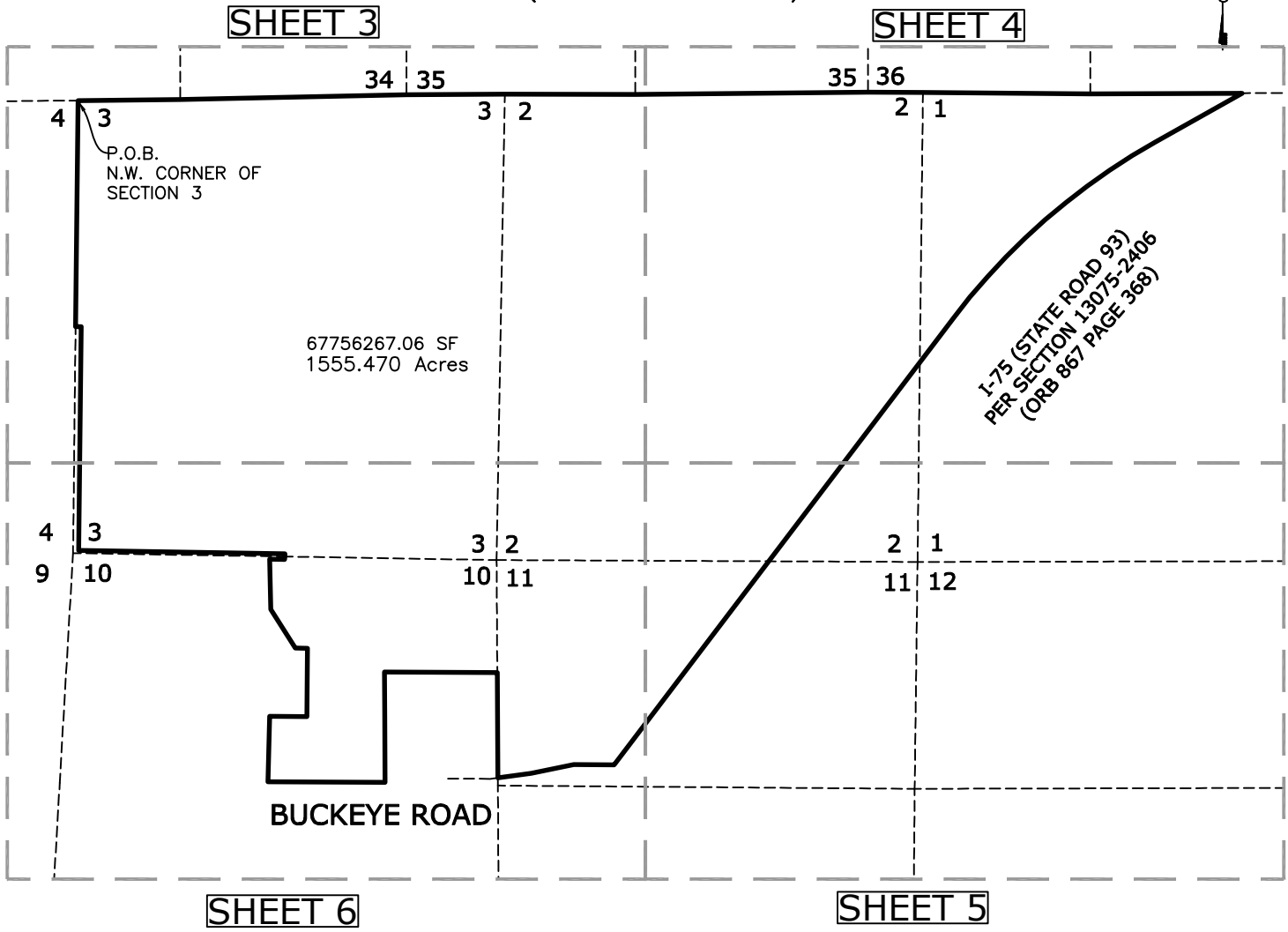
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SKETCH IS NOT A SURVEY

DRAWN	RSF	DATE:	7/28/21	SCALE:	N.T.S.
CHECKED	RSF	DATE:	7/28/21	JOB NUMBER	S1838

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SOUTH, RANGE 18 EAST, MANATEE COUNTY, FLORIDA  
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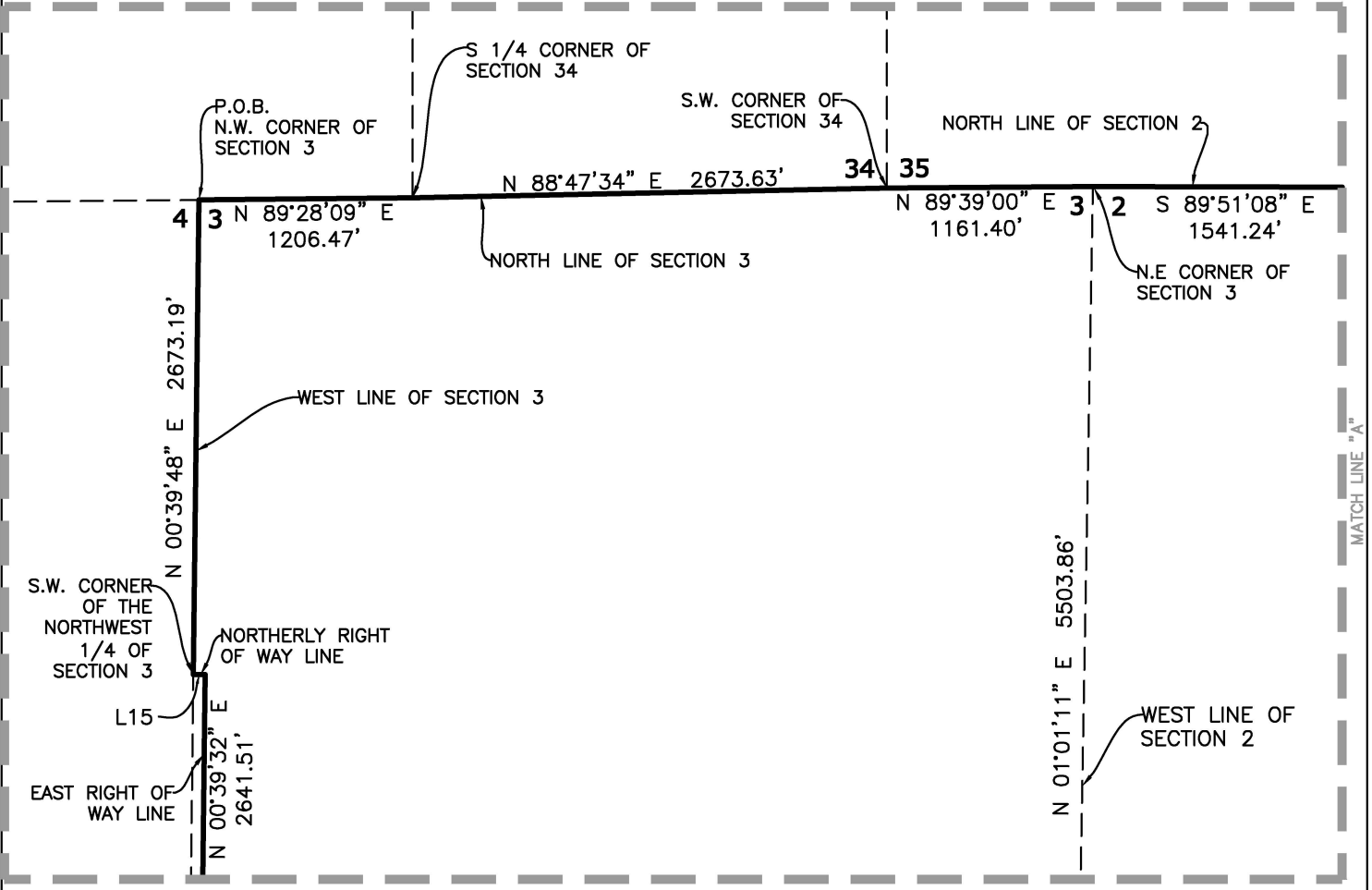
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MATCH LINE "D"

MATCH LINE "A"

LINE	BEARING	DISTANCE
L15	S 89°56'00" W	66.01'

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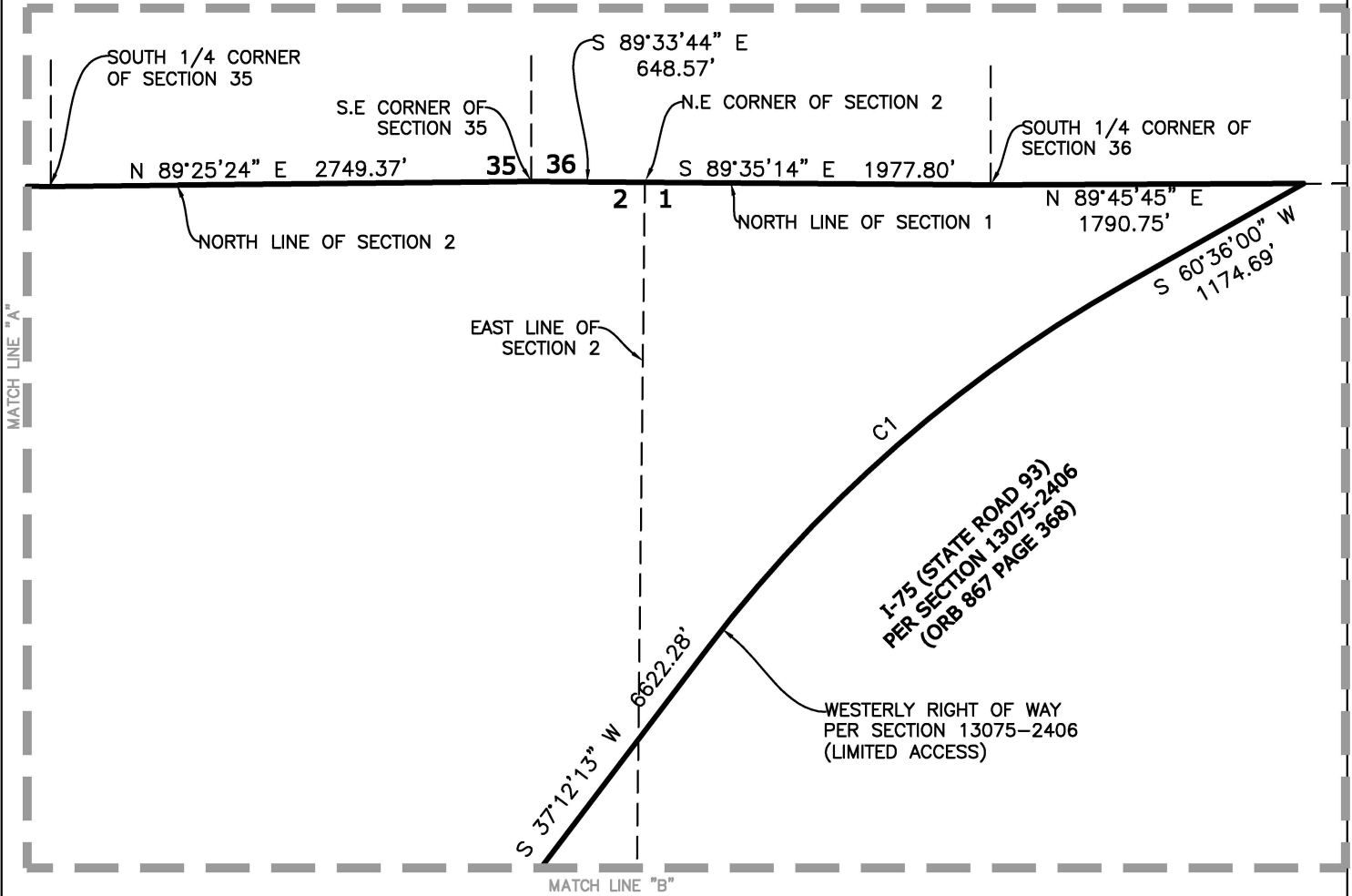
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CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	3191.07'	7813.44'	23°24'00"	S 48°54'06" W	3168.94'

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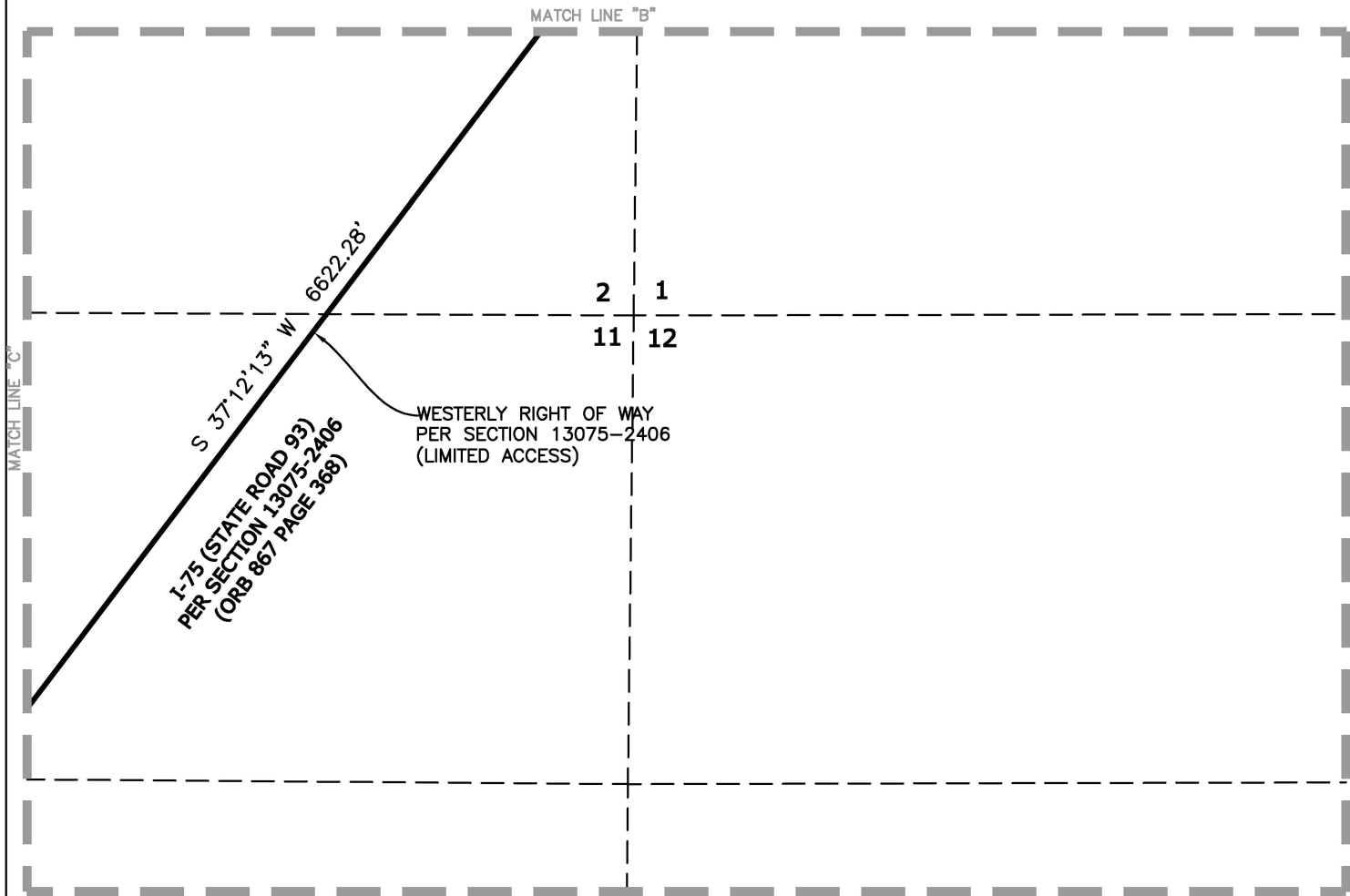
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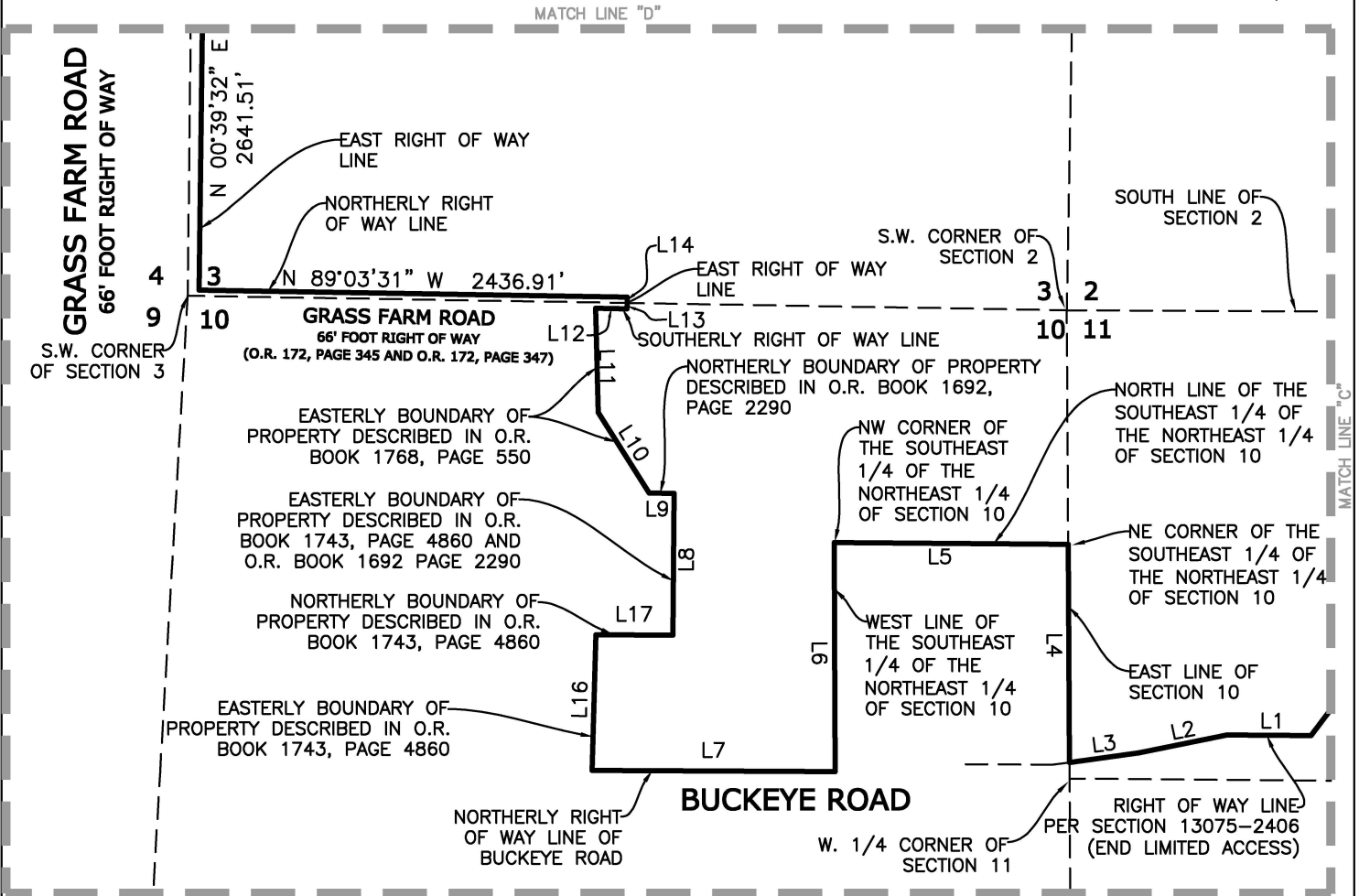
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(SKETCH IS NOT A SURVEY)



LINE	BEARING	DISTANCE
L1	N 89°36'41" W	478.10'
L2	S 78°27'47" W	512.09'
L3	S 82°16'56" W	398.18'
L4	N 00°20'36" W	1241.18'
L5	N 89°37'18" W	1332.07'
L6	S 00°15'16" E	531.85'
L7	N 89°39'11" W	919.62'
L8	N 00°26'38" E	807.05'
L9	N 89°38'39" W	141.74'
L10	N 32°22'52" W	542.74'
L11	N 01°21'05" W	593.37'
L12	S 89°03'31" E	178.50'
L13	N 01°30'40" E	33.00'
L14	N 00°50'13" E	33.00'

**LEGEND:**

- P.O.C. = POINT OF COMMENCEMENT
- P.O.B. = POINT OF BEGINNING
- O.R.B. = OFFICIAL RECORD BOOK
- SF = SQUARE FEET
- PID- PARCEL IDENTIFICATION NUMBER



**WATER RESOURCE ASSOCIATES, LLC**

7978 Cooper Creek Blvd.  
University Park, Florida 34201  
Phone: 941.275.9721 Fax: 941.275.9729  
www.wraengineering.com LB 8274

**SURVEYORS NOTES:**

1. BEARINGS SHOWN HEREON ARE BASED ON THE FLORIDA STATE PLANE COORDINATE SYSTEM, APPLICABLE ZONE, NAD 83 (2011 ADJUSTMENT) BASES OF BEARING IS THE WEST LINE OF SECTION 2, BEING N01°01'11"E

Survey map and report or the copies thereof are not valid without the original signature and raised seal of a Florida licensed surveyor and mapper, except those with electronic signature and electronic seal. additions or deletions to survey maps or reports by other than the signing party or parties is prohibited without written consent of the signing party or parties.

CDD PARCEL

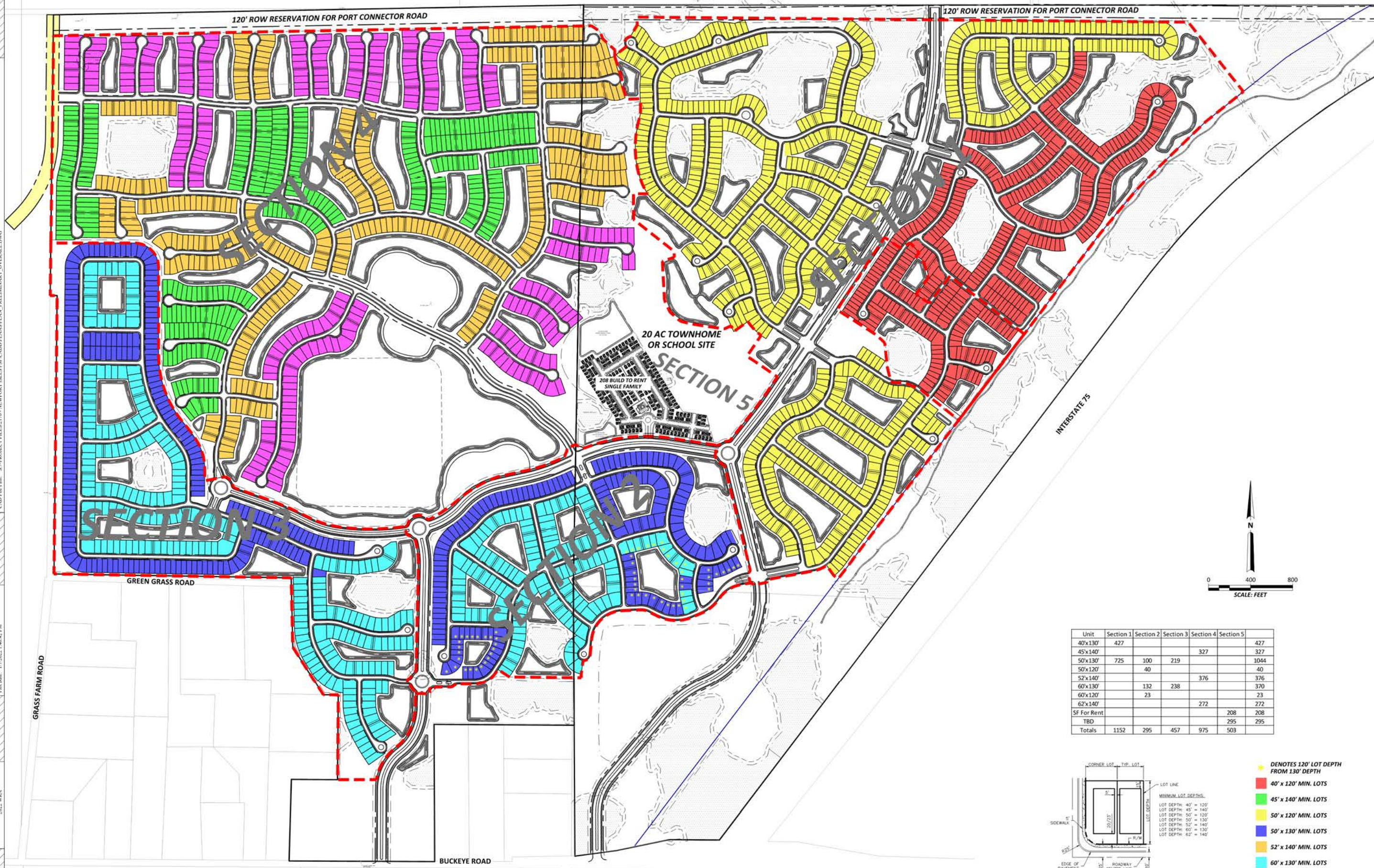
REVISION DATE 8/26/21

SKETCH IS NOT A SURVEY	DRAWN	RSF	DATE:	7/28/21	SCALE: N.T.S.
	CHECKED	RSF	DATE:	7/28/21	JOB NUMBER S1838

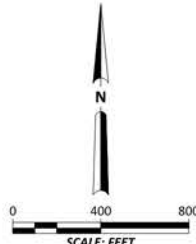
## **Exhibit C: Overall Site Plan**



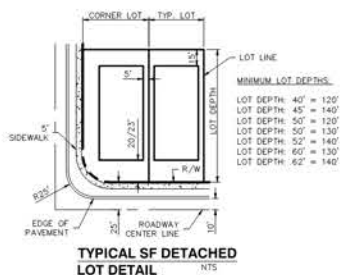
# EXHIBIT C



20 AC TOWNHOME OR SCHOOL SITE



Unit	Section 1	Section 2	Section 3	Section 4	Section 5
40'x130'	427				427
45'x140'				327	327
50'x130'	725	100	219		1044
50'x120'		40			40
52'x140'				376	376
60'x130'		132	238		370
60'x120'		23			23
62'x140'				272	272
SF For Rent				208	208
TBD		295	295		295
Totals	1152	295	457	975	503



- ★ DENOTES 120' LOT DEPTH FROM 130' DEPTH
- 40' x 120' MIN. LOTS
- 45' x 140' MIN. LOTS
- 50' x 120' MIN. LOTS
- 50' x 130' MIN. LOTS
- 52' x 140' MIN. LOTS
- 60' x 130' MIN. LOTS
- 62' x 140' MIN. LOTS

CAD File Path: S:\PROJECT FILES\179- NEWPORT ISLES PSP\CADD\PLANS\PLAN - PRELIMINARY - OVERALL.DWG  
 Plot Date: 1/7/2022 1:40:42 PM  
 2022 WRA

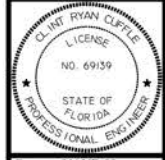
01-07-22 FIRST ROUND OF EXHIBITS  
 REVISIONS

Engineering ~ Environmental  
 Water Resource ~ Survey  
 4200 W. Lumbago Ave.  
 Tampa, Florida 33624  
 www.wraengineering.com  
 CA 0007652 LB 8274  
 Phone: 813.265.3130 941.275.9721



PRELIMINARY OVERALL  
 SITE PLAN

NEWPORT ISLES  
 PRELIMINARY SITE PLAN  
 ISSUED FOR: PERMITTING  
 JOB # 2170 SEC. 2.3.11 TOWN 33 RING 18  
 DESIGNED: CRC DRAWN: JTK APPROVED: CRC



Datum: NAVD 88



**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**4D**

# NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT

## Master Special Assessment Methodology Report

March 23, 2022



Provided by:

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## **1.0 Introduction**

### **1.1 Purpose**

This Master Special Assessment Methodology Report (the “Report”) was developed to provide a master financing plan and a master special assessment methodology (the “Methodology”) for the Newport Isles Community Development District (the “District”), located in unincorporated Manatee County, Florida, as related to funding the costs of the acquisition and construction of public infrastructure improvements contemplated to be provided by the District.

### **1.2 Scope of the Report**

This Report presents projections for financing the District’s public infrastructure improvements (the “Capital Improvement Plan”) as described in the Master Engineer’s Report of WRA Engineering dated March 23, 2022 (the “Engineer’s Report”), as well as describes the method for the determination of special benefits and the apportionment of special assessment debt resulting from the provision and funding of the Capital Improvement Plan.

### **1.3 Special Benefits and General Benefits**

Public infrastructure improvements undertaken and funded by the District as part of the Capital Improvement Plan create special and peculiar benefits, different in kind and degree than general benefits, for properties within its borders as well as general benefits to the public at large. However, as discussed within this Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits which accrue to property within the District. The District’s Capital Improvement Plan enables properties within its boundaries to be developed.

There is no doubt that the general public, property owners, and property outside the District will benefit from the provision of the Capital Improvement Plan. However, these benefits are only incidental since the Capital Improvement Plan is designed solely to provide special benefits peculiar to property within the District. Properties outside the District are not directly served by the Capital Improvement Plan and do not depend upon the Capital Improvement Plan to obtain or to maintain their development entitlements. This fact alone clearly distinguishes the special benefits which District properties receive compared to those lying outside of the District’s boundaries.

The Capital Improvement Plan will provide public infrastructure improvements which are all necessary in order to make the lands within the District developable. The installation of such improvements will cause the value of the developable lands within the District to increase by more than the sum of the financed cost of the individual components of the Capital Improvement Plan. Even though the exact value of the benefits provided by the Capital Improvement Plan is hard to estimate at this point, it is without doubt greater than the costs associated with providing same.

#### **1.4 Organization of the Report**

*Section Two* describes the development program as proposed by the developer of land within the District (the “Developer”).

*Section Three* provides a summary of the Capital Improvement Plan as determined by the District Engineer.

*Section Four* discusses the current financing program for the District.

*Section Five* discusses the special assessment methodology for the District.

### **2.0 Development Program**

#### **2.1 Overview**

The District serves the Newport Isles development (the “Development” or “Newport Isles”), a master planned, residential development located in unincorporated Manatee County, Florida. The land within the District consists of approximately 1,555.47 +/- acres and is generally located south of the Hillsborough County Line, north of Buckeye Road, west of I-75 and east of US 41.

#### **2.2 The Development Program**

Based upon the information provided by the Developer, the current development plan for the District envisions a total of 3,382 residential dwelling units, although product types and unit numbers may change throughout the development period. Table 1 in the *Appendix* illustrates the development plan for the District.

### **3.0 The Capital Improvement Plan**

#### **3.1 Overview**

The public infrastructure costs to be funded by the District are described by the District Engineer in the Engineer's Report. Only public infrastructure that may qualify for tax-exempt bond financing by the District under Chapter 190, Florida Statutes and under the Internal Revenue Code of 1986, as amended, was included in these estimates.

#### **3.2 Capital Improvement Plan**

The Capital Improvement Plan needed to serve the Development is planned to consist of a stormwater management system, roadways, water and wastewater systems, undergrounding of electrical conduit, hardscape, landscape & irrigation, recreational amenities, conservation areas, and roadway offsite improvements, all as set forth in more detail in the Engineer's Report.

All of the public infrastructure improvements included in the Capital Improvement Plan will comprise an interrelated system of improvements, which means that all of the improvements will serve the entire District and all improvements will be interrelated such that they will reinforce one another. At the time of this writing, the total costs of the Capital Improvement Plan, including the costs of land acquisition and professional services, as well as a contingency are estimated at \$113,220,576. Table 2 in the *Appendix* illustrates the specific components of the Capital Improvement Plan and their costs.

### **4.0 Financing Program**

#### **4.1 Overview**

As noted above, the District is embarking on a program of capital improvements which will facilitate the development of lands within the District. Generally, construction of public improvements is either funded by the Developer of land within the District and then acquired by the District or funded directly by the District. The choice of the exact mechanism for providing public infrastructure has not yet been made at the time of this writing, and the District may either acquire the public infrastructure from the Developer or construct it, or even partly acquire it and partly construct it.

Even though the actual financing plan may change, it is likely that in order to fully fund the costs of the Capital Improvement Plan as described in *Section 3.2* in one financing transaction consisting of long-term bonds, the District would have to issue approximately \$144,120,000 in par amount of special assessment bonds (the "Bonds").

**Please note that the purpose of this Report is to allocate the benefit of the Capital Improvement Plan to the various land uses in the District and based on such benefit allocation to apportion the maximum debt necessary to fund the Capital Improvement Plan. The discussion of the structure and size of the indebtedness is based on various estimates and is subject to change.**

#### **4.2 Types of Bonds Proposed**

The proposed financing plan for the District provides for the issuance of the Bonds in the principal amount of \$144,120,000 in one or more Series with various maturities to finance Capital Improvement Plan costs at \$113,220,576. The Bonds as planned under this master financing plan would be structured to be amortized in 30 annual installments following a 24-month capitalized interest period. Interest payments on the Bonds would be made every May 1 and November 1, and principal payments on the Bonds would be made every May 1.

In order to finance the improvement costs, the District would need to borrow more funds and incur indebtedness in the total amount of \$144,120,000. The difference is comprised of debt service reserve, capitalized interest, and costs of issuance, including the underwriter's discount. Preliminary sources and uses of funding for the Bonds are presented in Table 3 in the *Appendix*.

**Please note that the structure of the Bonds as presented in this Report is preliminary and may change due to changes in the development program, market conditions, timing of infrastructure installation as well as for other reasons. The District maintains complete flexibility as to the structure of the Bonds and reserves the right to modify it as necessary.**

## **5.0 Assessment Methodology**

### **5.1 Overview**

The issuance of the Bonds provides the District with funds necessary to construct/acquire the public infrastructure improvements which are part of the Capital Improvement Plan outlined in *Section 3.2* and described in more detail by the District Engineer in the Engineer's Report. These improvements lead to special and general benefits, with special benefits accruing to properties within the boundaries of the District. General benefits accrue to areas outside the District, but are only incidental in nature. The debt incurred in financing the improvements will be secured by assessing properties that derive special and peculiar benefits from the Capital Improvement Plan. All properties that receive special benefits from the Capital Improvement Plan will be assessed for their fair share of the debt issued in order to finance the Capital Improvement Plan.

### **5.2 Benefit Allocation**

The current development plan for the District envisions the development of a total of 3,382 residential dwelling units, although unit numbers and product types may change throughout the development period.

The public infrastructure improvements included in the Capital Improvement Plan will comprise an interrelated system of improvements, which means that all of the improvements will serve the entire District and such public improvements will be interrelated such that they will reinforce each other and their combined benefit will be greater than the sum of their individual benefits. All of the land uses within the District will benefit from each infrastructure improvement category, as the improvements provide basic infrastructure to all land within the District and benefit all land within the District as an integrated system of improvements.

As stated previously, the public infrastructure improvements included in the Capital Improvement Plan have a logical connection to the special and peculiar benefits received by the land within the District, as without such improvements, the development of the properties within the District would not be possible. Based upon the connection between the improvements and the special and peculiar benefits to the land within the District, the District can assign or allocate a portion of the District's debt through the imposition of non-ad valorem assessments, to the land receiving such special and peculiar benefits. Even though these special and peculiar benefits are real



and ascertainable, the precise amount of the benefit cannot be calculated with mathematical certainty. However, such benefit is more valuable than the cost of, or the actual non-ad valorem assessment amount levied on that parcel.

This Report proposes to allocate the benefit associated with the Capital Improvement Plan to the different product types proposed to be developed within the District in proportion to their density of development and intensity of use of infrastructure as measured by a standard unit called an Equivalent Residential Unit ("ERU"). Table 4 in the *Appendix* illustrates the ERU weights that are proposed to be assigned to the product types contemplated to be developed within the District based on the densities of development and the intensities of use of infrastructure, total ERU counts for each product type, and the share of the benefit received by each product type.

The rationale behind the different ERU weights is supported by the fact that generally and on average products with smaller sizes or lot sizes will use and benefit from the public infrastructure improvements which are part of the Capital Improvement Plan less than products with larger sizes or lot sizes. For instance, generally and on average products with smaller sizes or lot sizes will produce less storm water runoff, may produce fewer vehicular trips, and may need less water/sewer capacity than products with larger sizes or lot sizes. Additionally, the value of the products with larger sizes or lot sizes is likely to appreciate by more in terms of dollars than that of the products with smaller sizes or lot sizes as a result of the implementation of the infrastructure improvements. As the exact amount of the benefit and appreciation is not possible to be calculated, the use of ERU measures serves as a reasonable approximation of the relative amount of benefit received from the District's public infrastructure improvements that are part of the Capital Improvement Plan.

Table 5 in the *Appendix* presents the apportionment of the debt service assessment associated with the Bonds (the "Bond Assessment") to the various residential product types contemplated to be developed within the District in accordance with the ERU benefit allocation method presented in Table 4. Table 5 also presents the projected annual debt service assessments per unit.

No Bond Assessment is allocated herein to the public amenities planned for the development. Such amenities will be owned and operated by the District. Accordingly, any benefit to the amenities flows directly to the benefit of all platted lots in the District. As such, no Bond Assessment will be assigned to the amenities.

### **5.3 Assigning Bond Assessment**

As the land in the District is not yet platted for its intended final use and the precise location of the various product types by lot or parcel is unknown, the Bond Assessment will initially be levied on all of the land in the District on an equal pro-rata gross acre basis and thus the total debt in the amount of \$144,120,000 will be preliminarily levied on approximately 1,555.47 +/- gross acres at a rate of \$92,653.67 per gross acre.

When the land is platted, the Bond Assessment will be allocated to each platted parcel on a first platted-first assigned basis based on the planned use for that platted parcel as reflected in Table 5 in the *Appendix*. Such allocation of Bond Assessment from unplatted gross acres to platted parcels will reduce the amount of Bond Assessment levied on unplatted gross acres within the District.

In the event unplatted land is sold to a third party not affiliated with the Developer (the "Transferred Property"), the Bond Assessment will be assigned to such Transferred Property at the time of the sale based on the maximum total number of ERUs assigned by the Developer to that Transferred Property on an equal acreage basis, subject to review by the District's methodology consultant, to ensure that any such assignment is reasonable, supported by current development rights and plans, and otherwise consistent with this Report. The owner of the Transferred Property will be responsible for the total Bond Assessment applicable to the Transferred Property, regardless of the total number of ERUs ultimately actually platted. This total Bond Assessment is fixed to the Transferred Property at the time of the sale. If the Transferred Property is subsequently sub-divided into smaller parcels, the total Bond Assessment initially allocated to the Transferred Property will be re-allocated to the smaller parcels pursuant to the methodology as described herein (i.e. equal assessment per acre until platting).

### **5.4 Lienability Test: Special and Peculiar Benefit to the Property**

As first discussed in *Section 1.3*, Special Benefits and General Benefits, improvements undertaken by the District create special and peculiar benefits to certain properties within the District. The District's improvements benefit assessable properties within the District and accrue to all such assessable properties on an ERU basis.

Public infrastructure improvements undertaken by the District can be shown to be creating special and peculiar benefits to the property

within the District. The special and peculiar benefits resulting from each improvement are:

- a. added use of the property;
- b. added enjoyment of the property;
- c. decreased insurance premiums; and
- d. increased marketability and value of the property.

The improvements which are part of the Capital Improvement Plan make the land in the District developable and when implemented jointly as parts of the Capital Improvement Plan, provide special and peculiar benefits which are greater than the benefits of any single category of improvements. These special and peculiar benefits are real and ascertainable, but not capable of being calculated and assessed in terms of numerical value; however, such benefits are more valuable than either the cost of, or the actual assessment levied for, the improvement or debt allocated to the parcel of land.

#### **5.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay**

A reasonable estimate of the proportion of special and peculiar benefits received by the various product types from the improvements is delineated in Table 4 (expressed as the ERU factors).

The apportionment of the assessments is fair and reasonable because it was conducted on the basis of consistent application of the Methodology described in *Section 5.2* across all assessable property within the District according to reasonable estimates of the Capital Improvement Plan.

Accordingly, no acre or parcel of property within the District will be liened for the payment of Bond Assessment more than the determined special benefit peculiar to that property.

#### **5.6 True-Up Mechanism**

The Methodology described herein is based on conceptual information obtained from the Developer prior to construction. As development occurs it is possible that the number of ERUs may change. The mechanism for maintaining the Methodology over the changes is referred to as true-up.

This mechanism is to be utilized to ensure that the Bond Assessment on a per ERU basis never exceeds the initially allocated assessment

as contemplated in the adopted assessment Methodology. Bond Assessment per ERU preliminarily equals \$46,677.79 (\$144,120,000 in Bond Assessment divided by 3,087.55 ERUs) and may change based on the final bond sizing. If such changes occur, the Methodology is applied to the land based on the number of and type of units a of particular product type within each and every parcel as signified by the number of ERUs.

As the land in the District is platted, the Bond Assessment is assigned to platted parcels based on the figures in Table 5 in the *Appendix*. If as a result of platting and apportionment of the Bond Assessment to the platted parcels, the Bond Assessment per ERU for land that remains unplatted remains equal to \$46,677.79, then no true-up adjustment will be necessary.

If as a result of platting and apportionment of the Bond Assessment to the platted parcels the Bond Assessment per ERU is less than \$46,677.79 (for instance as a result of a larger number of units than planned) then the per ERU Bond Assessment for all parcels within the District will be lowered at the conclusion of platting of all land within the District.

If, in contrast, as a result of platting and apportionment of the Bond Assessment to the platted parcels, the Bond Assessment per ERU for land that remains unplatted equals more than \$46,677.79<sup>1</sup> (for instance as a result of a smaller number of units), taking into account any future development plans for the unplatted lands – in the District’s sole discretion and to the extent such future development plans are feasible, consistent with existing entitlements and governmental requirements, and reasonably expected to be implemented, then the difference in Bond Assessment plus applicable accrued interest (to the extent described below in this Section) will be collected from the owner(s) of the property which platting caused the increase of assessment per ERU to occur, in accordance with the assessment resolution and/or a true-up agreement to be entered into between the District and the Developer, which will be binding on assignees. The calculation will be made by the District at the time of each recorded plat.

---

<sup>1</sup> For example, if the first platting includes 500 SF Medium units, which equates to a total allocation of \$23,338,893.30 in Bond Assessment, then the remaining unplatted land would be required to absorb 754 SF Small, 960 SF Medium, 665 SF Large, 208 MF and 295 Townhome units or \$120,781,106.70 in Bond Assessment. If the remaining unplatted land would only be able to absorb 754 SF Small, 960 SF Medium, 660 SF Large 208 MF and 295 Townhome units, or \$120,501,039.98 in Bond Assessment, then a true-up, payable by the owner of the unplatted land, would be due in the amount of \$280,066.72 in Bond Assessment plus applicable accrued interest to the extent described in this Section.

The owner(s) of the property will be required to immediately remit to the Trustee for redemption a true-up payment equal to the difference between the actual Bond Assessment per ERU and \$46,677.79, multiplied by the actual number of ERUs plus accrued interest to the next succeeding interest payment date on the Bonds, unless such interest payment date occurs within 45 days of such true-up payment, in which case the accrued interest shall be paid to the following interest payment date (or such other time as set forth in the supplemental indenture for the applicable series of Bonds secured by the Bond Assessment).

In addition to platting of property within the District, any planned sale of an unplatted parcel to another builder or developer will cause the District to initiate a true-up test as described above to test whether the amount of the Bond Assessment per ERU for land that remains unplatted within the District remains equal to \$46,677.79. The test will be based upon the development rights as signified by the number of ERUs associated with such parcel that are transferred from seller to buyer. The District shall provide an estoppel or similar document to the buyer evidencing the amount of Bond Assessment transferred at sale.

#### **5.7 Preliminary Assessment Roll**

Based on the per gross acre assessment proposed in Section 5.2, the Bond Assessment of \$144,120,000 is proposed to be levied uniformly over the area described in Exhibit "A". Excluding any capitalized interest period, debt service assessments shall be paid in thirty (30) annual installments.

#### **5.8 Additional Items Regarding Bond Assessment Imposition and Allocation**

This Methodology is intended to establish, without the need for a further public hearing, the necessary benefit and fair and reasonable allocation findings for a master assessment lien, which may give rise to one or more individual assessment liens relating to individual bond issuances necessary to fund all or a portion of the Capital Improvement Plan referenced herein. All such liens shall be within the benefit limits established herein and using the allocation methodology described herein, and shall be described in one or more supplemental reports.

As set forth in any supplemental report, and for any particular bond issuance, the land developer may opt to "buy down" the Bond Assessment on particular product types and/or lands using a

contribution of cash, infrastructure or other consideration, and in order for Bond Assessments to reach certain target levels. Note that any “true-up,” as described herein, may require a payment to satisfy “true-up” obligations as well as additional contributions to maintain such target assessment levels. Any amounts contributed by the Developer to pay down Bond Assessments will not be eligible for “deferred costs,” if any are provided for in connection with any particular bond issuance.

In the event that the Capital Improvement Plan is not completed, required contributions are not made, additional benefitted lands are added to the District and/or assessment area(s), or under certain other circumstances, the District may elect to reallocate the special assessments, and the District expressly reserves the right to do so, provided however that any such reallocation shall not be construed to relieve any party of contractual or other obligations to the District.

## **6.0 Additional Stipulations**

### **6.1 Overview**

Wrathell, Hunt and Associates, LLC was retained by the District to prepare a methodology to fairly allocate the special assessments related to the District’s Capital Improvement Plan. Certain financing, development and engineering data was provided by members of District Staff and/or the Developer. The allocation methodology described herein was based on information provided by those professionals. Wrathell, Hunt and Associates, LLC makes no representations regarding said information transactions beyond restatement of the factual information necessary for compilation of this Report. For additional information on the bond structure and related items, please refer to the offering statement associated with specific bonds issued by the District.

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

## 7.0 Appendix

Table 1

### New Port Isles Community Development District

#### Development Plan

Product Type	Section 1 Number of Units	Section 2 Number of Units	Section 3 Number of Units	Section 4 Number of Units	Section 5 Number of Units	Total Number of Units
SF Small (40' - 49')	427	0	0	327	0	754
SF Medium (50' - 59')	725	140	219	376	0	1,460
SF Large (60' - 70')	0	155	238	272	0	665
MF	0	0	0	0	208	208
Townhomes (20' - 25')	0	0	0	0	295	295
<b>Total</b>	<b>1,152</b>	<b>295</b>	<b>457</b>	<b>975</b>	<b>503</b>	<b>3,382</b>

Table 2

### New Port Isles Community Development District

#### Project Costs

Improvement	Total Costs
Stormwater Management System	\$21,644,800
Roadways	\$27,056,000
Water and Wastewater Systems	\$18,939,200
Undergrounding of Electrical Conduit	\$2,500,000
Hardscape, Landscape & Irrigation	\$4,017,600
Amenities	\$12,000,000
Conservation Areas	\$500,000
Offsite Improvements	\$3,200,000
Professional Services	\$5,391,456
Contingency	\$17,971,520
<b>Total</b>	<b>\$113,220,576</b>

Table 3

## New Port Isles

### Community Development District

**Preliminary Sources and Uses of Funds**

**Sources**

Bond Proceeds:	
Par Amount	\$144,120,000.00
<b>Total Sources</b>	<b>\$144,120,000.00</b>

**Uses**

Project Fund Deposits:	
Project Fund	\$113,220,576.00
Other Fund Deposits:	
Debt Service Reserve Fund	\$10,470,161.12
Capitalized Interest Fund	\$17,294,400.00
Delivery Date Expenses:	
Costs of Issuance	\$3,132,400.00
Rounding	\$2,462.88
<b>Total Uses</b>	<b>\$144,120,000.00</b>

Table 4

## New Port Isles

### Community Development District

**Benefit Allocation**

Product Type	Total Number of Units	ERU Weight	Total ERU
SF Small (40' - 49')	754	0.80	603.20
SF Medium (50' - 59')	1,460	1.00	1460.00
SF Large (60' - 70')	665	1.20	798.00
MF	208	0.45	93.60
Townhomes (20' - 25')	295	0.45	132.75
<b>Total</b>	<b>3,087</b>		<b>3,087.55</b>



Table 5

# New Port Isles

## Community Development District

### Assessment Apportionment

Product Type	Total Number of Units	Total Cost Allocation*	Total Bond Assessment Apportionment	Bond Assessment Apportionment per Unit	Annual Debt Service Payment per Unit**
SF Small (40' - 49')	754	\$22,119,366.96	\$28,156,040.87	\$37,342.23	\$2,917.07
SF Medium (50' - 59')	1,460	\$53,538,255.56	\$68,149,568.43	\$46,677.79	\$3,646.33
SF Large (60' - 70')	665	\$29,262,690.37	\$37,248,873.70	\$56,013.34	\$4,375.60
MF	208	\$3,432,315.56	\$4,369,040.83	\$21,005.00	\$1,640.85
Townhomes (20' - 25')	295	\$4,867,947.55	\$6,196,476.17	\$21,005.00	\$1,640.85
<b>Total</b>	<b>3,382</b>	<b>\$113,220,576.00</b>	<b>\$144,120,000.00</b>		

\* Please note that cost allocations to units herein are based on the ERU benefit allocation illustrated in Table 4

\*\* Includes county collection costs estimated at 3% (subject to change) and an early collection discount allowance estimated at 4% (subject to change)

# Exhibit "A"

Bond Assessment in the amount of \$144,120,000 is proposed to be levied over the area as described below designating the boundary of the District:

EXHIBIT "A"		SHEET 1 OF 6			
SKETCH OF DESCRIPTION					
A PORTION OF SECTIONS 1, 2, 3, 10, AND 11 TOWNSHIP 33 SOUTH, RANGE 18 EAST, MANATEE COUNTY, FLORIDA (SKETCH IS NOT A SURVEY)					
<b>DESCRIPTION</b>					
A PARCEL OF LAND LYING AND BEING IN SECTIONS 1, 2, 3, 10, AND 11, TOWNSHIP 33 SOUTH, RANGE 18 EAST, MANATEE COUNTY, FLORIDA. BEING MORE PARTICULAR DESCRIBED AS FOLLOWS.					
<p>BEGIN AT A NORTHWEST CORNER OF SAID SECTION 3, TOWNSHIP 33 SOUTH, RANGE 18 EAST, THENCE N 89°28'09" E, ALONG THE NORTH LINE OF SAID SECTION 3, A DISTANCE OF 1206.47' TO THE SOUTH QUARTER CORNER OF SECTION 34, TOWNSHIP 32 SOUTH, RANGE 18 EAST,; THENCE N 88°47'34" E, ALONG THE NORTH LINE OF SAID SECTION 3, A DISTANCE OF 2673.63' TO THE SOUTHEAST CORNER OF SAID SECTION 34; THENCE N 89°39'00" E, ALONG THE NORTH LINE OF SAID SECTION 3, A DISTANCE OF 1161.40' TO THE NORTHEAST CORNER OF SAID SECTION 3; THENCE S 89°51'08" E, ALONG THE NORTH LINE OF SECTION 2, TOWNSHIP 33 SOUTH, RANGE 18 EAST, A DISTANCE OF 1541.24' TO THE SOUTH QUARTER CORNER OF SECTION 35, TOWNSHIP 32 SOUTH, RANGE 18 EAST,; THENCE N 89°25'24" E, ALONG THE NORTH LINE OF SAID SECTION 2, A DISTANCE OF 2749.37' TO THE SOUTHEAST CORNER OF SAID SECTION 35; THENCE S 89°33'44" E, ALONG THE SAID NORTH LINE OF SECTION 2, A DISTANCE OF 648.57' TO THE NORTHEAST CORNER OF SAID SECTION 2; THENCE S 89°35'14" E, ALONG THE NORTH LINE OF SECTION 1, TOWNSHIP 33 SOUTH, RANGE 18 EAST, A DISTANCE OF 1977.80' TO THE SOUTH QUARTER CORNER OF SECTION 36, TOWNSHIP 32 SOUTH, RANGE 18 EAST; THENCE N 89°45'45" E, ALONG THE NORTH LINE OF SAID SECTION 1, A DISTANCE OF 1790.75' TO THE WESTERLY RIGHT OF WAY LINE OF STATE ROAD 93 (I-75) AS PER THE FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY MAPS SECTION 13075-2406; THENCE ALONG SAID WESTERLY THEN NORTHERLY RIGHT OF WAY LINE THE FOLLOWING SIX (6) COURSES (1) THENCE S 60°36'00" W A DISTANCE OF 1174.69'; (2) THENCE WITH A CURVE TURNING TO THE LEFT WITH AN ARC LENGTH OF 3191.07', WITH A RADIUS OF 7813.44', WITH A CHORD BEARING OF S 48°54'06" W, WITH A CHORD LENGTH OF 3168.94', WITH A DELTA ANGLE OF 23°24'00"; (3) THENCE S 37°12'13" W A DISTANCE OF 6622.28'; (4) THENCE N 89°36'41" W A DISTANCE OF 478.10'; (5) THENCE S 78°27'47" W A DISTANCE OF 512.09'; (6) THENCE S 82°16'56" W A DISTANCE OF 398.18' TO THE EAST LINE OF SECTION 10, TOWNSHIP 33 SOUTH, RANGE 18 EAST; THENCE N 00°20'36" W, ALONG SAID EAST LINE OF SECTION 10, A DISTANCE OF 1241.18' TO THE NORTHEAST CORNER OF SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 10; THENCE N 89°37'18" W, ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER, A DISTANCE OF 1332.07' TO THE NORTHWEST CORNER OF SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 10; THENCE S 00°15'16" E, ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER, A DISTANCE OF 1302.44' TO THE NORTHERLY RIGHT OF WAY LINE OF BUCKEYE ROAD; THENCE N 89°44'52" W, ALONG SAID NORTHERLY RIGHT OF WAY LINE, A DISTANCE OF 1383.67' TO THE EAST BOUNDARY OF THE PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 1743, PAGE 4860; THENCE N 01°33'58" E, ALONG SAID EAST BOUNDARY, A DISTANCE OF 773.01' TO THE NORTHERLY BOUNDARY OF THE PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 1743, PAGE 4860; THENCE S 89°39'11" E, ALONG THE NORTHERLY BOUNDARY OF SAID PROPERTY DESCRIBED IN OFFICIAL RECORDS BOOK 1743, PAGE 4860, A DISTANCE OF 439.51', TO THE EASTERLY BOUNDARY OF THOSE LANDS DESCRIBED IN O.R. BOOK 1743, PAGE 4860, AND O.R. BOOK 1692, PAGE 2290, OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA; THENCE N 00°26'38" E, ALONG SAID EASTERLY BOUNDARY, A DISTANCE OF 807.05' TO THE NORTHERLY BOUNDARY OF THOSE LANDS DESCRIBED IN O.R. BOOK 1692, PAGE 2290; THENCE N 89°38'39" W, ALONG SAID NORTHERLY BOUNDARY A DISTANCE OF 141.74' TO THE EASTERLY LINE OF THOSE LANDS DESCRIBED IN O.R. BOOK 1768, PAGE 550 OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA; THENCE ALONG SAID EASTERLY BOUNDARY OF THOSE LAND DESCRIBED IN O.R. BOOK 1768, PAGE 550 THE FOLLOWING TWO (2) COURSES, (1) THENCE N 32°22'52" W A DISTANCE OF 542.74'; (2) THENCE N 01°21'05" W A DISTANCE OF 593.37' TO THE SOUTH RIGHT OF WAY LINE OF GRASS FARM ROAD AS RECORDED IN O.R. BOOK 172, PAGE 345 AND O.R. BOOK 172, PAGE 347 OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA; THENCE ALONG SAID SOUTH, EASTERLY AND NORTHERLY, RIGHT OF WAY LINE OF SAID GRASS FARM ROAD THE FOLLOWING SIX (6) COURSES, (1) THENCE S 89°03'31" E, A DISTANCE OF 178.50'; (2) THENCE N 01°30'40" E A DISTANCE OF 33.00'; (3) THENCE N 00°50'13" E A DISTANCE OF 33.00'; (4) THENCE N 89°03'31" W A DISTANCE OF 2436.91'; (5) THENCE N 00°39'32" E A DISTANCE OF 2641.51'; (6) THENCE S 89°56'00" W A DISTANCE OF 66.01' TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 33 SOUTH, RANGE 18 EAST; THENCE N 00°39'48" E, ALONG THE WEST LINE OF SAID SECTION 3, A DISTANCE OF 2673.19' TO THE NORTHWEST CORNER OF SAID SECTION 3, AND THE POINT OF BEGINNING, HAVING AN AREA OF 67756267.06 SQUARE FEET, 1555.470 ACRES</p>					
	<b>WATER RESOURCE ASSOCIATES. LLC</b> 797B Cooper Creek Blvd. University Park, Florida 34201 Phone: 941.275.9721 Fax: 941.275.9729 www.wraengineering.com LB 8274				
	Digitally signed by Robert S Flanary Date: 2021.08.26 14:41:18 -04'00'				
<b>Robert S Flanary</b> Florida Surveyor's Registration No. 5677	DATE _____				
Survey map and report or the copies thereof are not valid without the original signature and raised seal of a Florida licensed surveyor and mapper, except those with electronic signature and electronic seal. additions or deletions to survey maps or reports by other than the signing party or parties is prohibited without written consent of the signing party or parties.					
REVISION DATE 8/26/21	CDD PARCEL	DRAWN	RSF	DATE: 7/28/21	SCALE: N.T.S.
	SKETCH IS NOT A SURVEY	CHECKED	RSF	DATE: 7/28/21	JOB NUMBER S1838
PETITION PAGE 7					

**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**4E**

**RESOLUTION 2022-29**

**[MASTER DEBT ASSESSMENT RESOLUTION]**

**A RESOLUTION MAKING CERTAIN FINDINGS; AUTHORIZING A CAPITAL IMPROVEMENT PLAN; ADOPTING AN ENGINEER'S REPORT; PROVIDING AN ESTIMATED COST OF IMPROVEMENTS; ADOPTING AN ASSESSMENT REPORT; EQUALIZING, APPROVING, CONFIRMING AND LEVYING DEBT ASSESSMENTS; ADDRESSING THE FINALIZATION OF SPECIAL ASSESSMENTS; ADDRESSING THE PAYMENT OF DEBT ASSESSMENTS AND THE METHOD OF COLLECTION; PROVIDING FOR THE ALLOCATION OF DEBT ASSESSMENTS AND TRUE-UP PAYMENTS; ADDRESSING GOVERNMENT PROPERTY, AND TRANSFERS OF PROPERTY TO UNITS OF LOCAL, STATE AND FEDERAL GOVERNMENT; AUTHORIZING AN ASSESSMENT NOTICE; AND PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**WHEREAS**, the Newport Isles Community Development District ("**District**") is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended ("**Act**"); and

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT AS FOLLOWS:**

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

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

***The Capital Improvement Plan***

- a. The District is authorized by Chapter 190, *Florida Statutes*, to finance, fund, plan, establish, acquire, install, equip, operate, extend, construct, or reconstruct roadways, sewer and water distribution systems, stormwater management/earthwork improvements, landscape, irrigation and entry features, conservation and mitigation, street lighting and other infrastructure projects and services necessitated by the development of, and serving lands within, the District; and
- b. On March 23, 2022, and pursuant to Section 170.03, *Florida Statutes*, among other laws, the Board adopted Resolution 2022-25 ("**Declaring Resolution**"), and in doing so determined to undertake a capital improvement plan to undertake, install, plan, establish, construct or reconstruct, enlarge or extend, equip, acquire, operate and/or maintain the District's infrastructure improvements planned for the District's capital improvement plan ("**Project**"); and
- c. The Project is described in the Declaring Resolution and the *Engineer's Report* dated March 23, 2022 ("**Engineer's Report**," attached hereto as **Exhibit A** and incorporated herein by this reference), and the plans and specifications for the Project are on file in the offices of the District Manager at c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("**District Records Office**"); and

#### ***The Debt Assessment Process***

- d. Also as part of the Declaring Resolution, the Board expressed an intention to issue bonds, notes or other specific financing mechanisms to provide a portion of the funds needed for the Project, and further declared its intention to defray the whole or any part of the expense of the Project by levying special assessments ("**Debt Assessments**") on specially benefited property within all of the District ("**Assessment Area**"); and
- e. The Declaring Resolution was adopted in compliance with the requirements of Section 170.03, *Florida Statutes*, and prior to the time it was adopted, the requirements of Section 170.04, *Florida Statutes*, had been met; and
- f. As directed by the Declaring Resolution, said Declaring Resolution was published as required by Section 170.05, *Florida Statutes*, and a copy of the publisher's affidavit of publication is on file with the Secretary of the District; and
- g. As directed by the Declaring Resolution, the Board caused to be made a preliminary assessment roll as required by Section 170.06, *Florida Statutes*; and
- h. As required by Section 170.07, *Florida Statutes*, and as part of the Declaring Resolution, the Board fixed the time and place of a public hearing at which owners

of the property to be assessed and other persons interested therein could appear before the Board and be heard as to (i) the propriety and advisability of making the improvements, (ii) the cost thereof, (iii) the manner of payment therefore, and (iv) the amount thereof to be assessed against each specially benefited property or parcel, and the Board further authorized publication of notice of such public hearing and individual mailed notice of such public hearing in accordance with Chapters 170, 190, and 197, *Florida Statutes*; and

- i. Notice of the scheduled public hearing was given by publication and also by mail as required by Sections 170.07 and 197.3632, *Florida Statutes*, and affidavits as to such publication and mailings are on file in the office of the Secretary of the District; and
- j. On June 15, 2022, and at the time and place specified in the Declaring Resolution, the Board conducted such public hearing and heard and considered all complaints and testimony as to the matters described above; the Board further met as an “Equalization Board;” and the Board has made such modifications in the preliminary assessment roll as it deems necessary, just and right in the making of the final assessment roll; and

***Equalization Board Additional Findings***

- k. Having considered the estimated costs of the Project, the estimated financing costs and all comments and evidence presented at such public hearing, the Board further finds and determines that:
  - i. It is necessary to the public health, safety and welfare and in the best interests of the District that: (1) the District provide the Project as set forth in the Engineer’s Report; (2) the cost of such Project be assessed against the lands specially benefited by such Project, and within the Assessment Area; and (3) the District issue bonds, notes or other specific financing mechanisms to provide funds for such purposes pending the receipt of such Debt Assessments; and
  - ii. The provision of said Project, the levying of the Debt Assessments, and the sale and issuance of such bonds, notes, or other specific financing mechanisms serve a proper, essential, and valid public purpose and are in the best interests of the District, its landowners and residents; and
  - iii. The estimated costs of the Project are as specified in the Engineer’s Report and Assessment Report (defined below), and the amount of such costs is reasonable and proper; and

- iv. It is reasonable, proper, just and right to assess the cost of such Project against the properties specially benefited thereby in the Assessment Area, using the method determined by the Board and set forth in the *Master Special Assessment Methodology Report*, dated March 23, 2022 (“**Assessment Report**,” attached hereto as **Exhibit B** and incorporated herein by this reference), which results in the Debt Assessments set forth on the final assessment roll; and
- v. The Project benefits all developable property within the Assessment Area; and
- vi. Accordingly, the Debt Assessments as set forth in the Assessment Report constitute a special benefit to all parcels of real property listed on said final assessment roll, and the benefit, in the case of each such parcel, will be equal to or in excess of the Debt Assessments imposed thereon, as set forth in **Exhibit B**; and
- vii. All developable property within the Assessment Area is deemed to be benefited by the Project, and the Debt Assessments will be allocated in accordance with the Assessment Report at **Exhibit B**; and
- viii. The Debt Assessments are fairly and reasonably allocated across the benefitted property, as set forth in **Exhibit B**; and
- ix. It is in the best interests of the District that the Debt Assessments be paid and collected as herein provided; and
- x. In order to provide funds with which to pay the costs of the Project which are to be assessed against the benefitted properties, pending the collection of the Debt Assessments, it is necessary for the District to issue revenue bonds, notes or other specific financing mechanisms, including refunding bonds (together, “**Bonds**”).

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

4. **ESTIMATED COST OF IMPROVEMENTS.** The total estimated costs of the Project and the costs to be paid by the Debt Assessments on all specially benefited property are set forth in **Exhibits A** and **B**, respectively, hereto.

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

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

- a. **Supplemental Assessment Resolutions for Bonds.** The lien for the Debt Assessments established hereunder shall be inchoate until the District issues Bonds. In connection with the issuance of any particular series of the Bonds, the District may adopt, without the need for further public hearing, a supplemental assessment resolution establishing specific Debt Assessments, in one or more separately enforceable Debt Assessment liens, securing such Bonds. Such subsequent resolutions shall be adopted at a noticed meeting of the District, and shall set forth the actual amounts financed, costs of issuance, expected costs of collection, and the total amount of the assessments pledged to that issue, which amount shall be consistent with the lien imposed by this Resolution. Among other things, the supplemental assessment resolutions may provide for the issuance of multiple series of Bonds each secured by one or more different assessment areas within the Assessment Area.
- b. **Adjustments to Debt Assessments.** The District may, by subsequent resolution, adjust the acreage assigned to particular parcel identification numbers listed on the final assessment roll to reflect accurate apportionment of acreage amongst individual parcel identification numbers. The District may make any other such acreage and boundary adjustments to parcels listed on the final assessment roll as may be necessary and in the best interests of the District, as determined by the Board by subsequent resolution. Any such adjustment in the assessment roll shall be consistent with the requirements of law.
- c. **Contributions.** In connection with the issuance of a series of the Bonds, the project developer may request that any related Debt Assessments be reduced for certain product types. To accomplish any such requested reduction, and pursuant to the terms of an applicable acquisition agreement, and this resolution, the developer will agree to provide a contribution of infrastructure, work product, or



land based on appraised value, comprising a portion of the Project and to meet the minimum requirements set forth in the Assessment Report, if any. Any such contributions shall not be eligible for payment under the Bonds.

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

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

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

- a. **Payment.** The Debt Assessments, as further set forth in each supplemental assessment resolution, and securing the issuance of each series of the Bonds, may be paid in not more than thirty (30) yearly installments of principal and interest – beginning upon the issuance of the particular series of the Bonds (and after taking into account any capitalized interest periods), provided, however, that the Board shall at any time make such adjustments by resolution, and at a noticed meeting of the Board, to that payment schedule as may be necessary and in the best interests of the District to account for changes in long and short term debt as actually issued by the District.
- b. **Prepayment.** Subject to the provisions of any supplemental assessment resolution, any owner of property subject to the Debt Assessments may, at its option, pre-pay the entire amount of the Debt Assessment any time, or a portion of the amount of the Debt Assessment up to two times, plus accrued interest to the next succeeding interest payment date (or the second succeeding interest payment date if such prepayment is made within forty-five (45) calendar days before an interest payment date (or such other time as set forth in the supplemental indenture for the applicable series of bonds secured by the Debt

Assessments in question)), attributable to the property subject to Debt Assessments owned by such owner. Prepayment of Debt Assessments does not entitle the property owner to any discounts for early payment. If authorized by a supplemental assessment resolution, the District may grant a discount equal to all or a part of the payee's proportionate share of the cost of the Project consisting of bond financing costs, such as capitalized interest, funded reserves, and bond discount included in the estimated cost of the Project, upon payment in full of any Debt Assessment during such period prior to the time such financing costs are incurred as may be specified by the District.

- c. **Uniform Method; Alternatives.** The District may elect to use the method of collecting Debt Assessments authorized by Sections 197.3632 and 197.3635, *Florida Statutes* ("**Uniform Method**"). The District has heretofore taken all required actions to comply with Sections 197.3632 and 197.3635, *Florida Statutes*. Such Debt Assessments may be subject to all of the collection provisions of Chapter 197, *Florida Statutes*. Notwithstanding the above, in the event the Uniform Method of collecting its Debt Assessments is not available to the District in any year, or if determined by the District to be in its best interests, and subject to the terms of any applicable trust indenture, the Debt Assessments may be collected as is otherwise permitted by law. In particular, the District may, in its sole discretion, collect Debt Assessments by directly billing landowners and enforcing said collection in any manner authorized by law. Any prejudgment interest on delinquent assessments that are directly billed shall accrue at the applicable rate of any bonds or other debt instruments secured by the Debt Assessments. The decision to collect Debt Assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect Debt Assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.
  - d. **Uniform Method Agreements Authorized.** For each year the District uses the Uniform Method, the District shall enter into an agreement with the County Tax Collector who may notify each owner of a lot or parcel within the District of the amount of the special assessment, including interest thereon, in the manner provided in Section 197.3635, *Florida Statutes*.
  - e. **Re-amortization.** Any particular lien of the Debt Assessments shall be subject to re-amortization where the applicable series of Bonds is subject to re-amortization pursuant to the applicable trust indenture and where the context allows.
9. **ALLOCATION OF DEBT ASSESSMENTS; APPLICATION OF TRUE-UP PAYMENTS.**
- a. At such time as parcels of land, or portions thereof, are included in a plat or site plan, it shall be an express condition of the lien established by this Resolution that,

prior to County approval, any and all plats or site plans for any portion of the lands within the District, as the District's boundaries may be amended from time to time, shall be presented to the District Manager for review. As parcels of land, or portions thereof, are included in a plat or site plan, the District Manager shall review the plat or site plan and cause the Debt Assessments securing each series of Bonds to be reallocated to the units being included in the plat or site plan and the remaining property in accordance with **Exhibit B**, and cause such reallocation to be recorded in the District's Improvement Lien Book.

- b. Pursuant to the Assessment Report, attached hereto as **Exhibit B**, and which terms are incorporated herein, there may be required from time to time certain true-up payments. When a plat or site plan is presented to the District, the District Manager shall review the plat or site plan to determine whether, taking into account the plat or site plan, there is a net shortfall in the overall principal amount of assessments reasonably able to be assigned to benefitted lands within the Assessment Area. Such determination shall be made based on the language in this Resolution and/or the tests or other methods set forth in **Exhibit B** (if any), or any tests or methods set forth in a supplemental assessment resolution and corresponding assessment report. If the overall principal amount of assessments reasonably cannot be assigned, or is not reasonably expected to be assigned, as set forth in more detail in and subject to the terms of **Exhibit B** (or any supplemental resolution and report, as applicable), to the platted and site planned lands as well as the undeveloped lands, then a debt reduction payment ("**True-Up Payment**") in the amount of such shortfall shall become due and payable that tax year by the landowner(s) of record of the land subject to the proposed plat or site plan and of the remaining undeveloped lands, in addition to any regular assessment installment. The District's review shall be limited solely to this function and the enforcement of the lien established by this Resolution. In the event a True-Up Payment is due and unpaid, the lien established herein for the True-Up Payment amount shall remain in place until such time as the True-Up Payment is made. The District shall record all True-Up Payments in its Improvement Lien Book.
- c. In connection with any true-up determination, affected landowner(s) may request that such true-up determination be deferred because the remaining undeveloped lands are able to support the development of all of the originally planned units within the Assessment Area. To support the request, the affected landowner(s) shall provide the following evidence for the District's consideration: a) proof of the amount of entitlements remaining on the undeveloped lands within the Assessment Area, b) a revised overall development plan showing the number and type of units reasonably planned for the remainder of the development, c) evidence of allowable zoning conditions that would enable those entitlements to be placed in accordance with the revised development plan, and d) documentation prepared by a licensed engineer that shows the feasibility of

implementing the proposed development plan. Any deferment shall be in the District's reasonable discretion.

- d. The foregoing is based on the District's understanding that the community would be developed with the type and number of units set forth in **Exhibit B**, on the developable acres. However, more than the stated number of units may be developed. In no event shall the District collect Debt Assessments pursuant to this Resolution in excess of the total debt service related to the Project, including all costs of financing and interest. The District recognizes that such things as regulatory requirements and market conditions may affect the timing and scope of the development in the District. If the strict application of the true-up methodology to any assessment reallocation pursuant to this paragraph would result in Debt Assessments collected in excess of the District's total debt service obligations for the Project, the Board shall by resolution take appropriate action to equitably reallocate the Debt Assessments.
- e. As set forth in any supplemental assessment resolution and/or supplemental assessment report for a specific series of Bonds, the District may assign a specific debt service assessment lien comprising a portion of the Debt Assessments to an assessment area comprised of specific unplatted lands which are less than all of the unplatted lands in the Assessment Area, and, accordingly, any related true-up determinations may be limited to determining whether the planned units for such specified lands in the assessment area have been and/or will be developed.

**10. GOVERNMENT PROPERTY; TRANSFERS OF PROPERTY TO UNITS OF LOCAL, STATE, AND FEDERAL GOVERNMENT.** Real property owned by units of local, state, and federal governments, or similarly exempt entities, shall not be subject to the Debt Assessments without specific consent thereto. If at any time, any real property on which Debt Assessments are imposed by this Resolution is sold or otherwise transferred to a unit of local, state, or federal government (without consent of such governmental unit to the imposition of Debt Assessments thereon), or similarly exempt entity, all future unpaid Debt Assessments for such tax parcel shall become due and payable immediately prior to such transfer without any further action of the District.

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

**12. SEVERABILITY.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

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

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

**[CONTINUED ON NEXT PAGE]**

**APPROVED AND ADOPTED THIS 15TH DAY OF JUNE, 2022.**

ATTEST:

**NEWPORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair/ Board of Supervisors

**Exhibit A:**     *Engineer's Report, dated March 23, 2022*

**Exhibit B:**     *Master Special Assessment Methodology Report, dated March 23, 2022*

**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**5A**



Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
 Island Packet  
 Kansas City Star  
 Lexington Herald-Leader  
 Merced Sun-Star  
 Miami Herald

el Nuevo Herald - Miami  
 Modesto Bee  
 Raleigh News & Observer  
 The Olympian  
 Sacramento Bee  
 Fort Worth Star-Telegram  
 The State - Columbia  
 Sun Herald - Biloxi

Sun News - Myrtle Beach  
 The News Tribune Tacoma  
 The Telegraph - Macon  
 San Luis Obispo Tribune  
 Tri-City Herald  
 Wichita Eagle

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
87977	262134	Print Legal Ad - IPL0073037	IPL0073037	\$76.05	1	64 L

**Attention:** Daphne Gillyard  
 Newport Isles CDD  
 2300 Glades Road, Suite 410W  
 Boca Raton, FL 33431

**NOTICE OF RULE DEVELOPMENT BY THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT**

In accord with Chapters 120 and 190, Florida Statutes, the Newport Isles Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District.

The Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager, c/o Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

District Manager  
 Newport Isles Community Development District  
 IPL0073037  
 May 16 2022

**THE STATE OF TEXAS  
 COUNTY OF DALLAS**

Before the undersigned authority personally appeared Ryan Dixon, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:

No. of Insertions: 1  
 Beginning Issue of: 05/16/2022  
 Ending Issue of: 05/16/2022

**THE STATE OF FLORIDA  
 COUNTY OF MANATEE**

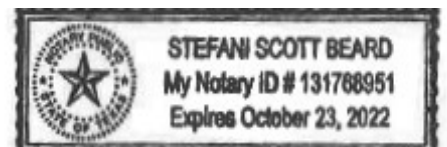
Affidavit further says that the said publication is a newspaper published at Bradenton, in said Manatee County, Florida, and that the said newspaper has heretofore been continuously published in said Manatee County, Florida, each day and has been entered as second-class mail matter at the post office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

*Ryan Dixon*

Sworn to and subscribed before me this 16th day of May in the year of 2022

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!





Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
 Island Packet  
 Kansas City Star  
 Lexington Herald-Leader  
 Merced Sun-Star  
 Miami Herald

el Nuevo Herald - Miami  
 Modesto Bee  
 Raleigh News & Observer  
 The Olympian  
 Sacramento Bee  
 Fort Worth Star-Telegram  
 The State - Columbia  
 Sun Herald - Biloxi

Sun News - Myrtle Beach  
 The News Tribune Tacoma  
 The Telegraph - Macon  
 San Luis Obispo Tribune  
 Tri-City Herald  
 Wichita Eagle

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
87977	262101	Print Legal Ad - IPL0073038		\$149.76	2	63 L

**Attention:** Daphne Gillyard  
 Newport Isles CDD  
 2300 Glades Road, Suite 410W  
 Boca Raton, FL 33431

**NOTICE OF RULEMAKING REGARDING THE RULES OF PROCEDURE OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Newport Isles Community Development District ("District") on June 15, 2022 at 10:00 a.m., at WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 342021.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Bradenton Herald on June 16, 2022.

The Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager's Office at c/o Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (877)276-0889 ("District Manager's Office").

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty-one (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1-800-955-8770 for aid in contacting the District Office.

District Manager  
 Newport Isles Community Development District  
 IPL0073038  
 May 17 2022

### THE STATE OF TEXAS COUNTY OF DALLAS

Before the undersigned authority personally appeared Ryan Dixon, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:

No. of Insertions: 1  
 Beginning Issue of: 05/17/2022  
 Ending Issue of: 05/17/2022

### THE STATE OF FLORIDA COUNTY OF MANATEE

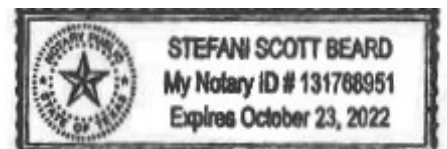
Affidavit further says that the said publication is a newspaper published at Bradenton, in said Manatee County, Florida, and that the said newspaper has heretofore been continuously published in said Manatee County, Florida, each day and has been entered as second-class mail matter at the post office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

*Ryan Dixon*

Sworn to and subscribed before me this 17th day of May in the year of 2022

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**5B**

**RESOLUTION 2022-30**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

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

**WHEREAS**, to provide for efficient and effective District operations and to maintain compliance with Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

**WHEREAS**, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The attached Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Rules of Procedure shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

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

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

**PASSED AND ADOPTED** this 15th day of June, 2022.

ATTEST:

**NEWPORT ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit A**  
**Rules of Procedure**

**RULES OF PROCEDURE  
NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT**

**EFFECTIVE AS OF JUNE 15, 2022**

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**Rule 1.0      General.**

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

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

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

**Rule 1.1 Board of Supervisors; Officers and Voting.**

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

contracts on the District's behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

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



previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
  - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) 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, review of bids, proposals, and qualifications, 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 a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's

Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

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

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

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 112.3143, 190.006, 190.007, Fla. Stat.

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

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

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

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

District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
  
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person

making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

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

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

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

**Rule 1.3 Public Meetings, Hearings, and Workshops.**

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days' 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 in the county in which the District is located. A newspaper is deemed to be a newspaper of "general circulation" within the District and county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1), Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provided in Chapter 50, Florida Statutes, and such notice published consistent with Chapter 50 shall satisfy the requirement to give at least seven (7) days' public notice stated herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
  - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
  - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
  - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at [561-571-0010. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
  - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

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

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

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

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

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
  - (a) District Counsel
  - (b) District Engineer
  - (c) District Manager

1. Financial Report
2. Approval of Expenditures

Supervisor's requests and comments

Public comment

Adjournment

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



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

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

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

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

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

**Law Implemented:** §§ 50.011, 50.031, 189.015, 189.069(2)(a)15, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

**Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse**

(1) Internal Controls. The District shall establish and maintain internal controls designed to:

- (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
- (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
- (c) Support economical and efficient operations; and
- (d) Ensure reliability of financial records and reports; and
- (e) Safeguard assets.

(2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

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

**Law Implemented: § 218.33(3), Fla. Stat.**

**Rule 2.0 Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
  - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule 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 section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
  - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the 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 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) of the 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. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
  - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (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 Chairperson 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 to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, 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 of the Florida Statutes; and
  - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the

Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.

- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
- (a) The texts of the proposed rule and the adopted rule;
  - (b) All notices given for a proposed rule;
  - (c) Any statement of estimated regulatory costs for the rule;
  - (d) A written summary of hearings, if any, on the proposed rule;
  - (e) All written comments received by the District and responses to those written comments; and
  - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
  - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
  - (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
  - (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.

- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
    - (i) Administer oaths and affirmations;
    - (ii) Rule upon offers of proof and receive relevant evidence;
    - (iii) Regulate the course of the hearing, including any pre-hearing matters;
    - (iv) Enter orders; and
    - (v) Make or receive offers of settlement, stipulation, and adjustment.
  - (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
  - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
    - (i) The rule from which a variance or waiver is requested;
    - (ii) The type of action requested;



- (iii) The specific facts that would justify a waiver or variance for the petitioner; and
    - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
  - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
  - (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

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

**Law Implemented:** §§ 190.011(5), 190.035(2), Fla. Stat.

**Rule 3.0 Competitive Purchase.**

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

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
  - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
  - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods,

hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) "Invitation to Bid" is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) "Invitation to Negotiate" means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) "Negotiate" means to conduct legitimate, arm's length discussions and conferences to reach an agreement on a term or price.
- (l) "Professional Services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) "Proposal (or Reply or Response) Most Advantageous to the District" means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
  - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
  - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
  - (iii) For a cost to the District deemed by the Board to be reasonable.

- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
  - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;
  - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
  - (v) The recent, current, and projected workloads of the entity/individual;
  - (vi) The volume of work previously awarded to the entity/individual;

- (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
- (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 190.033, 255.20, 287.055, Fla. Stat.

**Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.**

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
  
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
  - (a) Hold all required applicable state professional licenses in good standing;
  - (b) Hold all required applicable federal licenses in good standing, if any;
  - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
  - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

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

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

such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

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



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

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

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

selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

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

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

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

### **Rule 3.2 Procedure Regarding Auditor Selection.**

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

(a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

(b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

(a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

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

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

(b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:

- (i) Ability of personnel;
- (ii) Experience;
- (iii) Ability to furnish the required services; and
- (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

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

(4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the

county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.

- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.
- (6) Committee’s Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm’s qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
  - (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms’ respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
  - (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
  - (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
  - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
  - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to

award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

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

**Law Implemented:** §§ 119.0701, 218.33, 218.391, Fla. Stat.

**Rule 3.3 Purchase of Insurance.**

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



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

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

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

**Law Implemented:** § 112.08, Fla. Stat.

**Rule 3.4 Pre-qualification**

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

pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

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

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

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.

(i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.

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

adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

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

Examples of factors affecting the seriousness of a deficiency are:

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

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

**Rule 3.5 Construction Contracts, Not Design-Build.**

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

accordance with this Rule and shall not be a basis for a protest of any contract award.

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

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

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

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative



is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall

constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
  - (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

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

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

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

**Rule 3.6 Construction Contracts, Design-Build.**

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

(ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

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

- d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

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

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

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if [the proposals are too high](#), or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive

Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.

7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.

9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
  10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
  - (5) Exceptions. This Rule is inapplicable when:
    - (a) The project is undertaken as repair or maintenance of an existing public facility;
    - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
    - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
    - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

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

**Rule 3.7      Payment and Performance Bonds.**

- (1)    Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
  
- (2)    Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
  
- (3)    Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

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

**Law Implemented:** § 255.05, Fla. Stat.



**Rule 3.8 Goods, Supplies, and Materials.**

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

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

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

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

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

Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

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

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.
- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

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

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

**Rule 3.9 Maintenance Services.**

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

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

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

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the

purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

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

**Specific Authority:** §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.  
**Law Implemented:** §§ 119.0701, 190.033, 287.017, Fla. Stat.



**Rule 3.10 Contractual Services.**

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
  
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

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

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

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

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

(1)      Filing.

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

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

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

- (c) Regulate the course of the hearing, including any pre-hearing matters;
- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

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

- (5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

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

**Rule 4.0      Effective Date.**

These Rules shall be effective June 15, 2022 except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

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

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

**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**6A**



Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
 Island Packet  
 Kansas City Star  
 Lexington Herald-Leader  
 Merced Sun-Star  
 Miami Herald

el Nuevo Herald - Miami  
 Modesto Bee  
 Raleigh News & Observer  
 The Olympian  
 Sacramento Bee  
 Fort Worth Star-Telegram  
 The State - Columbia  
 Sun Herald - Biloxi

Sun News - Myrtle Beach  
 The News Tribune Tacoma  
 The Telegraph - Macon  
 San Luis Obispo Tribune  
 Tri-City Herald  
 Wichita Eagle

# AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
87977	269136	Print Legal Ad - IPL0075140		\$175.50	1	74 L

**Attention:** Daphne Gillyard  
 Newport Isles CDD  
 2300 Glades Road, Suite 410W  
 Boca Raton, FL 33431

**NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT NOTICE OF PUBLIC HEARINGS TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2021/2022 BUDGET; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.**

The Board of Supervisors ("Board") of the Newport Isles Community Development District ("District") will hold a public hearing on June 15, 2022 at 10:00 a.m., at WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201 for the purpose of hearing comments and objections on the adoption of the budget of the District for the fiscal year beginning October 1, 2021 through September 30, 2022 ("Fiscal Year 2021/2022"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it.

A copy of the agenda and proposed budget may be obtained at the offices of the District Manager, Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, 561-571-0010 ("District Manager's Office"), during normal business hours.

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

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

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

District Manager  
 IPL0075140  
 May 27, Jun 3 2022

## THE STATE OF TEXAS COUNTY OF DALLAS

Before the undersigned authority personally appeared Ryan Dixon, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:

No. of Insertions: 2  
 Beginning Issue of: 05/27/2022  
 Ending Issue of: 06/03/2022

## THE STATE OF FLORIDA COUNTY OF MANATEE

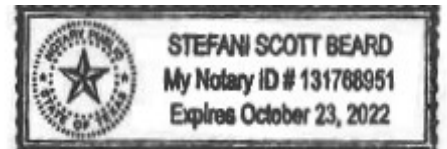
Affidavit further says that the said publication is a newspaper published at Bradenton, in said Manatee County, Florida, and that the said newspaper has heretofore been continuously published in said Manatee County, Florida, each day and has been entered as second-class mail matter at the post office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

*Ryan Dixon*

Sworn to and subscribed before me this 13th day of June in the year of 2022

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**6B**



## RESOLUTION 2022-31

**THE ANNUAL APPROPRIATION RESOLUTION OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has submitted to the Board of Supervisors (“**Board**”) of the Newport Isles Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

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

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

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

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT:**

### **SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes ("Adopted Budget")*, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Newport Isles Community Development District for the Fiscal Year Ending September 30, 2022."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the amounts identified below to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND

See Exhibit A

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year 2021/2022 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

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**PASSED AND ADOPTED THIS 15TH DAY OF JUNE, 2022.**

ATTEST:

**NEWPORT ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**EXHIBIT A: Adopted Budget**

**NEW PORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2022**

**NEW PORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
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**NEW PORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2022**

	Budget FY 2022
<b>REVENUES</b>	
Landowner contribution	\$ 72,890
Total revenues	72,890
 <b>EXPENDITURES</b>	
<b>Professional &amp; administrative</b>	
Management/accounting/recording	28,000
Legal	25,000
Engineering	2,000
Audit	-
Arbitrage rebate calculation*	-
Dissemination agent*	250
Debt service fund accounting: 1st series	1,875
Trustee*	-
Telephone	200
Postage	500
Printing & binding	500
Legal advertising	6,500
Annual special district fee	175
Insurance	5,500
Contingencies/bank charges	500
Website hosting & maintenance	1,680
Website ADA compliance	210
Total expenditures	72,890
Excess/(deficiency) of revenues over/(under) expenditures	-
Fund balance - beginning (unaudited)	-
Fund balance - ending	\$ -

\* These items will be realized when bonds are issued



**NEW PORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

<b>EXPENDITURES</b>	<u>FY 2022</u>
<b>Professional &amp; administrative</b>	
Management/accounting/recording	\$ 28,000
<b>Wrathell, Hunt and Associates, LLC</b> (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	-
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation*	-
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent*	250
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages	
Legal advertising	6,500
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,500
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	500
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	1,680
Website ADA compliance	210
Total expenditures	<u><u>\$ 71,015</u></u>

# **NEWPORT ISLES**

## **COMMUNITY DEVELOPMENT DISTRICT**

**7**

**RESOLUTION 2022-32**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Newport Isles Community Development District (“District”) was established by Ordinance No. 22-13, adopted by the Board of County Commissioners Manatee County, Florida, effective February 8, 2022; and

**WHEREAS**, the District Manager has prepared and submitted to the Board of Supervisors of the Newport Isles Community Development District (“Board”), prior to June 15, 2022, the proposed budget (“Proposed Budget”) for the Fiscal Year beginning October 1, 2022, and ending September 30, 2023 (“Fiscal Year 2022/2023”); and

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023, attached hereto as **Exhibit A**, is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

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

**DATE:** \_\_\_\_\_  
**HOUR:** \_\_\_\_\_  
**LOCATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**SECTION 4. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the

District's website at least two (2) days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least forty-five (45) days.

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

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 15th day of June, 2022.

ATTEST:

**NEWPORT ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A: Fiscal Year 2022/2023 Proposed Budget**

**NEW PORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2023**

**NEW PORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
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**NEW PORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2023**

	Fiscal Year 2022				Proposed Budget FY 2023
	Proposed Budget FY 2022	Actual through 3/31/2022	Projected through 9/30/2022	Total Actual & Projected	
<b>REVENUES</b>					
Landowner contribution	\$72,890	\$ -	\$ 77,196	\$ 77,196	\$ 112,326
Total revenues	<u>72,890</u>	<u>-</u>	<u>77,196</u>	<u>77,196</u>	<u>112,326</u>
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative</b>					
Supervisors	-	1,076	3,230	4,306	7,536
Management/accounting/recording	28,000	4,000	24,000	28,000	48,000
Legal	25,000	550	24,450	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	-	-	-	-	5,500
Arbitrage rebate calculation*	-	-	-	-	500
Dissemination agent*	250	-	250	250	1,000
Debt service fund accounting: 1st series	1,875	-	1,875	1,875	7,500
Trustee*	-	-	-	-	5,500
Telephone	200	16	184	200	200
Postage	500	-	500	500	500
Printing & binding	500	42	458	500	500
Legal advertising	6,500	-	6,500	6,500	1,500
Annual special district fee	175	-	175	175	175
Insurance	5,500	-	5,500	5,500	5,500
Contingencies/bank charges	500	-	500	500	500
Website hosting & maintenance	1,680	-	1,680	1,680	705
Website ADA compliance	210	-	210	210	210
Total professional & administrative	<u>72,890</u>	<u>5,684</u>	<u>71,512</u>	<u>77,196</u>	<u>112,326</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	(5,684)	5,684	-	-
Fund balance - beginning (unaudited)	-	-	(5,684)	-	-
Fund balance - ending	<u>\$ -</u>	<u>\$ (5,684)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

\* These items will be realized when bonds are issued



**NEW PORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES**

**Professional & administrative**

Management/accounting/recording \$ 48,000

**Wrathell, Hunt and Associates, LLC** (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.

Legal 25,000

General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.

Engineering 2,000

The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.

Audit 5,500

Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.

Arbitrage rebate calculation\* 500

To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.

Dissemination agent\* 1,000

The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.

Debt service fund accounting: 1st series 7,500

Trustee 5,500

Annual fee for the service provided by trustee, paying agent and registrar.

Telephone 200

Telephone and fax machine.

Postage 500

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & binding 500

Letterhead, envelopes, copies, agenda packages

Legal advertising 1,500

The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.

Annual special district fee 175

Annual fee paid to the Florida Department of Economic Opportunity.

Insurance 5,500

The District will obtain public officials and general liability insurance.

Contingencies/bank charges 500

Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.

Website hosting & maintenance 705

Website ADA compliance 210

Total expenditures \$ 112,326

# **NEWPORT ISLES**

## **COMMUNITY DEVELOPMENT DISTRICT**

**8**

**RESOLUTION 2022-33**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2022/2023 AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

**WHEREAS**, the Board desires to adopt the Fiscal Year 2022/2023 meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT:**

1. **ADOPTING FISCAL YEAR 2022/2023 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2022/2023 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

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

**PASSED AND ADOPTED** this 15th day of June, 2023.

ATTEST:

**NEWPORT ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**EXHIBIT "A"**

<b>NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT</b>		
<b>BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE</b>		
<b>LOCATION</b>		
<i>WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 342022</i>		
<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October __, 2022</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>November __, 2022</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>December __, 2022</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>January __, 2023</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>February __, 2023</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>March __, 2023</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>April __, 2023</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>May __, 2023</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>June __, 2023</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>July __, 2023</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>August __, 2023</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>September __, 2023</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>

# **NEWPORT ISLES**

## **COMMUNITY DEVELOPMENT DISTRICT**

**9**

**RESOLUTION 2022-14**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2021/2022 AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

**WHEREAS**, the Board desires to adopt the Fiscal Year 2021/2022 meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT:**

1. **ADOPTING FISCAL YEAR 2021/2022 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2021/2022 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

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

**PASSED AND ADOPTED** this 15th day of June, 2022.

ATTEST:

**NEWPORT ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**EXHIBIT "A"**

<b>NEWPORT ISLES COMMUNITY DEVELOPMENT DISTRICT</b>		
<b>BOARD OF SUPERVISORS FISCAL YEAR 2021/2022 MEETING SCHEDULE</b>		
<b>LOCATION</b>		
<i>WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 342021</i>		
<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>July __, 2022</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>August __, 2022</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>
<b>September __, 2022</b>	<b>Regular Meeting</b>	<b>__:__ AM/PM</b>

# **NEWPORT ISLES**

## **COMMUNITY DEVELOPMENT DISTRICT**

# **10**



**NEWPORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
APRIL 30, 2022**

**NEWPORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
APRIL 30, 2022**

	General Fund	Debt Service Fund	Total Governmental Funds
<b>ASSETS</b>			
Due from Landowner	\$ 19,388	\$ 357	\$ 19,745
Total assets	\$ 19,388	\$ 357	\$ 19,745
 <b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable	\$ 12,312	\$ 357	\$ 12,669
Due to Landowner	-	357	357
Accrued wages payable	1,000	-	1,000
Accrued taxes payable	76	-	76
Landowner advance	6,000	-	6,000
Total liabilities	19,388	714	20,102
 <b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred receipts	13,388	-	13,388
Total deferred inflows of resources	13,388	-	13,388
 Fund balances:			
Restricted for:			
Debt service	-	(357)	(357)
Unassigned	(13,388)	-	(13,388)
Total fund balances	(13,388)	(357)	(13,745)
 Total liabilities, deferred inflows of resources and fund balances			
	\$ 19,388	\$ 357	\$ 19,745

**NEWPORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED APRIL 30, 2022**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Landowner contribution	\$ -	\$ -	\$ 72,890	0%
Total revenues	<u>-</u>	<u>-</u>	<u>72,890</u>	0%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Supervisors	-	1,076	-	N/A
Management/accounting/recording	4,000	8,000	28,000	29%
Legal	3,646	4,196	25,000	17%
Engineering	-	-	2,000	0%
Dissemination agent*	-	-	250	0%
Telephone	16	33	200	17%
Postage	-	-	500	0%
Printing & binding	42	83	500	17%
Legal advertising	-	-	6,500	0%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	-	500	0%
Website hosting & maintenance	-	-	1,680	0%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>7,704</u>	<u>13,388</u>	<u>72,890</u>	18%
Excess/(deficiency) of revenues over/(under) expenditures	(7,704)	(13,388)	-	
Fund balances - beginning	(5,684)	-	-	
Fund balances - ending	<u>\$ (13,388)</u>	<u>\$ (13,388)</u>	<u>\$ -</u>	

\*These items will be realized when bonds are issued

**NEWPORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND  
FOR THE PERIOD ENDED APRIL 30, 2022**

	<u>Current Month</u>	<u>Year To Date</u>
<b>REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 <b>EXPENDITURES</b>		
<b>Debt service</b>		
Cost of issuance	<u>357</u>	<u>357</u>
Total debt service	<u>357</u>	<u>357</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 (357)	 (357)
 Fund balances - beginning	 -	 -
Fund balances - ending	<u>\$ (357)</u>	<u>\$ (357)</u>

**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**11A**

**DRAFT**

**MINUTES OF MEETING  
NEWPORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT**

A Landowners' Meeting of the Newport Isles Community Development District was held on March 23, 2022 at 11:00 A.M., at the office of WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201.

**Present at the meeting:**

Craig Wrathell	District Manager
Kristen Suit	Wrathell, Hunt and Associates, LLC
Jere Earlywine (via telephone)	District Counsel
Meredith Hammock	KE Law Group, LLC
Clint Cuffle	Interim District Engineer
Sarah Warren	Bryant Miller Olive PA
Tom Chapman	Landowner
David Berner	Southeast Land Consultants

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 11:12 a.m. The five initial Board Members named on the petition to create the CDD were Ms. Susan Collins, Mr. Richard James, Mr. George Misenhelder, Mr. Clifton Fischer and Mr. Jake Essman.

Mr. Tom Chapman is a Landowner representative of the following Landowners, who each own two parcels:

Northwest Manatee, LLC	828.95 total acres	829 votes
CC Manatee Development, LLC	734.442 total acres	735 votes

Mr. Chapman is eligible to cast up to 1,564 votes per seat.

**SECOND ORDER OF BUSINESS**

**Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**THIRD ORDER OF BUSINESS**

**Election of Chair to Conduct Landowners' Meeting**

37 All in attendance agreed to Mr. Wrathell serving as Chair to conduct the Landowners'  
38 meeting.

39

40 **FOURTH ORDER OF BUSINESS**

**Election of Supervisors [All Seats]**

41

42 **A. Nominations**

43 Mr. Chapman nominated the following:

44 Seat 1 Susan Collins

45 Seat 2 Richard James

46 Seat 3 George Misenhelder

47 Seat 4 Clifton Fischer

48 Seat 5 Jake Essman

49 No other nominations were made.

50 **B. Casting of Ballots**

51 • **Determine Number of Voting Units Represented**

52 A total of 1,564 voting units were represented.

53 • **Determine Number of Voting Units Assigned by Proxy**

54 None of the voting units were assigned by proxy.

55 Mr. Chapman cast the following votes:

56 Seat 1 Susan Collins 1,564 votes

57 Seat 2 Richard James 1,564 votes

58 Seat 3 George Misenhelder 735 votes

59 Seat 4 Clifton Fischer 735 votes

60 Seat 5 Jake Essman 735 votes

61 **C. Ballot Tabulation and Results**

62 Mr. Wrathell reported the following ballot tabulation, results and term lengths:

63 Seat 1 Susan Collins 1,564 votes 4-Year Term

64 Seat 2 Richard James 1,564 votes 4-Year Term

65 Seat 3 George Misenhelder 735 votes 2-Year Term

66 Seat 4 Clifton Fischer 735 votes 2-Year Term

67            Seat 5            Jake Essman                            735 votes                            2-Year Term

68

69    **FIFTH ORDER OF BUSINESS**                            **Landowners' Questions/Comments**

70

71            There were no Landowners' questions or comments.

72

73    **SIXTH ORDER OF BUSINESS**                            **Adjournment**

74

75            There being nothing further to discuss, the meeting adjourned at 11:19 a.m.

76

77

78    [SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary

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Chair/Vice Chair

**NEWPORT ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

**11B**

**DRAFT**

**MINUTES OF MEETING  
NEWPORT ISLES  
COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of the Newport Isles Community Development District was held on March 23, 2022, immediately following the Landowners' Meeting, scheduled to commence at 11:00 A.M., at the office of WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201.

**Present at the meeting were:**

Susan Collins	Chair
Richard James	Vice Chair
George Misenhelder	Assistant Secretary
Clifton Fischer (via telephone)	Assistant Secretary
Jake Essman (via telephone)	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Kristen Suit	Wrathell, Hunt and Associates, LLC
Jere Earlywine (via telephone)	District Counsel
Meredith Hammock	KE Law Group, LLC
Clint Cuffle	Interim District Engineer
Sarah Warren (via telephone)	Bond Counsel, Bryant Miller Olive PA
Tom Chapman	Landowner
David Berner	Southeast Land Consultants

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 11:21 a.m. He recapped the Landowners' Election results as follows:

Seat 1	Susan Collins	1,564 votes	4-Year Term
Seat 2	Richard James	1,564 votes	4-Year Term
Seat 3	George Misenhelder	735 votes	2-Year Term
Seat 4	Clifton Fischer	735 votes	2-Year Term
Seat 5	Jake Essman	735 votes	2-Year Term

39 Ms. Susan Collins, Mr. Richard James and Mr. George Misenhelder, who were named in  
40 the Petition to Establish the District as the Initial Board of Supervisors, were present, in person.  
41 Mr. Clifton Fischer and Mr. Jake Essman, who were named in the Petition to Establish the  
42 District as the Initial Board of Supervisors, were attending via telephone.

43

44 **SECOND ORDER OF BUSINESS**

**Public Comments**

45

46 No members of the public spoke.

47

48 **GENERAL DISTRICT ITEMS**

49 **THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Elected  
Board of Supervisors (*the following will  
also be provided in a separate package*)**

50

51

52

53 Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the  
54 Oath of Office to Ms. Collins, Mr. James, and Mr. Misenhelder, Mr. Fischer and Mr. Essman.  
55 Mr. Fischer and Mr. Essman took the Oath of Office in the presence of a notary at their location.

56 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

57 **B. Membership, Obligations and Responsibilities**

58 **C. Chapter 190, Florida Statutes**

59 **D. Financial Disclosure Forms**

60 **I. Form 1: Statement of Financial Interests**

61 **II. Form 1X: Amendment to Form 1, Statement of Financial Interests**

62 **III. Form 1F: Final Statement of Financial Interests**

63 **E. Form 8B: Memorandum of Voting Conflict**

64 Mr. Wrathell and Mr. Earlywine reviewed the above items. Supervisors were advised to  
65 submit Form 8B to disclose their continuing conflict as Landowner or Developer representatives  
66 serving on the Board. Each Supervisor's Form 8B will be kept on file and attached to the  
67 meeting minutes. Mr. Earlywine discussed ethics laws, required disclosures, voting conflicts  
68 prohibitions against use of a public office for private gain or benefit.

69

70 **FOURTH ORDER OF BUSINESS** **Consideration of 2022-01, Canvassing and**  
 71 **Certifying the Results of the Landowners’**  
 72 **Election of Supervisors Held Pursuant to**  
 73 **Section 190.006(2), Florida Statutes, and**  
 74 **Providing for an Effective Date**  
 75

76 Mr. Wrathell presented Resolution 2022-01. The Landowners’ Election results were:

77	Seat 1	Susan Collins	1,564 votes	4-Year Term
78	Seat 2	Richard James	1,564 votes	4-Year Term
79	Seat 3	George Misenhelder	735 votes	2-Year Term
80	Seat 4	Clifton Fischer	735 votes	2-Year Term
81	Seat 5	Jake Essman	735 votes	2-Year Term

82

83 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
 84 **Resolution 2022-01, Canvassing and Certifying the Results of the Landowners’**  
 85 **Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes,**  
 86 **and Providing for an Effective Date, was adopted.**

87

88

89 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2022-02,**  
 90 **Designating Certain Officers of the District,**  
 91 **and Providing for an Effective Date**  
 92

93 Mr. Wrathell presented Resolution 2022-02. Ms. Collins nominated the following slate  
 94 of officers:

95	Chair	Susan Collins
96	Vice Chair	Richard James
97	Secretary	Craig Wrathell
98	Assistant Secretary	George Misenhelder
99	Assistant Secretary	Clifton Fischer
100	Assistant Secretary	Jake Essman
101	Assistant Secretary	Cindy Cerbone
102	Assistant Secretary	Kristen Suit
103	Treasurer	Craig Wrathell

104 Assistant Treasurer Jeff Pinder

105 No other nominations were made.

106

107 **On MOTION by Ms. Collins and seconded by Mr. Misenhelder, with all in favor,**  
108 **Resolution 2022-02, Designating Certain Officers of the District, as nominated,**  
109 **and Providing for an Effective Date, was adopted.**

110

111

112 **ORGANIZATIONAL MATTERS**

113 **SIXTH ORDER OF BUSINESS**

Consideration of the Following  
Organizational Matters:

114

115  
116 **A. Resolution 2022-03, Appointing and Fixing the Compensation of the District Manager**  
117 **and Methodology Consultant; Providing an Effective Date**

- 118 • **Agreement for District Management Services: *Wrathell, Hunt and Associates,***  
119 ***LLC***

120 Mr. Wrathell presented Resolution 2022-03 and reviewed the Fee Schedule and  
121 Management Agreement.

122

123 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
124 **Resolution 2022-03, Appointing and Fixing the Compensation of Wrathell, Hunt**  
125 **and Associates, LLC, as the District Manager and Methodology Consultant;**  
126 **Providing an Effective Date, was adopted.**

127

128

129 **B. Resolution 2022-04, Appointing District Counsel for the District, and Authorizing**  
130 **Compensation; and Providing for an Effective Date**

- 131 • **Fee Agreement: *KE Law Group, LLC***

132 Mr. Wrathell presented Resolution 2022-04.

133

134 **On MOTION by Ms. Collins and seconded by Mr. Misenhelder, with all in favor,**  
135 **Resolution 2022-04, Appointing KE Law Group, LLC as District Counsel for the**  
136 **District, and Authorizing Compensation; and Providing for an Effective Date,**  
137 **was adopted.**

138

- 139 C. Resolution 2022-05, Designating a Registered Agent and Registered Office of the  
140 District, and Providing for an Effective Date

141 Mr. Wrathell presented Resolution 2022-05.

142

143 **On MOTION by Ms. Collins and seconded by Mr. Misenhelder, with all in favor,**  
144 **Resolution 2022-05, Designating Craig Wrathell as the Registered Agent and**  
145 **2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Registered**  
146 **Office of the District, and Providing for an Effective Date, was adopted.**

147

148

- 149 D. Resolution 2022-06, Appointing an Interim District Engineer for the New Port Isles  
150 Community Development District, Authorizing Its Compensation and Providing an  
151 Effective Date

- 152 • Interim Engineering Services Agreement: *WRA Engineering, LLC*

153 Mr. Wrathell presented Resolution 2022-06 and the Interim Engineering Services  
154 Agreement and accompanying Exhibits.

155

156 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
157 **Resolution 2022-06, Appointing WRA Engineering, LLC, as Interim District**  
158 **Engineer for the Newport Isles Community Development District, Authorizing**  
159 **Its Compensation and Providing an Effective Date, was adopted.**

160

161

- 162 E. Authorization of Request for Qualifications (RFQ) for Engineering Services

163 Mr. Wrathell presented the RFQ for Engineering Services and Competitive Selection  
164 Criteria.

165

166 **On MOTION by Ms. Collins and seconded by Mr. Misenhelder, with all in favor,**  
167 **the Request for Qualifications (RFQ) for Engineering Services and Competitive**  
168 **Selection Criteria and authorizing Staff to advertise, was approved.**

169

170

- 171 F. Board Member Compensation: 190.006 (8), F.S.

172 Mr. Wrathell stated each Board Member is eligible to receive compensation of \$200 per  
173 meeting, up to a maximum amount of \$4,800 per year.

174

175 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
176 **acceptance of Board Member compensation, was approved.**

177

178

179 **G. Resolution 2022-07, Designating the Primary Administrative Office and Principal**  
180 **Headquarters of the District; Designating the Location of the Local District Records**  
181 **Office; and Providing an Effective Date**

182 Mr. Wrathell presented Resolution 2022-07.

183

184 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
185 **Resolution 2022-07, Designating 2300 Glades Road, Suite 410W, Boca Raton,**  
186 **Florida 33431 as the Primary Administrative Office and the office of WRA**  
187 **Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201**  
188 **as the Principal Headquarters and the Location of the Local District Records**  
189 **Office; and Providing an Effective Date, was adopted.**

190

191

192 **H. Resolution 2022-08, Setting Forth the Policy of the District Board of Supervisors with**  
193 **Regard to the Support and Legal Defense of the Board of Supervisors and District**  
194 **Officers and Providing for an Effective Date**

- 195 • **Authorization to Obtain General Liability and Public Officers' Insurance**

196 Mr. Wrathell presented Resolution 2022-08.

197

198 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
199 **Resolution 2022-08, Setting Forth the Policy of the District Board of Supervisors**  
200 **with Regard to the Support and Legal Defense of the Board of Supervisors and**  
201 **District Officers and Providing for an Effective Date, was adopted.**

202

203

204 **On MOTION by Ms. Collins and seconded by Mr. Misenhelder, with all in favor,**  
205 **authorizing Staff to obtain General Liability and Public Officers' Insurance, was**  
206 **approved.**

207



- 208 I. **Resolution 2022-09, Providing for the Public’s Opportunity to Be Heard; Designating**  
209 **Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be**  
210 **Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for**  
211 **Severability and an Effective Date**

212 Mr. Wrathell presented Resolution 2022-09. This Resolution sets forth the CDD’s policy  
213 for public comments at meetings and outlines the procedures for public comments.

214

215 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
216 **Resolution 2022-09, Providing for the Public’s Opportunity to Be Heard;**  
217 **Designating Public Comment Periods; Designating a Procedure to Identify**  
218 **Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing**  
219 **Exceptions; and Providing for Severability and an Effective Date, was adopted.**

220

221

- 222 J. **Resolution 2022-10, Providing for the Appointment of a Records Management Liaison**  
223 **Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a**  
224 **Records Retention Policy; and Providing for Severability and Effective Date**

225 Mr. Wrathell presented Resolution 2022-10.

226

227 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
228 **Resolution 2022-10, Providing for the Appointment of a Records Management**  
229 **Liaison Officer; Providing the Duties of the Records Management Liaison**  
230 **Officer; Adopting a Records Retention Policy; and Providing for Severability**  
231 **and Effective Date, was adopted.**

232

233

- 234 K. **Resolution 2022-11, Granting the Chair and Vice Chair the Authority to Execute Real**  
235 **and Personal Property Conveyance and Dedication Documents, Plats and Other**  
236 **Documents Related to the Development of the District’s Improvements; Approving**  
237 **the Scope and Terms of Such Authorization; Providing a Severability Clause; and**  
238 **Providing an Effective Date**

239 Mr. Wrathell presented Resolution 2022-11. This Resolution grants the Chair and Vice  
240 Chair the authority to work with the District Engineer, District Counsel and District Staff and to

241 execute certain documents in between meetings, to avoid delays in construction. The following  
242 addition will be made to Resolution 2022-11:

243 Title and elsewhere: Add "Secretary and Assistant Secretaries"

244

245 **On MOTION by Ms. Collins and seconded by Mr. Misenhelder, with all in favor,**  
246 **Resolution 2022-11, as amended, Granting the Chair, Vice Chair, Secretary and**  
247 **Assistant Secretaries the Authority to Execute Real and Personal Property**  
248 **Conveyance and Dedication Documents, Plats and Other Documents Related to**  
249 **the Development of the District’s Improvements; Approving the Scope and**  
250 **Terms of Such Authorization; Providing a Severability Clause; and Providing an**  
251 **Effective Date, was adopted.**

252

253

254 **L. Resolution 2022-12, Ratifying, Confirming and Approving the Recording of the Notice**  
255 **of Establishment of the District, and Providing for an Effective Date**

256 Mr. Wrathell presented Resolution 2022-12.

257

258 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
259 **Resolution 2022-12, Ratifying, Confirming and Approving the Recording of the**  
260 **Notice of Establishment of the District, and Providing for an Effective Date, was**  
261 **adopted.**

262

263

264 **M. Authorization of Request for Proposals (RFP) for Annual Audit Services**

265 Mr. Wrathell presented the RFP For Annual Audit Services.

- 266 • **Designation of Board of Supervisors as Audit Committee**

267

268 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, the**  
269 **Request for Proposals for Annual Auditing Services, authorizing the District**  
270 **Manager to advertise and designating the Board of Supervisors as the Audit**  
271 **Committee, was approved.**

272

273

274 **N. Strange Zone, Inc., Quotation #M22-1006 for District Website Design, Maintenance**  
275 **and Domain Web-Site Design Agreement**

276 Mr. Wrathell presented the Strange Zone, Inc. (SZI) proposal.

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**On MOTION by Ms. Collins and seconded by Mr. Misenhelder, with all in favor, the Strange Zone, Inc., Quotation #M22-1006 for District Website Design, Maintenance and Domain Web-Site Design Agreement, in the amount of \$1,679.99, was approved.**

**O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit**

Mr. Wrathell stated that Management engaged ADA Site Compliance (ADASC) to assist in bringing the CDD's website into compliance with the Americans with Disabilities Act (ADA) requirements and affix a compliance seal on the homepage.

**On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 per year, was approved.**

**P. Resolution 2022-13, to Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date**

**I. Rules of Procedure**

**II. Notices [Rule Development and Rulemaking]**

Mr. Wrathell presented Resolution 2022-13.

**On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, Resolution 2022-13, to Designate Date, Time and Place of June 15, 2022 at 10:00 a.m., at the office of WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201, for the Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.**

**Q. Resolution 2022-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date**

312 This item was deferred.

313 **R. Resolution 2022-15, Approving the Florida Statewide Mutual Aid Agreement;**  
314 **Providing for Severability; and Providing for an Effective Date**

315 Mr. Wrathell presented Resolution 2022-15. The Resolution provides that, in case of a  
316 natural disaster, the CDD can request assistance from other governmental entities.

317

318 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
319 **Resolution 2022-15, Approving the Florida Statewide Mutual Aid Agreement;**  
320 **Providing for Severability; and Providing for an Effective Date, was adopted.**

321

322

323 **S. Stormwater Management Needs Analysis Reporting Requirements**

324 Mr. Wrathell discussed new legislation that requires CDDs to prepare a 20-year  
325 Stormwater Needs Analysis Report to document the CDD's anticipated future stormwater  
326 system needs. The initial Report must be submitted by June 30, 2022, then every five years  
327 thereafter. Mr. Earlywine suggested submitting a letter that the CDD recognizes the  
328 requirement but does not own or operate a stormwater system at this time and that, upon  
329 receipt or construction of such facilities, the Report will be completed and submitted.

330

331 **On MOTION by Ms. Collins and seconded by Mr. Meisenhelder, with all in**  
332 **favor, authorizing preparation and submittal of the letter regarding the**  
333 **Stormwater Needs Analysis Reporting Requirements, as described, was**  
334 **approved.**

335

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337 **BANKING MATTERS**

338 **SEVENTH ORDER OF BUSINESS**

**Consideration of the Following Banking**  
**Matters:**

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341 **A. Resolution 2022-16, Designating a Public Depository for Funds of the District and**  
342 **Providing an Effective Date**

343 Mr. Wrathell presented Resolution 2022-16.

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**On MOTION by Ms. Collins and seconded by Mr. Misenhelder, with all in favor, Resolution 2022-16, Designating Truist Bank as the Public Depository for Funds of the District and Providing an Effective Date, was adopted.**

**B. Resolution 2022-17, Directing the District Manager to Establish a Local Bank Account and Appoint Signors on the Account; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2022-17. Funding requests should be emailed to Ms. Collins.

**On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, Resolution 2022-17, Directing the District Manager to Establish a Local Bank Account and Appoint Signors on the Account; and Providing an Effective Date, was adopted.**

**BUDGETARY MATTERS**

**EIGHTH ORDER OF BUSINESS**

**Consideration of the Following Budgetary Matters:**

**A. Resolution 2022-18, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2022-18. The proposed Fiscal Year 2022 budget will be a partial year, Landowner-funded budget, with expenses funded as they are incurred.

**On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, Resolution 2022-18, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law for June 15, 2022 at 10:00 a.m. at the office of WRA Engineering, 7978 Cooper Creek Blvd., Suite 102, University Park, Florida 34201; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.**

381 **B. Fiscal Year 2021/2022 Budget Funding Agreement**

382 Mr. Wrathell presented the Fiscal Year 2021/2022 Budget Funding Agreement.

383

384 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, the**  
385 **Fiscal Year 2021/2022 Budget Funding Agreement, in substantial form and**  
386 **authorizing the Chair to execute, was approved.**

387

388

389 **C. Resolution 2022-19, Adopting the Alternative Investment Guidelines for Investing**  
390 **Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in**  
391 **Accordance with Section 218.415(17), Florida Statutes**

392 Mr. Wrathell presented Resolution 2022-19.

393

394 **On MOTION by Ms. Collins and seconded by Mr. Misenhelder, with all in favor,**  
395 **Resolution 2022-19, Adopting the Alternative Investment Guidelines for**  
396 **Investing Public Funds in Excess of Amounts Needed to Meet Current**  
397 **Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes,**  
398 **was adopted.**

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400

401 **D. Resolution 2022-20, Authorizing the Disbursement of Funds for Payment of Certain**  
402 **Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing**  
403 **the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without**  
404 **Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and**  
405 **Providing for an Effective Date**

406 Mr. Wrathell presented Resolution 2022-20.

407

408 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
409 **Resolution 2022-20, Authorizing the Disbursement of Funds for Payment of**  
410 **Certain Continuing Expenses Without Prior Approval of the Board of**  
411 **Supervisors; Authorizing the Disbursement of Funds for Payment of Certain**  
412 **Non-Continuing Expenses Without Prior Approval of the Board of Supervisors;**  
413 **Providing for a Monetary Threshold; and Providing for an Effective Date, was**  
414 **adopted.**

415

- 416 E. Resolution 2022-21, Adopting a Policy for Reimbursement of District Travel Expenses;  
417 and Providing for Severability and an Effective Date

418 Mr. Wrathell presented Resolution 2022-21.

419

420 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
421 **Resolution 2022-21, Adopting a Policy for Reimbursement of District Travel**  
422 **Expenses; and Providing for Severability and an Effective Date, was adopted.**

423

424

- 425 F. Resolution 2022-22, Adopting Prompt Payment Policies and Procedures Pursuant to  
426 Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an  
427 Effective Date

428 Mr. Wrathell presented Resolution 2022-22.

429

430 **On MOTION by Ms. Collins and seconded by Mr. Misenhelder, with all in favor,**  
431 **Resolution 2022-22, Adopting Prompt Payment Policies and Procedures**  
432 **Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and**  
433 **Providing an Effective Date, was adopted.**

434

435

- 436 G. Resolution 2022-23, Adopting an Internal Controls Policy Consistent with Section  
437 218.33, Florida Statutes; Providing an Effective Date

438 Mr. Wrathell presented Resolution 2022-23.

439

440 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
441 **Resolution 2022-23, Adopting an Internal Controls Policy Consistent with**  
442 **Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.**

443

444

- 445 H. Consideration of E-Verify Memo with MOU

446 Mr. Earlywine presented the E-Verify Memorandum of Understanding (MOU) and  
447 explained the requirement for all employers to verify employment eligibility utilizing the E-  
448 Verify System and the requirement for the CDD to enroll with E-Verify and enter into a MOU  
449 with E-Verify.

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**On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, acknowledging the E-Verify requirements, as described by District Counsel, authorizing enrollment and utilization of the E-Verify program and authorizing the Chair to execute, was approved.**

**BOND FINANCING RELATED MATTERS**

**NINTH ORDER OF BUSINESS**

**Consideration of the Following Bond Financing Related Matters:**

**A. Bond Financing Team Funding Agreement**

Mr. Wrathell presented the Bond Financing Team Funding Agreement.

**On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, the Bond Financing Team Funding Agreement, in substantial form, was approved.**

**B. Engagement of Bond Financing Professionals**

**I. Underwriter/Investment Banker: *MBS Capital Markets, LLC***

Mr. Wrathell presented the MBS Capital Markets, LLC, Agreement for Underwriting Services and G-17 Disclosure. The Underwriter's fee will be 2% of the par amount of bonds issued.

**On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, the MBS Capital Markets, LLC Agreement for Underwriting Services and G-17 Disclosure, was approved.**

**II. Bond Counsel: *Bryant Miller Olive P.A.***

Ms. Warren presented the Bryant Miller Olive P.A. Bond Counsel Agreement. Fees are typically authorized by Resolution before bond issuance and are contingent upon bonds closing.

**On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, the Bryant, Miller & Olive P.A. Bond Counsel Agreement, was approved.**



486 **III. Trustee, Paying Agent and Registrar: *BNY Mellon***

487 Mr. Wrathell presented the BNY Mellon Fee Schedule to serve as Trustee, Paying Agent  
488 and Registrar.

489

490 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, the**  
491 **BNY Mellon Fee Schedule to serve as Trustee, Paying Agent and Registrar, was**  
492 **approved.**

493

494

495 **C. Resolution 2022-24, Designating a Date, Time, and Location of a Public Hearing**  
496 **Regarding the District's Intent to Use the Uniform Method for the Levy, Collection,**  
497 **and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section**  
498 **197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing;**  
499 **and Providing an Effective Date**

500 Mr. Wrathell presented Resolution 2022-24. This Resolution enables placement of the  
501 assessments on the tax bill utilizing the Property Appraiser and Tax Collector.

502

503 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
504 **Resolution 2022-24, Designating a Date, Time, and Location of June 15, 2022 at**  
505 **10:00 a.m., at the office of WRA Engineering, 7978 Cooper Creek Blvd., Suite**  
506 **102, University Park, Florida 34201, for a Public Hearing Regarding the District's**  
507 **Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of**  
508 **Non-Ad Valorem Special Assessments as Authorized by Section 197.3632,**  
509 **Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and**  
510 **Providing an Effective Date, was adopted.**

511

512

513 **D. Presentation of Master Engineer's Report**

514 Mr. Cuffle presented the Engineer's Report dated March 23, 2022. The Engineer's  
515 Report includes the Capital Improvement Plan (CIP) and outlines the master infrastructure for  
516 the roadways, stormwater management system, water, wastewater, landscaping, hardscape,  
517 and professional services.

518 Mr. Wrathell noted Table 4 shows the Cost Estimate Summary for all eligible  
519 infrastructure improvements related to the CIP, totaling \$113,220,576, including a 20%  
520 contingency.

521 Mr. Earlywine stated the Reports being presented today are preliminary; he provided an  
522 overview of the bond validation and bond issuance processes and noted the Developer would  
523 also fund improvements.

524 Mr. Cuffle stated, while the total lot count would remain the same at 3,392, the Planned  
525 Units reflected in Table 1 reflect only the front footage and not the depths; ranges such as 40' –  
526 49', 50' – 59', townhomes and multi-family units would be broken out.

527

528 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor, the**  
529 **Master Engineer's Report, in substantial form and as described, was approved.**

530

531

532 **E. Presentation of Master Special Assessment Methodology Report**

533 Mr. Wrathell presented the Master Special Assessment Methodology Report dated  
534 March 23, 2022. He discussed the Development Program and the special and peculiar benefits  
535 to the units related to the Capital Improvement Plan (CIP) and noted the following:

- 536 ➤ The current development plan envisions 3,382 residential units.  
537 ➤ The CIP, which includes a contingency, is estimated at \$113,220,576.  
538 ➤ The total par amount of bonds, including the cost of financing, capitalized interest and  
539 debt service reserve, will be \$144,120,000.

540 Mr. Wrathell discussed assessments, lienability tests, the True-Up Mechanism and  
541 Appendix Tables, which would be updated.

542

543 **On MOTION by Ms. Collins and seconded by Mr. James with all in favor, the**  
544 **Master Special Assessment Methodology Report, in substantial form, was**  
545 **approved.**

546

547

548 **F. Resolution 2022-25, Declaring Special Assessments; Designating The Nature And**  
549 **Location of The Proposed Improvements; Declaring The Total Estimated Cost of the**

550 **Improvements, the Portion to be Paid By Assessments, and the Manner and Timing in**  
551 **Which The Assessments are to be Paid; Designating the Lands Upon Which The**  
552 **Assessments Shall Be Levied; Providing for an Assessment Plat and a Preliminary**  
553 **Assessment Roll; Addressing the Setting of Public Hearings; Providing for Publication**  
554 **of this Resolution; and Addressing Conflicts, Severability and an Effective Date**

555 Mr. Wrathell presented Resolution 2022-25 and read the title. Ms. Hammock noted the  
556 motion should permit District Counsel to update the blanks to match the Methodology Report.

557

558 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
559 **Resolution 2022-25, as amended and authorizing District Counsel to fill in the**  
560 **blanks in the document to match the Master Assessment Methodology Report,**  
561 **Declaring Special Assessments; Designating The Nature And Location of The**  
562 **Proposed Improvements; Declaring The Total Estimated Cost of the**  
563 **Improvements, the Portion to be Paid By Assessments, and the Manner and**  
564 **Timing in Which The Assessments are to be Paid; Designating the Lands Upon**  
565 **Which The Assessments Shall Be Levied; Providing for an Assessment Plat and a**  
566 **Preliminary Assessment Roll; Addressing the Setting of Public Hearings for June**  
567 **15, 2022 at 10:00 a.m., at the office of WRA Engineering, 7978 Cooper Creek**  
568 **Blvd., Suite 102, University Park, Florida 34201; Providing for Publication of this**  
569 **Resolution; and Addressing Conflicts, Severability and an Effective Date, was**  
570 **adopted.**

571

572

573 **G. Resolution 2022-26, Authorizing the Issuance of Not Exceeding \$144,120,000 Principal**  
574 **Amount of Newport Isles Community Development District Bonds in One or More**  
575 **Series, for the Purpose of Financing the Construction and/or Acquisition by the District**  
576 **of the Public Improvements and Community Facilities Permitted by the Provisions of**  
577 **Chapter 190, Florida Statutes, as Amended, and the Ordinance Creating the District;**  
578 **Approving a Form of a Master Trust Indenture; Approving and Appointing a Trustee;**  
579 **Authorizing the Commencement of Validation Proceedings Relating to the Foregoing**  
580 **Bonds; Authorizing and Approving Other Matters Relating to the Foregoing Bonds; and**  
581 **Providing an Effective Date**

582 Ms. Warren presented Resolution 2022-26, which accomplishes the following:

583 ➤ Authorizes issuance of not to exceed \$144,120,000 aggregate principal amount of  
584 bonds.

585 ➤ Authorizes and directs District Counsel and Bond Counsel to file for bond validation.

586 ➤ Appoints the Trustee, Registrar and Paying Agent; the Resolution would be updated to  
587 reflect the preferred Trustee, BYN Mellon.

588 ➤ Authorizes and approves the execution and delivery of the Master Trust Indenture and  
589 the Supplemental Trust Indenture.

590 The following change was made to Resolution 2022-26:

591 Page 4, Section 6: Change "U.S. Bank Trust Company, National Association" to "BNY  
592 Mellon"

593

594 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
595 **Resolution 2022-26, as amended, Authorizing the Issuance of Not Exceeding**  
596 **\$144,120,000 Principal Amount of Newport Isles Community Development**  
597 **District Bonds in One or More Series, for the Purpose of Financing the**  
598 **Construction and/or Acquisition by the District of the Public Improvements and**  
599 **Community Facilities Permitted by the Provisions of Chapter 190, Florida**  
600 **Statutes, as Amended, and the Ordinance Creating the District; Approving a**  
601 **Form of a Master Trust Indenture; Approving and Appointing a Trustee;**  
602 **Authorizing the Commencement of Validation Proceedings Relating to the**  
603 **Foregoing Bonds; Authorizing and Approving Other Matters Relating to the**  
604 **Foregoing Bonds; and Providing an Effective Date, was adopted.**

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607 **TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-27,**  
**Declaring the District’s Intent to Accept**  
**Responsibility for the Perpetual Operation,**  
**Maintenance, and Funding of the**  
**Stormwater Management System;**  
**Providing an Effective Date**

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614 Mr. Earlywine presented Resolution 2022-27.

615

616 **On MOTION by Ms. Collins and seconded by Mr. James, with all in favor,**  
617 **Resolution 2022-27, Declaring the District’s Intent to Accept Responsibility for**  
618 **the Perpetual Operation, Maintenance, and Funding of the Stormwater**  
619 **Management System; Providing an Effective Date, was adopted.**

620 **ELEVENTH ORDER OF BUSINESS** **Staff Reports**

621

622 **A. District Counsel: *KE Law Group, PLLC***

623 Mr. Earlywine stated Assessment Hearings would be held in June, bond validation would  
624 occur in July and bonds would likely be issued in August.

625 **B. District Engineer (Interim): *WRA Engineering, LLC***

626 There was no report.

627 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

628 There was no report.

629

630 **TWELFTH ORDER OF BUSINESS** **Board Members' Comments/Requests**

631

632 There were no Board Members' comments or requests.

633

634 **THIRTEENTH ORDER OF BUSINESS** **Public Comments**

635

636 No members of the public spoke.

637

638 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**

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641 **On MOTION by Mr. Misenhelder and seconded by Ms. Collins, with all in favor,**  
642 **the meeting adjourned at 2:06 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair