

**MARSHALL CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

JANUARY 16, 2019

Marshall Creek Community Development District
INFRAMARK, INFRASTRUCTURE MANAGEMENT SERVICES
210 North University Drive • Suite 702 • Coral Springs, Florida 33071
Phone: (954) 603-0033 • Fax: (954) 345-1292

January 9, 2019

Board of Supervisors
Marshall Creek
Community Development District

Dear Board Members:

A meeting of the Audit Committee, to be immediately followed by the regular meeting of the Board of Supervisors of the Marshall Creek Community Development District will be held **Wednesday, January 16, 2019** beginning at **4:00 p.m. at the Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida**. Following is the advance agenda for the meeting:

Audit Committee Meeting:

- 1. Roll Call**
- 2. Ranking of Audit Firm Proposals**
- 3. Adjournment**

Regular Meeting

- 1. Roll Call**
- 2. Audience Comments**
- 3. Approval of the Minutes of the December 19, 2018 Audit Committee and Regular Meeting**
 - A. Discussion of Open Items
- 4. Auditor Selection**
 - A. Consideration of the Audit Committee Ranking Recommendations
 - B. Authorization to Enter into a Three Year Agreement with the Selected Audit Firm
- 5. Engineer's Report**
 - A. Ratification of Requisitions #80 and #81
 - B. Consideration of Pavement Rehabilitation Bids
- 6. General Manager's Operations Report**
 - A. SJCSO Off-Duty Roving Patrol Violation Report
 - B. Palencia Security Report
 - C. Palencia Traffic Patterns
 - D. Radar Data Report
 - E. ADA Compliance Update – Neighborhood Publications
 - F. FEMA Update
- 7. District Manager's Report**
- 8. Attorney's Report**

9. Supervisors' Requests

- A. Suggested Policy for Supervisor Authority (Hoffman)
- B. Guidelines for Communications (Entman)

10. Acceptance of the December 2018 Financial Reports and Approval of December 2018 Check Register and Invoices

11. Adjournment

Prior to the regular meeting, the Audit Committee will meet to rank the audit firm proposals and to prepare a recommendation to the Board. The materials received in response to the District's request for proposals for audit services, are enclosed separately for your review. A form to be used in the evaluation based on the Committee's previously established criteria will be provided under separate cover.

Enclosed for your review is a copy of the draft minutes of the December 19, 2018 audit committee and regular meetings and the December 2018 financials, check register and invoices.

Under the Engineer's Report for your review and ratification are Requisitions #80 and #81. Also enclosed are the pavement rehabilitation bids for your review and consideration.

The General Manager's Operations Report is enclosed for your review. Also enclosed are reports on the SJCSO Off-Duty Roving Patrol Violation Report Palencia security, radar data, and traffic patterns.

Enclosed for your review under Supervisors' Requests is a suggested policy for Supervisor authority from Supervisor Hoffman and guidelines for communication put forth by Supervisor Entman at your last meeting.

The balance of the agenda is routine in nature. I look forward to seeing you at the meeting. In the meantime, if you have any questions, please contact me at (904) 940-6044, extension 40592.

Sincerely,

Janice Eggleton Davis

Janice Eggleton Davis/ms

District Manager

Cc: Jonathan Johnson
Gabriel McKee
Ryan Stilwell, P.E.
Brett Sealy

Katie Buchanan
City of St. Augustine
Katie Hollis
Michelle Rigoni

Jennifer Gillis
Warren Bloom
Gordon Mobley

Audit Committee Meeting

Second Order of Business



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services

MARSHALL CREEK
COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: January 07, 2019 - 11:00AM

Submitted to:

Marshall Creek Community Development District
210 N University, Suite 702
Coral Springs, FL 33071

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431
Tel (561) 994-9299 / (800) 229-4728
Fax (561) 994-5823
tony@graucpa.com / www.graucpa.com

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January 07, 2019

Marshall Creek Community Development District
210 N University, Suite 702
Coral Springs, FL 33071

Re: Request for Proposal for Professional Auditing Services for the fiscal years ended September 30, 2018 with an option for two (2) additional annual renewals.

Grau & Associates (Grau) is pleased to respond to Marshall Creek Community Development District's (the "District") Request for Proposal (RFP), and look forward to working with you on your audit. We are a team of knowledgeable professionals with extensive experience in audits for organizations just like yours, and we know how to work with you to complete an effective and efficient audit.

Since our focus is on government, we fully understand the professional services and work products required to meet your RFP requirements. Our team provided services in excess of 19,000 hours for our public sector clients last year, and we currently audit over 300 governmental entities. Our practice is unique as 98% of work is either audit or work related to government and non-profit entities.

In addition to our firm's focus, Grau & Associates is a great fit for your audit for a variety of other reasons, including:

- **Experience**

Grau is proud of the fact that the personnel we assign to your audit are some of the most experienced auditors in the field. Unlike many other firms, our auditors work almost exclusively with governmental entities, which mean they are more knowledgeable and efficient on audits like yours. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you. Also, due to Grau's very low turnover rate for our industry, you won't have to worry about retraining your auditors from year to year.

- **Service**

Our clients are pleased with the level of personalized service they receive from our talented professionals. Because of our extensive experience, we are adept at making the transition to a new firm as smooth as possible. We work with you to resolve any issues and keep in regular contact so there are no surprises when the final report delivers. In fact, your engagement team will report any potential audit adjustments to you on a regular basis so you will have adequate time to research and respond. Additionally, we have a disaster recovery plan that includes daily data back-ups and offsite file storage, so in the case of an emergency, your records would be safe.

- **Responsiveness**

We pride ourselves on our high level of responsiveness. We answer emails and telephone calls within 24 hours, and usually right away. We are always accessible to clients during business hours, and make every effort to answer any questions as they arise. Additionally, we don't just complete your audit and disappear. We understand the "big picture" and think beyond the traditional auditor's perspective. We remain in touch for the entire year, suggesting ways you can improve your District's performance, procedures and controls. We will update, advise and educate you on new or revised reporting requirements so you are sure to always remain compliant.

- **Reputation**

Our reputation in our field is impeccable. **We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort.** We have the professional staff available to perform the engagement and resources required to complete the work. We are financially stable and have never been involved in any bankruptcy proceedings.

- **Standards**

Grau & Associates is a professional association / licensed certified public accounting firm serving clients through the state of Florida. We are a member of the American Institute of Certified Public Accountants (AICPA) and the Florida Institute of Certified Public Accountants (FICPA). Additionally, individuals are members of both the (GFOA) and (FGFOA). Grau is also a member of the Governmental Audit Quality Center (GAQC). Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or provide additional information as needed. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience, and look forward to serving you.

Very truly yours,

Grau & Associates



Antonio J. Grau



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Firm Qualifications & Experience

Grau & Associates is a medium-sized accounting firm providing comprehensive financial and compliance auditing, attestation and accounting, and other management consulting services and we are properly registered and licensed by the State of Florida. The Partners, Consultant and Managers of Grau are members of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.

Grau & Associates is a properly registered/licensed State of Florida professional corporation and all assigned supervisory professional staff are properly registered/licensed to practice in the State of Florida.

Grau’s Focus and Experience

- We are dedicated to serving **Special Districts**.
- We currently audit over **300 Special Districts**.
- Last year, Grau performed in excess of 19,000 **hours** of services for our Public Sector Clients under *Governmental Auditing Standards*.
- Grau currently **only** provides **audit and attestation** services principally for governmental and non-profit entities under government auditing standards. The firm and staff are 100% dedicated to the audit practice.

During Grau’s history we have consistently focused on providing service to the public sector. By focusing our resources on this industry, we provide the highest level of services to our Public Sector Clients.

Grau & Associates has a total of 17 employees, 15 professional staff, including 2 *Partners* and 13 *professionals* who specialize in providing auditing, accounting, consulting, and monitoring services to the *Public Sector* and 2 *administrative professionals*. The number of professional staff by employee classification is as follows:

Team Member	Total Professional Staff	Total CPAs	Total Government Audit Staff
Partners *	2	2	2
Managers *	3	3	3
Advisory Consultant	1	1	1
Supervisor / Seniors *	4	2	4
Staff Accountants *	5	1	5
Total	15	9	15

***ALL FULL TIME EMPLOYEES**

Compliance with Government Education Requirements

In order to maintain our high level of technical competence, we provide continuing professional education programs for all partners and professional staff members, which exceed national and state standards. **All of the audit professionals of Grau & Associates exceed the education requirements as set forth in *Government Auditing Standards*, published by the Comptroller General of the United States, and our continuing professional education programs ensure that all audit professionals meet the requirements to participate in audits of government agencies.**

Professional Staff Training

Partners - All of our Partners are CPA's and have diversified public accounting experience. They are responsible for overall engagement performance, policy, direction and quality control and have ***far exceeded minimum CPE requirements***.

Managers - All of our Audit Managers are CPA's who have demonstrated the ability to plan audit engagements, supervise personnel and maintain frequent contact with clients. They continually upgrade their skills through the firm's continuing education programs and courses sponsored by the AICPA, FICPA and GFOA. They have ***far exceeded minimum CPE Requirements***.

Seniors - All of our Seniors have a minimum of 3 years of diversified public accounting experience. They perform audits, evaluate staff, review findings and prepare audit reports. They possess the potential for upward mobility and have ***far exceeded minimum CPE requirements***.

Memberships

All of the firm's CPA's are properly licensed as CPA's and members in good standing of both the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. In addition, certain firm professionals are members or have been members of the following professional groups:

- FICPA Committee on State and Local Government
- Florida Government Finance Officers Association (FGOA)
- Special Review Committee of the Government Finance Officers Association
- Florida Institute of CPA Non-Profit Conference Committee
- Florida Association of Special Districts (FASD)
- FGFOA Annual Conference Program Committee
- FASD Finance Committee
- FICPA Young CPAs Committee
- FICPA Accounting Careers Committee

In addition, we have an ongoing recruitment program that seeks only those accountants with a proven record of academic success. When we recruit at the senior and manager level, we select CPA's with proven governmental accounting and auditing experience.

Results of State and Federal Reviews

During the last three (3) years, all state and federal reviews of the firm's reports and working papers have been accepted without change or revision to issued reports.

Disciplinary Action

During the last three (3) years, Grau & Associates has not been involved in any litigation, proceeding or disciplinary action from any state or federal regulatory body or professional organizations.

Litigation Status

There is no current litigation or any pending. Additionally, during the last three (3) years, Grau & Associates has not been involved in any litigation or proceeding by a court or administrative agency has ruled against the firm in any manner related to its professional activities.

Quality Control and Confidentiality

Grau participates in an external quality review program requiring an on-site independent examination of our auditing practice. Grau has consistently received an unqualified opinion on the quality of our audit practice. During our firm's last external quality control review, six audits were reviewed, including five government audits. A copy of the report on the firm's most recent quality review can be found below.



March 2, 2017

Antonio Jose Grau Jr, CPA
Grau & Associates
2700 N Military Trl Ste 350
Boca Raton, FL 33431

Dear Mr. Grau:

It is my pleasure to notify you that on March 2, 2017 the Florida Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is December 31, 2019. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,


Paul N. Brown, CPA, CGMA
Director of Technical Services

cc: Daniel Joseph Hevia, CPA

Firm Number: 4390114

Review Number: 474720

325 W. College Ave. | P.O. Box 5437 | Tallahassee, FL 32314 | (850) 224-2727 | (800) 342-3197 | Fax: (850) 222-8190 | www.ficpa.org



PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.


Anita Ford, Chair
AICPA Peer Review Board
2016

In addition to scheduled Peer Reviews, our firm continually monitors performance to ensure the highest quality of services. Under the supervision of the Audit Partner, an Audit Manager is responsible for monitoring quality control of all appropriate engagements

Partial List of Clients

The following is a partial list of clients served and related experience:

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Aberdeen Community Development District	✓			9/30
Allen Plantation Community Development District	✓			9/30
Amelia Concourse Community Development District	✓			9/30
Amelia National Community Development District	✓			9/30
Amelia Walk Community Development District	✓			9/30
Anthem Park Community Development District	✓			9/30
Antigua at St. Augustine Community District	✓			9/30
Aqua One Community Development District	✓			9/30
Arbor Green Community Development District	✓		✓	9/30
Arbor Green Community Development District	✓		✓	9/30
Arlington Ridge Community Development District	✓			9/30
Armstrong Community Development District	✓		✓	9/30
Artisan Lakes Community Development District	✓			9/30
Asturia Community Development District	✓		✓	9/30
Ave Maria Stewardship Community Development District	✓		✓	9/30
Aventura Isles Community Development District	✓		✓	9/30
Bahia Lakes Community Development District	✓		✓	9/30
Ballantrae Community Development District	✓		✓	9/30
Ballantrae Hillsborough Community Development District	✓		✓	9/30
Bartram Park Community Development District	✓		✓	9/30
Bartram Springs Community Development District	✓		✓	9/30
Bay Creek Community Development District	✓		✓	9/30
Bay Laurel Community Development District	✓	✓	✓	9/30
Bay Tree Community Development District	✓		✓	9/30
Bayside Improvement Development District	✓		✓	9/30
Baywinds Community Development District	✓			9/30
Beach Community Development District	✓			9/30
Beacon Tradeport Community Development District	✓			9/30
Beeline Community Development District	✓		✓	9/30
Bella Verda East Community Development District	✓			9/30
Bella Verda Lake Community Development District	✓			9/30
Bella Vida Community Development District	✓		✓	9/30
Bellagio Community Development District	✓		✓	9/30
Belmont Community Development District	✓			9/30
Belmont Lakes Community Development District	✓		✓	9/30
Bexley Community Development District	✓		✓	9/30
Blackburn Creek Community Development District	✓			9/30
Bluewaters Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Bobcat Trail Community Development District	✓		✓	9/30
Boggy Creek Community Development District	✓			9/30
Bonita Landing Community Development District	✓		✓	9/30
Bonita Village Community Development District	✓		✓	9/30
Bonnett Creek Resort Community Development District	✓		✓	9/30
Bonterra Community Development District	✓		✓	9/30
Brandy Creek Community Development District	✓		✓	9/30
Bridgewater Community Development District	✓		✓	9/30
Bridgewater of Wesley Chapel Community Development District	✓			9/30
Briger Community Development District	✓		✓	9/30
Brighton Lakes Community Development District	✓		✓	9/30
Brooks of Bonita Springs I Community Development District	✓		✓	9/30
Brooks of Bonita Springs II Community Development District	✓		✓	9/30
Bull Frog Creek Community Development District	✓		✓	9/30
Candler Hills East Community Development District	✓			9/30
Capital Region Community Development District	✓			9/30
Captain's Key Dependent District	✓		✓	9/30
Caribe Palm Community Development District	✓		✓	9/30
Carlton Lakes Community Development District	✓		✓	9/30
Cascades at Groveland Community Development District	✓			9/30
Catalina at Winkler Preserve Community Development District	✓		✓	9/30
CBL/BM Port Orange West Community Development District	✓			9/30
Cedar Pointe Community Development District	✓			9/30
Celebration Point Community Development District	✓		✓	9/30
Central Lake Community Development District	✓		✓	9/30
Century Gardens Community Development District	✓		✓	9/30
Century Gardens at Tamiami Community Development District	✓		✓	9/30
Century Gardens Village Community Development District	✓		✓	9/30
Century Parc Community Development District	✓		✓	9/30
CFM (Coolidge Fort Myers) Community Development District	✓			9/30
Chapel Creek Community Development District	✓			9/30
Champions Gate Community Development District	✓		✓	9/30
Champion's Reserve Community Development District	✓		✓	9/30
Channing Park Community Development District	✓			9/30
City Center Community Development District	✓			9/30
City Place Community Development District	✓		✓	9/30
Clearwater Cay Community Development District	✓			9/30
Coastal Lake Community Development District	✓			9/30
Cocot Palms Community Development District	✓		✓	9/30
Coconut Cay Community Development District	✓		✓	9/30
Concorde Estates Community Development District	✓			9/30
Concorde Station Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Connerton West Community Development District	✓			9/30
Copper Creek Community Development District	✓		✓	9/30
Copper Oaks Community Development District	✓		✓	9/30
Copperstone Community Development District	✓		✓	9/30
Coral Bay Community Development District	✓		✓	9/30
Coral Keys Homes Community Development District	✓			9/30
Coral Town Park Community Development District	✓			9/30
Cordoba Ranch Community Development District	✓		✓	9/30
Corkscrew Farms Community Development District	✓		✓	9/30
Coronado Community Development District	✓		✓	9/30
Cory Lakes Community Development District	✓		✓	9/30
Country Club of Mount Dora Community Development District	✓			9/30
Country Greens Community Development District	✓		✓	9/30
Country Walk Community Development District	✓		✓	9/30
Covington Park Community Development District	✓		✓	9/30
Creekside Community Development District	✓		✓	9/30
Crestview II Community Development District	✓		✓	9/30
Crestview West Community Development District	✓		✓	9/30
Cross Country Home Services Community Development District	✓			9/30
Cross Creek Community Development District	✓			9/30
Cutler Cay Community Development District	✓			9/30
Cypress Cove Community Development District	✓		✓	9/30
Cypress Grove Community Development District	✓		✓	9/30
Cypress Lakes Community Development District	✓		✓	9/30
Cypress Shadows Community Development District	✓		✓	9/30
Deer Island Community Development District	✓			9/30
Deer Run Community Development District	✓			9/30
Diamond Hill Community Development District	✓			9/30
Double Branch Community Development District	✓		✓	9/30
Dove Pond Community Development District	✓			9/30
Downtown Doral Community Development District	✓		✓	9/30
Dunes Community Development District	✓	✓	✓	9/30
Dupree Lakes Community Development District	✓		✓	9/30
Eagle Point Community Development District	✓			9/30
East Bonita Bridge Road Community Development District	✓		✓	9/30
East Park Community Development District	✓		✓	9/30
Easton Park Community Development District	✓			9/30
Enclave at Black Point Marina Community Development District	✓		✓	9/30
Encore Community Development District	✓		✓	9/30
Enterprise Community Development District	✓	✓	✓	9/30
Epperson Ranch Community Development District	✓		✓	9/30
Estancia at Wiregrass Community Development District	✓			9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Estates at Cherry Lake Community Development District	✓		✓	9/30
Estuary Community Development District	✓			9/30
Falcon Trace Community Development District	✓		✓	9/30
Fallschase Community Development District	✓		✓	9/30
Fiddler's Creek Community Development District	✓			9/30
Fishhawk I Community Development District	✓		✓	9/30
Fishhawk II Community Development District	✓		✓	9/30
Fishhawk III Community Development District	✓			9/30
Fishhawk IV Community Development District	✓		✓	9/30
Fleming Island Plantation Community Development District	✓		✓	9/30
Florida Green Finance Authority	✓		✓	9/30
Founder's Ridge Community Development District	✓			9/30
Fountainbleau Lakes Community Development District	✓		✓	9/30
Forest Creek Community Development District	✓			9/30
Gardens at Millenia Community Development District	✓			9/30
Glen St. Johns Community Development District	✓			9/30
Gramercy Farms Community Development District	✓			9/30
Grand Bay at Doral Community Development District	✓		✓	9/30
Grand Hampton Community Development District	✓		✓	9/30
Grand Haven Community Development District	✓		✓	9/30
Greater Lakes/Sawgrass Community Development District	✓		✓	9/30
Green Corridor PACE District	✓		✓	9/30
Greyhawk Landing Community Development District	✓			9/30
Groves Community Development District	✓		✓	9/30
Habitat Community Development District	✓			9/30
Hacienda Lakes Community Development District	✓		✓	9/30
Hamal Community Development District	✓		✓	9/30
Hammocks Community Development District	✓		✓	9/30
Harbor Bay Community Development District	✓			9/30
Harbour Isles Community Development District	✓			9/30
Harbourage at Braden River Community Development District	✓		✓	9/30
Harmony Community Development District	✓			9/30
Harrison Ranch Community Development District	✓			9/30
Hawk's Point Community Development District	✓			9/30
Hemmingway Point Community Development District	✓		✓	9/30
Heritage Bay Community Development District	✓		✓	9/30
Heritage Greens Community Development District	✓		✓	9/30
Heritage Harbor Community Development District	✓			9/30
Heritage Harbor at Braden River Community Development District	✓			9/30
Heritage Harbour Market Place Community Development District	✓			9/30
Heritage Harbour South Community Development District	✓			9/30
Heritage Isles at Viera Community Development District	✓			9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Heritage Isles Community Development District	✓			9/30
Heritage Landing Community Development District	✓		✓	9/30
Heritage Oak Park Community Development District	✓		✓	9/30
Heritage Park Community Development District	✓		✓	9/30
Heritage Plantation Community Development District	✓		✓	9/30
Heritage Springs Community Development District	✓		✓	9/30
Heron Isles Community Development District	✓			9/30
Hickory Hammock Community Development District	✓			9/30
High Ridge/Quantum Community Development District	✓			9/30
Highlands Community Development District	✓		✓	9/30
Hollywood Beach Community Development District	✓		✓	9/30
Homestead 50 Community Development District	✓			9/30
Hypoluxo-Haverhill Community Development District	✓		✓	9/30
Independence Park Community Development District	✓			9/30
Indigo Community Development District	✓		✓	9/30
Indigo East Community Development District	✓		✓	9/30
Interlaken Community Development District	✓			9/30
Islands at Doral III Community Development District	✓		✓	9/30
Islands at Doral (NE) Community Development District	✓		✓	9/30
Islands at Doral (SW) Community Development District	✓		✓	9/30
Islands at Doral Townhomes Community Development District	✓		✓	9/30
Isles of Bartram Park Community Development District	✓		✓	9/30
Journey's End Community Development District	✓		✓	9/30
Jurlington Creek Plantation Community Development District	✓			9/30
K-Bar Ranch Community Development District	✓		✓	9/30
Kendall Breeze Community Development District	✓		✓	9/30
Kendall Breeze West Community Development District	✓		✓	9/30
Key Marco Community Development District	✓		✓	9/30
Keys Cove Community Development District	✓		✓	9/30
Keys Cove II Community Development District	✓		✓	9/30
La Collina Community Development District	✓		✓	9/30
Laguna Estates Community Development District	✓			9/30
Laguna Lakes Community Development District	✓		✓	9/30
Lake Ashton Community Development District	✓		✓	9/30
Lake Ashton II Community Development District	✓		✓	9/30
Lake Francis Community Development District	✓		✓	9/30
Lake Padgett Estates Independent District	✓		✓	9/30
Lake Powell Residential Golf Community Development District	✓			9/30
Lakes by the Bay South Community Development District	✓		✓	9/30
Lakeshore Ranch Community Development District	✓			9/30
Lakeside Community Development District	✓			9/30
Lakeside Landings Community Development District	✓			9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Lakeside Plantation Community Development District	✓		✓	9/30
Lakewood Ranch 1 Community Development District	✓			9/30
Lakewood Ranch 2 Community Development District	✓			9/30
Lakewood Ranch 3 Community Development District	✓			9/30
Lakewood Ranch 4 Community Development District	✓			9/30
Lakewood Ranch 5 Community Development District	✓			9/30
Lakewood Ranch 6 Community Development District	✓			9/30
Legacy Springs Community Development District	✓			9/30
Legends Bay Community Development District	✓			9/30
Lexington Community Development District	✓		✓	9/30
Live Oak Lake Community Development District	✓		✓	9/30
Live Oak No. 1 Community Development District	✓		✓	9/30
Long Lake Ranch Community Development District	✓		✓	9/30
Longleaf Community Development District	✓			9/30
Lucaya Community Development District	✓		✓	9/30
Madeira Community Development District	✓			9/30
Magnolia Park Community Development District	✓			9/30
Magnolia West Community Development District	✓			9/30
Main Street Community Development District	✓			9/30
Mainstreet Community Development District	✓			9/30
Majorca Isles Community Development District	✓		✓	9/30
Maple Ridge Community Development District	✓		✓	9/30
Marsh Harbour Community Development District	✓			9/30
Marshall Creek Community Development District	✓			9/30
Mayfair Community Development District	✓			9/30
Meadow Pines Community Development District	✓		✓	9/30
Meadow Point I Community Development District	✓		✓	9/30
Meadow Point III Community Development District	✓			9/30
Meadow Point IV Community Development District	✓			9/30
Meadow Woods Community Development District	✓			9/30
Mediterra North Community Development District	✓		✓	9/30
Mediterra South Community Development District	✓		✓	9/30
Mediterranea Community Development District	✓		✓	9/30
Middle Village Community Development District	✓		✓	9/30
Mira Lago West Community Development District	✓			9/30
Mirada Community Development District	✓		✓	9/30
Miromar Lakes Community Development District	✓			9/30
Montecito Community Development District	✓		✓	9/30
Monterey/Congress Community Development District	✓		✓	9/30
Myakka Community Development District	✓		✓	9/30
Moody River Estates Community Development District	✓			9/30
Myakka Ranch Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Myrtle Creek Community Development District	✓			9/30
Naples Heritage Community Development District	✓		✓	9/30
Narcoossee Community Development District	✓			9/30
Newport Tampa Bay Community Development District	✓			9/30
North Dade Community Development District	✓		✓	9/30
Northern Riverwalk Community Development District	✓		✓	9/30
Northwood Community Development District	✓			9/30
Oak Creek Community Development District	✓		✓	9/30
Oakridge Community Development District	✓		✓	9/30
Oaks at Shady Creek, The Community Development District	✓		✓	9/30
Oakstead Community Development District	✓		✓	9/30
Old Palm Community Development District	✓		✓	9/30
Orchid Grove Community Development District	✓		✓	9/30
Osprey Oaks Community Development District	✓		✓	9/30
OTC Community Development District	✓		✓	9/30
Palm Bay Community Development District	✓		✓	9/30
Palm Beach Plantation Community Development District	✓			9/30
Palm Coast Park Community Development District	✓		✓	9/30
Palm Glades Community Development District	✓			9/30
Palma Sola Trace Community Development District	✓		✓	9/30
Palms of Terra Ceia Bay Community Development District	✓		✓	9/30
Pan American West Community Development District	✓			9/30
Panther Trace I Community Development District	✓		✓	9/30
Panther Trace II Community Development District	✓			9/30
Panther Trails Community Development District	✓		✓	9/30
Parker Road Community Development District	✓			9/30
Parklands Lee Community Development District	✓		✓	9/30
Parklands West Community Development District	✓		✓	9/30
Parkway Center Community Development District	✓			9/30
Paseo Community Development District	✓			9/30
PBR Community Development District	✓			9/30
Pebblewalk Village Community Development District	✓			9/30
Pelican Marsh Community Development District	✓			9/30
Pembroke Harbor Community Development District	✓		✓	9/30
Pentathlon Community Development District	✓		✓	9/30
Pine Air Lakes Community Development District	✓		✓	9/30
Pine Island Community Development District	✓			9/30
Pine Island South Community Development District	✓			9/30
Piney-Z Community Development District	✓			9/30
Pioneer Community Development District	✓			9/30
Poinciana Community Development District	✓			9/30
Poinciana West Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Portico Community Development District	✓		✓	9/30
Portofino Cove Community Development District	✓		✓	9/30
Portofino Isles Community Development District	✓		✓	9/30
Portofino Landings Community Development District	✓		✓	9/30
Portofino Shores Community Development District	✓		✓	9/30
Portofino Springs Community Development District	✓			9/30
Portofino Vineyards Community Development District	✓			9/30
Portofino Vista Community Development District	✓		✓	9/30
Preserve at Wilderness Lake Community Development District	✓			9/30
Principal One Community Development District	✓		✓	9/30
Quantum Community Development District	✓			9/30
Quantum Park Overlay Community Development District	✓		✓	9/30
Quarry Community Development District	✓		✓	9/30
Randal Park Community Development District	✓		✓	9/30
Remington Community Development District	✓			9/30
Renaissance Community Development District	✓		✓	9/30
Reserve Community Development District	✓			9/30
Reserve 2 Community Development District	✓		✓	9/30
Reunion East Community Development District	✓			9/30
Reunion West Community Development District	✓			9/30
River Bend Community Development District	✓			9/30
River Glen Community Development District	✓			9/30
River Hall Community Development District	✓			9/30
River Place on the St. Lucie Community Development District	✓			9/30
River Ridge Community Development District	✓		✓	9/30
Rivercrest Community Development District	✓			9/30
Rivers Edge Community Development District	✓			9/30
Sable Palm Community Development District	✓		✓	9/30
Sail Harbour Community Development District	✓		✓	9/30
Sampson Creek Community Development District	✓			9/30
Sandy Creek Community Development District	✓		✓	9/30
Sausalito Bay Community Development District	✓		✓	9/30
Seven Oaks I Community Development District	✓			9/30
Seven Oaks II Community Development District	✓			9/30
Silver Palms Community Development District	✓		✓	9/30
Silverado Community Development District	✓		✓	9/30
Six Mile Creek Community Development District	✓		✓	9/30
Somerset Community Development District	✓			9/30
Sonoma Bay Community Development District	✓		✓	9/30
South Bay Community Development District	✓			9/30
South Fork Community Development District	✓			9/30
South Fork East Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
South Fork III Community Development District	✓		✓	9/30
South Kendall Community Development District	✓			9/30
South Shore Corporate Park Industrial Community Development District	✓		✓	9/30
South-Dade Venture Development District	✓		✓	9/30
South Village Community Development District	✓			9/30
Southaven Community Development District	✓			9/30
Southern Hills Plantation I Community Development District	✓			9/30
Southern Hills Plantation II Community Development District	✓			9/30
Southern Hills Plantation III Community Development District	✓			9/30
Spicewood Community Development District	✓		✓	9/30
Split Pine Community Development District	✓			9/30
Springridge Community Development District (formerly Killarney)	✓		✓	9/30
St. John's Forest Community Development District	✓			9/30
Sterling Hill Community Development District	✓			9/30
Stevens Plantation Community Development District	✓		✓	9/30
Stonebrier Community Development District	✓			9/30
Stonegate Community Development District	✓		✓	9/30
Stoneybrook at Venice Community Development District	✓		✓	9/30
Stoneybrook Community Development District	✓		✓	9/30
Stoneybrook Oaks Community Development District	✓			9/30
Storey Park Community Development District	✓		✓	9/30
Summerville Community Development District	✓		✓	9/30
Summit at Fern Hill Community Development District	✓		✓	9/30
Sunny Hills Units 12-15 Dependent District	✓			9/30
SWI Community Development District	✓			9/30
Talavera Community Development District	✓		✓	9/30
Talis Park Community Development District	✓		✓	9/30
Tampa Palms Community Development District	✓		✓	9/30
Tampa Palms Open Space and Transport Community Development District	✓		✓	9/30
Tapestry Community Development District	✓		✓	9/30
Tara Community Development District	✓			9/30
Terra Bella Community Development District	✓			9/30
Tesoro Community Development District	✓		✓	9/30
Thousand Oaks Community Development District	✓		✓	9/30
Tison's Landing Community Development District	✓			9/30
Tolomato Community Development District	✓		✓	9/30
Tomoka Community Development District	✓		✓	9/30
Toscana Isles Community Development District	✓			9/30
Town Center at Palm Coast Community Development District	✓		✓	9/30
Tradition Community Development District	✓			9/30
Trails Community Development District	✓			9/30
Trails at Monterey Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Treaty Oaks Community Development District	✓			9/30
Tree Island Estates Community Development District	✓		✓	9/30
Treeline Preserve Community Development District	✓			9/30
Trevesta Community Development District	✓		✓	9/30
Triple Creek Community Development District	✓		✓	9/30
TSR Community Development District	✓		✓	9/30
Turnbull Creek Community Development District	✓		✓	9/30
Turtle Run Community Development District	✓			9/30
Tuscany Reserve Community Development District	✓			9/30
Twelve Oaks Community Development District	✓			9/30
Two Creeks Community Development District	✓		✓	9/30
University Place Community Development District	✓		✓	9/30
University Square Community Development District	✓			9/30
Urban Orlando Community Development District	✓		✓	9/30
Valencia Acres Community Development District	✓			9/30
Vasari Community Development District	✓		✓	9/30
Venetian Community Development District	✓			9/30
Venetian Isles Community Development District	✓		✓	9/30
Venetian Parc Community Development District	✓		✓	9/30
Verandah Community Development District	✓		✓	9/30
Verandah East Community Development District	✓		✓	9/30
Verandah West Community Development District	✓		✓	9/30
Verandahs Community Development District	✓		✓	9/30
Verano #1 Community Development District	✓		✓	9/30
Verano Center Community Development District	✓		✓	9/30
Verona Walk Community Development District	✓			9/30
Viera East Community Development District	✓		✓	9/30
Villa Portofino East Community Development District	✓		✓	9/30
Villa Portofino West Community Development District	✓		✓	9/30
Villa Vizcaya Community Development District	✓		✓	9/30
Village Walk of Bonita Springs Community Development District	✓			9/30
Villages at Bloomingdale Community Development District	✓			9/30
Village at Gulfstream Park Community Development District	✓		✓	9/30
Villages of Glen Creek Community Development District	✓		✓	9/30
Villages of Westport Community Development District	✓			9/30
Vista Community Development District	✓		✓	9/30
Vista Lakes Community Development District	✓		✓	9/30
Vizcaya in Kendall Community Development District	✓		✓	9/30
Walnut Creek Community Development District	✓		✓	9/30
Waterchase Community Development District	✓		✓	9/30
Waterford Estates Community Development District	✓		✓	9/30
Waterford Landing Community Development District	✓		✓	9/30

COMMUNITY DEVELOPMENT DISTRICTS	Governmental Audit	Utility Audit	Current Client	Year End
Watergrass Community Development District	✓		✓	9/30
Waterlefe Community Development District	✓			9/30
Water's Edge Community Development District	✓		✓	9/30
Waterset North Community Development District	✓			9/30
Waterstone Community Development District	✓		✓	9/30
Wentworth Estates Community Development District	✓			9/30
West Lake Community Development District	✓		✓	9/30
West Villages Independent District	✓		✓	9/30
Westchase Community Development District	✓		✓	9/30
Westchester Community Development District	✓			9/30
Westridge Community Development District	✓			9/30
Willow Creek Community Development District	✓			9/30
Winding Cypress Community Development District	✓		✓	9/30
Windsor at Westside Community Development District	✓		✓	9/30
Winston Trails East Community Development District	✓			9/30
Winter Garden Village at Fowler Groves Community Development District	✓			9/30
Woodlands Community Development District	✓			9/30
World Commerce Community Development District	✓			9/30
Wyndam Park Community Development District	✓		✓	9/30
Wynnfield Lakes Community Development District	✓			9/30
Wynmere West Community Development District	✓		✓	9/30
TOTAL	437	3	255	

OTHER GOVERNMENTAL ENTITIES	Attestation Services	Consulting Services	Governmental Audit	Single Audit	CAFR	Current Client	Year End
Broward County School District (Joint Venture) (Assessment of Maintenance Operations)		✓					N/A
Broward County School District (Joint Venture, 20%)			✓	✓	✓		6/30
Florida Community College at Jacksonville (Internal Audit)	✓						6/30
Florida Transit Association Finance Corporation		✓	✓				6/30
Highland County School District (Internal Funds Audit)			✓				6/30
Palm Beach County School District (Assessment of maintenance for Facility and Property Management) (Internal Funds Audit)		✓	✓				6/30
Palm Beach County School District (Joint Venture, 20%)			✓	✓	✓		6/30
Migrant Health Services of Palm Beach County			✓	✓			N/A
South Florida Water Management District				✓			9/30
South Florida Water Management District CERP Program Management Services (Joint Venture)	✓						N/A
State of Florida Department of Management Services (Construction)			✓				N/A
State of Florida Department of Transportation (Overhead Audits - Various)			✓			✓	N/A
TOTAL	2	3	8	4	2	1	

NON-PROFIT CLIENTS SERVED AND RELATED EXPERIENCE	Attestation Services	Financial Audit	Consulting Services	Governmental Audit	Single Audit	Tax Services	Current Client	Year End
Aid to Victims of Domestic Abuse, Inc.		✓		✓	✓	✓	✓	6/30
Alliance for Human Services, Inc.		✓				✓		6/30
Brevard Workforce Development Board, Inc.				✓	✓			6/30
Broward County Human Rights Board/Division (Joint Venture, 30%)	✓		✓					N/A
Broward Education Foundation		✓		✓	✓	✓		6/30
CareerSource Broward		✓					✓	9/30
Christian Manor	✓	✓	✓	✓	✓	✓		12/31
Delray Beach Community Land Trust				✓		✓		9/30
Family Promise	✓			✓				12/31
Florida Public Transportation Association, Inc.	✓	✓				✓		9/30
Florida Transit Association Finance Corporation		✓				✓		9/30
Hispanic Human Resources Council	✓	✓	✓	✓	✓	✓	✓	9/30
Mae Volen Senior Center	✓	✓		✓	✓	✓	✓	6/30
National Board for Registration of Registrars		✓				✓		3/31
National Cancer Registration Board		✓				✓		6/30
North Lauderdale Academy High School	✓			✓				6/30
Northwood Development Corporation	✓	✓	✓	✓	✓	✓		9/30
Palm Beach Community College Foundation			✓	✓		✓		6/30
Palm Beach County Workforce Development Board (Joint Venture, 25%)	✓							6/30
Pasco-Hernando Workforce Board		✓					✓	6/30
Southwest Florida Workforce Development Board				✓	✓		✓	6/30
Urban League of Palm Beach County				✓	✓			6/30
TOTAL	9	13	5	13	9	13	6	

RETIREMENT PLANS	Financial Audit	ERISA/DOL	Current Client	Year End
Campbell Property Management 401(k)	✓	✓	✓	12/31
City of Cooper City General Employee Retirement Plan	✓			9/30
City of Lauderhill General Employee Retirement Plan	✓		✓	9/30
City of Parkland Police Pension Fund	✓		✓	9/30
City of Sunrise General Employees' Retirement System	✓		✓	9/30
Cross County Home Services and Affiliates 401(k) Plan	✓	✓	✓	9/30
Danmar Corporation 401(k) Plan	✓	✓		12/31
Florida Public Utilities 401(k) and Pension Plans	✓	✓		12/31
Jacksonville Police and Fire Pension Fund	✓			9/30
Pinetree Water Control District Defined Contribution Retirement Plan	✓			9/30
San Carlos Park Fire Protection and Rescue Service District	✓		✓	9/30
Town of Davie General Employees Retirement Plan	✓			9/30
Town of Hypoluxo Defined Contribution Retirement Plan	✓		✓	9/30
Town of Lauderdale By The Sea Volunteer Firefighters Pension Plan	✓		✓	9/30
TOTAL	14	4	8	

SPECIAL DISTRICTS

	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Belle Fontaine Improvement District	✓				9/30
Boca Raton Airport Authority	✓	✓		✓	9/30
Central Broward Water Control District	✓			✓	9/30
Central County Water Control District	✓				9/30
Citrus County Mosquito Control District	✓				9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓	✓	9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓			✓	9/30
Greenway Improvement District	✓				9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Homestead Educational Facilities Benefits District	✓				9/30
Horizons Improvement District	✓				9/30
Indian River Mosquito Control District	✓			✓	9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent Special District	✓				9/30
Lakewood Ranch Inter-District Authority	✓				9/30
Lost Rabbit Public Improvement District	✓				9/30
Loxahatchee Groves Water Control District	✓			✓	9/30
Myakka City Fire Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Palm Beach Soil and Water Conservation District	✓				9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓			✓	9/30
Ranger Drainage District	✓			✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓	✓		✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓			✓	9/30
Sun 'N Lake of Sebring Improvement District	✓		✓		9/30
Sunshine Water Control District	✓			✓	9/30
Twelve Oaks Improvement District	✓				9/30
West Lakeland Water Control District	✓				9/30
West Villages Independent District	✓			✓	9/30
TOTAL	38	4	3	26	

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Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Staff Qualifications, Experience & Resumes

QUALITY AND EXPERIENCE OF FIRM'S ASSIGNED AUDITING PERSONNEL

You will have two partners available and our consultant for any technical assistance. In addition, an audit manager will be available for the engagement and a senior will be assigned to the engagement that will perform the majority of fieldwork. Additional staff are available to assist with the engagement should the need arise.

Name	Years performing government audits	CPE within last 2 years	Professional Memberships
ANTONIO J. GRAU, CPA (Partner)	Over 30	Government Accounting, Auditing: 63 hours Accounting, Auditing and Other: 62 hours	AICPA FICPA FGFOA GFOA
ANTONIO S. GRAU, CPA (Concurring Review Consultant)	Over 40	Government Accounting and Auditing: 32 hours Accounting, Auditing and Other: 62 hours	AICPA FICPA ICPA
RACQUEL MCINTOSH, CPA (Partner)	Over 13	Government Accounting and Auditing hours:62 Accounting, Auditing and Other: 20 hours	AICPA FICPA FGFOA FASD

POSITION DESCRIPTIONS

Engagement Partner

The engagement will be performed under the direct supervision of an Engagement Partner. The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel.

The Engagement Partner will also be involved in:

- ❖ coordinating all services;
- ❖ directing the development of the overall audit approach and plan;
- ❖ performing an overriding review of work papers;
- ❖ resolving technical accounting and reporting issues;
- ❖ reviewing, approving and signing reports, management letters, and other audit engagement products; and,
- ❖ ascertaining client satisfaction with all aspects of our engagement, such as services and the personnel assigned.



Concurring Review and Advisory Consultant

A Concurring Review Consultant will be available as a sounding board to advise in those areas where problems are encountered. He will also perform a second review of all reports to be issued by Grau & Associates.

Audit Manager and Senior

The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include:

- ❖ planning the audit;
- ❖ preparing or modifying audit programs, as needed;
- ❖ evaluating internal control and assessing risk;
- ❖ communicating with the client and the partners the progress of the audit; and
- ❖ determining that financial statements and all reports issued by the firm for accuracy, completeness and that they are prepared in accordance with professional standards and firm policy.

Information Technology Consultants and Personnel

In addition to the assigned personnel above, Grau and Associates has staff with significant IT auditing experience that will assist in the evaluation and testing of internal controls. Because our staff has both a financial audit and IT background, they are able to communicate effectively all IT related concerns to management. In addition, Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

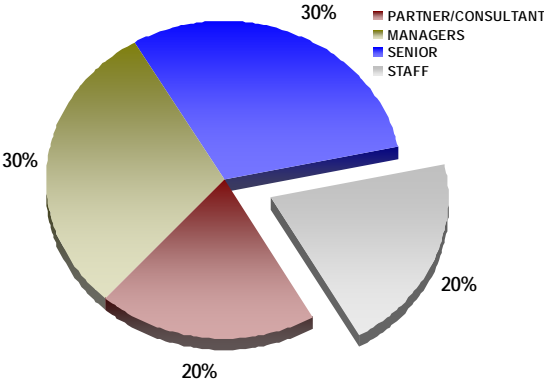
**CONTINUITY
OF STAFF AND
AUDIT TEAM**

Grau's engagement team's workload is organized in such a way that additional activities brought about by this engagement will not impact our current commitments to our clients. We have sufficient staff capacity to integrate these professional services into our present operations, while continuing to maintain the highest standards of quality and time lines for our clients.

COMPOSITION OF ENGAGEMENT TEAM

*In contrast to the majority of both national and local firms, **Grau’s proposed engagement team is comprised of an exceptionally large percentage of high-level audit professionals.** This gives us the ability to **quickly recognize problems** and **be more efficient** as a result of our Team’s **DECADES** of governmental auditing experience.*

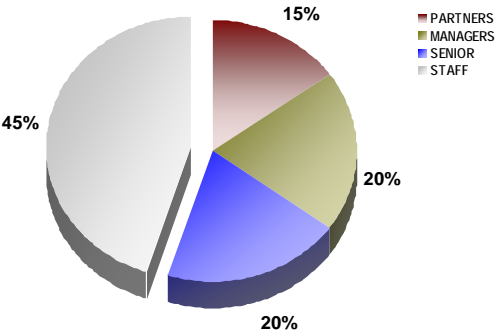
Grau & Associates



80 percent of engagement will be performed by Partners, Management and Senior Staff

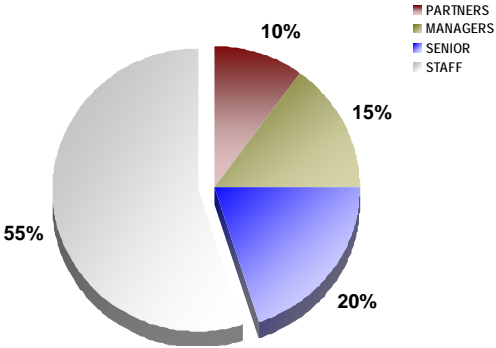
VS.

Typical Local CPA Firm:



Fifty-five percent of engagement is performed by “Management”

Typical National CPA Firm



Forty-five percent of engagement is performed by “Management”

Antonio J. Grau, CPA, Partner

e-mail: tgrau@graucpa.com

Education

Bachelor of Arts, Business Administration, 1983 University of South Florida; Certificate of Educational Achievement from the AICPA in Governmental Single Audits, 2016

Professional History

CPA, in Florida since February 28, 1985, Certificate No. 15330		
Grau & Associates	Partner	2005-Present
Grau & Company	Partner	1995-2005
Grau & Company	Audit Manager	1987-1995
International Firm	Auditor	1985-1986
Grau & Company	Staff Accountant	1983-1984

Clients Served *(partial list)*

(>300) Various Special Districts	Key Largo Water Treatment District
Brevard Workforce Board	Mae Volen Senior Center, Inc.
Broward Education Foundation	North Lauderdale Academy High School
City of Cooper City	Orlando Housing Authority
City of Lauderdale Lakes	Palm Beach County Workforce Development Board
City of Lauderhill	Peninsula Housing Programs
City of Lauderhill General Pension	School Board of Broward County
City of North Lauderdale	School Board of Miami-Dade County
City of Oakland Park	School Board of Palm Beach County
City of Weston	South Florida Water Management District
Delray Beach Housing Authority	Southwest Florida Workforce Development Board
East Central Regional Wastewater Treatment Fac.	Town of Davie
Florida Community College at Jacksonville	Town of Highland Beach
Florida Department of Management Services	Town of Hypoluxo
Greater Boca Raton Park & Beach District	Village of Golf
Highland County School District	Village of Wellington
Hispanic Human Resource Council	West Palm Beach Housing Authority

Professional Education *(over the last two years)*

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	63
Accounting, Auditing and Other	62
Total Hours	<u>125</u> <i>(includes of 4 hours of Ethics CPE)</i>

Other Qualifications

As a member of the Government Finance Officers Association Special Review Committee, Mr. Grau participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Mr. Grau was the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County.

Professional Associations/Memberships

American Institute of Certified Public Accountants	Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants	Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member	

Antonio S. Grau, CPA, Concurring Review Consultant

e-mail: asgrau@graucpa.com

Education

Bachelor Degree, Business Administration, 1966, University of Miami, Certificate of Educational Achievement from the AICPA in Governmental and Not-For-Profit Accounting and Auditing, 1994/1995

Professional History

CPA in Florida since April 29, 1970, Certificate No. 2623

Grau & Company	Partner	1977-2004
Public Company	Financial Officer	1972-1976
International Firm	Auditor	1966-1972

Clients Served (partial list)

Mr. Grau was the head of the governmental audit department of Grau & Company, and performs the concurring review and advises on all the governmental audits of the firm.

Atlanta Housing Authority	Hispanic Human Resource Council
Broward County Housing Authority	Mae Volen Senior Center, Inc.
City of Dania Beach	Miami Beach Housing Authority
City of Lauderdale Lakes	North Lauderdale Academy High School
City of Lauderhill	Palm Beach County Workforce Development Board
City of Lauderhill General Pension	School Board of Miami-Dade County
City of Miami Springs	South Florida Water Management District
City of Oakland Park	Town of Hypoluxo
City of Sweetwater Pension	Town of Lauderdale-By-The-Sea
Florida Community College at Jacksonville	Town of Miami Lakes
Highland County School District	Town of Southwest Ranches
Downtown Development Authority of the City of Miami / Community Development Block Grants	Village of Biscayne Park
	West Palm Beach Housing Authority

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	32
Accounting, Auditing and Other	62
Total Hours	94 (includes of 4 hours of Ethics CPE)

Other Qualifications

Mr. Grau was the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County.

Professional Associations/Memberships

Member, American Institute of Certified Public Accountants	Institute of Certified Public Accountants (1996-1997)
Member, Florida Institute of Certified Public Accountants	Institute of Certified Public Accountants (1991 - 1993)
Past member, State and Local Government Committee, Florida	
Past member, Quality Review Acceptance Committee, Florida	
Past member of BKR International Committee on Government and Non-Profit Accounting and Auditing	

Racquel C. McIntosh, CPA, Partner

e-mail: rmcintosh@graucpa.com / 561-939-6669

Education

Master of Accounting, MACC; Florida Atlantic University, December 2004;
Bachelor of Arts – Majors: Accounting and Finance; Florida Atlantic University, May 2003

Professional History

Grau & Associates	Partner	2014-Present
Grau & Associates	Manager	2009-2014
Grau & Associates	Senior Auditor	2007-2009
Grau & Associates	Staff Auditor	2006-2007
Grau & Company	Staff Auditor	2005-2006

Clients Served (partial list)

(>300) Various Special Districts	Pinetree Water Control District (Broward/Palm Beach)
Boca Raton Airport Authority	Ranger Drainage District
Brevard Workforce Development Board	San Carlos Park Fire Protection & Rescue District
Broward Education Foundation	South Central Reg. Wastewater Treatment & Disposal Bd.
Central Broward Water Control District	South Trail Fire Protection & Rescue
City of Cooper City	Southwest Florida Workforce Development Board
City of Pompano Beach (Joint Venture)	Sun N Lake of Sebring Improvement District
City of West Park	Town of Highland Beach
City of Weston	Town of Hypoluxo
East Central Reg. Wastewater Treatment Fac.	Town of Lantana
East Naples Fire Control & Rescue District	Town of Hillsboro Beach
Greater Boca Raton Beach & Park District	Village of Golf
Key Largo Wastewater Treatment District	Village of Wellington

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	62
Accounting, Auditing and Other	20
Total Hours	<u>82</u> (includes of 4 hours of Ethics CPE)

Professional Associations/ Memberships

American Institute of Certified Public Accountants	FICPA State & Local Government Committee
Florida Institute of Certified Public Accountants	FICPA Atlantic Chapter Board Member
FICPA Young CPAs Committee	FGFOA Palm Beach Chapter



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

References

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Racquel McIntosh
Dates	Annually since 2007
Client Contact	William Rizzetta, President 12750 Citrus Park Lane, Suite 115 Tampa, Florida 33625 813-933-5571

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Cost of Services

Our proposed all-inclusive fee for the financial audit for the fiscal years ended September 30, 2018 - 2020 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2018	\$8,500
2019	\$8,800
2020	\$9,100
TOTAL (2018-2020)	<u>\$26,400</u>

The above fee is based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fee would be adjusted accordingly upon approval from all parties concerned.



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Supplemental Information

Specific Audit Approach

SCOPE / WORK PRODUCTS / RESULTS

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:

Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements.
- Read minutes of meetings.
- Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems.
- Obtain an understanding of fraud detection and prevention systems.
- Obtain and document an understanding of internal control. Consider the methods that are used to process accounting information which influence the design of the internal control. This understanding includes knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation.
- Assess risk and determine what controls we are to rely upon and what tests we are going to perform. Perform test of controls.
- Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives.
- Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions.
- Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures.
- Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- Perform final analytical procedures.
- Review information and make inquiries for subsequent events.
- Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- Significant audit adjustments;
- Significant deficiencies or material weaknesses;
- Disagreements with management; and,
- Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

- The recommendation must be cost effective;
- The recommendations are to be the simplest to effectuate in order to correct a problem;
- The recommendation must go to the heart of the problem and not just correct symptomatic matter; and
- The corrective action must take into account why the deficiency occurred.

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We typically begin our audit process with an entrance conference before the onsite fieldwork begins. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis. Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal. We strive to continue to keep an open line of communication through the fieldwork and ending with an exit conference.

Additional Services

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- | | |
|-----------------------------|---------------------------------------|
| • Accounting systems | • Fixed asset records |
| • Development of budgets | • Cost reimbursement |
| • Organizational structures | • Indirect cost allocation |
| • Financing alternatives | • Grant administration and compliance |
| • IT Auditing | |

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds. Please find a partial list of clients served on the following pages.

***GRAU HAS PROVIDED ARBITRAGE SERVICES FOR
GOVERNMENTAL CLIENTS INCLUDING:***

- Aberdeen Community Development District
- Amelia Walk Community Development District
- Arlington Ridge Community Development District
- Bartram Park Community Development District
- Bartram Springs Community Development District
- Bayside Improvement District
- Baywinds Community Development District
- Beacon Lakes Community Development District
- Beacon Tradeport Community Development District
- Bobcat Trail Community Development District
- Boynton Village Community Development District
- Brandy Creek Community Development District
- Briger Community Development District
- Brighton Lakes Community Development District
- Brooks of Bonita Springs Community Development District
- Candler Hills East Community Development District
- Capital Region Community Development District
- Cedar Pointe Community Development District
- Championsgate Community Development District
- Chevel West Community Development District
- City Place Community Development District
- Coconut Cay Community Development District
- Colonial Country Club Community Development District
- Cory Lakes Community Development District
- Country Greens Community Development District
- Creekside Community Development District
- Double Branch Community Development District
- Dunes Community Development District
- Durbin Crossing Community Development District
- East Bonita Beach Road Plantation Comm. Development District
- East Homestead Community Development District
- East Park Community Development District
- Enclave at Black Point Marina Community Development District
- Falcon Trace Community Development District
- Fiddler's Creek Community Development District I
- Fiddler's Creek Community Development District II
- Fleming Island Plantation Comm. Dev. District
- Grand Haven Community Development District
- Griffin Lakes Community Development District
- Habitat Community Development District
- Hamal Community Development District
- Hammocks Community Development District
- Harbour Lakes Estates Comm. Development District
- Harmony Community Development District
- Heritage Bay Community Development District
- Heritage Palms Community Development District
- Heritage Pines Community Development District
- Heritage Springs Community Development District
- Huntington Community Development District
- Indigo East Community Development District
- Islands of Doral III Community Development District
- Julington Creek Plantation Comm. Dev. District
- Laguna Lakes Community Development District
- Lake Ashton Community Development District
- Lake Ashton II Community Development District
- Lake Powell Residential Golf Community Dev. District
- Lakes By The Bay South Community Dev. District
- Lakewood Ranch 1 Community Development District
- Landmark at Doral Community Development District
- Jurlington Creek Plantation Community Dev. District
- Lakewood Ranch 2 Community Development District
- Lakewood Ranch 3 Community Development District
- Lakewood Ranch 4 Community Development District
- Lakewood Ranch 5 Community Development District
- Lakewood Ranch 6 Community Development District
- Legacy Springs Improvement District No. 1
- Live Oak Community Development District
- Main Street Community Development District
- Marshall Creek Community Development District
- Meadow Pointe II Community Development District
- Mediterra North Community Development District
- Mediterra South Community Development District
- Mediterranea Community Development District
- Midtown Miami Community Development District
- Moody River Community Development District
- Monterra Community Development District
- Narcossee Community Development District
- North Springs Improvement District
- Oakstead Community Development District
- Old Palm Community Development District
- Orchid Grove Community Development District
- OTC Community Development District
- Overoaks Community Development District
- Palm Glades Community Development District
- Parklands Lee Community Development District
- Parklands West Community Development District
- Parkway Center Community Development District
- Pine Air Lakes Community Development District
- Pine Island Community Development District
- Pine Ridge Plantation Community Development District

ARBITRAGE SERVICES (Continued)

- Portofino Cove Community Development District
- Portofino Isles Community Development District
- Portofino Landings Community Development District
- Portofino Shores Community Development District
- Portofino Vista Community Development District
- Reunion East Community Development District
- Reunion West Community Development District
- Ridgewood Trails Community Development District
- River Place on the St. Lucie Community Dev. District
- Rolling Hills Community Development District
- Sampson Creek Community Development District
- South Dade Venture Community Development District
- South Village Community Development District
- Spicewood Community Development District
- Split Pine Community Development District
- Stonegate Community Development District
- Stoneybrook Community Development District
- Stoneybrook West Community Development District
- The Crossings at Fleming Island Comm. Dev. District
- Tison's Landing Community Development District
- Treeline Preserve Community Development District
- Turnbull Creek Community Development District
- Tuscany Reserve Community Development District
- University Place Community Development District
- Urban Orlando Community Development District
- Vasari Community Development District
- Verandah East Community Development District
- Verandah West Community Development District
- Verano Center Community Development District
- Villa Portofino East Community Development District
- Villa Vizcaya Community Development District
- Villages of Westport Comm. Development District
- Villasol Community Development District
- Vista Lakes Community Development District
- Vizcaya Community Development District
- Vizcaya in Kendall Community Development District
- Walnut Creek Community Development District
- Waterchase Community Development District
- Waterford Estates Community Development District
- Waterstone Community Development District
- Wentworth Estates Community Development District
- Westchester Community Development District #1
- Woodlands Community Development District
- Wynnfield Lakes Community Development District

**Grau provides value and services
above and beyond
the traditional auditor's "product"**

We look forward to providing **Marshall Creek Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

**MARSHALL CREEK
COMMUNITY DEVELOPMENT DISTRICT
PROPOSAL FOR AUDIT SERVICES**

PROPOSED BY:

Berger, Toombs, Elam, Gaines & Frank
CERTIFIED PUBLIC ACCOUNTANTS, PL

600 Citrus Avenue, Suite 200
Fort Pierce, Florida 34950

(772) 461-6120

CONTACT PERSON:

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

January 7, 2019

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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

January 7, 2019

Marshall Creek Community Development District
Inframark Management Services
210 North University Drive, Suite 702
Coral Springs, FL 33071

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Marshall Creek Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Marshall Creek Community Development District. We will provide you with top quality, responsive service.

Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.

Fort Pierce / Stuart

Marshall Creek Community Development District
January 7, 2019

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Marshall Creek Community Development District.

Very truly yours,

*Berger Toombs Elam
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

PROFILE OF THE PROPOSER

Description and History of Audit Firm

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

Professional Staff Resources

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has a total of 27 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (1 CPA)	3
Staff Accountants	7
Computer Specialist	1
Paraprofessional	6
Administrative	<u>4</u>
Total – all personnel	28

Following is a brief description of each employee classification:

Staff Accountant – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

Senior Accountant – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

Managers – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

Principal – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor-in-charge. A principal has no financial interest in the firm.

Partner/Director – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

Professional Staff Resources (Continued)

Independence – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to insure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Marshall Creek Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

ADDITIONAL SERVICES PROVIDED

Arbitrage Rebate Services

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., “rebate”) to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer’s auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all “Gross Proceeds” (as that term is defined in the Code) of the bond issue, including those requiring analysis due to “transferred proceeds” and/or “commingled funds” circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue’s excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

GOVERNMENTAL AUDITING EXPERIENCE

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

Continuing Professional Education

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

References

Capron Trail Community Development
District
Jeff Walker, Special District Services
(561) 630-4922

Gateway Community Development
District
Stephen Bloom, Severn Trent Management
(954) 753-5841

The Reserve Community Development District

Darrin Mossing, Governmental Management
Services LLC
(407) 841-5524

Port of the Islands Community Development
District
Cal Teague, Premier District Management

(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

Community Development Districts

Aberdeen Community Development
District

Celebration Pointe Community
Development District

Amelia Concourse Community
Development District

Channing Park Community
Development District

Anthem Park Community
Development District

Cheval West Community
Development District

Arborwood Community Development
District

City Center Community Development
District

Bannon Lakes Community
Development District

Colonial Country Club Community
Development District

Beacon Lakes Community
Development District

Creekside at Twin Creeks Community
Development District

Candler Hills East Community
Development District

Deer Run Community Development
District

Capron Trail Community Development
District

Diamond Hill Community
Development District

Cedar Hammock Community
Development District

Eagle Point Community Development
District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Eastlake Oaks Community Development District	Legends Bay Community Development District
Easton Park Community Development District	Live Oak No 2 Community Development District
Estancia @ Wiregrass Community Development District	Marshall Creek Community Development District
Forest Brooke Community Development District	Meadow View at Twin Lakes Community Development District
Gramercy Park Community Development District	Meadow Point III Community Development District
Greyhawk Landing Community Development District	Meadow Point IV Community Development District
Griffin Lakes Community Development District	Midtown Miami Community Development District
Habitat Community Development District	Mira Lago Community Development District
Harmony Community Development District	Narcoossee Community Development District
Heritage Harbor Community Development District	New Port Tampa Bay Community Development District
Heritage Isles Community Development District	Overoaks Community Development District
Heritage Lake Park Community Development District	Panther Trace 2 Community Development District
Heritage Palms Community Development District	Pine Island Community Development District
Julington Creek Community Development District	Pine Ridge Community Development District
Lake Bernadette Community Development District	Piney-Z Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Remington Community Development District

Southern Hills Plantation III Community Development District

Renaissance Commons Community Development District

St. John's Forest Community Development District

Reserve Community Development District

Stoneybrook West Community Development District

Reserve at Pradera Community Development District

Tern Bay Community Development District

Ridgewood Trails Community Development District

Terracina Community Development District

River Hall Community Development District

Twin Creeks North Community Development District

River Place on the St. Lucie Community Development District

Valencia Acres Community Development District

Riverwood Community Development District

Villages of Bloomingdale Community Development District

Riverwood Estates Community Development District

Westside Community Development District

Rolling Hills Community Development District

Willow Creek Community Development District

Sampson Creek Community Development District

Winston Trails Community Development District

Seminole Improvement District

Solterra Resort Community Development District

South Village Community Development District

Southern Hills Plantation I Community District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Town of Ocean Breeze Park
Jobs and Education Partnership	Troup Indiantown Water Control District

Current or Recent Single Audits.

St. Lucie County, Florida
Early Learning Coalition, Inc.
Treasure Coast Food Bank, Inc.

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River
Martin
Okeechobee
Palm Beach

Municipalities

City of Port St. Lucie
City of Vero Beach
Town of Orchid

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Special Districts

Boggy Creek Community Development District
Coquina Water Control District
Dovera Community Development District
Durbin Crossing Community Development District
Golden Lakes Community Development District
Lakewood Ranch Community Development District
Martin Soil and Water Conservation District
Myrtle Creek Community Development District
St. Lucie County – Fort Pierce Fire District
The Crossings at Fleming Island
St. Lucie West Services District
Indian River County Mosquito Control District
St. John's Water Control District
Westchase and Westchase East Community Development Districts
Pier Park Community Development District
Verandahs Community Development District
Magnolia Park Community Development District

Schools and Colleges

Federal Student Aid Programs – Indian River Community College
Indian River Community College
Okeechobee County District School Board
St. Lucie County District School Board

State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)
Florida School for Boys at Okeechobee
Indian River Community College Crime Laboratory
Indian River Correctional Institution

FEE SCHEDULE

We propose the fee for our audit services described below to be \$4,675 for the years ended September 30, 2018, 2019, and 2020. The fee is contingent upon the financial records and accounting systems of Marshall Creek Community Development District being “audit ready” and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Marshall Creek Community Development District as of September 30, 2018, 2019, and 2020. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP

Director – 38 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association
- ◆ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ◆ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ◆ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ◆ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ◆ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ◆ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ◆ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ◆ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ◆ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

Professional Experience

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 30 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP (Continued)

Director

Continuing Professional Education

- ◆ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
 - Governmental Accounting Report and Audit Update
 - Analytical Procedures, FICPA
 - Annual Update for Accountants and Auditors
 - Single Audit Sampling and Other Considerations

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

Accounting and Audit Principal – 9 years

Accounting and Audit Manager – 4 years

Staff Accountant – 11 years

Education

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – present)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – present)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)

Professional Experience

- ◆ Twenty-four years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
 - St. Lucie County, Florida
 - 19th Circuit Office of Medical Examiner
 - Troup Indiantown Water Control District
 - Exchange Club Center for the Prevention of Child Abuse, Inc.
 - Healthy Kids of St. Lucie County
 - Mustard Seed Ministries of Ft. Pierce, Inc.
 - Reaching Our Community Kids, Inc.
 - Reaching Our Community Kids - South
 - St. Lucie County Education Foundation, Inc.
 - Treasure Coast Food Bank, Inc.
 - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP (Continued)

Accounting and Audit Principal

Continuing Professional Education

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

Not-for-Profit Auditing Financial Results and Compliance Requirements

Update: Government Accounting Reporting and Auditing

Annual Update for Accountants and Auditors

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA

Accounting and Audit Manager – 27 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

Professional Experience

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

Counties:

St. Lucie County

Municipalities:

City of Fort Pierce

City of Stuart

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA (Continued)

Accounting and Audit Manager

Professional Experience (Continued)

Special Districts:

Bluewaters Community Development District
Country Club of Mount Dora Community Development District
Fiddler's Creek Community Development District #1 and #2
Indigo Community Development District
North Springs Improvement District
Renaissance Commons Community Development District
St. Lucie West Services District
Stoneybrook Community Development District
Summerville Community Development District
Terracina Community Development District
Thousand Oaks Community Development District
Tree Island Estates Community Development District
Valencia Acres Community Development District

Non-Profits:

The Dunbar Center, Inc.
Hibiscus Children's Foundation, Inc.
Hope Rural School, Inc.
Maritime and Yachting Museum of Florida, Inc.
Tykes and Teens, Inc.
United Way of Martin County, Inc.
Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

Continuing Professional Education

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

Commitment to Quality Service

Personnel Qualifications and Experience

Matthew Gonano, CPA

Senior Staff Accountant – 7 years

Education

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

Professional Affiliations/Community Service

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

Professional Experience

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

Commitment to Quality Service

Personnel Qualifications and Experience

Paul Daly

Staff Accountant – 6 years

Education

- ◆ Florida Atlantic University, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Melissa Arnold

Senior Staff Accountant – 4 years

Education

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Arnold participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Bryan Snyder

Staff Accountant – 3 years

Education

- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ◆ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

Continuing Professional Education

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.

Commitment to Quality Service

Personnel Qualifications and Experience

Maritza Stonebraker

Staff Accountant – 2 years

Education

- ◆ Indian River State College, B.S.A. – Accounting

Professional Experience

- ◆ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

Continuing Professional Education

- ◆ Mrs. Stonebraker participates in numerous continuing education courses and plans on acquiring her CPA.

Commitment to Quality Service

Personnel Qualifications and Experience

Jonathan Herman

Senior Staff Accountant – 4 years

Education

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

Professional Experience

- ◆ Accounting graduate with four years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Working to study to take the Certified Public Accounting (CPA) exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Sean Stanton

Staff Accountant

Education

- ◆ University of South Florida, B.S. – Accounting
- ◆ Florida Atlantic University, M.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

Continuing Professional Education

- ◆ Mr. Stanton is working towards passing the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Brianne Davies
Staff Accountant

Education

- ◆ Indian River State College, B.S.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Commitment to Quality Service

Personnel Qualifications and Experience
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Taylor Nuccio
Staff Accountant

Education

- ◆ Indian River State College, B.S.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.



Judson B. Baggett | 6815 Dairy Road
MBA, CPA, CVA, Partner | Zephyrhills, FL 33542
Marci Reutimann | (813) 788-2155
CPA, Partner | (813) 782-8606

System Review Report

To the Directors
Berger, Toombs, Elam, Gaines & Frank, CPAs PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

November 2, 2016

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs PL (the firm), in effect for the year ended May 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards and audits of employee benefit plans*.

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs PL in effect for the year ended May 31, 2016 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs PL, has received a peer review rating of *pass*.


Baggett, Reutimann & Associates, CPAs, PA

(BERGER_REPORT16)

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA)
National Association of Certified Valuation Analysts (NACVA)

Third Order of Business

**MINUTES OF AUDIT COMMITTEE MEETING
MARSHALL CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Marshall Creek Community Development District was held on Wednesday, December 19, 2018 at 4:00 p.m. at the Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Howard Hoffman	Chairman
Howard Entman	Vice Chairman
Scott Raybuck	Assistant Secretary
Jeff Riley	Assistant Secretary
Kathy Moss	Supervisor

Also present were:

Janice Eggleton Davis	District Manager
Katie Buchanan	District Counsel
Katie Hollis	General Manager
Members of the Public	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hoffman called the Audit Committee meeting to order and the Board members identified themselves.

SECOND ORDER OF BUSINESS

**Ranking of Audit Firm Proposals
and Recommendation Selected
Audit Firm**

- Discussion followed on only one proposal being submitted. Ms. Davis noted it is from Grau & Associates.
- Mr. Hoffman inquired if his is the firm that prepared the audit last year.
 - Ms. Davis noted they are not. Grau & Associates did do the audit a couple of years back and there was an issue with all the IOTA foreclosures and having the SPE and they tried to increase your rate after the fact. When you went out the next time you chose a different auditor.
- Mr. Hoffman noted Grau is asking \$8,000 per year and inquired if this is what they paid the other auditor?

- Dr. Entman inquired if the current auditor declined or did they just not come back to us?
 - Ms. Davis noted they did not come back with a proposal.
- Mr. Hoffman inquired if they are under any time pressure to do this?
 - Ms. Davis noted we would like to get an auditor engaged as soon as possible, but we can put it off for another month if you would like for us to get additional proposals.
- Mr. Hoffman inquired if Ms. Hollis might know another auditor that might want to do this.
 - Ms. Hollis noted she does.
 - Mr. Hoffman suggested they postpone for another month.
 - Ms. Davis noted Inframark has a list of auditors that they know do CDDs and have government accounting experience. We can also go to the one who currently does your audit. Your fee last year was \$3,725.
- Discussion followed on postponing with Ms. Davis noting what she believes they need to do is reject all bids.

On MOTION by Dr. Entman seconded by Mr. Riley, with all in favor, to reject all bids was approved.

- Ms. Buchanan noted they will also want a motion for rebidding.

On MOTION by Dr. Entman seconded by Mr. Riley, with all in favor, to rebid was approved.

THIRD ORDER OF BUSINESS

Adjournment

There being nothing further,

On MOTION by Dr. Entman seconded by Mr. Riley with all in favor, the Audit Committee meeting was adjourned.

Janice Eggleton Davis
Secretary

Chairman

MINUTES

**MINUTES OF MEETING
MARSHALL CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Marshall Creek Community Development District was held on Wednesday, December 19, 2018 at 4:00 p.m. at the Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Howard Entman	Chairman
Jeff Riley	Vice Chairman
Howard Hoffman	Assistant Secretary
Kathy Moss	Assistant Secretary
Scott Raybuck	Assistant Secretary

Also present were:

Janice Eggleton Davis	District Manager
Katie Buchanan	District Counsel
Ryan Stilwell, P.E.	District Engineer
Katie Hollis	General Manager
Erin Gunia	Director, Amenities & Strategic Planning
Tom Salmon	Director of Tennis
Mary Heath	Hines
Members of the Public	

The following is a summary of the discussions and actions taken at the December 20, 2018 Marshall Creek Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

- Mr. Hoffman called the meeting to order and the Board and Staff identified themselves for the record.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Oath of Office

Ms. Davis, a Notary Public of the State of Florida administered the oaths of office to Dr. Entman, Mr. Hoffman and Ms. Moss, copies of which is attached hereto and made part of the record.

- Discussion followed on the oath with it being noted there are two: one is required by Chapter 190 and the other is required by the Department of State / Division of Elections.

B. Election of Officers – Resolution 2019-3

- Mr. Hoffman noted his understanding is there are two candidates for the Chairman position – Dr. Entman and himself. Does anybody else want to be Chairman?
- Discussion followed on nominations with Mr. Riley requesting each state what they plan to do in the next year that might be different.
- Mr. Hoffman noted he does not plan to do anything differently. He noted the most important thing the Board does is the budget. The budget is done in the summer and it is very difficult if the Chairman is not here during the summer. He does not feel you can do a good job on the phone and not be here to go out in the community when problems arise and not here to meet with Ms. Hollis when something has to be done. It is not that he is great, but he is here.
- Dr. Entman noted they are one community and the fact that there is a CDD Board and a POA Board is an artifact of when Hines financed the project and used municipal bonds. By virtue of that the CDD is a governmental body and is obligated to manage, protect and operate all of which was financed by the bonds. The POA has the responsibility for homeowners and covenants. After all is said and done, they are one community. If it were not for the financing mechanisms Hines used, they would have one Board of Directors/Supervisors operating in the interest of the community. It is important that both of these Board's operate synergistically so they do not operate at cross purposes. There are many projects that need to be done in the next few years that involve both the community property and individual properties and some of the things I would like to see done are those projects including the pressure washing of the streets and sidewalks which crosses lines between the community property and individual property. Once again, the trimming of the street trees which involves some CDD work and some POA work. There are several other projects along those lines that cross the boundary between CDD and POA and, yes, there are some legalities involved because the CDD is a municipality, but I would like to see us operating as

- one community rather than two different Boards only looking at what it is we are supposed to control.
- Mr. Riley inquired if they are crossing anything with the idea of having the two Boards have a say so on how they address the street problems or other matters in the community.
 - Ms. Buchanan noted the POA and the CDD have different missions and responsibilities, both by their establishment and by statute. It does not prohibit them from working together to solve problems, but they have different functions.
 - Mr. Riley noted in this case CDD assets may be requested to be used on POA issues. They all pay for it as neighborhood members, but is it lawful and something that could be done?
 - Ms. Buchanan noted generally public funds should not be used on private property. Although the POA is a community group it is still, on some level, a private organization. That being said I will not tell you I have not had Boards vote to do it anyway because they think what is the risk.
 - Mr. Riley addressed the position of Chairman and rotation.
 - Ms. Moss inquired about the synergy of the two organizations going together and how it impacts the property management companies.
 - Ms. Buchanan noted it gets complicated. The cleanest structure is a cost share agreement, but they would always need to be cautious that they are not spending public funds to benefit one part of the community more than another part of the community.

<p>Mr. Riley nominated Mr. Raybuck as Vice Chairman and Dr. Entman as Chairman and Dr. Entman seconded the nominations; with Mr. Riley, Dr. Entman and Mr. Raybuck voting aye and Mr. Hoffman and Ms. Moss voting nay, Dr. Entman was elected Chairman and Mr. Raybuck was elected Vice Chairman.</p>

- Dr. Entman noted Mr. Hoffman has served for eight years on the Board and is the senior Board member. During the two years he has been Chair he has guided them through some really terrible times. We had hurricanes and the boardwalk was torn up

in the first hurricane and torn up worse in the second hurricane. We had to deal with FEMA, our attorneys, and our management did a lot but Mr. Hoffman was the coordinator of the whole thing and according to the papers we just got, we are going to get back most of the money. They owe him a debt of gratitude for the work he put in. When he first came on the Board, there were always complaints about the amenities getting old. During these two years they have put in a new splash pad and pickleball court. As easy as these things seem, he knows these were hard battles to fight; they were difficult projects and Mr. Hoffman brought them through these. Recently they have had a management change. It took a lot of time to go out and find management companies, they did not go to one they have ten. He did his part on the POA, but Mr. Hoffman was the one who did the management review and interviews for the benefit of the Board. As a Board they owe him a debt of gratitude and as a community they owe him a great deal of gratitude. We are really fortunate that he was foolish enough to run for another four-year term so he will be on the Board for another four years so we do not lose the experience. Thank you for serving as Chairman, do not go away. [Applause]

On MOTION by Mr. Riley seconded by Mr. Raybuck with all in favor, Resolution 2019-3 a resolution designating the officers of the Marshall Creek Community Development District with Howard Entman as Chairman, Scott Raybuck as Vice Chairman, Janice Eggleton Davis as Secretary, Stephen Bloom as Treasurer, Alan Baldwin as Assistant Treasurer and Howard Hoffman, Kathy Moss and Jeff Riley as Assistant Secretaries was adopted.

THIRD ORDER OF BUSINESS

Audience Comments

- Ms. Jean Sachs noted she is impressed with the things that have been accomplished in the last few years. She is a tennis player and was not a fan of having pickleball courts there. She is impressed with pickleball. When they had the grand opening, she played, and it is hard and fun. Thank you for doing that. With the usage, she has noticed how lovely the lighting is. We have also talked with Mr. Salmon on the TAC about the lighting and she understands there has been some budget set aside for starting to implement LED lights on the tennis courts. Based on her knowledge and

- research she came up with an estimate of eight or nine years to offset the cost in energy savings.
- Dr. Entman asked Ms. Sachs to tell them what she would like to see them do.
 - Ms. Sachs noted she would like for them to go ahead start the retrofitting of the first couple of courts that were budgeted for. The sooner they start investing in LED lighting, the sooner they will start reaping the savings.
 - Dr. Entman requested Ms. Sachs to get with Ms. Hollis to discuss.
 - Mr. Raybuck noted he has heard the lights are brighter and it is easier to lose the ball once the lights come up. He would ask the tennis community to come together with Mr. Salmon to figure out if this is something they want to go ahead with or not, given it is going to affect play. He will defer to the tennis pros as he has heard pluses and minuses talking with the tennis community.
 - Dr. Entman suggested if they are going to look at the lighting they look at tennis court lighting and not just if they will use halogen or LED.
 - Ms. Moss suggested tabling the proposal for now and place it on the agenda for the next meeting. The Tennis Committee has met and are actively researching this very thing.
 - Discussion continued on the savings with LED lighting and bringing a proposal to the Board.
- Mr. Paul Lentini noted he is a new resident and a certified lighting engineer. He noted there are good, better, best out there as far as LEDs are concerned and they want to go to a national site to establish the criteria, testing and everything else for the LEDs.
 - Mr. Kemmish noted the reason he is here is speak with Mr. Stilwell to try to get an update on Regalo Road.
 - Mr. Stilwell noted he is working with the Mr. Phong Nguyen, Transportation Development Director inside Growth Management. He is trying to get both Mr. Kemmish and Mr. Raybuck to attend so they have the history Mr. Kemmish has as well. It looks like it will be after the first of the year and he will let them both know as soon as he has a date from the County.

- Mr. Kemmish addressed walking the Loop noting when you get to the point of turning the corner on the North Loop and walking towards the guardhouse, where the cart path intersects the road and where the golf practice range exits onto the path – he is encountering many people on golf carts. Being a private citizen now he has started asking if they know they are not supposed to be driving on here. He gets a range of answers. The bottom line is people do not know. If you come off the driving range, there is no sign that says do not turn right with a golf cart. You cannot expect them to go on it if they do not know.
 - Dr. Entman requested Ms. Hollis look at it with Mr. Hutcherson.
- Mr. Kemmish noted there is an increase in the failure of the arm on the South Loop.
 - Ms. Hollis noted they thought it was hit by lightning. They have been troubleshooting it and think they have a fix for it now.
 - Mr. Riley noted there is a problem with the gate and he does not know if it is electronic or the readers. The guard said he believes some of the people are using handheld decals and their fingers are between the barcodes causing a problem. He noted also with the golf cart issue he confronts people to ask why they are using the path and they say they did not know; they are with the club. He does not know if they can say to the club that their carts are not to go beyond this area or something.

FOURTH ORDER OF BUSINESS

Approval of the Minutes

A. November 14, 2018 Audit Committee and Regular Meeting

On MOTION by Mr. Riley seconded by Mr. Hoffman, with all in favor, the minutes of the November 14, 2018 audit committee meeting were approved.

On MOTION by Mr. Hoffman seconded by Mr. Raybuck, with all in favor, the minutes of the November 14, 2018 regular meeting were approved.

B. Discussion of Open Items

- Ms. Hollis addressed the light shining into the owner’s window from the pickleball court.

- Mr. Stilwell noted he does not have any information today and will make a note of it.
- Ms. Hollis noted Palencia Village Drive was approved at the last meeting for the lighting. The lighting has been ordered by Mr. Hutcherson and will move forward. The FPL conversion of lighting has been started and she believes completed.
- She addressed the camera gate quotes noting she, Ms. Burns, Mr. Raybuck and Mr. Stephens of SCCDD had their first access meeting yesterday. They are collecting the quotes and working together between the SCCDD and MCCDD to be sure the full access package between the three guardhouses is inline.
- Dr. Entman inquired if they figured out where the FPL light conversions were done.
 - Ms. Hollis noted she did not.
 - Mr. Hoffman noted they were done on Calle Norte.
 - An unidentified speaker noted they are brighter, but they still have the obstruction from the trees that needs to be addressed.

FIFTH ORDER OF BUSINESS

Auditor Selection

- A. Consideration of Audit Committee Ranking Recommendations**
- B. Authorization to Enter into a Three Year Agreement with the Selected Auditor Firm**

This item tabled to January.

SIXTH ORDER OF BUSINESS

Engineer’s Report

A. Ratification of Requisitions #74 - #79

- Mr. Stilwell noted Requisitions #74 - #79. Two are the final pay applications for the pickleball court, two are for the light poles, lighting and electric associated with the pickleball court and the other two are for our firm for processing the requisitions. The total is \$43,449.

On MOTION by Mr. Raybuck seconded by Mr. Hoffman, with all in favor, Requisitions #74 - #79 in the amount of \$43,449 were ratified.

- Mr. Stilwell reported the pavement bids were received on Friday and they will bring it to the Board next month.

- Ms. Hollis requested the bids include the highly reflective striping now available, if possible.
 - Mr. Stilwell noted the striping on state roadways is a thermoplastic striping and they would not have spec'd this for local roads, but they can look at it what the additional cost would be.
 - Ms. Hollis addressed using reflectors for Palencia Village Drive noting it made a big difference.

SEVENTH ORDER OF BUSINESS

General Manager's Operations Report

- Ms. Hollis noted the report is in the package and she has been emailing it on a weekly basis with updates. She outlined the report.

A. SJSO Off-Duty Roving Patrol Violation

- Ms. Hollis distributed the report, a copy of which is incorporated into the record.
- Mr. Riley noted there were seven written citations which is the most he has seen.

F. FEMA Contract with Hines

- Dr. Entman requested Ms. Heath update them on the FEMA claims for the boardwalk.
 - Ms. Heath reported there is a little over \$274,000 in State review currently. There are nine steps to the State review, however, because invoices have already been approved for Hurricane Matthew they should move quickly. There is a little over \$33,000 which has been approved in the small projects and are in State review. There is \$11,700 still out for FEMA approval. She reported she will have to consult with both the FEMA and State representative regarding switching the authorized users title in the middle of the reimbursement efforts. She is not sure whether this will negatively impact the process.
 - Dr. Entman inquired what this is about.
 - Ms. Heath noted the Chairman of the Board; Ms. Hoffman is the approved authorized signatory on all of grant approvals currently, so she will have to consult with them to see if that is going to set us back any.

- Discussion followed on the change with Ms. Buchanan noting they can provide FEMA with the resolution as evidence they have changed.
- A question was raised as to whether the Board can appoint Mr. Hoffman to be the signer as the project finishes out?
- Ms. Buchanan noted they certainly can, but she does not know if that fixes Ms. Heath’s problem or not. They can certainly delegate the authority to Mr. Hoffman to continue to act as the District’s representative in the process.

On MOTION by Mr. Raybuck seconded by Mr. Riley, with all in favor, delegating authority to Mr. Hoffman to continue to act as the District’s representative for the Boardwalk damage reimbursement process was approved.

- Dr. Entman outlined the Consultant Agreement to retain Ms. Heath to continue the reimbursement process.

On MOTION by Mr. Hoffman seconded by Mr. Riley, with all in favor, the Consultant Agreement for Professional Services with HPPM was approved.

EIGHTH ORDER OF BUSINESS

Manager’s Report

- Ms. Davis noted she has nothing to report at this time, but she would be happy to take any questions.
- Mr. Raybuck inquired where the October financials are?
 - Ms. Davis noted last month they met before the 15th of the month so they did not receive the prior month’s financials. The November financials are cumulative and include the October and November check register and invoices.

NINTH ORDER OF BUSINESS

Attorney’s Report

- Ms. Buchanan noted she has nothing to report at this time, but would be happy to take any questions.

TENTH ORDER OF BUSINESS

Supervisor Requests

A. Suggested Policy for Supervisor Authority (Hoffman)

- Mr. Hoffman noted it seems to him the most important thing the Board should be doing is taking the big picture view, setting priorities and policies for the community and also the budget, but should stay out of the way of the Property Manager on day-to-day operational matters. They spent a lot of time and money bringing in the best firm they could find to do the property management and recruiting the best property manager. So in terms of how he operated and how he thinks the Board ought to operate is that individual Board members should not be going to CDD staff and giving direction; they should work through Ms. Hollis. Obviously, they live in the community and will see and talk to staff, but their suggestion should carry no more weight than any other resident. If they think something should be done, they need to work with the Property Manager to not undercut her authority and her effectiveness. He would suggest that be the policy of the Board – Board members do not go to staff to give what might be perceived as direction. Similarly, he does not believe any of them should be committing CDD resources to outside projects. If they want to work with the POA on something or anybody on something it seems it should be the whole Board's decision and not one person going out and making commitments of the CDD people, facilities, equipment or whatever on their own. Likewise, he does not believe they should be going to contractors to negotiate terms, prices, conditions or anything else, because again, if they work around their Property Manager, they weaken their effectiveness considerably. He would suggest it be the policy of the Board that no member do that. Obviously, if they are working with a contractor like Ramco and Mr. Raybuck is the appointed person to do it, then he would be talking to them because the Board approved it beforehand rather someone going out on their own. If someone needs to call Ms. Buchanan for a legal opinion or Mr. Stilwell for something on engineering he think it is a great idea to do that because they are great resources, but the whole Board, at some point, should know what the question and answer was. Again, so they are all informed and transparent and they are not individuals doing stuff on their own. This would be his suggestion of a policy of what their authority is as Board members.

Mr. Hoffman MOVED to approve the policy for Supervisor Authority.

- Mr. Raybuck noted he agreed with everything Mr. Hoffman said, but it is not what is written in the policy provided. He noted what is written is very restrictive and not in the spirit of what was just said.
- Dr. Entman provided a handout regarding the primary responsibilities of the Board of Supervisors. He noted the Board has been here for 12 years and will hopefully be here another 12 years. The wording has to be very precise, otherwise six months from now somebody is pointing to the word no, thou shalt not. There are only a couple of thou shalt nots that are absolute and even they are not totally absolute. The word becomes critical if they are going to adopt some supervisor authority if there is a compelling need to adopt some supervisor authority. He would ask that the Board consider it, sleep on it for a month and come up with what they think, if anything, and they can discuss it next month after everyone has given it more thought.
- Ms. Moss inquired who penned this?
 - Dr. Entman noted he did. She might want to pen something else and it is unfair to say do it right this very minute because we are going to take a vote in five minutes. Come up with your own if there is a need.
 - Ms. Davis noted she needs a copy for the record.
 - Dr. Entman noted what he is trying to avoid is having the Board hamstringing itself and end up tying itself in knots going down the road for no reason. If there is a reason let us deal with the reason and not start passing global thou shalt nots unless Ms. Buchanan, Ms. Hollis, Ms. Davis or Mr. Stilwell are having a particular problem. He inquired if Mr. Hoffman can give them a month?
 - Mr. Hoffman noted he absolutely can.
- This item tabled to January.

The prior motion died for lack of a second.

B. Motions (Riley)

- Mr. Riley noted some of his has been answered already. He addressed his list noting the first thing he wanted to look at tonight was in a two-year cycle along with the

- newly elected being seated. He does not want to turn it into a circus because they have an argument and someone says I want to make a motion for nomination of new officers and it has only been 30 or 60 days. Is there a policy or directive that says these elections cannot be every meeting?
- Ms. Buchanan noted the Rules of Procedure do not have that directive. She noted she does not think it would be a circus; if someone makes a motion – there is a motion and it either dies for a second or there is a vote.
 - Mr. Riley noted he would not to see them go into a situation where every time there is a difference of opinions that somebody moves to try to restructure the Board in some way that it turns favorable for them. This is why he is saying everyone should have their chance to plant their seeds and watch them grow before they are trampled before it has a chance to start. Is it something they should consider – setting when elections can occur?
 - Ms. Buchanan noted there is no legal prohibition from them choosing to regulate themselves like that.
 - Mr. Riley noted if at the next meeting if everybody would like to consider that and maybe give it some thought as to stay the way they are now with nominations at any time or they come up with some time limit to say new Boards as seated get some time period to stay in place to do their business.
 - Mr. Hoffman noted this has never happened.
 - Mr. Riley noted there is always a first time and he is wondering if it might happen.
 - Ms. Perna inquired what if someone resigns or a change of Board.
 - Mr. Riley noted they would set it so if someone leaves the Board or on a structured basis that at such time there would be a change on the Board.
 - Dr. Entman suggested it be an open item for next meeting.
 - Ms. Moss noted she is not even sure she understands what he is suggesting.
 - Discussion continued on the possibility of someone floating nominations at a meeting.
- Mr. Riley continued:
 - He agreed he liked the color of Mr. Hoffman’s statement and does not think any of them should be doing anything other than giving approval or

disapproval to the performance of the management. If someone is stepping out of bounds they need to have enough of a hammer to say it is not just going to be a phone call saying you are not supposed to do that under the scope of your position. Is there something they do say to them – first time you get written up into the minutes, second time there are terms to remove or whatever.

- Ms. Buchanan noted they do not have any authority to regulate each other's behavior. The Commission on Ethics is the Board that governs the conduct of elected officers. Again, there is no precedent that she is aware of any CDD Board they represent adopting some sort of penalty system.
- Discussion continued with Ms. Buchanan noting she does not know what type of sanctions or censure they could take. They cannot strip someone of their position because they are elected by the public. She does not think they have any authority to impose a monetary sanction.
- Mr. Riley inquired if it is something that was addressed on the record at a meeting and it continuously happens should it be a referral to the Ethics Board.
- Ms. Buchanan noted she will recirculate the Ethics handout. Unless someone is abusing their position for personal gain or the gain of a relative, being a jerk does not constitute an ethics violation. She noted she did not want to lecture them, but if they want to commit internally and to each other to act like professionals and put the interest of the community first, she thinks a lot of this does not have to be pinned down. If they want to she would be happy to help, but she thinks they all have the same goals – work together, cooperate and behave in the best interest of the District, and continue to function in a healthy, wholesome way.
- Mr. Riley continued addressing formalization of audience comment cards. He noted when there is a lot in attendance and he does not hear all the comments by the person intended.
 - Ms. Buchanan noted she believes there has been a resolution authorizing the use of speaker cards and three minute limits, but it has never been enforced.

- Mr. Hoffman noted he would leave it to the Chairman to run the meeting the way he wants to run it.
- Mr. Riley addressed using emails that are linked to the community webpage. He is looking at it as continuity of records and the fact that it is an efficient way of keeping government records in the government.
 - Ms. Buchanan noted it is currently their individual responsibility to make sure CDD emails are preserved. If there is a problem with that and they are unable to produce records in response to a records request the Supervisor, not the District, would be subject to any fines or penalties attached. She thinks having a CDD segregated account can be a wonderful thing if they remember to check it.
 - Mr. Hoffman noted he will not use it. He has been doing it for eight years and wants to use his own email address.
 - Ms. Moss noted she choose to do and it does not seem to be very cumbersome for her.
 - Dr. Entman noted the rule is if he deletes an official email, it is gone and he does not go to jail.
 - Ms. Buchanan noted that is not the rule.
 - Dr. Entman inquired if he gets an email and in cleaning out his email he deletes it, if there is a records request is he liable to produce it.
 - Ms. Buchanan noted in the hypothetical he is presenting any emails that concern public records or CDD matters are supposed to be preserved by the Supervisor and should not be deleted. Her guess is that they adopted a retention policy that says they have to keep everything forever. The State has different retention policies that would allow minor communications to be deleted pretty quickly.
 - Ms. Davis noted she thinks they adopted the State policy.
 - Ms. Buchanan noted then there would be some leeway, but it is their responsibility to understand the policy and preserve emails in that way.
- Mr. Riley addressed the traffic flow, use of radar signs, how fast they can determine where they have problems. He is not that familiar with the North Loop, but it does

- not appear they have traffic flow problems like Sebastian Square and Oak Common. Working with Mr. Stilwell and Mr. Hutcherson maybe they can look at some of it. He further addressed parking areas and who owns them and if they ever did the video recording of the tennis lot/swimming pool lot so they know how bad it is at night. The installation of no parking red curbs within 30 feet of stop signs. Use of speed bumps.
- Mr. Hoffman noted it is his understanding that the County has a policy on speed calming devices and they cannot just put speed bumps wherever they want plus the cost associated with them.
 - Mr. Riley addressed the operations of the gates noting people tailgating through the gates.
 - Mr. Riley noted he is always looking to scrub the budget and addressed the decorating costs for this year and if they would be able to reduce them next year.
 - Mr. Hoffman noted they spent \$10 per family this year to buy permanent decorations for the fitness center, tennis facility and gates. Those are permanent decorations and the only ongoing costs is electricity. They use staff to hang them.
 - Mr. Hoffman noted they previously discussed parking on Market Street by the corner of Palencia Club Drive. He thinks they should put no parking signs on at least one side of this area.
 - Dr. Entman noted hopefully it resolve itself next month when the Engineer, Property Manager and whoever else gets together with the County to get a final resolution.
 - Mr. Hoffman noted he does not think it will keep people from parking there.
 - Dr. Entman inquired if they can have no parking signs?
 - Mr. Stilwell noted he does not see any reason why they could not.
 - Mr. Raybuck addressed lumping it in with a parking solution and letting people know where they can park.
 - Dr. Entman suggested it be an open item for next month.
 - Mr. Raybuck addressed the agenda packages arriving at 5:00 p.m. on Monday and requested they receive them earlier. The other request is that it would be nice to have

a one-page item that says what all the tabs are. Most are straightforward but simply saying the Budget Committee will review the book and this is the only one we received.

- Discussion continued on how the tabs correspond to the agenda.
- Dr. Entman noted they must get the books on the Thursday before the meeting.
 - Ms. Davis noted in the past the books are shipped on Wednesday for second day delivery on Friday. If they would like, it can be made overnight for Thursday. This month there was a delay with several items that came in late, such that they did not get it out on time. She apologized for the delay; they were supposed to be sent overnight on Thursday and it did not happen. It is not typical; typically, they receive them on Friday because they are always shipped on Wednesday for delivery on Friday. If they would like a change to Thursday delivery, they can do so.
 - Mr. Riley inquired about the impact of the overnight costs?
 - Ms. Davis noted there is a cost to do it overnight as opposed to second day.
 - Ms. Buchanan noted a meeting or two ago there was a serious discussion regarding them not considering any item that was not in the agenda. Staff has been struggling to balance it to make sure you have a very complete package with no walk-ons and make sure you have it on time. If you want it that day and we can cut things off.
 - Ms. Davis noted there will be a lot of things that are not in their agenda. This meeting we left out the roving patrol report; Ms. Hollis brought it to you today. There were several things we had to ask for with part of the problem being because of the transition and new people are doing things; I do not expect it to be a problem the next time.
 - Dr. Entman noted they can discuss offline; the critical things they need are the items upon which they have to act. If something is for information only, then he does not know that they need it a week ahead of time. If there is a resolution, a contract or an issue.
 - Ms. Davis noted they will cut off Monday at noon and what they do not have will not be in the package.

- Dr. Entman addressed voting on critical items even if provided at the last minute. He noted there is no absolute to this, but clearly getting it on Monday at 5:00 p.m. is not good.
- Ms. Davis noted it will be delivered on Thursday’s going forward, noting unfortunately because it is residential FedEx delivers sometime before 8:00 p.m.
- It was suggested the agenda packages be delivered to Ms. Hollis and the Board members can pick them up at the MCCDD Amenity Center. Ms. Davis noted if this is the direction of the Board, they can do that. No final direction was given.

ELEVENTH ORDER OF BUSINESS

**Acceptance of the November 2018
Financial Reports and Approval of
October through November 2018
Check Register and Invoices**

- Dr. Entman noted going forward if they have a question it would be good to speak with Ms. Davis or Ms. Hollis or whoever, offline rather than having each question this or that check. Unless they think it something worthy of discussion for the entire Board.

On MOTION by Mr. Raybuck seconded by Mr. Hoffman, with all in favor, the November 2018 financials were accepted and the October through November 2018 Check Register and Invoices were approved.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Riley seconded by Mr. Hoffman, with all in favor, the meeting adjourned.

Janice Eggleton Davis
Secretary

Howard Entman
Chairman

Fifth Order of Business

5A

Exhibit D
Form of Requisition

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2015A

The undersigned, a Responsible Officer of Marshall Creek Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Trust Indenture from the District to US Bank, as trustee (the "Trustee"), dated as of March 31, 2015 (the "indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- A Requisition Number: 80
- Subject: Professional Services from November 1, 2018 to November 30, 2018
(See Attached Invoice #40994)
- B Name of Payee: Prosser, Inc.
13901 Sutton Park Drive South
Suite 200
Jacksonville, FL 32224
- C Amount Payable: \$483.50
- D Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, of, state Costs of Issuance, if applicable):
- E Fund or Account from which disbursement to be made:
Construction Fund

The undersigned hereby certifies that:

- obligations in the stated amount set forth above have been incurred by the District,
or
 this requisition is for Costs of Issuance payable from the Acquisition and Construction fund that have not previously been paid;
- each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;

3. each disbursement set forth above was incurred in connection with the Acquisition and/or Construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

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

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

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

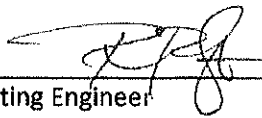
MARSHALL CREEK COMMUNITY
DEVELOPMENT DISTRICT

By: 
Responsible Officer

CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY

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

Ryan P. Stilwell, P.E.


Consulting Engineer

PROSSER

December 13, 2018
 Project No: 100101.76
 Invoice No: 40994

Marshall Creek CDD
 Attn: Accounts Payable
 210 N. University Drive
 Suite 702
 Coral Springs, FL 33071

Project 100101.76 MCCDD/Pickleball Courts
Professional Services from November 1, 2018 to November 30, 2018

Fee and Expense Billing

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task 1: Site Plan/Preliminary Eng/Plan	2,700.00	100.00	2,700.00	2,700.00	0.00
Task 2: Final Engineering/Constr. Plans	9,600.00	100.00	9,600.00	9,600.00	0.00
Task 3: Permitting	7,500.00	100.00	7,500.00	7,500.00	0.00
Task 4A: Bidding	2,500.00	100.00	2,500.00	2,500.00	0.00
Task 4B: Construction Services	5,500.00	100.00	5,500.00	5,225.00	275.00
Task 5: Surveying (Provided by Bradshaw)	2,750.00	100.00	2,750.00	2,750.00	0.00
Total Fee	30,550.00		30,550.00	30,275.00	275.00
Total Fee					275.00

Reimbursable Expenses

Mileage-DOT Allowable (.445)				164.22	
Mileage-Additional (.12/mile)				44.28	
Total Reimbursables			1.0 times	208.50	208.50
Total this Task					\$483.50
Total this Invoice					\$483.50

Outstanding Invoices

Number	Date	Balance
40813	11/13/2018	639.00
Total		639.00

Exhibit D
Form of Requisition

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2015A

The undersigned, a Responsible Officer of Marshall Creek Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Trust Indenture from the District to US Bank, as trustee (the "Trustee"), dated as of March 31, 2015 (the "indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

A Requisition Number: 81

Subject: Professional Services from November 1, 2018 to November 30, 2018
(See Attached Invoice #41021)

B Name of Payee: Prosser, Inc.
13901 Sutton Park Drive South
Suite 200
Jacksonville, FL 32224

C Amount Payable: \$4,031.25

D Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, of, state Costs of Issuance, if applicable):

E Fund or Account from which disbursement to be made:
Construction Fund

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the District,

or

this requisition is for Costs of Issuance payable from the Acquisition and Construction fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;

3. each disbursement set forth above was incurred in connection with the Acquisition and/or Construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

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

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

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

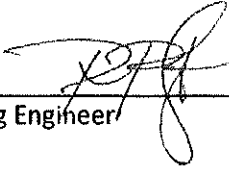
MARSHALL CREEK COMMUNITY
DEVELOPMENT DISTRICT

BY: 
Responsible Officer

CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY

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

Ryan P. Stilwell, P.E.


Consulting Engineer

PROSSER

December 13, 2018
Project No: 100101.73
Invoice No: 41021

Marshall Creek CDD
Attn: Accounts Payable
210 N. University Drive
Suite 702
Coral Springs, FL 33071

Project 100101.73 MCCDD/2015 Construction Bond

For services including meetings with staff on bid documents for pavement rehabilitation, preparation of graphics/plans for bid document and review calls with District Counsel on bid docs.

Professional Services from November 1, 2018 to November 30, 2018

Task 4: Bidding & Construction

Professional Personnel

	Hours	Rate	Amount	
Principal	8.00	160.00	1,280.00	
Sr. Planner/Sr Landscape Architect	8.25	115.00	948.75	
Clerical	3.50	50.00	175.00	
Construction Project Manager	15.50	105.00	1,627.50	
Totals	35.25		4,031.25	
Total Labor				4,031.25
		Total this Task		\$4,031.25
		Total this Invoice		\$4,031.25

Outstanding Invoices

Number	Date	Balance
40814	11/13/2018	485.00
Total		485.00

5B.

MARSHALL COMMUNITY DEVELOPMENT DISTRICT

Evaluation Criteria

1. Personnel. (20 Points)

E.g., geographic locations of the firm's headquarters, adequacy and capabilities of key personnel, including the project manager and field supervisor; whether the entity/individual is a certified minority business enterprise, present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

2. Proposer's Experience and Available Equipment. (15 Points)

E.g., past record and experience of the respondent in self performing similar projects; past performance for this District in other contracts; character, integrity, reputation of respondent, etc. and equipment type; age and condition; quantity of equipment available; and number of trained operators.

3. Understanding of Scope of Work. (20 Points)

E.g. Demonstration of the Proposer's understanding of the project requirements.

4. Schedule. (20 Points)

Points available for schedule will be allocated as follows:

15 Points will be awarded to the Proposer submitting the Bid Form with the most expedited construction schedule (i.e., the fewest number of days) for completing the work. All other Bid Forms will receive a percentage of this amount based upon the difference between the Proposer's time proposal and the most expedited construction schedule.

5 Points are allocated for the Proposer's ability to credibly complete the project within the Proposer's schedule and demonstrate on-time performance.

5. Price. (25 Total Points)

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost Bid Form for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low bid.

10 Points are allocated for the reasonableness of unit prices and balance of bid.

Total Points

100 Points

Bid Evaluation

MCCDD Pavement Rehab 2019

		Preferred Materials				Duval Asphalt				
BID ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	COST	QTY	UNIT	UNIT COST	COST	Difference (Low Bid vs High Bid)
1	Palencia Village Drive (remove asphalt, rework base, replace asphalt)	10,391	SY	\$ 12.94	\$ 134,459.54	10,391	SY	\$ 16.98	\$ 176,439.18	\$ (41,979.64)
2	North Loop Pkwy (mill and resurface)	4,882	SY	\$ 11.09	\$ 54,141.38	4,882	SY	\$ 13.49	\$ 65,858.18	\$ (11,716.80)
3	West End Street (mill and resurface)	256	SY	\$ 23.42	\$ 5,995.52	256	SY	\$ 46.38	\$ 11,873.28	\$ (5,877.76)
4	Northlawn Drive (mill and resurface)	189	SY	\$ 29.76	\$ 5,624.64	1,089	SY	\$ 20.49	\$ 22,313.61	\$ (16,688.97)
5	North End Street (mill and resurface)	1,345	SY	\$ 9.88	\$ 13,288.60	1,345	SY	\$ 18.38	\$ 24,721.10	\$ (11,432.50)
6	Palencia Club Drive (mill and resurface)	756	SY	\$ 11.69	\$ 8,837.64	756	SY	\$ 25.48	\$ 19,262.88	\$ (10,425.24)
7	Vale Drive (mill and resurface)	667	SY	\$ 23.90	\$ 15,941.30	667	SY	\$ 27.02	\$ 18,022.34	\$ (2,081.04)
8	Vale Drive (mill and resurface)	400	SY	\$ 27.95	\$ 11,180.00	400	SY	\$ 38.83	\$ 15,532.00	\$ (4,352.00)
BASE BID TOTAL:		18,886			\$ 249,468.62				\$ 354,022.57	\$ (104,553.95)
Unit Price Work										
BID ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	COST	QTY	UNIT	UNIT COST	COST	
10	Additional Work (mill and resurface 1.5" S-III)	1-100	SY	\$ 383.60	NA	1-100	SY	\$ 102.66	NA	\$ 280.94
		101-500	SY	\$ 86.82	NA	101-500	SY	\$ 31.61	NA	\$ 55.21
		>500	SY	\$ 39.30	NA	>500	SY	\$ 26.48	NA	\$ 12.82
11	Additional Work (remove and replace 1.5" S-I, rework base)	1-100	SY	\$ 383.35	NA	1-100	SY	\$ 134.43	NA	\$ 248.92
		101-500	SY	\$ 86.56	NA	101-500	SY	\$ 50.92	NA	\$ 35.64
		>500	SY	\$ 39.61	NA	>500	SY	\$ 42.60	NA	\$ (2.99)
12	Additional Work (Cart Path-Mill and Resurface or R&R, 1.25" S-III)	1-100	SY	\$ 523.36	NA	1-100	SY	\$ 122.89	NA	\$ 400.47
		101-500	SY	\$ 121.94	NA	101-500	SY	\$ 49.89	NA	\$ 72.05
		>500	SY	\$ 50.80	NA	>500	SY	\$ 42.10	NA	\$ 8.70

Notes:

- 1 Bust in quantity on Northlawn Dr- Preferred Materials "Northlawn Dr ", 189 SY opposed to Duval Asphalt's 1,089 SY)
- 2 Preferred has unit prices significantly high compared to industry standards
- 3 The above bust (note #1) was not significant enough to change the low bid.

Marshall Creek CDD

Request for Proposals – 2019 Pavement Rehabilitation Project

Evaluation Form

Criteria	Possible Points	Preferred Materials	Duval Asphalt
Personnel - Ability and adequacy of the professional personnel employed by each contractor	20 pts		
Proposer's Experience & Available Equipment	15 pts		
Understanding of Scope of Work	20 pts		
Schedule	20 pts	20 pts	20 pts
Price	-	-	-
Lowest bid (Full points) All other bids percentage of low bid	15 pts	15 pts	7 pts
Reasonableness of unit prices	10 pts		
Total	100 pts		

Marshall Creek Community Development District

BID FORM

FOR

“MCCDD Pavement Rehabilitation 2019”

Bidder: Preferred Materials, Inc.

Bid Submittal Date: 12/14/18

Prepared by

PROSSER

Version Dated: 11-14-18

ARTICLE 1 – BID RECIPIENT

1.01 The Entity the bid is addressed to: The physical address the bid is submitted to:

**Inframark Infrastructure
Management Services
175 Hampton Point Drive
Suite 4
St. Augustine, FL 32092**

**Prosser, Inc.
Attn: Ryan Weilersbacher
13901 Sutton Park Drive S. Suite 200
Jacksonville, FL 32224**

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bid Documents to perform all Work as specified or indicated in the Bid Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bid Documents.

ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. **Because this project must occur while schools are not in session, this Bid will remain subject to acceptance through August of 2019.**

ARTICLE 3 – BIDDER’S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

- A. Bidder has examined and carefully studied the Bid Documents, the other related data identified in the Bid Documents, and the following Addenda, receipt of which is hereby acknowledged.
- B. Bidder states that this Bid Form is made in conformity with the Bid Documents, and agrees that in case of any discrepancy or differences between any condition of the Bid Form and those of the Bid Documents, the provisions of the latter shall prevail.
- C. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
- D. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.
- E. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in SC-4.02, and (2) reports and drawings of Hazardous Environmental Conditions that have been identified in SC-4.06
- F. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bid Documents to be employed by Bidder, and safety precautions and programs incident thereto.
- G. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bid Documents. Bidder agrees to indemnify, defend and save harmless the Marshall Creek Community Development District against any cost, damage or expense which may be incurred or caused by an error in his preparation of same.

- H. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bid Documents.
- I. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bid Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bid Documents.
- J. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bid Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- K. The Bid Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- L. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.

ARTICLE 4 – FURTHER REPRESENTATIONS

4.01 Bidder further represents that:

- A. this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity, including but not limited to any officer or agent of the Marshall Creek Community Development District, and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.
- E. Bidder acknowledges, by the below execution of this Bid Form, that all information provided herein has been provided in full and that such information is truthful and accurate.
- F. Bidder agrees through submission of this Bid Form to honor all pricing information ninety (90) days from that date of the Bid Form opening, and if awarded the contract on the basis of this Bid Form, to enter into and execute the services contract in substantially the form included in the Bid Documents.
- G. Bidder understands that inclusion of false, deceptive or fraudulent statements on the Bid Form constitutes fraud; and, that the Marshall Creek Community Development District considers such action on the part of the Bidder to constitute good cause for denial, suspension or revocation of a proposal for work for the Marshall Creek Community Development District.

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Two Hundred Forty Nine Thousand Four

Lump Sum Price- Hundred Sixty Eight Dollars & Sixty Two Cents	<u>\$249,468.62</u>
Written	Numeric

Bidder has carefully checked the Bid Schedule against the Bid Documents including the Scope of Work before preparing this Bid Form and submits them as correctly listing the complete work to be done in accordance with the Bid Documents.

A Partnership

Partnership Name: N/A

(SEAL)

By: _____
(Signature of general partner – attach evidence of authority to sign)

Name (typed or printed): _____

A Corporation

Corporation Name: Preferred Materials, Inc.

(SEAL)

State of Incorporation: Georgia
Type (General Business, Professional, Service, Limited Liability): General Business

By: _____
(Signature – attach evidence of authority to sign)

Name (typed or printed): John W. Taylor

Title: Vice President

(CORPORATE SEAL)

Attest: _____
(Signature of Corporate Secretary) Sylvia J Rocek - Asst. Secretary

Date of Qualification to do business in Florida [State Where Project is Located] is 9 \ 1 \ 1989

A Joint Venture

Name of Joint Venturer: N/A

First Joint Venturer Name: _____

(SEAL)

By: _____
(Signature of first joint venture partner – attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Second Joint Venturer Name: _____

(SEAL)

By: _____
(Signature of second joint venture partner – attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder's Business address: 11482 Columbia Park Drive W, Ste 3
Jacksonville, FL 32258
Phone: 904-288-6300 Facsimile: 904-288-6301
Submitted on December 14, 2018.
State Contractor License No. N/A (If applicable)

- 10.02 All Bid Forms shall include the following information in addition to any other requirements of the Project Manual:
- A. A one-page narrative description of the Proposer's approach to providing the services as described in the scope of services provided herein, as well as:
 - i. based on Proposer's on-site inspection list any identified problems and proposed solutions;
 - B. Completed price proposal (forms attached).
 - C. List position or title and corporate responsibilities of key management or supervisory personnel. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
 - D. Describe proposed staffing levels that will be assigned to this project. Include information on current operations, administrative, maintenance and management staffing of both a professional and technical nature, including resumes with applicable certifications and responsibilities associated with this project, including arborists, horticulturist, pest control manager, irrigation manger, etc.
 - E. Three references from projects of similar size and scope completed within three (3) years. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
 - F. A copy of its insurance certificate indicating the types of coverage and limits for general, property, automobile liability insurance, and worker's compensation insurance.
 - G. Copies of all applicable Federal, State and local licenses applicable to completing the proposed scope of work.
 - H. Completed copies of all other forms included within the Bid Form documents.

FORMS

MARSHALL CREEK
COMMUNITY DEVELOPMENT DISTRICT

BASIC ORGANIZATION INFORMATION

DATE SUBMITTED December 14, 2018

1. **Proposer:** Preferred Materials, Inc [Company Name]
 / / An Individual
 / A Limited Liability Company
 / A Limited Liability Partnership
 / A Partnership
 / A Corporation
 / A Subsidiary Corporation

2. **Proposer Company Address:**

Street Address 11482 Columbia Park Drive W, Ste 3
P. O. Box (if any) _____
City Jacksonville State Florida Zip 32258
Telephone 904-288-6300 Fax No. 904-288-6301

1st Contact Name John W Taylor Title Vice President
2nd Contact Name Joe Donaruma Title Area Manager

3. **Parent Company Name (if applicable):** CRH

4. **Parent Company Address (if different):**

Street Address Stonemason Way, Rathfarnham , Dublin 16, D16 KH51 , Ireland
P. O. Box (if any) _____
City _____ State _____ Zip _____
Telephone _____ Fax No. _____

1st Contact Name _____ Title _____
2nd Contact Name _____ Title _____

5. **List the location of the Proposer's office which would perform Marshall Creek Community Development District (MCCDD) work.**

Street Address 11482 Columbia Park Drive W, Ste 3
P. O. Box (if any) _____
City Jacksonville State Florida Zip 32258
Telephone 904-288-6300 Fax No. 904-288-6301

1st Contact Name John W. Taylor Title Vice President
2nd Contact Name Joe Donaruma Title Area Manager

6. **If the Proposer is a corporation, is it incorporated in the State of Florida?**

- Yes (X) (Proceed to Question 6.1)
No () (Proceed to Question 6.2)

6.1 **If yes, provide the following:**

- Is the Company in good standing with the Florida Secretary of State, Division of Corporations? Yes (X) No ()
If no, please explain _____
- Date incorporated 9/1/1989 Charter No. P25884

6.2 **If no, provide the following:**

- The state in which the Proposer is incorporated: _____
- Is the Company in good standing with that state? Yes () No ()
If no, please explain _____
- Date incorporated _____ Charter No. _____
- Is the applicant registered with the State of Florida? Yes () No ()

7. **If the Proposer is a partnership (including a limited partnership or limited liability partnership) or a limited liability company, is it organized in the State of Florida?**

- Yes () (Proceed to Question 7.1)
No () (Proceed to Question 7.2)

7.1 **If yes, provide the following:**

- Is the Proposer registered with the Florida Secretary of State, Division of Corporations? Yes () No ()
If no, please explain _____
- Is the Company in good standing with that state? Yes () No ()
If no, please explain _____
- Date Proposer was organized _____

7.2 **If no, provide the following:**

- The state in which the Proposer is organized: _____
- Is the Company in good standing with the state? Yes () No ()
If no, please explain _____
- Date Proposer was organized _____
- Is the Proposed registered as a foreign partnership or limited company with the State of Florida? Yes () No ()
If no, please explain _____

8. **Does the Proposer hold any registrations or licenses with the State of Florida applicable to the contract?**
Yes () No (X)

8.1 **If yes, provide the following information and attach one (1) photocopy of each listed license (attach additional sheets if necessary):**

- Type of registration: _____
- License No.: _____ Expiration Date: _____
- Qualifying Individual: _____ Title: _____
- List company(ies) currently qualified under this license: _____

8.2 **Does the Proposer hold any pre-qualifications, registrations or licenses with the Florida Department of Transportation or St. Johns County?** Yes (X) No ()

- If yes, please list and provide a photocopy of each listed license or registration.
FDOT

9. **List the Proposer's total annual dollar value of work completed for each of the last three (3) years starting with the latest year and ending with the most current year:**

~~(2014)~~ 2017 - \$59 million
~~(2017)~~ 2016 - \$55 million
~~(2013)~~ 2015 - \$52 million

10. **What are the Proposer's current insurance limits?**
 General Liability \$ 2,000,000
 Automobile Liability \$ 2,000,000
 Workers Compensation \$ 1,000,000
 Expiration Date 09/01/2019

11. **Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past two years?** Yes () No (X)
 If yes, please describe each violation, fine and resolution _____

11.1 **What is the Proposer's current worker compensation rating (also known as Experience Modification Rating)?** .50

11.2 **Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past two years?** Yes () No (X)
 If yes, please describe each incident _____

12. **Please state whether or not your company or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local or federal-aid contracts in any state(s).** Yes () No (X)
 If so, state the name(s) of the company(ies) _____

The state where barred or suspended _____
 State the period(s) of debarment or suspension _____

13. **What is the building construction experience of the proposed superintendent and project manager?**

INDIVIDUAL'S NAME	PRESENT POSITION OR OFFICE	MAGNITUDE AND TYPE OF WORK	YEARS OF ROADWAY CONSTRUCTION EXPERIENCE	YEARS WITH THE FIRM	IN WHAT CAPACITY?
Please see attached					

14. **Have you ever failed to complete any work awarded to you?** Yes () No (X)
 If so, where and why? _____

15. **Has any office or partner of your organization ever been an officer, partner or owner of some other organization that has failed to complete a roadway construction contract?** Yes () No (X)
 If so, state name of individual, other organization and reason therefore _____

16. **List any and all litigation to which the organization has been a party in the last five (5) years.**
 Please see attached _____

17. **Has the organization or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity?** Yes () No (x)
If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof.

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Marshall Creek Community Development District, or their authorized agents, deemed necessary to verify the statements made in this application or attachments hereto, or regarding the ability, standing and general reputation of the application.

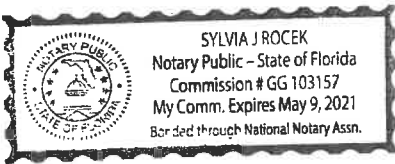
Preferred Materials, Inc.
Name of Proposer

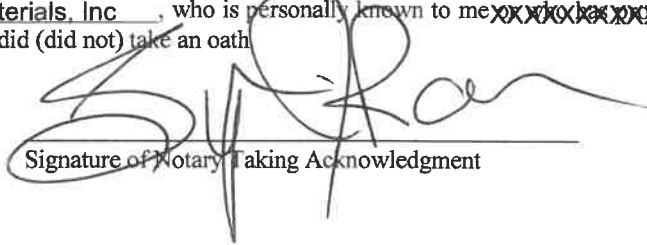
By: 

This 14 day of December, 2018 By: John W. Taylor - Vice President
[Type Name and Title of Person Signing]

State of Florida
County of Duval

The foregoing instrument was acknowledged before me this 14 day of December, 2018, by John W. Taylor, of the Preferred Materials, Inc, who is personally known to me ~~or who has produced~~ as identification and who did (did not) take an oath




Signature of Notary Taking Acknowledgment

CORPORATE OFFICERS

Company Name Preferred Materials, Inc Date 12/14/2018

Provide the following information for Officers of the Proposer and parent company, if any.

NAME FOR PROPOSER	POSITION OR TITLE	CORPORATE RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
Please see attached			
FOR PARENT COMPANY <i>(if applicable)</i>			

SUPERVISORY PERSONNEL

Company Name Preferred Materials, Inc Date 12/14/2018

What is the experience of the key management and supervisory personnel of the Proposer for both administration as well as operations? (Attach resumes of key personnel here.)

INDIVIDUAL'S NAME	PRESENT TITLE	DESCRIPTION OF DIRECT JOB RESPONSIBILITIES	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE
Please see attached				

COMPANY OWNED MAJOR EQUIPMENT
(Attach additional sheets if necessary.)

Company Name Preferred Materials, Inc Date 12/14/18

QUANTITY	DESCRIPTION	CAPACITY	NO. LOCATED IN FLORIDA	NO. LOCATED IN OTHER
Please see attached				

AFFIDAVIT OF CORPORATION

State of Florida ss:

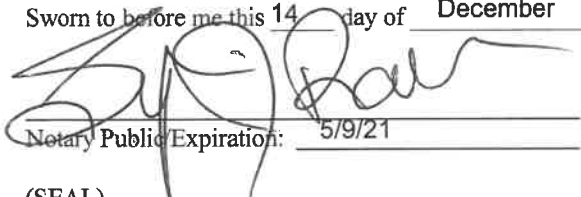
County of Duval

John W. Taylor, (title) Vice President of the Preferred Materials, Inc., being duly sworn, deposes and says that the statements and answers to the questions concerning experience contained herein are correct and true of this date; and that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this statement constitutes fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's Bid Form.



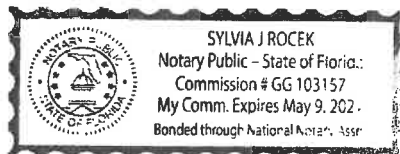
(Officer must also sign here)

Sworn to before me this 14 day of December, 2018.



Notary Public/Expiration: 5/9/21

(SEAL)



MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

AFFIDAVIT OF NON-COLLUSION

STATE OF Florida
COUNTY OF Duval

I, John W. Taylor, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is a Vice President in the firm of Preferred Materials, Inc, and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated this 14 day of December, 2018.



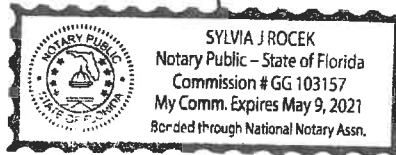
Signature by authorized representative of Proposer

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me this 14 day of December, 2018, by John W. Taylor, of Preferred Materials, Inc., who is personally known to me or who has produced as ~~identification and who did (did not) take an oath.~~ ~~XXXXXXXXXXXX~~



Signature of Notary taking acknowledgment



**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

1. This sworn statement is submitted to Marshall Creek Community Development District.
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of Vice President for Preferred Materials ("Contractor"), and am authorized to make this Sworn Statement on behalf of Contractor.
3. Contractor's business address is 11482 Columbia Park Drive W. Ste 3
Jacksonville, FL 32258
4. Contractor's Federal Employer Identification Number (FEIN) is 58-1401468

(If the Contractor has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

5. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
6. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
7. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or,
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
8. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

9. Based on information and belief, the statement which I have marked below is true in relation to the Contractor submitting this sworn statement. (Please indicate which statement applies.)

XX Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

___ There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), Florida Statutes, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this 14 day of December, 2018.

Contractor: Preferred Materials, Inc.
By: [Signature]
Title: John W. Taylor - Vice President

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me this 14 day of December, 2018, by John W Taylor of Preferred Materials, Inc who is personally known to me ~~or who has produced~~ identification, and did ~~or did not~~ take the oath.

[Signature]
Notary Public, State of Florida
Print Name: Sylvia J Rocek
Commission No.: CG103157
My Commission Expires: 5/9/2021



MARSHALL COMMUNITY DEVELOPMENT DISTRICT

Evaluation Criteria

1. Personnel. (20 Points)

E.g., geographic locations of the firm's headquarters, adequacy and capabilities of key personnel, including the project manager and field supervisor; whether the entity/individual is a certified minority business enterprise, present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

2. Proposer's Experience and Available Equipment. (15 Points)

E.g., past record and experience of the respondent in self performing similar projects; past performance for this District in other contracts; character, integrity, reputation of respondent, etc. and equipment type; age and condition; quantity of equipment available; and number of trained operators.

3. Understanding of Scope of Work. (20 Points)

E.g. Demonstration of the Proposer's understanding of the project requirements.

4. Schedule. (20 Points)

Points available for schedule will be allocated as follows:

15 Points will be awarded to the Proposer submitting the Bid Form with the most expedited construction schedule (i.e., the fewest number of days) for completing the work. All other Bid Forms will receive a percentage of this amount based upon the difference between the Proposer's time proposal and the most expedited construction schedule.

5 Points are allocated for the Proposer's ability to credibly complete the project within the Proposer's schedule and demonstrate on-time performance.

5. Price. (25 Total Points)

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost Bid Form for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low bid.

10 Points are allocated for the reasonableness of unit prices and balance of bid.

Total Points

100 Points

Bid Form - Schedule of Values

Contractor: Preferred Materials, Inc.

MCCDD Pavement Rehab 2019					
BID ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	COST
1	Palencia Village Drive (remove asphalt, rework base, replace asphalt)	10391	SY	\$ 12.94	\$ 134,459.54
2	North Loop Pkwy (mill and resurface)	4882	SY	\$ 11.09	\$ 54,141.38
3	West End Street (mill and resurface)	256	SY	\$ 23.42	\$ 5,995.52
4	Northlawn Drive (mill and resurface)	189	SY	\$ 29.76	\$ 5,624.64
5	North End Street (mill and resurface)	1345	SY	\$ 9.88	\$ 13,288.60
6	Palencia Club Drive (mill and resurface)	756	SY	\$ 11.69	\$ 8,837.64
7	Vale Drive (mill and resurface)	667	SY	\$ 23.90	\$ 15,941.30
8	Vale Drive (mill and resurface)	400	SY	\$ 27.95	\$ 11,180.00
BASE BID TOTAL:					\$ 249,468.62
Unit Price Work					
BID ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	COST
10	Additional Work (mill and resurface 1.5" S-III)				
		1-100	SY	\$ 383.60	NA
		101-500	SY	\$ 86.82	NA
		>500	SY	\$ 39.30	NA
11	Additional Work (remove and replace 1.5" S-I, rework base)				
		1-100	SY	\$ 383.35	NA
		101-500	SY	\$ 86.56	NA
		>500	SY	\$ 39.61	NA
12	Additional Work (Cart Path-Mill and Resurface or R&R, 1.25" S-III)				
		1-100	SY	\$ 523.36	NA
		101-500	SY	\$ 121.94	NA
		>500	SY	\$ 50.80	NA

Notes:

- 1 Bidders shall, at a minimum, fill out subtotals for each listed subsection and show the
- 2 Once the project is awarded, the winning bidder shall provide a revised schedule of values containing expanded line items substantiating the above subsections with sufficient detail to allow the Owner's representative to verify the work performed on a monthly basis as part of the pay application review process.
- 3 Additional work establishes a unit price for additions and deletion in the event of a change on scope.

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

ACKNOWLEDGMENT OF RECEIPT OF DOCUMENTS

This Bid Form for Preferred Materials, Inc. Construction Services has been submitted on this 14 day of Decemeber, 2018 by:

Preferred Materials, Inc.
[Company]
11482 Columbia Park Drive W, Ste 3 Jax, FL 32258
[Business Address]
904-288-6300
[Telephone]
904-288-6301
[Fax Number]
John.Taylor@preferredmaterials.com
[E-mail Address]

The undersigned acknowledges by initialing the items outlined below, that all information provided herein has been provided in full and that such information is truthful and accurate. Proposer agrees through submission of this Bid Form to honor all pricing information ninety (90) days from that date of the Bid Form opening, and if awarded the contract on the basis of this Bid Form, to enter into and execute the services contract in substantially the form included in the Project Manual.

Proposer understands that inclusion of false, deceptive or fraudulent statements on the Bid Form constitute fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for denial, suspension or revocation of a Bid Form for work for the Marshall Creek Community Development District.

Furthermore, the undersigned acknowledges receipt of the following documents in full as well as any bid addenda, the provisions of which have been included in this Request for Proposal.

- I. Invitation to Bid JB (Initial)
- II. Instructions to Bidders JB (Initial)
- III. Bid Form (pages total) JB (Initial)
- III.a. Basic Organization Information JB (Initial)
- III.b. Corporate Officers JB (Initial)
- III.c. Supervisory Personnel JB (Initial)
- III.d. Company Owned Major Equipment JB (Initial)
- III.e. Affidavit for Individual JB (Initial)
- III.f. Affidavit for Partnership JB (Initial)
- III.g. Affidavit of Corporation JB (Initial)
- III.h. Affidavit of Non-Collusion JB (Initial)
- III.i. Public Entity Crimes Statement JB (Initial)
- III.j. Evaluation Criteria JB (Initial)
- III.k. Schedule of Values JB (Initial)
- III.l. Acknowledgement of Receipt of Documents (THIS FORM)
- IV. Standard Contract Form JB (Initial)
- IV. General Conditions JB (Initial)
- IV. Supplementary Conditions JB (Initial)

V. Addenda

<u>Addendum No.</u>	<u>Addendum Date</u>
1	12/10/2018
_____	_____
_____	_____
_____	_____

**ACTION BY WRITTEN CONSENT
IN LIEU OF AN ANNUAL MEETING OF
THE BOARD OF DIRECTORS
OF
PREFERRED MATERIALS, INC.**

The undersigned, being all of the members of the Board of Directors of Preferred Materials, Inc., a Georgia corporation (the "*Corporation*"), do hereby, pursuant to applicable Georgia statute, give this written consent (a) to the dispensation of an annual meeting of the Board of Directors of the Corporation and (b) to the taking of the following actions, such actions to have the same force and effect had a meeting been duly called and held:

I. ELECTION OF OFFICERS

RESOLVED, that effective October 12, 2018 all previous elections of officers are terminated, and the following persons be, and hereby are, elected to serve as officers of the Corporation (each individually, an "*Officer*" and collectively, the "*Officers*") in the capacities set forth opposite their respective names until such time as their successors shall be elected and qualified:

Robert F. Duke	President/Chief Executive Officer
John Rothering	Secretary & Treasurer
Brian Morton	Vice President & Assistant Secretary
Darryl W. Fales	Vice President & Assistant Secretary
Gary Yelvington	Vice President & Assistant Secretary
John R. Hooper	Vice President & Assistant Secretary
John W. Taylor	Vice President & Assistant Secretary
Joseph Apple	Vice President & Assistant Secretary
Kenneth C. Laing	Vice President & Assistant Secretary
Lothar Alomia	Vice President & Assistant Secretary
Mark S. Marine	Vice President & Assistant Secretary
Michael Iapaluccio	Vice President & Assistant Secretary
Nicholas B. Wear	Vice President & Assistant Secretary
Robert B. Royal	Vice President & Assistant Secretary
Robert Spillman	Vice President & Assistant Secretary
Travis Raitt	Vice President & Assistant Secretary
Miguel Alvarez	Vice President & Assistant Secretary
William B. Miller	Admin. Vice President and Assistant Secretary

FURTHER RESOLVED, that the Officers be, and each of them hereby is, authorized to execute and deliver agreements, contracts, documents, certificates, and other instruments, under the seal of the Corporation if required, for the purpose of conducting the Corporation's business, including without limitation, selling products and securing construction work, and to take such other action, as they may deem necessary, advisable, convenient, or appropriate to carry out and fully perform duties incident to the office or offices so appointed, and such other duties as may be prescribed by the Board of Directors from time to time;

FURTHER RESOLVED, that the following persons are hereby designated Officers solely for the purpose of attesting signatures of other Officers signing on behalf of the Corporation, and for executing and attesting various corporate documents, tax returns, affidavits, and other instruments as may be necessary from time to time:

Angelica Espinal	Assistant Secretary & Assistant Treasurer
Bethany Casimir	Assistant Secretary & Assistant Treasurer
Carmen Sutton	Assistant Secretary & Assistant Treasurer
Elizabeth Stafford	Assistant Secretary & Assistant Treasurer
Jacob Duckett	Assistant Secretary & Assistant Treasurer
Sara Brawner	Assistant Secretary & Assistant Treasurer
Tracey Kinney	Assistant Secretary & Assistant Treasurer
Vashti Moore	Assistant Secretary & Assistant Treasurer
Amber Vickrey	Assistant Secretary
Ashley Turner	Assistant Secretary
Carmen Hess	Assistant Secretary
Cheryl Kitzi	Assistant Secretary
David C. Lewis	Assistant Secretary
David M. Toolan	Assistant Secretary
Debbie Rios	Assistant Secretary
Gary P. Hickman	Assistant Secretary
John Risoen	Assistant Secretary
Marizabed Perez	Assistant Secretary
Michael F. Deaton	Assistant Secretary
Michael G. O'Driscoll	Assistant Secretary
Pamela M. Sahr	Assistant Secretary
Rick Jarvis	Assistant Secretary
Steven Wilson	Assistant Secretary
Sylvia Rocek	Assistant Secretary
Tamara A. Albright	Assistant Secretary
William P. Jones	Assistant Secretary

II. APPOINTMENT OF AUTHORIZED EMPLOYEES

RESOLVED, that effective October 12, 2018 all previous appointments of authorized employees are terminated, and that the following persons be and each of them hereby is appointed to serve as an authorized employee of the Corporation, which persons shall be authorized to execute and deliver such agreements, contracts, documents, certificates and other instruments, under the seal of the Corporation if required, for the purpose of conducting the Corporation's business including, without limitation, selling products and securing construction work:

Angelia McElroy
Bobbie Reilly
Carl J. Thompson

Jon Stebick
Kenneth Dalton
Kevin Williams

Chad Schindette
Charles Blinne
David Cerniglia
G. Michael Johnson
Jacob Unger
Jason Johns
Jeffrey R. Andrews
Jennifer K. Edwards
Jeremy Minnillo
John Rauschenbach
Joe Liakos
Joseph F. Donaruma
Joshua Martin

Lawrence Trace Martell
Michael Vickrey
Patrick Read
Rick Shuman
Shane Taylor
Shirley Perry
Sylvia Battiato
Ted Kaler
Tony DiPietro
W. Charles Molloy
William Evans
William Sullivan

FURTHER RESOLVED, that the President of the Corporation may, from time to time, without further action by the Board of Directors, appoint other persons to serve as authorized employees, or remove any individuals from this capacity, and to direct those appointed to take such action, as he may deem necessary, advisable, convenient or appropriate to carry out and fully perform the duties incident to the office of President.

III. AUTHORIZATION OF TRADE NAMES

RESOLVED, that the activities and operations of the Corporation may be carried on in any of the following manners or styles as may from time-to-time be deemed necessary or appropriate:

**Conrad Yelvington Distributors
Prestige Gunitite**

FURTHER RESOLVED, that the President of the Corporation may, from time to time, without further action by the Board of Directors, authorize the use of additional trade names, and to deem unauthorized any trade name previously authorized, as he may deem necessary, advisable, convenient or appropriate.

IV. MISCELLANEOUS

RESOLVED, that all actions previously taken by any Officer of the Corporation appointed hereunder in his/her capacity as such Officer be, and each of them hereby is, adopted, ratified, confirmed and approved in all respects as the authorized acts and deeds of the Corporation;

FURTHER RESOLVED, that each undersigned agrees that electronic signatures, whether digital or encrypted, of the Board of Directors are intended to authenticate this consent and to have the same force and effect as manual signatures. As used in the previous sentence, the term "electronic signatures" means any electronic sound, symbol or process attached to or logically associated with this consent and executed and adopted by a member of the Board of

Directors with the intent to sign such consent, including, but not limited to, e-mail electronic signatures executed through Adobe® eSign Services; and

FURTHER RESOLVED, that this Consent, following execution by all of the members of the Board of Directors, be filed in appropriate order in the minute book of the Corporation.

Signature: Robert F. Duke
Robert F. Duke (Oct 19, 2018)

Email: rob.duke@na.crh.com

Signature: John J. Keating
John J. Keating (Oct 22, 2018)

Email: john.keating@na.crh.com

EM OMG Equipment Master

Equipment: First - Last **Department:** 80300.3 - 80300.3 **Category:** First - Last **Shop:** First - Last **VIN Number:** First - Last **Job:** First - Last
Sort Order: Department/Category/Shop/Equipment **Include (A)ctive, (I)nactive or (B)oth:** A **License:** **Show Rates?** Y
EM Location: First - Last **Reporting Group:** First - Last **Sub Reporting Group:** First - Last **Ownership Status:** All
Machine Health: First - Last **Production Use:** First - Last

Equip	Description	Year	Make	Model	VINNumber	Location	Shop	A/I	Fuel	RC	Rate	Own	License#	State
Department: 80300.3 Equip - APAC North Const														
Category 0112. Passenger Van/Walk-In > 1 Ton														
Shop 840														
01.704453	Sprinter 10 passenger van	2008	Dodge	2500 Sprinter	WDWPE745485265322	50300	840	A	DIESELON	1	6.00	0	M949YW	FL
Category 0120. Pickup Truck 1/2 Ton														
Shop 840														
01.702296	RAM 1500 SLT QC Pickup	2007	Dodge	1500	1D7HA18P37S236010	50300	840	A	GAS	1	6.00	0	HKV776	FL
01.704873	1500 ST Quad Spec #5	2008	Dodge	RAM 1500 ST	1D7HA18N18S563327	50300	840	A	GAS	1	6.00	0	245LEH	FL
01.704886	Pickup Truck 1/2 Ton - J.Spradling	2008	Dodge	1500 SLT	1D7HA18N98S563351	50300	840	A	GAS	1	6.00	0	993VJJ	FL
01.704896	Pickup Truck 1/2 Ton	2008	Dodge	1500 SLT	1D7HA18N48S563323	80840	840	A	GAS	1	6.00	0	849KSU	FL
01.707261	2014 Ford F150XLT Pickup (QC Boc	2014	Ford	F150	1FTEW1CM9EFA78287	50300	840	A	GAS	1	6.00	0	DXDQ41	FL
01.707262	2014 Ford F150XLT Pickup (QC Boc	2014	Ford	F150	1FTEW1CM5EFA71546	50300	840	A	GAS	1	6.00	0	DXDQ40	FL
01.707263	2014 Ford F150XLT Pickup (QC Boc	2014	Ford	F150	1FTEW1CM0EFA71485	50300	840	A	GAS	1	6.00	0	DXDQ42	FL
01.707354	2015 Ford F150 XL QC Truck	2015	Ford	F150 XL	1FTEW1CF5FKD91699	50300	840	A	GAS	1	6.00	0	Y67BFD	FL
Category 0121. Pickup Truck 3/4 Ton														
Shop 840														
01.707202	2015 Ford F250XL Pickup	2015	Ford	F250 XL	1FT7W2A64FED30926	50300	840	A	GAS	1	9.00	0	686REU	FL
01.707203	2015 Ford F250XL Pickup	2015	Ford	F250 XL	1FT7W2A66FED30927	50300	840	A	GAS	1	9.00	0	687REU	FL
01.707206	2015 Ford F250XL Pickup	2015	Ford	F250 XL	1FT7W2A6XFED30932	50300	840	A	GAS	1	9.00	0	685REU	FL
01.707353	2016 Ford F250 XL Foreman Truck	2016	Ford	F250 XL	1FT7W2A62GEA88736	50300	840	A	GAS	1	9.00	0	Y66BFD	FL
01.707545	2017 Ford F250 XL 4x2 CC Gas Pic	2017	Ford	F250 XL	1FT7W2A68HEC99683	50300	840	A	GAS	1	9.00	0	Y56QZS	FL
01.707546	2017 Ford F250 XL 4x2 CC Gas Pic	2017	Ford	F250 XL	1FT7W2A6XHEC99684	50300	840	A	GAS	1	9.00	0	Y58QZS	FL
01.707663	2018 Ford F250 XL Foreman Truck	2018	Ford	F250 XL	1FT7W2A61JEC20845	50310	840	A	GAS	1	9.00	0	IKVW95	FL
Category 0200. Trailer BH Enclosed														
Shop 840														
02.638598	Office trailer		(Unknown)	(Unknown)	unknown	50300	840	A		1	0.00	0		
02.638606	Trailer, off		(Unknown)	(Unknown)	unknown	50300	840	A		1	0.00	0		
02.638607	Office trailer		(Unknown)	(Unknown)	unknown	50300	840	A		1	0.00	0		
Category 0210. Trailer BH Platform/Open														
Shop 840														
02.707248	2015 Down2Earth Utility Trailer - H	2015	Down2Earth	Utility	5MYUUJ1216FB046036	50300	840	A		1	0.00	0	DZSY46	FL
02.707384	2016 L & S 8x20 Platform/Open Tr	2016	L and S Trail	LST8207	1L9BE2022GH482192	50300	840	A		1	0.00	0	ECZIB7	FL
Category 0301. Trailer PH Platform/Enclosed														
Shop 840														
03.707343	2015 Big Tex 14ET-20 Trailer	2015	Big Tex	14ET-20	16VEX2029F3032634	50300	840	A		1	0.00	0	EWXL95	FL
Category 0302. Trailer PH Material Haul 2 Axl														
Shop 840														
03.707509	2016 Big Tex 12ft Dump Trailer	2016	Big Tex	5X8	16VDX1224G5007083	50300	840	A		1	0.00	0	JALS26	FL

EM OMG Equipment Master

Equipment: First - Last **Department:** 80300.3 - 80300.3 **Category:** First - Last **Shop:** First - Last **VIN Number:** First - Last **Job:** First - Last
Sort Order: Department/Category/Shop/Equipment **Include:** (A)Active, (I)Inactive or (B)Both : A **License:** **Show Rates?** Y
EM Location: First - Last **Reporting Group:** First - Last **Sub Reporting Group:** First - Last **Ownership Status:** All
Machine Health: First - Last **Production Use:** First - Last

Equip	Description	Year	Make	Model	VINNumber	Location	Shop	A/I	Fuel	RC	Rate	0Ride	Own	License#	State
Category 0303. Trailer PH Material Haul 3 Axl															
Shop 840															
03.707471	2016 LSTS EQ82510T Tag Along Tr	2016	L and S Trail	EQ82510T	1198E2032GH482198	50300	840	A		1	0.00		0	EFZU18	FL
03.707506	2016 LSTS EQ82510T Tag Along Tr	2016	L and S Trail	EQ82510T	119BE2533GH482199	50300	840	A		1	0.00		0	EUF98	FL
Category 0400. Trailer FW Dry Van															
Shop 840															
04.643114	Trailer 6x16'trans Crosley	2001	Crosley	2700	1C9BE1625YS769306	50300	840	A		1	0.00		0	GWKT56	FL
04.643115	Trailer 6x12'cone/MOT Crosley	2001	Crosley	2700	1C9BU12171S769846	50300	840	A		1	0.00		0	V548QS	FL
04.643116	Trailer 6x12'cone/MOT Crosley	2001	Crosley	2700	1C9BU12121S769950	50300	840	A		1	0.00		0	GWKT57	FL
04.644563	Homemade Trailer-6x16'-press c/nr	2001	(Unknown)	(Unknown)	MRCT01612011	50300	840	A		1	0.00		0	GWKT58	FL
04.644881	Homemade Trailer-6.5x12'-Cone	2002	(Unknown)	(Unknown)	NOVIN0200218159	50300	840	A		1	0.00		0	HKVT87	FL
04.645239	Homemade Trailer-8x16'-Fiber Mac	2002	(Unknown)	(Unknown)	000645239	50300	840	A		1	0.00		0	HKVT88	FL
04.646092	(2) 40'Storage mfg.snydetails?		(Unknown)	(Unknown)	unknown	50300	840	A		1	0.00		0		FL
04.653519	Utility trailer for m.o.t	2005	Down2Earth	(Unknown)	NOVIN0200741343	50300	840	A		1	0.00		0	302VDJ	FL
Category 0412. Trailer FW Water/Fuel Tanker															
Shop 840															
04.644952	Homemade Trailer 5x10' service un	2002	(Unknown)	(Unknown)	540 EQ# 644952	50300	840	A		1	0.00		0		FL
Category 0700. Truck Mech 7K-9.9K lb GVW															
Shop 840															
07.702488	3500 CHEVROLET	2007	Chevrolet	3500	1GCHC33DX7F179861	50300	840	A	GAS	1	15.00		0	JBX80	FL
Category 0702. Truck Mech 14K-19.5K lb GVW															
Shop 840															
07.651668	C5500 w/mech's crane body	2005	GMC	5500	1GDE5C1245F524034	80840	840	A	DIESELON	1	18.00		0	CTCF03	FL
07.707071	Super Duty 2WD Crew Cab w/ Mecl	2015	Ford	F550	1FD0W5G9FEA89159	50300	840	A	DIESELON	1	18.00		0	CTNW64	FL
07.707073	Super Duty 2WD Crew Cab w/ Mecl	2015	Ford	F550	1FDUFGY1FEA89187	50300	840	A	DIESELON	1	18.00		0	CTNW66	FL
Category 1302. Broom 4 Whl Self-Prop Frt Mtd															
Shop 840															
13.644281	ChallengerII 7ft 80hp	2001	Rosco	Challenger II	37910	50300	840	A	DIESELOFF	1	55.00		0		
13.702160	SweepPro Broom	2007	Rosco	SweepPro	48131	50300	840	A	DIESELOFF	1	55.00		0		
13.702161	SweepPro Broom	2007	Rosco	SweepPro	48205	50300	840	A	DIESELOFF	1	55.00		0		
13.707230	2015 Roadtec FB-85 Front Mount B	2015	Roadtec	FB-85	F885X158	50300	840	A	DIESELOFF	1	55.00		0		
13.707537	2015 Blaw Knox FB90 Front Mount	2015	Blaw Knox	FB90	122572	50300	840	A	DIESELOFF	1	55.00		0		
Category 1310. Broom Self Loading															
Shop 840															
13.648056	Centurian 7'10"mech sweeper	2002	Tenmant	Centurion	1GDM7C1C62J514841	50300	840	A	DIESELOFF	1	90.00		0	N6108Z	FL
Category 1320. Vacuum/Broom Truck															
Shop 840															
13.707536	2016 FL M2 w. Elgin Broom Bear St	2016	Elgin	Broom Bear	1FVACXC9Y9HHB9765	50300	840	A	DIESELON	1	90.00		0	N1537Y	FL

EM OMG Equipment Master

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EM Location: First - Last **Reporting Group:** First - Last **Sub Reporting Group:** First - Last **Ownership Status:** All
Machine Health: First - Last **Production Use:** First - Last

Equip	Description	Year	Make	Model	VINnumber	Location	Shop	AI	Fuel	RC	Rate	ORide	Own	License#	State
Category 1405. Dozer Crawl 96-125hp D5/D58															
Shop 840															
14.655357	D5G LGP 115 hp Dozer	2006	Caterpillar	D5G LGP	RKG02452	50300	840	A	DIESELOFF	1	50.00		O		
Category 2301. Skid Steer Track Loader															
Shop 840															
23.707219	LEASE CAT 299D Track Loader w/ I	2015	Caterpillar	299D	GTC01829	50300	840	A	DIESELOFF	1	55.00		L		
23.707407	LEASE 2016 CAT 299D2 Compact T	2016	Caterpillar	299D	FD200591	50300	840	A	DIESELOFF	1	55.00		L		
Category 2310. Loader RT 2.1-3CY 936															
Shop 840															
23.655101	652V Loader	2006	Kawasaki	652V	65C45413	50300	840	A	DIESELOFF	1	30.00		O		
23.655355	652V 2.6yd loader	2006	Kawasaki	652V	65C4-4160	50300	840	A	DIESELOFF	1	30.00		O		
23.707395	2016 CAT 926M Wheel Loader	2016	Caterpillar	926M	LTE02557	50300	840	A	DIESELOFF	1	30.00		O		
Category 2410. Loader Backhoe 15-16ft 426															
Shop 840															
24.707705	2014 CAT 420F IT Backhoe Loader	2014	Caterpillar	420F IT	0JW02788	50300	840	A	DIESELOFF	1	66.00		O		
Category 2420. Loader Backhoe 16.1-17ft 436															
Shop 840															
24.641856	436C 16'3" 93hp 1.4yd	1998	Caterpillar	436C	8TN00441	50300	840	A	DIESELOFF	1	35.00		O		
Category 2451. Loader Skip 3pt Hitch 61hp & >															
Shop 840															
23.707587	LEASE 2017 John Deere 210LE Tra	2017	John Deere	210LE	1T8210ELCHJ894250	50300	840	A	DIESELOFF	1	45.00		L		
24.649709	570LXT 70hp tractor loader	2001	Case	570LXT	JJG0262791	50300	840	A	DIESELOFF	1	45.00		O		
24.707611	LEASE 2017 John Deere 210L EP Tr	2017	John Deere	210LE	1T8210ELTHJ894525	50300	840	A	DIESELOFF	1	45.00		L		
Category 2461. Farm Tractor 41-65hp															
Shop 840															
24.647367	TN65D 47hp tractor w/broom	2002	New Holland	TN65D	001304044	50300	840	A	DIESELOFF	1	50.00		O		
Category 3010. Grader 101-125hp 120															
Shop 840															
30.651521	12H 140hp 29K motor grader	2004	Caterpillar	12H	0012HTAMZ00574	50300	840	A	DIESELOFF	1	45.00		O		
30.655007	12H Motor Grader Cat	2006	Caterpillar	12H	0AMZ00957	50300	840	A	DIESELOFF	1	45.00		O		
Category 3030. Grader 145-200hp 140															
Shop 840															
30.704644	John Deere 672D MG 165Hp	2008	John Deere	672D	DW672DX620177	50300	840	A	DIESELOFF	1	52.00		O		
Category 5020. Truck Bed/Utility 2 Ax <10K GVW															
Shop 840															
50.707228	2015 GMC Sierra 3500 CC 2WD Tru	2015	GMC	3500	1GD411CGXF649769	50300	840	A	DIESELON	1	18.00		O	EWHL52	FL
Category 5021. Truck Bed/Utility 2 Axle 10-16K															

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EM Location: First - Last **Reporting Group:** First - Last **Sub Reporting Group:** First - Last **Ownership Status:** All
Machine Health: First - Last **Production Use:** First - Last

Equip	Description	Year	Make	Model	VINNumber	Location	Shop	AI	Fuel	RC	Rate	ORide	Own	License#	State
Shop 840															
50.702481	3500 CHEVROLET	2007	Chevrolet	3500	1GBJC3K47F545477	50300	840	A	GAS	1	18.00	0	0	788XZA	FL
50.704685	W3500 Chevrolet MOT Truck	2007	Chevrolet	W3500	J88BAW16077400572	50300	840	A	DIESELON	1	18.00	0	0	JBX83	FL
50.707005	2wd Reg Cab & Chassis w. MOT Be	2011	Chevrolet	3500	1GB3CZCLX8F110198	50300	840	A	DIESELON	1	18.00	0	0	BFHK02	FL
50.707229	2015 GMC Sierra 3500 CC 2WD Tru	2015	GMC	3500	1GD411CGXF648749	50300	840	A	DIESELON	1	18.00	0	0	EWHL27	FL
Category 5022. Truck Bed/Utility 2 Axle 16-19K															
Shop 840															
50.653530	GMC C5500 CC w/ Water Tank - Mi	2006	GMC	5500	1GDE5E1256F408368	50300	840	A	DIESELON	1	22.00	0	0	EVMT95	FL
50.707067	F550 4x2 Crew Cab w/ MOT Body	2015	Ford	F550	1FD0W5GY3FEA88959	50300	840	A	DIESELON	1	22.00	0	0	CTNW35	FL
50.707068	F550 4x2 Crew Cab w/ MOT Body	2015	Ford	F550	1FD0W5GYXFEA88960	50300	840	A	DIESELON	1	22.00	0	0	CTNW34	FL
50.707223	2015 Ford F550XL Crew Cab Truck	2015	Ford	F550 XL	1FD0W5GY1FED69769	50300	840	A	GAS	1	22.00	0	0	Y368FD	FL
50.707224	2015 Ford F550XL Crew Cab Truck	2015	Ford	F550 XL	1FD0W5GY8FED69770	50300	840	A	GAS	1	22.00	0	0	Y358FD	FL
50.707225	2015 Ford F550XL Crew Cab Truck	2015	Ford	F550 XL	1FD0W5GYXFED69771	50300	840	A	GAS	1	22.00	0	0	Y338FD	FL
50.707349	2016 Ford F550 XL MOT Truck	2016	Ford	F550 XL	1FD0W5GY8GEA29813	50300	840	A	DIESELON	1	22.00	0	0	Y91ECP	FL
50.707351	2016 Ford F550XL Crew Cab Truck	2016	Ford	F550 XL	1FD0W5GY0GEA84854	50300	840	A	DIESELON	1	22.00	0	0	Y96ECP	FL
50.707352	2016 Ford F550XL CC MOT Truck	2016	Ford	F550 XL	1FD0W5GY2GEA84855	50300	840	A	DIESELON	1	22.00	0	0	GPQZ37	FL
Category 5023. Truck Bed/Utility 2 Axle 20-26K															
Shop 840															
50.707540	2017 Ford F550 XL w. Curbside Util	2017	Ford	F550 XL	1FD0W5GTXHEB62160	50300	840	A	DIESELON	1	35.00	0	0	Y32QZ5	FL
Category 5330. Truck Water 3 Axle 2-7Kgal															
Shop 840															
52.642123	CH613 Water Truck	2001	Mack	CH613	1M1AA18Y61W144264	50300	840	A	DIESELON	1	3.00	0	0	DZQG74	FL
52.649475	'04 Mack CH613 Water Truck (conv	2004	Mack	CH613	1M1AA18Y84N157348	50300	840	A	DIESELON	1	3.00	0	0	DZQG73	FL
53.655236	8500 w/4K Gal Water Tank	2007	GMC	8500	1GDY8C4347F402434	50300	840	A	DIESELON	1	3.00	0	0	N3219Y	FL
Category 5420. Truck Distributor 2 Axle to 2K															
Shop 840															
54.651488	C7500 GMC w/2k Emyre distr	2005	GMC	7500	1GDM7C1C25F520031	50300	840	A	DIESELON	1	40.00	0	0	N8914Q	FL
54.704452	Distributor w/ 2K gallon Etnyr	2008	Sterling	A6500	2FZACGDT68AZ68762	50300	840	A	DIESELON	1	40.00	0	0	N6105Z	FL
54.707079	Leeboy Max III Distributor	2014	Freightliner	M2 106	1FVACXDT6EHFU3670	50300	840	A	DIESELON	1	40.00	0	0	N6493U	FL
54.707355	2016 FL M2 106 w. Leeboy Rosco	2016	Freightliner	M2 106	1FVACXDT2GHHL9799	50300	840	A	DIESELON	1	40.00	0	0	N6971X	FL
54.770003	F750 2K gal Distributor	2010	Ford	F750	3FRXF75D19V207442	50300	840	A	DIESELON	1	40.00	0	0	N2231Q	FL
Category 5430. Truck Distributor 3 Axle 2-4K															
Shop 840															
54.702115	LT8513 W/ETNYRE 3500GAL DIST	2008	Sterling	LT8513	2FZHAWBSX8AY56460	50300	840	A	DIESELON	1	40.00	0	0	N6104Z	FL
Category 6002. Mtrl Trsfr > 25Ton Hopper															
Shop 840															
60.611119	SB2500 25ton 275hp	1998	Roadtec	SB2500	SB2500-401	50300	840	A	DIESELOFF	1	125.00	0	0		
60.707074	Material Transfer Vehicle	2014	Caterpillar	E2850	E2850-1066	50300	840	A	DIESELOFF	1	125.00	0	0		
60.707366	2015 Weller E2850 MTV	2015	Weller	E2850	W1125	50300	840	A	DIESELOFF	1	125.00	0	0		

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EM Location: First - Last **Reporting Group:** First - Last **Sub Reporting Group:** First - Last **Ownership Status:** All
Machine Health: First - Last **Production Use:** First - Last

Equip	Description	Year	Make	Model	VINnumber	Location	Shop	AI	Fuel	RC	Rate	ORide	Own	License#	State
60.707505	2016 Weller E2850 MTV	2016	Weller	E2850	W1153	50300	840	A	DIESELOFF	1	125.00		O		
Category 6100. Roadwidener Self Propelled															
Shop 840															
61.707215	2015 Weller W530 Road Widener	2015	Weller	W530	W1190	50300	840	A	DIESELOFF	1	125.00		O		
Category 6221. Asph Paver Tire 19-28K lbs															
Shop 840															
62.707250	2015 Volvo PF2181 Paver	2015	Volvo	PF2181	376022	50300	840	A	DIESELOFF	1	113.00		O		
62.707734	TEST AGREEMENT 2018 P5170 Pav	2018	Volvo	PF6110	383001	50300	840	A	DIESELOFF	1	113.00		R		
Category 6231. Asph Paver Tire > 29K lbs															
Shop 840															
62.651512	RP190 10ft. 40k 200hp Paver	2005	Roadtec	RP190-10	RP19010-133	50300	840	A	DIESELOFF	1	100.00		O		
62.702203	RP-190-10 10ft 40K Paver	2007	Roadtec	RP190	RP190X218	50300	840	A	DIESELOFF	1	100.00		O		
62.707251	LEASE 15 Volvo P7170 Paver w/ UI	2015	Volvo	PF7170	7061	50300	840	A	DIESELOFF	1	100.00		L		
62.707356	2016 Roadtec RP190E Rubber Tirec	2016	Roadtec	RP190E	RP190EX4043	50300	840	A	DIESELOFF	1	100.00		O		
62.707371	2014 CAT AP1000E T4 Paver	2014	Caterpillar	AP 1000E	T1F00240	50300	840	A	DIESELOFF	1	100.00		O		
Category 6412. Roller Vib Single Drum 8-12Ton															
Shop 840															
64.704636	SV505D 8 Ton Vib Roller	2008	Sakai	SV505D	STC-65213	50300	840	A	DIESELOFF	1	40.00		O		
Category 6442. Roller Vib Dbl Drum 5-8Ton															
Shop 840															
64.704635	SW652 ROLLER	2008	Sakai	SW652	STC-65297	50300	840	A	DIESELOFF	1	35.00		O		
64.704684	2008 Sakai SW652 Vib Roller	2008	Sakai	SW652	VSW34-10174	50300	840	A	DIESELOFF	1	35.00		O		
64.707319	2015 Volvo DD70HF Roller	2015	Volvo	DD70HF	276414	50300	840	A	DIESELOFF	1	35.00		O		
Category 6450. Roller Vib Dbl Drum 11-13Ton															
Shop 840															
64.655102	SW850 13.8 ton 79" Vib Roller	2006	Sakai	SW850	VSW26-40198	50300	840	A	DIESELOFF	1	35.00		O		
64.700003	SAKAI SW 850 VIB ROLLER	2007	Sakai	SW850	VSW26-40225	50300	840	A	DIESELOFF	1	35.00		O		
64.700004	SAKAI SW 850 VIB ROLLER	2007	Sakai	SW850	VSW26-40223	50300	840	A	DIESELOFF	1	35.00		O		
64.700005	SAKAI SW 850 VIB ROLLER	2007	Sakai	SW850	VSW26-40224	50300	840	A	DIESELOFF	1	35.00		O		
Category 6451. Roller Vib Dbl Drum > 13Ton															
Shop 840															
64.707313	LEASE 2015 Hamm HD120 VVHF Rl	2015	Hamm	HD120 VVHF	H2070177	50300	840	A	DIESELOFF	1	45.00		L		
64.707316	LEASE 15 Volvo DD120B Roller	2015	Volvo	DD120B	287093	50300	840	A	DIESELOFF	1	45.00		L		
64.707317	LEASE 15 Volvo DD120B Roller	2015	Volvo	DD120B	287101	50300	840	A	DIESELOFF	1	45.00		L		
64.707440	LEASE 16 Hamm HD120 IVO Rolllei	2016	Hamm	HD120 IVO	H2070234	50300	840	A	DIESELOFF	1	45.00		L		
64.707461	LEASE 2016 Hamm HD120IVO Roll	2016	Hamm	HD120 IVO	H2070253	50300	840	A	DIESELOFF	1	45.00		L		
64.707706	RENT 2018 Sakai SW850ND Vib Ro	2018	Sakai	SW850ND	50266	50300	840	A	DIESELOFF	1	45.00		R		
64.707707	RENT 2018 Sakai SW850ND Vib Ro	2018	Sakai	SW850ND	50242	50300	840	A	DIESELOFF	1	45.00		R		
Category 6520. Roller Rubber Tire 10-15Ton															

EM OMG Equipment Master

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EM Location: First - Last **Reporting Group:** First - Last **Sub Reporting Group:** First - Last **Ownership Status:** All
Machine Health: First - Last **Production Use:** First - Last

Equip	Description	Year	Make	Model	VINNumber	Location	Shop	A/I	Fuel	RC	Rate	0Ride	Own	License#	State
Shop 840															
65.634908	PT125R 1ton 9 tire	1997	Ingersoll Ra	PT125R	151055	50300	840	A	DIESELOFF	1	30.00				O
65.649883	C530AH 1/2ton 9 tire roller	2003	Hypac	C530AH	901A22202070	50300	840	A	DIESELOFF	1	30.00				O
65.653098	2002 HYPAC C530 TRAFFIC ROLLEI	2002	Hypac	C530AH	109A22201934	50300	840	A	DIESELOFF	1	30.00				O
Category 6920. Asph Grinders-Profilers 5'-6'															
Shop 840															
69.707575	- 2017 Wirtgen W2001 Milling Machin	2017	Wirtgen	W2001	14201234	50300	840	A	DIESELOFF	1	200.00				O
Category 6930. Asph Grinders-Profilers 7'-8'															
Shop 840															
69.654323	W2000	2005	Wirtgen	W2000	6.20.0606	50300	840	A	DIESELOFF	1	200.00				O
Category 8860. Misc Equip Attachment															
Shop 840															
88.638608	Trailer-verify mfg,mdl,sn,desc	2005	(Unknown)	(Unknown)		50300	840	A		1	0.00				O
88.648993	Sys 5 sonic grade control	2003	Topcon	LARLH3C	103-19627	50300	840	A	DIESELOFF	1	0.00				O
88.652096	6108D-50 mech's body on 07.6470	2005	(Unknown)	(Unknown)		50300	840	A		1	0.00				O
Category 9798. Dummy Dept. Numbers															
Shop 840															
97.989300	DOT Fuel Adjustment - Const North		Unidentified	Unidentified			840	A		1	1.00				O

Like all business entities, Preferred Materials, Inc. (“PMI”) is involved in a variety of claims, lawsuits, or arbitration proceedings within the normal course of business. For that reason, PMI maintains insurance or bonds which provide coverage for these claims, lawsuits, or arbitration proceedings.

If PMI is ultimately found liable for a judgment or award, PMI, its insurers, or sureties satisfy the judgment as required by law.





Preferred Materials, Inc.
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Preferred Materials, Inc. means and methods employ standard road and bridge construction industry practices. The crews utilized conform to industry standards with respect to supervision, number of employees and equipment required.

Our estimate was prepared utilizing a forty hour, five day work week (as necessary), with most activities requiring one crew. Additional shifts will be used only as a means to maintain or accelerate the schedule to levels that will ensure completion with the total time available.

Our construction activities will consist of milling to depth indicated on the plans, clean up, asphalt paving to depth indicated on the plans, and pavement markings as needed.

The operation represents a basically linear construction sequence; however, there will be concurrent phases of construction. This is subject to change.

Personnel Experience

Name	Position	Type of Work Performed	Years of Experience in Construction	In what capacity
John W. Taylor	Vice President	Supervisor	29	Executive
Joe DonAruma	Area Manager	Supervisor	20	Executive
Daniel Vickrey	Operation Manager	Supervisor	11	Executive
Bill Sullivan	Project Manager	Supervisor - Field	10	Field/ Office
Jason Johns	Project Manager	Supervisor - Field	14	Field/ Office
Scott Dampier	Superintendent	Supervisor - Field	30	Field
Travis Stratton	Superintendent	Supervisor - Field	20	Field
Glenn Baker	Superintendent	Supervisor - Field	25	Field
Greg Lloyd	Foreman	Supervisor - Field	30	Field
Jeff Raulerson	Foreman	Supervisor - Field	17	Field
Chris Harrell	Foreman	Supervisor - Field	22	Field
Russell Roberts	Foreman	Supervisor - Field	20	Field
Keith Williams	Foreman	Supervisor - Field	22	Field

JOE DONARAUMA

Area Manager

Mr. DonAruma is the Area Manager overseeing multiple major roadway construction and resurfacing projects throughout Northeast Florida. Mr. DonAruma has 15 + years experience in quality and award winning major transportation projects.

PROJECT EXPERIENCE

CR 214, Design/Build, Clay Co. – FDOT District 2 - Project Manager, APAC-Southeast, Inc. provided construction services for widening, and resurfacing (approximately 6.6 miles) and other associated work on CR 214 East from SR 100 to CR 315C. The project included drainage improvements, guardrail improvements. Estimated construction cost: 1.3 million. Project was completed in 2010. (Reference: Jon Doke, KCCS, Inc., 352-258-1564)

SR55, Levy Co – FDOT District 2 – Project Manager, APAC-Southeast, Inc., project consisted of milling & resurfacing, constructing paved shoulders, updating guardrail, updating drainage and extending culverts on SR 55. Estimated construction cost: 7.2 million. Project was completed in 2010. (Reference: Lori Williams, FDOT 352-381-4200)

SR20 & SR 26, Alachua Co. – FDOT District 2 – Project Manager, APAC-Southeast, Inc., project consisted of milling & resurfacing on SR 20 and SR 26 to include replacement of concrete sidewalk, curb ramp reconstruction and replacing pedestrian push buttons and pedestrian signal head assemblies. Estimated construction cost: 2.7 million. Project was completed in 2010. (Reference: Lori Williams, FDOT 352-381-4200)

SR 20, Putnam Co. – FDOT District 2 – Project Manager. APAC-Southeast, Inc., project consisted of adding lanes and reconstructing, drainage improvements, milling and resurfacing, signing improvements and other incidental construction on SR 20. Estimated construction cost: \$43 million. Project was completed in 2010. (Reference: David Weintraub, JEAces, Inc. 352- 337-6617)

PROFESSIONAL HISTORY

Preferred Materials, Inc., Operations Manager, II Mar 2013 to present
 Preferred Materials, Inc., Division Project Manager, II Apr 2006 to Mar 2013
 Preferred Materials, Inc., General Superintendent, III Aug 2001 to Mar 2006
 PBS&J, Senior Project Roadway Inspector, Oct 1997 to Aug 2001

POSITION

Area Manager

YEARS OF EXPERIENCE:

20 +

EDUCATION

Edison Community College 1996

Colorado Tech University 1993-1995

ASSOCIATION INVOLVEMENT

Florida Transportation Builders Association

Asphalt Contractors Association of Florida

CERTIFICATIONS/ TRAINING

CTQP QC Manager

CTQP Asphalt Level I & II

CTQP Concrete Specification Section 346 & 400

Traffic Safety in the Work Area

International municipal signal Association

Nuclear Gauge Safety Training /

Troxler Certification on Density

Nuclear Gauge

American Concrete Institute Technician – Grade 1

American Traffic Safety Association – Work Zone Traffic Supervisor

American Traffic Safety Association – Flagger

DANIEL VICKREY

Operations Manager

Mr. Vickrey is the Operations Manager for PMI North division overseeing multiple major roadway construction and resurfacing projects throughout Northeast Florida. Mr. Vickrey has 10 years' experience in quality and award winning major transportation projects.

PROJECT EXPERIENCE

Jaxport Intermodal Container Transfer Facility at Dames Point – Duval County, FL The project required the relocation of 2,990 LF of Dames Point Road, a City of Jacksonville rural roadway. The relocated road is approximately 5,245 LF in length. The intersection with New Berlin Road was shifted approximately 445 LF to the east, and the road continues parallel to the JAXPORT property line until it reaches the southern property line of CertainTeed, where it extends towards the east to loop around the CEMEX property. The road connects to the existing city roadway under the 1-295 Dames Point Bridge near the entrance to the city's Dames Point Park (2017 Special Project Award Winner)

SR 10- Atlantic Blvd – Duval County, FL - Milling and Resurfacing 1.7 miles of 6 lane divided highway with ADA, Drainage, and Signalization improvements. All work performed between 8:00 PM and 6:30 AM, including a major detour to perform open cut and replacement of cross drain. PMI self-performed milling 93,000SY, and Resurfaced with 19,000 Tons of SP12.5 (2017 NAPA Quality in Construction Award Winner)

Cecil Field, 18L /36R Runway Rehabilitaion – Duval County, FL - The project consisted of 192,020 SY of variable-depth asphalt milling; 2,185 tons of P401 asphalt leveling; 31,650 tons of an 2.5" P401 asphalt overlay; repair of concrete pavement slabs; grouting of storm drainage pipes and inlets; and pavement markings. The project was broken up into 5 phases and completed in 120 calendar days. (2017 ACAF Special Project Award)

SR 13 (San Jose Blvd) – Duval County, FL - This project was a 5 mile multi lane road consisting of 220,645 SY of variable depth asphalt milling, resurfacing with 16,197 tons of SP12.5 and 18,928 tons of FC12.5. Other work items included: ADA ramp and sidewalks, curb and gutter, signalization upgrades, bridge rail retrofit, guardrail and handrail, 35 manholes and 63 water valves (2015 ACAF Resurfacing Urban Award District 2 – Statewide)

PROFESSIONAL HISTORY

Preferred Materials, Inc.: Operations Manager, January 2016 to present
 Preferred Materials, Inc.: Project Manager, February, 2014 to January 2016
 Preferred Materials, Inc.: Assistant Project Manager- May, 2009 to February 2014

POSITION

Operations Manager

YEARS OF EXPERIENCE:

10

EDUCATION

Georgia Southern University
 B.S Civil Engineering – 2009

ASSOCIATION

INVOLVEMENT

American Society of Highway
 Engineers – ASHE

Florida Transportation Builders
 Association – FTBA

Asphalt Contractors Association of
 Florida – ACAF

CERTIFICATIONS/ TRAINING

Qualified Stormwater
 Management

FDOT – Asphalt Paving Technician
 Level 2

FDOT – QC Manager

American Traffic Safety Services
 Association – MOT

OSHA 10 HR

JASON JOHNS

Project Manager

Mr. Johns is a Project Manager for PMI North division responsible for the construction of several roadway construction and resurfacing projects throughout Northeast Florida. Mr. Johns has 8 years' experience in quality transportation projects.

PROJECT EXPERIENCE

T2571 – SR 93 (I-75) from SR 222 to North of SR 25 (US 441) – Alachua County, FL The improvements under this contract consist of milling and resurfacing, base work, shoulder treatment, drainage improvements, curb and gutters, traffic signals, lighting, wildlife fencing, highway signing, guardrail, sidewalks/bicycle path and other incidental construction.

T2578 – SR 26 (Newberry Road) from West of NW 80th Blvd to SW38th Street- Alachua County, FL - The improvements under this contract consist of roadway milling and resurfacing, base work, drainage improvements, curb and gutters, traffic signals, highway signing, pavement markings, guardrail, sidewalks, cantilever sign structure replacement, mast arms and other incidental construction on SR 26.

T2561 – SR 121 from begin curb & gutter to Baker County line – Union County, FL - The improvements under this contract consist of milling and resurfacing, base work, shoulder treatment, drainage improvements, curb and gutter, highway signing, sidewalks and other incidental construction on SR 121.

E2T16 - (SR 121 (NW 34th St) From SR 24 (Archer Rd) To NW 5th Avenue) - Alachua County, FL - Mill & resurface, base work, drainage improvements, curb & gutters, traffic signals, highway signing, sidewalks, and other incidental construction on SR 121 from SR 24 to NW 5th Ave

PROFESSIONAL HISTORY

Preferred Materials, Inc.: Project Manager, November, 2015 to present
 CHW, Inc. : Project Manager, October, 2010 to October, 2015
 FDOT : Project Inspector, September, 2010 to September, 2005

POSITION

Project Manager

YEARS OF EXPERIENCE:

8

EDUCATION

St. Johns River State College
 AA

ASSOCIATION INVOLVEMENT

Florida Transportation Builders Association – FTBA

Asphalt Contractors Association of Florida – ACAF

CERTIFICATIONS/ TRAINING

FDOT – Asphalt Paving Technician Level 1 & 2

FDOT – Bridge Level 1 & 2

FDOT – Stormwater

FDOT – Concrete

FDOT – QC Manager

FDOT – Drill Shafts

American Traffic Safety Services Association – MOT

OSHA 10 HR

SCOTT DAMPIER

Asphalt Paving Superintendent

Mr. Dampier has over 26 years of field experience in the paving industry working on major transportation projects involving the construction of highways and bridges in municipal and rural environments. His experience gives him the skills and talent necessary to perform competently. He has a strong sense of commitment to excellence and strives for perfection in all aspects of his professional life. His experience includes overseeing day-to-day field construction operations for State, City and Private Projects throughout Northeast Florida

PROJECT EXPERIENCE

SR 16, Clay Co. – FDOT District 2 - Asphalt Paving Superintendent, APAC-Southeast, Inc. The project consisted of Milling and resurfacing, base work, shoulder treatment, drainage improvements, curb and gutter, traffic signals, highway signing and markings, sidewalks and other incidental construction on SR 16. The project included milling resurfacing, turn lane widening, concrete curb & sidewalk, drainage improvements and signalization improvements

CR 220, Design/Build, Clay Co. – FDOT District 2 - Asphalt Paving Superintendent, APAC-Southeast, Inc. provided construction services for adding paved shoulders, milling and resurfacing on CR 220 (Doctors Inlet Rd) from CR 209 (Russell Rd) to SR 21 (Blanding Blvd) The project included widening, milling, base repair, ARMI layer, resurfacing, concrete sidewalks & curb, drainage improvements and guardrail improvements.

CR 315C, Clay Co. – FDOT District 2 - Asphalt Paving Superintendent, APAC-Southeast, Inc. provided construction services for milling, and resurfacing (approximately 5.1 miles) and other associated work on CR 315 C from CR 214 (Christian Camp Rd) to SR 21. The project included milling, resurfacing, base work, shoulder treatment, drainage improvements, highway signing, guardrail and sidewalks.

SR 20, Putnam Co. – FDOT District 2- Asphalt Paving Superintendent, APAC-Southeast, Inc. provided construction services milling and resurfacing (approximately 10.3 miles) and other associated work on SR 20 from the Alachua Co. Line to CR 315. The project included milling, resurfacing, base work, shoulder treatment, drainage improvements, traffic signal, highway signing, guardrail and box culverts.

PROFESSIONAL HISTORY

Preferred Materials, Inc., Superintendent, January 1998 to Present
Preferred Materials, Inc., Asphalt Foremen, November 1995 to January 1998
Cheshire Contractors, Asphalt Foremen, October 1994 to November 1995
Atlantic Coast Asphalt Company, Asphalt Foreman, March 1987 to October 1994

POSITION

Asphalt Paving Superintendent

YEARS OF EXPERIENCE:

26

CERTIFICATIONS/ TRAINING

Supervisor Training

Certified Worksite Traffic
Supervisor

JEA Site Specific Training,
Asphalt Paving Technician Level
I & II

Red Cross First Aid/CPR Course

2 Hr JEA Safety Orientation &
10 hr Construction Safety &
Health

HMA Management

MIKE LINDBOE

North Region - Quality Control Manager

Mr. Lindboe has over 35 years of experience in roadway construction and materials testing, including over 30 years with FDOT . The past 5 years he has been in the position of QC Manager for the entire North region of Preferred Materials. He is responsible for developing, administering, implementing and monitoring Quality Control Plans , and as necessary, adjusting the processes to ensure that projects are in compliance with the contract documents for both projects and PMI plants/labs.

PROJECT EXPERIENCE

Cecil Field, 18L /36R Runway Rehabilitation – Duval County, FL - The project consisted of 192,020 SY of variable-depth asphalt milling; 2,185 tons of P401 asphalt leveling; 31,650 tons of an 2.5" P401 asphalt overlay; repair of concrete pavement slabs; grouting of storm drainage pipes and inlets; and pavement markings. The project was broken up into 5 phases and completed in 120 calendar days. (2017 ACAF Special Project Award)

T2571 – SR 93 (I-75) from SR 222 to North of SR 25 (US 441) – Alachua County, FL The improvements under this contract consist of milling and resurfacing, base work, shoulder treatment, drainage improvements, curb and gutters, traffic signals, lighting, wildlife fencing, highway signing, guardrail, sidewalks/bicycle path and other incidental construction.

T2578 – SR 26 (Newberry Road) from West of NW 80th Blvd to SW38th Street- Alachua County, FL - The improvements under this contract consist of roadway milling and resurfacing, base work, drainage improvements, curb and gutters, traffic signals, highway signing, pavement markings, guardrail, sidewalks, cantilever sign structure replacement, mast arms and other incidental construction on SR 26.

T3550 – SR 8 (I-10) from East of SR 57 (US 19) to Madison County Line – Jefferson County –The improvements under this contract consisted primarily of resurfacing SR 8 (I-10). Existing travel lanes and paved shoulders were milled and resurfaced. Shoulder rumble strips were reconstructed. There was one interchange within the project limits at CR 257. The off-ramps and on-ramps at this interchange were resurfaced to the existing pavement changes at the ramp termini. Additionally, the limits on CR 257 that were within the Department's maintained roadway were milled and resurfaced. Other items of work included guardrail upgrades and signing and pavement markings.

PROFESSIONAL HISTORY

Preferred Materials, Inc - QC Manager : Aug 2013 to Present

Mikes Tree Service – Owner : 2011 - 2014

FDOT : 1982 - 2011

POSITION

North Region Quality Control
Manager

YEARS OF EXPERIENCE

36

CERTIFICATIONS/ TRAINING

QC Manager

Mix Designer

Asphalt Plant Level 1

Asphalt Plant Level 2

Asphalt Roadway Level 1

Asphalt Roadway Level 2

POSITION

Project Quality Control Manager

YEARS OF EXPERIENCE:

36

**CERTIFICATIONS/
TRAINING**

QC Manager

Stormwater Management
Inspector

Asphalt Paving Level I and II

ATSSA Worksite Traffic Supervisor

JODI HAVILAND**Project Quality Control Manager**

Ms. Haviland has over 35 years of progressive experience in roadway construction and materials testing involving all phases of on-site roadway construction activities. The past 7 years she has been in the position of QC Manager and responsible for developing, administering, implementing and monitoring Quality Control Plans, and as necessary, adjusting the processes to ensure that projects are in compliance with the contract documents.

PROJECT EXPERIENCE

Interstate 75 (SR 93) - FDOT District 2, Columbia County, FL: Quality Control Manager. APAC Southeast, Inc. provided construction services for milling and resurfacing, cross slope correction, guardrail improvement, and drainage improvements. This project included 3.1 miles of six-lane roadway

SW 122nd Street - FDOT District 2, Alachua County, FL: Quality Control. APAC Southeast, Inc. provided design/build construction services for a milling and resurfacing project that included construction of a 5' bike lane and shoulder rework. The project length was 0.8 miles of two lane urban roadway.

CR 214, Design/Build, Clay Co. – FDOT District 2 - Quality Control Manager, APAC-Southeast, Inc. provided construction services for widening, and resurfacing (approximately 6.6 miles) and other associated work on CR 214 East from SR 100 to CR 315C. The project included widening, resurfacing, guardrail improvements, concrete and drainage improvements.

SR20 & SR 26, Alachua Co. – FDOT District 2 – Quality Control Manager, APAC-Southeast, Inc., project consisted of milling & resurfacing on SR 20 and SR 26 to include replacement of concrete sidewalk, curb ramp reconstruction and replacing pedestrian push buttons and pedestrian signal head assemblies

PROFESSIONAL HISTORY

Preferred Materials, Inc - QC Manager : Aug 2003 to Present

Reynolds, Smith & Hills CS, Inc. - Office Engineer : Dec. 1991 to Dec. 2002

Universal Engineering Sciences - Field and Lab Technician : May 1982 to Dec 1991



BLOUNT ISLAND MARINE TERMINAL · DAMES POINT MARINE TERMINAL · TALLEYRAND MARINE TERMINAL · JAXPORT CRUISE TERMINAL

May 15, 2018

Subject: Roadway Mill and Overlay, SP 12.5
Contract No: C-1620 William Mills-Dave Rawls Pavement Resurface
Project No: B 2018-02
Location: Blount Island Marine Terminal

To whom it may concern:

I am sending this letter in regards to the above subject project recently completed by Preferred Materials, Inc. (PMI). PMI completed the project in a timely manner with great workmanship, quality products and outstanding safety protocol on the project. The improvements on the project consisted off milling, resurfacing and striping approximately 2,650 linear feet of heavy industrial travel lanes located within the restricted access area of the Blount Island Marine Terminal, Jacksonville, FL. Other items of work included bringing to grade all appurtenant embed items located within the roadway with furnish and install of a protective length section of Type K median barrier wall. Other items of work while on main contract were providing for paving of a fillet area, minor earthwork, striping, MOT, mill and pave patch over failing paving section on the egress lane at the main terminal access gate. All work project work required strict adherence to Federal TWIC requirements and required substantial coordination of TWIC escorting and maintenance of MOT over the duration of the work effort.

It was a pleasure working with all staff associated with PMI as they were very professional on the project and submitted all required contract documents in a timely manner. Their attention and dedication to providing a quality end product was evident from the commencement of work.

If you have any questions or require additional information please contact me at (904) 477- 4732.

Sincerely,

A handwritten signature in black ink, appearing to read "H.G. West".

Hugh G. West, P.E.

JAXPORT
Project Engineer/Manager
Engineering & Construction
2831 Talleyrand Avenue
Jacksonville, FL 32206
Office: (904) 357-3055
Cell: (904) 477-4732

PO Box 3005 · 2831 TALLEYRAND AVENUE · JACKSONVILLE, FL 32206-0005

GPI Greenman-Pedersen, Inc.

Engineering and Construction Services

June 05, 2017

City of Atlantic Beach
800 Seminole Road
Atlantic Beach, Florida, 32233

SUBJECT: LETTER OF REFERENCE
FPN: 432570-1-52-01
FAP: 0104-144-I
Contract: T3550
County: Jefferson
Description: SR 8 (I-10): From East of SR 57 (US 19) to the Madison County Line

To Whom It May Concern:

I am sending this letter in regards to the above subject project recently completed by Preferred Materials, Inc. (PMI). PMI completed the project in a timely manner with great workmanship, quality products and outstanding safety protocol on the project. The improvements on the project consisted of milling and resurfacing 9.4 miles of the mainline travel lanes on SR 8 (I-10) including the paved shoulders as well as the on/off ramps at CR 257. Other items of work included guardrail replacement, signing and pavement markings, minor earthwork and grassing. It was a pleasure working with all staff associated with PMI as they were very professional on the project and submitted all required contract documents in a timely manner.

If you have any questions or concerns please don't hesitate to contact me at 850-528-2505.

Sincerely,

Mike Lewis

Digitally signed by Mike Lewis
DN: c=US, E=jlewis@gpinet.com,
O=GPI-SE, CN=Mike Lewis
Reason: I attest to the accuracy and
integrity of this document
Date: 2017.06.05 14:09:58-04'00'

Mike Lewis
Project Manager/Assistant Vice President, GPI

cc: Sylvia Rocek, PMI
 File



Office of Facilities Design and Construction

1701 Prudential Drive | Jacksonville, FL 32207
904.390-2279 | Fax 904.390-2265
www.duvalschools.org

May 26, 2017

Re: Reference Letter

To whom it may concern:

This is to provide a reference letter for work completed for Duval County Public Schools by Preferred Materials, Inc. 11482 Columbia Park Drive W, Jacksonville, FL 32258.

During the Summer 2016, Preferred Materials completed four projects as follows:

1. Raines Ave Paving- Mill and repave existing road adjacent to Raines High School #165.
Cost \$ 61,293
2. Mill and Repave Landsdowne Rd at Terry Parker High School #86. Cost \$ 89,932
3. Mill and Repave Parent Loop and Bus Loop at Sandalwood High School #237.
Cost \$ 115,643
4. Mill and Repave Parent Loop and Parking Lot at Seabreeze Elementary School #225.
Cost \$ 35,378

All work was completed satisfactorily within budget and within schedule.

A handwritten signature in black ink, appearing to read "A. Eckert", is written over a horizontal line.

Andy Eckert, P.E., Executive Director
Office of Facilities Design and Construction



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/14/2018

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 Liberty Mutual Insurance Co. National Insurance East
2000 Westwood Dr.
Wausau, WI 54401

www.LibertyMutual.com

CONTACT NAME: Valerie Reece
PHONE (A/C, No., Ext): 513-867-3822 FAX (A/C, No):
E-MAIL ADDRESS: CMeCertProduction@libertymutual.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Preferred Materials, Inc. (216-JAC)
11482 Columbia Park Dr W, Suite 3
Jacksonville FL 32258

COVERAGES

CERTIFICATE NUMBER: 45923719

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 <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TB2-C81-004095-118 XCU Coverage Included	9/1/2018	9/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AS2-C81-004095-128 AS2-C81-054502-528 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WA7-C8D-004095-028 All except OH, ND, WA, WY WC7-C81-004095-018 WI, MN	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

Marshall Creek CDD listed as additional insured with regards to the general liability and automobile liability policies, on a primary and non-contributory basis, where required by written contract.
Waiver of subrogation is included in favor of the additional insured, where required by written contract, and where applicable by law.

CERTIFICATE HOLDER**CANCELLATION**

Marshall Creek CDD
625 Palencia Club Drive
St. Augustine FL 32095

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

Valerie Reece

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ACORD 25 (2016/03)

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Florida Department of Transportation

**RICK SCOTT
GOVERNOR**

605 Suwannee Street
Tallahassee, FL 32399-0450

**MIKE DEW
SECRETARY**

6/13/2018

PREFERRED MATERIALS INC.
11482 COLUMBIA PARK DR W
JACKSONVILLE, FLORIDA 32258

RE: CERTIFICATE OF QUALIFICATION

Dear Sir/Madam:

The Department of Transportation has qualified your company for the type of work indicated below. Unless your company is notified otherwise, this Certificate of Qualification will expire 6/30/2019. However, the new application is due 4/30/2019.

In accordance with S.337.14 (1) F.S. your next application must be filed within (4) months of the ending date of the applicant's audited annual financial statements.

If your company's maximum capacity has been revised, you can access it by logging into the Contractor Prequalification Application System via the following link:

[HTTPS://fdotwp1.dot.state.fl.us/ContractorPreQualification/](https://fdotwp1.dot.state.fl.us/ContractorPreQualification/)

Once logged in, select "View" for the most recently approved application, and then click the "Manage" and "Application Summary" tabs.

FDOT APPROVED WORK CLASSES:

DEBRIS REMOVAL (EMERGENCY), DRAINAGE, FENCING, FLEXIBLE PAVING, GRADING, GRASSING, SEEDING AND SODDING, GUARDRAIL, HOT PLANT-MIXED BITUM. COURSES, INTERMEDIATE BRIDGES, MINOR BRIDGES, PORTLAND CEMENT CONCRETE ROADWAY PAVING, ROADWAY SIGNING, SIDEWALK, MILLING, REHABILITATION OF CONCRETE PAVEMENT, CONCRETE SLAB REPLACEMENT, CURB AND GUTTER, DRIVEWAYS, REINFORCED EARTH WALLS, SLIP FORM BARRIER WALL, TRAFFIC SEPARATORS, ATTENUATORS, UNDERGROUND UTILITIES (WATER & SEWER), FORCE MAIN, LIFT STATION, LEACHATE AND GAS PIPING.

You may apply for a Revised Certificate of Qualification at any time prior to the expiration date of this certificate according to Section 14-22.0041(3), Florida Administrative Code (F.A.C.), by accessing your most recently approved application as shown above and choosing "Update" instead of "View." If certification in additional classes of work is desired, documentation is needed to show that your company has done such work with your own forces and equipment or that experience was gained with another contractor and that you have the necessary equipment for each additional class of work requested.

Preferred Materials, Inc.

Page Two

6/13/2018

All prequalified contractors are required by Section 14-22.006(3), F.A.C., to certify their work underway monthly in order to adjust maximum bidding capacity to available bidding capacity. You can find the link to this report at the website shown above.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Autry". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Alan Autry, Manager
Contracts Administration Office

AA:

JT:

State of Florida

Department of State

I certify from the records of this office that PREFERRED MATERIALS, INC. is a Georgia corporation authorized to transact business in the State of Florida, qualified on September 1, 1989.

The document number of this corporation is P25884.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on May 7, 2018, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixteenth day of July, 2018*



Ken Peterson
Secretary of State

Tracking Number: CU3722730065

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

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

BID BOND

Any singular reference to Bidder, Surety, Owner, or other party shall be considered plural where applicable.

BIDDER (Name and Address):
Preferred Materials, Inc,
11482 Columbia Park Drive W, Suite 3
Jacksonville, FL 32258

SURETY (Name and Address of Principal Place of Business):
Federal Insurance Company
202B Halls Mill Road
Whitehouse Station, NJ 08889

OWNER (Name and Address): Marshall Creek Community Development District
625 Palencia Club Dr
St. Augustine, FL 32095

BID
Bid Due Date: December 14th, 2018
Project (Brief Description Including Location):
Pavement Rehab 2019 - Work will include the removal, rework, and replacement of existing roadways and pathways within Palencia, St. Johns County, FL

BOND
Bond Number: N/A
Date (Not later than Bid due date): December 14, 2018
Penal sum Five Percent of Amount Bid 5% of Amt. Bid
(Words) (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.


BIDDER

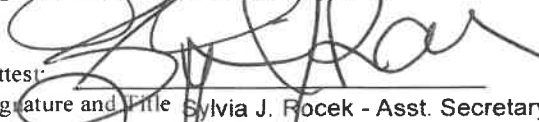
SURETY

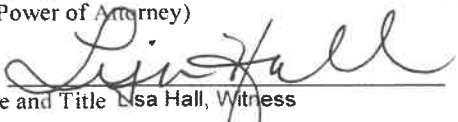
Preferred Materials, Inc. (Seal)
Bidder's Name and Corporate Seal

Federal Insurance Company (Seal)
Surety's Name and Corporate Seal

By: 
Signature and Title John W. Taylor - Vice President

By: 
Signature and Title Tina Davis, Attorney-in-Fact
(Attach Power of Attorney)

Attest: 
Signature and Title Sylvia J. Rocek - Asst. Secretary

Attest: 
Signature and Title Lisa Hall, Witness

Note: Above addresses are to be used for giving required notice.

State of UT
County of Salt Lake } ss:

On December 14, 2018 , before me, a Notary Public in and for said County and State, residing therein, duly commissioned and sworn, personally appeared

Tina Davis

known to me to be Attorney-in-Fact of Federal Insurance Company the corporation described in and that executed the within and foregoing instrument, and known to me to be the person who executed the said instrument in behalf of the said corporation, and he duly acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year stated in this certificate above.

My Commission Expires 3/13/2019 _____



Lisa Hall Notary Public



Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company

Know All by These Presents. That FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, and PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, do each hereby constitute and appoint Tina Davis, Lisa Hall, Linda Lee Nipper and Lindsey Plattner of Salt Lake City, Utah-----

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY have each executed and attested these presents and affixed their corporate seals on this 20th day of August, 2018.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY

County of Hunterdon

SS.

On this 20th day of August, 2018, before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with Stephen M. Haney, and knows him to be Vice President of said Companies; and that the signature of Stephen M. Haney, subscribed to said Power of Attorney is in the genuine handwriting of Stephen M. Haney, and was thereto subscribed by authority of said Companies and in deponent's presence.

Notarial Seal



KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2910865
Commission Expires July 16, 2019

Katherine J. Adelaar

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
(2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
(3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
(4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
(5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
(ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this December 14, 2018



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com

Marshall Creek Community Development District

BID FORM

FOR

“MCCDD Pavement Rehabilitation 2019”

Bidder: DUVAL ASPHALT

Bid Submittal Date: 12-14-18

Prepared by

PROSSER

Version Dated: 11-14-18

III. Bid Form

MARSHALL CREEK COMMUNITY
DEVELOPMENT DISTRICT

PAVEMENT REHABILITATION 2019

TABLE OF CONTENTS

- I. Invitation to Bid (Advertisement)
- II. Instructions to Bidders
- III. Bid Form
 - a. Basic Organizational Information
 - b. Corporate Officers
 - c. Supervisory Personnel
 - d. Company Owned Major Equipment
 - e. Affidavit for Individual
 - f. Affidavit of Partnership
 - g. Affidavit of Corporation
 - h. Affidavit of Non-Collusion
 - i. Public Entity Crimes Statement
 - j. Evaluation Criteria
 - k. Schedule of Values
 - l. Acknowledgment Of Receipt Of Documents
- IV. Standard Contract Form
- V. General Conditions
- VI. Supplementary Conditions

MARSHALL CREEK COMMUNITY
DEVELOPMENT DISTRICT

PAVEMENT REHABILITATION 2019

REQUEST FOR PROPOSALS

PROJECT MANUAL
ISSUE DATE: 11-14-18

DISTRICT MANAGEMENT: INFRAMARK INFRASTRUCTURE
MANAGEMENT SERVICES,
ATTN: JANICE DAVIS, DISTRICT MANAGER
175 HAMPTON POINT DRIVE, SUITE 4
ST. AUGUSTINE, FLORIDA 32092

DISTRICT ENGINEER: PROSSER, INC.
RYAN P. STILWELL, P.E.
13901 SUTTON PARK DRIVE S, SUITE 200
JACKSONVILLE, FLORIDA 32224



Our approach to providing the services as described in the scope of services provided begins with the award of the contract. Once officially awarded we hold a weekly schedule meeting, and in that meeting we will begin the process of scheduling crews beginning with the work that occurs first chronologically. While scheduling subsequent crews we will allow time between the transition to account for possible delays due to weather or unforeseen circumstances. As we continue to build the schedule, beginning with base work, and possibly transitioning into or simultaneously milling operations, tack application if necessary, paving, and lastly any finishing or cleanup work, we will keep an eye on any duration or completion date parameters to ensure we complete the project in a timely fashion.

After the scheduling process is complete the next step is to make sure we have the material available when the work is scheduled. Our material purchasing department has both a long-term schedule in order to get trainload quantities to the distribution yard in town ahead of time but around the anticipated start date of this and all other projects going on at the same time. Once the long-term bulk orders are in town there is then a shorter term schedule that controls the trucks required to get the material from the bulk yard to our plant locations. The bulk location can hold many trainloads of many different types of material, our plant locations can hold material sufficient to satisfy many days of operation but there is always a flow of material coming into the plants that varies depending on what volume of work is coming up in the near future.

Prior to the commencement of work we will have a preconstruction meeting, depending on the desires of all parties involved this can be with a big group of people or it can be with just a few key representatives of our company. This meeting will happen with enough time to allow for clarifications, research, or any other type of activity that needs to happen without affecting the start date of the job. Customarily with projects like this there are rarely additional actions needed but just in case we hold these meetings. The purpose of this meeting is for all parties to go through any concerns, details, questions, etc. just prior to the job.

After the preconstruction meeting another representative of our company will come to the site a day or two prior to commencement to verify the job is ready to go, there are no obstructions, verify where the equipment will be delivered, mark areas of work, etc.

On the day we begin each crew has a foreman that will do our pre-paving checks, maintenance, and coordinate the crew. They will go through the work order to make sure all the details are as expected, and commence work. The base crew will have a set of equipment and men, the milling crew will have a separate set of equipment men and supervision, and the paving crew will also have a unique set of equipment and a supervisor. Each will maintain and execute their portion of the contracted work. During the day each crew has a set of checks they perform to make sure they are fulfilling the contract requirements. After each day of work we have an internal set of paperwork and forms that track the trucks, material, labor, and equipment. These forms are delivered to a set of project managers and supervisors to check their respective responsibilities, look for anomalies, solve any issues from the previous day, make adjustments to the following days requirements, and generally check and keep an eye on the job.

When the job is complete we will have a project manager or supervisor walk through the job to look for any outstanding issues, should the customer identify any issues we will walk the job to address each item individually, should any corrective work or cleanup be required it will go through the scheduling process mentioned above and flow through the system as mentioned above.



References

J.B. Coxwell Contracting, Inc.

6741 Lloyd Rd W

Jacksonville, FL 32254

Ph: 904-786-1120

Fax: 904-716-2651

Eddie Green- egreen@jbcowell.com

E2T39 SR 116 (Wonderwood Expressway), Duval Co.- Supply & place asphalt

Completion: Nov 2015

Superior Construction Co. Southeast, LLC

7072 Business Park Blvd

Jacksonville, FL 32258

Ph: 904-292-4240

Fax: 904-292-4277

Matthew Cunningham- mcunningham@superiorfla.com

T2514 SR 13, St. Johns Co.- Mill & Pave

Completion: June 2015

Petticoat-Schmitt Civil Contractors, Inc.

6380 Philips Hwy

Jacksonville, FL 32216

Ph: 904-751-0888

Fax: 904-751-0988

Clyde Cross- ccross@petticoatschmitt.com

CR 210 & I-95 Phase 2 Improvements, St. Johns Co. Mill & Pave

Completion: Nov 2015

ACORD™

Client#: 6

DUVAASPH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/27/2018

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.

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.

PRODUCER: Construction Underwriters, Inc. 4168 Southpoint Pkwy - Ste 305 Jacksonville, FL 32216. CONTACT NAME: Regina L. Gately. PHONE: 904-296-3331. FAX: 904-296-1314. E-MAIL ADDRESS: rgately@cu-usa.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Amerisure Insurance Company (NAIC # 19488), INSURER B: Great American (16691), INSURER C: Allianz Global Corporate & Spec (35300).

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation and Employers' Liability, and Rented Equip.

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

CERTIFICATE HOLDER: **For Info Only**. 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: Regina L. Gately.

MARSHALL CREEK
COMMUNITY DEVELOPMENT DISTRICT

BASIC ORGANIZATION INFORMATION

DATE SUBMITTED 12-14-18, 2018

1. Proposer: DUVAL ASPHALT PRODUCTS [Company Name]

- An Individual
- A Limited Liability Company
- A Limited Liability Partnership
- A Partnership
- A Corporation
- A Subsidiary Corporation

2. Proposer Company Address:

Street Address 7544 PHILIPS HWY
P. O. Box (if any) _____
City JACKSONVILLE State FL Zip 32256
Telephone 904-296-2020 Fax No. 904-296-6574

1st Contact Name JASON WEBB Title PROJECT MANAGER
2nd Contact Name _____ Title _____

3. Parent Company Name (if applicable): _____

4. Parent Company Address (if different): _____

Street Address _____
P. O. Box (if any) _____
City _____ State _____ Zip _____
Telephone _____ Fax No. _____

1st Contact Name _____ Title _____
2nd Contact Name _____ Title _____

5. List the location of the Proposer's office which would perform Marshall Creek Community Development District (MCCDD) work.

Street Address 7544 PHILIPS HWY
P. O. Box (if any) _____
City JACKSONVILLE State FL Zip 32256
Telephone (904) 296-2020 Fax No. (904) 296-6574

1st Contact Name JASON WEBB Title PROJECT MANAGER
2nd Contact Name ALLEN SHIRLEY Title GENERAL SUPERINTENDANT

6. If the Proposer is a corporation, is it incorporated in the State of Florida?

- Yes (Proceed to Question 6.1)
- No () (Proceed to Question 6.2)

6.1 If yes, provide the following:

- Is the Company in good standing with the Florida Secretary of State, Division of Corporations? Yes No ()
- If no, please explain _____
- Date incorporated 4-9-1984 Charter No. G95772

6.2 If no, provide the following:

- The state in which the Proposer is incorporated: _____
- Is the Company in good standing with that state? Yes () No ()
- If no, please explain _____
- Date incorporated _____ Charter No. _____
- Is the applicant registered with the State of Florida? Yes () No ()

7. If the Proposer is a partnership (including a limited partnership or limited liability partnership) or a limited liability company, is it organized in the State of Florida?

- Yes () (Proceed to Question 7.1)
- No () (Proceed to Question 7.2)

7.1 If yes, provide the following:

- Is the Proposer registered with the Florida Secretary of State, Division of Corporations? Yes () No ()
- If no, please explain _____
- Is the Company in good standing with that state? Yes () No ()
- If no, please explain _____
- Date Proposer was organized _____

7.2 If no, provide the following:

- The state in which the Proposer is organized: _____
- Is the Company in good standing with the state? Yes () No ()
- If no, please explain _____
- Date Proposer was organized _____
- Is the Proposed registered as a foreign partnership or limited company with the State of Florida? Yes () No ()
- If no, please explain _____

8. Does the Proposer hold any registrations or licenses with the State of Florida applicable to the contract? Yes No ()

8.1 If yes, provide the following information and attach one (1) photocopy of each listed license (attach additional sheets if necessary):

- Type of registration: GC. LICENSE
- License No. CCCO46557 Expiration Date: 8-31-2020
- Qualifying Individual: RAYMOND KNIGHT Title: ENGINEER
- List company(ies) currently qualified under this license: DUVAL ASPHALT PRODUCTS, INC.

8.2 Does the Proposer hold any pre-qualifications, registrations or licenses with the Florida Department of Transportation or St. Johns County? Yes No ()

- If yes, please list and provide a photocopy of each listed license or registration. FDOT PRE-QUALIFICATION CERTIFICATE

9. List the Proposer's total annual dollar value of work completed for each of the last three (3) years starting with the latest year and ending with the most current year:

- (2011) 35,000,000
- (2012) 33,000,000
- (2013) 42,000,000

CORPORATE OFFICERS

Company Name Duval Asphalt Services, Inc Date December 12, 2018

Provide the following information for Officers of the Proposer and parent company, if any.

NAME FOR PROPOSER	POSITION OR TITLE	CORPORATE RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
PAUL JURGENSEN	PRESIDENT		JACKSONVILLE, FL
ISOBELA M. GANT	VICE PRESIDENT		JACKSONVILLE, FL
JOSEPH M. CARBONATA II	SECRETARY/TREASURER/COO		JACKSONVILLE, FL
FOR PARENT COMPANY (if applicable)			

SUPERVISORY PERSONNEL

Company Name DUVAL ASPHALT PRODUCT, INC Date December 12, 2018

What is the experience of the key management and supervisory personnel of the Proposer for both administration as well as operations? (Attach resumes of key personnel here.)

INDIVIDUAL'S NAME	PRESENT TITLE	DESCRIPTION OF DIRECT JOB RESPONSIBILITIES	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE
ALLEN SHIRLEY	GENERAL SUPERVISING	DIRECT all paving operations	28+	28+

12/12/18

AFFIDAVIT FOR INDIVIDUAL

State of _____ ss:

County of _____

_____, being duly sworn, deposes and says that the statements and answers to the questions concerning experience contained herein are correct and true of this date; and that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this statement constitutes fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's Bid Form.

(Proposer must also sign here)

Sworn to before me this _____ day of _____, 2018.

Notary Public/Expiration: _____

(SEAL)

DUVAL ASPHALT PRODUCTS, INC.
Net Book Value Report as of December 31, 2017

Sys No	Co Asset No	Description	In Svc Date	Depr Meth	Rem Life	Basis	Thru Date	Current Accum Depreciation	Net Book Value	Pct Dep
000476	92025	ROADTEC RP190	12/28/16	SLMM	03 10	42,450.00	12/31/17	9,905.00	32,545.00	23.33%
000477	96025	CAT 980H WHEEL	12/28/16	SLMM	03 10	164,880.00	12/31/17	38,472.00	126,408.00	23.33%
000478	970116	17 FORD F-150 BILL	12/29/16	SLMM	03 10	47,094.21	12/31/17	10,988.64	36,105.57	23.33%
000479	970117	17 FORD F-150 RICK	01/12/17	SLMM	03 10	46,662.21	12/31/17	10,887.84	35,774.37	23.33%
000480	970118	17 FORD F-150	01/17/17	SLMM	03 11	49,417.79	12/31/17	10,707.19	38,710.60	21.67%
000481	970119	17 CHEVY	01/20/17	SLMM	03 11	46,772.69	12/31/17	10,134.08	36,638.61	21.67%
000482	92031	NEAL DM5500 PAVER	01/25/17	SLMM	03 11	36,950.00	12/31/17	8,005.83	28,944.17	21.67%
000483	90578	17 CHEVY TAHOE	03/29/17	SLMM	04 01	66,652.34	12/31/17	12,219.59	54,432.75	18.33%
000485	970120	17 CHEVY	04/28/17	SLMM	04 02	45,663.67	12/31/17	7,610.61	38,053.06	16.67%
000486	970121	17 FORD F-250	05/22/17	SLMM	04 03	46,693.21	12/31/17	7,003.98	39,689.23	15.00%
000487	970122	17 FORD F-250 JEFF	05/22/17	SLMM	04 03	44,754.47	12/31/17	6,713.17	38,041.30	15.00%
000488	970123	17 FORD F-150	06/02/17	SLMM	04 03	37,273.74	12/31/17	5,591.05	31,682.69	15.00%
000489	92319	KUBOTA 2WD BROOM	06/13/17	SLMM	04 03	43,382.80	12/31/17	6,507.42	36,875.38	15.00%
000490	970124	17 FORD F-250 DAVID	06/15/17	SLMM	04 03	46,497.22	12/31/17	6,974.58	39,522.64	15.00%
000491	96034	BOBCAT SKID STEER	06/27/17	SLMM	04 04	46,955.87	12/31/17	6,260.78	40,695.09	13.33%
000492	93619	BOMAG BW177D-5	06/29/17	SLMM	04 04	93,660.54	12/31/17	12,488.06	81,172.48	13.33%
000493	90408	17 JOHN DEERE 672G	06/29/17	SLMM	04 04	315,930.00	12/31/17	42,124.00	273,806.00	13.33%
000494	96035	17 JOHN DEERE 524K	06/29/17	SLMM	04 04	146,280.00	12/31/17	19,504.00	126,776.00	13.33%
000495	92220	18 KENWORTH T370	07/19/17	SLMM	04 05	176,264.40	12/31/17	20,564.18	155,700.22	11.67%
000496	92221	12 INTERNATIONAL	07/27/17	SLMM	04 05	29,094.00	12/31/17	3,394.30	25,699.70	11.67%
000497	92027	ROADTEC RP195	08/01/17	SLMM	04 05	47,220.00	12/31/17	5,509.00	41,711.00	11.67%
000498	97418	17 FORD F-550	08/08/17	SLMM	04 05	47,999.88	12/31/17	5,599.98	42,399.90	11.67%
000499	970125	17 FORD F-250	09/26/17	SLMM	04 07	45,916.93	12/31/17	3,826.41	42,090.52	8.33%
000504	90132	ASTEC USED	09/30/17	SLMM	04 07	1,520,000.00	12/31/17	151,999.98	1,368,000.02	10.00%
000505	92032	ROADTEC RP170E	11/29/17	SLMM	04 09	315,803.86	12/31/17	15,790.19	300,013.67	5.00%
000506	92222	18 KENWORTH T370	12/18/17	SLMM	04 10	72,689.54	12/31/17	2,422.98	70,266.56	3.33%
000507	97419	16 FORD F-550	12/20/17	SLMM	04 10	48,139.02	12/31/17	1,604.63	46,534.39	3.33%
000508	97420	16 FORD F-550	12/20/17	SLMM	04 10	48,139.02	12/31/17	1,604.63	46,534.39	3.33%
000509	92033	CARLSON CP100	12/29/17	SLMM	04 10	199,197.60	12/31/17	6,639.92	192,557.68	3.33%

Grand Total	<u>\$ 19,389,145.48</u>	<u>\$ 12,433,250.86</u>	<u>\$ 6,955,894.62</u>	74.84%
--------------------	-------------------------	-------------------------	------------------------	--------

AFFIDAVIT OF CORPORATION

State of FLORIDA ss:

County of DUVAL

JOSEPH M. CARROLLA IV (title) CEO/SECRETARY TREASURER of the DUVAL AIRWAYS BUSINESS INC., being duly sworn, deposes and says that the statements and answers to the questions concerning experience contained herein are correct and true of this date; and that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this statement constitutes fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's Bid Form.

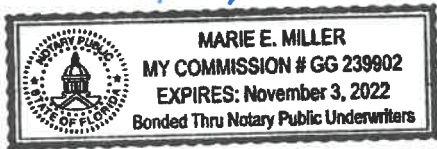
J M Carter IV
(Officer must also sign here)

Sworn to before me this 12th day of December, 2018.

Marie E. Miller

Notary Public/Expiration: 11/3/2022

(SEAL)



AFFIDAVIT OF PARTNERSHIP

State of _____ ss:

County of _____

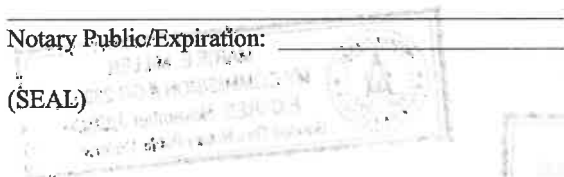
_____, a member of the firm of _____, being duly sworn, deposes and says that the statements and answers to the questions concerning experience contained herein are correct and true of this date; and that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this statement constitutes fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's Bid Form.

(Signature of a General Partner is required)

Sworn to before me this _____ day of _____, 2018.

Notary Public/Expiration: _____

(SEAL)



MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

AFFIDAVIT OF NON-COLLUSION

STATE OF FLORIDA
COUNTY OF DUVAL

I, JOE CARBONARA, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is a CFO in the firm of DUVAL ASSURANCE SERVICES INC, and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated this 12th day of December, 2018.

[Signature]
Signature by authorized representative of Proposer

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this 12th day of December, 2018, by JOE CARBONARA, of _____, who is personally known to me or who has produced as identification and who did (did not) take an oath.



[Signature]
Signature of Notary taking acknowledgment

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

1. This sworn statement is submitted to Marshall Creek Community Development District.
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of CFO/Secy. Treasurer for DUVAL ASPHALT ("Contractor"), and am authorized to make this Sworn Statement on behalf of Contractor.
3. Contractor's business address is 7544 PHILIPS HIGHWAY
JACKSONVILLE, FL 32266
4. Contractor's Federal Employer Identification Number (FEIN) is 59-2397581

(If the Contractor has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
5. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
6. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
7. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or;
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
8. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

9. Based on information and belief, the statement which I have marked below is true in relation to the Contractor submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

___ There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), Florida Statutes, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this 12th day of December, 2018.

Contractor: DUVAL ASPHALT PRODUCTS, INC.
By: Marie E. Miller
Title: Assistant Secretary

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 12th day of December, 2018, by ~~DUVAL ASPHALT PRODUCTS, INC.~~ DUVAL ASPHALT PRODUCTS, INC. who is personally known to me or who has produced MARIE E. MILLER as identification, and did [] or did not [] take the oath.



[Signature]
Notary Public, State of Florida
Print Name: Chris Wright
Commission No.: GG 032432
My Commission Expires: January 9, 2021

MARSHALL COMMUNITY DEVELOPMENT DISTRICT

Evaluation Criteria

1. Personnel. (20 Points)

E.g., geographic locations of the firm's headquarters, adequacy and capabilities of key personnel, including the project manager and field supervisor; whether the entity/individual is a certified minority business enterprise, present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

2. Proposer's Experience and Available Equipment. (15 Points)

E.g., past record and experience of the respondent in self performing similar projects; past performance for this District in other contracts; character, integrity, reputation of respondent, etc. and equipment type; age and condition; quantity of equipment available; and number of trained operators.

3. Understanding of Scope of Work. (20 Points)

E.g. Demonstration of the Proposer's understanding of the project requirements.

4. Schedule. (20 Points)

Points available for schedule will be allocated as follows:

15 Points will be awarded to the Proposer submitting the Bid Form with the most expedited construction schedule (i.e., the fewest number of days) for completing the work. All other Bid Forms will receive a percentage of this amount based upon the difference between the Proposer's time proposal and the most expedited construction schedule.

5 Points are allocated for the Proposer's ability to credibly complete the project within the Proposer's schedule and demonstrate on-time performance.

5. Price. (25 Total Points)

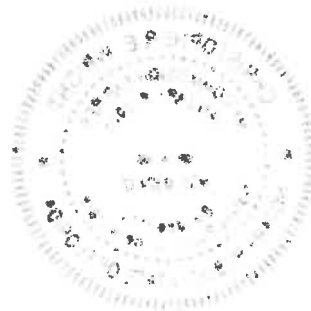
Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost Bid Form for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low bid.

10 Points are allocated for the reasonableness of unit prices and balance of bid.

Total Points

100 Points



10. What are the Proposer's current insurance limits?

General Liability \$ 2,000,000
 Automobile Liability \$ 1,000,000
 Workers Compensation \$ 1,000,000
 Expiration Date 3-31-19

11. Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past two years? Yes () No ()

If yes, please describe each violation, fine and resolution _____

11.1 What is the Proposer's current worker compensation rating (also known as Experience Modification Rating)?

_____ .79 _____

11.2 Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past two years? Yes () No ()

If yes, please describe each incident _____

12. Please state whether or not your company or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local or federal-aid contracts in any state(s). Yes () No ()

If so, state the name(s) of the company(ies) _____

The state where barred or suspended _____
 State the period(s) of debarment or suspension _____

13. What is the building construction experience of the proposed superintendent and project manager?

INDIVIDUAL'S NAME	PRESENT POSITION OR OFFICE	MAGNITUDE AND TYPE OF WORK	YEARS OF ROADWAY CONSTRUCTION EXPERIENCE	YEARS WITH THE FIRM	IN WHAT CAPACITY?
JASON WEBB	P.M.	PM/ESTIMATOR		14	PM/Estimator
ALLEN SHIPLEY	SUPERVISOR PAVING		25+	28	GEN SUPERINTENDENT

14. Have you ever failed to complete any work awarded to you? Yes () No ()

If so, where and why? _____

15. Has any office or partner of your organization ever been an officer, partner or owner of some other organization that has failed to complete a roadway construction contract? Yes () No ()

If so, state name of individual, other organization and reason therefore _____

16. List any and all litigation to which the organization has been a party in the last five (5) years.

NONE

17. **Has the organization or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity?** Yes () No (X)

If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof.

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Marshall Creek Community Development District, or their authorized agents, deemed necessary to verify the statements made in this application or attachments hereto, or regarding the ability, standing and general reputation of the application.

Duroc Asbestos Products Inc By: [Signature]
Name of Proposer
This 12th day of DECEMBER, 2018 By: JOSEPH M. CARBONARA II, CFO
[Type Name and Title of Person Signing]

State of Florida
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by _____, of the _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

Signature of Notary Taking Acknowledgment

Bid Form - Schedule of Values

Contractor:

MCCDD Pavement Rehab 2019					
BID ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	COST
1	Palencia Village Drive (remove asphalt, rework base, replace asphalt)	10,391	SY	16.98	\$ 176,439.18
2	North Loop Pkwy (mill and resurface)	4,882	SY	13.49	\$ 65,858.18
3	West End Street (mill and resurface)	256	SY	46.38	\$ 11,873.28
4	Northlawn Drive (mill and resurface)	1,089	SY	20.49	\$ 22,313.61
5	North End Street (mill and resurface)	1,345	SY	18.38	\$ 24,721.10
6	Palencia Club Drive (mill and resurface)	756	SY	25.48	\$ 19,262.88
7	Vale Drive (mill and resurface)	667	SY	27.02	\$ 18,022.34
8	Vale Drive (mill and resurface)	400	SY	38.83	\$ 15,532.00
BASE BID TOTAL:					\$ 354,022.57
Unit Price Work					
BID ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	COST
10	Additional Work (mill and resurface 1.5" S-III)	1-100	SY	102.66	NA
		101-500	SY	31.61	NA
		>500	SY	26.48	NA
11	Additional Work (remove and replace 1.5" S-I, rework base)	1-100	SY	134.43	NA
		101-500	SY	50.92	NA
		>500	SY	42.6	NA
12	Additional Work (Cart Path-Mill and Resurface or R&R, 1.25" S-III)	1-100	SY	122.89	NA
		101-500	SY	49.89	NA
		>500	SY	42.1	NA

Notes:

- 1 Bidders shall, at a minimum, fill out subtotals for each listed subsection and show the
- 2 Once the project is awarded, the winning bidder shall provide a revised schedule of values containing expanded line items substantiating the above subsections with sufficient detail to allow the Owner's representative to verify the work performed on a monthly basis as part of the pay application review process.
- 3 Additional work establishes a unit price for additions and deletion in the event of a change on scope.

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

ACKNOWLEDGMENT OF RECEIPT OF DOCUMENTS

This Bid Form for DUVAL ASPHALT Construction Services has been submitted on this 14th day of DECEMBER, 2018 by:

DUVAL ASPHALT
[Company]
7544 PHILIPS HWY
[Business Address]
904-296-2020
[Telephone]
904-296-6574
[Fax Number]
JWEBB@DUVALASPHALT.COM
[E-mail Address]

The undersigned acknowledges by initialing the items outlined below, that all information provided herein has been provided in full and that such information is truthful and accurate. Proposer agrees through submission of this Bid Form to honor all pricing information ninety (90) days from that date of the Bid Form opening, and if awarded the contract on the basis of this Bid Form, to enter into and execute the services contract in substantially the form included in the Project Manual.

Proposer understands that inclusion of false, deceptive or fraudulent statements on the Bid Form constitute fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for denial, suspension or revocation of a Bid Form for work for the Marshall Creek Community Development District.

Furthermore, the undersigned acknowledges receipt of the following documents in full as well as any bid addenda, the provisions of which have been included in this Request for Proposal.

- I. Invitation to Bid gw (Initial)
- II. Instructions to Bidders gw (Initial)
- III. Bid Form gw pages total) gw (Initial)
- III.a. Basic Organization Information gw (Initial)
- III.b. Corporate Officers gw (Initial)
- III.c. Supervisory Personnel gw (Initial)
- III.d. Company Owned Major Equipment gw (Initial)
- III.e. Affidavit for Individual gw (Initial)
- III.f. Affidavit for Partnership gw (Initial)
- III.g. Affidavit of Corporation gw (Initial)
- III.h. Affidavit of Non-Collusion gw (Initial)
- III.i. Public Entity Crimes Statement gw (Initial)
- III.j. Evaluation Criteria gw (Initial)
- III.k. Schedule of Values gw (Initial)
- III.l. Acknowledgement of Receipt of Documents (THIS FORM)
- IV. Standard Contract Form gw (Initial)
- IV. General Conditions gw (Initial)
- IV. Supplementary Conditions gw (Initial)

V. Addenda

<u>Addendum No.</u>	<u>Addendum Date</u>
<u>1</u>	<u>12-10-18</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

IV. Standard Contract Form

ARTICLE 1 – BID RECIPIENT

- 1.01 The Entity the bid is addressed to: The physical address the bid is submitted to:
- | | |
|---|---|
| Inframark Infrastructure
Management Services
175 Hampton Point Drive
Suite 4
St. Augustine, FL 32092 | Prosser, Inc.
Attn: Ryan Weilersbacher
13901 Sutton Park Drive S. Suite 200
Jacksonville, FL 32224 |
|---|---|

- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bid Documents to perform all Work as specified or indicated in the Bid Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bid Documents.

ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS

- 2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. **Because this project must occur while schools are not in session, this Bid will remain subject to acceptance through August of 2019.**

ARTICLE 3 – BIDDER’S REPRESENTATIONS

- 3.01 In submitting this Bid, Bidder represents that:
- A. Bidder has examined and carefully studied the Bid Documents, the other related data identified in the Bid Documents, and the following Addenda, receipt of which is hereby acknowledged.
 - B. Bidder states that this Bid Form is made in conformity with the Bid Documents, and agrees that in case of any discrepancy or differences between any condition of the Bid Form and those of the Bid Documents, the provisions of the latter shall prevail.
 - C. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
 - D. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.
 - E. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in SC-4.02, and (2) reports and drawings of Hazardous Environmental Conditions that have been identified in SC-4.06
 - F. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bid Documents to be employed by Bidder, and safety precautions and programs incident thereto.
 - G. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bid Documents. Bidder agrees to indemnify, defend and save harmless the Marshall Creek Community Development District against any cost, damage or expense which may be incurred or caused by an error in his preparation of same.

- H. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bid Documents.
- I. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bid Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bid Documents.
- J. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bid Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- K. The Bid Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- L. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.

ARTICLE 4 – FURTHER REPRESENTATIONS

4.01 Bidder further represents that:

- A. this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity, including but not limited to any officer or agent of the Marshall Creek Community Development District, and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.
- E. Bidder acknowledges, by the below execution of this Bid Form, that all information provided herein has been provided in full and that such information is truthful and accurate.
- F. Bidder agrees through submission of this Bid Form to honor all pricing information ninety (90) days from that date of the Bid Form opening, and if awarded the contract on the basis of this Bid Form, to enter into and execute the services contract in substantially the form included in the Bid Documents.
- G. Bidder understands that inclusion of false, deceptive or fraudulent statements on the Bid Form constitutes fraud; and, that the Marshall Creek Community Development District considers such action on the part of the Bidder to constitute good cause for denial, suspension or revocation of a proposal for work for the Marshall Creek Community Development District.

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

<p>Lump Sum Price- <u>THREE HUNDRED FIFTY FOUR TWENTY</u> <u>TWO DOLLARS</u> Written <u>+ FIFTY SEVEN CENTS</u></p>	<p><u>\$354,022.57</u> Numeric</p>
--	--

Bidder has carefully checked the Bid Schedule against the Bid Documents including the Scope of Work before preparing this Bid Form and submits them as correctly listing the complete work to be done in accordance with the Bid Documents.

ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete within 60 calendar days, after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions, and will be completed and ready for final payment in accordance with Paragraph 14.07.B of the General Conditions within 74 calendar days after the date when the Contract Times commence to run.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the Contract Times.
 - A. Liquidated damages for failure to meet times specified will be \$0/ calendar day.

ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are attached to and made a condition of this Bid:
 - A. All forms provided in this bid form

ARTICLE 8 - DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – SUBCONTRACTORS

9.01 Bidder shall state below the names and type of subcontractor he proposes to utilize to complete the work included in this Contract. In addition, Bidder shall indicate the quantity of work that will be completed by each subcontractor as a percentage of his total bid price. Owner reserves the right to approve or disapprove any such subcontractors as he deems necessary. Once a list of subcontractors has been approved by the Owner, any deviation from the approved list must be submitted to the Owner for approval.

<u>SURFACE MANAGEMENT</u>	<u>MILLING</u>	<u>15%</u>
(Name of Subcontractor)	(Type of Construction)	(% of Work)
<u>ROSE SERVICES</u>	<u>STRIPING</u>	<u>9%</u>
(Name of Subcontractor)	(Type of Construction)	(% of Work)
_____	_____	_____
(Name of Subcontractor)	(Type of Construction)	(% of Work)
_____	_____	_____
(Name of Subcontractor)	(Type of Construction)	(% of Work)

ARTICLE 10 - BID SUBMITTAL

10.01 This Bid submitted by:

If Bidder is:

An Individual

Name (typed or printed): _____

By: _____ (SEAL)

(Individual's signature)

Doing business as: _____

A Partnership

Partnership Name: _____ (SEAL)

By: _____
(Signature of general partner – attach evidence of authority to sign)

Name (typed or printed): _____

A Corporation

Corporation Name: DUVAL ASPHALT PRODUCTS, INC. _____ (SEAL)

State of Incorporation: FLORIDA
Type (General Business, Professional, Service, Limited Liability): GENERAL BUSINESS

By: J. M. Carbonara III _____
(Signature – attach evidence of authority to sign)

Name (typed or printed): JOSEPH M. CARBONARA III

Title: CFO

Attest: Shane E. Miller _____ (CORPORATE SEAL)
(Signature of Corporate Secretary) Florida

Date of Qualification to do business in 4-09-1984 [State Where Project is Located] is 04/09/1984

A Joint Venture

Name of Joint Venturer: _____

First Joint Venturer Name: _____ (SEAL)

By: _____
(Signature of first joint venture partner – attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Second Joint Venturer Name: _____ (SEAL)

By: _____
(Signature of second joint venture partner – attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

I. Invitation to Bid

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT
Pavement Rehabilitation 2019
St. Johns County, Florida

INVITATION TO BID

Notice is hereby given that the Marshall Creek Community Development District (the "District") will receive proposals for the following District project:

"MCCDD Pavement Rehabilitation 2019"-Work will include the removal, rework and replacement of existing roadways and pathways within Palencia, St Johns County (Approx 20,000SY +/-)

The bid documents will be available beginning Wednesday, **November 14, 2018** at 9:00 a.m. from Prosser Inc., 13901 Sutton Park Drive South, Suite 200, Jacksonville, Florida 32224. Contact is Ryan Weilersbacher, Project Manager, Construction Services at ryanw@prosserinc.com or (904) 739-3655. Ranking of Proposers will be made on the basis of qualifications according to the Evaluation Criteria set forth in Project Manual. All proposers must provide a Bid Bond in the amount of 5% of the bid. The Successful Proposer will be required to furnish a Performance Bond. The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so. Any proposer who wishes to protest the scope of work and selection criteria shall file with the District a written notice of protest within seventy-two (72) hours (excluding Saturdays, Sundays and state holidays) after receipt of the Project Manual, and shall file a formal written protest with the District within seven (7) calendar days (including Saturdays, Sundays and state holidays) after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Manager, Janice Davis, Inframark Infrastructure Management Services, 175 Hampton Point Drive, Suite 4, St. Augustine, Florida 32092. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the Project Manual. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Any and all questions relative to this project shall be directed via email only to Ryan Weilersbacher, Project Manager, Construction Services at ryanw@prosserinc.com, no later than **December 7, 2018 at 5:00 p.m**

Firms desiring to provide services for this project must submit eight (8) copies of the proposal no later than **December 14, 2018 at 2:00PM** at the office of Prosser Inc., 13901 Sutton Park Drive South, Suite 200, Jacksonville, Florida 32224, Attention: Ryan Weilersbacher. Proposals shall be submitted in a sealed package, shall bear the name of the proposer on the outside of the package and shall identify the name of the project. Proposals will be **publicly** opened at the time and date stipulated above; those received after the time and date stipulated above will be returned un-opened to the Proposer. Any proposal not completed as specified or missing the required proposal documents may be disqualified.

Marshall Creek Community Development District
Janice Davis, District Manager
Run _____ Date(s): _____

II. Instructions to Bidders

INSTRUCTIONS TO BIDDERS

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Bidder's Business address: 7544 PHILIPS HWY JACKSONVILLE, FL 32256

Phone: 904-296-2020 Facsimile: 904-296-6574

Submitted on 12/14, 20 18.

State Contractor License No. CGC046557 (If applicable)

10.02 All Bid Forms shall include the following information in addition to any other requirements of the Project Manual:

- A. A one-page narrative description of the Proposer's approach to providing the services as described in the scope of services provided herein, as well as:
 - i. based on Proposer's on-site inspection list any identified problems and proposed solutions;
- B. Completed price proposal (forms attached).
- C. List position or title and corporate responsibilities of key management or supervisory personnel. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- D. Describe proposed staffing levels that will be assigned to this project. Include information on current operations, administrative, maintenance and management staffing of both a professional and technical nature, including resumes with applicable certifications and responsibilities associated with this project, including arborists, horticulturist, pest control manager, irrigation manger, etc.
- E. Three references from projects of similar size and scope completed within three (3) years. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- F. A copy of its insurance certificate indicating the types of coverage and limits for general, property, automobile liability insurance, and worker's compensation insurance.
- G. Copies of all applicable Federal, State and local licenses applicable to completing the proposed scope of work.
- H. Completed copies of all other forms included within the Bid Form documents.

FORMS



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

KNIGHT, RAYMOND DON

DUVAL ASPHALT PRODUCTS INC
7544 PHILLIPS HWY
JACKSONVILLE FL 32256-6810

LICENSE NUMBER: CGC046557

EXPIRATION DATE: AUGUST 31, 2020

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.





Florida Department of Transportation

**RICK SCOTT
GOVERNOR**

605 Suwannee Street
Tallahassee, FL 32399-0450

**MIKE DEW
SECRETARY**

April 26, 2018

DUVAL ASPHALT PRODUCTS, INC.
7544 PHILIPS HIGHWAY
JACKSONVILLE, FLORIDA 32256

RE: CERTIFICATE OF QUALIFICATION

Dear Sir/Madam:

The Department of Transportation has qualified your company for the type of work indicated below. Unless your company is notified otherwise, this Certificate of Qualification will expire 6/30/2019. However, the new application is due 4/30/2019.

In accordance with S.337.14 (1) F.S. your next application must be filed within (4) months of the ending date of the applicant's audited annual financial statements.

**If your company's maximum capacity has been revised, you can access it by logging into the Contractor Prequalification Application System via the following link:
<HTTPS://fdotwpl.dot.state.fl.us/ContractorPreQualification/>**

Once logged in, select "View" for the most recently approved application, and then click the "Manage" and "Application Summary" tabs.

FDOT APPROVED WORK CLASSES:

DRAINAGE, FLEXIBLE PAVING, GRADING, GRASSING, SEEDING AND SODDING, HOT PLANT-MIXED BITUM. COURSES

You may apply for a Revised Certificate of Qualification at any time prior to the expiration date of this certificate according to Section 14-22.0041(3), Florida Administrative Code (F.A.C.), by accessing your most recently approved application as shown above and choosing "Update" instead of "View." If certification in additional classes of work is desired, documentation is needed to show that your company has done such work with your own forces and equipment or that experience was gained with another contractor and that you have the necessary equipment for each additional class of work requested.

All prequalified contractors are required by Section 14-22.006(3), F.A.C., to certify their work underway monthly in order to adjust maximum bidding capacity to available bidding capacity. You can find the link to this report at the website shown above.

Sincerely,

A handwritten signature in blue ink that reads "Alan Autry". The signature is written in a cursive, flowing style.

Alan Autry, Manager
Contracts Administration Office

AA:cj

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT PAVEMENT REHABILITATION 2019

Addendum No. 1

TO: Bidders
FROM: Ryan Weilersbacher
DATE: December 10, 2018

The following revisions shall be included in the Contract Documents and is hereby part of the project documents in the form of clarification, addition, deletion or revision to the contract specifications and/or drawings:

CLARIFICATIONS/ ADDITIONAL INFORMATION:

1. Contract Specifications are attached to this addendum.
 - a. All references to S-I asphalt can be replaced with SP 12.5.
 - b. All references to S-III asphalt can be replaced by SP 9.5.
2. Revised Schedule of Values is attached to this addendum.
3. Contractor to provide schedule at time of bid. Palencia Village Drive work must be completed while school is out (Summer 2019)
4. Bike Path Repairs- The existing bike path design section is 4" subgrade, 2" limerock and 1.25" S-III Asphalt. Bidders are to provide a unit price to repair based on range of quantities provided on the schedule of values.
5. See attached Bid Bond Form referenced in the "Instructions to Bidders" Article 8- "Bid Security".

Any Proposer wishing to protest any or all of the matters contained or addressed in this addendum shall file a notice of protest with the District Engineer (Prosser, Inc), 13901 Sutton Park Drive South, Suite 200, Jacksonville, Florida 32224, Phone (904) 739-3655, Attention: Neal Brockmeier, in writing within seventy-two (72) hours (inclusive nights and weekends) after receipt of this addendum. A formal written protest adequately detailing with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the notice of protest is filed. Failure to timely file a written notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to this addendum.

End of Addendum #1

BID BOND

Any singular reference to Bidder, Surety, Owner, or other party shall be considered plural where applicable.

BIDDER (Name and Address):

DUVAL ASPHALT PRODUCTS, INC.
7544 Philips Highway
Jacksonville, Florida 32256

SURETY (Name and Address of Principal Place of Business):

WESTERN SURETY COMPANY
151 N. Franklin Street
Chicago, Illinois 60606

OWNER (Name and Address):

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT
175 Hampton Point Drive, Suite 4
St. Augustine, Florida 32092

BID

Bid Due Date: December 14, 2018
Project (Brief Description Including Location):
MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT
PAVEMENT REHABILITATION 2019

BOND

Bond Number: N/A
Date (Not later than Bid due date): December 14, 2018
Penal sum Five percent of the largest amount for which award can be made under the accompanying bid. (Words) 5% (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

BIDDER

SURETY

DUVAL ASPHALT PRODUCTS, INC. (Seal)
Bidder's Name and Corporate Seal

WESTERN SURETY COMPANY (Seal)
Surety's Name and Corporate Seal

By: Mare E. Miller
Signature and Title Assistant Secretary

By: Tom S. Lobrano, IV
Signature and Title Tom S. Lobrano, IV, Attorney-in-Fact & Florida Resident Agent
(Attach Power of Attorney)

Attest: Jan Welch
Signature and Title PROJECT MANAGER

Attest: Teresa Blunk
Signature and Title Teresa Blunk, Witness

Note: Above addresses are to be used for giving required notice.

PENAL SUM FORM

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Surety's liability.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2. All Bids are rejected by Owner, or
 - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default by Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Tom S Lobrano III, Tom S Lobrano IV, Mark C Fore, Geoffrey M Munn, Individually

of Jacksonville, FL, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 9th day of February, 2018.



WESTERN SURETY COMPANY

Paul T. Bruflat

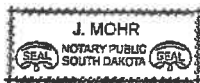
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 9th day of February, 2018, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021



J. Mohr

J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 14th day of December, 2018.



WESTERN SURETY COMPANY

L. Nelson

L. Nelson, Assistant Secretary

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

Sixth Order of Business

Marshall Creek CDD
Operations Report for January CDD Meeting

Operations Management Team

- Paperwork has been completed for a SNAP permit. This permit will allow us to have several gator trappers that will remove community gators when reported.
- Email sent to Ryan on 1/3 for an update on our parking meeting and the pickleball light shield.
- Scheduled a meeting with our account manager at Republic for 1/7. I will review tennis center recycling options with her. These options will be given to the Tennis Committee and Tom.
- An email was sent to the Tennis Committee on 1/3 regarding the tennis court light information they are putting together for the supervisors to review. I have requested that they send me all their questions they need answered by Roy. As a result of the email, we have decided to schedule a meeting with group in person. Roy will invite his lightening expert. I have communicated to the committee that all the information should be provided in advance to me to ensure it is included in the supervisor's monthly package and the supervisors have time to review the information and ask questions. I anticipate this will occur in February or March.
- Communication has taken place with Mark at Clearwater. This is our vendor that services our ponds. An inspection will take place to ensure all our fish barriers are in place and working. This will ensure when we are stocked with grass carp that the carp do not navigate between ponds.
- South gate reader has been looked at by an outside contractor other than Ramco. Another contractor will also look at it on Monday, 1/7. Roy will have the internal lenses cleaned as it appears there is nothing actual wrong with the dual beam reader. Updates to follow.
- Suggestion: I suggest we add an additional car separator at each entry. This will allow each barcode to be read properly and continue the vehicle traffic at a slow speed.
- The Sweetwater CDD Board voted to eliminate the Door King box. This will result in less confusion at the Las Calianas entrance. They will extend their guard hours by one hour a day and the other hours will be on the virtual guard system.
- I, Scott Raybuck, Jill Burns and Stephen Handler will hold an operations meeting with Arthur from Ramco on 1/10. This will be routine and occur every 4-6 weeks.

Updates from meeting on 12/19:

- South gate reader not working: I have spoken with Ramco this morning and they are going to have a supervisor, at no additional cost to us, complete testing to troubleshoot the reader. After reviewing the reader today, I will note this is not Ramco's equipment, but ours. It is a dual beam reader and top of the line. Periodically (twice a month), the lens should be lightly cleaned with a cloth to remove dust. Arthur will ensure this is done. Barcodes have a long useful life, although when not applied properly to a vehicle or placed on a piece of cardboard or CD case it could shorten that useful life.
- Additional CDD CPA recommendation from my favorite CPA (that only does 718 and 720). I have called Todd Neville and communicated that I am sending his information to Janice.
Neville Wainio CPAs
Address: 5 Arredondo Ave, St. Augustine, FL 32080

Phone: (904) 586-0048

Phone: Email: tneville@nevillewainio.com
- FPL light conversions are completed for the FPL lights.... Although the question is, "where are these lights located"? I will inquire to see if Roy has a map that shows what lights are the districts and what lights are FPLs.

Action Items from meeting on 12/19:

- Signage for path near putting range that communicates no motorized vehicles. It was also communicated that the Golf Club is communicating that this is ok. Do we need signage? Will signage help?
- The Tennis Committee will have concrete data for the Supervisors to review in January regarding the Tennis LED light conversions. I will include myself and Tom in the updates.
- Ryan is looking into a shield for the Pickleball lights. If Ryan needs assistance, we can help fabricate a shield.

Other updates outside the meeting:

- Our website has been audited. Janice has forwarded the results to Evan with neighborhood publications. Evan will send a proposal to get our 16.5% failure in compliance. I thought this percentage was excellent.
- Ryan has sent me a draft community map for myself and engineering. I have requested a few additional items are added to the map. He will also be highlighting the areas the CDD is responsible for.
- January shift schedule has been sent out for SJSO to sign-up.
- Working on quotes to provide to Tom and the Tennis Committee for recycling at the Tennis Center.
- I had a wonderful meeting with Scott Raybuck, Jill Burns and Stephen Handler from Sweetwater Creek CDD this week. We are actively working on the following:
 1. Eliminating the Door King box at the Las Calianas Gate (which is only in use a few hours a day)
 2. Barrier Arm Quotes for Las Calianas
 3. Add car separators for Las Calianas
 4. Cameras for all gates
 5. Evaluation of Las Calianas loops and operators
- Office signage has been ordered for outside the management offices and the amenities front doors.
- All trees along Palencia Village Drive are being lifted by our in-house staff.

Ongoing:

- ADP upgrade is in the implementation phase and will save all the department head multiple hours every other week.
- Reviewing pool furniture quotes with Erin so the new furniture arrives by March 2019
- Parking Issues: I am working with Ryan on meeting with the planning department. We will have the planning department confirm Ryan's findings and then have legal draft a letter. Ryan and I exchanged emails on 12/10 and concluded that Ryan will have better luck scheduling a meeting with the department after the first of the year.
- Approved Palencia Village Drive lights have been ordered and I will communicate an ETA for installation once received.
- Addressing homeowner CDD questions and issues daily

Landscape Maintenance

- Hand watering throughout community
- Conducted annual general maintenance to all pumps and wells
- Coordinated with an outside vendor to move an irrigation pump, line, and all electrical components
- Bed and turf weeds
- Replaced an irrigation control panel/box
- Repaired a 4' and a 3" mainline
- Fertilized shrubs
- Applied a plant protectant to St Augustine turf for disease
- Coordinated with outside vendor for four loads of pine straw and spreading service
- Started raising oak trees starting with ones blocking the view of street lights and signs
- Started winter projects. Wood line cut backs still in progress

Engineering

General Property

- Installed holiday decorations
- Transferred files to new storage facility
- Helped PMO vacate and transition to the Amenity Center
- Performed street light inspections and repairs
- Performed annual HVAC PM's
- Repaired two street signs
- Restored function at the Vale Drive speed sign
- Re faced the fountain wall with tile
- Repairs to McKenzie playscape from vandalism
- Pressure washed all Playscapes
- Safety Inspected Boardwalks
- Street sweep
- Investigated sewer drain issue at 184 Spanish Marsh Drive
- Installed podium heaters at both guardhouses.

Amenity Center

- Replaced the iron gate security latch
- Daily pool maintenance including Sweetwater
- Installed variable frequency drive for the Adult pool pump
- Assisted in moving from property management offices
- Replaced copy room floor tile
- Trouble shoot steam room noise
- Fabricated a portable pool vacuum/ water transfer system

Swim and Fitness Facilities

- Two successful community events: Tree Lighting Ceremony and Winter Celebration
- Exterior Window Cleaning of Fitness Center
- Employee Holiday Celebration
- Organized new classes, orientations and seminars for the new year
- Continued research on new pool furniture for the Amenity Center Family Pool
- Dog Park was completed and opened
- Small repairs to cardio technology
- The front and back entrance of the Fitness Center was pressure washed
- Hired people for the Fitness desk
- Communicated with vendors for the upcoming events
- Continued working with the Jacksonville Symphony to get the Symphony Series going for the neighborhood
- Ordered office and cleaning supplies
- Had several meetings and conversations with residents and staff

Tennis Center

- Starting preparations on our upcoming Social, "New Year's Social with a Twist" to be held on Friday, Jan 25th...
- Held two very successful Junior Camps over the Holiday break...Had between 40/50 juniors participate in the camps...
- Continue to finish all our maintenance projects, clean awnings & patio...replace windscreens & nets where needed...

6A.

SJSO Off-Duty Roving Patrol Violation Log

Date:	Improper Parking / Roadway Obstruction	Suspicious Activity or Traffic Violation	Adult Golf Cart Infraction	Juvenile Golf Cart Infraction	Suspicion of Illegal Substance	Model / Vacant Home Suspicious Activity	Child Mischief	Adult Mischief	Warning or Citation	Day of the Week	Officer	Notes
12/01/18		4							4 verbal warnings	Saturday	Gary Perna	4 verbal warnings for stop sign violation
12/04/18		3							2 written, 1 verbal warnings	Tuesday	Gary Perna	1 verbal warning and 2 written warnings for stop sign violation
12/05/18		5							1 written, 4 verbal warnings	Wednesday	Gary Perna	4 verbal warning and 1 written warnings for stop sign violation
12/07/18		2							2 written warnings	Friday	Gary Perna	1 written warning for excessive speed, 1 written warning for stop sign violation
12/08/18		1							1 verbal warning	Saturday	Thomas Evans	1 verbal warning for stop sign violation
12/09/18		4							4 verbal warnings	Sunday	Lynne Catoggio	1 verbal warning for faulty equipment, 3 verbal warnings for no lights on golf carts
12/10/18		3							3 written warnings	Monday	Gary Perna	3 written warnings for stop sign violation
12/12/18											Stacey Ettel	
12/14/18											Stacey Ettel	
12/15/18											Stacey Ettel	
12/16/18		2							1 written, 1 verbal warnings	Sunday	Gary Perna	1 verbal warning and 1 written warning for stop sign violation
12/18/18		2							2 verbal warnings	Tuesday	Gary Perna	2 written warnings for excessive speed
12/19/18											Stacey Ettel	
12/20/18		4							4 verbal warnings	Thursday	Gary Perna	4 verbal warnings for stop sign violation
12/21/18		1							1 verbal warning	Friday	Gabe Bagby	1 verbal warning for stop sign violation
12/22/18		3							2 written, 1 verbal warnings	Saturday	Gary Perna	1 verbal warning for golf cart on roadway not registered and road ready, 2 written warnings for excessive speed.
12/23/18										Sunday	Chad Hallman	No warnings issued
12/24/18										Monday	Chad Hallman	No warnings issued
12/27/18		5							1 citation, 1 written and 3 verbal warnings	Thursday	Gary Perna	1 citation, 1 written and 3 verbal warnings for stop sign violations
12/28/18										Friday	Gary Perna	No warnings issued
12/29/18										Saturday	Chris Hernandez	No warnings issued
12/30/18		4							1 written and 3 verbal warnings	Sunday	Gary Perna	1 written and 3 verbal warnings for stop sign violations
December 2018 Totals	0	43	0	0	0	0	0	0				
2018 YTD total	26	346	10	5	2	0	0	0				
Month to Month Comparison												
December 2017 Totals	1	17	0	0	0	0	0	0				
December 2018 Totals	0	43	0	0	0	0	0	0				

6B.



Palencia – Homeowners Association

Security Report

December 17th, 2018- December 31st, 2018

Report Prepared by:

ARTHUR GRUBER, DIRECTOR OF OPERATIONS

A.GRUBER@RAMCOPROTECTIVE.COM

386-569-9184

RAMCO PROTECTIVE SERVICES OFFICES JACKSONVILLE

The information contained within this report is considered proprietary and confidential to the {Palencia HOA}. Inappropriate and unauthorized disclosure of this report or portions of it could result in significant damage or loss to the {Palencia HOA}. This report should be distributed to individuals on a Need-to-Know basis only. Paper copies should be locked up when not in use. Electronic copies should be stored offline and protected appropriately.

CMS System Update

The C.M.S system is fully functioning and operational.

- There is nothing further to report at this time.

Gate Entry Log – 12/17/2018- 12/31/2018

- C.M.S Entries – (6994)
- C.M.S Quick Log Entries – (99)

EMS/Fire Rescue/Police Entry- 12/17/2018- 12/31/2018

RAMCO Protective Services has recorded the following:

- 12/21/2018 at 9:22 p.m., St Johns County Sheriff Officers entered the community. Location and reason are unknown, lights and sirens are not present.
- 12/29/2018 at 8:49 p.m., St Johns County Sheriffs Officer entered the community. Location and reason are unknown, lights and sirens are not present.

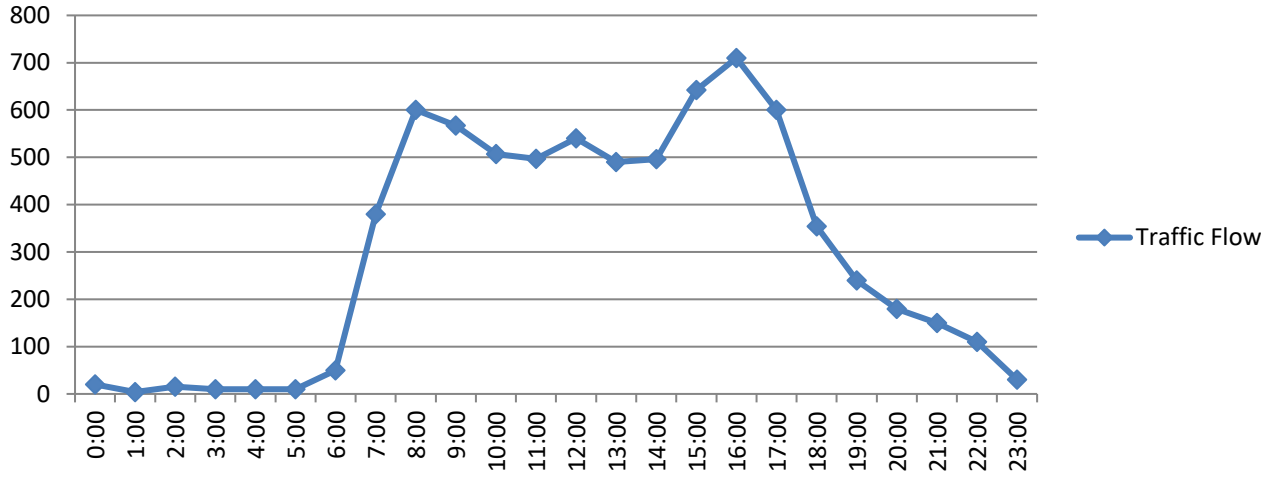
Incidents Report Summary– 12/17/2018- 12/31/2018

RAMCO Protective Services has recorded the following incidents/complaints:

- Nothing to report at this time.

6C.

Palencia Traffic Pattern Chart 12/17/2018- 12/31/2018



Time	# of cars
0:00	20
1:00	4
2:00	15
3:00	10
4:00	10
5:00	10
6:00	50
7:00	380
8:00	600
9:00	567
10:00	507
11:00	497
12:00	540
13:00	490
14:00	496
15:00	642
16:00	710
17:00	600
18:00	354
19:00	240
20:00	180
21:00	150
22:00	110
23:00	30

6D.

Charts Report

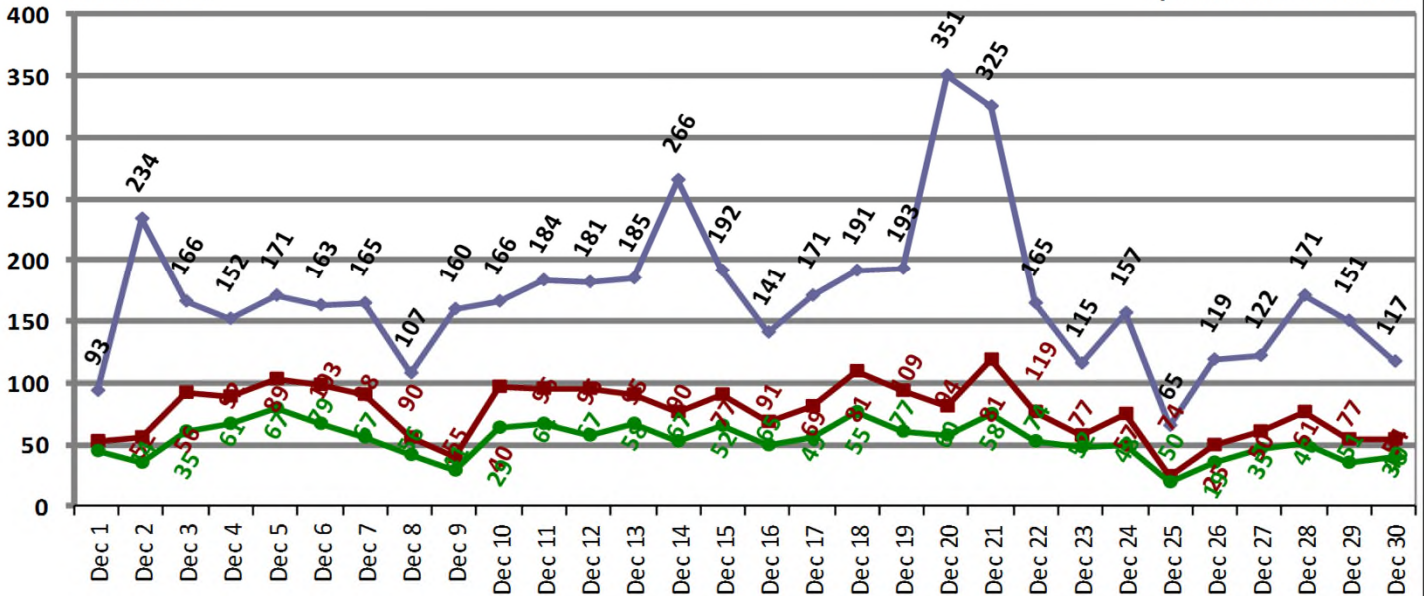
Vehicles & Violators



Vehicles Peak Speed Average Speed

Costa Del Sol

Speed Limit = 20 MPH



Period (30 days): 12/1/2018 - 12/30/2018

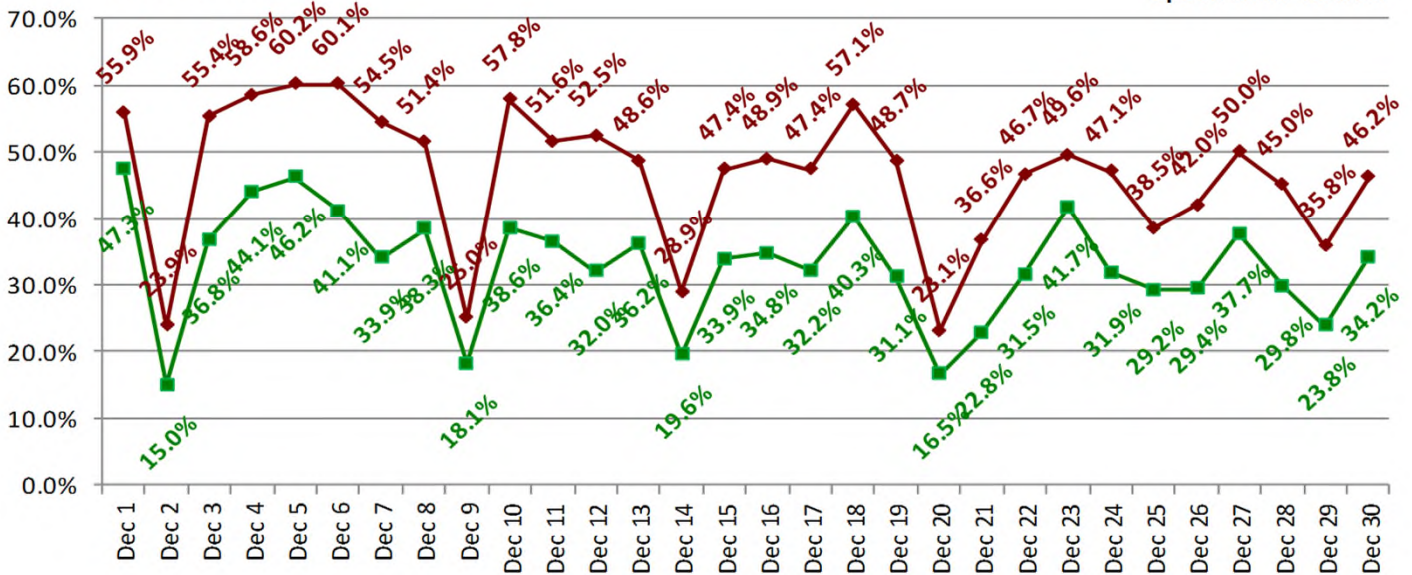
Daily Speeders (Avg. & Peak Speeds)



Peak Speed % Average Speed %

Costa Del Sol

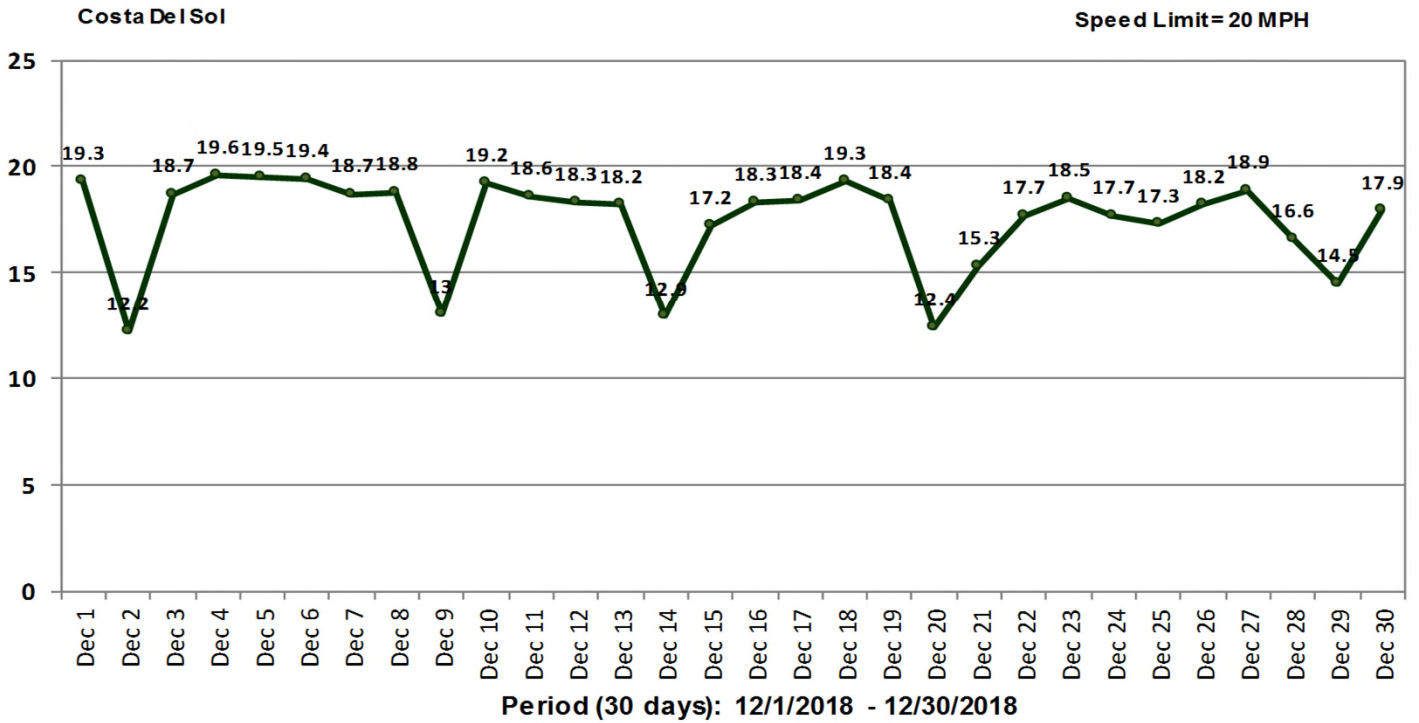
Speed Limit = 20 MPH



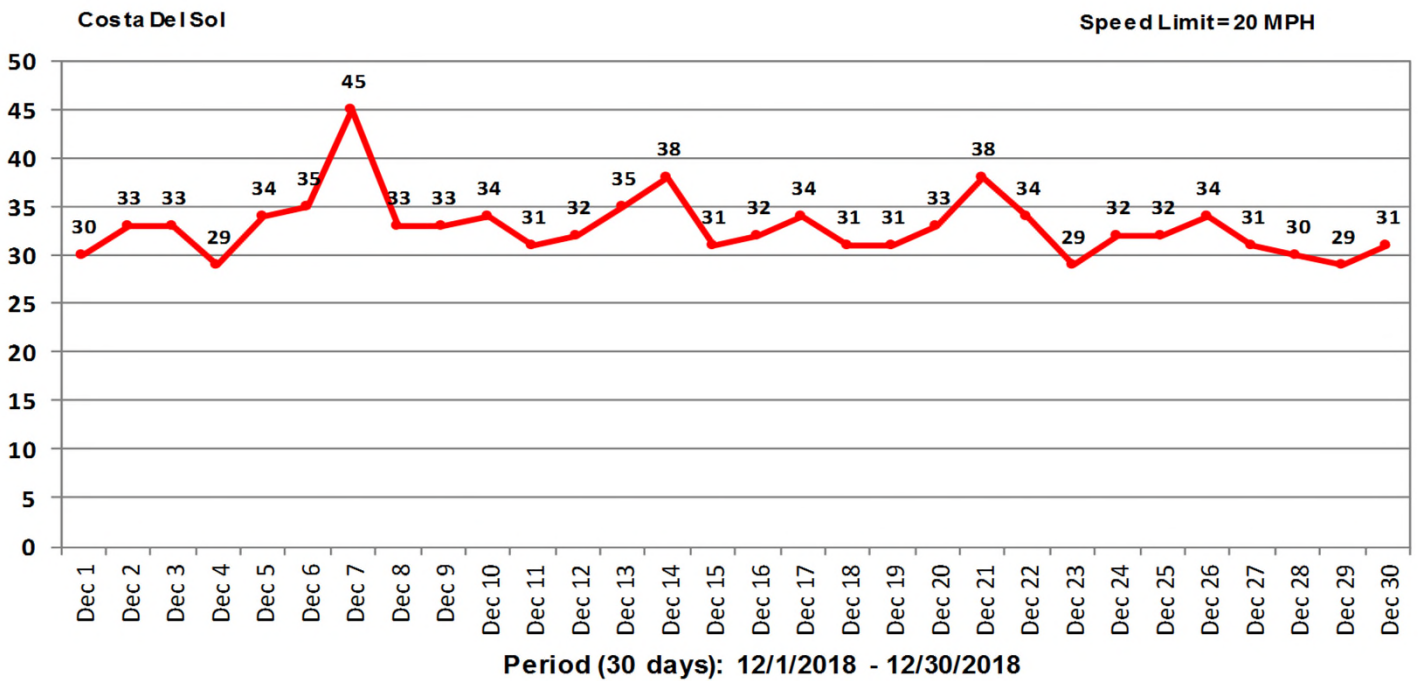
Period (30 days): 12/1/2018 - 12/30/2018

Charts Report

Daily Average Speeds



Daily Peak Speeds

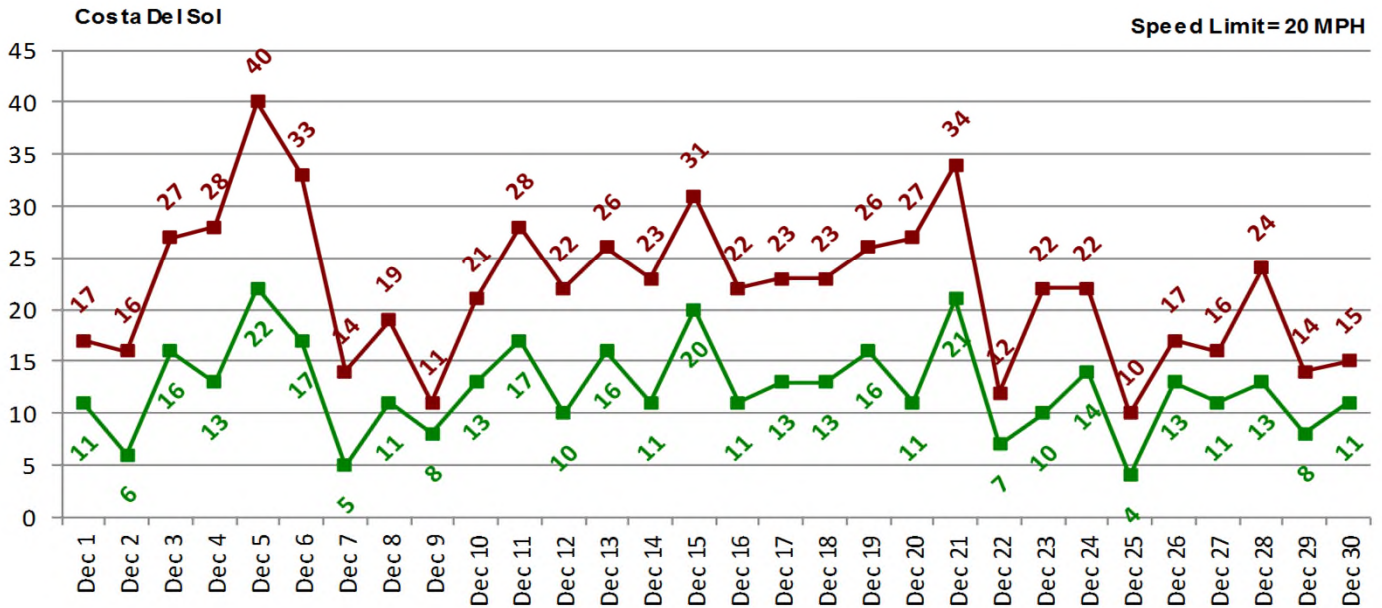


Charts Report

Violator Trends: > 5 MPH (Avg. & Peak Spds)



■ Violators > 5 MPH Avg
 ■ Violators > 5 MPH Peak

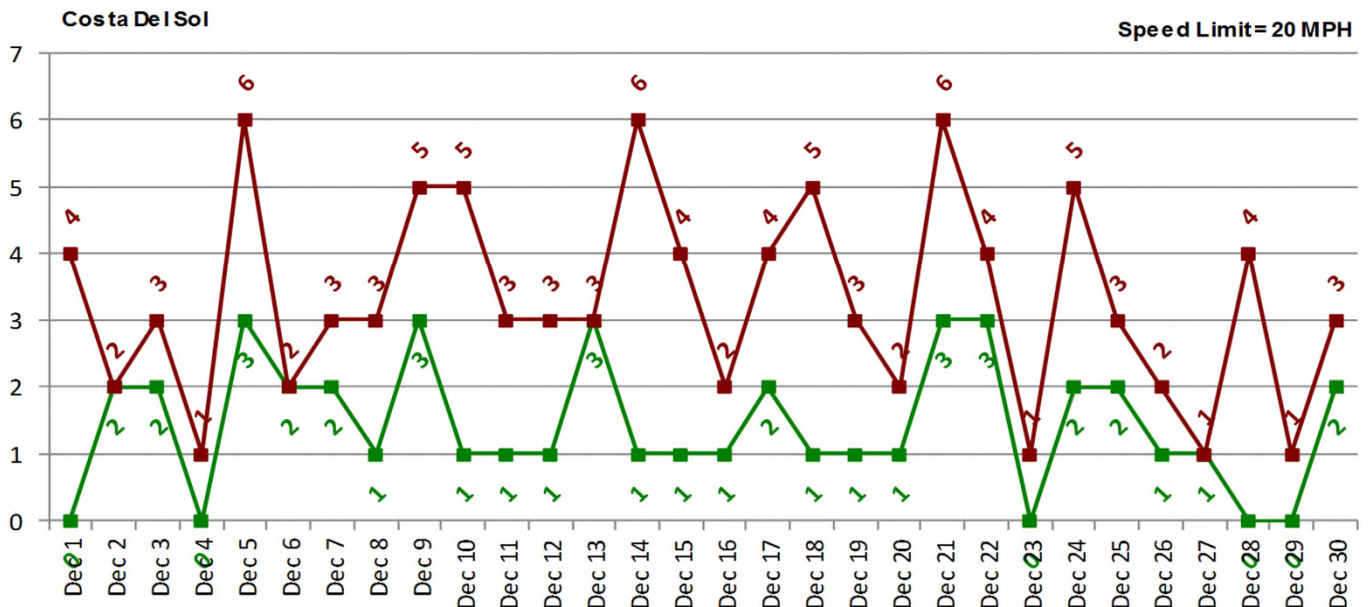


Period (30 days): 12/1/2018 - 12/30/2018

Violator Trends: > 10 MPH (Avg. & Peak Spds)



■ Violators > 10 MPH Avg
 ■ Violators > 10 MPH Peak



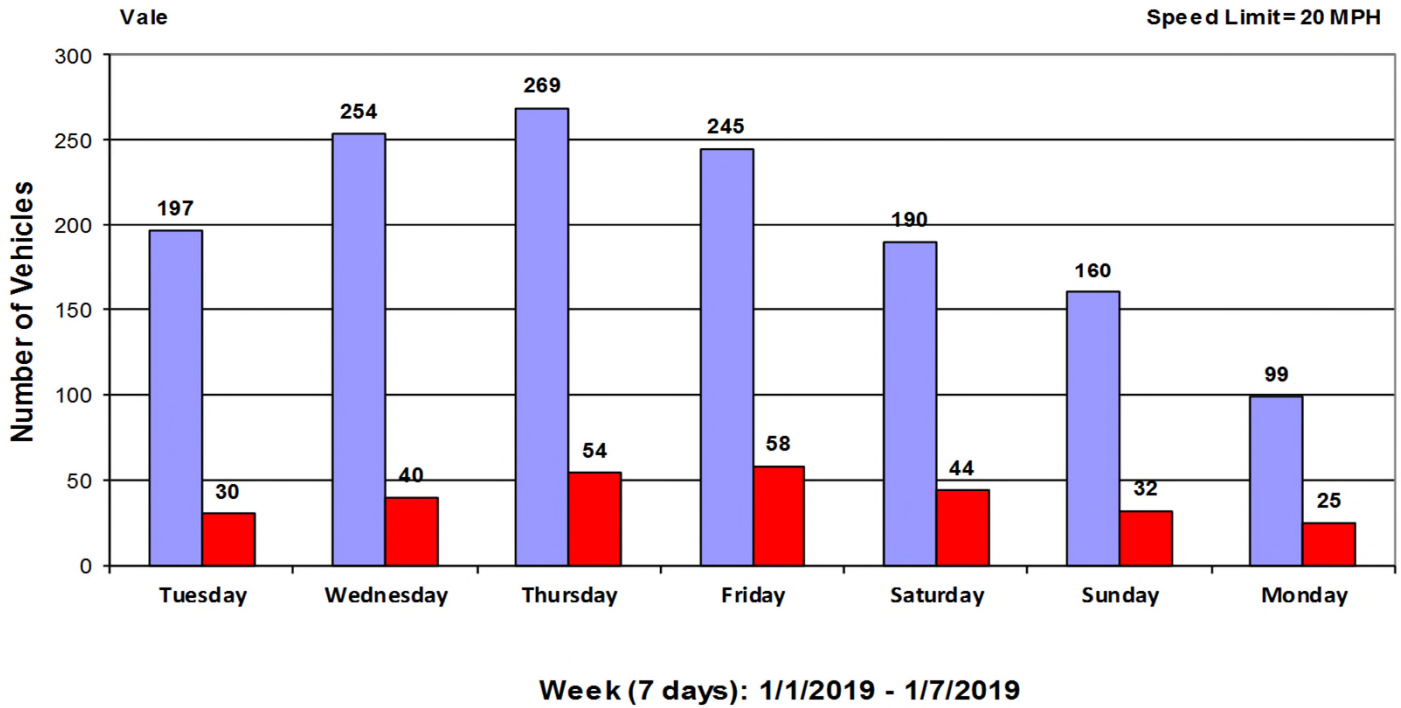
Period (30 days): 12/1/2018 - 12/30/2018

Charts Report

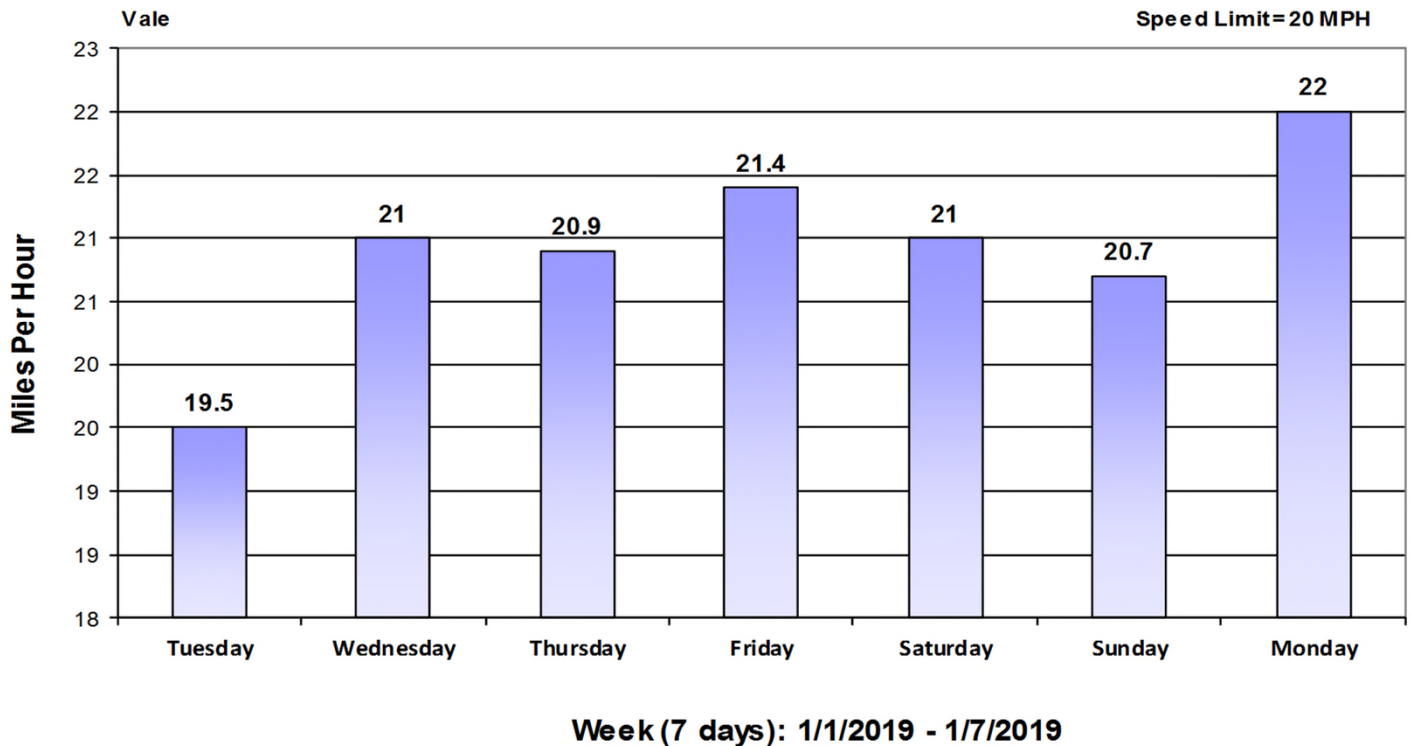
Vehicle and Speed Violator Counts



Tot. Vehicles



Daily Average Speeds

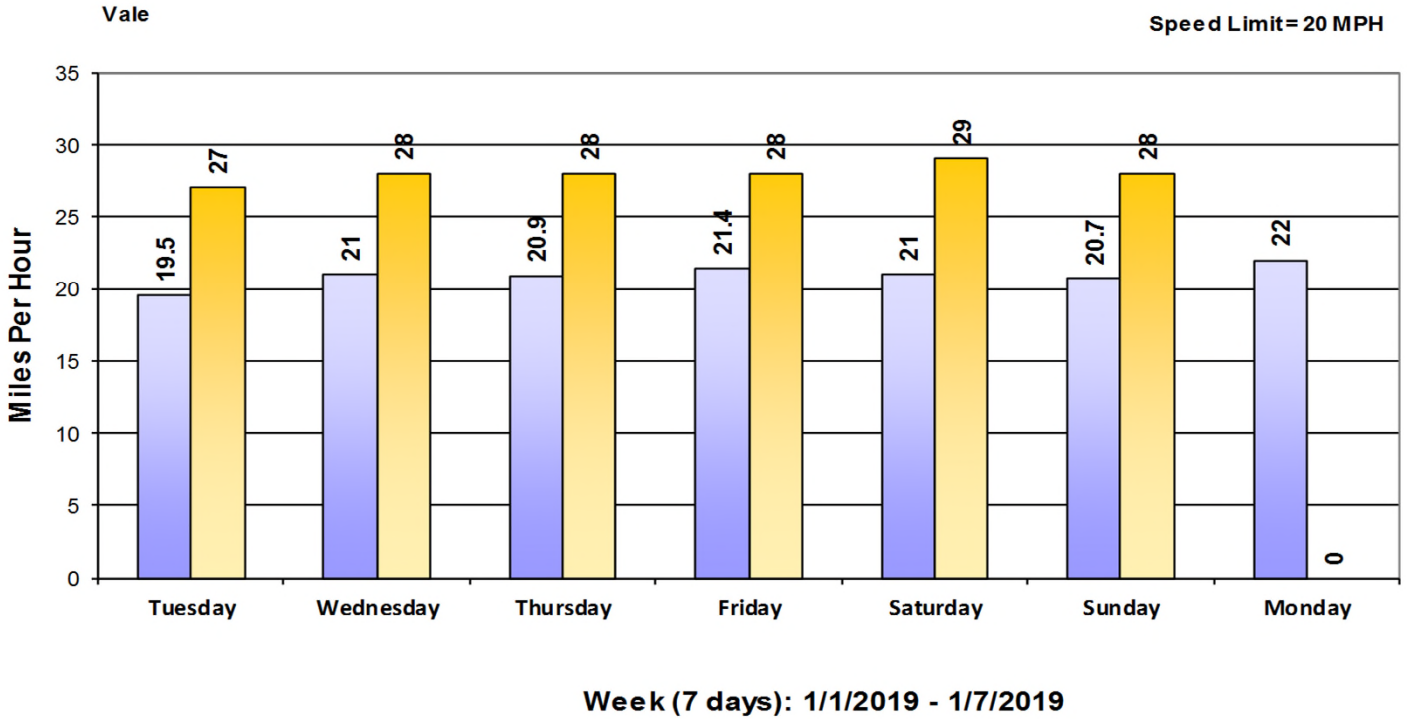


Charts Report

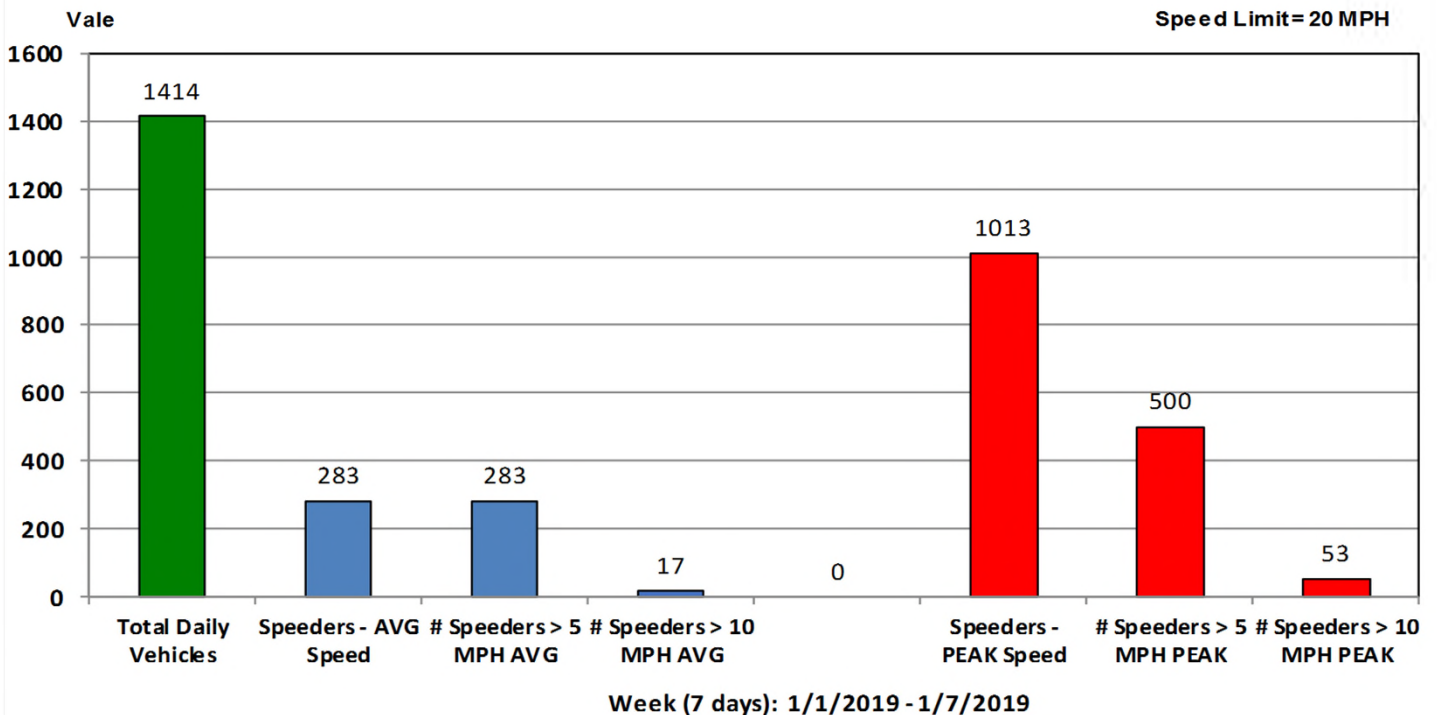
Daily Average Speeds vs. 85th Percentile Speeds



■ Avg. Speed
■ 85th pct Speed



Weekly Speed Summary - Vehicle Counts

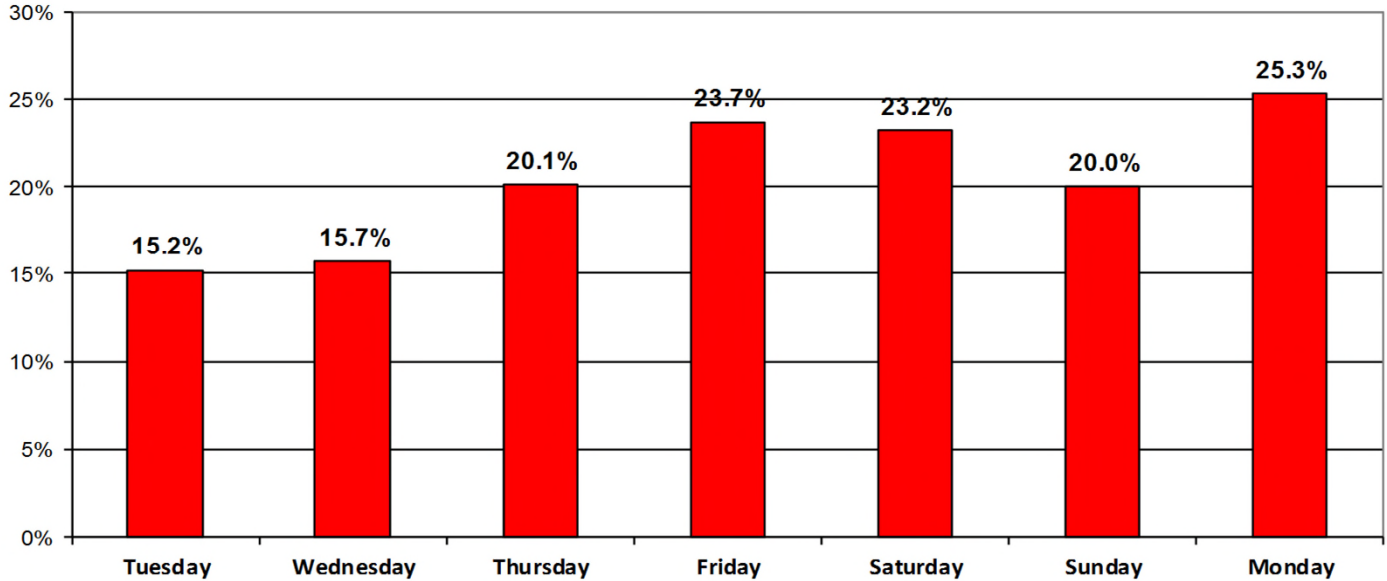


Charts Report

Percentage of Vehicles Speeding



Vale



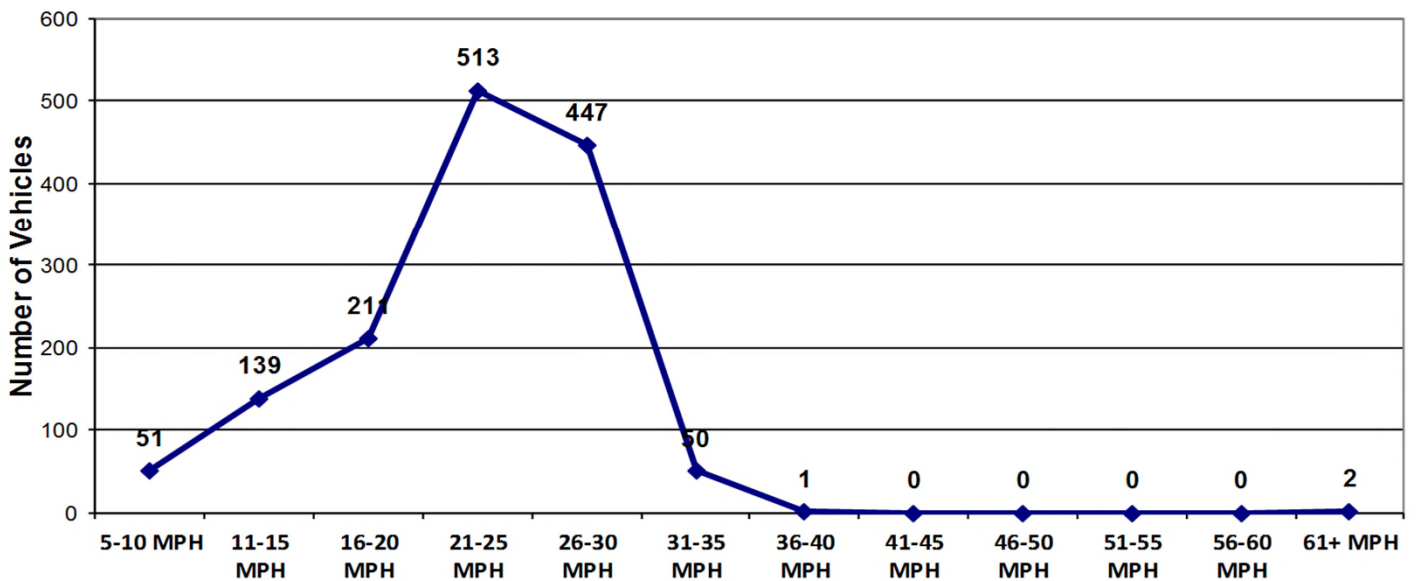
Week (7 days): 1/1/2019 - 1/7/2019

Vehicle Count by Peak Speed Bins



Vale

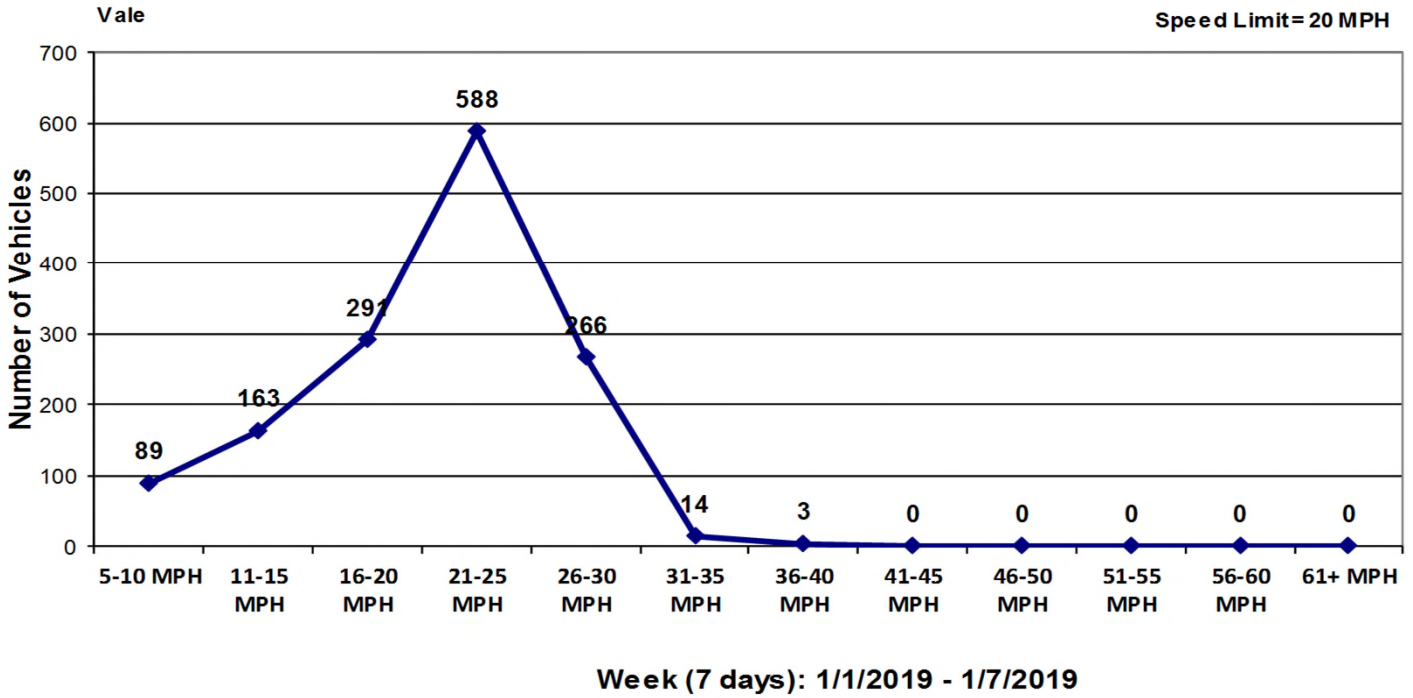
Speed Limit= 20 MPH



Week (7 days): 1/1/2019 - 1/7/2019

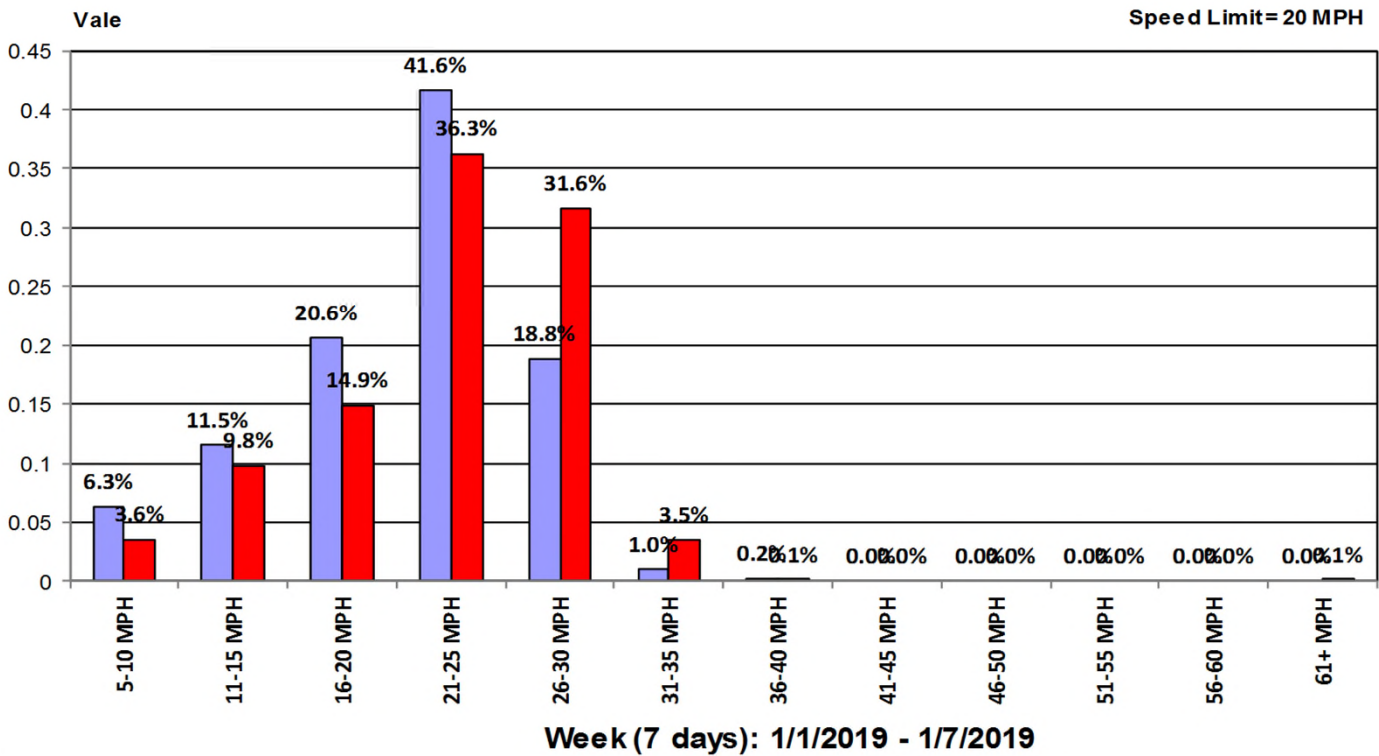
Charts Report

Vehicle Count by Avg. Speed Bins



Avg. vs. Peak Speeds by Percentage

■ AVG ■ PEAK



Ninth Order of Business

9A.

Suggested Policy for Supervisor Authority

The primary responsibilities of the Board of Supervisors are to (1) set policies, (2) determine priorities, and (3) approve a budget. The primary responsibilities of the Property Manager are to (1) run the day to day operations of the community, (2) manage the CDD employees, and (3) interface with the contractors, suppliers, attorneys, District Engineer, and District Manager.

No board member should give a directive to a CDD employee directly. All suggestions should go through the Property Manager and CDD employees should refer all comments from board members to the Property Manager.

No board member should commit the use of CDD facilities, equipment, or employees for non-CDD projects, including on private property, for the POA, and for sub-associations, unless approved by the board.

No board member should contact our attorney or district engineer without informing the other board members of the issue and information received.

No board member should contact any potential supplier or contractor to negotiate terms or costs without prior board approval. All contracts should go through the Property Manager.

No board member should speak for the entire board unless the subject has been voted on in a previous meeting.

9B.

The primary responsibilities of the Board of supervisors includes:

Set policies

Determine Priorities

Approve Budget

Plan for community improvements (mid and long range planning)

Resolve resident requests

Assure compliance with laws and regulations

Enter into contracts

Adopt regulations and orders

Manage legal actions

Manage financial matters (bonds, interlocal agreement)

Guidelines for communications between Board members, employees, professional counselors and residents.

As residents of our community, Board members may have occasion to speak with employees regarding facilities or day to day operations. Board members should recognize, however, that employees, fellow residents, and the public in general might interpret Board member comments as coming from the Board. Board members should take care not to interfere with the chain of command between the Property Manager and employees. Board members should speak for the Board only when specifically authorized to do so, and should make it clear that when talking about matters that affect them as a resident, they are talking as a resident and not as a Board member.

Board members must stay informed of conditions in or community. Board members should attempt to work through the Property Manager or District Manager whenever feasible. Nonetheless, direct communication between a Board Member and CDD employee or one of the Board's professional counselors might be necessary for the efficient flow of information. At a minimum, Board members should assure that the Property Manager is 'in the loop' on any matters concerning the Property Manager's responsibility. In addition, Board members should be cognizant that professional counselors charge for their time, which should not be used lightly.

Board members should be available to assist the property manager and district manager as needed in the performance of their duties. However, Board members should not usurp or interfere with the functions of the property manager or district manager.

Tenth Order of Business

MEMORANDUM

TO: Board of Supervisors, Marshall Creek CDD
FROM: Fernand Thomas, Accountant II
CC: Janice Eggleton Davis, District Manager; Alan Baldwin, Accounting Manager
DATE: January 4, 2019
SUBJECT: December Financial Report

Attached, please find the December 2018 Financial Report. During your review, please keep in mind that the goal is for revenue to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. To assist with your review, an overview is provided below. Should you have any questions or require additional information, please contact me at fernand.thomas@inframark.com.

General Fund:

Total Revenues for the General Fund are at approximately 39.5% of the adopted budget and 88.3% of the year to date budget.

Total Expenditures through month-end are at approximately 19.3% of the adopted budget and 82% of the YTD Budget.

Field:

- Capital Outlay: Purchase of 2010 Ford F-350 \$14,885, Truck Mount Pressure Washer \$5,521, and F-350 Conversion to flatbed \$4,444 and National Tank \$1,112.

Landscape Services

- Payroll Benefits: Monthly premium from Zenith Insurance Company are higher in beginning of the fiscal year.
- ProfServ-Info Technology: Sonic Walls for \$1,565.
- Communication-Telephone: Services are higher than budgeted.
- R&M- Building: Purchase of misc. janitorial supplies and other misc. supplies.
- R&M-Mulch: Purchase of 4 Trailers Pine straw \$25,502.
- R&M-Pump Station: Service call for Flownet Pump \$ 1,035, and pump relocation \$ 3,785.
- Misc.-Employee Meals: Employee appreciation \$ 2,160.

Operation & Maintenance:

- Payroll-Shared Personnel: Less staff is used during winter months so actual payroll is lower.
- ProfServ-Field Management: Accruals for First Service Residential December management services.
- Rentals General: 13 month's rental storage space.
- Misc.-Connection Computer: Due to a new management company, Misc. Computer supplies \$8,236.

Swimming Pool:

- Payroll Benefits: Monthly premium from Zenith Insurance Company are higher in the beginning of the year.
- R&M-Pools: Sand Filter emergency repairs \$5,793, Pool Vacuum \$2,053 and Sand Filter A/C \$ 1,200, Purchase of Flow meter \$ 4,670 and misc. supplies.
- Misc.-Employee Meals: Employee appreciation \$ 1,260.

Tennis Court:

- Payroll Benefits: Monthly premium from Zenith Insurance Company are higher in the beginning of the fiscal year.
- ProfServ-Info Tech: Club Connect \$1,251, Office software renewal \$740, Sonic Walls for tennis facility and service call \$ 1,354.
- Misc.-Employee Meals: Purchase of gift cards \$ 662. and Employee appreciation \$ 800.
- Teaching Supplies: Misc. purchase of racquets, balls and sonic pro edger.

Balance Sheet Accounts:

Assessment Receivable: Delinquent Assessments from prior year.

Allow-Doubtful Collections: Delinquent Assessments from prior years.

Due from other Districts: Three months of Payroll Shared Personnel due from Sweetwater Creek CDD, expected payment by 1/31/19.

Prepaid Items: Employees' benefits paid in advance.

Accounts Payable: Invoices received that will be paid in following month.

Accrued Expenses: Monthly Utilities, Contracts, and expenses known that will be paid in following month.

Deferred Revenue: prior year Delinquent Assessments.

MARSHALL CREEK
Community Development District

Financial Report

December 31, 2018

Prepared by



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MARSHALL CREEK
Community Development District

Financial Statements

(Unaudited)

December 31, 2018

Balance Sheet
December 31, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>GENERAL 004 - 2002 AREA CAPITAL RESERVES FUND</u>	<u>SERIES 2002 DEBT SERVICE FUND</u>	<u>SERIES 2015 DEBT SERVICE FUND</u>	<u>SERIES 2016 DEBT SERVICE FUND</u>	<u>SERIES 2015 A CONSTRUCTION FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>							
Cash - Checking Account	\$ 3,107,734	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,107,734
Assessments Receivable	91,002	-	30,559	26,364	1,701	-	149,626
Allow-Doubtful Collections	(54,858)	-	(17,698)	(14,892)	(960)	-	(88,408)
Due From Other Districts	89,024	-	-	-	-	-	89,024
Due From Other Funds	-	73,933	600,791	458,864	35,355	-	1,168,943
Investments:							
Money Market Account	640,515	-	-	-	-	-	640,515
Construction Fund A	-	-	-	-	-	87,710	87,710
Prepayment Account	-	-	693	-	1,946	-	2,639
Prepayment Account A	-	-	-	12,990	-	-	12,990
Reserve Fund	-	-	50,118	-	31,330	-	81,448
Reserve Fund A	-	-	-	493,000	-	-	493,000
Revenue Fund	-	-	9,164	-	1,532	-	10,696
Revenue Fund A	-	-	-	67,366	-	-	67,366
Prepaid Items	9,102	-	-	-	-	-	9,102
TOTAL ASSETS	\$ 3,882,519	\$ 73,933	\$ 673,627	\$ 1,043,692	\$ 70,904	\$ 87,710	\$ 5,832,385
<u>LIABILITIES</u>							
Accounts Payable	\$ 7,370	\$ -	\$ -	\$ -	\$ -	\$ (741)	\$ 6,629
Accrued Expenses	131,216	-	-	-	-	-	131,216
Deferred Revenue	35,584	559	12,862	11,472	741	-	61,218
Due To Other Funds	1,168,202	-	-	-	-	741	1,168,943
TOTAL LIABILITIES	1,342,372	559	12,862	11,472	741	-	1,368,006

Balance Sheet
December 31, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>GENERAL 004 - 2002 AREA CAPITAL RESERVES FUND</u>	<u>SERIES 2002 DEBT SERVICE FUND</u>	<u>SERIES 2015 DEBT SERVICE FUND</u>	<u>SERIES 2016 DEBT SERVICE FUND</u>	<u>SERIES 2015 A CONSTRUCTION FUND</u>	<u>TOTAL</u>
<u>FUND BALANCES</u>							
Nonspendable:							
Prepaid Items	9,102	-	-	-	-	-	9,102
Restricted for:							
Debt Service	-	-	660,765	1,032,220	70,163	-	1,763,148
Capital Projects	-	-	-	-	-	87,710	87,710
Assigned to:							
Operating Reserves	600,151	-	-	-	-	-	600,151
Reserves - Field	440,675	-	-	-	-	-	440,675
Reserves - Gate	7,838	-	-	-	-	-	7,838
Reserves - Landscape	39,986	-	-	-	-	-	39,986
Reserves - Park	32,900	-	-	-	-	-	32,900
Reserves - Swim&Fitness Clubh	18,558	-	-	-	-	-	18,558
Reserves - Swimming Pools	132,635	-	-	-	-	-	132,635
Reserves - Tennis Courts	24,853	-	-	-	-	-	24,853
Unassigned:	1,233,449	73,374	-	-	-	-	1,306,823
TOTAL FUND BALANCES	\$ 2,540,147	\$ 73,374	\$ 660,765	\$ 1,032,220	\$ 70,163	\$ 87,710	\$ 4,464,379
TOTAL LIABILITIES & FUND BALANCES	\$ 3,882,519	\$ 73,933	\$ 673,627	\$ 1,043,692	\$ 70,904	\$ 87,710	\$ 5,832,385

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES							
Interest - Investments	\$ 12,000	\$ 3,000	\$ 2,763	\$ (237)	\$ 1,000	\$ 836	\$ (164)
Shared Rev - Other Local Units	476,151	-	-	-	39,679	-	(39,679)
Interlocal Agreement - Other	356,097	89,025	89,024	(1)	29,675	29,675	-
Other Physical Environment Rev	15,000	3,750	2,000	(1,750)	1,250	-	(1,250)
S/F Program Fees	37,000	-	-	-	-	-	-
S/F Swimming Program Fees	2,000	-	-	-	-	-	-
S/F Activity Fees	200	200	445	245	-	-	-
S/F Other Revenues	1,750	-	1,298	1,298	-	459	459
S/F Rental Fees	2,500	625	550	(75)	208	-	(208)
S/F Snack Bar Revenue	500	125	-	(125)	42	-	(42)
Tennis Merchandise Sales	14,000	2,800	4,703	1,903	1,000	2,098	1,098
Tennis Special Events&Socials	1,000	250	-	(250)	-	-	-
Tennis Lessons & Clinics	150,000	37,500	55,052	17,552	12,500	16,518	4,018
Tennis Ball Machine Rental Fee	3,500	875	1,245	370	292	1,200	908
Tennis Membership	40,000	20,000	22,522	2,522	-	897	897
Special Assmnts- Tax Collector	3,326,168	1,848,619	1,581,650	(266,969)	1,108,845	976,137	(132,708)
Special Assmnts- CDD Collected	11,994	2,999	4,838	1,839	1,000	-	(1,000)
Special Assmnts- Discounts	(99,785)	(73,945)	(63,484)	10,461	(29,872)	(39,000)	(9,128)
Other Miscellaneous Revenues	1,100	276	403	127	92	90	(2)
Gate Bar Code/Remotes	3,200	800	1,060	260	267	305	38
Impact Fee	30,000	7,500	13,064	5,564	2,500	4,209	1,709
TOTAL REVENUES	4,384,375	1,944,399	1,717,133	(227,266)	1,168,478	993,424	(175,054)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
EXPENDITURES							
<u>Administration</u>							
P/R-Board of Supervisors	6,500	1,625	1,171	454	541	38	503
ProfServ-Arbitrage Rebate	1,200	1,200	-	1,200	-	-	-
ProfServ-Dissemination Agent	3,000	3,000	-	3,000	3,000	-	3,000
ProfServ-Engineering	20,000	5,000	5,013	(13)	1,667	3,956	(2,289)
ProfServ-Legal Services	75,000	18,750	9,121	9,629	6,250	4,276	1,974
ProfServ-Mgmt Consulting Serv	60,320	15,080	15,080	-	5,027	5,027	-
ProfServ-Special Assessment	12,480	12,480	12,480	-	12,480	12,480	-
ProfServ-Trustee Fees	11,400	-	2,625	(2,625)	-	-	-
Auditing Services	3,725	-	-	-	-	-	-
Postage and Freight	3,500	876	399	477	292	181	111
Insurance - General Liability	28,012	14,006	19,759	(5,753)	14,006	6,587	7,419
Printing and Binding	4,000	1,000	1,069	(69)	333	435	(102)
Legal Advertising	3,000	750	530	220	250	94	156
Miscellaneous Services	6,000	1,500	2,793	(1,293)	500	640	(140)
Misc-Assessmnt Collection Cost	66,517	36,972	30,362	6,610	14,775	18,743	(3,968)
Shared Exp - Other Local Units	516,557	-	-	-	-	-	-
Office Supplies	500	126	127	(1)	42	44	(2)
Annual District Filing Fee	175	175	175	-	-	-	-
Total Administration	821,886	112,540	100,704	11,836	59,163	52,501	6,662

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Other Public Safety</u>							
Payroll-Benefits	6,915	1,729	1,257	472	576	410	166
Payroll-Engineering	38,349	9,587	6,493	3,094	3,196	2,001	1,195
Payroll-Gate Maintenance	3,058	765	408	357	255	147	108
Contracts-Security Services	264,272	66,068	55,144	10,924	22,023	20,275	1,748
Contracts-Roving Patrol	42,900	10,725	7,368	3,357	3,575	1,295	2,280
R&M-Gate	20,000	5,000	5,271	(271)	1,667	2,538	(871)
Misc-Bar Codes	4,100	1,025	-	1,025	342	-	342
Total Other Public Safety	379,594	94,899	75,941	18,958	31,634	26,666	4,968
<u>Field</u>							
Payroll-Benefits	5,107	1,277	1,053	224	426	365	61
Payroll-Engineering	29,108	7,277	5,193	2,084	2,426	1,601	825
Utility - Water & Sewer	2,000	500	-	500	167	-	167
Lease - Land	2,000	2,000	-	2,000	-	-	-
R&M-Bike Paths & Asphalt	2,500	1,500	-	1,500	750	-	750
R&M-Boardwalks	7,720	6,000	(33)	6,033	6,000	(153)	6,153
R&M-Buildings	50,000	12,500	10,271	2,229	4,167	1,056	3,111
R&M-Electrical	12,500	8,000	-	8,000	2,500	-	2,500
R&M-Fountain	4,000	2,000	650	1,350	-	368	(368)
R&M-Mulch	3,489	-	-	-	-	-	-
R&M-Roads & Alleyways	45,000	11,000	1,492	9,508	2,000	(178)	2,178
R&M-Sidewalks	20,000	8,000	3,237	4,763	-	1,904	(1,904)
R&M-Signage	8,000	2,000	-	2,000	-	-	-
Cap Outlay-Machinery and Equip	38,000	18,300	26,099	(7,799)	6,000	1,247	4,753
Total Field	229,424	80,354	47,962	32,392	24,436	6,210	18,226

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Landscape Services</u>							
Payroll-Salaries	201,591	50,398	33,128	17,270	16,799	12,229	4,570
Payroll-Other	12,000	3,000	-	3,000	1,000	-	1,000
Payroll-Administrative	7,038	1,760	1,131	629	587	251	336
Payroll-Benefits	66,352	16,588	19,015	(2,427)	5,529	6,116	(587)
Payroll-General Staff	97,222	24,305	16,021	8,284	8,102	6,326	1,776
Payroll-Irrigation Staff	63,222	15,806	12,075	3,731	5,269	4,893	376
Payroll-IPM Staff	91,931	22,983	18,650	4,333	7,661	6,420	1,241
Payroll-Equipment Mechanic	27,272	6,818	4,826	1,992	2,273	1,862	411
Payroll Taxes	34,391	8,598	6,543	2,055	2,866	2,546	320
ProfServ-Info Technology	1,000	250	2,465	(2,215)	83	2,405	(2,322)
Communication - Telephone	800	200	554	(354)	67	150	(83)
Utility - Cable TV Billing	3,520	880	342	538	293	170	123
Electricity - General	6,000	1,500	533	967	500	-	500
Utility - Refuse Removal	13,500	3,375	913	2,462	1,125	494	631
Utility - Water & Sewer	3,360	840	625	215	280	215	65
Rentals - General	1,500	375	-	375	125	-	125
R&M-Buildings	2,000	500	1,772	(1,272)	167	342	(175)
R&M-Equipment	30,000	7,500	6,906	594	2,500	3,317	(817)
R&M-Grounds	53,729	3,744	6,956	(3,212)	-	836	(836)
R&M-Irrigation	21,000	5,250	2,886	2,364	1,750	719	1,031
R&M-Mulch	79,360	34,998	25,502	9,496	1,560	25,502	(23,942)
R&M-Pump Station	15,000	3,750	6,309	(2,559)	1,250	3,803	(2,553)
R&M-Trees and Trimming	13,495	3,374	-	3,374	1,125	-	1,125
Misc-Employee Meals	7,000	1,750	3,798	(2,048)	583	2,923	(2,340)
Office Equipment	4,000	1,000	186	814	333	186	147
Op Supplies - General	19,000	4,750	2,943	1,807	1,583	847	736

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
Op Supplies - Uniforms	7,408	2,023	741	1,282	486	741	(255)
Op Supplies - Fuel, Oil	12,500	3,123	2,271	852	1,041	165	876
Impr - Landscape	57,452	14,363	3,293	11,070	4,788	1,358	3,430
Cap Outlay-Machinery and Equip	67,977	16,994	4,683	12,311	5,665	4,683	982
Total Landscape Services	1,020,620	260,795	185,067	75,728	75,390	89,499	(14,109)
<u>Utilities</u>							
Electricity - Streetlighting	82,356	20,589	13,467	7,122	6,863	-	6,863
Utility - Water & Sewer	3,600	900	447	453	300	210	90
R&M-Lake	53,080	13,270	12,870	400	4,423	4,290	133
Total Utilities	139,036	34,759	26,784	7,975	11,586	4,500	7,086
<u>Operation & Maintenance</u>							
Payroll-Shared Personnel	356,097	89,025	56,511	32,514	29,675	19,621	10,054
ProfServ-Field Management	229,272	57,318	30,591	26,727	19,106	10,918	8,188
Travel and Per Diem	400	99	61	38	33	61	(28)
Communication - Telephone	2,100	525	386	139	175	148	27
Postage and Freight	100	25	-	25	8	-	8
Rentals - General	-	-	1,905	(1,905)	-	-	-
R&M-Vehicles	6,000	1,500	1,563	(63)	-	359	(359)
Printing and Binding	4,500	1,125	754	371	375	220	155
Misc-Connection Computer	3,700	925	13,234	(12,309)	308	3,660	(3,352)
Billback Expenses Developer	-	-	1,560	(1,560)	-	1,605	(1,605)
Office Supplies	1,500	375	971	(596)	125	252	(127)
Op Supplies - General	7,200	1,800	1,526	274	600	763	(163)
OP-Supplies – Buildings	300	75	-	75	25	-	25
Total Operation & Maintenance	611,169	152,792	109,062	43,730	50,430	37,607	12,823

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>							
ProfServ-Mgmt Consulting Serv	21,840	5,460	5,460	-	1,820	1,820	-
Insurance -Property & Casualty	103,143	25,786	68,750	(42,964)	8,595	22,917	(14,322)
Total Parks and Recreation - General	124,983	31,246	74,210	(42,964)	10,415	24,737	(14,322)
<u>Clubhouse</u>							
Contracts-Misc Labor	4,000	1,000	637	363	333	106	227
Contracts-Outside Fitness	10,000	2,500	2,361	139	833	630	203
R&M-Buildings	22,770	5,693	6,021	(328)	1,898	-	1,898
R&M-Equipment	5,000	1,250	-	1,250	417	-	417
Misc-Special Events	15,000	3,750	5,106	(1,356)	1,250	2,722	(1,472)
Cap Outlay-Machinery and Equip	3,500	881	-	881	291	-	291
Total Clubhouse	60,270	15,074	14,125	949	5,022	3,458	1,564
<u>Swimming Pool</u>							
Payroll-Salaries	60,042	15,011	13,639	1,372	5,004	5,560	(556)
Payroll-Hourly	63,855	15,964	10,115	5,849	5,321	3,871	1,450
Payroll-Lifeguards	38,000	9,500	-	9,500	3,167	-	3,167
Payroll-Benefits	31,415	7,854	17,449	(9,595)	2,618	4,744	(2,126)
Payroll-Engineering	29,108	7,277	4,598	2,679	2,426	1,392	1,034
Payroll-Janitor	8,000	2,000	1,836	164	667	660	7
Payroll Taxes	13,189	3,297	1,902	1,395	1,099	807	292
ProfServ-Info Technology	6,300	1,575	134	1,441	525	-	525
ProfServ-Swim Pool Commiss	1,800	450	-	450	150	-	150
Contracts-Landscape	3,500	875	-	875	292	-	292
Travel and Per Diem	500	125	24	101	42	24	18
Communication - Telephone	8,400	2,100	2,545	(445)	700	1,023	(323)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
Utility - General	57,000	14,250	8,491	5,759	4,750	3,295	1,455
Utility - Cable TV Billing	1,624	406	347	59	135	238	(103)
Utility - Refuse Removal	2,000	500	387	113	167	105	62
R&M-Buildings	30,000	7,500	6,276	1,224	2,500	3,272	(772)
R&M-Pools	30,000	7,500	19,769	(12,269)	2,500	6,874	(4,374)
R&M-Vehicles	500	125	-	125	42	-	42
Advertising	1,800	450	330	120	150	110	40
Miscellaneous Services	1,500	375	-	375	125	-	125
Misc-Employee Meals	3,770	942	2,544	(1,602)	314	2,523	(2,209)
Misc-Training	3,000	750	-	750	250	-	250
Misc-Licenses & Permits	2,000	500	-	500	167	-	167
Office Supplies	1,750	437	447	(10)	146	127	19
Cleaning Supplies	2,000	500	332	168	167	191	(24)
Office Equipment	2,500	625	7	618	208	7	201
Snack-Bar Expenses	1,500	375	-	375	125	-	125
Op Supplies - Spa & Paper	2,250	563	331	232	188	-	188
Op Supplies - Uniforms	2,500	624	-	624	208	-	208
Op Supplies - Summer Camp	16,000	-	92	(92)	-	-	-
Subscriptions and Memberships	1,200	-	371	(371)	-	371	(371)
Cap Outlay-Machinery and Equip	90,000	22,500	-	22,500	7,500	-	7,500
Cap Outlay - Pool Furniture	18,000	4,500	4,788	(288)	1,500	3,763	(2,263)
Total Swimming Pool	535,003	129,450	96,754	32,696	43,153	38,957	4,196

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Tennis Court</u>							
Payroll-Salaries	122,500	30,625	24,614	6,011	10,208	8,973	1,235
Payroll-Hourly	36,000	9,000	7,583	1,417	3,000	2,691	309
Payroll-Benefits	28,346	7,086	8,428	(1,342)	2,362	2,312	50
Payroll-Engineering	23,831	5,958	3,449	2,509	1,986	1,044	942
Payroll-Commission	135,000	33,750	42,311	(8,561)	11,250	12,448	(1,198)
Payroll Taxes	23,026	5,757	5,144	613	1,919	1,737	182
ProfServ-Administrative	1,000	255	-	255	85	-	85
ProfServ-Info Technology	7,000	1,750	4,971	(3,221)	583	2,920	(2,337)
Contracts-Janitorial Services	6,000	1,500	1,500	-	500	500	-
Communication - Telephone	6,000	1,500	1,243	257	500	565	(65)
Utility - Cable TV Billing	1,738	434	478	(44)	145	215	(70)
Electricity - General	14,500	3,625	2,592	1,033	1,208	-	1,208
Utility - Refuse Removal	1,800	450	326	124	150	105	45
Utility - Water & Sewer	1,500	375	209	166	125	-	125
Rental/Lease - Vehicle/Equip	1,700	425	396	29	142	132	10
R&M-General	6,000	1,500	1,582	(82)	500	1,057	(557)
R&M-Court Maintenance	12,000	3,000	1,708	1,292	1,000	488	512
R&M-Vandalism	500	125	-	125	42	-	42
Printing and Binding	1,000	250	-	250	83	-	83
Advertising	1,500	375	330	45	125	110	15
Misc-Employee Meals	1,900	500	1,463	(963)	-	1,463	(1,463)
Misc-Special Events	1,000	250	544	(294)	83	-	83
Misc-Training	500	125	-	125	42	-	42
Misc-Licenses & Permits	250	250	-	250	250	-	250
Office Supplies	3,000	750	731	19	250	220	30
Office Equipment	3,000	750	-	750	250	-	250

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
Teaching Supplies	3,000	600	1,545	(945)	-	859	(859)
Op Supplies - Uniforms	500	200	-	200	200	-	200
COS - Start Up Inventory	10,000	5,250	3,395	1,855	1,750	728	1,022
Subscriptions and Memberships	800	600	-	600	600	-	600
Cap Outlay-Machinery and Equip	45,000	10,000	7,749	2,251	10,000	6,143	3,857
Total Tennis Court	499,891	127,015	122,291	4,724	49,338	44,710	4,628
TOTAL EXPENDITURES	4,421,876	1,038,924	852,900	186,024	360,567	328,845	31,722
Excess (deficiency) of revenues							
Over (under) expenditures	(37,501)	905,475	864,233	(41,242)	807,911	664,579	(143,332)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	(37,501)	-	-	-	-	-	-
TOTAL FINANCING SOURCES (USES)	(37,501)	-	-	-	-	-	-
Net change in fund balance	\$ (37,501)	\$ 905,475	\$ 864,233	\$ (41,242)	\$ 807,911	\$ 664,579	\$ (143,332)
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,675,914	1,675,914	1,675,914				
FUND BALANCE, ENDING	\$ 1,638,413	\$ 2,581,389	\$ 2,540,147				

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES							
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	51,149	27,514	25,025	(2,489)	15,795	15,445	(350)
Special Assmnts- CDD Collected	1,668	834	673	(161)	-	-	-
Special Assmnts- Discounts	(2,046)	(1,102)	(1,004)	98	(633)	(617)	16
TOTAL REVENUES	50,771	27,246	24,694	(2,552)	15,162	14,828	(334)
EXPENDITURES							
Administration							
Misc-Assessmnt Collection Cost	1,023	550	480	70	316	297	19
Total Administration	1,023	550	480	70	316	297	19
TOTAL EXPENDITURES	1,023	550	480	70	316	297	19
Excess (deficiency) of revenues Over (under) expenditures	49,748	26,696	24,214	(2,482)	14,846	14,531	(315)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	49,748	-	-	-	-	-	-
TOTAL FINANCING SOURCES (USES)	49,748	-	-	-	-	-	-
Net change in fund balance	\$ 49,748	\$ 26,696	\$ 24,214	\$ (2,482)	\$ 14,846	\$ 14,531	\$ (315)
FUND BALANCE, BEGINNING (OCT 1, 2018)	49,160	49,161	49,160				
FUND BALANCE, ENDING	\$ 98,908	\$ 75,857	\$ 73,374				

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES							
Interest - Investments	\$ 250	\$ 63	\$ 792	\$ 729	\$ 21	\$ -	\$ (21)
Special Assmnts- Tax Collector	1,173,275	633,391	572,848	(60,543)	363,613	353,541	(10,072)
Special Assmnts- CDD Collected	38,056	19,028	15,351	(3,677)	-	-	-
Special Assmnts- Discounts	(46,931)	(25,336)	(22,993)	2,343	(14,545)	(14,125)	420
TOTAL REVENUES	1,164,650	627,146	565,998	(61,148)	349,089	339,416	(9,673)
EXPENDITURES							
Administration							
Misc-Assessmnt Collection Cost	23,466	12,667	10,996	1,671	7,272	6,788	484
Total Administration	23,466	12,667	10,996	1,671	7,272	6,788	484
Debt Service							
Principal Debt Retirement	580,000	-	-	-	-	-	-
Principal Prepayments	-	-	105,000	(105,000)	-	-	-
Interest Expense	571,250	285,625	285,625	-	-	-	-
Total Debt Service	1,151,250	285,625	390,625	(105,000)	-	-	-
TOTAL EXPENDITURES	1,174,716	298,292	401,621	(103,329)	7,272	6,788	484
Excess (deficiency) of revenues Over (under) expenditures	(10,066)	328,854	164,377	(164,477)	341,817	332,628	(9,189)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	(10,066)	-	-	-	-	-	-
TOTAL FINANCING SOURCES (USES)	(10,066)	-	-	-	-	-	-
Net change in fund balance	\$ (10,066)	\$ 328,854	\$ 164,377	\$ (164,477)	\$ 341,817	\$ 332,628	\$ (9,189)
FUND BALANCE, BEGINNING (OCT 1, 2018)	496,388	496,388	496,388				
FUND BALANCE, ENDING	\$ 486,322	\$ 825,242	\$ 660,765				

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES							
Interest - Investments	\$ 200	\$ 50	\$ 544	\$ 494	\$ 17	\$ 143	\$ 126
Special Assmnts- Tax Collector	1,029,143	575,266	487,072	(88,194)	327,942	300,603	(27,339)
Special Assmnts- Prepayment	-	-	10,733	10,733	-	-	-
Special Assmnts- Discounts	(41,166)	(24,374)	(19,550)	4,824	(13,589)	(12,010)	1,579
TOTAL REVENUES	988,177	550,942	478,799	(72,143)	314,370	288,736	(25,634)
EXPENDITURES							
Administration							
Misc-Assessmnt Collection Cost	20,583	12,638	9,350	3,288	7,186	5,772	1,414
Principal Debt Retirement	505,000	-	-	-	-	-	-
Interest Expense	472,050	236,025	236,025	-	-	-	-
Total Administration	997,633	248,663	245,375	3,288	7,186	5,772	1,414
Debt Service							
Principal Prepayments	-	-	20,000	(20,000)	-	-	-
Total Debt Service	-	-	20,000	(20,000)	-	-	-
TOTAL EXPENDITURES	997,633	248,663	265,375	(16,712)	7,186	5,772	1,414
Excess (deficiency) of revenues Over (under) expenditures	(9,456)	302,279	213,424	(88,855)	307,184	282,964	(24,220)
OTHER FINANCING SOURCES (USES)							
Operating Transfers-Out	-	-	(374)	(374)	-	(123)	(123)
Contribution to (Use of) Fund Balance	(9,456)	-	-	-	-	-	-
TOTAL FINANCING SOURCES (USES)	(9,456)	-	(374)	(374)	-	(123)	(123)
Net change in fund balance	\$ (9,456)	\$ 302,279	\$ 213,050	\$ (89,229)	\$ 307,184	\$ 282,841	\$ (24,343)
FUND BALANCE, BEGINNING (OCT 1, 2018)	819,170	819,170	819,170				
FUND BALANCE, ENDING	\$ 809,714	\$ 1,121,449	\$ 1,032,220				

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES							
Interest - Investments	\$ 100	\$ 27	\$ 225	\$ 198	\$ 9	\$ -	\$ (9)
Special Assmnts- Tax Collector	65,650	34,987	31,105	(3,882)	19,655	19,197	(458)
Special Assmnts- Discounts	(2,626)	(1,438)	(1,249)	189	(826)	(767)	59
TOTAL REVENUES	63,124	33,576	30,081	(3,495)	18,838	18,430	(408)
EXPENDITURES							
Administration							
Misc-Assessmnt Collection Cost	1,313	720	597	123	413	369	44
Total Administration	1,313	720	597	123	413	369	44
Debt Service							
Principal Debt Retirement	10,000	-	-	-	-	-	-
Principal Prepayments	-	-	10,000	(10,000)	-	-	-
Interest Expense	49,296	24,648	24,648	-	-	-	-
Total Debt Service	59,296	24,648	34,648	(10,000)	-	-	-
TOTAL EXPENDITURES	60,609	25,368	35,245	(9,877)	413	369	44
Excess (deficiency) of revenues Over (under) expenditures	2,515	8,208	(5,164)	(13,372)	18,425	18,061	(364)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	2,515	-	-	-	-	-	-
TOTAL FINANCING SOURCES (USES)	2,515	-	-	-	-	-	-
Net change in fund balance	\$ 2,515	\$ 8,208	\$ (5,164)	\$ (13,372)	\$ 18,425	\$ 18,061	\$ (364)
FUND BALANCE, BEGINNING (OCT 1, 2018)	75,327	75,327	75,327				
FUND BALANCE, ENDING	\$ 77,842	\$ 83,535	\$ 70,163				

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	DEC-18 BUDGET	DEC-18 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES							
Interest - Investments	\$ -	\$ -	\$ 141	\$ 141	\$ -	\$ 34	\$ 34
TOTAL REVENUES	-	-	141	141	-	34	34
EXPENDITURES							
Construction In Progress							
Construction in Progress	-	-	59,440	(59,440)	-	41,340	(41,340)
Total Construction In Progress	-	-	59,440	(59,440)	-	41,340	(41,340)
TOTAL EXPENDITURES	-	-	59,440	(59,440)	-	41,340	(41,340)
Excess (deficiency) of revenues Over (under) expenditures	-	-	(59,299)	(59,299)	-	(41,306)	(41,306)
OTHER FINANCING SOURCES (USES)							
Interfund Transfer - In	-	-	374	374	-	123	123
TOTAL FINANCING SOURCES (USES)	-	-	374	374	-	123	123
Net change in fund balance	\$ -	\$ -	\$ (58,925)	\$ (58,925)	\$ -	\$ (41,183)	\$ (41,183)
FUND BALANCE, BEGINNING (OCT 1, 2018)	-	-	146,635				
FUND BALANCE, ENDING	\$ -	\$ -	\$ 87,710				

MARSHALL CREEK
Community Development District

Supporting Schedules

December 31, 2018

**Non-Ad Valorem Special Assessments - St Johns County Tax Collector
(Monthly Assessment Collection Distributions)
For the Fiscal Year Ending September 30, 2019**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	Allocation by Funds		
					General Fund	2002 Area Capital Reserves Fund	Debt Service (1) Funds
Assessments Levied FY 2019				\$ 5,693,651	\$ 3,338,162	\$ 52,817	\$ 2,302,672
Allocation%				100%	59%	1%	40%
11/07/18	\$ 41,099	\$ 2,215	\$ 839	\$ 44,153	\$ 25,887	\$ 410	\$ 17,857
11/20/18	\$ 416,349	\$ 17,702	\$ 8,494	\$ 442,545	\$ 259,462	\$ 4,105	\$ 178,977
11/28/18	\$ 513,753	\$ 21,843	\$ 10,485	\$ 546,080	\$ 320,165	\$ 5,066	\$ 220,850
12/14/18	\$ 596,855	\$ 25,376	\$ 12,181	\$ 634,412	\$ 371,953	\$ 5,885	\$ 256,574
12/27/18	\$ 969,581	\$ 41,143	\$ 19,787	\$ 1,030,512	\$ 604,184	\$ 9,560	\$ 416,768
TOTAL	\$ 2,537,637	\$ 108,279	\$ 51,786	\$ 2,697,702	\$ 1,581,650	\$ 25,025	\$ 1,091,026
TOTAL OUTSTANDING				\$ 2,995,949	\$ 1,756,512	\$ 27,792	\$ 1,211,646
% COLLECTED TO DATE				47.38%	47.38%	47.38%	47.38%

(1) Debt Services Funds - Series 2002 and 2015A and 2016

**Non-Ad Valorem Special Assessments - District Collected
(Monthly Assessment Collection Distributions)
For the Fiscal Year Ending September 30, 2019**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	Allocation by Funds		
					General Fund	2002 Area Capital Reserves Fund	Series 2002 Debt Service Fund
District Collected Assessments FY 2019 (1)				\$ 51,717	\$ 11,994	\$ 1,668	\$ 38,056
Allocation%				100%	23%	3%	74%
10/22/18	\$ 20,861				\$ 4,838	\$ 673	\$ 15,351
		\$ -			\$ -	\$ -	\$ -
TOTAL	\$ 20,861	\$ -	\$ -	\$ -	\$ 4,838	\$ 673	\$ 15,351

% COLLECTED TO DATE	0%	40%	40%	40%
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Total Collected \$ 20,861

(1) Assessment Notes:

St. Augustine Land & Timber LLC

	Total	General Fund	Reserve Capital Project Fund	Series 2002 Debt Service Fund
Total	51,717	11,994	1,668	38,056

**Non-Ad Valorem Special Assessments - St Johns County Tax Collector Delinquent
(Monthly Assessment Collection Distributions)
Prior Year Delinquent Assessments**

Date Received	Note Reference #	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	Allocation by Funds		
						General Fund	Series 2002 Debt Service Fund	Series 2015 & 2016 Debt Services Funds
Assessments Levied FY 2016					\$ 44,922	\$ 29,654	\$ 15,268	\$ -
Assessments Levied FY 2017					\$ 78,568	\$ 45,018	\$ 17,698	\$ 15,852
Assessments Levied FY 2018 (1)					\$ 61,218	\$ 36,143	\$ 12,862	\$ 12,213
					\$ 184,708	\$ 110,815	\$ 45,827	\$ 28,065
Payments								
01/22/18	Unidentified Parcel	\$ 16,604	\$ (4,283)	\$ 339	\$ 12,659	\$ 12,659	\$ -	\$ -
Assessmts FY 2016 10/08/18	Parcel # 072420-0026				\$ 22,423	\$ 7,155	\$ 15,268	\$ -
10/08/18	Unidentified Parcel FY18				\$ 45,695	\$ 26,978	\$ 9,601	\$ 9,116
TOTAL OUTSTANDING WITH 10/5/18 PAYMENT		\$ 16,604	\$ (4,283)	\$ 339	\$ 149,626	\$ 91,001	\$ 30,559	\$ 28,065

Marshall Creek CDD

Bank Reconciliation

Bank Account No. 2195 BB&T - GF NEW
Statement No. 12-18
Statement Date 12/31/2018

G/L Balance (LCY)	3,107,734.41	Statement Balance	3,169,808.69
G/L Balance	3,107,734.41	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	3,169,808.69
Subtotal	3,107,734.41	Outstanding Checks	62,074.28
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	3,107,734.41	Ending Balance	3,107,734.41
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
5/8/2018	Payment	9856	NOELANI TAYLOR	140.00	0.00	140.00
8/6/2018	Payment	10451	MADELIN LEPRI	70.00	0.00	70.00
11/13/2018	Payment	11102	MONICA FOURMAN	210.00	0.00	210.00
11/15/2018	Payment	DD249	Payment of Invoice 039131	508.89	0.00	508.89
11/26/2018	Payment	11150	SARAH MANN	105.00	0.00	105.00
11/28/2018	Payment	DD260	Payment of Invoice 039312	141.10	0.00	141.10
11/28/2018	Payment	11170	JARED MONIE	140.00	0.00	140.00
11/28/2018	Payment	11179	MONICA FOURMAN	210.00	0.00	210.00
12/4/2018	Payment	11197	AMASON'S PORTABLE TOILETS	144.84	0.00	144.84
12/12/2018	Payment	11240	CATHERINE NOELANI TAYLOR	70.00	0.00	70.00
12/12/2018	Payment	11241	CHAD EUGENE HALLMAN	105.00	0.00	105.00
12/12/2018	Payment	11243	CRONIN ACE HARDWARE	47.41	0.00	47.41
12/12/2018	Payment	11248	ERIN M LANDRY	70.00	0.00	70.00
12/12/2018	Payment	11261	MONICA FOURMAN	105.00	0.00	105.00
12/12/2018	Payment	11265	REBECCA STEPHENSON	105.00	0.00	105.00
12/12/2018	Payment	11266	RENEE R YOOS	105.00	0.00	105.00
12/18/2018	Payment	11275	AT SERVICES OF NORTH FLORIDA	3,130.30	0.00	3,130.30
12/18/2018	Payment	11281	CASUAL LIVING UNLIMITED LLC	767.60	0.00	767.60
12/18/2018	Payment	11283	COLOR WORKS NURSERY, INC	1,215.00	0.00	1,215.00
12/18/2018	Payment	11284	DEBOW'S APPLIANCE SERVICE	132.08	0.00	132.08
12/18/2018	Payment	11286	EVANS, THOMAS	140.00	0.00	140.00
12/18/2018	Payment	11287	FLORIDA JANITOR & PAPER SUPPLY	69.50	0.00	69.50

Marshall Creek CDD

Bank Reconciliation

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
12/18/2018	Payment	11290	HARDWICK LOCK LLC	188.00	0.00	188.00
12/18/2018	Payment	11291	HINES PALENCIA PROPERTY MANAGEME	2,909.31	0.00	2,909.31
12/18/2018	Payment	11296	JOANNE L CATOGGIO	140.00	0.00	140.00
12/18/2018	Payment	11297	KATIE HOLLIS	489.11	0.00	489.11
12/18/2018	Payment	11310	TURNER ACE ST. AUGUSTINE, INC	77.93	0.00	77.93
12/26/2018	Payment	11314	AMASON'S PORTABLE TOILETS	144.84	0.00	144.84
12/26/2018	Payment	11315	AT SERVICES OF NORTH FLORIDA	7,354.56	0.00	7,354.56
12/26/2018	Payment	11316	AT&T	736.22	0.00	736.22
12/26/2018	Payment	11317	COLOR WORKS NURSERY, INC	52.50	0.00	52.50
12/26/2018	Payment	11318	CRONIN ACE HARDWARE	78.56	0.00	78.56
12/26/2018	Payment	11319	DANIEL P CALDARERA	70.00	0.00	70.00
12/26/2018	Payment	11320	DEFOREST E. BOWMAN	35.00	0.00	35.00
12/26/2018	Payment	11321	ERIN GUNIA	723.65	0.00	723.65
12/26/2018	Payment	11322	ERIN M LANDRY	70.00	0.00	70.00
12/26/2018	Payment	11324	GARY PERNA	105.00	0.00	105.00
12/26/2018	Payment	11325	GLENDA AVILE'S MALEWICKI	140.00	0.00	140.00
12/26/2018	Payment	11326	HEAD PENN/ RACQUET SPORTS	815.12	0.00	815.12
12/26/2018	Payment	11327	HOME DEPOT CREDIT SERVICES	138.23	0.00	138.23
12/26/2018	Payment	11328	HOPPING, GREEN & SAMS	4,275.50	0.00	4,275.50
12/26/2018	Payment	11329	INFRAMARK, LLC	19,856.73	0.00	19,856.73
12/26/2018	Payment	11330	JAMES JOHNSTON	250.00	0.00	250.00
12/26/2018	Payment	11331	JERMAINE ANTONIO SOLOMON	202.50	0.00	202.50
12/26/2018	Payment	11332	JOSIE LYNN CARLETON	70.00	0.00	70.00
12/26/2018	Payment	11333	LAMP SALES UNLIMITED, INC.	42.48	0.00	42.48
12/26/2018	Payment	11334	LAURA CORREA	210.00	0.00	210.00
12/26/2018	Payment	11335	MADLIN LEPRI	70.00	0.00	70.00
12/26/2018	Payment	11337	MICHAEL KYPRISS	525.00	0.00	525.00
12/26/2018	Payment	11338	MIRANDA G BULGER	280.00	0.00	280.00
12/26/2018	Payment	11339	MONICA FOURMAN	210.00	0.00	210.00
12/26/2018	Payment	11341	MY RECEPTIONIST	28.00	0.00	28.00
12/26/2018	Payment	11342	NEIGHBORHOOD PUBLICATIONS	440.00	0.00	440.00
12/26/2018	Payment	11343	NOELANI TAYLOR	70.00	0.00	70.00
12/26/2018	Payment	11344	NORTHERN TOOL & EQUIPMENT	24.98	0.00	24.98
12/26/2018	Payment	11345	OFFICE DEPOT	340.70	0.00	340.70
12/26/2018	Payment	11348	RANDSTAD	506.99	0.00	506.99
12/26/2018	Payment	11349	RENEE R YOOS	70.00	0.00	70.00
12/26/2018	Payment	11350	RONALD C. CULLUM	70.00	0.00	70.00
12/26/2018	Payment	11351	SANFORD & SON AUTO PARTS INC	138.59	0.00	138.59
12/26/2018	Payment	11352	ST. AUGUSTINE POWER HOUSE	147.14	0.00	147.14

Marshall Creek CDD

Bank Reconciliation

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
12/26/2018	Payment	11353	ST. AUGUSTINE RECORD	94.24	0.00	94.24
12/26/2018	Payment	11354	SUNBELT GATED ACCESS	1,023.40	0.00	1,023.40
12/26/2018	Payment	11355	TURNER ACE ST. AUGUSTINE, INC	80.35	0.00	80.35
12/26/2018	Payment	11356	VINELLE MILLER	3,025.95	0.00	3,025.95
12/26/2018	Payment	11357	WESCO TURF SUPPLY INC.	375.81	0.00	375.81
12/26/2018	Payment	11358	ZENITH INSURANCE COMPANY	5,508.00	0.00	5,508.00
12/26/2018	Payment	11359	ZUZANA PADUANO	162.00	0.00	162.00
12/26/2018	Payment	11360	PROSSER	1,976.17	0.00	1,976.17
Total Outstanding Checks.....				62,074.28		62,074.28

Cash and Investment Report

December 31, 2018

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND					
Checking Account - Operating	BB&T	Checking Account	n/a	0.00%	\$3,107,734
Money Market	BankUnited	Money Market Account	n/a	1.00%	\$640,515
Subtotal					\$3,748,249
DEBT SERVICE FUNDS					
Series 2002 Prepayment Fund	US Bank	Government Obligation Fund	n/a	0.05%	\$693
Series 2002 Reserve Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.05%	\$50,118
Series 2002 Revenue Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.05%	\$9,164
Series 2015A Prepayment Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.05%	\$12,990
Series 2015A Reserve Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.05%	\$493,000
Series 2015A Revenue Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.05%	\$67,366
Series 2016 Prepayment Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.05%	\$1,946
Series 2016 Reserve Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.05%	\$31,300
Series 2016 Revenue Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.05%	\$1,532
CONSTRUCTION FUND					
Series 2015A Construction Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.05%	\$87,710
Total					\$4,504,068

Payroll Invoice Approval Listing

December 31, 2018

Week	Date	Amount
Week # 49	12/07/18	\$42,525.27
Week # 51	12/21/18	\$52,110.17
Total		\$94,635.44

Statistical Summary

Company:49Z - Marshal Creek Cor Service Center:0030 SEMA

Status:Under Review

Week#:49

Pay Date:12/07/2018

P/E Date:12/02/2018

Qtr/Year:4/2018

Run Time/Date:17:16:55 PM EST 12/03/2018

Taxes Debited	Federal Income Tax	2,721.42	
	Earned Income Credit Advances	0.00	
	Social Security - EE	2,454.70	
	Social Security - ER	2,454.72	
	Social Security Adj - EE	0.00	
	Medicare - EE	574.07	
	Medicare - ER	574.09	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	Transit Tax - EE	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
School District Tax	0.00		
Total Taxes Debited	8,779.00		
Other Transfers	ADP Check Acct. No.0000241662195Tran/ABA263191387	9,965.91	
	Full Service Direct Deposit Acct. No.0000241662195Tran/ABA263191387	23,704.83	
	Wage Garnishments Acct. No.0000241662195Tran/ABA263191387	75.53	
Total Amount Debited From Your Account		42,525.27	Total Liability
Bank Debits & Other Liability	Adjustments/Prepay/Voids	0.00	42,525.27
Taxes- Your Responsibility	None this payroll		42,525.27

W. Valencia
12/17/2018

Statistical Summary

Company:49Z - Marshal Creek Cor Service Center:0030 SEMA

Status:Under Review

Week#:51

Pay Date:12/21/2018

P/E Date:12/16/2018

Qtr/Year:4/2018

Run Time/Date:15:59:29 PM EST 12/17/2018

Taxes Debited	Federal Income Tax	3,424.76	
	Earned Income Credit Advances	0.00	
	Social Security - EE	3,005.63	
	Social Security - ER	3,021.07	
	Social Security Adj - EE	0.00	
	Medicare - EE	702.93	
	Medicare - ER	706.54	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	State Family Leave Insurance - EE	0.00	
	State Family Leave Insurance - ER	0.00	
	State Medical Leave Insurance - EE	0.00	
	State Medical Leave Insurance - ER	0.00	
	Transit Tax - EE	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
School District Tax	0.00		
Total Taxes Debited	10,860.93		
Other Transfers	ADP Check Acct. No.0000241662195Tran/ABA263191387	11,545.32	
	Full Service Direct Deposit Acct. No.0000241662195Tran/ABA263191387	29,628.39	
	Wage Garnishments Acct. No.0000241662195Tran/ABA263191387	75.53	
	Total Amount Debited From Your Account		52,110.17
Bank Debits & Other Liability	Adjustments/Prepay/Voids	0.00	
Taxes- Your Responsibility	None this payroll		
			Total Liability
			52,110.17
			52,110.17
			52,110.17

K. Walling
12/17/18

Construction Report
Series 2015A Bonds

Recap of Capital Project Fund Activity Through December 31 , 2018

Source of Funds:	Amount
Opening Balance in Construction Account	\$ 1,508,037
Opening Balance in Cost of Issuance account	159,750
Interest Earned	
Construction Account	\$ 5,313
Cost of Issuance Account	4
Reserve Account (transferred)	2,783
	<u>\$ 8,099</u>
Total Source of Funds:	<u>\$ 1,675,887</u>
Use of Funds:	
Disbursements:	
Cost of Issuance	\$ 157,875
Stormwater System	-
General Infrastructure-Roadway Renewal and Reconstruction	14,515
Swim/Fitness Facility	71,278
Tennis Center	157,250
Landscape Maintenance Storage Building	1,187,258
Tolomato Boardwalk Golf Cart Parking	-
Retainage	-
Total Use of Funds:	<u>\$ 1,588,176</u>
Net Available Amount to spend in Construction Account at December 31, 2018	<u>\$ 87,710</u>

MARSHALL CREEK
Community Development District

Check Register

December 1 - December 31, 2018

MARSHALL CREEK
Community Development District

Payment Register by Fund
For the Period from 12/1/2018 to 12/31/2018
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	11194	12/03/18	POOLSURE	131295582796	12/18 WATER MANAGEMENT TREATME	R&M-Pools	546074-57205	\$1,031.75
001	11195	12/04/18	A-1 SOD OF JACKSONVILLE, INC.	106844	SOD	R&M-Grounds	546037-53902	\$738.00
001	11196	12/04/18	ADP, INC.	525086701	PERIOD ENDING 11/18/18	Payroll-Benefits	512010-53902	\$74.66
001	11196	12/04/18	ADP, INC.	525086701	PERIOD ENDING 11/18/18	Payroll-Benefits	512010-57205	\$167.83
001	11196	12/04/18	ADP, INC.	525086701	PERIOD ENDING 11/18/18	Payroll-Benefits	512010-57206	\$52.67
001	11196	12/04/18	ADP, INC.	525086701	PERIOD ENDING 11/18/18	Payroll-Benefits	512010-52901	\$4.84
001	11196	12/04/18	ADP, INC.	525086701	PERIOD ENDING 11/18/18	Payroll-Benefits	512010-53901	\$3.87
001	11196	12/04/18	ADP, INC.	525086701	PERIOD ENDING 11/18/18	P/R-Board of Supervisors	511001-51101	\$27.65
001	11197	12/04/18	AMASON'S PORTABLE TOILETS	78713	HANDI CAP RENTAL	R&M-Boardwalks	546009-53901	\$144.84
001	11198	12/04/18	ASCAP	112018	LICENSE 12/1/18-12/31/18	Subscriptions and Memberships	554001-57205	\$370.51
001	11200	12/04/18	COASTAL CONSTRUCTION	INV-001504733	MISC SUPPLIES	R&M-Buildings	546012-57205	\$9.47
001	11200	12/04/18	COASTAL CONSTRUCTION	INV-001504733	MISC SUPPLIES	R&M-Fountain	546032-53901	\$179.14
001	11202	12/04/18	ERIN GUNIA	112118	REIMBURSEMENT FOR POINSETTIA	Office Supplies	551002-57205	\$92.43
001	11203	12/04/18	FEDEX	6-374-06029	SERVICE FOR 11/8/18	Postage and Freight	541006-51301	\$65.38
001	11204	12/04/18	GABE BAGBY	GB112618	SECURITY FOR 11/23/18	Contracts-Roving Patrol	534099-52901	\$175.00
001	11205	12/04/18	GARY PERNA	GP112618	SECURITY FOR 11/21,11/24,11/25	Contracts-Roving Patrol	534099-52901	\$420.00
001	11206	12/04/18	HEAD PENN/ RACQUET SPORTS	5192865231	SONIC PRO EDGE REEL	Teaching Supplies	551009-57206	\$306.94
001	11206	12/04/18	HEAD PENN/ RACQUET SPORTS	5192868793	HYDROSORB COMFORT	COS - Start Up Inventory	552143-57206	\$136.94
001	11207	12/04/18	INFRAMARK, LLC	35939	Management Fees Nov 2018	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,026.67
001	11207	12/04/18	INFRAMARK, LLC	35939	Management Fees Nov 2018	ProfServ-Mgmt Consulting Serv	531027-57201	\$1,820.00
001	11207	12/04/18	INFRAMARK, LLC	35939	Management Fees Nov 2018	Postage and Freight	541006-51301	\$76.52
001	11207	12/04/18	INFRAMARK, LLC	35939	Management Fees Nov 2018	Printing and Binding	547001-51301	\$286.40
001	11207	12/04/18	INFRAMARK, LLC	35939	Management Fees Nov 2018	Office Supplies	551002-51301	\$44.00
001	11208	12/04/18	KATIE HOLLIS	110918	REIMB FOR MICROSOFT 365	Misc-Connection Computer	549016-53910	\$199.98
001	11209	12/04/18	MICHAEL KYPRISS	112718	TENNIS LESSONS	Payroll-Commission	512040-57206	\$192.75
001	11210	12/04/18	MUNICIPAL CAPITAL CORP	900121018	PMT# 26 OF 36	Cap Outlay-Machinery and Equip	564001-53902	\$1,534.83
001	11211	12/04/18	N.Y. PIZZA CO	5475	PIZZA FOR EMPLOYEE MEALS	Misc-Employee Meals	549015-57205	\$32.85
001	11212	12/04/18	NEWVENTURE OF JACKSONVILLE, INC	168008	12/18 JANITORIAL SERVICE	Contracts-Janitorial Services	534026-57206	\$500.00
001	11213	12/04/18	OFFICE DEPOT	229931311001	THERMAL ROLL	Office Supplies	551002-57206	\$24.23
001	11213	12/04/18	OFFICE DEPOT	232539726001	USB	Office Supplies	551002-57206	\$16.98
001	11214	12/04/18	PROPET DISTRIBUTORS INC	124147	LITTER AND TRASH BAGS	Op Supplies - General	552001-53902	\$773.35
001	11215	12/04/18	RANDSTAD	R23910878	TEMP HELP THRU 11/18/18	Payroll-Administrative	512009-53902	\$125.68
001	11215	12/04/18	RANDSTAD	R23871655	TEMP HELP 11/11/18	Payroll-Administrative	512009-53902	\$125.68
001	11216	12/04/18	REPUBLIC SERVICES OF FL, L.P	0687-000940630	SERVICE FOR 12/1-12/31/18	Utility - Refuse Removal	543020-57205	\$104.96
001	11216	12/04/18	REPUBLIC SERVICES OF FL, L.P	0687-000940630	SERVICE FOR 12/1-12/31/18	Utility - Refuse Removal	543020-57206	\$104.95
001	11216	12/04/18	REPUBLIC SERVICES OF FL, L.P	0687-000937909	SERVICE FOR 12/1-12/31/18	Utility - Refuse Removal	543020-53902	\$209.91
001	11217	12/04/18	ROMULO PINE STRAW, INC	112618	4 TRAILERS PINESTRAW	R&M-Mulch	546059-53902	\$25,502.40
001	11218	12/04/18	SAFETY-KLEEN SYSTEMS, INC	1805383326	MISC SUPPLIES	Op Supplies - Fuel, Oil	552030-53902	\$142.85
001	11219	12/04/18	SANFORD & SON AUTO PARTS INC	CM584591	RETURN COUPLING, ADAPTER, HOSE	R&M-Equipment	546022-53902	(\$40.21)
001	11219	12/04/18	SANFORD & SON AUTO PARTS INC	585601	HOSE FITTING, HOSE,COUPLINGS	R&M-Equipment	546022-53902	\$53.70
001	11219	12/04/18	SANFORD & SON AUTO PARTS INC	585595	3 8DR E-12 EXTST SKT	R&M-Equipment	546022-53902	\$8.49
001	11219	12/04/18	SANFORD & SON AUTO PARTS INC	585590	BATTERY	R&M-Equipment	546022-53902	\$62.49
001	11220	12/04/18	SITEONE LANDSCAPE	87756055-001	PINE STRAW	Billback Expenses Developer	549921-53910	\$65.32

MARSHALL CREEK
Community Development District

Payment Register by Fund
For the Period from 12/1/2018 to 12/31/2018
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	11220	12/04/18	SITEONE LANDSCAPE	87934941-001	GLUE, COUPLING, PVC FITTING	R&M-Irrigation	546041-53902	\$128.29
001	11220	12/04/18	SITEONE LANDSCAPE	87731105-001	PINE STRAW	Billback Expenses Developer	549921-53910	\$39.19
001	11221	12/04/18	ST. AUGUSTINE POWER HOUSE	183083	V-BELT,WHEEL RR	R&M-Equipment	546022-53902	\$46.07
001	11221	12/04/18	ST. AUGUSTINE POWER HOUSE	183084	MISC SUPPLIES	R&M-Equipment	546022-53902	\$131.96
001	11221	12/04/18	ST. AUGUSTINE POWER HOUSE	182997	STARTER	R&M-Equipment	546022-53902	\$235.99
001	11222	12/04/18	ST. JOHNS COUNTY UTILITY DEPT.	111918-133660	514213-133660 10/19-11/19/18	Utility - Water & Sewer	543021-53902	\$197.17
001	11222	12/04/18	ST. JOHNS COUNTY UTILITY DEPT.	111918-126261	532033-126261 10/19-11/19/18	R&M-Gate	546034-52901	\$38.21
001	11222	12/04/18	ST. JOHNS COUNTY UTILITY DEPT.	111918-114659	514215-114659 10/19-11/19/18	Utility - General	543001-57205	\$456.03
001	11222	12/04/18	ST. JOHNS COUNTY UTILITY DEPT.	111918-104785	514213-104785 10/19-11/19/18	Utility - General	543001-57205	\$395.38
001	11222	12/04/18	ST. JOHNS COUNTY UTILITY DEPT.	111918-101723	514213-101723 10-19-11/19/18	R&M-Gate	546034-52901	\$38.16
001	11222	12/04/18	ST. JOHNS COUNTY UTILITY DEPT.	111918-114653	514211-114653 10/19-11/19/18	Utility - Water & Sewer	543021-53903	\$55.68
001	11222	12/04/18	ST. JOHNS COUNTY UTILITY DEPT.	111918-121119	514214-121119 10/18-11/19/18	Utility - Cable TV Billing	543003-57206	\$85.60
001	11223	12/04/18	SYNCHRONY BANK	9262334	AAA BATTERIES	R&M-Irrigation	546041-53902	\$41.00
001	11224	12/04/18	TURNER ACE ST. AUGUSTINE, INC	3715/3	MISC SUPPLIES	R&M-General	546001-57206	\$72.96
001	11225	12/04/18	UNUM LIFE INSURANCE	E0383430-112618	COVERAGE PERIOD 11/1-11/30/18	Payroll-Benefits	512010-53902	\$162.26
001	11225	12/04/18	UNUM LIFE INSURANCE	E0383430-112618	COVERAGE PERIOD 11/1-11/30/18	Payroll-Benefits	512010-57205	\$74.48
001	11225	12/04/18	UNUM LIFE INSURANCE	E0383430-112618	COVERAGE PERIOD 11/1-11/30/18	Payroll-Benefits	512010-57206	\$65.46
001	11225	12/04/18	UNUM LIFE INSURANCE	E0383430-112618	COVERAGE PERIOD 11/1-11/30/18	Payroll-Benefits	512010-52901	\$10.12
001	11225	12/04/18	UNUM LIFE INSURANCE	E0383430-112618	COVERAGE PERIOD 11/1-11/30/18	Payroll-Benefits	512010-53901	\$8.10
001	11226	12/04/18	WELCH TENNIS COURTS, INC.	49828	FILTER, NET	R&M-Court Maintenance	546017-57206	\$488.00
001	11227	12/04/18	WESCO TURF SUPPLY INC.	40868800	SENSOR	R&M-Equipment	546022-53902	\$117.18
001	11227	12/04/18	WESCO TURF SUPPLY INC.	40868092	SENSOR COOLANT, SPINDLE	R&M-Equipment	546022-53902	\$156.89
001	11228	12/04/18	WILLIAMS' PLANT NURSERY	89466	EAGLESTON HOLLY	Cap Outlay-Machinery and Equip	564001-57206	\$975.00
001	11229	12/10/18	HOPPING, GREEN & SAMS	104086	General Counsel October 2018	ProfServ-Legal Services	531023-51401	\$2,367.50
001	11229	12/10/18	HOPPING, GREEN & SAMS	104087	Monthly Meeting October 2018	ProfServ-Legal Services	531023-51401	\$1,598.44
001	11229	12/10/18	HOPPING, GREEN & SAMS	104088	DEVELOPER LAND TRANSFERS 10/18	ProfServ-Legal Services	531023-51401	\$880.00
001	11230	12/12/18	AT&T	111918-7313	171-799-7313 11/18	Communication - Telephone	541003-57206	\$452.07
001	11231	12/12/18	COASTAL CONSTRUCTION	INV-001504733.01	PAINT FOR FOUNTAIN	R&M-Fountain	546032-53901	\$174.51
001	11232	12/12/18	FLORIDA JANITOR & PAPER SUPPLY	310918	GLOVES	R&M-Buildings	546012-53902	\$210.08
001	11233	12/12/18	INTERSTATE BATTERIES	1918701018591	MARINE BATTERY	R&M-Roads & Alleyways	546081-53901	\$97.35
001	11234	12/12/18	L. WERNINCK & SONS, INC.	CM58951	RETURN SUPPLIES FOR BOARDWALK	R&M-Boardwalks	546009-53901	(\$269.28)
001	11234	12/12/18	L. WERNINCK & SONS, INC.	522806	SUPPLIES FOR SIDEWALK REPAIR	R&M-Sidewalks	546084-53901	\$79.84
001	11234	12/12/18	L. WERNINCK & SONS, INC.	522310	SUPPLIES FOR SIDEWALK REPAIR	R&M-Roads & Alleyways	546081-53901	\$74.88
001	11234	12/12/18	L. WERNINCK & SONS, INC.	523866	MISC SUPPLIES	R&M-Sidewalks	546084-53901	\$34.93
001	11234	12/12/18	L. WERNINCK & SONS, INC.	524616	CONCRETE	R&M-Sidewalks	546084-53901	\$24.95
001	11234	12/12/18	L. WERNINCK & SONS, INC.	524634	CONCRETE FOR SIDEWALKS	R&M-Sidewalks	546084-53901	\$24.95
001	11234	12/12/18	L. WERNINCK & SONS, INC.	524394	SOD	R&M-Sidewalks	546084-53901	\$319.02
001	11235	12/12/18	TURNER ACE ST. AUGUSTINE, INC	3712/3	FORD KEY AND ADAPTER	Op Supplies - General	552001-53910	\$8.17
001	11236	12/12/18	ADP, INC.	525549185	PERIOD ENDING 11/29/18	Payroll-Benefits	512010-53902	\$93.75
001	11236	12/12/18	ADP, INC.	525549185	PERIOD ENDING 11/29/18	Payroll-Benefits	512010-57205	\$205.50
001	11236	12/12/18	ADP, INC.	525549185	PERIOD ENDING 11/29/18	Payroll-Benefits	512010-57206	\$71.44
001	11236	12/12/18	ADP, INC.	525549185	PERIOD ENDING 11/29/18	Payroll-Benefits	512010-52901	\$6.56
001	11236	12/12/18	ADP, INC.	525549185	PERIOD ENDING 11/29/18	Payroll-Benefits	512010-53901	\$5.25
001	11236	12/12/18	ADP, INC.	525549185	PERIOD ENDING 11/29/18	P/R-Board of Supervisors	511001-51101	\$37.50
001	11237	12/12/18	AGW ENTERPRISES INC	120518-PUMPS	RELOCATE PUMPS	R&M-Pump Station	546075-53902	\$3,785.00

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001	11238	12/12/18	BB&T- 2056	2056-112118	PURCHASES FOR 10/23-10/27/18	ST AUGUSTINE RECORD MOW CREW POSITION AD	552001-53902	\$15.00
001	11238	12/12/18	BB&T- 2056	2056-112118	PURCHASES FOR 10/23-10/27/18	AMAZON VACUUMS	546074-57205	\$90.99
001	11239	12/12/18	BB&T-2031	2031-112118	PURCHASES FOR 10/24-11/21/18	BIRCHMORE GROUP-REINDEER	549052-57202	\$890.50
001	11239	12/12/18	BB&T-2031	2031-112118	PURCHASES FOR 10/24-11/21/18	HESTER'S ABBEY FLOORCOVERINGS	546012-57205	\$2,380.00
001	11239	12/12/18	BB&T-2031	2031-112118	PURCHASES FOR 10/24-11/21/18	AMAZON LIGHT BULBS	551005-57205	\$6.72
001	11239	12/12/18	BB&T-2031	2031-112118	PURCHASES FOR 10/24-11/21/18	DUVAL COUNTY	549052-57202	\$601.25
001	11239	12/12/18	BB&T-2031	2031-112118	PURCHASES FOR 10/24-11/21/18	PUBLIX GIFT CARDS FOR FIELD MAINT	531016-53910	\$1,881.40
001	11239	12/12/18	BB&T-2031	2031-112118	PURCHASES FOR 10/24-11/21/18	COCSTCO POINSETTIA	546001-57206	\$139.90
001	11239	12/12/18	BB&T-2031	2031-112118	PURCHASES FOR 10/24-11/21/18	AMAZON TABLECLOTH, IMPACT DECOR	549052-57202	\$131.33
001	11239	12/12/18	BB&T-2031	2031-112118	PURCHASES FOR 10/24-11/21/18	AMAZON HARRY POTTER CALENDAR	551002-57205	\$14.24
001	11240	12/12/18	CATHERINE NOELANI TAYLOR	120318	SPIN	Payroll-Shared Personnel	512011-53910	\$70.00
001	11241	12/12/18	CHAD EUGENE HALLMAN	CH120518	SECURITY FOR 11/28/18	Contracts-Roving Patrol	534099-52901	\$105.00
001	11243	12/12/18	CRONIN ACE HARDWARE	494/2	RESPIRATOR, SAFETY GLASSES	Cleaning Supplies	551003-57205	\$47.41
001	11244	12/12/18	DANIEL P CALDARERA	120318	SPIN	Payroll-Shared Personnel	512011-53910	\$35.00
001	11245	12/12/18	DEFOREST E. BOWMAN	120318	KIDS FITNESS	Payroll-Shared Personnel	512011-53910	\$70.00
001	11246	12/12/18	DOWLING DOUGLAS CO. INC.	054705	OFFICE SUPPLIES	Office Supplies	551002-53910	\$35.00
001	11247	12/12/18	DOWNEY'S JANITORIAL SUPPLIES	41-16230	CITRUS 4 PACK	R&M-General	546001-57206	\$91.43
001	11247	12/12/18	DOWNEY'S JANITORIAL SUPPLIES	41-16277	38*58 2MIL 100/CS	R&M-General	546001-57206	\$42.95
001	11248	12/12/18	ERIN M LANDRY	120318	YOGA	Payroll-Shared Personnel	512011-53910	\$70.00
001	11249	12/12/18	FEDEX	6-381-67263	SERVICE FOR 11/19/18	Postage and Freight	541006-51301	\$13.01
001	11249	12/12/18	FEDEX	6-387-90429	SERVICE FOR 11/21-11/26/18	Postage and Freight	541006-51301	\$38.83
001	11250	12/12/18	GARY PERNA	GP120418	SECURITY FOR 11/29,11/30,12/1/	Contracts-Roving Patrol	534099-52901	\$420.00
001	11251	12/12/18	HEAD PENN/ RACQUET SPORTS	5192870956	RACQUETS FOR SALE	COS - Start Up Inventory	552143-57206	\$228.47
001	11252	12/12/18	HOME DEPOT CREDIT SERVICES	2123274	MISC SUPPLIES	R&M-Gate	546034-52901	\$8.79
001	11252	12/12/18	HOME DEPOT CREDIT SERVICES	2123274	MISC SUPPLIES	Op Supplies - General	552001-53910	\$189.00
001	11252	12/12/18	HOME DEPOT CREDIT SERVICES	2123274	MISC SUPPLIES	R&M-Buildings	546012-57205	\$11.26
001	11252	12/12/18	HOME DEPOT CREDIT SERVICES	2123274	MISC SUPPLIES	Impr - Landscape	563023-53902	\$90.88
001	11252	12/12/18	HOME DEPOT CREDIT SERVICES	5020810	GREASE GUN,PISTOL GRIP,GREASE	Op Supplies - General	552001-53910	\$34.23
001	11252	12/12/18	HOME DEPOT CREDIT SERVICES	1073530	COAT HOOK	R&M-General	546001-57206	\$26.82
001	11252	12/12/18	HOME DEPOT CREDIT SERVICES	8072207	MISC OP SUPPLIES	Op Supplies - General	552001-53902	\$58.40
001	11252	12/12/18	HOME DEPOT CREDIT SERVICES	8072207	MISC OP SUPPLIES	Office Supplies	551002-57205	\$19.98
001	11253	12/12/18	JERMAINE ANTONIO SOLOMON	120318	PERSONAL TRAINING	Payroll-Shared Personnel	512011-53910	\$162.00
001	11254	12/12/18	JIVE COMMUNICATIONS, INC	IN6000065037	HANDSET, TELEPHONE	Communication - Telephone	541003-57206	\$112.80
001	11255	12/12/18	JOSIE LYNN CARLETON	120318	PILATES AND SUB	Payroll-Shared Personnel	512011-53910	\$105.00
001	11256	12/12/18	LAURA CORREA	120318	ZUMBA	Payroll-Shared Personnel	512011-53910	\$140.00
001	11257	12/12/18	MADELIN LEPRI	120318	YOGA	Payroll-Shared Personnel	512011-53910	\$70.00
001	11258	12/12/18	MEDICAL EXPRESS CORPORATION	201802729	DRUG SCREENING 11/1-11/9/18	Payroll-Benefits	512010-53902	\$27.00
001	11258	12/12/18	MEDICAL EXPRESS CORPORATION	201802729	DRUG SCREENING 11/1-11/9/18	Payroll-Benefits	512010-52901	\$13.50
001	11258	12/12/18	MEDICAL EXPRESS CORPORATION	201802729	DRUG SCREENING 11/1-11/9/18	Payroll-Benefits	512010-53901	\$13.50
001	11259	12/12/18	MICHAEL KYPRISS	120418	TENNIS LESSONS 11/26-11/28/18	Payroll-Commission	512040-57206	\$231.00
001	11260	12/12/18	MIRANDA G BULGER	120318	HITT, SPIN AND SUB	Payroll-Shared Personnel	512011-53910	\$437.50
001	11261	12/12/18	MONICA FOURMAN	120318	EXTREME BURN	Payroll-Shared Personnel	512011-53910	\$105.00
001	11262	12/12/18	OFFICE DEPOT	232539726002	USB	Office Supplies	551002-57206	\$6.99
001	11263	12/12/18	PETER BUCHKOVICH	EKCDD-112818	REPLACE 4LF VINYL CHAIN LINK F	Cap Outlay-Machinery and Equip	564001-57206	\$450.00
001	11264	12/12/18	RAMCO PROTECTIVE SECURITY SOLUTIONS	23452	SECURITY THRU 11/30/18	Contracts-Security Services	534037-52901	\$5,068.80

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001	11265	12/12/18	REBECCA STEPHENSON	120318	SENIOR YOGA, SENIOR STRETCH	Contracts-Outside Fitness	534111-57202	\$105.00
001	11266	12/12/18	RENEE R YOOS	120318	SENIOR STRETCH	Payroll-Shared Personnel	512011-53910	\$35.00
001	11266	12/12/18	RENEE R YOOS	120318-FIT	FIT, BALLS & BARRE	Payroll-Shared Personnel	512011-53910	\$70.00
001	11267	12/12/18	RONALD C. CULLUM	120318	TAI CHI	Payroll-Shared Personnel	512011-53910	\$35.00
001	11268	12/12/18	ROY HUTCHERSON	120618	REIMB FOR 8/22-12/6/18	Travel and Per Diem	540001-53910	\$17.99
001	11268	12/12/18	ROY HUTCHERSON	120618	REIMB FOR 8/22-12/6/18	Travel and Per Diem	540001-53910	\$14.72
001	11268	12/12/18	ROY HUTCHERSON	120618	REIMB FOR 8/22-12/6/18	Travel and Per Diem	540001-53910	\$14.17
001	11268	12/12/18	ROY HUTCHERSON	120618	REIMB FOR 8/22-12/6/18	Travel and Per Diem	540001-53910	\$13.63
001	11268	12/12/18	ROY HUTCHERSON	120618	REIMB FOR 8/22-12/6/18	Op Supplies - General	552001-53910	\$50.00
001	11268	12/12/18	ROY HUTCHERSON	120618	REIMB FOR 8/22-12/6/18	Op Supplies - General	552001-53910	\$50.00
001	11268	12/12/18	ROY HUTCHERSON	120618	REIMB FOR 8/22-12/6/18	Op Supplies - General	552001-53910	\$50.00
001	11268	12/12/18	ROY HUTCHERSON	120618	REIMB FOR 8/22-12/6/18	Op Supplies - Uniforms	552028-53902	\$95.23
001	11268	12/12/18	ROY HUTCHERSON	120618	REIMB FOR 8/22-12/6/18	Utility - Refuse Removal	543020-53902	\$42.75
001	11269	12/12/18	SANFORD & SON AUTO PARTS INC	CM586071	RETURN EXTST SKT	R&M-Equipment	546022-53902	(\$8.49)
001	11269	12/12/18	SANFORD & SON AUTO PARTS INC	585920	BRAKE KIT, BLSTR PK MINIATURES	R&M-Equipment	546022-53902	\$50.97
001	11269	12/12/18	SANFORD & SON AUTO PARTS INC	586335	ADAPTER	R&M-Pools	546074-57205	\$30.39
001	11269	12/12/18	SANFORD & SON AUTO PARTS INC	586320	KMISC SUPPLIES	R&M-Equipment	546022-53902	\$14.04
001	11270	12/12/18	SITEONE LANDSCAPE	CM88224191-001	RETURN XERI DRIPLINE 17MM	R&M-Irrigation	546041-53902	(\$6.35)
001	11270	12/12/18	SITEONE LANDSCAPE	88177827-001	ACC FRONT PANEL	R&M-Irrigation	546041-53902	\$355.05
001	11271	12/12/18	TURNER ACE ST. AUGUSTINE, INC	3774/3	GARMENT HOOK	R&M-General	546001-57206	\$25.96
001	11271	12/12/18	TURNER ACE ST. AUGUSTINE, INC	3778/3	GARMENT HOOK,SPRAYPAINT,	R&M-General	546001-57206	\$24.96
001	11272	12/12/18	ZUZANA PADUANO	120318	PERSONAL TRAINING	Payroll-Shared Personnel	512011-53910	\$216.00
001	11273	12/18/18	ADP, INC.	525904397	PERIOD ENDING 12/02/18	Payroll-Benefits	512010-53902	\$80.88
001	11273	12/18/18	ADP, INC.	525904397	PERIOD ENDING 12/02/18	Payroll-Benefits	512010-57205	\$164.53
001	11273	12/18/18	ADP, INC.	525904397	PERIOD ENDING 12/02/18	Payroll-Benefits	512010-57206	\$61.63
001	11273	12/18/18	ADP, INC.	525904397	PERIOD ENDING 12/02/18	Payroll-Benefits	512010-52901	\$5.66
001	11273	12/18/18	ADP, INC.	525904397	PERIOD ENDING 12/02/18	Payroll-Benefits	512010-53901	\$4.53
001	11274	12/18/18	ALPINE ARTISAN STUDIOS, LLC	24250-2	TENNIS SUPPLIES	Cap Outlay-Machinery and Equip	564001-57206	\$3,442.95
001	11274	12/18/18	ALPINE ARTISAN STUDIOS, LLC	24250-2	TENNIS SUPPLIES	Cap Outlay - Pool Furniture	564020-57205	\$2,487.50
001	11275	12/18/18	AT SERVICES OF NORTH FLORIDA	24301	SONIC WALLS FOR TENNIS FACILIT	ProfServ-Info Technology	531020-53902	\$1,565.15
001	11275	12/18/18	AT SERVICES OF NORTH FLORIDA	24301	SONIC WALLS FOR TENNIS FACILIT	ProfServ-Info Technology	531020-57206	\$1,565.15
001	11276	12/18/18	AT&T	112818-0006	904 819 0006 11/28-12/27/18	R&M-Gate	546034-52901	\$205.22
001	11277	12/18/18	BABOLAT VS NORTH AMERICA INC	2618563	RACQUET FOR SALE	COS - Start Up Inventory	552143-57206	\$99.59
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	BOZARD FORD MISC REPAIRS TO VEHICLES	546104-53910	\$435.28
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	BOZARD FORD RETURN	546104-53910	(\$76.50)
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	HAGGAR SHIRTS	552001-53910	\$65.98
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	SCP DISTRIBUTORS SEAT BELT ASSY	546074-57205	\$52.25
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	PULSE-BAC MISC SUPPLIES FOR SIDEWALKS	546084-53901	\$779.25
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	PULSE-BAC MISC SUPPLIES FOR SIDEWALK	546084-53901	\$236.93
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	AMAZON TANK, POOL FILTER, VACCUMM TO WASTE PUMP	546074-57205	\$328.49
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	AMAZON POOL PUMP	546074-57205	\$313.19
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	AMAZON WATERLINK SPIN CHLORINE	546074-57205	\$143.95
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	AMAZON LANDSCAPE ROCK	546012-53902	\$62.41
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	PLASTIC WATER TANKS	546009-53901	(\$442.99)
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	NATIONAL TANK	546001-53901	\$1,112.30

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001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	AMAZON BODY O-RING SPA FILTER	546032-53901	\$5.95
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	CRAIGSLIST PROPERTY MAINT TECH ADD	552001-53910	\$25.00
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	CRAIGS LIST PROPERTY MAINT ADD	552001-53910	\$15.00
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	NINE MILE LANDSFILL	546084-53901	\$136.00
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	AMAZON FILE CABINET	551005-53902	\$185.99
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	TRUST MOTORS	564001-53901	\$135.00
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	PUBLIX PARAFIN WAX	546032-53901	\$8.50
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	AMAZON SAUNA HEATER ROCKS	546074-57205	\$36.99
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	AMAZON MAGNETS	546081-53901	\$14.31
001	11278	12/18/18	BB&T-2064	112118-2064	PURCHASES FOR 10/23-11/20/18	AMAZON CHARGING CABEL	552001-53910	\$96.01
001	11279	12/18/18	BEAUTIFUL & SPOTLESS LAWN SERVICES, INC	1	LAYING SOD AND HAY	R&M-General	546001-57206	\$550.00
001	11280	12/18/18	BIRCHETT MARKETING CONCEPTS, LLC	97164	HOLIDAY DECOR 2018	Cap Outlay-Machinery and Equip	564001-57206	\$1,275.00
001	11280	12/18/18	BIRCHETT MARKETING CONCEPTS, LLC	97164	HOLIDAY DECOR 2018	Cap Outlay - Pool Furniture	564020-57205	\$1,275.00
001	11281	12/18/18	CASUAL LIVING UNLIMITED LLC	112370	SWINGING BENCH	R&M-Buildings	546012-53901	\$767.60
001	11282	12/18/18	CLEAR WATERS INC.	93455	11/18 TREATMENT OF LAKES	R&M-Lake	546042-53903	\$4,290.00
001	11283	12/18/18	COLOR WORKS NURSERY, INC	1849-00973	MISC LANDSCAPING	Impr - Landscape	563023-53902	\$210.00
001	11283	12/18/18	COLOR WORKS NURSERY, INC	1849-00962	MISC LANDSCAPING	Impr - Landscape	563023-53902	\$1,005.00
001	11284	12/18/18	DEBOW'S APPLIANCE SERVICE	120118	ICE MACHINE RENTAL FOR 12/18	Rental/Lease - Vehicle/Equip	544003-57206	\$132.08
001	11285	12/18/18	DOWNEY'S JANITORIAL SUPPLIES	41-16267	LAUDRY DETERGENT	Cleaning Supplies	551003-53902	\$143.75
001	11286	12/18/18	EVANS, THOMAS	TE121218	SECURITY FOR 12/8/18	Contracts-Roving Patrol	534099-52901	\$140.00
001	11287	12/18/18	FLORIDA JANITOR & PAPER SUPPLY	311221	SUPPLIES FOR BUILDING REPAIRS	R&M-Buildings	546012-53902	\$69.50
001	11288	12/18/18	FLORIDA PUMP SERVICE	66657	FLOW METER	R&M-Pools	546074-57205	\$4,670.00
001	11289	12/18/18	GARY PERNA	GP121218	SECURITY FOR 12/4,12/5,12/7/18	Contracts-Roving Patrol	534099-52901	\$385.00
001	11290	12/18/18	HARDWICK LOCK LLC	986381	C123 REKEY	R&M-Buildings	546012-57205	\$188.00
001	11291	12/18/18	HINES PALENCIA PROPERTY MANAGEMENT LLC	2018-2	FEMA HURRICANE MATTHEW	ProfServ-Field Management	531016-53910	\$2,909.31
001	11292	12/18/18	HOME DEPOT CREDIT SERVICES	0023378	MISC SUPPLIES	R&M-Irrigation	546041-53902	\$80.51
001	11293	12/18/18	HOME DEPOT CREDIT SERVICES	8023582	DECORATION POWER CORDS	R&M-Buildings	546012-57205	\$78.13
001	11294	12/18/18	HOWARD FERTILIZER &	CIN-000220534	PROTECT DF	R&M-Grounds	546037-53902	\$382.80
001	11295	12/18/18	INTERSTATE BATTERIES	118112	ATCORE	R&M-Equipment	546022-53902	\$100.20
001	11296	12/18/18	JOANNE L CATOGGIO	JC121218	SECURITY FOR 12/9/18	Contracts-Roving Patrol	534099-52901	\$140.00
001	11297	12/18/18	KATIE HOLLIS	121118	REIMB FOR 11/14-11/29/18	ProfServ-Field Management	531016-53910	\$329.13
001	11297	12/18/18	KATIE HOLLIS	121118	REIMB FOR 11/14-11/29/18	Misc-Connection Computer	549016-53910	\$159.98
001	11298	12/18/18	MICHAEL KYPRISS	121018	SERVICE FOR 12/10/18	Payroll-Commission	512040-57206	\$953.63
001	11299	12/18/18	NORTHERN TOOL & EQUIPMENT	41488501	HEATER	R&M-Gate	546034-52901	\$519.98
001	11300	12/18/18	OFFICE DEPOT	238927342001	PAPER ROLLS	Office Supplies	551002-57206	\$47.97
001	11301	12/18/18	PARTRIDGE WELL DRILLING CO., I	87193	PIPE 2" GALV T&C	R&M-Pump Station	546075-53902	\$18.03
001	11302	12/18/18	PROFORMA	OA98004226	RED HOODIES AND RAIN COATS	Op Supplies - Uniforms	552028-53902	\$645.47
001	11303	12/18/18	PUBLIX SUPER MARKETS, INC.	1304471529	COOKIES FOR SPECIAL EVENTS	Misc-Special Events	549052-57202	\$149.25
001	11304	12/18/18	RAMCO PROTECTIVE SECURITY SOLUTIONS	23585	SECURITY THRU 12/7/18	Contracts-Security Services	534037-52901	\$5,068.80
001	11304	12/18/18	RAMCO PROTECTIVE SECURITY SOLUTIONS	23715	SECURITY THRU 12/14/18	Contracts-Security Services	534037-52901	\$5,068.80
001	11305	12/18/18	RANDSTAD	R23986619	TEMP HELP FOR PERIOD 12/2/18	Payroll-Administrative	512009-53902	\$125.68
001	11306	12/18/18	REPUBLIC SERVICES OF FL, L.P	0687-000941691	3-0687-0004771 11/18 SERVICES	Utility - Refuse Removal	543020-53902	\$241.38
001	11307	12/18/18	SAFETY-KLEEN SYSTEMS, INC	78264101	WASHER	R&M-Equipment	546022-53902	\$142.85
001	11308	12/18/18	SANFORD & SON AUTO PARTS INC	586871	INDLOCK, LOCK PINS ROUND	R&M-Equipment	546022-53902	\$122.15
001	11308	12/18/18	SANFORD & SON AUTO PARTS INC	587064	LINK PIN	R&M-Equipment	546022-53902	\$106.79

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Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	11308	12/18/18	SANFORD & SON AUTO PARTS INC	586613	OP SUPPLIES GENERAL	Op Supplies - General	552001-53910	\$27.99
001	11308	12/18/18	SANFORD & SON AUTO PARTS INC	587074	SOAPSTONE 10 PACK	Op Supplies - General	552001-53910	\$3.75
001	11308	12/18/18	SANFORD & SON AUTO PARTS INC	587070	12 VOLT HEATER	R&M-Equipment	546022-53902	\$98.10
001	11309	12/18/18	SITEONE LANDSCAPE	88224218-001	1/2 SPIRAL BARB CP	R&M-Irrigation	546041-53902	\$12.35
001	11309	12/18/18	SITEONE LANDSCAPE	88167125-002	VALVE, OVERLAPPING COVER	R&M-Irrigation	546041-53902	\$108.41
001	11310	12/18/18	TURNER ACE ST. AUGUSTINE, INC	3796/3	MISC SUPPLIES	R&M-General	546001-57206	\$77.93
001	11311	12/18/18	VILLAGE KEY & ALARM, INC.	380343	BATTERIES, SMART CODE	R&M-Buildings	546012-57205	\$409.31
001	11312	12/18/18	WESCO TURF SUPPLY INC.	40871352	BRAKE PAD	R&M-Equipment	546022-53902	\$208.95
001	11312	12/18/18	WESCO TURF SUPPLY INC.	40871351	COPPER WASHER	R&M-Equipment	546022-53902	\$14.45
001	11313	12/20/18	FEDEX	6-395-65655	SERVICE FOR 12/4/18	Postage and Freight	541006-51301	\$12.85
001	11314	12/26/18	AMASON'S PORTABLE TOILETS	83788	11/18 HANDI CAP RENTAL	R&M-Boardwalks	546009-53901	\$144.84
001	11315	12/26/18	AT SERVICES OF NORTH FLORIDA	24540	12/3/18 SERVICE CALL	Misc-Connection Computer	549016-53910	\$3,300.00
001	11315	12/26/18	AT SERVICES OF NORTH FLORIDA	24540	12/3/18 SERVICE CALL	ProfServ-Info Technology	531020-57206	\$1,354.56
001	11315	12/26/18	AT SERVICES OF NORTH FLORIDA	24540	12/3/18 SERVICE CALL	ProfServ-Info Technology	531020-53902	\$840.00
001	11315	12/26/18	AT SERVICES OF NORTH FLORIDA	24540	12/3/18 SERVICE CALL	R&M-Gate	546034-52901	\$240.00
001	11315	12/26/18	AT SERVICES OF NORTH FLORIDA	24540	12/3/18 SERVICE CALL	Billback Expenses Developer	549921-53910	\$1,500.00
001	11315	12/26/18	AT SERVICES OF NORTH FLORIDA	24601	SPLIT NETWORK WIRE FOR FAX	Communication - Telephone	541003-53910	\$120.00
001	11316	12/26/18	AT&T	9020-120218	904 599 9020 12/2-1/1/18	Communication - Telephone	541003-57205	\$736.22
001	11317	12/26/18	COLOR WORKS NURSERY, INC	1850-00992	KALE (PIGEON PURPLE)	Impr - Landscape	563023-53902	\$52.50
001	11318	12/26/18	CRONIN ACE HARDWARE	535/2	KEY-120 PK	Op Supplies - General	552001-53910	\$2.78
001	11318	12/26/18	CRONIN ACE HARDWARE	526/2	SUPPLIES FOR DOOR WIRING	R&M-Buildings	546012-57205	\$75.78
001	11319	12/26/18	DANIEL P CALDARERA	121718	SPIN	Payroll-Shared Personnel	512011-53910	\$70.00
001	11320	12/26/18	DEFOREST E. BOWMAN	121718	KIDS FITNESS	Payroll-Shared Personnel	512011-53910	\$35.00
001	11321	12/26/18	ERIN GUNIA	CREEK-121418	REIMB FOR 12/14/18	Misc-Special Events	549052-57202	\$700.00
001	11321	12/26/18	ERIN GUNIA	121418	REIMB FOR 12/14/18 COSTCO	Travel and Per Diem	540001-57205	\$23.65
001	11322	12/26/18	ERIN M LANDRY	121718	YOGA	Payroll-Shared Personnel	512011-53910	\$70.00
001	11323	12/26/18	FOSTER & COMPANY INC	895094	LOCK NUTS	R&M-Equipment	546022-53902	\$958.99
001	11324	12/26/18	GARY PERNA	GP121298	SECURITY FOR 12/10/18	Contracts-Roving Patrol	534099-52901	\$105.00
001	11325	12/26/18	GLENDA AVILE'S MALEWICKI	CREEK-121718	SENIOR YOGA	Contracts-Outside Fitness	534111-57202	\$140.00
001	11326	12/26/18	HEAD PENN/ RACQUET SPORTS	5192880620	RACQUETS, DEMO RAQUET	COS - Start Up Inventory	552143-57206	\$262.98
001	11326	12/26/18	HEAD PENN/ RACQUET SPORTS	5192880620	RACQUETS, DEMO RAQUET	Teaching Supplies	551009-57206	\$71.55
001	11326	12/26/18	HEAD PENN/ RACQUET SPORTS	5192878921	PENN CONTROL PLUS	Teaching Supplies	551009-57206	\$480.59
001	11327	12/26/18	HOME DEPOT CREDIT SERVICES	0023279	MISC SUPPLIES FOR GATE REPAIR	R&M-Gate	546034-52901	\$60.60
001	11327	12/26/18	HOME DEPOT CREDIT SERVICES	2293410	UPHOLSTERY CLEANER	R&M-Buildings	546012-57205	\$9.99
001	11327	12/26/18	HOME DEPOT CREDIT SERVICES	5063092	MISC BUILDING SUPPLIES	R&M-Buildings	546012-57205	\$33.91
001	11327	12/26/18	HOME DEPOT CREDIT SERVICES	242031	CARPET CLEANER RENTAL	R&M-Buildings	546012-57205	\$33.73
001	11328	12/26/18	HOPPING, GREEN & SAMS	104530	Monthly Meeting November 2018	ProfServ-Legal Services	531023-51401	\$1,500.00
001	11328	12/26/18	HOPPING, GREEN & SAMS	104529	General Counsel November 2018	ProfServ-Legal Services	531023-51401	\$2,775.50
001	11329	12/26/18	INFRAMARK, LLC	36740	Management Fees Dec 2018	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,026.67
001	11329	12/26/18	INFRAMARK, LLC	36740	Management Fees Dec 2018	ProfServ-Mgmt Consulting Serv	531027-57201	\$1,820.00
001	11329	12/26/18	INFRAMARK, LLC	36740	Management Fees Dec 2018	Postage and Freight	541006-51301	\$50.76
001	11329	12/26/18	INFRAMARK, LLC	36740	Management Fees Dec 2018	Printing and Binding	547001-51301	\$435.30
001	11329	12/26/18	INFRAMARK, LLC	36740	Management Fees Dec 2018	Office Supplies	551002-51301	\$44.00
001	11329	12/26/18	INFRAMARK, LLC	36740	Management Fees Dec 2018	ProfServ-Special Assessment	531038-51301	\$12,480.00
001	11330	12/26/18	JAMES JOHNSTON	121418	MUSIC FOR TREE LIGHTING	Misc-Special Events	549052-57202	\$250.00

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001	11331	12/26/18	JERMAINE ANTONIO SOLOMON	121718	PERSONAL TRAINING	Payroll-Shared Personnel	512011-53910	\$202.50
001	11332	12/26/18	JOSIE LYNN CARLETON	121718	PILATES	Payroll-Shared Personnel	512011-53910	\$70.00
001	11333	12/26/18	LAMP SALES UNLIMITED, INC.	181229	LIGHT BULB	R&M-Buildings	546012-57205	\$42.48
001	11334	12/26/18	LAURA CORREA	121718	ZUMBA	Payroll-Shared Personnel	512011-53910	\$210.00
001	11335	12/26/18	MADELIN LEPRI	121718	YOGA	Payroll-Shared Personnel	512011-53910	\$70.00
001	11336	12/26/18	MCMASTER-CARR SUPPLY CO.	79296216	DRILL BIT, CONCRETE SCREW	Op Supplies - General	552001-53910	\$43.64
001	11336	12/26/18	MCMASTER-CARR SUPPLY CO.	80443142	MISC SUPPLIES	R&M-Buildings	546012-53901	\$89.63
001	11336	12/26/18	MCMASTER-CARR SUPPLY CO.	80558019	STAINLESS STEEL HEX NUT	R&M-Pools	546074-57205	\$15.28
001	11336	12/26/18	MCMASTER-CARR SUPPLY CO.	79048062	CONDUIT CONTROL CABLE	R&M-Equipment	546022-53902	\$55.67
001	11336	12/26/18	MCMASTER-CARR SUPPLY CO.	80554228	MISC SUPPLIES FOR SIDEWALKS	R&M-Sidewalks	546084-53901	\$382.73
001	11336	12/26/18	MCMASTER-CARR SUPPLY CO.	81075069	BARREL AND SCREW, TORX L-KEY	R&M-Buildings	546012-53901	\$278.48
001	11337	12/26/18	MICHAEL KYPRISS	CREEK-121918	TENNIS LESSONS	Payroll-Commission	512040-57206	\$525.00
001	11338	12/26/18	MIRANDA G BULGER	121718	HIIT, SPIN, BALLS AND BARRE	Payroll-Shared Personnel	512011-53910	\$280.00
001	11339	12/26/18	MONICA FOURMAN	121718	EXTREME BURN	Payroll-Shared Personnel	512011-53910	\$210.00
001	11340	12/26/18	MUNICIPAL CAPITAL CORP	900011118	CONTRACT PMT# 22 OF 36	Cap Outlay-Machinery and Equip	564001-53902	\$1,613.39
001	11340	12/26/18	MUNICIPAL CAPITAL CORP	900261118	CONTRACT PMT# 27 OF 36	Cap Outlay-Machinery and Equip	564001-53902	\$1,534.83
001	11341	12/26/18	MY RECEPTIONIST	OS17261212	VOICEMAIL 11/14-12/11/18	Communication - Telephone	541003-53910	\$28.00
001	11342	12/26/18	NEIGHBORHOOD PUBLICATIONS	MCCDD0598	12/18 WEBSITE MAINT	Printing and Binding	547001-53910	\$220.00
001	11342	12/26/18	NEIGHBORHOOD PUBLICATIONS	MCCDD0598	12/18 WEBSITE MAINT	Advertising	548001-57205	\$110.00
001	11342	12/26/18	NEIGHBORHOOD PUBLICATIONS	MCCDD0598	12/18 WEBSITE MAINT	Advertising	548001-57206	\$110.00
001	11343	12/26/18	NOELANI TAYLOR	121718	SPIN	Payroll-Shared Personnel	512011-53910	\$70.00
001	11344	12/26/18	NORTHERN TOOL & EQUIPMENT	41591294	PAD LOCK	Op Supplies - General	552001-53910	\$24.98
001	11345	12/26/18	OFFICE DEPOT	242469034001	OFFICE SUPPLIES	Office Supplies	551002-53910	\$216.80
001	11345	12/26/18	OFFICE DEPOT	242818693001	OFFICE SUPPLIES	Office Supplies	551002-57206	\$123.90
001	11347	12/26/18	RAMCO PROTECTIVE SECURITY SOLUTIONS	23823	SECURITY THRU 12/21/18	Contracts-Security Services	534037-52901	\$5,068.80
001	11348	12/26/18	RANDSTAD	R24046711	TEMP HELP FOR 12/9/18	Payroll-Administrative	512009-53902	\$125.68
001	11348	12/26/18	RANDSTAD	R24046711	TEMP HELP FOR 12/9/18	ProfServ-Field Management	531016-53910	\$381.31
001	11349	12/26/18	RENEE R YOOS	121718	FIT	Payroll-Shared Personnel	512011-53910	\$70.00
001	11350	12/26/18	RONALD C. CULLUM	121718	TAI CHI	Payroll-Shared Personnel	512011-53910	\$70.00
001	11351	12/26/18	SANFORD & SON AUTO PARTS INC	CM587125	INDLOCK RETURN	R&M-Equipment	546022-53902	(\$100.99)
001	11351	12/26/18	SANFORD & SON AUTO PARTS INC	587533	MISC SUPPLIES FOR EQUIPMENT	R&M-Equipment	546022-53902	\$32.95
001	11351	12/26/18	SANFORD & SON AUTO PARTS INC	587805	BELT	R&M-Equipment	546022-53902	\$27.00
001	11351	12/26/18	SANFORD & SON AUTO PARTS INC	588101	BATTERY	R&M-Equipment	546022-53902	\$157.67
001	11351	12/26/18	SANFORD & SON AUTO PARTS INC	588109	CHAIN OIL	Op Supplies - Fuel, Oil	552030-53902	\$21.96
001	11352	12/26/18	ST. AUGUSTINE POWER HOUSE	183413	RAPID MICRO CHAIN	R&M-Equipment	546022-53902	\$131.16
001	11352	12/26/18	ST. AUGUSTINE POWER HOUSE	183414	BRAKE STRAP, TENSION SPRING	R&M-Equipment	546022-53902	\$15.98
001	11353	12/26/18	ST. AUGUSTINE RECORD	0003121103-01	NOTICE OF MEETING 12/12/18	Legal Advertising	548002-51301	\$94.24
001	11354	12/26/18	SUNBELT GATED ACCESS	70084	DECALS	R&M-Gate	546034-52901	\$1,023.40
001	11355	12/26/18	TURNER ACE ST. AUGUSTINE, INC	CM3799/3	RETURN POWERSTAKE 3 OUTLET	R&M-General	546001-57206	(\$19.99)
001	11355	12/26/18	TURNER ACE ST. AUGUSTINE, INC	3812/3	TANK TOP, TOWELS	Op Supplies - General	552001-53910	\$76.35
001	11355	12/26/18	TURNER ACE ST. AUGUSTINE, INC	3847/3	FLOW THRU WASH BRUSH	R&M-General	546001-57206	\$23.99
001	11356	12/26/18	VINELLE MILLER	CREEK-121518	REIMB FOR GIFT CARDS	Payroll-Benefits	512010-52901	\$168.87
001	11356	12/26/18	VINELLE MILLER	CREEK-121518	REIMB FOR GIFT CARDS	Payroll-Benefits	512010-53901	\$168.87
001	11356	12/26/18	VINELLE MILLER	CREEK-121518	REIMB FOR GIFT CARDS	Misc-Employee Meals	549015-53902	\$762.74
001	11356	12/26/18	VINELLE MILLER	CREEK-121518	REIMB FOR GIFT CARDS	Misc-Employee Meals	549015-57205	\$1,262.74

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001	11356	12/26/18	VINELLE MILLER	CREEK-121518	REIMB FOR GIFT CARDS	Misc-Employee Meals	549015-57206	\$662.73
001	11357	12/26/18	WESCO TURF SUPPLY INC.	40871536	REAR CALIPER	R&M-Equipment	546022-53902	\$107.02
001	11357	12/26/18	WESCO TURF SUPPLY INC.	40871864	HYDRALIC CYLINDER	R&M-Equipment	546022-53902	\$215.85
001	11357	12/26/18	WESCO TURF SUPPLY INC.	40872112	TAILLIGHT	R&M-Equipment	546022-53902	\$52.94
001	11358	12/26/18	ZENITH INSURANCE COMPANY	ST071669608003	BILLING PERIOD 12/1-12/31/18	Payroll-Benefits	512010-53902	\$1,745.82
001	11358	12/26/18	ZENITH INSURANCE COMPANY	ST071669608003	BILLING PERIOD 12/1-12/31/18	Payroll-Benefits	512010-57205	\$2,726.49
001	11358	12/26/18	ZENITH INSURANCE COMPANY	ST071669608003	BILLING PERIOD 12/1-12/31/18	Payroll-Benefits	512010-57206	\$856.43
001	11358	12/26/18	ZENITH INSURANCE COMPANY	ST071669608003	BILLING PERIOD 12/1-12/31/18	Payroll-Benefits	512010-52901	\$99.59
001	11358	12/26/18	ZENITH INSURANCE COMPANY	ST071669608003	BILLING PERIOD 12/1-12/31/18	Payroll-Benefits	512010-53901	\$79.67
001	11359	12/26/18	ZUZANA PADUANO	121718	PERSONAL TRAINING	Payroll-Shared Personnel	512011-53910	\$162.00
001	11360	12/26/18	PROSSER	40995	Gen Engineering Svcs Nov 2018	ProfServ-Engineering	531013-51501	\$1,976.17
001	DD265	12/16/18	COMCAST -ACH	112518-3316-ACH	SERVICE FOR 11/29-12/28/18	Utility - Cable TV Billing	543003-57205	\$152.68
001	DD265	12/16/18	COMCAST -ACH	112518-3316-ACH	SERVICE FOR 11/29-12/28/18	Communication - Telephone	541003-57205	\$286.55
001	DD269	12/18/18	COMCAST -ACH	112718-8689-ACH	8495743101258689 12/1-12/31/18	Utility - Cable TV Billing	543003-57205	\$84.90
001	DD270	12/28/18	COMCAST -ACH	120718-9430	8495 74 310 1259430 12/11-1/10	R&M-Gate	546034-52901	\$339.31
001	DD271	12/23/18	COMCAST -ACH	120218-2201-ACH	8495 74 310 1272201 12/6-1/5/1	R&M-Gate	546034-52901	\$141.10
001	DD272	12/16/18	FPL	12.05.18-ACH	SERVICE FOR 11/5-12/5/18	Electricity - Streetlighting	543013-53903	\$6,035.90
001	DD272	12/16/18	FPL	12.05.18-ACH	SERVICE FOR 11/5-12/5/18	R&M-Gate	546034-52901	\$68.57
001	DD273	12/16/18	FPL	12.05.18-ACH-2	SERVICE FOR 11/5-12/5/18	Electricity - Streetlighting	543013-53903	\$11.89
001	DD274	12/18/18	FPL	12.18.18-ACH	SERVICE FOR 11/7-12/7/18	Electricity - Streetlighting	543013-53903	\$520.71
001	DD274	12/18/18	FPL	12.18.18-ACH	SERVICE FOR 11/7-12/7/18	Utility - General	543001-57205	\$2,544.62
001	DD274	12/18/18	FPL	12.18.18-ACH	SERVICE FOR 11/7-12/7/18	Electricity - General	543006-57206	\$1,377.15
001	DD274	12/18/18	FPL	12.18.18-ACH	SERVICE FOR 11/7-12/7/18	R&M-Gate	546034-52901	\$80.82
001	DD275	12/22/18	COMCAST -ACH	120118-4033	SERVIEC FOR 12/5-1/4/19	Utility - Cable TV Billing	543003-57206	\$112.13
001	DD276	12/18/18	COMCAST -ACH	112718-9406-ACH	SERVICE FOR 12/1-12/30/18	Utility - Cable TV Billing	543003-53902	\$160.64
Fund Total								\$190,709.75

SERIES 2015 A CONSTRUCTION FUND - 303

303	11228	12/04/18	WILLIAMS' PLANT NURSERY	89462	REQ-69-WILLIAMS' PLANT NURSERY, INC.	Construction in Progress	565001-53001	\$741.25
Fund Total								\$741.25

Total Checks Paid	\$191,451.00
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