

Corkscrew Grove Stewardship District

District Office: 3501 Quadrangle Boulevard, Suite 270, FL 32817

The following is the proposed agenda for the regular meeting of the Board of Supervisors for the Corkscrew Grove Stewardship District, scheduled to be held **Tuesday, October 30, 2025, at 1:00 p.m. at 1020 Sanitation Road, Immokalee, FL 34142**. Questions or comments on the Board Meeting or proposed agenda may be addressed to Lynne Mullins at mullinsl@pfm.com or (407) 723-5900. A quorum (consisting of at least three of the five Board Members) will be confirmed prior to the start of the Board Meeting.

Please use the following information to join the telephonic conferencing via Microsoft Teams:

Phone: +1 689-218-0591

Participant Code: 138 842 854

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- Affidavit(s)
- 1. Consideration of the Meeting Minutes of the August 4, 2025, Organizational Meeting
- 2. Consideration of the Meeting Minutes of the August 4, 2025, Landowners' Election
- 3. Consideration of **Resolution 2026-01, Amending the Annual Meeting Schedule for Fiscal Year 2026**

Business Matters

- 4. Consideration of Statement of Qualifications for the Position of District Engineer
 - a. Consideration of Professional Services Agreement with J.R. Evans
- 5. Public Hearing on the District's Use of the Uniform Method of Levying, Collection and Enforcing Non-Ad Valorem Assessments
 - a. Public Comments and Testimony
 - b. Board Comments
 - c. Consideration of **Resolution 2026-02, Adopting the Uniform Method**
- 6. Public Hearing on the Adoption of the District's Fiscal Year 2025 Budget
 - a. Public Comments and Testimony
 - b. Board Comments
 - c. Consideration of **Resolution 2026-03, Adopting Fiscal Year 2025 Budget and Appropriating Funds**

If you are interested in obtaining any of the materials for the agenda, please reach out to Lynne Mullins at (407) 723-5935 or mullinsl@pfm.com.



7. Public Hearing on the Adoption of the District's Fiscal Year 2026 Budget
 - a. Public Comments and Testimony
 - b. Board Comments
 - c. Consideration of **Resolution 2026-04, Adopting Fiscal Year 2026 Budget and Appropriating Funds**
8. Consideration of **Resolution 2026-05, Setting Hearing on Rules of Procedure**
 - a. Rules of Procedure
 - b. Note of Rule Development
 - c. Notice of Rulemaking
9. Ratification of Funding Requests Nos. 1 – 6
10. Review of District Financials and Budget to Actual YTD

Staff Reports

- District Counsel
- Interim Engineer
- District Manager
- Developer Report
 - Status of FDOT Wildlife Underpass

Supervisor Requests and Audience Comments

Adjournment



Corkscrew Grove Stewardship District

**Meeting Minutes of the August 4, 2025,
Organizational Meeting**

**CORKSCREW GROVE
STEWARDSHIP DISTRICT**

**MINUTES
ORGANIZATIONAL MEETING**

FIRST ORDER OF BUSINESS

Roll Call to Confirm a Quorum

The Organizational Meeting for the Horse Trials Community Development District was called to order on Monday, August 4, 2025, at 2:02 p.m. and was held at Collier Enterprises, located at 1020 Sanitation Road, Immokalee, FL, 34142.

Board Members listed below constituted a quorum.

John Kiernan	Seat 1
James Sampel	Seat 2
Mary Molina	Seat 3
David Kemeny	Seat 4
Glenn Blake	Seat 5

Also present were:

Lynne Mullins	PFM	
Kevin Plenzler	PFM	(via phone)
Blake Firth	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Johnathan Johnson	Kutak Rock	
Mitch Hutchcraft	Alico Inc.	(via phone)
Misty Taylor	BMO	
Josh Evans	J.R. Evans	(via phone)
Misty Smith	IWSD	
Sarah Catala	IWSD	

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

Affidavit(s)

FOURTH ORDER OF BUSINESS

**Administration of the Oath of Office to New
Members of the Board of Supervisors**

Ms. Mullins noted that the new members of the Board were sworn in prior to the start of the meeting, except for Mr. Kemeny. He will be sworn in at a later date.

FIFTH ORDER OF BUSINESS

**Overview of the Florida “Government in the
Sunshine” Regulations and other Board
Member Responsibilities**

- **Statement of Financial Interest,
Form 1**
- **Board Member Compensation**
- **Ethics Training**

Ms. Mullins reviewed the Florida Sunshine Laws, Public Record Laws, and Board Member responsibilities. She noted that there are Board of Supervisor emails available should the Board choose to use them, instead of their personal emails. She recommended keeping a Corkscrew Grove folder for all District communication in case of any public records requests. She reviewed email etiquette as it relates to the Florida Sunshine Law.

Ms. Mullins noted the Board has 30 days to complete the Form 1, which is a general financial reporting form required by Florida Statute.

Mr. Johnson gave an overview of the Form 1.

Ms. Mullins noted that the Board is required to complete 4 hours of Ethics Training, which is due by December 31st each year. Free online training is available, and links will be sent to the Board. This is noted on next year's Form 1.

Mr. Johnson reviewed possible public records requests and how to proceed if the Board receives them. Any requests should be sent to District Management. If there are any topics for discussion, email those to Ms. Mullins to be placed on the Board Meeting's agenda.

Mr. Johnson reviewed the insurance requirements and indemnification.

Ms. Mullins reviewed Board compensation. The Board is eligible to collect \$200.00 per meeting. Mr. Kiernan waived his right to compensation. Ms. Molina waived her right to compensation. Mr. Blake waived his right to compensation. Mr. Sampel waived his right to compensation. Mr. Kemeny waived his right to compensation.

SIXTH ORDER OF BUSINESS

Administrative Matters

Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowner's Election

Ms. Mullins reviewed the results of the Landowner's Election.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-01, Canvassing and Certifying the Results of the Landowner's Election.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-02, Designating Officers

Ms. Mullins gave an overview of the recommended slate of Officers. She recommended Mr. Kiernan as Chair, Mr. Sampel as Vice Chair, Ms. Mullins as Secretary, and all others as Assistant Secretaries.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-02, Designating Officers.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Designating Treasurer and Assistant Treasurer(s)

Ms. Mullins gave an overview of the recommended Treasurer and Assistant Treasurers. She recommended Ms. Glasgow, from PFM, as Treasurer and Ms. Lane, Ms. Griffith, Mr. Montejano, and Ms. Champagne as Assistant Treasurers. These positions help facilitate items on an everyday basis for the District.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-03, Designating Treasurer and Assistant Treasurer(s).

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2025-04,
Appointing District Manager**

- **District Management Agreement**
- **Financial Advisory Agreement**

Ms. Mullins noted that PFM has been appointed the District Manager for an annual fee of \$5,000. She noted the agreement has been signed and reviewed by Mr. Hutchcraft.

Mr. Plenzler gave an overview of the PFM Financial Advisors Agreement.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-04, Appointing District Manager.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-05,
Appointing District Counsel**

- **District Counsel Retainer Letter**
- **District Counsel Agreement**

Ms. Mullins noted this is for Kutak Rock's District Counsel services and their cost is based on an hourly basis.

Mr. Johnson thanked the Board for the opportunity and noted the District Counsel's office focuses on special Districts.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-05, Appointing District Counsel.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-06,
Designating Primary & Local Records Office**

Ms. Mullins stated that District Management is recommending the PFM office as the primary administrative office, Collier County as the principal headquarters for establishing proper venue, and 1020 Sanitation Road, Immokalee, FL, 34142 as the local records office. She noted that records will be kept at PFM, but there must be a local records office available in Collier County. She will provide the records via zip drive.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-06, Designating Primary & Local Records Office.

TWELFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-07,
Designating Registered Agent & Office**

Ms. Mullins stated District Staff is recommended she be the Registered Agent and her office as the District's Registered Office.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-07, Designating Registered Agent & Office.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-08,
Appointing Interim District Engineer
▪ Interim District Engineer Agreement**

Ms. Mullins noted this agreement is with J.R. Evans Engineering Inc. as Interim District Engineer while the District goes through the RFQ process. The Board reviewed the rate of services.

Mr. Evans noted he has worked on many interim engineering projects in the past.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-08, Appointing Interim District Engineer.

FOURTEENTH ORDER OF BUSINESS

**Authorization of RFQ for District
Engineering Services under the CCNA**

Ms. Mullins gave an overview of the ad that will be published to start the process of selecting a District Engineer and reviewed the Competitive Selection Criteria that the Board will use to make that decision. She also gave an overview of the CCNA process.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District authorized the RFQ for District Engineering Services under the CCNA.

FIFTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-09,
Authorizing the Chair and Vice Chair to
Execute Conveyance Documents**

Mr. Johnson gave an overview of the resolution and noted this sets up delegation for the Chair and Vice Chair to execute Conveyance Documents when needed.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-09, Authorizing the Chair and Vice Chair to Execute Conveyance Documents.

SIXTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-10,
Delegating Authority to Chairman to**

**Execute Certain Contracts, Agreements,
and Other Documents**

Ms. Mullins noted that within this resolution is also setting the threshold limit of \$50,000 in order for efficient business to be conducted outside of meetings.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-10, Delegating Authority to Chairman to Execute Certain Contracts, Agreements, and Other Documents.

SEVENTEENTH ORDER OF BUSINESS

Designation of Meetings and Hearing Dates

**Consideration of the Establishment of
Auditor Selection Committee**

Ms. Mullins recommended having the Board Members be the Auditor Selection Committee, but they are free to choose whom they want. Ms. Mullins reviewed the process for the ASC and the process for selecting an auditor.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved the Establishment of the Auditor Selection Committee.

EIGHTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-11,
Adopting Annual Meeting Schedule Fiscal
Year 2024-2025**

Ms. Mullins noted this was the only meeting held in the Fiscal Year 2024-2025, as October 1 starts the new Fiscal Year.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-11, Adopting Annual Meeting Schedule Fiscal Year 2024-2025.

NINETEENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-12,
Adopting an Annual Meeting Schedule for
FY 2025-2026**

Ms. Mullins noted there needs to be meetings to hold Public Hearings and adopt budgets. The Board agreed to hold a meeting on October 30, 2025, at 1:00 p.m.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-12, Adopting an Annual Meeting Schedule for FY 2025-2026.

TWENTIETH ORDER OF BUSINESS

**Consideration of Resolution 2025-13,
Approving FY 2025 Budget & Setting
Hearing**

Ms. Mullins gave an overview of the budget and noted the Public Hearing will be held on October 30, 2025, at 1:00 p.m.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-13, Approving FY 2025 Budget and Setting Hearing for October 30, 2025, at 1:00 p.m.

TWENTY FIRST ORDER OF BUSINESS

**Consideration of Resolution 2025-14,
Approving FY 2026 Budget & Setting
Hearing**

Ms. Mullins gave an overview of the resolution. She noted it will be for next year's Developer funded budget.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-14, Approving FY 2026 Budget & Setting Hearing for October 30, 2025, at 1:00 p.m.

TWENTY SECOND ORDER OF BUSINESS

**Consideration of Fiscal Year 2024-2025
Budget Funding Agreement**

Ms. Mullins stated this agreement is with Alico, Inc., to fund the O&M budget.

Mr. Johnson recommended approving in substantial form.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved the Fiscal Year 2024-2026 Budget Funding Agreement, in substantial form.

TWENTY THIRD ORDER OF BUSINESS

**Consideration of Resolution 2025-15,
Setting Hearing on Rules of Procedure**
a. Rules of Procedure
b. Note of Rule Development
c. Notice of Rulemaking

Ms. Mullins noted this item will be tabled.

TWENTY FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2025-16,
Setting Uniform Method Hearing**

Ms. Mullins noted the District has decided to use the Uniform Method for assessments. This will take place at the Public Hearing.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-16, Setting Uniform Method Hearing on October 30, 2025, at 1:00 p.m.

TWENTY FIFTH ORDER OF BUSINESS

Other Organizational Matters

**Consideration of Resolution 2025-17,
Setting Legal Defense Policy**

Ms. Mullins stated this is to provide indemnification and legal support to all members of the Board, District Officers, and District Staff.

Mr. Johnson gave an overview.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-17, Setting Legal Defense Policy.

TWENTY SIXTH ORDER OF BUSINESS

Authorization to Obtain (General Liability and) Public Officers Insurance

Ms. Mullins recommended EGIS for the insurance carrier as they service 95% of District Management's clients. She requested authorization for the Chair to execute outside of a meeting.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Authorization to Obtain General Liability and Public Officers Insurance, and authorized the Chair to execute.

TWENTY SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-18,
Designating Public Comment Period**

Ms. Mullins reviewed the Public Comment Period Policy.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-18, Designating Public Comment Period.

TWENTY EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2025-19,
Adopting Records Retention Schedule**

Ms. Mullins noted this resolution appoints the Secretary of the District as the District's Records Custodian. She gave an overview of the resolution as it relates to the District's records. She also appointed herself as the Records Management Liaison Officer.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-19, Adopting Records Retention Schedule.

TWENTY NINTH ORDER OF BUSINESS

**Consideration of Resolution 2025-20,
Adoption of Travel Reimbursement Policy**

Mr. Johnson gave an overview of the policy.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-20, Adoption of Travel Reimbursement Policy.

THIRTIETH ORDER OF BUSINESS

**Consideration of Resolution 2025-21,
Adoption of Prompt Payment Policies**

Ms. Mullins gave an overview of the policies and noted that payment from the District is due 45 days from when it is received.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-21, Adoption of Prompt Payment Policies.

THIRTY FIRST ORDER OF BUSINESS

**Consideration of Resolution 2025-22,
Authorizing Notice of Establishment**

Ms. Mullins noted this the District is required to file a Notice of Establishment within 30 days after the effective ordinance and this resolution ratifies those actions.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-22 and ratified the Notice of Establishment.

THIRTY SECOND ORDER OF BUSINESS

**Consideration of Agreement between the
District and VGlobalTech for Website
Services**

Ms. Mullins gave an overview of the agreement and what is included, including ADA compliance. She reviewed the costs associated with the agreement and noted that it is for a total cost of \$6,420.00 for the first year. She requested authorization for the Chair to execute outside of a meeting.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved the Agreement between the District and VGlobalTech for Website Services.

THIRTY THIRD ORDER OF BUSINESS

**Consideration of Resolution 2025-23,
Authorizing Execution of Public Depositor
Report**

Ms. Mullins gave an overview of the resolution.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-23, Authorizing Execution of Public Depositor Report.

THIRTY FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2025-24,
Authorization to Establish Checking
Account and Designation of Authorized
Signatories for Operating Account(s)**

Ms. Mullins recommended moving forward with Valley National Bank and noted there are no fees associated with the accounts and they earn 4-5% interest. This also authorizes the signatories for the accounts.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-24, Authorization to Establish Checking Account and Designation of Authorized Signatories for Operating Account.

THIRTY FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-25,
Authorizing the Disbursement of Funds**

Ms. Mullins gave an overview of the resolution and noted for non-continuing expenses it authorizes the District Manager to approve items up to \$5,000.00 and the District Manager in conjunction with the Chair to authorize items over \$5,000.00.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-25, Authorizing the Disbursement of Funds.

THIRTY SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-26,
Adopting Investment Guidelines**

Ms. Mullins noted that the District has chosen to adopt the alternative investment guidelines and gave an overview of the resolution.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-26, Adopting Investment Guidelines.

THIRTY SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-27,
Adopting Internal Controls Policy**

Ms. Mullins gave an overview of the resolution and noted this is to detect and prevent fraud, waste, and abuse.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-27, Adopting Internal Controls Policy.

THIRTY EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2025-28,
Authorizing the Direct Purchases**

Ms. Mullins gave an overview of the resolution and noted that this allows for direct purchase of construction materials which provides a construction cost reduction for the District. She recommended appointing the District Engineer as the Purchasing Agent.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-28, Authorizing the Direct Purchase.

THIRTY NINTH ORDER OF BUSINESS

**Consideration of Resolution 2025-29,
Adopting Goals, Objectives, and
Performance Measures and Standards**

Ms. Mullins gave an overview of the recommended goals, objectives, and performance measures and standards for the District. These can be changed as the Board decides. This is a requirement per Florida Statutes.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved Resolution 2025-29, Adopting Goals, Objectives, Performance Measures and Standards.

FORTIETH ORDER OF BUSINESS

Business Matters

Consideration of Bond Counsel Agreement

Ms. Mullins noted this agreement is with Bryant Miller Olive, P.A.

Mr. Hutchcraft noted there was a request for proposals and Bryant Miller Olive, P.A., was the recommended representative for the District.

Ms. Taylor introduced herself and gave an overview of the firm.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved the Bond Counsel Agreement.

FORTY FIRST ORDER OF BUSINESS

**Consideration of Matters Regarding Future
Immokalee Water and Sewer District Site**

Mr. Hutchcraft gave an overview. He noted a 40-acre site had been located for the water and sewer site. He requested authorization for the Chair to negotiate and execute, subject to a developer's agreement.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved the Future Immokalee Water and Sewer District Site and authorized the Chair to negotiate and execute the agreement.

FORTY SECOND ORDER OF BUSINESS

**Consideration of Matters Relating to
Immokalee Water and Sewer District
Feasibility Studies**

Mr. Hutchcraft gave an overview. He noted the feasibility study has been completed and there is a recommended scenario to move forward. There will be a forthcoming agreement. He requested authorization for the Chair to negotiate and execute, subject to a developer's agreement.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved the Immokalee Water and Sewer District Feasibility Studies and authorized the Chair to negotiate and execute the agreement.

FORTY THIRD ORDER OF BUSINESS

Consideration of Matters Regarding Funding and Repayment of Wildlife Underpass

Mr. Hutchcraft gave an overview of the agreement and funding. He noted this will go under State Road 82 that F.D.O.T will construct. He requested authorization for the Chair to negotiate and execute, subject to forthcoming agreements.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the Board of Supervisors for the Corkscrew Grove Stewardship District approved the Funding and Repayment of Wildlife Underpass and authorized the Chair to execute the agreements.

FORTY FOURTH ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Manager – Ms. Mullins noted calendar meeting invites will be forthcoming and thanked the Board.

Interim Engineer – No report

FORTY FIFTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There were no further comments at this time.

FORTY SIXTH ORDER OF BUSINESS

Adjournment

Ms. Mullins called for a motion.

ON MOTION by Mr. Kiernan, and second by Ms. Molina, with all in favor, the August 4, 2025, Board of Supervisors' meeting for the Corkscrew Grove Stewardship District was adjourned.

Secretary/Assistant Secretary

Chairman/ Vice Chairman



Corkscrew Grove Stewardship District

**Meeting Minutes of the August 4, 2025,
Landowners' Election**

**MINUTES OF MEETING
CORKSCREW GROVE STEWARDSHIP DISTRICT LANDOWNERS' ELECTION**

The Landowners' Election of the Corkscrew Grove Stewardship District was held on Monday, August 4, 2025, at 2:00 p.m. at 1020 Sanitation Road, Immokalee, FL, 34142.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Mullins called the meeting to order at 2:00 p.m.

SECOND ORDER OF BUSINESS

Appointment of Chairperson for the Purpose of Conducting the Landowners' Meeting

Ms. Mullins stated she would be happy to run the meeting if there were no objections. There were no objections.

THIRD ORDER OF BUSINESS

Determination of Number of Voting Units Represented or Assigned by Proxy

Ms. Mullins noted the proxy holder was John Kiernan for Alico, Inc., which owns 4,663 acres and allows for 4,663 votes.

FOURTH ORDER OF BUSINESS

Acceptance of Nominations for the Board of Supervisors and Casting of Ballots

Ms. Mullins called for nominations for Seat 1 from Alico, Inc. Seat 1 had a nomination of John Kiernan.

Ms. Mullins called for nominations for Seat 2 from Alico, Inc. Seat 2 had a nomination of James Sampel.

Ms. Mullins called for nominations for Seat 3 from Alico, Inc. Seat 3 had a nomination of Mary Molina.

Ms. Mullins called for nominations for Seat 4 from Alico, Inc. Seat 4 had a nomination of David Kemeney.

Ms. Mullins called for nominations for Seat 5 from Alico, Inc. Seat 5 had a nomination of Glenn Blake.

FIFTH ORDER OF BUSINESS

Ballot Tabulation and Announcement of Election Results

John Kiernan received 4,660 votes for Seat 1 from Alico, Inc.

James Sampel received 4,660 votes for Seat 2 from Alico, Inc.

Mary Molina received 4,660 votes for Seat 3 from Alico, Inc.

David Kemeney received 4,550 votes for Seat 4 from Alico, Inc.

Glenn Blake received 4,550 votes for Seat 5 from Alico, Inc.

Ms. Mullins noted the three candidates with the highest number of votes will serve a term that expires November 28, 2028, and the two candidates who received the next highest number of votes will serve a term that expires November 24, 2026, with the term of office for the successful candidates commencing upon election.

FIFTH ORDER OF BUSINESS

Adjournment

Ms. Mullins adjourned the meeting.

Secretary/Assistant Secretary

Chairman/Vice Chairman



Corkscrew Grove Stewardship District

**Resolution 2026-01,
Amending the Annual Meeting Schedule
for Fiscal Year 2026**

RESOLUTION 2026-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORKSCREW GROVE STEWARDSHIP DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2025-2026 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Corkscrew Grove Stewardship District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 205-237, Laws of Florida, and Chapter 189, Florida Statutes, being situated entirely within Collier County, Florida; 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 2025-2026 meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORKSCREW GROVE STEWARDSHIP DISTRICT:

1. **ADOPTING ANNUAL MEETING SCHEDULE.** The Fiscal Year 2025-2026 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.

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

PASSED AND ADOPTED this 30th day of October, 2025.

ATTEST:

CORKSCREW GROVE STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2025-2026 Annual Meeting Schedule

EXHIBIT A

**BOARD OF SUPERVISORS MEETING DATES
CORKSCREW GROVE STEWARDSHIP DISTRICT
FISCAL YEAR 2025-2026**

May 14, 2026
August 13, 2026

All meetings will convene at 12:00 p.m. at
1020 Sanitation Road, Immokalee, FL 34142



Corkscrew Grove Stewardship District

Statement of Qualifications of District Engineer

To:
PFM Group Consulting, LLC

For:
Corkscrew Grove Stewardship District

October 22, 2025

Submitted by:



J.R. EVANS
ENGINEERING

Contact:

Josh R. Evans, P.E., President
J.R. Evans Engineering, P.A.
9961 Interstate Commerce Drive
Suite 230
Fort Myers, FL 33913
239-405-9148 (p)
josh@jreeng.com



Corkscrew Grove Stewardship District
Request for Qualifications for Professional Engineering
Services

QUALIFICATIONS

Firm Name; Address; Telephone and Fax Numbers; Contact Person:

**JR Evans Engineering, P.A.
9961 Interstate Commerce Dr., Suite 230
Fort Myers, FL 33913
Telephone: 239-405-9148 Fax: 239-288-2537
Contact: Joshua R. Evans, P.E., President**

A listing of position/title and corporate responsibilities of key management or supervisory personnel. Resume(s) attached.

Josh Evans, PE – President will serve as the CDD Engineer. Key staff will provide support to the role to include project engineers and Geographic Information System (GIS) technicians, and field engineer inspectors
Ryan Lorenz – Project Engineer
Meghan Hian – GIS Technician
Carin Constantino – Engineering Field Inspector

A listing of engineer point of contact and other personnel proposed for Project. Resume(s) attached.

Josh Evans, PE or Ryan Lorenz, EI – District Engineers

Information relating to JR Evans Engineering (“JRE”) past experience and performance for typical CDD projects.

JR Evans Engineering has consistently demonstrated exceptional past performance through its long-term service to several Community Development Districts (CDDs) in the region. Notably, we have served as the engineer for Talis Park CDD and Arborwood CDD for over a decade, showcasing our ability to maintain enduring relationships and deliver high-quality services over extended periods. Additionally, we have successfully represented other CDDs such as Terreno and Copper Oaks, further highlighting our expertise and reliability in managing complex community projects. Our extensive experience working with CDDs has equipped us with a deep understanding of their unique needs and challenges, allowing us to tailor our services to meet specific requirements effectively. Through these engagements, we have built a reputation for providing cost-effective, personalized solutions that align with the goals of each community. By leveraging our expertise and commitment to excellence, we are well-positioned to continue delivering outstanding results for Corkscrew Grove Stewardship District CDD.



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References:

Paul Winklejon

GMS-SF, LLC
5385 North Nob Hill Road
Sunrise, FL 33351
pwinkeljohn@gmssf.com
(786)-271-9208

Alyssa Wilson

Kutak Rock
107 W. College Avenue, Tallahassee, FL 32301
Alyssa.wilson@kutakrock.com
850-692-7309

Michelle Krizen

Special District Services
mkrizen@sdsinc.org
941-223-2475

Project Approach:

JR Evans Engineering typically approaches Community Development District (CDD) projects, such as those for Corkscrew Grove Stewardship District, by following a comprehensive and structured methodology. The process begins with **project initiation**, where thorough feasibility studies and stakeholder engagement are conducted to clearly define project goals and objectives. This phase involves collaborating with key stakeholders, including community leaders and residents, to understand their needs and expectations, ensuring that the project aligns with the community's vision and requirements.

Next, the **planning phase** involves developing detailed designs and specifications, often using traditional methods like Design-Bid-Build (DBB), where the engineer completes the design before the project is bid out to contractors. This phase also includes conducting environmental assessments, obtaining necessary permits, and ensuring compliance with local regulations and zoning laws. Additionally, JR Evans Engineering works closely with clients to establish a realistic project timeline and budget, setting clear milestones and deliverables to ensure transparency and accountability throughout the project lifecycle.

During **execution**, JR Evans Engineering oversees construction activities to ensure compliance with the design intent and specifications. This involves regular site visits, monitoring of construction progress, and addressing any deviations or issues promptly to prevent delays or cost overruns. The team also coordinates with contractors to resolve any technical challenges that may arise, ensuring that the project stays on track and meets the required quality standards.



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Finally, the project concludes with a **closure phase**, where all tasks are completed, and a final report is issued to the client. This phase includes conducting a thorough review of the project's outcomes, documenting lessons learned and ensuring that all necessary documentation and records are properly archived. By following this structured approach, JR Evans Engineering ensures that CDD projects are delivered efficiently, effectively, and to the satisfaction of all stakeholders involved.

Information relating to Minority Business Enterprise.

JR Evans Engineering is not a Minority Business Enterprise.

Information relating to JRE willingness and ability to meet time and budget requirements.

JR Evans Engineering is committed to meeting the time and budget requirements for Corkscrew Grove Stewardship District CDD as their project engineer, leveraging their expertise in managing complex projects efficiently. With a focus on delivering cost-effective solutions, they have a proven track record of executing renowned stormwater design and floodplain management projects across the U.S. Their team's dedication to quality design and personalized service ensures that they can effectively manage projects from conception to completion, aligning with the needs of Corkscrew Grove Stewardship District CDD while maintaining high professional standards.

Information relating to the geographic location of JRE headquarters and local offices.

JR Evans Engineering, located in Fort Myers, FL, is strategically positioned to effectively serve Corkscrew Grove Stewardship District CDD due to its proximity, allowing for efficient communication and site visits. Their office at 9961 Interstate Commerce Drive provides a central hub for managing projects in the region, ensuring timely and cost-effective services. With their expanded facilities and experienced team, JR Evans Engineering is well-equipped to handle the engineering needs of Corkscrew Grove Stewardship District CDD, leveraging their local presence to deliver high-quality results.

Information relating to the recent, current and projected workloads of JRE.

JR Evans Engineering is well-positioned to service the Corkscrew Grove Stewardship District CDD. Their team's expertise in balancing multiple projects simultaneously ensures that each client receives dedicated attention and timely delivery of services. By prioritizing effective project planning and resource allocation, JR Evans Engineering can efficiently manage the demands of Corkscrew Grove Stewardship District CDD, providing reliable and high-quality engineering solutions that meet their specific needs.

Information relating to JRE's financial capacity



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JR Evans Engineering boasts a robust financial capacity, underscored by a flawless track record of never having defaulted on any obligations. Since its inception, the company has consistently demonstrated strong financial health through annual revenue growth, reflecting its stability and resilience. Furthermore, JR Evans Engineering operates debt-free, ensuring that it maintains the financial flexibility and resources necessary to support large-scale projects and commitments, such as those required by Corkscrew Grove Stewardship District CDD, without any financial constraints.

A listing of JRE's current state, federal and local licenses and status of same

JR Evans Engineering, P.A. holds several licenses and certifications that enable them to operate in Florida. Here are some of the key licenses and their status:

1. **Florida Department of Business & Professional Regulation License:** JR Evans Engineering has a license number of **29226** issued by this department.
2. **Engineers, Board of Professional Licenses:** They hold multiple licenses from the Engineers Board, including **57436**, **60077**, and **56740**, all with an expiration date of February 28, 2027.
3. **Local Business Tax Receipt:** To operate in Lee County, they must have a valid Local Business Tax Receipt, which requires an active state certificate or license.

These licenses indicate that JR Evans Engineering is properly licensed to provide engineering services in Florida. However, it's always advisable to verify the current status of these licenses with the relevant state and local authorities.

Current Certificate of Insurance identifying JRE current insurance limits and JRE E&O and other insurance.

JR Evans current certificate of insurance is attached.

Information relating to whether, over the past 10 years, JRE has been terminated from any contract, and if so, the reasons for such termination, and if no such conditions exist, JRE to affirmatively disclose the same.

Over the past decade, JR Evans Engineering, P.A. has not been terminated from any contract. We affirmatively disclose that our contractual relationships have been maintained without interruption, reflecting our commitment to delivering high-quality services and meeting client expectations. As a result, there are no instances of contract termination to report, and we continue to uphold our reputation for reliability and professionalism in all our engagements.

Information relating to whether, over the past 10 years, JRE has defaulted on any contract or is in arrears on any contract, or for failure to demonstrate proper licensure



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and business organization, and, if no such conditions exist, JRE shall affirmatively disclose the same.

Over the past decade, JRE has maintained a flawless record in contractual obligations, never defaulting on any contract or falling into arrears. Additionally, JRE has consistently demonstrated proper licensure and business organization, ensuring compliance with all relevant regulations and standards. This exemplary performance underscores JRE's commitment to reliability and professionalism in its operations.

Information relating to whether, over the past 10 years, JRE has been involved in any litigation involving any contract or work and the status and/or results of such litigation, and, if no such conditions exist, JRE shall affirmatively disclose the same.

Over the past decade, JR Evans Engineering, P.A. has not been involved in any litigation related to contracts or work performed by the company. As a result, there are no pending or resolved lawsuits, judgments, or settlements that pertain to contractual disputes or work-related issues. We affirmatively disclose that our operations have been litigation-free in this regard, reflecting our commitment to maintaining strong relationships with clients and partners, and ensuring that all projects are executed with integrity and professionalism.

Information relating to whether, over the past 10 years, JRE has been the subject of any governmental action of any kind (e.g. investigation, proceeding, penalty, licensure issue, etc.) and the status and/or results of such action, and, if no such conditions exist, JRE shall affirmatively disclose the same.

Over the past decade, JR Evans Engineering, P.A., has not been the subject of any governmental actions, including investigations, proceedings, penalties, or licensure issues. The company has consistently maintained compliance with all relevant regulations and laws, ensuring that its professional licenses remain in good standing. We affirmatively disclose that there have been no governmental actions against JR Evans Engineering during this period, reflecting our commitment to operating with integrity and adhering to professional standards.

Forms attached:

SF 330

Affidavit of Acknowledgements

Sworn Statement -Public Entity Crimes

Schedule of Rates (Exhibit "A")

Affidavit of Compliance with Anti-Human Trafficking Laws (Exhibit "B")

Other Attachments:

Resumes

Certificate of Insurance

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION <i>(City and State)</i> Corkscrew Grove Stewardship District (Collier County, FL)		
2. PUBLIC NOTICE DATE	3. SOLICITATION OR PROJECT NUMBER	

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE Joshua R. Evans, P.E., President		
5. NAME OF FIRM J.R. Evans Engineering, P.A.		
6. TELEPHONE NUMBER 239-405-9148	7. FAX NUMBER 239-288-2537	8. E-MAIL ADDRESS josh@jreeng.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	<i>(Check)</i>						
	PRIME	J-V PARTNER	SUBCON-	TRACTOR			
					J.R. Evans Engineering, P.A.	9961 Interstate Commerce Drive Suite 230 Fort Myers, FL 33913	District Engineer
a.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Joshua Evans	13. ROLE IN THIS CONTRACT Project Manager/District Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 25+	b. WITH CURRENT FIRM 15

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION <i>(Degree and Specialization)</i> University of Kentucky, Bachelor of Science Architectural Engineering, University of FL Masters of Engineering Hydrologic Science Engineering	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Florida, Professional Engineer (Civil)
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*
Publications: "Response of Runoff Diazinon Concentration to Post Application Irrigation and Formulations", Dec. 1997/"Energy Savings in Water and Wastewater Treatment Facilities from Energy Efficient Motor and Pumptps", July 1998

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Arborwood CDD-District Engineer, Fort Myers, FL	2013	Current
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as District Engineer providing services related to operation and maintenance of the stormwater management system and plan review.	<input type="checkbox"/> Check if project performed with current firm	
Terreno CDD-District Engineer, Naples, FL	2015	Current
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as District Engineer providing services related to CDD establishment, bond validations, preparation of engineering reports, expert witness testimony, plan review and attend district board meetings on an-as-necessary basis.	<input type="checkbox"/> Check if project performed with current firm	
Talis Park CDD-District Engineer, Naples, FL	2010	Current
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as District Engineer providing services related to CDD establishment, bond validations, preparation of engineering reports, expert witness testimony, plan review and attend district board meetings on an-as-necessary basis.	<input type="checkbox"/> Check if project performed with current firm	
The Brooks-District Engineer, Lee County, FL	2003	2005
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as District Engineer providing services related to CDD establishment, bond validations, preparation of engineering reports, expert witness testimony, plan review and attend district board meetings on an-as-necessary basis.	<input type="checkbox"/> Check if project performed with current firm	
The Quarry CDD-District Engineer, Naples, FL	2012	2018
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as District Engineer providing services related to CDD establishment, bond validations, preparation of engineering reports, expert witness testimony, plan review and attend district board meetings on an-as-necessary basis.	<input type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Ryan Lorenz	13. ROLE IN THIS CONTRACT Project Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 3	b. WITH CURRENT FIRM 3
15. FIRM NAME AND LOCATION <i>(City and State)</i> J.R. Evans Engineering, P.A., Fort Myers, FL			
16. EDUCATION <i>(Degree and Specialization)</i> Florida Gulf Coast University Bachelor of Science, Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Florida, Engineer Intern (Civil)	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i> Arborwood CDD-Project Engineer, Fort Myers, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION <i>(If applicable)</i> Current
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm a. Served as Project Engineer providing services related to operation and maintenance of the stormwater management system and plan review. Attend district board meetings and preparation of engineering reports.		
(1) TITLE AND LOCATION <i>(City and State)</i> Terreno CDD-Project Engineer, Naples, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION <i>(If applicable)</i> Current
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm b. Served as Project Engineer providing services related to operation and maintenance of the stormwater management system, and plan review. Attend district board meetings and preparation of engineering reports.		
(1) TITLE AND LOCATION <i>(City and State)</i> Talis Park CDD-Project Manager, Naples, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION <i>(If applicable)</i> Current
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm c. Served as Project Engineer providing services related to operation and maintenance of the stormwater management system, and plan review. Attend district board meetings and preparation of engineering reports.		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm d.		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm e.		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1
21. TITLE AND LOCATION <i>(City and State)</i> Talis Park CDD-District Engineer	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2013	CONSTRUCTION <i>(If applicable)</i> current

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Kitson Partners	b. POINT OF CONTACT NAME Mr. Paul Winkleion	c. POINT OF CONTACT TELEPHONE NUMBER 941-875-4195
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Scope of services include District Engineering Services in support of the Surface Water Management for Talis Park in Collier County. Specific services include the design of control structure metal baffle details for various lake interconnect pipe sizes, prepare and design the repair modifications for Lake 14 that include the utilization of HDPE liner, flap gates, control structures and bubbler boxes. Also involved, was the preparation and submittal of a Collier County excavation permit application for Lake 14 and a SWFMD lake certification phasing plan.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 2
21. TITLE AND LOCATION <i>(City and State)</i> Arborwood CDD -Fort Myers, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2013	CONSTRUCTION <i>(If applicable)</i> current

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Special District Services	b. POINT OF CONTACT NAME Kathleen Meneely	c. POINT OF CONTACT TELEPHONE NUMBER 941-875-4195
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Served as District Engineer providing services related to operation and maintenance of the stormwater management system and plan review. Implemented drainage structure and piping inspection and cleaning plan for CDD infrastructure; prepared annual lake bank inspection, and remediation plans as deficiencies occurred.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 3
21. TITLE AND LOCATION <i>(City and State)</i> Terreno CDD	22. YEAR COMPLETED PROFESSIONAL SERVICES 2015 CONSTRUCTION <i>(If applicable)</i>	

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Special District Services	b. POINT OF CONTACT NAME Ms. Michelle Krizen	c. POINT OF CONTACT TELEPHONE NUMBER 941-223-2475
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Served as District Engineer providing services related to operation and maintenance of the stormwater management system and plan review. Implemented drainage structure and piping inspection and cleaning plan for CDD infrastructure; prepared annual lake bank inspection, and remediation plans as deficiencies occurred.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME JR Evans Engineering, P.A.	(2) FIRM LOCATION <i>(City and State)</i> Estero, FL	(3) ROLE District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 4
21. TITLE AND LOCATION <i>(City and State)</i> Talis Brooks - CDD	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2003	CONSTRUCTION <i>(If applicable)</i> 2005

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Served as District Engineer providing services related to operation and maintenance of the stormwater management system and plan review. Implemented drainage structure and piping inspection and cleaning plan for CDD infrastructure; prepared annual lake bank inspection, and remediation plans as deficiencies occurred.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

31. SIGNATURE


32. DATE
OCT 22, 2025

33. NAME AND TITLE
Joshua R. Evans, P.E., President J.R. Evans Engineering, P.A.



JREVANS-03

SE2IMGONZALEZ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners of Florida, LLC 8950 Fontana Del Sol Way, Suite 200 Naples, FL 34109	CONTACT NAME: Candice Stapleton	
	PHONE (A/C, No, Ext): (239) 649-1444 FAX (A/C, No): E-MAIL ADDRESS: Candice.Stapleton@assuredpartners.com	
INSURED J,R Evans Engineering, P.A 9961 Interstate Commerce Dr Fort Myers, FL 33913	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Southern-Owners Insurance Company	10190
	INSURER B : Pacific Insurance Company, Ltd	10046
	INSURER C :	
	INSURER D :	
	INSURER E :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			134612-20168206-25	8/24/2025	8/24/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			4962649500	8/24/2025	8/24/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			4962649501	8/24/2025	8/24/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional/General			OH047735924	9/22/2025	9/22/2026	Aggregate \$ 3,000,000

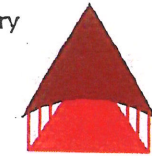
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER For Bidding Purposes	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



Ron DeSantis, Governor

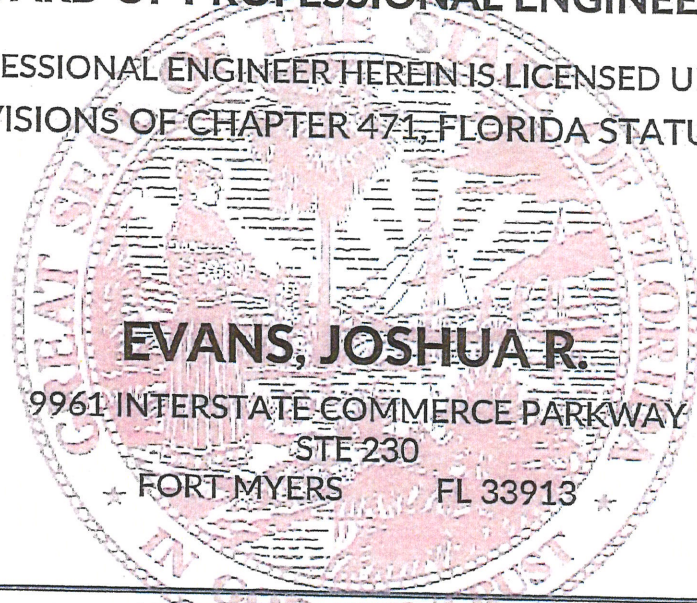
Melanie S. Griffin, Secretary



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES



EVANS, JOSHUA R.

9961 INTERSTATE COMMERCE PARKWAY
STE 230
* FORT MYERS FL 33913 *

LICENSE NUMBER: PE57436

EXPIRATION DATE: FEBRUARY 28, 2027

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

State of Florida

Department of State

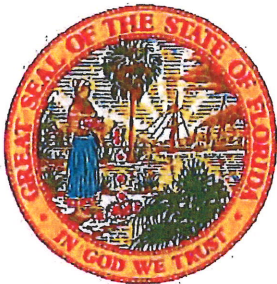
I certify from the records of this office that JR EVANS ENGINEERING, P.A. is a corporation organized under the laws of the State of Florida, filed on August 12, 2010.

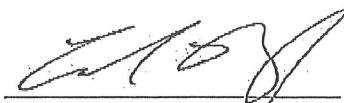
The document number of this corporation is P10000066272.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on January 16, 2025, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixteenth day of January, 2025*




Secretary of State

Tracking Number: 2069540029CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Corkscrew Grove Stewardship District

Professional Services Agreement with J.R. Evans

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

THIS AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES (the "Agreement") is made and entered into this 30th day of October, 2025, by and between:

CORKSCREW GROVE STEWARDSHIP DISTRICT, a local unit of special-purpose government established pursuant to Chapter 2025-237, Laws of Florida, and located in Collier County, Florida, with a mailing address of 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (the "District"); and

J.R. EVANS ENGINEERING, P.A., with a mailing address of 9961 Interstate Commerce Drive, Suite 230, Fort Myers, Florida 33913 "Engineer").

RECITALS

WHEREAS, the District is a local unit of special purpose government established pursuant to the District is a local unit of special-purpose government established pursuant to Chapter 2025-237, Laws of Florida; and

WHEREAS, the District is authorized to plan, acquire and/or maintain improvements, facilities and services in conjunction with the development and maintenance of the lands within the District; and

WHEREAS, pursuant to Section 287.055, *Florida Statutes*, the District solicited qualifications from qualified firms and individuals to provide professional engineering services to the District on a continuing basis; and

WHEREAS, Engineer submitted a proposal to serve in this capacity; and

WHEREAS, on October 30, 2025, the District's Board of Supervisors (the "Board") ranked Engineer as the most qualified firm to provide professional engineering services for the District and authorized the negotiation of a contract pursuant to Section 287.055, *Florida Statutes*; and

WHEREAS, the District intends to employ Engineer to perform engineering, construction administration, environmental management and permitting, financial and economic studies, as defined by a separate work authorization or work authorizations; and

WHEREAS, the Engineer shall serve as District's professional representative in each service or project to which this Agreement applies and will give consultation and advice to the District during performance of these services.

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, the acts and deeds to be performed by the parties hereto and the payments by the District to the Engineer of the sums of money herein specified, it is mutually covenanted and agreed as follows:

ARTICLE 1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and are incorporated by reference herein as a material part of this Agreement.

ARTICLE 2. SCOPE OF SERVICES.

- A.** The Engineer will provide general engineering services for the District, including:
 - 1. Preparation of any necessary reports and attendance at meetings of the Board.
 - 2. Assisting in meeting with necessary parties involving bond issues, special reports, feasibility studies or other tasks.
 - 3. Providing professional engineering services, including but not limited to, review and execution of documents under the District's Trust Indentures and monitoring of District projects.
 - 4. Any other items requested by the Board.

- B.** Engineer shall, when authorized by the Board, provide general services related to construction of any District projects, including but not limited to:
 - 1. Periodic visits to the site, or full time construction management of District projects, as directed by District.
 - 2. Processing of contractors' pay estimates.
 - 3. Preparation of, and/or assistance with, the preparation of work authorizations, requisitions, change orders and acquisitions for review by the District Manager, District Counsel, and the Board.
 - 4. Final inspection and requested certificates for construction, including the final certificate of construction.
 - 5. Consultation and advice during construction, including performing all roles and actions required of any construction contract between District and any contractor(s) in which Engineer is named as owner's representative or "Engineer."

6. Any other activity related to construction as authorized by the Board.
- C. With respect to maintenance of the facilities, Engineer shall render such services as authorized by the Board.

ARTICLE 3. METHOD OF AUTHORIZATION. Each service or project shall be authorized in writing by the District. The written authorization shall be incorporated in a work authorization which shall include the scope of services, compensation, project schedule, and special provisions or conditions specific to the service or project being authorized and shall be in a form similar to the form set for in **Exhibit A** hereto (the "Work Authorization"). Authorization of services or projects under this Agreement shall be at the sole option of the District.

ARTICLE 4. COMPENSATION. It is understood and agreed that the payment of compensation for services under this Agreement shall be stipulated in each Work Authorization. One of the following methods will be utilized:

- A. **Lump Sum Amount** – The District and Engineer shall mutually agree to a lump sum amount for the services to be rendered payable monthly in direct proportion to the work accomplished. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in Section 287.017 of the Florida Statutes for CATEGORY FOUR, the District shall require the Engineer 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. The price for any lump sum Work Authorization, and any additions thereto, will be adjusted to exclude any significant sums by which the District determines the Work Authorization was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such adjustments must be made within one (1) year following the completion of the work contemplated by the lump sum Work Authorization.
- B. **Hourly Personnel Rates** – For services or projects where the scope of services is not clearly defined or recurring services or other projects where the District desires the use of the hourly compensation rates, the rates outlined in **Exhibit B**, attached hereto and incorporated by this reference, shall apply. The District and Engineer may agree to a "not to exceed" amount when utilizing hourly personnel rates for a specific work authorization.

ARTICLE 5. REIMBURSABLE EXPENSES. Reimbursable expenses consist of actual expenditures made by Engineer, its employees, or its consultants in the interest of the services for the incidental expenses as listed as follows:

- A. Expenses of transportation and living when traveling in connection with a project and fees paid for securing approval of authorities having jurisdiction over the project. All expenditures shall be made in accordance with Chapter 112, *Florida Statutes*, and with the District's travel policy.
- B. Expense of reproduction, postage and handling of drawings and specifications.

ARTICLE 6. TERM OF AGREEMENT. It is understood and agreed that the term of this Agreement will be from the time of execution of this Agreement by the parties hereto until terminated in accordance with its terms.

ARTICLE 7. SPECIAL CONSULTANTS. When authorized in writing by the District, additional special consulting services may be utilized by Engineer and paid for on a cost basis.

ARTICLE 8. BOOKS AND RECORDS. Engineer shall maintain comprehensive books and records relating to any services performed under this Agreement, which shall be retained by Engineer for a period of at least four (4) years from and after completion of any services hereunder, or such further time as required under Florida law. The District, or its authorized representative, shall have the right to audit such books and records at all reasonable times upon prior notice to Engineer.

ARTICLE 9. OWNERSHIP OF DOCUMENTS.

- A. All rights in and title to all plans, drawings, specifications, ideas, concepts, designs, sketches, models, programs, software, creation, inventions, reports, or other tangible work product originally developed by Engineer pursuant to this Agreement (the "**Work Product**") shall be and remain the sole and exclusive property of the District when developed and shall be considered work for hire.
- B. The Engineer shall deliver all Work Product to the District upon completion thereof, unless it is necessary for the Engineer in the District's sole discretion to retain possession for a longer period of time. Upon early termination of the Engineer's services hereunder, the Engineer shall deliver to the District all such Work Product, whether complete or not, upon payment of all outstanding balances due Engineer for Work Product. The District shall have all rights to use any and all Work Product. Engineer shall retain copies of the Work Product for its permanent records, provided the Work Product is not used without the District's prior express written consent. The Engineer agrees not to recreate any Work Product contemplated by this Agreement, or portions thereof, which if constructed or otherwise materialized, would be reasonably identifiable with the District. If said Work Product is used by the District for any purpose other than that purpose which is intended by this Agreement, the

District shall indemnify Engineer from any and all claims and liabilities which may result from such re-use, in the event Engineer does not consent to such use.

- C. The District exclusively retains all manufacturing rights to all materials or designs developed under this Agreement. To the extent the services performed under this Agreement produce or include copyrightable or patentable materials or designs, such materials or designs are work made for hire for the District as the author, creator, or inventor thereof upon creation, and the District shall have all rights therein including, without limitation, the right of reproduction, with respect to such work. The Engineer hereby assigns to the District any and all rights the Engineer may have including, without limitation, the copyright, with respect to such work. The Engineer acknowledges that the District is the motivating factor for, and for the purpose of copyright or patent, has the right to direct and supervise, the preparation of such copyrightable or patentable materials or designs.

ARTICLE 10. REUSE OF DOCUMENTS. All documents including drawings and specifications furnished by Engineer pursuant to this Agreement are instruments of service. Such documents are not intended or represented to be suitable for reuse by District or others on extensions of the work for which they were provided or on any other project. Any reuse without specific written consent by Engineer will be at the District's sole risk and without liability or legal exposure to Engineer. All documents including drawings, plans and specifications furnished by Engineer to District are subject to reuse in accordance with Section 287.055(10), *Florida Statutes*.

ARTICLE 11. ESTIMATE OF COST. Since Engineer has no control over the cost of labor, materials, or equipment or over a contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer's opinions of probable cost provided as a service hereunder are to be made on the basis of its experience and qualifications and represent Engineer's best judgment as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable cost prepared by Engineer. If the District wishes greater assurance as to the construction costs, it shall employ an independent cost estimator at its own expense. Services to modify approved documents to bring the construction cost within any limitation established by the District will be considered additional services and justify additional fees.

ARTICLE 12. INSURANCE.

- A. Subject to the provisions of this Article, the Engineer shall, at a minimum, maintain throughout the term of this Agreement the following insurance:
 - 1. Workers' Compensation Insurance in accordance with the laws of the State of Florida.

2. Commercial General Liability Insurance, including but not limited to, bodily injury (including contractual), property damage (including contractual), products and completed operations, and personal injury with limits of not less than One Million Dollars and No Cents (\$1,000,000.00) per occurrence, and not less than Two Million Dollars and No Cents (\$2,000,000.00) in the aggregate covering all work performed under this Agreement.
 3. Automobile Liability Insurance, including without limitation bodily injury and property damage, including all vehicles owned, leased, hired, and non-owned vehicles with limits of not less than One Million Dollars and No Cents (\$1,000,000.00) combined single limit covering all work performed under this Agreement.
 4. Professional Liability Insurance for Errors and Omissions, with limits of not less than One Million Dollars and No Cents (\$1,000,000.00).
- B. All insurance policies secured by Engineer pursuant to the terms of this Agreement shall be written on an "occurrence" basis to the extent permitted by law, except with respect to the Professional Liability insurance which shall be made on a claims made basis.
- C. The District and the District's officers, supervisors, agents, staff, and representatives shall be named as additional insured parties, except with respect to the Worker's Compensation Insurance and Professional Liability Insurance for which only proof of insurance shall be provided. The Engineer shall furnish the District with the Certificate of Insurance evidencing compliance with the requirements of this Section. No certificate shall be acceptable to the District, unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the state of Florida.
- D. If the Engineer fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Engineer shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

ARTICLE 13. CONTINGENT FEE. The Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to

solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 14. AUDIT. Records of the Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times. The Engineer agrees that the District or any of its duly authorized representatives shall have access to and the right to examine any books, documents, papers, and records of the Engineer involving transactions related to the Agreement for a period of four (4) years or longer as required by law. The Engineer agrees that payment made under the Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to constitute allowable costs. All required records shall be maintained until either (a) the completion of an audit and resolution of all questions arising therefrom, or (b) three years after the expenditure of all funds under this Agreement, or (c) the public record retention period established by the District's records retention policy, whichever comes later.

ARTICLE 15. COMPLIANCE WITH GOVERNMENTAL REGULATIONS. In performing its obligations under this Agreement, the Engineer and each of its agents, servants, employees, or anyone directly or indirectly employed by the Engineer, shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public or governmental authority having appropriate jurisdiction. If the Engineer fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Engineer or any of its agents, servants, or employees, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

ARTICLE 16. COMPLIANCE WITH PROFESSIONAL STANDARDS. In performing its obligations under this Agreement, the Engineer and each of its agents, servants, employees, or anyone directly or indirectly employed by Engineer, shall maintain the standard of care, skill, diligence, and professional competency for such work and/or services ordinarily used by members of the Engineer's profession practicing under similar circumstances at the same time and in the same locality. Any designs, drawings, reports, or specifications prepared or furnished by Engineer that contain errors, conflicts, or omissions will be promptly corrected by Engineer at no cost to the District.

ARTICLE 17. INDEMNIFICATION.

- A. The Engineer agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the District, its officers, supervisors, agents, staff, and representatives from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, paralegal fees, and expert witness fees and costs for trial, alternative dispute resolution, or appellate proceedings, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct or errors or omissions of the Engineer and persons employed or utilized by the Engineer in the performance of this Agreement.
- B. Engineer agrees and covenants that nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity pursuant to Section 768.28, *Florida Statutes*, or other applicable law. The District agrees, to the extent permitted by Section 768.28, *Florida Statutes*, and other applicable law, to indemnify and hold the Engineer harmless from any damage, liability or cost to the extent caused by the District's negligence, recklessness, or intentionally wrongful conduct of the District and persons employed or utilized by the District in the performance of this Agreement.
- C. The following shall apply only to the extent a limitation on liability is required by Section 725.06, *Florida Statutes*, or other applicable law: liability under this section shall in no event exceed the sum of Two Million Dollars (\$2,000,000). Engineer shall carry, at its own expense, insurance in a company satisfactory to District to cover the aforementioned liability. Engineer agrees such limitation bears a reasonable commercial relationship to the Agreement.
- D. Disclaimer of Consequential Damages - Notwithstanding anything to the contrary in this Agreement, the Parties shall have no liability to each other for indirect, consequential, or special damages including, but not limited to, liability or damages for delays of any nature, loss of anticipated revenues or profits, costs of shutdown or startup.
- E. **UNDER THIS AGREEMENT, AND SUBJECT TO THE REQUIREMENTS OF SECTION 558.0035, FLORIDA STATUTES, WHICH REQUIREMENTS ARE EXPRESSLY INCORPORATED HEREIN, AN INDIVIDUAL EMPLOYEE OR AGENT OF ENGINEER MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**
- F. In the event that any indemnification, defense, or hold harmless provision of this Agreement is determined to be unenforceable, the provision shall be reformed in accordance with the mutual intent of the Engineer and the District to provide indemnification, defense, and hold harmless provisions to the maximum effect allowed by Florida law and for the benefit of the Indemnitees.

ARTICLE 18. EMPLOYMENT VERIFICATION; E-VERIFY. The Engineer agrees that it shall bear the responsibility for verifying the employment status of all persons it employs or subcontracts in the performance of this Agreement and agrees to otherwise comply with all applicable federal and Florida law, including but not limited to the Immigration Reform and Control Act of 1986, as amended, and Section 448.095, *Florida Statutes*.

ARTICLE 19. INDEPENDENT CONTRACTOR. In all matters relating to this Agreement, the District and the Engineer agree and acknowledge that the Engineer shall serve as an independent contractor of the District. Neither the Engineer nor employees of the Engineer, if any, are employees of the District under the meaning or application of any Federal or State unemployment, insurance laws, or any other potentially applicable laws. The Engineer agrees to assume all liabilities or obligations by any one or more of such laws with respect to employees of the Engineer, if any, in the performance of this Agreement. The Engineer shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Engineer shall have no authority to represent as agent, employee, or in any other capacity the District, unless set forth differently herein or authorized by vote of the Board.

ARTICLE 20. CONTROLLING LAW. The Engineer and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida. Venue for all proceedings with respect to this Agreement shall be Collier County, Florida.

ARTICLE 21. NOTICE. All notices, requests, consents and other communications under this Agreement (“Notices”) shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

- A. If to Engineer:** J.R. Evans Engineering, P.A.
9961 Interstate Commerce Drive, Suite 230
Fort Myers, Florida 33913
Attn: Joshua Evans, P.E.

- B. If to District:** Corkscrew Grove Stewardship District
3501 Quadrangle Boulevard, Suite 270
Orlando, Florida 32817
Attn: District Manager

- With a copy to:** Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301
Attn: District Counsel

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day.

If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Engineer may deliver Notice on behalf of the District and the Engineer. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days' written notice to the parties and addressees set forth herein.

ARTICLE 22. PUBLIC RECORDS. Engineer understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Engineer agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Engineer acknowledges that the designated public records custodian for the District is Lynne Mullins (the "Public Records Custodian"). Among other requirements and to the extent applicable by law, the Engineer shall 1) keep and maintain public records required by the District to perform the Services; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if the Engineer does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the Agreement, transfer to the District, at no cost, all public records in Engineer's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Engineer, the Engineer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE ENGINEER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ENGINEER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (407) 723-5900, RECORDREQUEST@PFM.COM, OR 3501 QUADRANGLE BLVD., SUITE 270, ORLANDO, FLORIDA 32817.

ARTICLE 23. NO THIRD PARTY BENEFITS. Nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred by operation of law.

ARTICLE 24. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

ARTICLE 25. ASSIGNMENT. Except as provided otherwise in this Agreement, neither the District nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the express written consent of the other. Any purported assignment without such written consent is void. Nothing in this paragraph shall prevent the Engineer from employing such independent professional associates and consultants as Engineer deems appropriate and consistent with this Agreement.

ARTICLE 26. CONSTRUCTION DEFECTS. ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, *FLORIDA STATUTES*.

ARTICLE 27. AMENDMENT. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both the District and the Engineer.

ARTICLE 28. ARM'S LENGTH TRANSACTION. This Agreement reflects the negotiated agreement of the District and the Engineer, each represented by competent legal counsel. Accordingly, this Agreement shall be construed as if both parties jointly prepared it, and no presumption against one party or the other shall govern the interpretation or construction of any of the provisions of this Agreement.

ARTICLE 29. TERMINATION. The District may terminate this Agreement for cause immediately upon notice to Engineer. The District or the Engineer may terminate this Agreement without cause upon thirty (30) days' written notice. At such time as the Engineer receives notification of the intent of the District to terminate the Agreement, the Engineer shall not perform any further services, unless directed to do so in writing by the District. In the event of any termination or breach of any kind, the Engineer shall not be entitled to consequential damages of any kind (including but not limited to lost profits), but instead the Engineer's sole remedy will be to recover payment for services rendered to the date of the notice of termination, subject to any offsets.

ARTICLE 30. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

ARTICLE 31. ENFORCEMENT OF AGREEMENT. In the event that either the District or the Engineer is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover from the other party all costs incurred, including reasonable attorney's fees, paralegal fees, expert witness fees, and costs at all judicial levels.

ARTICLE 32. ACCEPTANCE. Acceptance of this Agreement is indicated by the signatures of the authorized representatives of the District and the Engineer in the spaces provided below.

ARTICLE 33. COUNTERPARTS. This instrument may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

ARTICLE 34. COMPLIANCE WITH SECTION 20.055, FLORIDA STATUTES. The Engineer agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes*.

ARTICLE 35. SCRUTINIZED COMPANIES STATEMENT. Engineer certifies it: (i) is not in violation of Section 287.135, *Florida Statutes*; (ii) is not on the Scrutinized Companies with Activities in Sudan List; (iii) is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; (iv) does not have business operations in Cuba or Syria; (v) is not on the Scrutinized Companies that Boycott Israel List; and (vi) is not participating in a boycott of Israel. If the Engineer is found to have submitted a false statement with regards to the prior sentence, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, has engaged in business operations in Cuba or Syria, and/or has engaged in a boycott of Israel, the District may immediately terminate the Contract.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

ATTEST:

**CORKSCREW GROVE STEWARDSHIP
DISTRICT**

Secretary/Assistant Secretary


Chairperson, Board of Supervisors

WITNESS:

J.R. EVANS ENGINEERING, P.A.



Witness



Print Name: Christopher R. Mitchell
Title: Chief Operating Officer

EXHIBIT A: Form of Work Authorization
EXHIBIT B: Rate Schedule

Exhibit A
Form of Work Authorization

_____, 20__

Corkscrew Grove Stewardship District
Collier County, Florida

Subject: **Work Authorization Number _____**
 Corkscrew Grove Stewardship District

Dear Chairperson, Board of Supervisors:

J.R. Evans Engineering, P.A. ("Engineer"), is pleased to submit this work authorization to provide engineering services for the Corkscrew Grove Stewardship District (the "District"). We will provide these services pursuant to our current agreement, dated October 30, 2025 ("Engineering Agreement") as follows:

I. Scope of Work

The District will engage Engineer to perform those services [INSERT SERVICES TO BE PROVIDED].

II. Fees

The District will compensate Engineer pursuant to the hourly rate schedule contained in the Engineering Agreement.

This proposal, together with the Engineering Agreement, represents the entire understanding between the District and Engineer with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Thank you for considering J.R. Evans Engineering, P.A. We look forward to helping you create a quality project.

APPROVED AND ACCEPTED

Sincerely,

By: _____
Authorized Representative of
Corkscrew Grove Stewardship
District



Date: October 28, 2025

Exhibit B
Rate Schedule

Hourly Rate Codes (effective 01/01/25):

These rates are subject to any increases which may take effect over the term of the contract.

Principal Engineer	\$295
Senior Coastal Engineer	\$265
Coastal Project Manager II	\$245
Coastal Project Manager I	\$220
Coastal Engineer II	\$190
Coastal Engineer	\$160
Senior Project Manager III	\$265
Senior Project Manager II	\$240
Senior Project Manager I	\$220
Project Manager II	\$205
Project Manager I	\$195
Hydrologic/Hydraulic Engineer	\$200
CRS/NFIP Consultant	\$165
Project Engineer IV	\$165
Project Engineer III	\$150
Project Engineer II	\$140
Project Engineer I	\$130
CAD Manager	\$190
Senior Designer III	\$170
Senior Designer II	\$155
Senior Designer I	\$140
Designer	\$125
GIS Specialist	\$145
Construction Inspector II	\$135
Construction Inspector I	\$110
Intern	\$80
Project Coordinator II	\$95
Project Coordinator I	\$85

Sub-Consultant and Reimbursable Expenses: Cost plus 20%

Expert Witness at 200% of Scheduled Rate

Survey Equipment Usage: \$200/day

Reproduction: Administrative Rate plus below cost:

24x36 B/W Print \$1.50/sheet	24x36 Color Print \$15/sheet
24x36 Color Aerial - \$35/sheet	8 ½ x 11 B/W - \$0.25/sheet
8 ½ x 11 Color - \$1.00/sheet	11 x 17 B/W - \$1.25/sheet
11 x 17 Color - \$2.50	

STANDARD BUSINESS TERMS & CONDITIONS

These Standard Business Terms & Conditions are attached to, and made part of, the Proposals and Agreements between J.R. Evans Engineering, P.A. and Client.

Limitation of Liability

J.R. Evans Engineering's services under this Agreement will be consistent with the Standard of Care for all professional engineering and related services to be performed or furnished by J.R. Evans Engineering. These engineering services shall be provided with the care and skill ordinarily provided by members of the Engineering Profession practicing under similar circumstances. Upon notice to J.R. Evans Engineering and by mutual Agreement between the parties, J.R. Evans Engineering will correct those services not meeting such a standard without additional compensation.

Notwithstanding anything to the contrary contained herein, J.R. Evans Engineering, P.A. and Client mutually agree to waive all indirect, special, incidental, and consequential damages arising from or related to this project and/or Agreement.

J.R. Evans Engineering and Client recognize that the project involves risk. The risks have been allocated such that the Client agrees to the fullest extent permitted by the law, J.R. Evans Engineering's total liability to Client for any and all injuries, claims, losses, expenses, damages, reasonable attorney's fees, and defense costs, arising out of or in any way connected to this project and/or Agreement from any cause or causes, shall not exceed the amount of the fee charged for the specific service described. Such causes include, but are not limited to, J.R. Evans Engineering's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

PURSUANT TO §558.0035, FLORIDA STATUTES, J.R. EVANS ENGINEERING, P.A.'S INDIVIDUAL EMPLOYEES AND/OR AGENTS MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM THEIR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT.

Payments and Collection

Invoicing will be provided on a monthly basis or at completion of the service. Statements are due and payable upon receipt. Client agrees to carefully read all billing statements and promptly notify J.R. Evans Engineering, in writing, of any claimed errors or discrepancies, within fifteen (15) days from the date of the statement. If J.R. Evans Engineering is not notified by the Client in writing, it is presumed that the owner agrees with the correctness, accuracy, and fairness of the billing statement.

Past due amounts may incur a late fee of 1% and J.R. Evans Engineering can upon giving 7 days written notice to Client, suspend services until payment in full is received. Retainers shall be credited on the final invoice. J.R. Evans Engineering is entitled to collect reasonable fees and costs, including collection agency, attorney's fees and interest as required to obtain collection of any fees under the Agreement.

Reimbursable Expenses

Expenses for reproduction services, courier fees, delivery, presentation materials, long distance phone calls, travel made on behalf of the project, subcontractors, and any other out-of-pocket expenses incurred on the project are reimbursable to J.R. Evans Engineering. These expenses will be billed to the Client per the Rate Schedule in effect at time of services.

Permit and Application Fees

Client shall pay all permit and application fees required for the project.

Letters of Map Change (LOMC)

If a LOMC is granted for the project area, J.R. Evans Engineering is not responsible (financially or otherwise) for any future LOMC's performed by FEMA (and/or its contractors) or private consultants, which could potentially modify the project area's Flood Insurance Rate designation.

The VE flood zone removal guarantee shall become null and void and shall not be applicable in the event of the following: If the building(s), is found by FEMA to have been constructed in violation(s) of FEMA/NFIP floodplain management rules/regulations in effect at time of construction, and a cure for the violation(s) is not provided by the Client (or others representing the Client) to FEMA's satisfaction, and FEMA subsequently denies or otherwise rejects the LOMR application due solely to the outstanding violation(s).

Termination

This agreement may be terminated by either party upon thirty days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Irrespective of which party shall affect termination, the Client shall pay J.R. Evans Engineering for all services rendered to the date of termination.

Duty to Cooperate

The parties agree to provide reasonable access to information regarding the site or the Work performed and to responsible personnel as may be required to address any claim made regarding the Work performed or this Agreement. The parties further agree to provide copies to each other of any claims, demands or notices from any federal, state or local public agency regarding the Work performed for this Agreement.

Attorney Fees

Should litigation arise related to services under this Agreement, the prevailing party is entitled to recover reasonable costs including staff time, court costs, attorney fees and related expenses.

Mediation

J.R. Evans Engineering and Client agree that all disputes or claims between them arising out of or relating to this Agreement made during design, construction, or post-construction of the project shall be submitted to nonbonding mediation as condition precedent to litigation unless the parties agree otherwise.

Ownership of Documents

All documents, including electronic media, prepared by J.R. Evans Engineering under this Agreement shall remain the property of J.R. Evans Engineering. These documents may not be used by Client for any other endeavor without the written consent of J.R. Evans Engineering.

Delays

J.R. Evans Engineering is not responsible for delays caused by factors beyond J.R. Evans Engineering's control including but not limited to the production of contract documents; issuance of permits from any government or agency; beginning or completion of construction; or performance of any phase of the work pursuant to this Agreement. J.R. Evans Engineering does not guarantee issuance of any permit.



Corkscrew Grove Stewardship District

**Public Hearing on the District's Use of the Uniform
Method of Levying, Collection and Enforcing
Non-Ad Valorem Assessments**



Corkscrew Grove Stewardship District

**Resolution 2026-02,
Adopting the Uniform Method**

RESOLUTION 2026-02

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

WHEREAS, the Corkscrew Grove Stewardship District (“District”) was established pursuant to the provisions of Chapter 2025-237, *Laws of Florida* (“Act”), which authorizes the District to levy certain special assessments pursuant to Chapter 170, 189, and 197 *Florida Statutes*, in order to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain District services, facilities, and infrastructure, paying principal and interest on any and all of its indebtedness or for any other purpose permitted by the Act; 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 Collier County for four (4) consecutive weeks prior to such hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORKSCREW GROVE STEWARDSHIP 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 special assessments imposed by the District as provided in Chapters 170, 189, and 197, *Florida Statutes*, each of which are non-ad valorem assessments which may be collected annually pursuant to the provisions of the Act, in order to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain District services, facilities, and infrastructure, paying principal and interest on any and all of its indebtedness or for any other purpose permitted by the Act. 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 Collier County 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 30th day of October, 2025.

ATTEST:

CORKSCREW GROVE STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Exhibit A: Legal Description

Exhibit A

A PARCEL OF LAND LOCATED IN SECTIONS 03, 04, 05, 06, 07, 08, 09, 10, 15 AND 18, TOWNSHIP 46 SOUTH, RANGE 28 EAST, COLLIER COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

AREA 1:

BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 04; THENCE RUN S.89°34'35" E., ALONG THE NORTH LINE OF SAID NORTHWEST QUARTER, FOR A DISTANCE OF 2,601.08 FEET TO THE NORTHWEST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 04; THENCE RUN N.89°49'18"E., ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER, FOR A DISTANCE OF 2,703.78 FEET TO THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 03; THENCE RUN S.89°29'58"E., ALONG THE NORTH LINE OF SAID NORTHWEST QUARTER, FOR A DISTANCE OF 2,641.45 FEET TO THE NORTHWEST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 03; THENCE RUN S.89°29'58" E., ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER, FOR A DISTANCE OF 2,641.44 FEET TO THE NORTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE RUN S.00°35'20"E., ALONG THE EAST LINE OF SAID NORTHEAST QUARTER, FOR A DISTANCE OF 2,629.09 FEET TO THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER OF SAID SECTION 03; THENCE RUN S.00°35'45"E., ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER, FOR A DISTANCE OF 1,532.89 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF STATE ROAD 82 (A 200 FOOT RIGHT OF WAY), SAID POINT HEREINAFTER REFERRED TO AS POINT "A"; THENCE RUN N.73°57'58"W., ALONG SAID NORTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 4,219.38 FEET TO A POINT ON SAID NORTHERLY RIGHT OF WAY LINE HEREINAFTER REFERRED TO AS POINT "B"; THENCE CONTINUE N.73°57'58"W., ALONG SAID NORTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 5,305.11 FEET TO A POINT ON SAID NORTHERLY RIGHT OF WAY LINE HEREINAFTER REFERRED TO AS POINT "C"; THENCE CONTINUE N.73°57'58"W., ALONG SAID NORTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 1,511.79 TO THE WEST LINE OF SAID NORTHWEST QUARTER OF SAID SECTION 04; THENCE RUN N.01°10'09"W.,

ALONG SAID WEST LINE, FOR A DISTANCE OF 1,123.48 FEET; TO THE POINT OF BEGINNING.

LESS AND EXCEPT:

COMMENCE AT THE AFOREMENTIONED POINT "B"; THENCE RUN N.16°02'02"E., FOR A DISTANCE OF 62.00 FEET TO THE POINT OF BEGINNING OF THE PARCEL OF LAND HEREIN DESCRIBED; THENCE CONTINUE, N.16°02'02"E., FOR A DISTANCE OF 39.22 FEET TO THE BEGINNING OF A TANGENTIAL CURVE TO THE LEFT, THENCE RUN NORTHERLY, ALONG THE ARC OF SAID CURVE TO THE LEFT, HAVING A RADIUS OF 647.96 FEET, THROUGH A CENTRAL ANGLE OF 16°37'00", SUBTENDED BY A CHORD DISTANCE OF 187.26 FEET, AT A BEARING OF N.07°43'32"E., FOR A DISTANCE OF 187.92 FEET TO THE END OF SAID CURVE; THENCE RUN, N.00°34'58"W., A DISTANCE OF 191.27 FEET; THENCE RUN S.89°25'02"W., FOR A DISTANCE OF 70.55 FEET; THENCE RUN N.00°34'58"W., FOR A DISTANCE OF 40.00 FEET; THENCE RUN N.89°25'02"E., FOR A DISTANCE OF 70.55 FEET; THENCE RUN N.00°34'58"W., FOR A DISTANCE OF 199.86 FEET; THENCE RUN N.89°20'29"E., FOR A DISTANCE OF 239.66 FEET; THENCE RUN S.38°31'20"E., FOR A DISTANCE OF 143.21 FEET; THENCE RUN S.51°28'40"W., FOR A DISTANCE OF 52.80 FEET; THENCE RUN S.00°39'31"E., FOR A DISTANCE OF 605.94 FEET; THENCE RUN N.73°58'04"W., FOR A DISTANCE OF 339.31 FEET TO THE POINT OF BEGINNING.

ALSO LESS AND EXCEPT:

COMMENCE AT THE AFOREMENTIONED POINT "C", THENCE RUN N.16°02'02"E., FOR A DISTANCE OF 73.00 FEET TO THE POINT OF BEGINNING OF THE PARCEL OF LAND HEREIN DESCRIBED; THENCE CONTINUE N.16°02'02"E., FOR A DISTANCE OF 60.91 FEET; THENCE RUN N.01°02'21"W., FOR A DISTANCE OF 132.64 FEET; THENCE RUN N.88°57'41"E., FOR A DISTANCE OF 234.50 FEET; THENCE RUN S.01°02'17"E., FOR A DISTANCE OF 268.38 FEET; THENCE RUN N.73°57'54"W., FOR A DISTANCE OF 264.01 FEET TO THE POINT OF BEGINNING.

AND AREA 2:

COMMENCE AT SAID NORTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 04; THENCE RUN S.89°58'53"W., ALONG THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 05, FOR A DISTANCE OF 2,655.24 FEET TO THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 05; THENCE RUN S.89°59'22"W., ALONG THE NORTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 05, FOR A DISTANCE OF 1,950.13 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF SAID STATE ROAD 82 (A 200 FOOT RIGHT OF WAY), AND THE POINT OF BEGINNING OF THE PARCEL OF LAND HEREIN DESCRIBED; THENCE RUN S.73°57'58"E., ALONG SAID SOUTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 5,567.97 FEET; THENCE LEAVING SAID SOUTHERLY RIGHT OF WAY LINE, RUN S.36°17'02"W., FOR A DISTANCE OF 85.80 FEET;

THENCE RUN N.73°57'58"W., FOR A DISTANCE OF 327.44 FEET;
THENCE RUN N.78°05'08"W., FOR A DISTANCE OF 96.93 FEET;
THENCE RUN S.00°02'23"W., FOR A DISTANCE OF 322.02 FEET;
THENCE RUN S.73°57'58"E., FOR A DISTANCE OF 218.62 FEET;
THENCE RUN S.36°17'02"W., FOR A DISTANCE OF 265.76 FEET;
THENCE RUN S.53°42'58"E., FOR A DISTANCE OF 60.00 FEET;
THENCE RUN N.36°17'02"E., FOR A DISTANCE OF 711.07 FEET TO
SAID SOUTHERLY RIGHT OF WAY LINE; THENCE RUN
S.73°57'57"E., ALONG SAID SOUTHERLY RIGHT OF WAY LINE,
FOR A DISTANCE OF 3,151.52 FEET; THENCE RUN S.16°02'02"W.,
FOR A DISTANCE OF 25.00 FEET; THENCE RUN S.73°57'58"E., FOR
A DISTANCE OF 464.76 FEET TO THE NORTHERLY RIGHT OF
WAY LINE OF CORKSCREW ROAD (A 100 FOOT RIGHT OF WAY);
THENCE RUN S.20°51'56"W., ALONG SAID NORTHERLY RIGHT
OF WAY LINE, FOR A DISTANCE OF 1,727.40 FEET TO THE
BEGINNING OF A TANGENTIAL CURVE TO THE RIGHT, THENCE
RUN SOUTHWESTERLY, ALONG SAID NORTHERLY RIGHT OF
WAY LINE AND ALONG THE ARC OF SAID CURVE TO THE RIGHT,
HAVING A RADIUS OF 1,859.86 FEET, THROUGH A CENTRAL
ANGLE OF 37°08'16", SUBTENDED BY A CHORD DISTANCE OF
1,184.52 FEET, AT A BEARING OF S.39°26'04"W., FOR A DISTANCE
OF 1,205.52 FEET TO THE END OF SAID CURVE; THENCE RUN
S.58°00'12"W., ALONG SAID NORTHERLY RIGHT OF WAY LINE,
FOR A DISTANCE OF 6,667.70 FEET TO THE BEGINNING OF A
TANGENTIAL CURVE TO THE LEFT, THENCE RUN SOUTH-
WESTERLY, ALONG SAID NORTHERLY RIGHT OF WAY LINE
AND ALONG THE ARC OF SAID CURVE TO THE LEFT, HAVING A
RADIUS OF 2,914.79 FEET, THROUGH A CENTRAL ANGLE OF
10°45'18", SUBTENDED BY A CHORD DISTANCE OF 546.33 FEET,
AT A BEARING OF S.52°37'33"W., FOR A DISTANCE OF 547.14
FEET TO THE END OF SAID CURVE; THENCE RUN S.47°14'54"W.,
ALONG SAID NORTHERLY RIGHT OF WAY LINE, FOR A DIS-
TANCE OF 5,800.34 FEET; THENCE RUN S.49°36'55"W., ALONG
SAID NORTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF
484.30 FEET; THENCE RUN S.47°14'54"W., ALONG SAID NORTH-
ERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 1,526.83 FEET
TO THE BEGINNING OF A TANGENTIAL CURVE TO THE RIGHT,
THENCE RUN WESTERLY, ALONG SAID NORTHERLY RIGHT OF
WAY LINE AND ALONG THE ARC OF SAID CURVE TO THE RIGHT,
HAVING A RADIUS OF 904.93 FEET, THROUGH A CENTRAL
ANGLE OF 42°19'05", SUBTENDED BY A CHORD DISTANCE OF
653.28 FEET, AT A BEARING OF S.68°24'26"W., FOR A DISTANCE
OF 668.37 FEET TO THE END OF SAID CURVE; THENCE RUN
S.89°33'59"W., ALONG SAID NORTHERLY RIGHT OF WAY LINE,
FOR A DISTANCE OF 996.61 FEET TO THE WEST LINE OF THE
NORTHWEST QUARTER OF SAID SECTION 18; THENCE RUN
N.00°39'16"W., ALONG SAID WEST LINE, FOR A DISTANCE OF
2,572.80 FEET TO THE SOUTHWEST CORNER OF THE SOUTH-
WEST QUARTER OF SAID SECTION 07; THENCE RUN N.00°25'09"

W., ALONG THE WEST LINE OF SAID SOUTHWEST QUARTER, FOR A DISTANCE OF 2,638.29 FEET TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 07; THENCE RUN N.00°24'09"W., ALONG THE WEST LINE OF SAID NORTHWEST QUARTER, FOR A DISTANCE OF 2,642.30 FEET TO THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 06; THENCE RUN N.00°48'21"W., ALONG THE WEST LINE OF SAID SECTION 06, FOR A DISTANCE OF 5,123.01 FEET; THENCE RUN S.84°55'35"E., FOR A DISTANCE OF 3,585.78 FEET; THENCE RUN N.01°07'40"W., FOR A DISTANCE OF 1,837.49 FEET TO THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 06; THENCE RUN N.89°37'36"E., ALONG SAID NORTH LINE, FOR A DISTANCE OF 1,831.47 FEET TO THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 05; THENCE RUN N.89°59'22"E., ALONG THE NORTH LINE OF SAID NORTHWEST QUARTER, FOR A DISTANCE OF 700.61 FEET TO THE POINT OF BEGINNING.

AND AREA 3:

COMMENCE AT THE AFOREMENTIONED POINT "A", THENCE RUN S.00°35'45"E., ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER OF SECTION 03, FOR A DISTANCE OF 208.73 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF SAID STATE ROAD 82 (A 200 FOOT RIGHT OF WAY), THE SAME BEING THE POINT OF BEGINNING OF THE PARCEL OF LAND HEREIN DESCRIBED; THENCE CONTINUE S.00°35'45"E., ALONG SAID EAST LINE, FOR A DISTANCE OF 887.38 FEET TO THE NORTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 10; THENCE RUN S.00°28'02"E., ALONG THE EAST LINE OF SAID NORTHEAST QUARTER, FOR A DISTANCE OF 2,699.34 FEET TO THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER OF SAID SECTION 10; THENCE RUN S.00°28'13"E., ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER, FOR A DISTANCE OF 2,699.02 FEET TO THE NORTHEAST CORNER OF SAID SECTION 15; THENCE RUN S.00°08'16"E., ALONG THE EAST LINE OF SAID SECTION 15, FOR A DISTANCE OF 4,277.12 FEET; THENCE RUN S.89°41'04"W., FOR A DISTANCE OF 1,890.02 FEET; THENCE RUN N.00°08'15"W., FOR A DISTANCE OF 4,276.95 FEET TO THE NORTH LINE OF SAID NORTHEAST QUARTER OF SECTION 15; THENCE RUN N.55°11'37"W., FOR A DISTANCE OF 4,023.70 FEET; THENCE RUN N.00°08'20"W., FOR A DISTANCE OF 707.83 FEET; THENCE RUN S.79°20'37"W., FOR A DISTANCE OF 1,604.70 FEET; THENCE RUN N.41°31'31"W., FOR A DISTANCE OF 1,675.17 FEET; THENCE RUN N.75°10'22"W., FOR A DISTANCE OF 213.78 FEET; THENCE RUN S.14°49'38"W., FOR A DISTANCE OF 726.00 FEET; THENCE RUN N.75°10'22"W., FOR A DISTANCE OF 758.28 FEET; THENCE RUN N.55°37'02"W., FOR A DISTANCE OF 989.88 FEET; THENCE RUN N.31°34'44"W., FOR A DISTANCE OF 86.46 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF CORKSCREW ROAD (A 100 FOOT RIGHT OF WAY); THENCE RUN N.58°00'12"E., ALONG

SAID SOUTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 2,531.39 FEET TO THE BEGINNING OF A TANGENTIAL CURVE TO THE LEFT, THENCE RUN NORTHEASTERLY, ALONG SAID SOUTHERLY RIGHT OF WAY LINE AND ALONG THE ARC OF SAID CURVE TO THE LEFT, HAVING A RADIUS OF 1,959.86 FEET, THROUGH A CENTRAL ANGLE OF 37°08'16", SUBTENDED BY A CHORD DISTANCE OF 1,248.21 FEET, AT A BEARING OF N.39°26'04"E., FOR A DISTANCE OF 1,270.34 FEET TO THE END OF SAID CURVE; THENCE RUN N.20°51'56"E., ALONG SAID SOUTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 1,760.94 FEET TO SAID SOUTHERLY RIGHT OF WAY LINE OF SAID STATE ROAD 82 (A 200 FOOT RIGHT OF WAY); THENCE RUN S.73°57'58"E., ALONG SAID SOUTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 2,115.13 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "D"; THENCE CONTINUE S.73°57'58"E., ALONG SAID SOUTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 4,388.36 FEET TO THE POINT OF BEGINNING.
LESS AND EXCEPT:

COMMENCE AT THE AFOREMENTIONED POINT "D", THENCE RUN S.16°02'02"W., FOR A DISTANCE OF 11.88 FEET TO THE POINT OF BEGINNING OF THE PARCEL OF LAND HEREIN DESCRIBED; THENCE RUN S.31°00'02"W., FOR A DISTANCE OF 266.13 FEET; THENCE RUN S.58°59'58"E., FOR A DISTANCE OF 15.00 FEET; THENCE RUN S.31°00'02"W., FOR A DISTANCE OF 30.00 FEET; THENCE RUN N.58°59'58"W., FOR A DISTANCE OF 15.00 FEET; THENCE RUN S.31°00'02"W., FOR A DISTANCE OF 52.82 FEET; THENCE RUN N.73°57'58"W., FOR A DISTANCE OF 134.39 FEET; THENCE RUN N.00°35'44"W., FOR A DISTANCE OF 327.71 FEET THENCE RUN S.79°16'41"E., FOR A DISTANCE OF 74.78 FEET; THENCE RUN S.80°31'35"E., FOR A DISTANCE OF 61.84 FEET; THENCE RUN S.76°49'43"E., FOR A DISTANCE OF 182.63 FEET TO THE POINT OF BEGINNING.
CONTAINING A TOTAL AREA OF 4,662.710 ACRES, MORE OR LESS.

BEARINGS SHOWN HEREON REFER TO THE NORTH LINE OF THE NORTHEAST QUARTER OF SECTION 03, TOWNSHIP 46 SOUTH, RANGE 28 EAST, COLLIER COUNTY, FLORIDA, HAVING A BEARING OF S.89°29'58"E. SOUTH 89° 23' 32.



Corkscrew Grove Stewardship District

**Public Hearing on the Adoption of the District's
Fiscal Year 2025 Budget**



Corkscrew Grove Stewardship District

**Resolution 2026-03,
Adopting Fiscal Year 2025 Budget and
Appropriating Funds**

RESOLUTION 2026-03

THE ANNUAL APPROPRIATION RESOLUTION OF THE CORKSCREW GROVE STEWARDSHIP DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year ending September 30, 2025 (“FY 2025”), the District Manager prepared and submitted to the Board of Supervisors (“Board”) of the Corkscrew Grove Stewardship District (“District”) a proposed budget (“Proposed Budget”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Chapter 2025-237, *Laws of Florida*, and Chapter 189, *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Chapter 2025-237, *Laws of Florida* and Chapter 189, *Florida Statutes*; and

WHEREAS, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Chapter 2025-237, *Laws of Florida*, and Chapter 189, *Florida Statutes*; and

WHEREAS, the District Manager will post the Proposed Budget on the District’s website in accordance with Section 189.016, *Florida Statutes*; and

WHEREAS, Chapter 2025-237, *Laws of Florida*, and Chapter 189, *Florida Statutes*, require that 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.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORKSCREW GROVE STEWARDSHIP DISTRICT:

SECTION 1. BUDGET

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Chapter 2025-237, *Laws of Florida* and Section 189.016, *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.
- b. 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 Corkscrew Grove Stewardship District for the Fiscal Year Ending September 30, 2025.”

- c. The Adopted Budget shall be posted by the District Manager on the District’s official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2025, the sum(s) set forth in **Exhibit A** 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 as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2025 or within 60 days following the end of the FY 2025 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District’s website in accordance with Section 189.016, *Florida Statutes*, and remain on the website for at least two (2) years.

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

PASSED AND ADOPTED THIS 30th DAY OF OCTOBER, 2025.

ATTEST:

CORKSCREW GROVE STEWARDSHIP DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2025 Budget

EXHIBIT A



Corkscrew Grove Stewardship District
FY 2025 Adopted Budget

**Adopted FY 2025
Budget**

Revenues

Developer Contributions	\$ 45,365.00
Net Revenues	\$ 45,365.00

General & Administrative Expenses

Financial & Administrative

Public Officials' Liability Insurance	\$ 2,100.00
Management	2,500.00
Engineering	10,000.00
District Counsel	10,000.00
Travel and Per Diem	1,500.00
Postage & Shipping	100.00
Copies	55.00
Legal Advertising	10,000.00
Bank Fees	360.00
Meeting Room	250.00
Miscellaneous	2,000.00
Office Supplies	250.00
Dues, Licenses, and Fees	250.00
Total General & Administrative Expenses	\$ 39,365.00

Field Operations

Other Physical Environment

General Insurance	\$ 2,000.00
Property & Casualty Insurance	1,500.00
Contingency	2,500.00
Total Field Operations Expenses	\$ 6,000.00

Total Expenses	\$ 45,365.00
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Net Income (Loss)	\$ -
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Corkscrew Grove Stewardship District

**Public Hearing on the Adoption of the District's
Fiscal Year 2026 Budget**



Corkscrew Grove Stewardship District

**Resolution 2026-04,
Adopting Fiscal Year 2026 Budget and
Appropriating Funds**

RESOLUTION 2026-04

THE ANNUAL APPROPRIATION RESOLUTION OF THE CORKSCREW GROVE STEWARDSHIP DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, ENDING SEPTEMBER 30, 2026; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**FY 2026**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Corkscrew Grove Stewardship District (“**District**”) a proposed budget (“**Proposed Budget**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Chapter 2025-237, *Laws of Florida*, and Chapter 189, *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Chapter 2025-237, *Laws of Florida* and Chapter 189, *Florida Statutes*; and

WHEREAS, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Chapter 2025-237, *Laws of Florida*, and Chapter 189, *Florida Statutes*; and

WHEREAS, the District Manager will post the Proposed Budget on the District’s website in accordance with Section 189.016, *Florida Statutes*; and

WHEREAS, Chapter 2025-237, *Laws of Florida*, and Chapter 189, *Florida Statutes*, require that 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.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORKSCREW GROVE STEWARDSHIP DISTRICT:

SECTION 1. BUDGET

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Chapter 2025-237, *Laws of Florida* and Section 189.016, *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.
- b. 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 Corkscrew Grove Stewardship District for the Fiscal Year Ending September 30, 2026.”

- c. The Adopted Budget shall be posted by the District Manager on the District’s official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2026, the sum(s) set forth in **Exhibit A** 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 as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2026 or within 60 days following the end of the FY 2026 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District’s website in accordance with Section 189.016, *Florida Statutes*, and remain on the website for at least two (2) years.

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

PASSED AND ADOPTED THIS 30th DAY OF OCTOBER, 2025.

ATTEST:

CORKSCREW GROVE STEWARDSHIP DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2026 Budget

EXHIBIT A



Corkscrew Grove Stewardship District
FY 2026 Adopted Budget

**Adopted FY 2026
Budget**

Revenues

Developer Contributions	\$ 112,235.00
Net Revenues	\$ 112,235.00

General & Administrative Expenses

Financial & Administrative

Public Officials' Liability Insurance	\$ 4,500.00
Management	5,000.00
Engineering	20,000.00
Property Appraiser	500.00
District Counsel	30,000.00
Audit	5,000.00
Travel and Per Diem	6,000.00
Telephone	25.00
Postage & Shipping	250.00
Copies	175.00
Legal Advertising	10,000.00
Bank Fees	360.00
Meeting Room	1,500.00
Miscellaneous	2,000.00
Office Supplies	250.00
Property Taxes	1,000.00
Website Maintenance	6,420.00
Dues, Licenses, and Fees	255.00
Total General & Administrative Expenses	\$ 93,235.00

Field Operations

Other Physical Environment

General Insurance	\$ 4,000.00
Property & Casualty Insurance	5,000.00
Contingency	10,000.00
Total Field Operations Expenses	\$ 19,000.00

Total Expenses	\$ 112,235.00
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Net Income (Loss)	\$ -
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Corkscrew Grove Stewardship District

**Resolution 2026-05,
Setting Hearing on Rules of Procedure**

RESOLUTION 2026-05

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

WHEREAS, the Corkscrew Grove Stewardship District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 2025-237, Laws of Florida; and

WHEREAS, the Board of Supervisors of the District (the "Board") is authorized by Section 2025-237(6)(6)(e), Laws of Florida, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORKSCREW GROVE STEWARDSHIP DISTRICT:

SECTION 1. A Public Hearing will be held to adopt Rules of Procedure on May 14, 2026, at 12:00 p.m., at 1020 Sanitation Road, Immokalee, FL 34142.

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

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

PASSED AND ADOPTED this 30th day of October, 2025.

ATTEST:

CORKSCREW GROVE STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors



Corkscrew Grove Stewardship District

Rules of Procedure

**RULES OF PROCEDURE
CORKSCREW GROVE STEWARDSHIP DISTRICT**

RULE NO. _____

EFFECTIVE AS OF _____, 2026

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Rule 1.0 General.

- (1) The Corkscrew Grove Stewardship District (the “**District**”) was created pursuant to the provisions of Chapter 2025-237, Laws of Florida, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “**Board**”) shall consist of five (5) members. Members of the Board (“**Supervisors**”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Chapter 2025-237(5), Laws of Florida. 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 Chapter 2025-237(6)(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 within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board 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) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (7) 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 189 of the Florida Statutes, and Chapter 2025-237, Laws of Florida, 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: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: §§ 112.3143, 286.012, Fla. Stat., Ch. 2025-237(5) and (6), Laws of Florida

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: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: Ch. 2025-237(5), Laws of Florida, §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 723-5900. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

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

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

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

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

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

Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Chapter 205-237(6)(4), Laws of Florida. Once adopted in accord with Chapter 205-237(6)(4), Laws of Florida, the annual budget(s) may be amended from time to time by action of the Board or as otherwise provided in the resolution approving the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

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

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

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: Ch. 2025-237(5) and (6), Laws of Florida, §§ 189.069(2)(a)16, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida
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 a Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 2025-237, Laws of Florida. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Requirements of a Rule. All District rules as drafted shall:
 - (a) Contain only one subject;
 - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
 - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
 - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.
- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.
- (4) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule (“**Notice of Rule Development**”) setting forth the following:

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

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
 - (i) The proposed rule number;
 - (ii) The full text of the proposed rule or amendment and a summary thereof, unless not required pursuant to Section 120.81(2)(b) of the Florida Statutes or other Florida law;
 - (iii) The grant of rulemaking authority for the proposed rule;
 - (iv) The law being implemented or interpreted;
 - (v) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;
 - (vi) A concise summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, that describes the regulatory impact of the rule in readable language;

- (vii) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
 - (viii) 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;
 - (ix) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
 - (x) The date, time, and location of the public hearing on the proposed rule;
 - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
 - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-mail address, and may be required to pay the cost of copying and mailing as applicable.

- (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.
- (6) Modification of Rules.
 - (a) Technical Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of correction (“**Notice of Correction**”) if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
 - (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.
 - (b) Substantive Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of change (“**Notice of Change**”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:
 - 1. Supported by the record of the public hearing held on the proposed rule;
 - 2. In response to written materials submitted to the District; or

3. In response to an objection with the proposed rule by the District Board.

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

(7) Withdrawal of Proposed Rules.

(a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.

(b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

(c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.

(d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

(a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.

- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
 - (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
 - (i) The place, date, and time of the workshop;
 - (ii) The subject area that will be addressed; and
 - (iii) The District Manager's contact information.
- (9) Petitions to Initiate Rulemaking.
- (a) All Petitions to Initiate Rulemaking Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.
 - (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
 - (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
 - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.
 - (ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply

with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

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

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

(10) Public Hearing.

(a) The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the Notice of Rulemaking, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

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

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

(11) Emergency Rule Adoption.

- (a) The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action or if the Legislature authorizes the District to adopt emergency rules. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:
 - (i) The full text of the rule(s); and
 - (ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.
 - (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “**Notice of Renewal of Emergency Rule**”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the District is located and shall include the specific facts and reasons for such renewal.

- (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
- (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
- (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
- (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
 - (i) The full text of the emergency rule and a summary thereof;
 - (ii) The rule number; and
 - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.
- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
 - (a) A copy of the rule;
 - (b) Any material incorporated by reference in the rule;

- (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
- (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
- (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
- (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
- (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.

(14) Petitions to Challenge Rules.

- (a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
 - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

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

the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.

- (15) Variations and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District’s rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner’s written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner’s written request to finish processing the petition. The District’s statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District’s action. The District shall maintain a record of the type and disposition of each petition filed.

(16) Review of Adopted Rules.

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

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

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q) and (6)(20), Laws of Florida

Law Implemented: §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2)(b), Fla. Stat., Ch. 2025-237(6)(6)(e) and (6)(20), Laws of Florida

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 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: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: Ch. 2025-237(6)(19), Laws of Florida, §§ 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

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

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

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

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

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

(4) Competitive Selection.

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

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

(5) Competitive Negotiation.

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

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: Ch. 2025-237(6)(6)(c); (6)(19), Laws of Florida, §§ 119.0701, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. “**Auditing Services**” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 189 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

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

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

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

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

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

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

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

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

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

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

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

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida
Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

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

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

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

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

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

(2) Suspension, Revocation, or Denial of Qualification

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

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

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

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

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

Examples of factors affecting the seriousness of a deficiency are:

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: Ch. 2025-237(6)(19), Laws of Florida, §§ 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 2025-237, Laws of Florida, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, or to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

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

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

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

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

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

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

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

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

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: Ch. 2025-237(6)(19), Laws of Florida, §§ 119.0701, 189.053, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat

Rule 3.6 Construction Contracts, Design-Build.

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

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

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

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

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

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

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

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: Ch. 2025-237(6)(19), Laws of Florida, §§ 119.0701, 189.053, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

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

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

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida
Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

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

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

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

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

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

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

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

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

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

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: Ch. 2025-237(6)(19), Laws of Florida, §§ 189.053, 287.017, 287.084, Fla. Stat

Rule 3.9 Maintenance Services.

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

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

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

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

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

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

Specific Authority: Ch. 2025-237(6)(6)(e), (6)(6)(q), and (6)(19), Laws of Florida

Law Implemented: Ch. 2025-237(6)(19), Laws of Florida, §§ 119.0701, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Chapter 2025-237(6)(19)(c), Laws of Florida, 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: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: Ch. 2025-237(6)(6)(c) and (6)(19), Laws of Florida, § 119.07, Fla. Stat.

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

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

(1) Filing.

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

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

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

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

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

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

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

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida
Law Implemented: § 120.69(2)(a), Fla. Stat., Ch. 2025-237(6)(19), Laws of Florida

Rule 4.0 Effective Date.

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

Specific Authority: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida

Law Implemented: Ch. 2025-237(6)(6)(e); (6)(6)(q), Laws of Florida



Corkscrew Grove Stewardship District

Note of Rule Development

**NOTICE OF RULE DEVELOPMENT BY THE
CORKSCREW GROVE STEWARDSHIP DISTRICT**

In accordance with Chapter 120, Florida Statutes, and Chapter 2025-237, Laws of Florida, the Corkscrew Grove Stewardship District (“**District**”) hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District. The proposed rule number is _____

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, 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 Florida law. The specific grant of rulemaking authority for the adoption of the proposed Rules of Procedure includes Chapter 2025-237(6)(6)(e), (6)(6)(q) and (6)(20), Laws of Florida. The specific laws implemented in the proposed Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 120.54, 120.542, 120.5435, 120.56, 120.69, 120.81, 189.053, 189.069, 190.006, 190.007, 190.008, 190.011, 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.012, 286.0113, 286.0114, 287.017, 287.055, and 287.084, Florida Statutes, and Chapter 2025-237(5), (6)(1)-(4), (6)(6)(c), (6)(6)(e), (6)(6)(q), (6)(19), (6)(20), Laws of Florida.

A copy of the proposed Rules of Procedure and the related incorporated documents, if any, may be obtained by contacting the District Manager, c/o PFM Group Consulting, LLC, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (407) 723-5900.

Lynne Mullins, District Manager
Corkscrew Grove Stewardship District

Run Date: _____, 2026

PUBLISH: AT LEAST 7 DAYS PRIOR TO NOTICE OF RULEMAKING AND 35 DAYS PRIOR TO PUBLIC HEARING



Corkscrew Grove Stewardship District

Notice of Rulemaking

**NOTICE OF RULEMAKING
REGARDING THE RULES OF PROCEDURE OF THE
CORKSCREW GROVE STEWARDSHIP DISTRICT**

In accordance with Chapter 120, *Florida Statutes*, and Chapter 2025-237, Laws of Florida, the Corkscrew Grove Stewardship District (the “**District**”) hereby gives the public notice of its intent to adopt its proposed Rules of Procedure (the “**Proposed Rule**”). The Proposed Rule number is _____. Prior notice of rule development relative to the Proposed Rule was published in the _____ on _____, 2026.

A public hearing will be conducted by the Board of Supervisors (the “**Board**”) of the District on _____, **2026**, at __:__.m. at _____ relative to the adoption of the Proposed Rule. Pursuant to Ch. 2025-237(6)(6)(e), Laws of Florida, the Proposed Rule will not require legislative ratification.

The specific grant of rulemaking authority for the adoption of the Proposed Rule includes Chapter 2025-237(6)(6)(e), (6)(6)(q) and (6)(20), Laws of Florida. The specific laws implemented in the Proposed Rule include, but are not limited to Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 120.54, 120.542, 120.5435, 120.56, 120.69, 120.81, 189.053, 189.069, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.012, 286.0113, 286.0114, 287.017, 287.055, and 287.084, Florida Statutes, and Chapter 2025-237(5), (6)(1)-(4), (6)(6)(c), (6)(6)(e), (6)(6)(q), (6)(19), (6)(20), Laws of Florida.

A statement of estimated regulatory costs, as defined in Section 120.541(2), *Florida Statutes*, has not been prepared relative to the Proposed Rule. 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.

For more information regarding the public hearing, the Proposed Rule, or for a copy of the Proposed Rule and the related incorporated documents, if any, please contact the District Manager c/o PFM Group Consulting, LLC, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (407) 723-5900, mullensl@pfm.com (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 the 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 public 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 public hearing because of a disability or physical impairment should contact the District Manager’s Office at least forty-eight (48) hours prior to the public

hearing. 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 Manager's Office.

Lynne Mullis, District Manager
Corkscrew Grove Stewardship District

Run Date: _____, 2026

PUBLISH: AT LEAST 7 DAYS AFTER NOTICE OF RULE DEVELOPMENT AND AT LEAST 28 DAYS PRIOR TO ADOPTION DATE



Corkscrew Grove Stewardship District

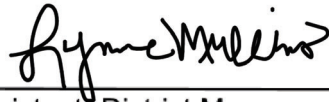
Funding Requests Nos. 1 – 6

**CORKSCREW GROVE
STEWARDSHIP DISTRICT**

Funding Request No. 001

8/15/2025

Item No.	Vendor	Invoice Number	General Fund
1	FloridaCommerce FY25 Special District Fees	91818	\$ 100.00
TOTAL			\$ 100.00



(Assistant) District Manager

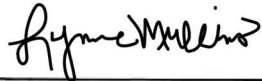


Board Member

**CORKSCREW GROVE
STEWARDSHIP DISTRICT**

Funding Request No. 002
9/5/2025

Item No.	Vendor	Invoice Number	General Fund
1	PFM Group Consulting August Billable Expenses	137870	\$ 94.12
		TOTAL	\$ 94.12



(Assistant) District Manager



Board Member

Corkscrew Grove SD
c/o PFM Group Consulting
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED
By Amanda Lane at 8:59 am, Sep 17, 2025

**CORKSCREW GROVE
STEWARDSHIP DISTRICT**

Funding Request No. 003
9/12/2025

Item No.	Vendor	Invoice Number	General Fund
1	PFM Group Consulting September DM Fee	DM-09-2025-15	\$ 1,250.00
TOTAL			\$ 1,250.00



(Assistant) District Manager



Board Member

Corkscrew Grove SD
c/o PFM Group Consulting
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED
By Amanda Lane at 10:28 am, Sep 23, 2025

**CORKSCREW GROVE
STEWARDSHIP DISTRICT**

Funding Request No. 004
9/19/2025

Item No.	Vendor	Invoice Number	General Fund
1	PFM Group Consulting		
	August Billable Expenses	138033	\$ 818.62
	August DM Fee	DM-08-2025-15	\$ 1,250.00
TOTAL			\$ 2,068.62



(Assistant) District Manager



Board Member

Corkscrew Grove SD
c/o PFM Group Consulting
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

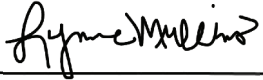
RECEIVED
By Amanda Lane at 10:28 am, Sep 23, 2025

CORKSCREW GROVE STEWARDSHIP DISTRICT

Funding Request No. 005


9/26/2025

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	Egis Insurance & Risk Advisors FY 2026 Insurance	29685	\$ 5,500.00	FY 2026
TOTAL			\$ 5,500.00	
			-	FY 2025
			5,500.00	FY 2026



(Assistant) District Manager

DocuSigned by:



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Board Member

RECEIVED

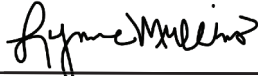
By Amanda Lane at 12:08 pm, Oct 02, 2025

CORKSCREW GROVE STEWARDSHIP DISTRICT

Funding Request No. 006

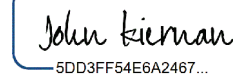
10/3/2025

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	Kutak Rock General Counsel Through 08/31/2025	3628155	\$ 3,527.51	FY 2025
TOTAL			\$ 3,527.51	
			3,527.51	FY 2025
			-	FY 2026



(Assistant) District Manager

DocuSigned by:



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Board Member



Corkscrew Grove Stewardship District

District Financials and Budget to Actual YTD



Corkscrew Grove Stewardship District

September 2025 Financial Package

September 30, 2025

PFM Group Consulting LLC
3501 Quadrangle Boulevard
Suite 270
Orlando, FL 32817-8329
(407) 723-5900



Corkscrew Grove Stewardship District
Statement of Financial Position
As of 9/30/2025

General Fund

Assets

Current Assets

General Checking Account	\$	0.04
Accounts Receivable - Due from Developer		7,390.37
Total Current Assets	\$	7,390.41

Total Assets	\$	7,390.41
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Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$	7,390.37
Deferred Revenue		544.24
Total Current Liabilities	\$	7,934.61

Total Liabilities	\$	7,934.61
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Net Assets

Current Year Net Assets - General Government	\$	(544.20)
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Total Net Assets	\$	(544.20)
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Total Liabilities and Net Assets	\$	7,390.41
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Corkscrew Grove Stewardship District
Statement of Activities
As of 9/30/2025

	General Fund
<u>Revenues</u>	
Developer Contributions	\$ 7,040.25
Total Revenues	<u>\$ 7,040.25</u>
<u>Expenses</u>	
Management	\$ 2,500.00
District Counsel	3,527.51
Travel and Per Diem	106.75
Legal Advertising	1,312.68
Office Supplies	37.55
Dues, Licenses, and Fees	100.00
Total Expenses	<u>\$ 7,584.49</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>	
Interest Income	\$ 0.04
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$ 0.04</u>
Change In Net Assets	\$ (544.20)
Net Assets At Beginning Of Year	<u>\$ -</u>
Net Assets At End Of Year	<u><u>\$ (544.20)</u></u>



Corkscrew Grove Stewardship District
Budget to Actual
For the Month Ending 9/30/2025

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<u>Revenues</u>					
Developer Contributions	\$ 7,040.25	\$ 45,365.00	\$ (38,324.75)	\$ 45,365.00	15.52%
Net Revenues	\$ 7,040.25	\$ 45,365.00	\$ (38,324.75)	\$ 45,365.00	15.52%
<u>General & Administrative Expenses</u>					
Public Officials' Liability Insurance	\$ -	\$ 2,100.00	\$ (2,100.00)	\$ 2,100.00	0.00%
Management	2,500.00	2,500.00	-	2,500.00	100.00%
Engineering	-	10,000.00	(10,000.00)	10,000.00	0.00%
District Counsel	3,527.51	10,000.00	(6,472.49)	10,000.00	35.28%
Travel and Per Diem	106.75	1,500.00	(1,393.25)	1,500.00	7.12%
Postage & Shipping	-	100.00	(100.00)	100.00	0.00%
Copies	-	55.00	(55.00)	55.00	0.00%
Legal Advertising	1,312.68	10,000.00	(8,687.32)	10,000.00	13.13%
Bank Fees	-	360.00	(360.00)	360.00	0.00%
Miscellaneous	-	250.00	(250.00)	250.00	0.00%
Meeting Room	-	2,000.00	(2,000.00)	2,000.00	0.00%
Office Supplies	37.55	250.00	(212.45)	250.00	15.02%
Dues, Licenses, and Fees	100.00	250.00	(150.00)	250.00	40.00%
Total General & Administrative Expenses	\$ 7,584.49	\$ 39,365.00	\$ (31,780.51)	\$ 39,365.00	19.27%
<u>Field Operations</u>					
General Liability Insurance	\$ -	\$ 2,000.00	\$ (2,000.00)	\$ 2,000.00	0.00%
Property & Casualty Insurance	-	1,500.00	(1,500.00)	1,500.00	0.00%
Contingency	-	2,500.00	(2,500.00)	2,500.00	0.00%
Total Field Operations Expenses	\$ -	\$ 6,000.00	\$ (6,000.00)	\$ 6,000.00	0.00%
Total Expenses	\$ 7,584.49	\$ 45,365.00	\$ (37,780.51)	\$ 45,365.00	16.72%
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$ 0.04	\$ -	\$ 0.04	\$ -	
Total Other Revenues (Expenses) & Gains (Losses)	\$ 0.04	\$ -	\$ 0.04	\$ -	
Net Income (Loss)	\$ (544.20)	\$ -	\$ (544.20)	\$ -	