

**MARSHALL CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

**NOVEMBER 18, 2020
AGENDA PACKAGE**



210 N. UNIVERSITY DRIVE, SUITE 702
CORAL SPRINGS, FLORIDA 33071

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

November 11, 2020

Board of Supervisors
Marshall Creek
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Marshall Creek Community Development District will be held **Wednesday, November 18, 2020** beginning at **4:00 p.m.** at the Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida where the Board may consider any business that may properly come before it. Some or all of the Board members and staff will be in physical attendance at the meeting location. For members of the public desiring to attend and provide public comment by telephone, they can do so by dialing 1-800-747-5150 and entering passcode 3098533#. Following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Organizational Matters**
 - A. Oath of Office for Newly Elected Supervisors – Ms. Monique Perna and Mr. Rich Luciano
 - B. Election of Officers - Resolution 2021-2
- 3. Audience Comments**
- 4. Public Hearings**
 - A. Amended and Restated Rules of Procedure**
 - i. Consideration of Resolution 2021-3
 - B. Consider Rates & Fees Regarding Gates**
 - i. Consideration of Resolution 2021-4
 - C. Consider Rates & Fees for Open Air Pavilion**
 - i. Consideration of Resolution 2021-5
- 5. Approval of the Minutes of the October 21, 2020 Meeting**
 - A. Discussion of Open Items
- 6. Engineer's Report**
- 7. General Manager's Operations Report**
 - A. Traffic Reports & SJCSO Roving Patrol Violation Log
 - B. FEMA Update
 - C. Consideration of Proposals for Restriping/Resurfacing Palencia Village Drive
- 8. District Manager's Report**
 - A. Consideration of Motion Assigning Fund Balance
- 9. Attorney's Report**
- 10. Supervisors' Requests**

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- 11. Acceptance of the October 2020 Financial Statements and Approval of the October 2020 Check Register and Invoices**
- 12. Adjournment**

The second order of business is organizational matters. At this time the oath will be administered to the two elected Supervisors and the Board will set its slate of officers. Enclosed is Resolution 2021-2 for the Election of Officers.

The fourth order of business will be the public hearings on the Amended and Restated Rules of Procedure, setting rates & fees regarding gates, and setting rates & fees for use of the Open Air Pavilion. Enclosed for your review are Resolutions 2021-3, 2021-4 and 2021-5 adopting the same.

Enclosed for your review is a copy of the draft minutes of the October 21, 2020 meeting and the October 2020 financials including the Check Register & Invoices and the motion assigning fund balance for September 30, 2020 for your consideration.

The General Manager's Operations Report is enclosed for your review. Also enclosed are the Traffic Reports, and SJCSO Off-Duty Roving Patrol Violation Report and the proposals for restriping/resurfacing Palencia Village Drive.

The balance of the agenda is routine in nature. This agenda package is being distributed electronically with hard copies to follow. In the meantime, if you have any questions, please let me know at 904-436-4102. I look forward to speaking with you at the meeting.

Sincerely,

Janice Eggleton Davis

Janice Eggleton Davis/ms
District Manager

Cc: Michael Eckert
Katie Hollis
Warren Bloom
Hank Fishkind

Katie Buchanan
Gabriel McKee
Gordon Mobley
Emma Gregory

Ryan Stilwell, P.E.
Jennifer Gillis
Brett Sealy
Jonathan Johnson

Second Order of Business

2B.

RESOLUTION 2021-2

**A RESOLUTION DESIGNATING OFFICERS OF THE
MARSHALL CREEK COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Marshall Creek Community Development District at a regular business meeting held on November 18, 2020 desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Janice Eggleton Davis</u>	Secretary
<u>Alan Baldwin</u>	Treasurer
<u>Stephen Bloom</u>	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS 18th DAY OF NOVEMBER, 2020.

Chairman

Janice Eggleton Davis
Secretary

Fourth Order of Business

4A.

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

TO: Marshall Creek Community Development District
Board of Supervisors

FROM: Katie S. Buchanan

RE: Updated Provisions of the District's Rules of Procedure

DATE: January 6, 2020

Please find attached to this memorandum an updated version of the Marshall Creek Community Development District's ("District's") Rules of Procedure ("Rules"). Several substantive revisions were made to maintain consistency between the Rules and the current Florida Statutes, including changes implemented in the most recent legislative session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting changes and edits are not discussed. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact me via e-mail at katieb@hgslaw.com or via phone at 850-222-7500.

Costs Associated With Public Records Requests (Pages 8–9)

Language was added to Rule 1.2(4) to reflect statutory language regarding calculation of special charges for responding to certain public records requests, and to state that the District is under no duty to produce requested records if the requestor has not paid the required costs or has outstanding charges. The language will help minimize expenses incurred by the District in responding to public records requests.

Financial Disclosure Coordination (Page 9)

Rule 1.2(7) was added to maintain consistency with legislation that was passed during the 2019 legislative session. The rule designates the Secretary as the District's Financial Disclosure Coordinator ("Coordinator") (unless the District designates otherwise by resolution) and requires the Coordinator to create, maintain, and update certain records and provide them to the Florida Commission on Ethics by certain deadlines. Each Supervisor or other Reporting Individual must notify the Coordinator in writing if there are changes to his or her name, e-mail address, or physical address, and must notify the Commission on Ethics of changes to his or her e-mail address.

Agenda and Meeting Materials (Page 11)

Rule 1.3(3) was amended to reflect statutory requirements that the agenda and meeting materials available in an electronic format, excluding confidential and exempt information, shall be

made available to the public at least seven days before a meeting, hearing, or workshop. The amended rule also clarifies circumstances in which the agenda may be amended or additional materials added after initial posting. It additionally specifies which documents constitute “meeting materials.” Documents that do not meet the definition of “meeting materials” may still be provided to the Board, but will be considered supplementary materials and are not required to be made available to the public before the meeting. Supplementary materials may include, but are not necessarily limited to, the following: financial statements, informational reports, and copies of receipts and invoices.

Flexibility for Board Authorization (Page 13)

Language was added to Rule 1.3(11) to allow the Board to waive formal approval or disapproval procedures. This will allow the Board flexibility to use different procedures when necessary and will protect the validity of the Board’s actions where there is a technical irregularity but the Board has otherwise made its decision clear.

Security and Firesafety Board Discussions (Page 14)

Rule 1.3(14) was added to reflect the fact that portions of a meeting which would reveal a security or firesafety system plan or portion thereof made confidential and exempt by Florida law are exempt from Florida’s statutory public meeting requirements. Including this rule will clarify the procedures the Board should use to ensure that confidential and exempt information is not made public.

Internal Controls to Prevent Fraud, Waste and Abuse (Page 15)

Rule 1.4 was added to reflect legislative changes enacted in the 2019 legislative session requiring special districts to establish and maintain internal controls to prevent fraud, waste, and abuse. Our office plans to work with the District Manager and auditor to develop the internal controls, which the Board will adopt in the same manner as it does policies.

Notice of Competitive Solicitation (Pages 27 and 36)

Rules 3.1(3) and 3.3(2)(c) have been amended to state that when a consultant has asked to be provided with notice of the District’s competitive solicitations, the District Manager’s failure to provide them with a copy of the notice will not give them bid protest rights or otherwise disqualify the District’s otherwise valid procurement. This will reduce the District’s exposure to potential bid protests and decrease the likelihood of a procurement being considered invalid due to a technical irregularity.

Procedure Regarding Auditor Selection (Page 31)

Language has been added to the introductory paragraph to Rule 3.2 to clarify that the District need not use the procedures set out by the Rule for audits required under Chapter 190 of the Florida Statutes but which do not meet the thresholds of Chapter 218 of the Florida Statutes.

Additionally, the requirements for composition of the Auditor Selection Committee in Rule 3.2(2) have been amended to reflect legislation passed during the 2019 legislative session. Now, at

least one individual on the Committee must be a member of the Board; the Chairperson of the Committee must be a member of the Board; and an employee, chief executive officer, or chief financial officer of the District may not be a member of the Committee but may serve in an advisory capacity.

Contract Periods (Pages 34, 56, and 59)

Rules 3.2(8)(d), 3.8(5), and 3.9(4) have been amended to set the maximum contract period for auditing services, the maximum renewal period for contracts for the purchase of goods, supplies, materials, and the maximum renewal period for contracts for maintenance services at five (5) years. This will provide greater specificity to guide contract terms.

Suspension, Revocation, or Denial of Qualification (Pages 40–42)

Rule 3.4(3) has been added to specify the procedures to be used if the District wishes to suspend, revoke, or deny a pre-qualified vendor's pre-qualified status. It specifies what constitutes good cause for such suspension, revocation, or denial; the effect of the suspension, revocation, or denial; hearing procedures the District must follow; and factors influencing the time period of the suspension, revocation, or denial.

Protest Bonds (Pages 61–62)

Rule 3.11(1)(c) has been amended to require that both the requirement for and the amount of the protest bond be disclosed in the competitive solicitation documents, and to allow the amount of the bond to be any amount within the limits imposed by Florida law.

Minor Changes

The following minor changes have also been made to the Rules:

Rule 1.1(1): This Rule has been amended to clarify requirements for Board members appointed or elected to elector seats. (Page 2).

Rule 1.1(2)(c) and (d): These Rules have been amended to include the words “at least” before the required amounts of the Secretary’s or Treasurer’s fidelity bonds or employee theft insurance policies to accommodate the possibility of greater amounts. (Page 4).

Rule 1.1(6): This Rule has been amended to include the Florida Constitution as a governing authority on voting conflicts of interest. This change reflects the recently passed Amendment 12 to the Florida Constitution. (Pages 5–6).

Rules 1.3(1)(e), (1)(d), (1)(f); and 3.2(9): These Rules were amended to allow inclusion of language substantially similar to that recited in the Rules. (Pages 10–11 and 34).

Rule 1.3(6): This Rule was amended to require the chair or vice chair to consult with the District Manager and District Counsel, if they are available, before calling an emergency meeting. (Page 12).

Rule 2.0(12)(d): This Rule has been amended to allow 90 days instead of 60 days for the Board to announce a decision on a petition for variance or waiver of its Rules. (Page 21).

Rule 3.0(3)(b): The dollar thresholds in this Rule have been increased to \$2,000,000 for a study activity when the fee for such Professional Services to the District does not exceed the increased amount of \$200,000, to reflect the current statutory thresholds. (Page 22).

Rules 3.1(4)(b), 3.6(2)(c)(ii)6., and 3.8(2)(k): The word “responsive” has been added to allow the Board to proceed with evaluating and selecting a proposal from the submissions if it receives fewer than three responsive proposals. (Pages 28, 49 and 55).

Rule 3.2(3)(b): “Understanding of scope of work” has been removed from the list of required factors used to evaluate auditing proposals. The District may still include this as an evaluation criterion if it wishes, but it is not required to do so. (Page 32).

Rule 3.2(7)(b): Language has been added to specify that if the Board does not select the highest-ranked qualified auditing firm, it must document in its records its reason for not doing so. (Page 33).

Rules 3.5(2)(e) and 3.6(2)(c)(ii)3.: “Reemployment assistance” has been added to the non-exclusive list of subjects of federal labor or employment laws of which violation may render a contractor ineligible to submit a bid, response, or proposal for a District project. (Pages 44 and 48).

Rule 3.11(6): Language was added specifying that the District may reject all qualifications, proposals, replies, or responses and start the competitive solicitation process anew if all of the bids, proposals, replies, and responses are too high. (Page 63).

**RULES OF PROCEDURE
MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF _____, 2020

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Rule 1.0 General.

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

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

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

Rule 1.1 Board of Supervisors; Officers and Voting.

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

to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

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

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
 - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

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

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

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

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

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

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

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

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

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

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

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

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

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

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. “General circulation” means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: “Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (____) _____. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office.”
 - (e) The following or substantially similar language: “A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.”

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

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

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

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

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

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

litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

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

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

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

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

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.
- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
- (b) All notices given for a proposed rule;
- (c) Any statement of estimated regulatory costs for the rule;
- (d) A written summary of hearings, if any, on the proposed rule;
- (e) All written comments received by the District and responses to those written comments; and
- (f) All notices and findings pertaining to an emergency rule.

(11) Petitions to Challenge Existing Rules.

- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
- (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;

- (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variations and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions

raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

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

- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

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

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

Rule 3.0 Competitive Purchase.

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

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

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.

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

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

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

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

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

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

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

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

(4) Competitive Selection.

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

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (5) Competitive Negotiation.
- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
 - (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
 - (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
 - (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

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

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

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

Rule 3.2 Procedure Regarding Auditor Selection.

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

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

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

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

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

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

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

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

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

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee

determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

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

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

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

insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

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

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

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

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

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

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

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

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

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

(3) Suspension, Revocation, or Denial of Qualification

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

- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
 - viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
 - ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
 - x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
 - xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
 - xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

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

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

Rule 3.5 Construction Contracts, Not Design-Build.

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

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

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

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

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

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

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

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

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

Rule 3.6 Construction Contracts, Design-Build.

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

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.

2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

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

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

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

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if **the proposals are too high**, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the

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

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

Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

- (5) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

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

Rule 3.7 Payment and Performance Bonds.

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

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

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

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

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

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

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

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

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

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

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

purchase of the goods, supplies, and materials without further competitive selection processes.

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

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

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

Rule 3.9 Maintenance Services.

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

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

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

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

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

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

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

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

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

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

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

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

(1) Filing.

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

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

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

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

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

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

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

Rule 4.0 Effective Date.

These Rules shall be effective _____, 20__, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

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

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

4Ai.

RESOLUTION 2021-03

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED this 18th day of November, 2020.

ATTEST:

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

Secretary

Chairman, Board of Supervisors

Exhibit A: Rules of Procedure

EXHIBIT A:
RULES OF PROCEDURE

4B

4Bi

RESOLUTION 2021-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT ADOPTING RATES REGARDING SERVICES IN RESPONSE TO GATE STRIKES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Marshall Creek Community Development District (“District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in St. Johns County, Florida; and

WHEREAS, Chapters 190 and 120, Florida Statutes, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and defray costs of operation and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the District owns certain security infrastructure including gates (“Gates”); and

WHEREAS, from time to time, the Gates are struck by vehicles, bicycles or pedestrians; and

WHEREAS, oftentimes a gate strike results in physical damage for which the District must fund repairs; and

WHEREAS, each time a Gate is struck, the District incurs a loss of staff resources which can vary depending on the circumstances; and

WHEREAS, after providing notice pursuant to Florida law, and after holding a public hearing thereon, the Board of Supervisors (“Board”) finds that it is in the best interests of the District and necessary for the efficient operation of the District to adopt by resolution a rate range related to services in response to Gate strikes, attached hereto as **Exhibit A** and incorporated herein by this reference, for immediate use and application (“Rate Range”); and

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

SECTION 1. The above stated recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. The Rate Range as set forth in **Exhibit A** is hereby adopted pursuant to this resolution as necessary for the conduct of District business. The General Manager shall have the discretion to charge a rate within the Rate Range taking into consideration the staff time, labor and effort required to remedy the Gate strike in each particular circumstance. The rate charged shall be in addition to the actual costs of repair of the physical damage caused by the Gate strike, if any.

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

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

PASSED AND ADOPTED this 18th day of November, 2020.

ATTEST:

**MARSHALL CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairperson, Board of Supervisors

Exhibit A: Rate Range

Exhibit A

Category	Proposed Rate/Fee
Service Rate Range for Gate Strikes	\$50-250, plus actual damages

4C.

4Ci

RESOLUTION 2021-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED RATES REGARDING THE USE OF DISTRICT AMENITY FACILITIES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Marshall Creek Community Development District (“District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in St. Johns County, Florida; and

WHEREAS, Chapters 190 and 120, Florida Statutes, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and defray costs of operation and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the District previously adopted its *Amenity Centers, Tolomato River Boardwalk, Athletic Parks and Community Parks Policies*, last revised February 20, 2019, regarding the use of the District’s amenity facilities (“Amenity Center Policies”); and

WHEREAS, after providing notice pursuant to Florida law, and after holding a public hearing thereon, the Board of Supervisors (“Board”) finds that it is in the best interests of the District and necessary for the efficient operation of the District to adopt by resolution amended rates related to the use of the District’s amenity facilities, attached hereto as **Exhibit A** and incorporated herein by this reference, for immediate use and application (“Amended Rates”); and

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

SECTION 1. The above stated recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. The Amended Rates as set forth in **Exhibit A** are hereby adopted pursuant to this resolution as necessary for the conduct of District business. The Board hereby eliminates the ability to rent the Pavilion and the corresponding rental fee and deposit. The remaining rates shall remain in full force and effect until otherwise amended or rescinded by the Board.

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

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

PASSED AND ADOPTED this 18th day of November, 2020.

ATTEST:

**MARSHALL CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended Rates

Exhibit A

Category	Proposed Rate/Fee
Rental of Open-Air Pavilion	\$400 for 4 hours; \$1,000 deposit

Fifth Order of Business

**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, October 21, 2020 at 4:00 p.m. at Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida and via teleconference.

Present and constituting a quorum were:

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

Also present were:

Janice Eggleton Davis	District Manager
Michael Eckert, Esq.	District Counsel
Ryan Stilwell, P.E.	District Engineer (via phone)
Katie Hollis	General Operations Manager
Members of the Public (via phone)	

The following is a summary of the discussions and actions taken at the October 21, 2020 Marshall Creek Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

- The meeting was called to order.
- Roll call – all Supervisors present.

SECOND ORDER OF BUSINESS

Audience Comments

- Mr. Doug Senecal noted he was attending to participate in the discussion for the Palencia Live/Work Units request.
- Mr. Evan Williams inquired if they would be allowed to speak during Supervisors' Requests.
 - Ms. Davis noted this was the opportunity for the public to participate.
 - Mr. Evan Williams addressed the Proposed Joint POA/CDD Tree/Sidewalk Policy and architectural guidelines.

October 21, 2020

Marshall Creek CDD

- Ms. Mary Pat Stritof addressed an easement request from Sweetwater Creek CDD for electrical improvements noting the information in the agenda package did not include the location.
 - Mr. Eckert noted they were waiting for an exhibit that was delayed.
 - Ms. Stritof noted she wanted to express their concerns of the location on behalf of the Vale Drive residents.

THIRD ORDER OF BUSINESS**Approval of Minutes of the September 16, 2020 Meeting**

- Discussion followed on the minutes with it being noted the Board would like them less detailed and more attention paid to grammar. Such edits will be made to the final approved minutes.
- Ms. Moss requested a comment on page four be removed as she did not ask that speeders' names be included. Ms. Davis noted the minutes correctly state what Dr. Entman said.
- Ms. Moss addressed the \$50 minimum to \$250 maximum and inquired if there would be a scale put in place during the rate hearing.
 - Ms. Davis noted during the rate hearing they will they will be able to, but for the published ad, the range was included for the public to know what the Board was considering.
 - Mr. Eckert noted if a range was set, they could change the fee without having to have a rate hearing if the fee remained within the range.

On MOTION by Mr. Riley seconded by Mr. Raybuck, with all in favor, the minutes of the September 16, 2020 meeting were approved as amended.

A. Discussion of Open Items

- Discussion followed on Well #4 with Ms. Hollis noting it had been permitted and they could now move forward with the drilling.

FOURTH ORDER OF BUSINESS**Engineer's Report**

- Mr. Stilwell noted he had no report today.
- Mr. Riley inquired about dedicating the roads to the county.

October 21, 2020

Marshall Creek CDD

- Dr. Entman reported he had been trying to reach Commissioner Jeremiah Blocker to discuss it.
- Paving Palencia Village Drive was tabled at the September meeting to be discussed at the November meeting.

FIFTH ORDER OF BUSINESS**General Manager's Operations Report****A. Traffic Report & SJCSO Roving Patrol Violation Log**

- Mr. Riley reviewed the traffic reports and addressed questions of whether they were having an impact on speeders.
- Discussion followed on the reports, speeding and including the speeds for the warnings/citations. Ms. Hollis noted they would be included beginning next month.

B. FEMA Update

- Ms. Hollis reported Ms. Heath had provided a report which was included in the agenda package noting there was still about \$12,000 outstanding.
- Ms. Hollis reviewed the General Manager's Operations Report.
- Mr. Hoffman addressed renovations that had been budgeted, noting the logical time to do the work was in the winter when the pool is closed.
- Discussion followed on the project with Dr. Entman requesting the spec be provided to the Board.
- Mr. Hoffman, Mr. Riley and Ms. Moss were in favor of starting the project now.
- Mr. Riley inquired about Spanish Marsh for the sewage connection.
 - Mr. Eckert noted he was aware of the issue and he knew the District sent a letter, but he did not know if there had been any follow up.
 - Ms. Hollis further addressed the Spanish Marsh issue and discussion followed with it being noted they had been waiting on paperwork from the resident for 18 months.
- Ms. Hollis addressed the request to start the preparations for annual Camp Boggy Creek Tennis tournament. Discussion ensued.
- The consensus of the Board was to continue with the Camp Boggy event subject to safety protocols.
- Ms. Hollis addressed keeping the pool and veranda open year-round.

October 21, 2020

Marshall Creek CDD

- Mr. Eckert noted they can do so without lifeguards as long as they have the appropriate signage.
- Discussion continued on keeping the pool open.
- Ms. Davis requested a motion for the tennis charity event.

On MOTION by Mr. Hoffman seconded by Mr. Raybuck, with all in favor, the Camp Boggy Creek Tennis Tournament / Charity Event was approved.

SIXTH ORDER OF BUSINESS

District Manager’s Report

There being no report, the next item followed.

SEVENTH ORDER OF BUSINESS

Attorney’s Report

A. Consideration of Resolution 2021-1 – Registered Agent

- Mr. Eckert outlined Resolution 2021-1 noting Mr. Johnson was currently the registered agent and the resolution would change it to Mr. Eckert.

On MOTION by Mr. Hoffman seconded by Ms. Moss, with all in favor, Resolution 2021-1 a resolution of the Board of Supervisors of the Marshall Creek Community Development District authorizing, and approving change of designated Registered Agent was adopted.

B. Consideration of Settlement of Dean v. Marshall Creek Community Development District and Aaron Albold, Cheryll Albold, Case No. CA20-0765

- Mr. Eckert noted he had provided a brief memo which was included in the agenda package and he outlined the settlement, noting it included no admission of liability and no expenditure of District funds.

On MOTION by Mr. Hoffman seconded by Mr. Riley, with all in favor, to consent to and approve the settlement of the case of *Dean v. Marshall Creek Community Development District and Aaron Albold, Cheryll Albold*, Case No. CA20-0765, under the terms outlined at this meeting was approved.

C. Consideration of Sweetwater Creek Easement for Electrical Improvements

- Mr. Eckert noted the Sweetwater Creek request for an easement to run some electrical work was provided to him. He planned to work on it with District Counsel for SCCDD.

October 21, 2020

Marshall Creek CDD

Unfortunately, he had passed away last week so it had been delayed. He would work with Ms. Hollis and today, the Board could either approve the form and designate a Board member to approve the final location, or they could deal with it at the next meeting.

- Discussion followed on the location of the lighting with Ms. Hollis noting it was at North Loop and Ensenada in order to install a streetlight on SCCDD property.

On MOTION by Mr. Hoffman seconded by Ms. Moss, with all in favor, the Sweetwater Creek easement for electrical improvements was approved in form pending District Counsel and Chairman finalizing with SCCDD.

- Mr. Eckert reported the Governor's Executive Order that allowed for virtual meetings was set to expire on November 1st. They would probably know the day before whether it was extended or not.
 - Ms. Davis inquired if there is no extension would they be able to have the audience participate by phone because of CDC guidelines regarding capacity and safety.
 - Mr. Eckert noted it may be a little different format. They would need to look at it in terms of occupancy when everybody is six feet apart.

EIGHTH ORDER OF BUSINESS**Supervisors' Requests****A. Tennis Guest Policy (Supervisor Hoffman)**

- Mr. Hoffman addressed letting teams in, noting it is inconsistent to not let residents bring guests. He felt they should allow guests and leave it to management with regard to whether they wanted signed waivers, taking temperatures and such.
 - Discussion continued on allowing guests for tennis and the pool with the consensus reached to allow management to implement changes as they saw fit.

B. Proposed Joint POA/CDD Tree/Sidewalk Policy (Supervisor Hoffman)

- Mr. Hoffman addressed the discussion at the last meeting of the POA wanting to meet with a CDD Board member and/or District Counsel and he was designated as that person. He spoke with Mary Pat Stritof, Dan Dickman and Bo Hofstead, trying to get some communication going between the two Boards and an understanding of who is going to do what. He addressed the proposed policy he had drafted, a copy of which was included in the agenda package.

October 21, 2020

Marshall Creek CDD

- Discussion followed on the proposed policy with the outcome being Mr. Hoffman would share the proposed policy with the POA at their next meeting.

C. Landscaping and Sidewalk Maintenance for Live/Work Units on Market Street (Supervisor Hoffman)

- Ms. Hollis reported they received a letter from an attorney with regard to the landscape and sidewalk maintenance for the live/work units and noted her recommendation was for Mr. Eckert to respond for the CDD.
- Mr. Eckert noted it encompassed pavers, sidewalks and landscaping. He noted he had read the letter and done a cursory review. There are multiple sets of Covenants and Restrictions that affect the land. He would like to engage with the attorney before he could finalize his opinion to the Board.
- Mr. Riley noted this could possibly be his last meeting if he was not reelected. He noted it had been his greatest pleasure to work with all of them. It had been tremendous for him to say he had sat with a community of people who were interested in its community, professional people from each aspect of it from whether it was looking at the roads or just talking about playing tennis. He had truly enjoyed himself and thanked them for the opportunity to have served with them.
- Mr. Raybuck noted it had been a privilege and an honor. He was astounded at what they had been able to accomplish – new maintenance building, splash pad - to think they had so little land left to do anything with, and they had been able to accomplish so much. Everyone had been very congenial to work with, even if there had been a difference of opinion, it was always with the best intentions of Palencia in mind.

NINTH ORDER OF BUSINESS

**Acceptance of the September 2020
Financial Statements and Approval of the
September 2020 Check Register and
Invoices**

- Mr. Raybuck noted they once again ended the year under budget which is wonderful management of not only the staff but everyone else.
- Dr. Entman inquired if Ms. Davis is in contact with Ms. Jill Burns for SCCDD financial statements.

October 21, 2020

Marshall Creek CDD

- Ms. Davis noted for the true-up she works with Ms. Burns, her accountant and the District's accountant, but for routine financial statements, no.
- Dr. Entman addressed the true-up coming late every year and it would be nice to do it under the terms the true-up is supposed to be done, which is by January 1st.
- Dr. Entman requested if there will be a delay, they be informed of what that is, so they could try to comply with the agreements they have made.

On MOTION by Mr. Raybuck seconded by Mr. Riley, with all in favor, the September 2020 financial statements were accepted, and the September 2020 check register and invoices were approved.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business,

Ms. Moss MOVED to adjourn and with all in favor, the meeting adjourned.

Janice Eggleton Davis
Secretary

Howard Entman
Chairman

Seventh Order of Business

Marshall Creek CDD

Operations Report for November CDD Meeting

Administration:

- **COVID-19** updates
 - Currently, the pools are open at 100% capacity with no reservation needed. Two guest per household are permitted as of November 1. Management will keep the family pool and adult pool open year-round for our residents.
 - Guests will be permitted at our Tennis Facilities starting November 1.
 - A COVID-19 waiver has been created by legal and is required to be on file for every guest that utilizes the facility.
 - Ongoing: Historical programs (league play and swim team) resumed in mid-September with stipulations. COVID Waivers, created by legal counsel, are being completed by all participants. Operating seamlessly.
 - Ongoing: Limited Group fitness classes resumed in mid-September (residents only). Operating seamlessly.
 - The Amenity Building is still closed. We will continue to monitor its re-opening. All services are continuing to be accomplished by appointment only.
 - Attended daily zoom meetings to discuss COVID-19 updates, best practices and procedures arises with FirstService Residential leadership and managers.
 - Attended bi-weekly large lifestyle community meeting to share what each similar community is doing during this time.
 - Amenity plans are reviewed weekly for potential changes. Sweetwater Creek is included in this weekly review. Biggest changes include facemask being strongly encouraged, but not required and guest returning to the facilities.
- Evaluating our 2019-2020 accomplishments, along with 2020-2021 vision/goals.
- We have initiated our workers compensation audit with Zenith (our carrier). This is conducted annually.
- Meetings held with SJC, SJRWMD and multiple contractors regarding street tree removal required processes.
- Website audit conducted and required changes completed. This audit is completed quarterly.
- Golf Cart safety training is being help for all pertinent employees. This will occur throughout the month of November.
- All departments continued to be fully staffed and operating.
- Lake and Pond Remediation reports are **attached** for the month of October.
- Weekly staff meeting held with the CDD department heads (virtual).
- Bi-weekly landscaping ride is occurring alone. A list is being communicated to Jim.
- Bi-weekly engineering ride is occurring alone. A list is being communicated to Shane.

- SJSO schedule created and communicated to our scheduler for the month of November. SJSO Violation log and back-up reports for October are **attached** for you to reference.
- Speed signs have been moved to Sebastian Square for the first half of their 60-day cycle.
- Radar sign speed data is **attached** for the month of October.

Amenities Report from Erin:

- 2020-2021 annual event and project big picture planning for the upcoming 12-months.
- Monthly review of surrounding lifestyle community events and projects.
- Held successful Outdoor Movie at the Sweetwater Fitness Center field on October 23rd.
- Multiple Food Truck Fridays were held for the District. These events are being enjoyed by our residents while social distancing is being accomplished.
- Continued planning for the Drive in Movie on November 20th.
- Planning continued for the Tree Lighting on Friday, December 4th.
- Ongoing: weekly memos are sent out to staff to keep them updated of all new policies and procedures.
- I am currently working with Precision Imaging to have the mammogram bus visit in December.
- Communicated and worked with contractors for upcoming events.

Sweetwater:

- We had a successful Outdoor movie behind the Fitness Center. Food Trucks and Live music were on site and enjoyed by all.
- Swim Practice time changed to allow for resident swimming during practice. We have reverted to our pre-Covid practice times. Residents will always have access to two lanes during practice.
- Repairs on equipment both cardio and strength. Cardio equipment has needed new decks, belts, and motor upgrades. Strength equipment had pads and covers replaced.
- SignUp Genius continued for Group Fitness. We now offer 30 classes a week at the Fitness Center.
- Stringent cleaning continued throughout the day and during our closings
- Monitoring, editing, deleting and notices sent occurred daily through SignUp Genius
- The gym is at full capacity. We have provided dividers between each piece of cardio equipment to accommodate any increased volume. There are three pieces of cardio

equipment in the Child Watch room. The rower there is frequently used. The pieces are there to allow us to create more space between the cardio equipment in the gym and to have a space for those that need more space to feel comfortable when working out.

- Temperature checks for all residents continue

E-Blast sent to our residents with the following topics:

- Marshall Creek CDD Updates and Reminders
- COVID-19 Updates/Amenity Openings

Gates:

- 2 Gate incidents for the month of October (1 vehicle and 1 golf cart).
- Monthly conference call with account manager to ensure all post orders are being followed and any misc. items are addressed if needed.

Engineering report from Shane:

- Pressure washing of community.
- Grinding/ scarifying and replacement of sidewalks.
- Retro fitted all lighting in the aerobics room at Sweetwater with LED tube lighting and dimmer switches.
- Painted and added reflective material to all curb ends on the main entrance on Palencia Village Drive.
- Replaced all up lighting and wiring on Village Green in house, including refurbishing the lights within the fountain. (See attachments).
- Ongoing sidewalk replacements.
- Complete inspection and replacement of needed parts (mainly electrical connections) on 25 ft Christmas tree.
- Repairs on South loop fencing.
- Street sign replacement.
- Tennis trench clean out.
- Sourced material for Village Green gazebo replacement tile and handrails.
- The engineering dept completed 32 FMX request's and 10 planned maintenance tasks.

Landscape report from Jim:

- Plant protectant to all Bermuda turf.
- Plant protectant to areas of St Augustine turf showing signs of insect pressure.
- Fertilized all Bermuda turf.
- Preventative application to St Augustine turf ahead of brown patch disease.
- Spraying turf and bed weeds. Ongoing.
- Installed new plant material at Treehouse Park, Sweetwater, Amenities center, and tennis facility.
- Prepped Village Green and installed new Bermuda turf grass.
- Replaced a bad GPRS at the Village Green irrigation controller.
- Repaired a 4" irrigation mainline break on South Loop Pkwy.
- Replaced a bad GPRS at the Mission Park irrigation controller.
- Repaired a 1" irrigation mainline break at Cypress Crossing.
- Repaired four 1" zone line breaks at Village Green.
- Successfully located multiple valves on the Main Entry.
- Repaired a 2" irrigation valve at Village Lakes West.
- Replaced 2 irrigation solenoids on the Main Entry.
- Replaced an irrigation solenoid on South Loop Pkwy.
- Replaced an irrigation master modular on North Loop Pkwy.

Legal:

- Counsel has completed two legal opinions. The opinions cover sidewalks and street trees.
- Letter received from Palencia Live/Work Townhomes to the CDD regarding maintenance.
- Billing for the plumbing disconnect on Spanish Marsh.

Notable Issues:

- Street trees have been identified that are heavily damaging our infrastructure (curb, street, and sidewalk).
- Well 4 replacement has been approved by permitting. Currently, we are coordinating with Partridge and the electrician to begin the process.

Projects:

- **COMPLETED:** Village Green is being audited by Landscaping and Engineering. Sod replacement is scheduled for mid-October along with all up lighting being repaired/replaced.

- **COMPLETED:** Audit of the White Castle Fence. 4 panels were fixed along with a large homeless camp removed.
- LED Lights have been ordered for the final two tennis courts along with the modified brackets. Once received our engineering team will install them in-house.
- Continues to be at powder coating still because of COVID: Village Green fence replacement by Old City Iron Works. **UPDATE: The cost of the fence is approximately \$42K, we have paid \$32K to date. The fence is completed, but the vendor now does not have the laborers to install. The vendor would like to not charge us the remaining \$10K and have us do the installation ourselves. We have communicated to the vendor that he has 14-days to return our funds or find laborers to finish the contract. As a result of core drilling being involved, I want the warranty of installation from the vendor.**
- When the RaceTrac gas station is completed all entry, street lines (white lines) on Palencia Village Drive will be re-painted with the beads for high visibility. Ryan S. is putting together a site plan for me to use in obtaining bids on restriping Palencia Village Drive from US1 up to recent rehab project. **Update: We have received two quotes: 1. To replace the lines, 2. To resurface the pavement from US1 to the new surfacing on Palencia Village Drive, which would include the lines. Both quotes attached also include the addition of the crosswalk on South Loop before the South Loop guard house. The recommendation from Prosser any myself is to resurface the asphalt.**

Tennis:

- We are in the process of setting up USTA teams to begin after the first of the year...Trying to see what interest level we may have.
- Looking for dates on when to have Courts 5 & 6 completely resurfaced...The weather has been a big factor and we have had to move the date three times.
- Jim's team have updated some of the flowers around the grounds and they look SUPER.
- Putting together our Holiday Specials for the month of December...Lesson PKG, Clinics PKG, Shop discounts on Logo Wear and Ball Machine rentals.

KATIE HOLLIS, LCAM

Marshall Creek CDD General Manager

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7A.

MCCDD Board Supervisors "SPEEDERS" Report

Going Out October 2020

Rank	MPH	Radar Sign Location	Date of MPH	Day of the Week	Time of Recorded Speeder	Yes/No SJSO
1	39	S End Street Going Out	17-Oct	Saturday	1:00:00 AM	Yes
2	34	S End Street Going Out	5-Oct	Monday	3:00:00 PM	No
3	34	S End Street Going Out	19-Oct	Monday	6:30:00 AM	No
4	31	S End Street Going Out	16-Oct	Friday	11:30:00 PM	Yes
5	30	S End Street Going Out	9-Oct	Friday	12:30:00 PM	Yes
6	30	S End Street Going Out	21-Oct	Wednesday	10:00:00 PM	No
7	29	S End Street Going Out	5-Oct	Monday	4:30:00 PM	No
8	29	S End Street Going Out	7-Oct	Wednesday	4:00:00 PM	No
9	29	S End Street Going Out	10-Oct	Saturday	3:00:00 PM	Yes
10	29	S End Street Going Out	24-Oct	Saturday	7:00:00 PM	Yes
11	29	S End Street Going Out	28-Oct	Wednesday	6:30:00 PM	Yes
12	28	S End Street Going Out	1-Oct	Thursday	8:00:00 AM	Yes
13	28	S End Street Going Out	3-Oct	Saturday	11:30:00 AM	Yes
14	28	S End Street Going Out	7-Oct	Wednesday	11:30:00 PM	No
15	28	S End Street Going Out	13-Oct	Tuesday	4:30:00 PM	Yes
16	28	S End Street Going Out	19-Oct	Monday	1:00:00 PM	No
17	28	S End Street Going Out	23-Oct	Friday	6:00:00 PM	Yes
18	28	S End Street Going Out	27-Oct	Tuesday	2:00:00 PM	Yes
19	27	S End Street Going Out	1-Oct	Thursday	11:30:00 AM	Yes
20	27	S End Street Going Out	4-Oct	Sunday	2:00:00 PM	Yes
21	27	S End Street Going Out	4-Oct	Sunday	6:30:00 PM	Yes
22	27	S End Street Going Out	5-Oct	Monday	3:30:00 PM	No
23	27	S End Street Going Out	9-Oct	Friday	10:00:00 AM	Yes
24	27	S End Street Going Out	15-Oct	Thursday	12:00:00 AM	Yes
25	27	S End Street Going Out	17-Oct	Saturday	3:00:00 PM	Yes
26	27	S End Street Going Out	18-Oct	Sunday	12:00:00 PM	No
27	27	S End Street Going Out	18-Oct	Sunday	5:00:00 PM	No
28	27	S End Street Going Out	18-Oct	Sunday	5:30:00 PM	No
29	27	S End Street Going Out	19-Oct	Monday	12:00:00 PM	No
30	27	S End Street Going Out	19-Oct	Monday	12:30:00 PM	No
31	27	S End Street Going Out	19-Oct	Monday	1:30:00 PM	No
32	27	S End Street Going Out	20-Oct	Tuesday	3:30:00 PM	Yes
33	27	S End Street Going Out	21-Oct	Wednesday	12:00:00 PM	No

Going Out October 2020

34	27	S End Street Going Out	28-Oct	Wednesday	3:30:00 PM	Yes
35	27	S End Street Going Out	28-Oct	Wednesday	6:00:00 PM	Yes
36	26	S End Street Going Out	2-Oct	Friday	2:30:00 PM	Yes
37	26	S End Street Going Out	2-Oct	Friday	8:00:00 PM	Yes
38	26	S End Street Going Out	3-Oct	Saturday	11:00:00 AM	Yes
39	26	S End Street Going Out	4-Oct	Sunday	5:00:00 PM	Yes
40	26	S End Street Going Out	5-Oct	Monday	2:30:00 PM	No
41	26	S End Street Going Out	7-Oct	Wednesday	4:30:00 PM	No
42	26	S End Street Going Out	7-Oct	Wednesday	8:30:00 PM	No
43	26	S End Street Going Out	8-Oct	Thursday	11:30:00 AM	Yes
44	26	S End Street Going Out	10-Oct	Saturday	11:30:00 AM	Yes
45	26	S End Street Going Out	10-Oct	Saturday	3:30:00 PM	Yes
46	26	S End Street Going Out	11-Oct	Sunday	2:00:00 PM	Yes
47	26	S End Street Going Out	11-Oct	Sunday	3:00:00 PM	Yes
48	26	S End Street Going Out	11-Oct	Sunday	5:30:00 PM	Yes
49	26	S End Street Going Out	13-Oct	Tuesday	6:30:00 PM	Yes
50	26	S End Street Going Out	14-Oct	Wednesday	4:30:00 PM	No
51	26	S End Street Going Out	15-Oct	Thursday	3:00:00 PM	Yes
52	26	S End Street Going Out	15-Oct	Thursday	6:30:00 PM	Yes
53	26	S End Street Going Out	16-Oct	Friday	2:00:00 AM	Yes
54	26	S End Street Going Out	16-Oct	Friday	6:30:00 PM	Yes
55	26	S End Street Going Out	16-Oct	Friday	9:30:00 PM	Yes
56	26	S End Street Going Out	17-Oct	Saturday	8:30:00 AM	Yes
57	26	S End Street Going Out	19-Oct	Monday	7:30:00 PM	No
58	26	S End Street Going Out	19-Oct	Monday	10:00:00 PM	No
59	26	S End Street Going Out	20-Oct	Tuesday	4:30:00 PM	Yes
60	26	S End Street Going Out	22-Oct	Thursday	11:30:00 PM	Yes
61	26	S End Street Going Out	23-Oct	Friday	9:00:00 AM	Yes
62	26	S End Street Going Out	24-Oct	Saturday	1:30:00 PM	Yes
63	26	S End Street Going Out	25-Oct	Sunday	5:30:00 PM	Yes
64	26	S End Street Going Out	25-Oct	Sunday	6:00:00 PM	Yes
65	26	S End Street Going Out	27-Oct	Tuesday	11:30:00 AM	Yes
66	26	S End Street Going Out	28-Oct	Wednesday	9:00:00 PM	Yes
67	26	S End Street Going Out	29-Oct	Thursday	12:00:00 AM	No

Going Out October 2020

68	26	S End Street Going Out	29-Oct	Thursday	2:30:00 PM	No
69	25	S End Street Going Out	3-Oct	Saturday	5:00:00 PM	Yes
70	25	S End Street Going Out	5-Oct	Monday	5:00:00 PM	No
71	25	S End Street Going Out	6-Oct	Tuesday	6:00:00 PM	Yes
72	25	S End Street Going Out	6-Oct	Tuesday	6:30:00 PM	Yes
73	25	S End Street Going Out	7-Oct	Wednesday	2:30:00 PM	No
74	25	S End Street Going Out	7-Oct	Wednesday	8:00:00 PM	No
75	25	S End Street Going Out	8-Oct	Thursday	12:30:00 AM	Yes
76	25	S End Street Going Out	8-Oct	Thursday	5:30:00 PM	Yes
77	25	S End Street Going Out	8-Oct	Thursday	9:00:00 PM	Yes
78	25	S End Street Going Out	9-Oct	Friday	8:00:00 PM	Yes
79	25	S End Street Going Out	10-Oct	Saturday	4:30:00 PM	Yes
80	25	S End Street Going Out	12-Oct	Monday	9:30:00 AM	Yes
81	25	S End Street Going Out	13-Oct	Tuesday	11:30:00 AM	Yes
82	25	S End Street Going Out	14-Oct	Wednesday	8:00:00 AM	No
83	25	S End Street Going Out	14-Oct	Wednesday	2:00:00 PM	No
84	25	S End Street Going Out	14-Oct	Wednesday	10:30:00 PM	No
85	25	S End Street Going Out	15-Oct	Thursday	4:00:00 PM	Yes
86	25	S End Street Going Out	15-Oct	Thursday	8:00:00 PM	Yes
87	25	S End Street Going Out	17-Oct	Saturday	2:00:00 PM	Yes
88	25	S End Street Going Out	18-Oct	Sunday	1:00:00 PM	No
89	25	S End Street Going Out	19-Oct	Monday	10:00:00 AM	No
90	25	S End Street Going Out	19-Oct	Monday	11:30:00 AM	No
91	25	S End Street Going Out	21-Oct	Wednesday	3:00:00 PM	No
92	25	S End Street Going Out	21-Oct	Wednesday	3:30:00 PM	No
93	25	S End Street Going Out	21-Oct	Wednesday	4:30:00 PM	No
94	25	S End Street Going Out	21-Oct	Wednesday	8:30:00 PM	No
95	25	S End Street Going Out	22-Oct	Thursday	1:30:00 PM	Yes
96	25	S End Street Going Out	23-Oct	Friday	7:30:00 PM	Yes
97	25	S End Street Going Out	24-Oct	Saturday	4:30:00 PM	Yes
98	25	S End Street Going Out	24-Oct	Saturday	7:30:00 PM	Yes
99	25	S End Street Going Out	25-Oct	Sunday	11:30:00 AM	Yes
100	25	S End Street Going Out	27-Oct	Tuesday	7:30:00 PM	Yes
101	25	S End Street Going Out	28-Oct	Wednesday	2:00:00 PM	Yes

Going Out October 2020

102	25	S End Street Going Out	28-Oct	Wednesday	4:30:00 PM	Yes
103	25	S End Street Going Out	29-Oct	Thursday	1:00:00 AM	No
104	25	S End Street Going Out	29-Oct	Thursday	11:30:00 AM	No
105	25	S End Street Going Out	29-Oct	Thursday	1:00:00 PM	No

**MCCDD Board Supervisors "SPEEDERS" Report: Going Out
October 2020**

Date	Vehicle Count	# of Violators	Top Speed	Day of the Week	Violators to Total Vehicles	SJSO Comments
10/1/2020	137	54	28	Thursday	39%	2 written warnings for stop sign violations.
10/2/2020	135	61	26	Friday	67%	1 verbal warning for 14 y/o driving LSV w/o ID, 2 verbal warnings for stop sign violations, and 1 written warning for excessive speed (34/25).
10/3/2020	146	67	28	Saturday	46%	1 written warning for stop sign violation and 1 verbal (36/30) and 7 written warnings for excessive speed (39/30, 42/30, 37/30, 37/30, 39/30, 39/30 and 45/30).
10/4/2020	62	26	27	Sunday	42%	1 verbal warning for vehicle double parked and 1 written warning for stop sign violation.
10/5/2020	74	33	34	Monday	45%	N/A
10/6/2020	87	34	25	Tuesday	39%	1 verbal warning for 14 y/o driving LSV w/o ID, 2 verbal warnings for stop sign violations, and 3 written warning for excessive speed (34/25, 36/25, 36/25).
10/7/2020	121	62	29	Wednesday	51%	N/A
10/8/2020	104	38	26	Thursday	37%	1 verbal warning for driver stopping in middle of roadway to text.
10/9/2020	95	41	30	Friday	43%	1 verbal warning for stop sign violation and 1 verbal warning for golf cart with kids hanging off of cart.
10/10/2020	106	52	29	Saturday	49%	no violations
10/11/2020	91	46	26	Sunday	51%	1 verbal warning for excessive speed (37/25) and 1 verbal warning for driving w/o headlights.
10/12/2020	66	16	25	Monday	24%	3 verbal and 2 written warnings for stop sign violations and 2 citations for vehicles parked wrong way on street.
10/13/2020	100	37	28	Tuesday	37%	3 verbal warnings for stop sign violations.
10/14/2020	121	54	26	Wednesday	45%	N/A
10/15/2020	106	43	27	Thursday	41%	2 verbal warnings for stop sign violations.
10/16/2020	101	42	31	Friday	42%	1 verbal warning for 15 y/o driving golf cart w/o ID, 2 written warnings for excessive speed and 2 verbal warnings and 1 citation for stop sign violations.
10/17/2020	101	47	39	Saturday	47%	1 verbal warning (37/25) for excessive speed and 1 verbal warning to a juvenile driving a golf cart with kids hanging off of cart.
10/18/2020	108	48	27	Sunday	44%	N/A
10/19/2020	129	68	34	Monday	53%	N/A
10/20/2020	112	52	27	Tuesday	46%	1 verbal(32/25) and 1 written (36/25) warning for excessive speed. 2 written warnings for stop sign violations.
10/21/2020	135	53	30	Wednesday	39%	N/A
10/22/2020	105	40	26	Thursday	38%	1 written(39/30) warning for excessive speed, 2 verbal warnings for LSV driving on PVD w/o tags, 1 verbal warning for 15 y/o on golf cart w/o ID and stop sign violation, 1 written warning for stop sign violation.
10/23/2020	131	55	28	Friday	42%	8 written warnings for no insurance and no drivers license. 1 citation issued for driving 10 miles over posted speed limit.
10/24/2020	123	48	29	Saturday	39%	2 verbal warnings for excessive speed and 1 verbal warning issued for driving golf cart w/o lights.
10/25/2020	97	39	26	Sunday	40%	1 verbal warning (38/25) for excessive speed, 1 verbal warning for stop sign violation and 1 verbal for driving golf cart on and off roadway.
10/26/2020	79	15	23	Monday	19%	N/A

**MCCDD Board Supervisors "SPEEDERS" Report: Going Out
October 2020**

10/27/2020	90	44	28	Tuesday	49%	1 verbal warning for a juvenile for a stop sign violation and 1 verbal warning for improper parking of trailer obstructing traffic.
10/28/2020	115	56	29	Wednesday	49%	1 verbal (32/25) and 1 written (35/25) for excessive speed, 2 written warnings for stop sign violation and 1 citation (36/25) for excessive speed.
10/29/2020	122	45	27	Thursday	37%	N/A
10/30/2020	26	5	31	Friday	19%	2 verbal warnings for 14 y/o driving golf cart w/o ID, 1 verbal (37/30) and 4 written (35/25, 35/25,36/25, 37/25) warnings for excessive speed.
10/31/2020				Saturday		no violations

MCCDD Board Supervisors "SPEEDERS" Report

Going In October 2020

Rank	MPH	Radar Sign Location	Date of MPH	Day of the Week	Time of Recorded Speeder	Yes/No SJSO
1	57	S End Street Going In	14-Oct	Wednesday	11:00:00 AM	No
2	51	S End Street Going In	16-Oct	Friday	5:00:00 PM	Yes
3	45	S End Street Going In	9-Oct	Friday	11:00:00 AM	Yes
4	45	S End Street Going In	12-Oct	Monday	11:30:00 AM	Yes
5	43	S End Street Going In	3-Oct	Saturday	7:00:00 PM	Yes
6	43	S End Street Going In	24-Oct	Saturday	5:00:00 PM	Yes
7	42	S End Street Going In	13-Oct	Tuesday	4:00:00 PM	Yes
8	38	S End Street Going In	4-Oct	Sunday	10:00:00 AM	Yes
9	38	S End Street Going In	17-Oct	Saturday	11:00:00 AM	Yes
10	37	S End Street Going In	1-Oct	Thursday	9:30:00 AM	Yes
11	36	S End Street Going In	18-Oct	Sunday	11:30:00 AM	No
12	35	S End Street Going In	26-Oct	Monday	3:00:00 PM	No
13	34	S End Street Going In	7-Oct	Wednesday	9:00:00 AM	No
14	34	S End Street Going In	19-Oct	Monday	3:00:00 PM	No
15	33	S End Street Going In	22-Oct	Thursday	11:30:00 AM	Yes
16	32	S End Street Going In	24-Oct	Saturday	4:30:00 PM	Yes
17	31	S End Street Going In	1-Oct	Thursday	10:00:00 AM	Yes
18	30	S End Street Going In	2-Oct	Friday	2:30:00 PM	Yes
19	29	S End Street Going In	12-Oct	Monday	10:30:00 AM	Yes
20	29	S End Street Going In	19-Oct	Monday	6:30:00 PM	No
21	29	S End Street Going In	28-Oct	Wednesday	5:00:00 PM	Yes
22	28	S End Street Going In	8-Oct	Thursday	9:00:00 AM	Yes
23	28	S End Street Going In	13-Oct	Tuesday	7:00:00 AM	Yes
24	28	S End Street Going In	16-Oct	Friday	9:00:00 PM	Yes
25	28	S End Street Going In	20-Oct	Tuesday	6:30:00 AM	Yes
26	27	S End Street Going In	2-Oct	Friday	8:00:00 AM	Yes
27	26	S End Street Going In	5-Oct	Monday	2:00:00 AM	No
28	26	S End Street Going In	6-Oct	Tuesday	2:30:00 PM	Yes
29	26	S End Street Going In	7-Oct	Wednesday	7:00:00 PM	No
30	26	S End Street Going In	8-Oct	Thursday	5:00:00 PM	Yes
31	26	S End Street Going In	9-Oct	Friday	1:30:00 PM	Yes
32	26	S End Street Going In	10-Oct	Saturday	10:30:00 AM	Yes

Going In October 2020

33	26	S End Street Going In	12-Oct	Monday	3:00:00 PM	Yes
34	26	S End Street Going In	14-Oct	Wednesday	10:30:00 AM	No
35	26	S End Street Going In	15-Oct	Thursday	6:00:00 PM	Yes
36	26	S End Street Going In	19-Oct	Monday	12:00:00 PM	No
37	26	S End Street Going In	26-Oct	Monday	5:30:00 AM	No
38	26	S End Street Going In	28-Oct	Wednesday	4:00:00 PM	Yes
39	25	S End Street Going In	2-Oct	Friday	4:30:00 PM	Yes
40	25	S End Street Going In	3-Oct	Saturday	4:00:00 PM	Yes
41	25	S End Street Going In	6-Oct	Tuesday	4:30:00 PM	Yes
42	25	S End Street Going In	7-Oct	Wednesday	8:00:00 AM	No
43	25	S End Street Going In	9-Oct	Friday	2:30:00 PM	Yes
44	25	S End Street Going In	12-Oct	Monday	5:30:00 AM	Yes
45	25	S End Street Going In	12-Oct	Monday	11:00:00 AM	Yes
46	25	S End Street Going In	12-Oct	Monday	5:30:00 PM	Yes
47	25	S End Street Going In	14-Oct	Wednesday	5:30:00 AM	No
48	25	S End Street Going In	14-Oct	Wednesday	2:30:00 PM	No
49	25	S End Street Going In	14-Oct	Wednesday	8:00:00 PM	No
50	25	S End Street Going In	18-Oct	Sunday	12:00:00 PM	No
51	25	S End Street Going In	18-Oct	Sunday	3:30:00 PM	No
52	25	S End Street Going In	18-Oct	Sunday	5:30:00 PM	No
53	25	S End Street Going In	19-Oct	Monday	5:30:00 AM	No
54	25	S End Street Going In	19-Oct	Monday	1:00:00 PM	No
55	25	S End Street Going In	19-Oct	Monday	5:00:00 PM	No
56	25	S End Street Going In	22-Oct	Thursday	11:00:00 AM	Yes
57	25	S End Street Going In	24-Oct	Saturday	2:00:00 PM	Yes
58	25	S End Street Going In	25-Oct	Sunday	12:30:00 PM	Yes
59	25	S End Street Going In	25-Oct	Sunday	2:00:00 PM	Yes
60	25	S End Street Going In	28-Oct	Wednesday	12:30:00 PM	Yes
61	25	S End Street Going In	28-Oct	Wednesday	1:00:00 PM	Yes
62	25	S End Street Going In	29-Oct	Thursday	2:00:00 PM	No
63	25	S End Street Going In	29-Oct	Thursday	2:30:00 PM	No
64	25	S End Street Going In	30-Oct	Friday	2:00:00 PM	Yes
65	25	S End Street Going In	30-Oct	Friday	2:30:00 PM	Yes

Going In October 2020

66	25	S End Street Going In	30-Oct	Friday	8:00:00 PM	Yes

**MCCDD Board Supervisors "SPEEDERS" Report: Going In
October 2020**

Date	Vehicle Count	# of Violators	Top Speed	Day of the Week	Violators to Total Vehicles	SJSO Comments
10/1/2020	152	38	37	Thursday	25%	2 written warnings for stop sign violations.
10/2/2020	215	46	30	Friday	67%	1 verbal warning for 14 y/o driving LSV w/o ID, 2 verbal warnings for stop sign violations, and 1 written warning for excessive speed (34/25).
10/3/2020	175	37	43	Saturday	21%	1 written warning for stop sign violation and 1 verbal (36/30) and 7 written warnings for excessive speed (39/30, 42/30, 37/30, 37/30, 39/30, 39/30 and 45/30).
10/4/2020	85	20	38	Sunday	24%	1 verbal warning for vehicle double parked and 1 written warning for stop sign violation.
10/5/2020	113	22	26	Monday	19%	N/A
10/6/2020	165	33	26	Tuesday	20%	1 verbal warning for 14 y/o driving LSV w/o ID, 2 verbal warnings for stop sign violations, and 3 written warning for excessive speed (34/25, 36/25, 36/25).
10/7/2020	158	40	34	Wednesday	25%	N/A
10/8/2020	168	35	28	Thursday	21%	1 verbal warning for driver stopping in middle of roadway to text.
10/9/2020	191	33	45	Friday	17%	1 verbal warning for stop sign violation and 1 verbal warning for golf cart with kids hanging off of cart.
10/10/2020	145	36	26	Saturday	25%	no violations
10/11/2020	129	44	24	Sunday	34%	1 verbal warning for excessive speed (37/25) and 1 verbal warning for driving w/o headlights.
10/12/2020	124	19	45	Monday	15%	3 verbal and 2 written warnings for stop sign violations and 2 citations for vehicles parked wrong way on street.
10/13/2020	154	30	42	Tuesday	19%	3 verbal warnings for stop sign violations.
10/14/2020	171	36	57	Wednesday	21%	N/A
10/15/2020	176	33	26	Thursday	19%	2 verbal warnings for stop sign violations.
10/16/2020	211	38	51	Friday	18%	1 verbal warning for 15 y/o driving golf cart w/o ID, 2 written warnings for excessive speed and 2 verbal warnings and 1 citation for stop sign violations.
10/17/2020	148	32	38	Saturday	22%	1 verbal warning (37/25) for excessive speed and 1 verbal warning to a juvenile driving a golf cart with kids hanging off of cart.
10/18/2020	135	30	36	Sunday	22%	N/A
10/19/2020	200	48	34	Monday	24%	N/A
10/20/2020	169	33	28	Tuesday	20%	1 verbal(32/25) and 1 written (36/25) warning for excessive speed. 2 written warnings for stop sign violations.
10/21/2020	194	41	24	Wednesday	21%	N/A
10/22/2020	193	27	33	Thursday	14%	1 written(39/30) warning for excessive speed, 2 verbal warnings for LSV driving on PVD w/o tags, 1 verbal warning for 15 y/o on golf cart w/o ID and stop sign violation, 1 written warning for stop sign violation.
10/23/2020	149	32	24	Friday	21%	8 written warnings for no insurance and no drivers license. 1 citation issued for driving 10 miles over posted speed limit.
10/24/2020	152	32	43	Saturday	21%	2 verbal warnings for excessive speed and 1 verbal warning issued for driving golf cart w/o lights.
10/25/2020	151	41	25	Sunday	27%	1 verbal warning (38/25) for excessive speed, 1 verbal warning for stop sign violation and 1 verbal for driving golf cart on and off roadway.
10/26/2020	148	31	35	Monday	21%	N/A
10/27/2020	159	36	24	Tuesday	23%	1 verbal warning for a juvenile for a stop sign violation and 1 verbal warning for improper parking of trailer obstructing traffic.

**MCCDD Board Supervisors "SPEEDERS" Report: Going In
October 2020**

10/28/2020	170	46	29	Wednesday	27%	1 verbal (32/25) and 1 written (35/25) for excessive speed, 2 written warnings for stop sign violation and 1 citation (36/25) for excessive speed.
10/29/2020	160	31	25	Thursday	19%	N/A
10/30/2020	173	36	25	Friday	21%	2 verbal warnings for 14 y/o driving golf cart w/o ID, 1 verbal (37/30) and 4 written (35/25, 35/25,36/25, 37/25) warnings for excessive speed.
10/31/2020	0	0	0	0	0%	no violations

SISO 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	Child Mischief	Adult Mischief	Warning or Citation	Day of the Week	Officer	Notes
10/01/20		2							2 written warnings	Thursday	Shawn Emert	2 written warnings for stop sign violations.
10/02/20		4							3 verbal and 1 written warning	Friday	Gary Perna	1 verbal warning for 14 y/o driving LSV w/o ID, 2 verbal warnings for stop sign violations, and 1 written warning for excessive speed (34/25).
10/03/20		9							1 verbal and 8 written warnings	Saturday	Kenneth Everett	1 written warning for stop sign violation and 1 verbal (36/30) and 7 written warnings for excessive speed (39/30, 42/30, 37/30, 37/30, 39/30, 39/30 and 45/30).
10/04/20	1	1							1 verbal and 1 written warnings	Sunday	Kenneth Everett	1 verbal warning for vehicle double parked and 1 written warning for stop sign violation.
10/06/20		6							3 verbal and 3 written warnings	Tuesday	Gary Perna	1 verbal warning for 14 y/o driving LSV w/o ID, 2 verbal warnings for stop sign violations, and 3 written warning for excessive speed (34/25, 36/25, 36/25).
10/08/20		1							1 verbal warning	Thursday	Stacy Ettel	1 verbal warning for driver stopping in middle of roadway to text.
10/09/20		2							2 verbal warnings	Friday	Stacy Ettel	1 verbal warning for stop sign violation and 1 verbal warning for golf cart with kids hanging off of cart.
10/10/20										Saturday	Thomas Coward	no violations
10/11/20		2							2 verbal warnings	Sunday	Stacy Ettel	1 verbal warning for excessive speed (37/25) and 1 verbal warning for driving w/o headlights.
10/12/20	2	5							3 verbal warnings, 2 written warnings and 2 citations	Monday	Gary Perna	3 verbal and 2 written warnings for stop sign violations and 2 citations for vehicles parked wrong way on street.
10/13/20		3							3 verbal warnings	Tuesday	Shawn Emert	3 verbal warnings for stop sign violations.
10/15/20		2							2 verbal warnings	Thursday	Mandy Fama	2 verbal warnings for stop sign violations.
10/16/20		6							3 verbal and 2 written warnings, 1 citation	Friday	Gary Perna	1 verbal warning for 15 y/o driving golf cart w/o ID, 2 written warnings for excessive speed and 2 verbal warnings and 1 citation for stop sign violations.
10/17/20		2							2 verbal warnings	Saturday	Stacy Ettel	1 verbal warning (37/25) for excessive speed and 1 verbal warning to a juvenile driving a golf cart with kids hanging off of cart.
10/20/20		4							1 verbal and 3 written warnings	Tuesday	Gary Perna	1 verbal(32/25) and 1 written (36/25) warning for excessive speed. 2 written warnings for stop sign violations.
10/22/20		5							3 verbal and 2 written warnings	Thursday	Gary Perna	1 written(39/30) warning for excessive speed, 2 verbal warnings for LSV driving on PVD w/o tags, 1 verbal warning for 15 y/o on golf cart w/o ID and stop sign violation, 1 written warning for stop sign violation.
10/23/20		9							8 written warnings and 1 citation	Friday	George Gazdick	8 written warnings for no insurance and no drivers license. 1 citation issued for driving 10 miles over posted speed limit.
10/24/20		3							3 verbal warnings	Saturday	Stacy Ettel	2 verbal warnings for excessive speed and 1 verbal warning issued for driving golf cart w/o lights.
10/25/20		3							3 verbal warnings	Sunday	Stacy Ettel	1 verbal warning (38/25) for excessive speed, 1 verbal warning for stop sign violation and 1 verbal for driving golf cart on and
10/27/20	1	1							2 verbal warnings	Tuesday	Stacy Ettel	1 verbal warning for a juvenile for a stop sign violation and 1 verbal warning for improper parking of trailer obstructing traffic.
10/28/20		5							1 verbal, 3 written warnings and 1 citation	Wednesday	Gary Perna	1 verbal (32/25) and 1 written (35/25) for excessive speed, 2 written warnings for stop sign violation and 1 citation (36/25) for excessive speed.
10/30/20		7							3 verbal and 4 written warnings	Friday	Gary Perna	2 verbal warnings for 14 y/o driving golf cart w/o ID, 1 verbal (37/30) and 4 written (35/25, 35/25, 36/25, 37/25) warnings for excessive speed.
10/31/20										Saturday	Loren Schneider	no violations
October 2020 Totals	4	82	0	0	0	0	0	0				
2020 YTD total	16	335	1	2	0	0	3	5				
Month to Month Comparison												
October 2019	0	50	0	0	0	0	0	0				
October 2020 Totals	4	82	0	0	0	0	0	0				

7C.

QUOTATION & CONTRACT

Effective August 10, 2020, Preferred Materials, Inc. ("Seller") offers to furnish the equipment, labor, materials and/or services described below to Marshall Creek CDD ("Buyer") in connection with construction of improvements at the following project: Palancia Roadway Improvements ("Project"). The Project is being performed on property owned by Marshall Creek CDD.

Description of Work and Price

Description	Quantity	Unit	Unit Price	Bid Amount
Mobilization	1.00	LS	\$ 3,457.70	\$ 3,457.70
Maintenance of Traffic	1.00	LS	\$ 5,481.27	\$ 5,481.27
FDOT Curb Ramp	2.00	EA	\$ 2,944.22	\$ 5,888.44
Remove Existing Pavement Markings - Grinding	631.00	SF	\$ 2.50	\$ 1,577.50
Reflective Pavement Marker	190.00	EA	\$ 5.50	\$ 1,045.00
Paint, Standard, White, Solid 6"	3,485.00	LF	\$ 0.35	\$ 1,219.75
Paint, Standard, White, Solid 12"	631.00	LF	\$ 1.65	\$ 1,041.15
Paint, Standard, White, Solid 18"	560.00	LF	\$ 2.20	\$ 1,232.00
Paint, Standard, White, Solid 24"	356.00	LF	\$ 3.25	\$ 1,157.00
Paint, Standard, White, Skip 6"	1,290.00	LF	\$ 0.20	\$ 258.00
Paint, Standard, White, Dotted 6"	225.00	LF	\$ 0.35	\$ 78.75
Paint, Standard, White, Message	3.00	EA	\$ 55.00	\$ 165.00
Paint, Standard, White, Arrow	20.00	EA	\$ 32.50	\$ 650.00
Paint, Standard, Yellow, Solid 6"	2,872.00	LF	\$ 0.35	\$ 1,005.20
Paint, Standard, Yellow, Solid 18"	165.00	LF	\$ 2.25	\$ 371.25
				\$ -
			Bid Total	\$ 24,628.01

PRICING IS BASED ON THE QUANTITIES SPECIFIED ABOVE AND IS SUBJECT TO ESCALATION AFTER 12-15-2020 OR IF THE ACTUAL QUANTITIES VARY FROM THE ESTIMATED QUANTITIES BY MORE THAN 10%. Pricing is subject to equitable adjustment to account for any change in the price of steel if there is no applicable steel index.

Unless the words "Lump Sum" appear next to an item at work, is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the stated unit prices for actual quantities of work performed by Seller. This Quotation expires thirty (30) days from its issuance.

NOTES

1. Preferred Materials, Inc. will mobilize the asphalt paving crew on the project **one (1) time (Not to Exceed) for Asphalt Paving and one (1) time (Not to Exceed) for Milling Operations**. Preferred Materials, Inc. shall have no obligation to perform in increments, quantities, or portions of the work that Preferred Materials, Inc. plans to perform in a single operation; nor shall Preferred Materials, Inc. have any obligation to perform work in a different sequence than planned by Preferred Materials, Inc. Any additional asphalt paving crew mobilizations shall require additional compensation of \$3,500.00 per mobilization.
2. Asphalt pricing is based on F.D.O.T. specifications for asphalt materials and includes the use of recycled asphalt products.
3. Payment and performance bonds are not included (Please add 1/2 %, if required).
4. Pricing excludes any permits, fees, testing, as-builts, surveying, staking, utility location and adjustment or relocation, asphalt patching, or light towers.
5. Pricing does not include any additional work to adhere to the F.D.O.T. Index 600 drop-off criteria.



QUOTATION & CONTRACT

Effective **August 10, 2020**, Preferred Materials, Inc. ("Seller") offers to furnish the equipment, labor, materials and/or services described below to Marshall Creek CDD ("Buyer") in connection with construction of improvements at the following project: Palancia Roadway Improvements ("Project"). The Project is being performed on property owned by Marshall Creek CDD.

Description of Work and Price

Description	Quantity	Unit	Unit Price	Bid Amount
Mobilization	1.00	LS	\$ 9,731.00	\$ 9,731.00
Maintenance of Traffic	1.00	LS	\$ 9,644.97	\$ 9,644.97
Mill 1.5"	9,825.00	SY	\$ 2.89	\$ 28,394.25
SP-9.5 (non-poly, w/ RAP, 1-Lift) 1.5"	9,825.00	SY	\$ 9.40	\$ 92,355.00
FDOT Curb Ramp	2.00	EA	\$ 2,944.22	\$ 5,888.44
Remove Existing Pavement Markings - Grinding	631.00	SF		\$ -
Reflective Pavement Marker	190.00	EA	\$ 5.50	\$ 1,045.00
Paint, Standard, White, Solid 6"	3,485.00	LF	\$ 0.35	\$ 1,219.75
Paint, Standard, White, Solid 12"	631.00	LF	\$ 1.65	\$ 1,041.15
Paint, Standard, White, Solid 18"	560.00	LF	\$ 2.20	\$ 1,232.00
Paint, Standard, White, Solid 24"	356.00	LF	\$ 3.25	\$ 1,157.00
Paint, Standard, White, Skip 6"	1,290.00	LF	\$ 0.20	\$ 258.00
Paint, Standard, White, Dotted 6"	225.00	LF	\$ 0.35	\$ 78.75
Paint, Standard, White, Message	3.00	EA	\$ 55.00	\$ 165.00
Paint, Standard, White, Arrow	20.00	EA	\$ 32.50	\$ 650.00
Paint, Standard, Yellow, Solid 6"	2,872.00	LF	\$ 0.35	\$ 1,005.20
Paint, Standard, Yellow, Solid 18"	165.00	LF	\$ 2.25	\$ 371.25
				\$ -

Bid Total \$ 154,236.76

PRICING IS BASED ON THE QUANTITIES SPECIFIED ABOVE AND IS SUBJECT TO ESCALATION AFTER 12-15-2020 OR IF THE ACTUAL QUANTITIES VARY FROM THE ESTIMATED QUANTITIES BY MORE THAN 10%. Pricing is subject to equitable adjustment to account for any change in the price of steel if there is no applicable steel index.

Unless the words "Lump Sum" appear next to an item at work, is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the stated unit prices for actual quantities of work performed by Seller. This Quotation expires thirty (30) days from its issuance.

NOTES

1. Preferred Materials, Inc. will mobilize the asphalt paving crew on the project **one (1) time (Not to Exceed) for Asphalt Paving and one (1) time (Not to Exceed) for Milling Operations.** Preferred Materials, Inc. shall have no obligation to perform in increments, quantities, or portions of the work that Preferred Materials, Inc. plans to perform in a single operation; nor shall Preferred Materials, Inc. have any obligation to perform work in a different sequence than planned by Preferred Materials, Inc. Any additional asphalt paving crew mobilizations shall require additional compensation of \$3,500.00 per mobilization.
2. Asphalt pricing is based on F.D.O.T. specifications for asphalt materials and includes the use of recycled asphalt products.
3. Payment and performance bonds are not included (Please add 1/2 %, if required).
4. Pricing excludes any permits, fees, testing, as-builts, surveying, staking, utility location and adjustment or relocation, asphalt patching, or light towers.



EIGHTH ORDER OF BUSINESS

8A

**MARSHALL CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Motion: Assigning Fund Balance as of 9/30/20

The Board hereby assigns the FY 2020 Reserves per September 30, 2020 Balance sheet as follows:

Operating Reserves	\$ 757,455
Reserves – Field	\$ 412,092
Reserves – Gate	\$ 7,838
Reserves – Landscape	\$ 39,986
Reserves – Parks	\$ 32,900
Reserves – Swim&Fitness Clubh	\$ 18,558
Reserves – Swimming Pools	\$ 132,635
Reserves – Tennis Courts	\$ 24,853

Eleventh Order of Business

MEMORANDUM**TO: Board of Supervisors, Marshall Creek CDD****FROM: Gina Irving, Senior Accountant****CC: Janice Eggleton Davis, District Manager, Alan Baldwin, Accounting Manager****DATE: November 4, 2020****SUBJECT: October 2020 Financial Report**

Attached, please find the current month's 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 of each of the District's Funds is provided below. If you have any questions or require additional information, please contact me at gina.irving@inframark.com.

General Fund:

- Total revenues are approximately 1.63% of the annual budget. Annual Tax Collector Assessments will begin collections in November. Tennis Membership Revenues are approximately 53% of the annual budget.
- For the current month, year-to-date expenditures should be 8.33% of annual budget, and are 7.56% of the budget.

Debt Service Funds:**Series 2002**

- Annual Tax Collector Assessments will begin collections in November. An Interest payment was made on November 2st. A payment for Principal and Interest will be made on May 1st.

Series 2015

- Annual Tax Collector Assessments will begin collections in November. An Interest payment was made on October 30th. A payment for Principal and Interest will be made on May 1st.

Series 2016

- Annual Tax Collector Assessments will begin collections in November. An Interest payment was made on October 30th. A payment for Principal and Interest will be made on May 1st.

Construction Fund:

- Requisition has been prepared to transfer remaining balance and close the Construction Fund account.

MARSHALL CREEK
Community Development District

Financial Report

October 31, 2020

Prepared by



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MARSHALL CREEK
Community Development District

Financial Statements

(Unaudited)

October 31, 2020

Balance Sheet
October 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL 004 - 2002 AREA CAPITAL RESERVES FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	SERIES 2016 DEBT SERVICE FUND	SERIES 2015 A CONSTRUCTI ON FUND	TOTAL
ASSETS							
Cash - Checking Account	\$ 1,040,117	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,040,117
Accounts Receivable	28,478	-	-	-	-	-	28,478
Assessments Receivable	76,370	6,447	199,580	-	-	-	282,397
Allow-Doubtful Collections	(58,190)	(4,298)	(149,887)	-	-	-	(212,375)
Due From Other Funds	-	92,958	-	-	-	-	92,958
Investments:							
Money Market Account	958,487	-	-	-	-	-	958,487
Construction Fund A	-	-	-	-	-	3,892	3,892
Prepayment Account	-	-	36,994	-	20	-	37,014
Prepayment Account A	-	-	-	3,696	-	-	3,696
Reserve Fund	-	-	204,091	-	31,330	-	235,421
Reserve Fund A	-	-	-	480,250	-	-	480,250
Revenue Fund	-	-	272,478	-	14,900	-	287,378
Revenue Fund A	-	-	-	84,693	-	-	84,693
Prepaid Items	33,249	-	-	-	-	-	33,249
TOTAL ASSETS	\$ 2,078,511	\$ 95,107	\$ 563,256	\$ 568,639	\$ 46,250	\$ 3,892	\$ 3,355,655
LIABILITIES							
Accounts Payable	\$ 18,561	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,561
Accrued Expenses	42,374	-	-	-	-	-	42,374
Deferred Revenue	18,180	2,149	49,692	-	-	-	70,021
Due To Other Funds	92,958	-	-	-	-	-	92,958
TOTAL LIABILITIES	172,073	2,149	49,692	-	-	-	223,914
FUND BALANCES							
Nonspendable:							
Prepaid Items	33,249	-	-	-	-	-	33,249
Restricted for:							
Debt Service	-	-	513,564	568,639	46,250	-	1,128,453
Capital Projects	-	-	-	-	-	3,892	3,892
Assigned to:							
Operating Reserves	757,455	-	-	-	-	-	757,455
Reserves - Field	412,092	-	-	-	-	-	412,092
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:	446,872	92,958	-	-	-	-	539,830
TOTAL FUND BALANCES	\$ 1,906,438	\$ 92,958	\$ 513,564	\$ 568,639	\$ 46,250	\$ 3,892	\$ 3,131,741
TOTAL LIABILITIES & FUND BALANCES	\$ 2,078,511	\$ 95,107	\$ 563,256	\$ 568,639	\$ 46,250	\$ 3,892	\$ 3,355,655

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-20 ACTUAL
REVENUES				
Interest - Investments	\$ 12,000	\$ 370	3.08%	\$ 370
Shared Rev - Other Local Units	517,379	-	0.00%	-
Interlocal Agreement - Other	341,736	28,478	8.33%	28,478
Other Physical Environment Rev	24,000	-	0.00%	-
S/F Swimming Program Fees	3,000	-	0.00%	-
S/F Activity Fees	5,000	-	0.00%	-
S/F Other Revenues	1,750	-	0.00%	-
S/F Rental Fees	2,000	-	0.00%	-
S/F Snack Bar Revenue	3,000	-	0.00%	-
Tennis Merchandise Sales	16,000	1,610	10.06%	1,610
Tennis Special Events&Socials	1,000	-	0.00%	-
Tennis Lessons & Clinics	230,000	24,108	10.48%	24,108
Tennis Ball Machine Rental Fee	4,000	-	0.00%	-
Tennis Membership	35,000	18,593	53.12%	18,593
Special Assmnts- Tax Collector	3,466,228	-	0.00%	-
Special Assmnts- Discounts	(138,649)	-	0.00%	-
Other Miscellaneous Revenues	1,000	50	5.00%	50
Gate Bar Code/Remotes	5,600	259	4.63%	259
Impact Fee	25,000	714	2.86%	714
TOTAL REVENUES	4,555,044	74,182	1.63%	74,182
EXPENDITURES				
Administration				
P/R-Board of Supervisors	8,000	900	11.25%	900
ProfServ-Arbitrage Rebate	1,200	-	0.00%	-
ProfServ-Dissemination Agent	3,000	-	0.00%	-
ProfServ-Engineering	25,000	2,083	8.33%	2,083
ProfServ-Legal Services	75,000	6,250	8.33%	6,250
ProfServ-Mgmt Consulting Serv	65,200	5,433	8.33%	5,433
ProfServ-Special Assessment	15,750	-	0.00%	-
ProfServ-Trustee Fees	11,400	-	0.00%	-
Auditing Services	4,675	-	0.00%	-
Postage and Freight	5,600	146	2.61%	146
Insurance - General Liability	31,335	13,930	44.46%	13,930
Printing and Binding	3,500	95	2.71%	95
Legal Advertising	3,000	489	16.30%	489
Miscellaneous Services	6,000	813	13.55%	813
Misc-Assessmnt Collection Cost	69,323	-	0.00%	-

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-20 ACTUAL
Shared Exp - Other Local Units	485,772	-	0.00%	-
Office Supplies	1,453	-	0.00%	-
Annual District Filing Fee	175	-	0.00%	-
Total Administration	815,383	30,139	3.70%	30,139
<u>Other Public Safety</u>				
Payroll-Benefits	11,554	328	2.84%	328
Payroll-Engineering	60,793	3,015	4.96%	3,015
Payroll-Gate Maintenance	2,500	70	2.80%	70
Contracts-Security Services	145,000	12,228	8.43%	12,228
Contracts-Roving Patrol	40,000	2,120	5.30%	2,120
R&M-Gate	15,000	1,394	9.29%	1,394
Misc-Bar Codes	5,600	-	0.00%	-
Total Other Public Safety	280,447	19,155	6.83%	19,155
<u>Field</u>				
Payroll-Benefits	8,898	459	5.16%	459
Payroll-Engineering	48,979	2,412	4.92%	2,412
Utility - Water & Sewer	2,000	-	0.00%	-
Lease - Land	2,020	-	0.00%	-
R&M-Bike Paths & Asphalt	5,000	-	0.00%	-
R&M-Boardwalks	8,000	-	0.00%	-
R&M-Buildings	75,000	3,465	4.62%	3,465
R&M-Electrical	8,000	1,575	19.69%	1,575
R&M-Fountain	5,000	179	3.58%	179
R&M-Mulch	5,600	-	0.00%	-
R&M-Roads & Alleyways	30,000	1,132	3.77%	1,132
R&M-Sidewalks	20,000	1,775	8.88%	1,775
R&M-Signage	6,000	1,039	17.32%	1,039
Total Field	224,497	12,036	5.36%	12,036
<u>Landscape Services</u>				
Payroll-Salaries	74,370	7,566	10.17%	7,566
Payroll-Administrative	6,178	186	3.01%	186
Payroll-Benefits	75,715	3,764	4.97%	3,764
Payroll-General Staff	236,515	3,582	1.51%	3,582
Payroll-Irrigation Staff	69,564	3,335	4.79%	3,335
Payroll-IPM Staff	90,323	4,416	4.89%	4,416
Payroll-Equipment Mechanic	32,136	-	0.00%	-
Payroll Taxes	38,945	1,571	4.03%	1,571

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-20 ACTUAL
ProfServ-Info Technology	1,000	-	0.00%	-
Communication - Telephone	3,324	283	8.51%	283
Utility - Cable TV Billing	2,040	170	8.33%	170
Electricity - General	3,000	250	8.33%	250
Utility - Refuse Removal	13,500	769	5.70%	769
Utility - Water & Sewer	2,500	244	9.76%	244
Rentals - General	1,500	-	0.00%	-
R&M-Buildings	6,000	65	1.08%	65
R&M-Equipment	30,000	1,819	6.06%	1,819
R&M-Grounds	53,000	3,628	6.85%	3,628
R&M-Irrigation	23,000	-	0.00%	-
R&M-Mulch	90,000	51,829	57.59%	51,829
R&M-Pump Station	15,000	-	0.00%	-
R&M-Trees and Trimming	15,000	-	0.00%	-
Misc-Employee Meals	6,500	-	0.00%	-
Office Equipment	500	-	0.00%	-
Op Supplies - General	21,000	635	3.02%	635
Op Supplies - Uniforms	5,000	-	0.00%	-
Op Supplies - Fuel, Oil	15,000	1,205	8.03%	1,205
Impr - Landscape	55,000	158	0.29%	158
Cap Outlay-Machinery and Equip	10,000	379	3.79%	379
Total Landscape Services	995,610	85,854	8.62%	85,854
<u>Utilities</u>				
Electricity - Streetlighting	80,400	6,700	8.33%	6,700
Utility - Water & Sewer	4,800	463	9.65%	463
R&M-Lake	48,000	4,000	8.33%	4,000
Total Utilities	133,200	11,163	8.38%	11,163
<u>Operation & Maintenance</u>				
Payroll-Shared Personnel	341,736	28,478	8.33%	28,478
ProfServ-Field Management	293,792	20,919	7.12%	20,919
Communication - Telephone	1,200	100	8.33%	100
Postage and Freight	200	-	0.00%	-
Rentals - General	2,000	-	0.00%	-
R&M-Vehicles	6,000	61	1.02%	61
Printing and Binding	4,500	220	4.89%	220
Misc-Connection Computer	3,000	279	9.30%	279
Billback Expenses Developer	-	688	0.00%	688
Office Supplies	1,850	153	8.27%	153

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-20 ACTUAL
Op Supplies - General	8,000	430	5.38%	430
Total Operation & Maintenance	662,278	51,328	7.75%	51,328
<u>Parks and Recreation - General</u>				
ProfServ-Mgmt Consulting Serv	25,200	2,100	8.33%	2,100
Insurance -Property & Casualty	103,787	48,540	46.77%	48,540
Total Parks and Recreation - General	128,987	50,640	39.26%	50,640
<u>Clubhouse</u>				
Contracts-Misc Labor	5,000	106	2.12%	106
Contracts-Outside Fitness	22,960	105	0.46%	105
R&M-Buildings	10,000	25	0.25%	25
R&M-Equipment	4,500	-	0.00%	-
Misc-Special Events	30,000	1,972	6.57%	1,972
Cap Outlay-Machinery and Equip	1,500	-	0.00%	-
Cap Outlay-Clubhouse	150,000	4,191	2.79%	4,191
Total Clubhouse	223,960	6,399	2.86%	6,399
<u>Swimming Pool</u>				
Payroll-Salaries	89,194	4,065	4.56%	4,065
Payroll-Hourly	32,635	3,500	10.72%	3,500
Payroll-Lifeguards	37,000	-	0.00%	-
Payroll-Benefits	28,432	6,027	21.20%	6,027
Payroll-Engineering	48,979	2,403	4.91%	2,403
Payroll-Janitor	6,428	314	4.88%	314
Payroll Taxes	12,642	599	4.74%	599
ProfServ-Info Technology	1,500	-	0.00%	-
ProfServ-Swim Pool Commiss	3,000	-	0.00%	-
Contracts-Landscape	10,000	833	8.33%	833
Travel and Per Diem	200	-	0.00%	-
Communication - Telephone	4,800	329	6.85%	329
Utility - General	60,000	445	0.74%	445
Utility - Cable TV Billing	2,700	318	11.78%	318
Utility - Refuse Removal	2,050	178	8.68%	178
R&M-Pools	25,000	1,362	5.45%	1,362
R&M-Vehicles	500	-	0.00%	-
Advertising	1,500	110	7.33%	110
Miscellaneous Services	1,500	-	0.00%	-
Misc-Employee Meals	4,810	191	3.97%	191
Misc-Training	1,500	-	0.00%	-

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-20 ACTUAL
Misc-Licenses & Permits	2,000	-	0.00%	-
Office Supplies	5,000	442	8.84%	442
Cleaning Supplies	1,500	30	2.00%	30
Office Equipment	3,000	-	0.00%	-
Snack-Bar Expenses	1,000	-	0.00%	-
Op Supplies - Spa & Paper	2,000	42	2.10%	42
Op Supplies - Uniforms	2,000	48	2.40%	48
Subscriptions and Memberships	6,000	52	0.87%	52
Cap Outlay - Pool Furniture	10,000	-	0.00%	-
Total Swimming Pool	406,870	21,288	5.23%	21,288
<u>Tennis Court</u>				
Payroll-Salaries	126,000	5,322	4.22%	5,322
Payroll-Hourly	38,000	2,150	5.66%	2,150
Payroll-Benefits	34,920	3,358	9.62%	3,358
Payroll-Engineering	36,735	1,802	4.91%	1,802
Payroll-Commission	207,000	17,170	8.29%	17,170
Payroll Taxes	28,382	1,292	4.55%	1,292
ProfServ-Administrative	500	-	0.00%	-
ProfServ-Info Technology	5,200	1,328	25.54%	1,328
Contracts-Janitorial Services	5,000	160	3.20%	160
Contracts-Landscape	3,000	250	8.33%	250
Communication - Telephone	3,600	300	8.33%	300
Utility - Cable TV Billing	3,000	476	15.87%	476
Electricity - General	13,000	1,083	8.33%	1,083
Utility - Refuse Removal	1,500	178	11.87%	178
Utility - Water & Sewer	1,300	650	50.00%	650
Rental/Lease - Vehicle/Equip	1,700	132	7.76%	132
R&M-General	7,000	518	7.40%	518
R&M-Court Maintenance	12,000	806	6.72%	806
R&M-Vandalism	500	-	0.00%	-
Printing and Binding	1,000	-	0.00%	-
Advertising	1,500	110	7.33%	110
Misc-Employee Meals	2,160	82	3.80%	82
Misc-Special Events	1,000	-	0.00%	-
Misc-Training	500	-	0.00%	-
Office Supplies	4,500	180	4.00%	180
Office Equipment	2,000	-	0.00%	-
Teaching Supplies	4,000	536	13.40%	536
Op Supplies - Uniforms	1,000	-	0.00%	-

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-20 ACTUAL
COS - Start Up Inventory	12,000	133	1.11%	133
Subscriptions and Memberships	800	-	0.00%	-
Cap Outlay-Machinery and Equip	25,015	18,480	73.88%	18,480
Total Tennis Court	583,812	56,496	9.68%	56,496
Reserves				
Reserve - Field	100,000	-	0.00%	-
Total Reserves	100,000	-	0.00%	-
TOTAL EXPENDITURES & RESERVES	4,555,044	344,498	7.56%	344,498
Excess (deficiency) of revenues Over (under) expenditures	-	(270,316)	0.00%	(270,316)
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	-	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	-	-	0.00%	-
Net change in fund balance	\$ -	\$ (270,316)	0.00%	\$ (270,316)
FUND BALANCE, BEGINNING (OCT 1, 2020)	2,176,754	2,176,754		
FUND BALANCE, ENDING	\$ 2,176,754	\$ 1,906,438		

Marshall CreekCommunity Development District

Notes to the Financial Statements**Assets**

- ▶ Cash - This includes BB&T and a new Bank United Checking Account. BB&T will remain open until the transition is complete. The outstanding check over 6 months will be designated as unclaimed property.
- ▶ Accounts Receivable represents amount due from Sweetwater Creek for Interlocal Agreement.
- ▶ Assessments Receivable represents amounts due for delinquent assessments, FY2017-FY2020.
- ▶ Allow-Doubtful Collections represents amounts due for delinquent assessments for FY2017-FY2019.
- ▶ Due From Other Funds are Assessments due from General Fund to 2002 Area Capital Reserve Fund.
- ▶ District has one MMA for General Fund with Bank United. (See Cash & Investments Report for details.)
- ▶ Prepaid Items represents payments for security services and insurance.

Liabilities

- ▶ Accounts Payable represents invoices received that will be paid in following month.
- ▶ Accrued Expenses represents monthly utilities, contracts, and expenses that will be paid in following month.
- ▶ Deferred Revenue represents assessments for FY2020 not yet received for Parcel 072420-0493 and unidentified parcel(s).
- ▶ Due To Other Funds are Assessments due to 2002 Area Capital Reserves Fund from General Fund.

Fund Balance

- ▶ In the General Fund, the District has assigned Reserves for various assets.

The notes are intended to provide additional information helpful when reviewing the financial statements.

Marshall Creek

Community Development District

Statement of Revenues

Notes to the Financial Statements

Budget Analysis - Significant Variances

Account Name	Budget	YTD Actual	% of Budget	Explanation
<u>Administrative</u>				
Insurance-General Liability	\$31,335	\$13,390	43%	Down payment for current year insurance.
<u>Field</u>				
R&M-Electrical	\$8,000	\$1,575	20%	Includes special project to replace lighting on Village Green.
<u>Landscape Services</u>				
R&M-Mulch	\$90,000	\$51,829	58%	8 trailers of pine straw for autumn maintenance.
<u>Parks and Recreation-General</u>				
Insurance-Property & Casualty	\$103,787	\$48,540	47%	Down payment for current year insurance.
<u>Swimming Pool</u>				
Payroll-Benefits	\$28,432	\$6,027	21%	Includes deposit for workers'comp insurance.
<u>Tennis Court</u>				
ProfServ-Info Technology	\$5,200	\$1,328	26%	4th quarter technical support.
Cap-Outlay-Machinery and Equip	\$25,015	\$18,480	74%	Balance of payment for court light retrofit.

The notes are intended to provide additional information helpful when reviewing the financial statements.

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>OCT-20 ACTUAL</u>
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	0.00%	\$ -
Special Assmnts- Tax Collector	52,924	-	0.00%	-
Special Assmnts- Discounts	(2,117)	-	0.00%	-
TOTAL REVENUES	50,807	-	0.00%	-
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	1,058	-	0.00%	-
Total Administration	1,058	-	0.00%	-
TOTAL EXPENDITURES	1,058	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	49,749	-	0.00%	-
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	49,749	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	49,749	-	0.00%	-
Net change in fund balance	\$ 49,749	\$ -	0.00%	\$ -
FUND BALANCE, BEGINNING (OCT 1, 2020)	92,958	92,958		
FUND BALANCE, ENDING	\$ 142,707	\$ 92,958		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>OCT-20 ACTUAL</u>
<u>REVENUES</u>				
Interest - Investments	\$ 250	\$ 2	0.80%	\$ 2
Special Assmnts- Tax Collector	1,168,674	-	0.00%	-
Special Assmnts- Discounts	(46,747)	-	0.00%	-
TOTAL REVENUES	1,122,177	2	0.00%	2
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	23,373	-	0.00%	-
Total Administration	23,373	-	0.00%	-
<u>Debt Service</u>				
Principal Debt Retirement	580,000	-	0.00%	-
Interest Expense	513,750	-	0.00%	-
Total Debt Service	1,093,750	-	0.00%	-
TOTAL EXPENDITURES	1,117,123	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	5,054	2	0.00%	2
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	5,054	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	5,054	-	0.00%	-
Net change in fund balance	\$ 5,054	\$ 2	0.00%	\$ 2
FUND BALANCE, BEGINNING (OCT 1, 2020)	513,562	513,562		
FUND BALANCE, ENDING	\$ 518,616	\$ 513,564		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>OCT-20 ACTUAL</u>
<u>REVENUES</u>				
Interest - Investments	\$ 600	\$ 3	0.50%	\$ 3
Special Assmnts- Tax Collector	1,021,997	-	0.00%	-
Special Assmnts- Discounts	(40,880)	-	0.00%	-
TOTAL REVENUES	981,717	3	0.00%	3
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	20,440	-	0.00%	-
Total Administration	20,440	-	0.00%	-
<u>Debt Service</u>				
Principal Debt Retirement	540,000	-	0.00%	-
Interest Expense	431,750	215,875	50.00%	215,875
Total Debt Service	971,750	215,875	22.22%	215,875
TOTAL EXPENDITURES	992,190	215,875	21.76%	215,875
Excess (deficiency) of revenues Over (under) expenditures	(10,473)	(215,872)	0.00%	(215,872)
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating Transfers-Out	-	(2)	0.00%	(2)
Contribution to (Use of) Fund Balance	(10,473)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(10,473)	(2)	0.02%	(2)
Net change in fund balance	\$ (10,473)	\$ (215,874)	0.00%	\$ (215,874)
FUND BALANCE, BEGINNING (OCT 1, 2020)	784,513	784,513		
FUND BALANCE, ENDING	\$ 774,040	\$ 568,639		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>OCT-20 ACTUAL</u>
<u>REVENUES</u>				
Interest - Investments	\$ 400	\$ 1	0.25%	\$ 1
Special Assmnts- Tax Collector	64,640	-	0.00%	-
Special Assmnts- Discounts	(2,586)	-	0.00%	-
TOTAL REVENUES	62,454	1	0.00%	1
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	1,293	-	0.00%	-
Total Administration	1,293	-	0.00%	-
<u>Debt Service</u>				
Principal Debt Retirement	10,000	-	0.00%	-
Interest Expense	47,400	23,226	49.00%	23,226
Total Debt Service	57,400	23,226	40.46%	23,226
TOTAL EXPENDITURES	58,693	23,226	39.57%	23,226
Excess (deficiency) of revenues				
Over (under) expenditures	3,761	(23,225)	0.00%	(23,225)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	3,761	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	3,761	-	0.00%	-
Net change in fund balance	\$ 3,761	\$ (23,225)	0.00%	\$ (23,225)
FUND BALANCE, BEGINNING (OCT 1, 2020)	69,475	69,475		
FUND BALANCE, ENDING	\$ 73,236	\$ 46,250		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-20 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	0.00%	\$ -
TOTAL REVENUES	-	-	0.00%	-
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	-	-	0.00%	-
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	2	0.00%	2
TOTAL FINANCING SOURCES (USES)	-	2	0.00%	2
Net change in fund balance	\$ -	\$ 2	0.00%	\$ 2
FUND BALANCE, BEGINNING (OCT 1, 2020)	-	3,890		
FUND BALANCE, ENDING	\$ -	\$ 3,892		

MARSHALL CREEK
Community Development District

Supporting Schedules

October 31, 2020

**Non-Ad Valorem Special Assessments - St Johns County Tax Collector
(Monthly Assessment Collection Distributions)
For the Fiscal Year Ending September 30, 2021**

Prior Year Delinquent Assessments

Tax Year/FY	Outstanding Parcel	Total Amount	General Fund	Cap Reserve 004	Debt Service
2016/2017	072420-0493	76,098	24,920	-	51,178
2017/2018	072420-0493	66,985	15,806	2,149	49,030
2018/2019	Unidentified Parcel	2,824	2,174	-	650
2018/2019	072420-0493	66,469	15,290	2,149	49,030
2019/2020	Unidentified Parcel	1,699	1,036	-	663
2019/2020	072420-0493	68,322	17,144	2,149	49,030
Total O/S		\$ 282,396	\$ 76,370	\$ 6,447	\$ 199,580

Note: Final amounts may vary slightly once the FY20 Tax Recap is received.

MARSHALL CREEK
Community Development District

Construction Report
Series 2015A Bonds

Recap of Capital Project Fund Activity

Source of Funds:	<u>Amount</u>
Opening Balance in Construction Account	\$ 1,508,037
Opening Balance in Cost of Issuance account	159,750
 Interest Earned	
Construction Account	\$ 9,341
Cost of Issuance Account	4
Reserve Account (transferred)	<u>3,783</u>
	<u>\$ 13,129</u>
 Total Source of Funds:	 <u>\$ 1,680,916</u>
 Use of Funds:	
Disbursements:	
Cost of Issuance	\$ 157,875
Stormwater System	-
General Infrastructure-Roadway Renewal and Reconstruction	102,239
Swim/Fitness Facility	71,278
Tennis Center	158,374
Landscape Maintenance Storage Building	1,187,258
Tolomato Boardwalk Golf Cart Parking	-
Retainage	<u> </u>
Total Use of Funds:	<u>\$ 1,677,024</u>
 Net Available Amount to Spend in Construction Account at October 31, 2020	 <u>\$ 3,892</u>

Cash and Investment Report

October 31, 2020

<u>Account Name</u>	<u>Account #</u>	<u>Bank Name</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND				
Checking Account - Operating	2195	BB&T	0.00%	\$300,117
Checking Account - Operating New	0249	BU	0.00%	\$740,000
BU MMA	9204	BU	0.30%	\$958,486
			Subtotal GF	\$1,998,603
DEBT SERVICE FUNDS (1)				
Series 2002 Prepayment Fund	8793	US Bank	0.02	\$36,994
Series 2002 Reserve Fund	6726	US Bank	0.02	\$204,091
Series 2002 Revenue Fund	6730	US Bank	0.02	\$272,478
Series 2015A Prepayment Fund	80004	US Bank	0.02	\$3,696
Series 2015A Reserve Fund	80002	US Bank	0.02	\$480,250
Series 2015A Revenue Fund	80003	US Bank	0.02	\$84,693
Series 2016 Prepayment Fund	9004	US Bank	0.02	\$20
Series 2016 Reserve Fund	9002	US Bank	0.02	\$31,330
Series 2016 Revenue Fund	9003	US Bank	0.02	\$14,900
Series 2015A Construction Account	80005	US Bank	0.02	\$3,892
			Subtotal DS & CF	\$1,132,345
			Total	\$3,130,948

(1) Yield for Debt Service Funds is stated in basis points and changes frequently.

Marshall Creek CDD

Bank Reconciliation

Bank Account No. 2195 BB&T GF
 Statement No. 10-2020
 Statement Date 10/31/2020

G/L Balance (LCY)	300,117.20	Statement Balance	480,698.66
G/L Balance	300,117.20	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	480,698.66
Subtotal	300,117.20	Outstanding Checks	180,581.46
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	300,117.20	Ending Balance	300,117.20
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
1/9/2020	Payment	13622	BRENDAN KOPAR	603.53	0.00	603.53
7/23/2020	Payment	14569	LES MILLS UNITED STATES TRADING, INC	525.00	0.00	525.00
7/23/2020	Payment	14573	OLD CITY IRON WORKS	10,000.00	0.00	10,000.00
8/20/2020	Payment	14675	LES MILLS UNITED STATES TRADING, INC	525.00	0.00	525.00
9/10/2020	Payment	14736	BRIAN BULLOCK	7,300.00	0.00	7,300.00
10/1/2020	Payment	14844	NOELANI TAYLOR	35.00	0.00	35.00
10/8/2020	Payment	14874	DUVAL CONCRETE SERVICES, LLC	28,450.00	0.00	28,450.00
10/8/2020	Payment	14889	KRISTY SIEBERT	35.00	0.00	35.00
10/8/2020	Payment	14896	NOELANI TAYLOR	35.00	0.00	35.00
10/8/2020	Payment	14900	REBECCA STEPHENSON	35.00	0.00	35.00
10/8/2020	Payment	14901	RONALD C. CULLUM	70.00	0.00	70.00
10/15/2020	Payment	14928	JACKSONVILLE CARRIAGE COMPANY LLC	1,125.00	0.00	1,125.00
10/15/2020	Payment	14930	KENNETH EVERETT	320.00	0.00	320.00
10/15/2020	Payment	14932	LAURA CORREA	70.00	0.00	70.00
10/15/2020	Payment	14938	MONICA FOURMAN	210.00	0.00	210.00
10/15/2020	Payment	14940	NEIGHBORHOOD PUBLICATIONS	440.00	0.00	440.00
10/15/2020	Payment	14941	RONALD C. CULLUM	70.00	0.00	70.00
10/15/2020	Payment	14945	TIFFANY CUNNINGHAM	70.00	0.00	70.00
10/22/2020	Payment	14954	LAURA CORREA	70.00	0.00	70.00
10/22/2020	Payment	14959	QUADIENT FINANCE USA, INC	152.99	0.00	152.99
10/22/2020	Payment	14960	RONALD C. CULLUM	70.00	0.00	70.00
10/22/2020	Payment	14962	TIFFANY CUNNINGHAM	105.00	0.00	105.00
10/22/2020	Payment	14963	TURNER ACE ST. AUGUSTINE, INC	71.94	0.00	71.94
10/22/2020	Payment	DD520	Payment of Invoice 050098	241.47	0.00	241.47
10/28/2020	Payment	DD512	Payment of Invoice 050116	158.82	0.00	158.82
10/29/2020	Payment	14964	ADP, INC.	1,726.04	0.00	1,726.04
10/29/2020	Payment	14965	AMY SUE LONG	140.00	0.00	140.00
10/29/2020	Payment	14966	AT&T	199.88	0.00	199.88
10/29/2020	Payment	14967	BARNEY'S PUMPS INC.	90.00	0.00	90.00
10/29/2020	Payment	14968	COMCAST	282.93	0.00	282.93
10/29/2020	Payment	14969	CRONIN ACE HARDWARE	66.94	0.00	66.94
10/29/2020	Payment	14970	DIANE STOEVER	315.00	0.00	315.00
10/29/2020	Payment	14971	DOWNEY'S JANITORIAL SUPPLIES	186.09	0.00	186.09
10/29/2020	Payment	14972	ELIANA N ROQUE	105.00	0.00	105.00
10/29/2020	Payment	14973	ENVERA SYSTEMS	12,233.91	0.00	12,233.91

Bank Reconciliation

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
10/29/2020	Payment	14974	FIRSTSERVICE RESIDENTIAL	7,669.60	0.00	7,669.60
10/29/2020	Payment	14975	FLORIDA DEPARTMENT OF REVENUE	3,566.06	0.00	3,566.06
10/29/2020	Payment	14976	FLORIDA TRANCOR, INC	78.50	0.00	78.50
10/29/2020	Payment	14977	FOSTER & COMPANY INC	50.84	0.00	50.84
10/29/2020	Payment	14978	FPL	11.26	0.00	11.26
10/29/2020	Payment	14979	GALINA BOLES	242.25	0.00	242.25
10/29/2020	Payment	14980	GARY PERNA	480.00	0.00	480.00
10/29/2020	Payment	14981	GRAINGER	303.73	0.00	303.73
10/29/2020	Payment	14982	HEAD PENN/ RACQUET SPORTS	536.26	0.00	536.26
10/29/2020	Payment	14983	HINES PALENCIA PROPERTY MGMNT LLC	843.75	0.00	843.75
10/29/2020	Payment	14984	HOME DEPOT CREDIT SERVICES	151.92	0.00	151.92
10/29/2020	Payment	14985	HOME DEPOT CREDIT SERVICES	509.72	0.00	509.72
10/29/2020	Payment	14986	HOWARD FERTILIZER &	800.39	0.00	800.39
10/29/2020	Payment	14987	INFRAMARK, LLC	7,675.38	0.00	7,675.38
10/29/2020	Payment	14988	JEN WOLFE	280.00	0.00	280.00
10/29/2020	Payment	14989	KRISTY SIEBERT	35.00	0.00	35.00
10/29/2020	Payment	14990	LAURA CORREA	70.00	0.00	70.00
10/29/2020	Payment	14991	LINA HERMEZ	105.00	0.00	105.00
10/29/2020	Payment	14992	LORI A GARRISON	4,191.25	0.00	4,191.25
10/29/2020	Payment	14993	MANDY FAMA	160.00	0.00	160.00
10/29/2020	Payment	14994	MCMASTER-CARR SUPPLY CO.	157.40	0.00	157.40
10/29/2020	Payment	14995	MICHAEL KYPRISS	275.25	0.00	275.25
10/29/2020	Payment	14996	MILNER SPORTS, LLC	133.00	0.00	133.00
10/29/2020	Payment	14997	MIRANDA G BULGER	122.50	0.00	122.50
10/29/2020	Payment	14998	OFFICE DEPOT	153.87	0.00	153.87
10/29/2020	Payment	14999	PRINTING & PROMOTIONAL PARTNERS	214.25	0.00	214.25
10/29/2020	Payment	15000	PROSSER	2,651.47	0.00	2,651.47
10/29/2020	Payment	15001	PUBLIX SUPER MARKETS, INC.	22.63	0.00	22.63
10/29/2020	Payment	15002	RICK ARSENAULT CERTIFIED POOL	400.00	0.00	400.00
10/29/2020	Payment	15003	ROMULO PINE STRAW, INC	51,559.20	0.00	51,559.20
10/29/2020	Payment	15004	RONALD C. CULLUM	70.00	0.00	70.00
10/29/2020	Payment	15006	SANFORD & SON AUTO PARTS INC	595.37	0.00	595.37
10/29/2020	Payment	15007	SITEONE LANDSCAPE	1,458.82	0.00	1,458.82
10/29/2020	Payment	15008	ST. AUGUSTINE RECORD	296.18	0.00	296.18
10/29/2020	Payment	15009	ST. JOHN'S SALES & SERVICE	623.66	0.00	623.66
10/29/2020	Payment	15010	STACY LEE ETTTEL	280.00	0.00	280.00
10/29/2020	Payment	15011	TARGET SPECIALTY PRODUCTS	1,530.00	0.00	1,530.00
10/29/2020	Payment	15012	THE HIGHLANDS CONSTRUCTION	995.00	0.00	995.00
10/29/2020	Payment	15013	THOMAS C COWARD	120.00	0.00	120.00
10/29/2020	Payment	15014	THOMAS SALMON	81.96	0.00	81.96
10/29/2020	Payment	15015	TIFFANY CUNNINGHAM	105.00	0.00	105.00
10/29/2020	Payment	15016	TURNER ACE ST. AUGUSTINE, INC	74.96	0.00	74.96
10/29/2020	Payment	15017	TURNER PEST CONTROL LLC	65.00	0.00	65.00
10/29/2020	Payment	15018	UNITED HEALTHCARE SERVICES, INC	13,890.27	0.00	13,890.27
10/29/2020	Payment	15019	UNITED SITE SERVICES	156.93	0.00	156.93
10/29/2020	Payment	15020	VILLAGE KEY & ALARM, INC.	35.00	0.00	35.00
10/29/2020	Payment	15021	WELCH TENNIS COURTS, INC.	256.84	0.00	256.84
10/29/2020	Payment	15022	WESCO TURF SUPPLY INC.	338.21	0.00	338.21
10/29/2020	Payment	15023	FEDEX	50.36	0.00	50.36
10/29/2020	Payment	15024	HOPPING, GREEN & SAMS	1,500.00	0.00	1,500.00
10/29/2020	Payment	15025	ST. AUGUSTINE RECORD	192.97	0.00	192.97
10/29/2020	Payment	15026	BB&T	6,141.37	0.00	6,141.37

Marshall Creek CDD

Bank Reconciliation

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
10/29/2020	Payment	15027	BB&T-2031	2,112.05	0.00	2,112.05
10/29/2020	Payment	15028	OFFICE DEPOT	26.49	0.00	26.49
Total Outstanding Checks.....				180,581.46		180,581.46

Payroll Invoice Approval Listing

October 31, 2020

Week	Date	Amount
Week # 41	10/09/20	\$57,695.91
Week # 43	10/23/20	\$54,573.37
Total		\$112,269.28

Statistical Summary

Company:49Z - Marshal Creek Cor Service Center:0030 SEMA Status:Under Review
 Week#:41 Pay Date:10/09/2020 P/E Date:10/04/2020
 Qtr/Year:4/2020 Run Time/Date:15:23:06 PM EDT 10/05/2020

Taxes Debited	Federal Income Tax	4,160.94
	Earned Income Credit Advances	0.00
	Social Security - EE	3,328.56
	Social Security - ER	3,328.57
	Social Security Adj - EE	0.00
	Medicare - EE	778.42
	Medicare - ER	778.46
	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
	Families First FMLA-PSL Payments Credit	0.00
	Families First ER Medicare Credit	0.00
	Families First FMLA-PSL Health Care Premium Credit	0.00
	CARES Retention Qualified Payments Credit	0.00
	CARES Retention Qualified Health Care Credit	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	12,374.95
Other Transfers	ADP Check Acct. No.0000241662195Tran/ABA263191387	14,374.61
	Full Service Direct Deposit Acct. No.0000241662195Tran/ABA263191387	30,807.89
	Wage Garnishments Acct. No.0000241662195Tran/ABA263191387	138.46
	Total Amount Debited From Your Account	57,695.91
Bank Debits & Other Liability	Adjustments/Prepay/Voids	0.00

Note: If you have requested ADP to defer your Employer Social Security taxes under the CARES Act, this report will not display the amount that will be deferred. The actual amount of Employer Social Security tax deferred will be displayed on your Tax Invoice in ADP SmartCompliance with Reason Code CV.

Xetelvie
10/09/2020

57,695.91	Total Liability	57,695.91
		57,695.91

Statistical Summary

Company:49Z - Marshal Creek Cor Service Center:0030 SEMA Status:Under Review
 Week#:43 Pay Date:10/23/2020 P/E Date:10/18/2020
 Qtr/Year:4/2020 Run Time/Date:15:59:52 PM EDT 10/19/2020

Taxes Debited	Federal Income Tax	3,970.90
	Earned Income Credit Advances	0.00
	Social Security - EE	3,140.99
	Social Security - ER	3,249.93
	Social Security Adj - EE	0.00
	Medicare - EE	734.55
	Medicare - ER	760.06
	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
	Families First FMLA-PSL Payments Credit	0.00
	Families First ER Medicare Credit	0.00
	Families First FMLA-PSL Health Care Premium Credit	0.00
	CARES Retention Qualified Payments Credit	0.00
	CARES Retention Qualified Health Care Credit	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	11,856.43
Other Transfers	ADP Check Acct. No.0000241662195Tran/ABA263191387	12,296.91
	Full Service Direct Deposit Acct. No.0000241662195Tran/ABA263191387	30,420.03
	Total Amount Debited From Your Account	54,573.37
Bank Debits & Other Liability	Adjustments/Prepay/Voids	0.00
Taxes- Your Responsibility	None this payroll	

Note: If you have chosen to defer your Employer Social Security taxes under the CARES Act, then this report will not display deferral information. Actual amounts being deferred will display on your Tax Invoices with Reason Code CV in ADP SmartCompliance.

Handwritten:
10/23/20

MARSHALL CREEK
Community Development District

Check Register

10/01/2020 - 10/31/2020

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
For the Period from 10/1/2020 to 10/31/2020
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
GENERAL FUND - 001								
001	0023	10/08/20	MARSHALL CREEK CDD	28-SEP-20	TO OPEN NEW ACCOUNT	Cash with Fiscal Agent	103000	\$30,000.00
001	14818	10/01/20	A-1 SOD OF JACKSONVILLE, INC.	109704	2 PALLETS OF BERMUDA	R&M-Grounds	546037-53902	\$462.00
001	14819	10/01/20	AMY SUE LONG	092120	YOGA W/E 9/20/2020	Yoga-w/e 09/20/2020	512011-53910	\$35.00
001	14820	10/01/20	COMCAST	108294148	ACCT# 963179979 9/15-10/14/2020	Sep. 15, 2020 - Oct. 14, 2020	541003-57205	\$135.56
001	14820	10/01/20	COMCAST	108294148	ACCT# 963179979 9/15-10/14/2020	Sep. 15, 2020 - Oct. 14, 2020	541003-57206	\$226.38
001	14820	10/01/20	COMCAST	108294148	ACCT# 963179979 9/15-10/14/2020	Sep. 15, 2020 - Oct. 14, 2020	546034-52901	\$207.14
001	14820	10/01/20	COMCAST	108294148	ACCT# 963179979 9/15-10/14/2020	Sep. 15, 2020 - Oct. 14, 2020	549921-53910	\$203.99
001	14821	10/01/20	DIANE STOEVER	092120	SR STRETCH, PILATES BARRE, KIDS W/E 9/20/2020	Sr Stretch, Pilates barre, Kids-w/e 09/20/2020	512011-53910	\$140.00
001	14822	10/01/20	DOWNEY'S JANITORIAL SUPPLIES	41-19878	MULTI SURFACE CLEANER	R&M-General	546001-57206	\$47.36
001	14823	10/01/20	ENVERA SYSTEMS	692833	AD RES 7/1-8/31/2020	Add Res-07/01/2020-08/31/2020	534037-52901	\$228.00
001	14824	10/01/20	FEDEX	7-129-26338	SERVICE FOR 9/10-9/14/2020	Postage and Freight	541006-51301	\$75.60
001	14825	10/01/20	FIRSTSERVICE RESIDENTIAL	10664277	ONSITE STAFF FEE 8/29-9/11/2020	ProfServ-Field Management	531016-53910	\$7,669.60
001	14826	10/01/20	FLORIDA JANITOR & PAPER SUPPLY	331313	DISP TOWELS, DOGI POT LITTER BAGS	Disp towels	552001-53902	\$63.72
001	14826	10/01/20	FLORIDA JANITOR & PAPER SUPPLY	331313	DISP TOWELS, DOGI POT LITTER BAGS	Dogi pot litter bags	552001-53902	\$248.52
001	14827	10/01/20	GALINA BOLES	092120	TENNIS LESSONS W/E 9/20/2020	w/e 09/20/2020	512040-57206	\$474.75
001	14828	10/01/20	GARY PERNA	GP09232020	SECURITY W/E 9/19/2020	Contracts-Roving Patrol	534099-52901	\$160.00
001	14829	10/01/20	HOME DEPOT CREDIT SERVICES	7184123	BEGONIAS	Impr - Landscape	563023-53902	\$55.20
001	14829	10/01/20	HOME DEPOT CREDIT SERVICES	7200581	WIPING CLOTHS, 6/10 WRENCH, RATCHET COMBO	R&M-Irrigation	546041-53902	\$74.85
001	14830	10/01/20	HOME DEPOT CREDIT SERVICES	0012264	250FT WIRE, 2-FLASHLIGHTS, VINYL TUBING	250ft wire	546012-53901	\$70.81
001	14830	10/01/20	HOME DEPOT CREDIT SERVICES	0012264	250FT WIRE, 2-FLASHLIGHTS, VINYL TUBING	2-flashlights, vinyl tubing	552001-53910	\$56.49
001	14831	10/01/20	INTERSTATE BATTERIES	134462	2- BATTERIES	2-batteries	546104-57205	\$181.90
001	14832	10/01/20	JEN WOLFE	092120	BODY BARRE, TORCH, YOGA W/E 9/20/2020	Body Barre, Torch, Yoga-w/e 09/20/2020	512011-53910	\$105.00
001	14833	10/01/20	JERMAINE SOLOMON	092120	KIDS FITNESS W/E 9/20/2020	Kids fitness-w/e 09/20/2020	512011-53910	\$50.00
001	14834	10/01/20	JIM SMELAND	08012020	8/2020 MILEAGE AND REIMB FOR CELL 7/29-8/28/2020	August mileage	552030-53902	\$70.85
001	14834	10/01/20	JIM SMELAND	08012020	8/2020 MILEAGE AND REIMB FOR CELL 7/29-8/28/2020	Cell -Jul. 29, 2020 - Aug. 28, 2020	552001-53902	\$50.00
001	14834	10/01/20	JIM SMELAND	07012020	7/2020 MILEAGE AND REIMB CELL 6/29-7/28/2020	July mileage	552030-53902	\$64.31
001	14834	10/01/20	JIM SMELAND	07012020	7/2020 MILEAGE AND REIMB CELL 6/29-7/28/2020	Cell-June 29, 2020 -Jul 28, 2020	552001-53902	\$50.00
001	14835	10/01/20	KATHERINE AMES JAKEWAY	07202020	TENNIS LESSONS W/E 7/19/2020	w/e 07/19/2020	512040-57206	\$160.00
001	14836	10/01/20	KELLY ELECTRIC LLC	12134	REPAIR STREETLIGHTS AT PASEO REYES DR	Repair streetlights at Paseo Reyes Dr.	546020-53901	\$916.00
001	14837	10/01/20	KNOX NURSERY, INC.	183426	BEGONIAS	Impr - Landscape	563023-53902	\$1,717.80
001	14838	10/01/20	KRISTY SIEBERT	092120	TABATA W/E 9/20/2020	Tabata-w/e 09/20/2020	512011-53910	\$35.00
001	14839	10/01/20	LAURA CORREA	092120	ZUMBA W/E 9/20/2020	Zumba-w/e 09/20/2020	512011-53910	\$70.00
001	14841	10/01/20	MCMMASTER-CARR SUPPLY CO.	CM45740391	RET-SANDING DISC	R&M-Pools	546074-57205	(\$23.45)
001	14841	10/01/20	MCMMASTER-CARR SUPPLY CO.	45709657	SANDING DISC	R&M-Pools	546074-57205	\$23.45
001	14841	10/01/20	MCMMASTER-CARR SUPPLY CO.	45627318	HOOK & LOOP SANDING DISC, CUSHIONED SANDING	Hook and Loop sanding disc, Cushioned sanding	546074-57205	\$40.90
001	14842	10/01/20	MICHAEL KYPRISS	092120	TENNIS LESSONS W/E 9/20/2020	w/e 09/20/2020	512040-57206	\$992.00
001	14843	10/01/20	MIRANDA G BULGER	09212020	HIIT W/E 9/20/2020	HIIT-w/e 09/20/2020	512011-53910	\$105.00
001	14844	10/01/20	NOELANI TAYLOR	092120	SPIN W/E 9/20/2020	Spin - w/e 09/20/2020	512011-53910	\$35.00
001	14845	10/01/20	PAUL MASTERS	07012020	REIMB CELL 6/24-7/23/2020	Cell-Jun. 24, 2020-Jul. 23, 2020	552001-53902	\$30.00
001	14845	10/01/20	PAUL MASTERS	08012020	REIMB CELL 7/24-8/23/2020	Cell - Jul. 24, 2020 - Aug. 23, 2020	552001-53902	\$30.00
001	14846	10/01/20	POOLSURE	131295595472	10/2020 WATER MANAGEMENT	October	546074-57205	\$1,114.29
001	14847	10/01/20	PREFERRED GOVERNMENTAL	62292	ARMT# WC FL1 0064954 19-01 9/26-9/26/21	Work Comp-09/26/2020-09/26/2021	512010-53902	\$2,439.36
001	14847	10/01/20	PREFERRED GOVERNMENTAL	62292	ARMT# WC FL1 0064954 19-01 9/26-9/26/21	Work Comp-09/26/2020-09/26/2021	512010-57205	\$3,705.02
001	14847	10/01/20	PREFERRED GOVERNMENTAL	62292	ARMT# WC FL1 0064954 19-01 9/26-9/26/21	Work Comp-09/26/2020-09/26/2021	512010-57206	\$1,913.37
001	14847	10/01/20	PREFERRED GOVERNMENTAL	62292	ARMT# WC FL1 0064954 19-01 9/26-9/26/21	Work Comp-09/26/2020-09/26/2021	512010-52901	\$266.81
001	14847	10/01/20	PREFERRED GOVERNMENTAL	62292	ARMT# WC FL1 0064954 19-01 9/26-9/26/21	Work Comp-09/26/2020-09/26/2021	512010-53901	\$213.44
001	14848	10/01/20	PROFORMA	BA98001033B	WINTER JACKETS	Op Supplies - Uniforms	552028-53902	\$1,453.00
001	14849	10/01/20	REPUBLIC SERVICES OF FL, L.P	0687-001086295	SERVICE FOR 10/1-10/31/2020	10/01/2020 - 10/31/2020	543020-53902	\$364.40
001	14849	10/01/20	REPUBLIC SERVICES OF FL, L.P	0687-001088846	ACCT# 3-0687-3618319 10/1-10/31/2020	10/01/2020 - 10/31/2020	543020-57205	\$178.15
001	14849	10/01/20	REPUBLIC SERVICES OF FL, L.P	0687-001088846	ACCT# 3-0687-3618319 10/1-10/31/2020	10/01/2020 - 10/31/2020	543020-57206	\$178.15
001	14850	10/01/20	RONALD C. CULLUM	09212020	BEG & INTER TAI CHI W/E 9/20/2020	Beg & Inter Tai Chi - w/e 09/20/2020	512011-53910	\$70.00
001	14851	10/01/20	SANFORD & SON AUTO PARTS INC	667959	SOLENOID	R&M-Equipment	546022-53902	\$23.70

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
For the Period from 10/1/2020 to 10/31/2020
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
001	14851	10/01/20	SANFORD & SON AUTO PARTS INC	667900	SPARK PLUG	R&M-Equipment	546022-53902	\$4.92
001	14851	10/01/20	SANFORD & SON AUTO PARTS INC	668282	ELEC DEVICE BATTERY, BRAKE KIT	R&M-Equipment	546022-53902	\$52.93
001	14851	10/01/20	SANFORD & SON AUTO PARTS INC	667929	THRD ROD	R&M-Equipment	546022-53902	\$6.38
001	14852	10/01/20	SITEONE LANDSCAPE	103364231-001	HUNTER COUPLING	R&M-Irrigation	546041-53902	\$23.85
001	14853	10/01/20	SOLANTIC OF JACKSONVILLE, LLC	092086243	B MORGAN, C SHERFY DRUG SCREENS	Payroll-Benefits	512010-52901	\$25.00
001	14853	10/01/20	SOLANTIC OF JACKSONVILLE, LLC	092086243	B MORGAN, C SHERFY DRUG SCREENS	Payroll-Benefits	512010-53901	\$25.00
001	14854	10/01/20	SPORTS CORNER	701	HEADSWEATS, ZIP PULLOVERS	COS - Start Up Inventory	552143-57206	\$960.00
001	14855	10/01/20	ST. JOHN'S SALES & SERVICE	56491	WHEEL BEARING KIT	R&M-Equipment	546022-53902	\$55.05
001	14856	10/01/20	STACY LEE ETTTEL	SE09232020	SECURITY W/E 9/19/2020	w/e 09/19/2020	534099-52901	\$640.00
001	14857	10/01/20	SUNBELT GATED ACCESS	71939	WHITE DECALS 15300-15599	white decals - 15300-15599	549008-52901	\$1,023.65
001	14858	10/01/20	SYNCHRONY BANK	20926	PETUNIAS, DIANTHUS	Impr - Landscape	563023-53902	\$66.97
001	14858	10/01/20	SYNCHRONY BANK	20173	BEGONIAS	Impr - Landscape	563023-53902	\$102.26
001	14859	10/01/20	TIFFANY CUNNINGHAM	092120	CARDIO- W/E 9/20/2020	Cardio-w/e 09/20/2020	512011-53910	\$70.00
001	14860	10/01/20	TURNER ACE ST. AUGUSTINE, INC	7309 /3	POCKET HOSE	R&M-Court Maintenance	546017-57206	\$31.99
001	14861	10/01/20	TURNER PEST CONTROL LLC	6912462	9/2020 PEST CONTROLL	Sept 2020	546001-57206	\$23.00
001	14861	10/01/20	TURNER PEST CONTROL LLC	6912462	9/2020 PEST CONTROLL	Sept 2020	534025-57202	\$106.00
001	14861	10/01/20	TURNER PEST CONTROL LLC	6912462	9/2020 PEST CONTROLL	Sept 2020	546034-52901	\$46.00
001	14862	10/01/20	UNITED SITE SERVICES	114-10897472	WHEELCHAIR ACCESS RENTAL 8/10-9/6/2020	08/10/2020 - 09/06/2020	546009-53901	\$156.93
001	14863	10/01/20	UNUM LIFE INSURANCE	09222020	COVERAGE PERIOD 9/1-9/30/2020	09/01/2020 - 09/30/2020	512010-53902	\$177.98
001	14863	10/01/20	UNUM LIFE INSURANCE	09222020	COVERAGE PERIOD 9/1-9/30/2020	09/01/2020 - 09/30/2020	512010-57205	\$110.24
001	14863	10/01/20	UNUM LIFE INSURANCE	09222020	COVERAGE PERIOD 9/1-9/30/2020	09/01/2020 - 09/30/2020	512010-57206	\$71.68
001	14863	10/01/20	UNUM LIFE INSURANCE	09222020	COVERAGE PERIOD 9/1-9/30/2020	09/01/2020 - 09/30/2020	512010-52901	\$21.03
001	14863	10/01/20	UNUM LIFE INSURANCE	09222020	COVERAGE PERIOD 9/1-9/30/2020	09/01/2020 - 09/30/2020	512010-53901	\$16.83
001	14864	10/01/20	WELCH TENNIS COURTS, INC.	58597	COURT RAKES PANELS	R&M-Court Maintenance	546017-57206	\$478.53
001	14865	10/01/20	WILLIAMS' PLANT NURSERY	105701	HOSTAS AND WAX MYRTLES	Impr - Landscape	563023-53902	\$500.00
001	14866	10/08/20	AMY SUE LONG	092820	YOGA, GENTLE YOGA W/E 9/27/2020	w/e 09/27/2020-Yoga, Gentle yoga	512011-53910	\$70.00
001	14867	10/08/20	AT SERVICES OF NORTH FLORIDA	31086	ISSUE W/FRY DESK COMPUTER-OUTLOOK CLOSING	Issue w/ fry desk computer-outlook closing	531020-57205	\$120.00
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Dielectric grease, wire polish wheel-Xmas tree	546020-53901	\$42.77
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	RET Uniforms	552001-53910	(\$49.90)
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Rotary tool, brass pipe fittings	546020-53901	\$37.61
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Adhesive applicator	546081-53901	\$12.05
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Husky toolbox repl key	552001-53910	\$46.06
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Traffic signs	546085-53901	\$84.74
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Gel Kote white	546074-57205	\$36.19
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Gel Kote white	546104-53910	\$70.00
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Flowmeters	546074-57205	\$244.48
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	9/4/2020, 9/4/2020,9/4/2020	546012-53901	\$618.68
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Towing	546104-53910	\$70.00
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Fuel stickers, Safety cans, paper	552001-53910	\$272.66
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Programming cable	546032-53901	\$37.99
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Pendaflex files	552001-53902	\$21.74
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	SS coupler	546081-53901	\$27.94
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	manila file folders	552001-53902	\$15.28
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	Battery charger	552001-53910	\$76.50
001	14868	10/08/20	BB&T	09212020-4968	PURCHASES FOR 8/21-9/18/2020	300' steel hose reel	546084-53901	\$209.99
001	14869	10/08/20	BB&T-2031	09212020-2031	PURCHASES FOR 8/26-9/18/2020	erasers, jerky and paper towels	551002-57205	\$58.24
001	14869	10/08/20	BB&T-2031	09212020-2031	PURCHASES FOR 8/26-9/18/2020	staff uniform shirts	552028-57205	\$264.00
001	14869	10/08/20	BB&T-2031	09212020-2031	PURCHASES FOR 8/26-9/18/2020	garden hose	551003-57205	\$73.56
001	14869	10/08/20	BB&T-2031	09212020-2031	PURCHASES FOR 8/26-9/18/2020	August music-FTF	549052-57202	\$206.00
001	14869	10/08/20	BB&T-2031	09212020-2031	PURCHASES FOR 8/26-9/18/2020	6 ft Christmas tree	549052-57202	\$149.99
001	14869	10/08/20	BB&T-2031	09212020-2031	PURCHASES FOR 8/26-9/18/2020	Pandora-Sept	554001-57205	\$26.95
001	14869	10/08/20	BB&T-2031	09212020-2031	PURCHASES FOR 8/26-9/18/2020	staff uniform shirts	552028-57205	\$253.00
001	14869	10/08/20	BB&T-2031	09212020-2031	PURCHASES FOR 8/26-9/18/2020	Signup Genius	554001-57205	\$24.99
001	14870	10/08/20	CANON SOLUTIONS AMERICA, INC	4034034104	COPIES 8/22-9/21/2020	copies 08/22/2020-09/21/2020	552001-53902	\$29.39

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001	14871	10/08/20	COMCAST	108280120	ACCT# 96185024 9/15-10/14/2020	Sep. 15, 2020 - Oct. 14, 2020	541003-53902	\$282.68
001	14872	10/08/20	DIANE STOEVER	092820	SR STRETCH, BARRE, KIDS FITNESS W/E 9/27/2020	w/e 09/27/2020-Sr Stretch, Barre, Kids Fitness	534111-57202	\$105.00
001	14873	10/08/20	DOWNEY'S JANITORIAL SUPPLIES	41-20348	BLEACH, TOILET PAPER, CONE CUPS	R&M-General	546001-57206	\$173.65
001	14873	10/08/20	DOWNEY'S JANITORIAL SUPPLIES	41-20292	DISINFECTANT SPRAY	Cleaning Supplies	551003-57205	\$67.89
001	14874	10/08/20	DUVAL CONCRETE SERVICES, LLC	1397	POOL, 638 TREEHOUSE CIR, 141 & 253 OAK COMMON	R&M-Bike Paths & Asphalt	546008-53901	\$4,450.00
001	14874	10/08/20	DUVAL CONCRETE SERVICES, LLC	1398	2000SF NEW SIDWALK, RMV OLD AND TREE ROOTS	2000sf new sidewalk, rmv old and tree roots	546084-53901	\$24,000.00
001	14875	10/08/20	ELIANA N ROQUE	092820	TONE/STRETCH, SR STRENGTH, SILVER	w/e 09/27/2020-Tone/Stretch, Sr Strength, Silver	534111-57202	\$105.00
001	14876	10/08/20	EMERT, SHAWN	SE09302020	SECURITY W/E 9/26/2020	w/e 09/26/2020	534099-52901	\$160.00
001	14877	10/08/20	FERGUSON ENTERPRISES INC #52	8644552	20 PVC S40	R&M-Irrigation	546041-53902	\$23.84
001	14878	10/08/20	FIRSTSERVICE RESIDENTIAL	10667463	BASE MANAGEMENT FEE 10/2020	ProfServ-Field Management	531016-53910	\$5,580.00
001	14878	10/08/20	FIRSTSERVICE RESIDENTIAL	10668509	ONSITE STAFF FEE 9/12-9/25/2020	ProfServ-Field Management	531016-53910	\$7,669.60
001	14879	10/08/20	FLORIDA JANITOR & PAPER SUPPLY	331622	MOP, TRASH LINERS, DOGIPOT BAGS	Mop	546012-53902	\$8.84
001	14879	10/08/20	FLORIDA JANITOR & PAPER SUPPLY	331622	MOP, TRASH LINERS, DOGIPOT BAGS	Trash liners, dogipot bags	552001-53902	\$272.16
001	14879	10/08/20	FLORIDA JANITOR & PAPER SUPPLY	331622-1	DOGIPOT LITTER BAGS	Op Supplies - General	552001-53902	\$225.00
001	14880	10/08/20	FREEPORT FOUNTAINS	56872	VILLAGE GREEN FOUNTAIN	R&M-Fountain	546032-53901	\$761.25
001	14881	10/08/20	GALINA BOLES	092920	TENNIS LESSONS W/E 9/27/2020	w/e 09/27/2020	512040-57206	\$252.75
001	14882	10/08/20	GARY PERNA	GP09302020	SECURITY W/E 9/26/2020	Contracts-Roving Patrol	534099-52901	\$440.00
001	14883	10/08/20	GLENDA MALEWICKI	092820	SR YOGA W/E 9/27/2020	w/e 09/27/2020-Sr Yoga	534111-57202	\$35.00
001	14884	10/08/20	HOME DEPOT CREDIT SERVICES	3194520	NEW SHED	Cap Outlay-Machinery and Equip	564001-57206	\$2,898.60
001	14884	10/08/20	HOME DEPOT CREDIT SERVICES	3451831	150 W LED/CFI BULB	150 w LED/CFI bulb	546012-57205	\$27.74
001	14884	10/08/20	HOME DEPOT CREDIT SERVICES	4030951	GRINDER, GRINDING WHEEL, 250 12-3 UF & 1 GANG KIT	Grinder, Grinding wheel	546084-53901	\$313.94
001	14884	10/08/20	HOME DEPOT CREDIT SERVICES	4030951	GRINDER, GRINDING WHEEL, 250 12-3 UF & 1 GANG KIT	250 12-3 UF and 1 gang kit w/ GFCI	546042-53903	\$181.53
001	14885	10/08/20	HOPPING, GREEN & SAMS	117560	GENERAL COUNSEL AUG 2020	ProfServ-Legal Services	531023-51401	\$6,412.64
001	14885	10/08/20	HOPPING, GREEN & SAMS	117561	MONTHLY MEETING AUG 2020	MONTHLY MEETING AUGUST 2020	531023-51401	\$1,500.00
001	14886	10/08/20	JEN WOLFE	092820	BARRE, TORCH, SPIN, YOGA W/E 9/27/2020	w/e 09/27/2020 -Barre, Torch, Spin, Yoga	534111-57202	\$140.00
001	14887	10/08/20	JERMAINE SOLOMON	092820	KIDS FITNESS W/E 9/27/2020	w/e 09/27/2020-Kids Fitness	534111-57202	\$50.00
001	14888	10/08/20	KELLY ELECTRIC LLC	12133	INSTALL LIGHT FIXTURES & OUTLETS ON 11 PALM TREES	Install light fixtures and outlets on 11 palm tree	549052-57202	\$8,816.00
001	14889	10/08/20	KRISTY SIEBERT	092820	TABATA W/E 9/27/2020	w/e 09/27/2020-Tabata	534111-57202	\$35.00
001	14890	10/08/20	LAURA CORREA	092820	ZUMBA W/E 9/27/2020	w/e 09/27/2020-Zumba	512011-53910	\$70.00
001	14891	10/08/20	LINA HERMEZ	092820	PILATES, SPIN, POWER YOGA W/E 9/27/2020	w/e 09/27/2020-Pilates, Spin, Power Yoga	534111-57202	\$105.00
001	14891	10/08/20	LINA HERMEZ	09212020	SPIN, PILATES W/E 9/20/2020	w/e 09/20/2020 - Spin, Pilates	512011-53910	\$70.00
001	14892	10/08/20	LUCAS TREE SERVICE, INC	5057	RM PALM TREE, TRIM CRAPE MYRTLES, TRIM 2 OAKS	R&M-Trees and Trimming	546099-53902	\$2,800.00
001	14893	10/08/20	MATTHEW BROADUS ADVERTISING, I	28334	FISHING NOT PERMITTED SIGN	Fishing not permitted	546085-53901	\$50.00
001	14894	10/08/20	MICHAEL KYPRISS	092920	TENNIS LESSONS W/E 9/27/2020	w/e 09/27/2020	512040-57206	\$681.56
001	14895	10/08/20	MIRANDA G BULGER	092820	HIIT, SPIN HIIT W/E 9/27/2020	w/e 09/27/2020-HIIT, Spin HIIT	534111-57202	\$105.00
001	14896	10/08/20	NOELANI TAYLOR	092820	SPIN W/E 9/27/2020	w/e 09/27/2020-Spin	512011-53910	\$35.00
001	14897	10/08/20	PALM CASUAL FURNITURE	107929	24- CHAISE CUSHIONS	24-Chaise cushions	564020-57205	\$7,056.00
001	14898	10/08/20	PARTRIDGE WELL DRILLING CO., I	37005	RPL N LOOP WELL# 1	Rpl N Loop Well # 1	546075-53902	\$17,220.00
001	14899	10/08/20	PUBLIX SUPER MARKETS, INC.	2137242931	DISTILLED WATER	Distilled water	546022-53902	\$11.61
001	14900	10/08/20	REBECCA STEPHENSON	092820	SENIOR YOGA W/E 9/27/2020	w/e 09/27/2020-Senior yoga	512011-53910	\$35.00
001	14901	10/08/20	RONALD C. CULLUM	09282020	TAI CHI x2 W/E 9/27/2020	w/e 09/27/2020-Tai Chi	534111-57202	\$70.00
001	14902	10/08/20	SAFETY-KLEEN SYSTEMS, INC	84171310	MDL 16 W/PREMIUM	MDL 16 w/ premium	552030-53902	\$144.00
001	14903	10/08/20	SANFORD & SON AUTO PARTS INC	669066	BODY HARDWARE	R&M-Equipment	546022-53902	\$14.34
001	14903	10/08/20	SANFORD & SON AUTO PARTS INC	669562	COUPLING	R&M-Equipment	546022-53902	\$8.72
001	14903	10/08/20	SANFORD & SON AUTO PARTS INC	669521	BAR CHAIN OIL	Op Supplies - Fuel, Oil	552030-53902	\$37.74
001	14903	10/08/20	SANFORD & SON AUTO PARTS INC	669688	ARMOUR BRK LINE	R&M-Equipment	546022-53902	\$8.58
001	14904	10/08/20	SITEONE LANDSCAPE	103531143-001	MASON BOOTS	R&M-Grounds	546037-53902	\$34.32
001	14904	10/08/20	SITEONE LANDSCAPE	103298469-001	SPRAY TANK, BACKPACK BATTERIES, CHEST SPREADER	R&M-Grounds	546037-53902	\$1,144.69
001	14904	10/08/20	SITEONE LANDSCAPE	103290975-001	COMM MODULE, MASTER MODULE, VALUE FLANGE	R&M-Irrigation	546041-53902	\$1,697.63
001	14904	10/08/20	SITEONE LANDSCAPE	103709009-001	2- COMM, MODULES, WALL MT CONTROLLER	2 Comm. modules, wall mt controller	546041-53902	\$3,293.82
001	14905	10/08/20	SPORTS CORNER	88179	STAFF UNIFORM SHIRTS	Op Supplies - Uniforms	552028-57206	\$156.00
001	14906	10/08/20	ST. JOHNS COUNTY UTILITY DEPT.	09192020-114659	ACCT# 514215-114659 8/18-9/19/2020	09/19/2020	543001-57205	\$558.94
001	14906	10/08/20	ST. JOHNS COUNTY UTILITY DEPT.	09192020-104785	ACCT# 514213-104785 8/18-9/19/2020	09/19/2020	543001-57205	\$556.41
001	14906	10/08/20	ST. JOHNS COUNTY UTILITY DEPT.	09192020-114653	ACCT# 514211-114653 8/19-9/19/2020	09/19/2020	543021-53903	\$157.24

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001	14906	10/08/20	ST. JOHNS COUNTY UTILITY DEPT.	09192020-121119	ACCT# 514214-121119 8/19-9/18/2020	09/19/2020	543021-57206	\$104.28
001	14906	10/08/20	ST. JOHNS COUNTY UTILITY DEPT.	09192020-126261	ACCT# 532033-126261 8/18-9/19/2020	09/19/2020	546034-52901	\$28.22
001	14906	10/08/20	ST. JOHNS COUNTY UTILITY DEPT.	09192020-133660	ACCT# 514213-133660 8/19-9/19/2020	09/19/2020	543006-53902	\$265.08
001	14906	10/08/20	ST. JOHNS COUNTY UTILITY DEPT.	09192020-101723	ACCT# 514213-101723 8/19-9/19/2020	09/19/2020	546034-52901	\$28.22
001	14907	10/08/20	ST. JOHN'S SALES & SERVICE	56872	PAWL, TORSION SPRING, FUEL LINE	R&M-Equipment	546022-53902	\$14.78
001	14907	10/08/20	ST. JOHN'S SALES & SERVICE	57034	EDGER BLADE, 2 TIRES, DRIVE SHAFT, TUBING	Edger blade	552001-53902	\$50.00
001	14907	10/08/20	ST. JOHN'S SALES & SERVICE	57034	EDGER BLADE, 2 TIRES, DRIVE SHAFT, TUBING	2 tires, Drive shaft, Tubing	546022-53902	\$375.34
001	14908	10/08/20	STACY LEE ETTTEL	SE09302020	SECURITY W/E 9/26/2020	w/e 09/26/2020	534099-52901	\$160.00
001	14909	10/08/20	TARGET SPECIALTY PRODUCTS	INVP500274248	TURF FUEL D SOLVE, MONORS, PRO BLADE, QUICK GREEN	Turf Fuel D Solve, Minors ,Pro Blade, Quick Green	546037-53902	\$3,182.30
001	14910	10/08/20	TIFFANY CUNNINGHAM	092820	CARDIO X W/E 9/27/2020	w/e 09/27/2020-Cardio X	534111-57202	\$70.00
001	14911	10/08/20	WESCO TURF SUPPLY INC.	40979406	MASTER CYLINDER, FILLER CAP	R&M-Equipment	546022-53902	\$123.29
001	14911	10/08/20	WESCO TURF SUPPLY INC.	40979718	FILLER CAP	R&M-Equipment	546022-53902	\$13.69
001	14912	10/08/20	WILLIAMS' PLANT NURSERY	106050	BLUE MY MIND AND WAX MYRTLES	Impr - Landscape	563023-53902	\$905.00
001	14913	10/15/20	AFLAC	672226	BILLING PERIOD 9/28/2020	September	512010-57205	\$71.26
001	14913	10/15/20	AFLAC	672226	BILLING PERIOD 9/28/2020	September	512010-53902	\$56.76
001	14913	10/15/20	AFLAC	672226	BILLING PERIOD 9/28/2020	September	512010-57206	\$99.96
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	8/27, 8/27, 8/31, 9/02	543020-53902	\$463.64
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	Edger blade and Titanium line	552001-53902	\$69.39
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	09/03/2020	546012-53901	\$86.66
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	Deck belt	546022-53902	\$116.51
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	2" pump kit	546041-53902	\$137.78
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	Inspect F350	546022-53902	\$149.99
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	Luncheon for Landscape team	549015-53902	\$94.86
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	Billback- ABC Towing - B Barnes	549921-53910	\$50.00
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	Ratcheting Tap and Die, 30' Recovery Strap	552001-53902	\$163.42
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	09/09, 9/10, 9/14, 9/14	543020-53902	\$689.36
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	Magnum Square	552001-53902	\$83.33
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	PTO Switch	546022-53902	\$63.57
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	09/15/2020	543020-53902	\$136.28
001	14914	10/15/20	BB&T- 2056	09212020-2056	PURCHASES FOR 8/27-9/17/2020	Begonias and melnor nozzle	563023-53902	\$102.26
001	14915	10/15/20	CANON SOLUTIONS AMERICA, INC	4034034789	COPIER 9/22-10/21/2020	09/22/2020 - 10/21/2020	552001-53902	\$24.00
001	14916	10/15/20	DEBOW'S APPLIANCE SERVICE	100720	ICE MACHINE RENTAL 10/2020	October	544003-57206	\$132.08
001	14917	10/15/20	DIANE STOEVER	092820 A	STRETCH, BARRE, KIDS FITNESS W/E 9/8/2020	w/e 09/28/2020	534111-57202	\$105.00
001	14918	10/15/20	DOWNEY'S JANITORIAL SUPPLIES	41-20397	CLOROX BOWL CLEANER, PAPER TOWELS	Clorox bowl cleaner	551003-57205	\$29.65
001	14918	10/15/20	DOWNEY'S JANITORIAL SUPPLIES	41-20397	CLOROX BOWL CLEANER, PAPER TOWELS	Paper towels	552012-57205	\$41.89
001	14919	10/15/20	ELIANA N ROQUE	10012020	SS W/E 10/1/20	w/e 10/01/2020	534111-57202	\$105.00
001	14920	10/15/20	ENVERA SYSTEMS	694884	ADD RES 9/1-10/31/2020	Add Res 9/1/2020-10/31/2020	534037-52901	\$180.00
001	14921	10/15/20	FACILITIES MANAGEMENT EXPRESS LLC	13469	SOFTWARE LICENSE 11/1-10/31/2021	11/01/2020-10/31/2021	546012-53901	\$3,465.00
001	14922	10/15/20	FEDEX	7-135-54045	SERVICE FOR 9/17/2020	Postage and Freight	541006-51301	\$14.52
001	14923	10/15/20	FLORIDA TRANSCOR, INC	ORD0004558	PERMA PATCH PAVEMENT REPAIR MIX	R&M-Roads & Alleyways	546081-53901	\$999.00
001	14924	10/15/20	GALINA BOLES	100520	TENNIS LESSONS 10/4/2020	W/E 10/04/2020	512040-57206	\$1,092.18
001	14925	10/15/20	GARY PERNA	GP10072020	SECURITY W/E 10/3/2020	SECURITY W/E 10/03/2020	534099-52901	\$480.00
001	14926	10/15/20	GLENDA MALEWICKI	CREEK-092920	SENIOR YOGA 9/29/2020	w/e 09/29/2020	534111-57202	\$70.00
001	14927	10/15/20	HEAD PENN/ RACQUET SPORTS	5193149824	TEACHING BALLS, BALLS FOR SALE	Teaching balls	551009-57206	\$179.42
001	14927	10/15/20	HEAD PENN/ RACQUET SPORTS	5193149824	TEACHING BALLS, BALLS FOR SALE	Balls for sale	552143-57206	\$497.28
001	14928	10/15/20	JACKSONVILLE CARRIAGE COMPANY LLC	20202366	12/4/2020 HOLIDAY EVENT DEPOSIT	12/4/2020 holiday event-DEPOSIT	549052-57202	\$1,125.00
001	14929	10/15/20	JEN WOLFE	10042020	BODY BARRE;TORCH;YOGA;SPIN W/E 10/4	w/e 10/04/2020	512011-53910	\$140.00
001	14930	10/15/20	KENNETH EVERETT	KE10072020	SECURITY FOR W/E 10/3/2020	W/E 09/29/2020	534099-52901	\$160.00
001	14930	10/15/20	KENNETH EVERETT	KE10092020	SECURITY W/E 10/10/2020	W/E 10/10/2020	534099-52901	\$160.00
001	14931	10/15/20	LAKE AND POND REMEDIATION, INC	357	10/2020 MONTHLY AQUATIC WEED CONTROL	October 2020	546042-53903	\$4,000.00
001	14932	10/15/20	LAURA CORREA	100320	ZUMBA W/E 10/3/2020	w/e 10/03/2020	512011-53910	\$70.00
001	14933	10/15/20	LINA HERMEZ	100520	PILATES, SPIN, POWER YOGA W/E 9/30/2020	W/E 09/30/2020	512011-53910	\$105.00
001	14934	10/15/20	LYNDSIE CURTISS	100719	AEROBIC CLASSES W/E 10/6/19	Aerobic classes-w/e 10/06/19	512011-53910	\$105.00
001	14935	10/15/20	MCMASTER-CARR SUPPLY CO.	46250139	BARBED HOSE FITTING	Op Supplies - General	552001-53902	\$23.51

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001	14935	10/15/20	MCMaster-CARR SUPPLY CO.	46520022	SLEEVES FOR COPPER TUBING	R&M-Equipment	546022-53901	\$39.49
001	14935	10/15/20	MCMaster-CARR SUPPLY CO.	46391182	316 SS STUD ANCHORS	R&M-Fountain	546032-53901	\$143.52
001	14936	10/15/20	MEDICAL EXPRESS CORPORATION	202003228	DRUG SCREENING	E. WOLFE, S GRISEMER, B DAVIS, J CABLE	512010-57205	\$108.00
001	14936	10/15/20	MEDICAL EXPRESS CORPORATION	202003228	DRUG SCREENING	E WILSON, E ALICEA, D MARDENLY, T SALMO	512010-57206	\$108.00
001	14936	10/15/20	MEDICAL EXPRESS CORPORATION	202003228	DRUG SCREENING	R LINKLETTER	512010-53902	\$27.00
001	14936	10/15/20	MEDICAL EXPRESS CORPORATION	202003228	DRUG SCREENING	B MORGAN	512010-52901	\$13.50
001	14936	10/15/20	MEDICAL EXPRESS CORPORATION	202003228	DRUG SCREENING	B MORGAN	512010-53901	\$13.50
001	14937	10/15/20	MICHAEL KYPRISS	100520	TENNIS LESSONS W/E 10/4/2020	W/E 10/04/2020	512040-57206	\$2,725.69
001	14938	10/15/20	MONICA FOURMAN	022420	EXTREME BURN W/E 2/23/2020	Extreme burn-w/e 02/23/2020	512011-53910	\$210.00
001	14939	10/15/20	MSC 7511	INV3884169	SERVICE FOR 9/3-10/2/2020	09/03/2020-10/02/2020	547001-53910	\$175.70
001	14939	10/15/20	MSC 7511	INV3884169	SERVICE FOR 9/3-10/2/2020	09/03/2020-10/02/2020	551002-57205	\$58.57
001	14939	10/15/20	MSC 7511	INV3884169	SERVICE FOR 9/3-10/2/2020	09/03/2020-10/02/2020	551002-57206	\$58.56
001	14939	10/15/20	MSC 7511	INV3884169	SERVICE FOR 9/3-10/2/2020	09/03/2020-10/02/2020	552001-53902	\$58.56
001	14940	10/15/20	NEIGHBORHOOD PUBLICATIONS	MCCDD0620	10/2020 WEBSITE MAINT	Printing and Binding	547001-53910	\$220.00
001	14940	10/15/20	NEIGHBORHOOD PUBLICATIONS	MCCDD0620	10/2020 WEBSITE MAINT	Advertising	548001-57205	\$110.00
001	14940	10/15/20	NEIGHBORHOOD PUBLICATIONS	MCCDD0620	10/2020 WEBSITE MAINT	Advertising	548001-57206	\$110.00
001	14941	10/15/20	RONALD C. CULLUM	092920	W/E 10/1/2020	w/e 09/29/2020	512011-53910	\$70.00
001	14942	10/15/20	SITEONE LANDSCAPE	103290820-001	RAIN BIRD NOZZLES, HUNTER COTROLLER, POPUPS	Rain Bird nozzles, Hunter controller, popups	546041-53902	\$1,528.48
001	14943	10/15/20	ST. JOHN'S SALES & SERVICE	57157	SEAL KIT, FUEL FILTER	R&M-Equipment	546022-53902	\$102.19
001	14943	10/15/20	ST. JOHN'S SALES & SERVICE	57158	HYDRO OIL CHANGE KIT, HYPR-OIL 500	Hydro oil change kit	546022-53902	\$210.14
001	14943	10/15/20	ST. JOHN'S SALES & SERVICE	57158	HYDRO OIL CHANGE KIT, HYPR-OIL 500	Hypr-oil 500	552030-53902	\$83.94
001	14944	10/15/20	STACY LEE ETTTEL	SE10072020	SECURITY W/E 10/3/2020	w/e 10/03/2020	534099-52901	\$120.00
001	14945	10/15/20	TIFFANY CUNNINGHAM	100120	W/E 10/1/2020	w/e 10/01/2020	534111-57202	\$70.00
001	14946	10/15/20	USA SERVICES OF FLORIDA, INC	USA008431	MECHANICAL SWEEPING 5/15/2020	05/15/2020	546081-53901	\$500.00
001	14946	10/15/20	USA SERVICES OF FLORIDA, INC	USA007605	SWEEPING 4/17/2020	4/17/2020	546081-53901	\$718.75
001	14947	10/15/20	WILLIAMS' PLANT NURSERY	105759	VIBURNUM ODORATISSIMUM	Impr - Landscape	563023-53902	\$380.00
001	14948	10/22/20	AMY SUE LONG	100220	YOGA, GENTLE YOGA W/E 10/10/2020	w/e 10/10/2020-Yoga	512011-53910	\$70.00
001	14949	10/22/20	D.A. SCHOGGIN, INC	PHASE 2	BALANCE OF COURT LIGHTS-RETROFIT	Cap Outlay-Machinery and Equip	564001-57206	\$18,480.00
001	14950	10/22/20	ELIANA N ROQUE	100820	W/E 10/10/2020	Payroll-Shared Personnel	512011-53910	\$105.00
001	14951	10/22/20	FEDEX	7-142-95797	SERVICE FOR 9/24/2020	Postage and Freight	541006-51301	\$14.45
001	14951	10/22/20	FEDEX	7-116-59187	SERVICE FOR 8/27/2020	Postage and Freight	541006-51301	\$14.57
001	14951	10/22/20	FEDEX	7-149-73498	SERVICE FOR 10/1-10/8/2020	Postage and Freight	541006-51301	\$47.78
001	14952	10/22/20	GALINA BOLES	101220	TENNIS LESSONS W/E 10/11/2020	w/e 10/11/2020	512040-57206	\$1,789.50
001	14953	10/22/20	HOPPING, GREEN & SAMS	116955	GENERAL COUNSEL JULY 2020	ProfServ-Legal Services	531023-51401	\$1,593.63
001	14954	10/22/20	LAURA CORREA	101020	ZUMBA W/E 10/10/2020	w/e 10/10/2020-Zumba	512011-53910	\$70.00
001	14955	10/22/20	LINA HERMEZ	100720	W/E 10/10/2020 PILATES, YOGA, SPIN	w/e 10/10/2020-Pilates, yoga, spin	512011-53910	\$105.00
001	14956	10/22/20	MICHAEL KYPRISS	101220	TENNIS LESSONS W/E 10/11/2020	w/e 10/11/2020	512040-57206	\$948.00
001	14957	10/22/20	MIRANDA G BULGER	092720	HITT, CYCLING W/E 10/3/2020	w/e 09/29/2020-HITT, Cycling	512011-53910	\$122.50
001	14957	10/22/20	MIRANDA G BULGER	10072020	HITT, SPIN W/E 10/10/2020	w/e 10/10/2020-HITT, Spin	512011-53910	\$105.00
001	14958	10/22/20	PUBLIC RISK INSURANCE AGENCY	70406	POLICY# PK2FL1 0064954 19-11 10/1/20-10/1/21	GL, Public Officials, EPL, Crime	545002-51301	\$13,430.00
001	14958	10/22/20	PUBLIC RISK INSURANCE AGENCY	70406	POLICY# PK2FL1 0064954 19-11 10/1/20-10/1/21	Property, Auto, Inland Marine	545009-57201	\$48,539.50
001	14958	10/22/20	PUBLIC RISK INSURANCE AGENCY	70407	POLICY CHANGE PJ2FL1 0064954 19-1110/1-10/1/21	Crime limit increase	545002-51301	\$500.00
001	14959	10/22/20	QUADIENT FINANCE USA, INC	10042020-4881	RIBBON FOR POSTAGE METER	Office Supplies	551002-53910	\$152.99
001	14960	10/22/20	RONALD C. CULLUM	100820	TAI CI W/E 10/10/2020	w/e 10/10/2020-Tai Ci	512011-53910	\$70.00
001	14961	10/22/20	ST. AUGUSTINE RECORD	0003305935-01	NOTICE OF BOARD MEETING 9/9/2020	Legal Advertising	548002-51301	\$139.12
001	14962	10/22/20	TIFFANY CUNNINGHAM	101020	CARDIO W/E 10/10/2020	w/e 10/10/2020-Cardio	512011-53910	\$105.00
001	14963	10/22/20	TURNER ACE ST. AUGUSTINE, INC	7284 /3	FILTERS	R&M-General	546001-57206	\$71.94
001	14964	10/29/20	ADP, INC.	565933348	PAY PERIOD ENDING 9/14/2020	P/e 09/14/2020 Workforce now, Time & Attend	512010-53902	\$222.50
001	14964	10/29/20	ADP, INC.	565933348	PAY PERIOD ENDING 9/14/2020	P/e 09/14/2020 Workforce now, Time & Attend	512010-57205	\$490.18
001	14964	10/29/20	ADP, INC.	565933348	PAY PERIOD ENDING 9/14/2020	P/e 09/14/2020 Workforce now, Time & Attend	512010-57206	\$168.38
001	14964	10/29/20	ADP, INC.	565933348	PAY PERIOD ENDING 9/14/2020	P/e 09/14/2020 Workforce now, Time & Attend	512010-52901	\$23.94
001	14964	10/29/20	ADP, INC.	565933348	PAY PERIOD ENDING 9/14/2020	P/e 09/14/2020 Workforce now, Time & Attend	512010-53901	\$19.15
001	14964	10/29/20	ADP, INC.	565933348	PAY PERIOD ENDING 9/14/2020	P/e 09/14/2020 Workforce now, Time & Attend	511001-51101	\$64.75
001	14964	10/29/20	ADP, INC.	565933854	PAY PERIOD ENDING 9/20 AND 10/4/2020	p/e 09/20/2020, 10/04/2020	512010-53902	\$182.90

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001	14964	10/29/20	ADP, INC.	565933854	PAY PERIOD ENDING 9/20 AND 10/4/2020	p/e 09/20/2020, 10/04/2020	512010-57205	\$345.38
001	14964	10/29/20	ADP, INC.	565933854	PAY PERIOD ENDING 9/20 AND 10/4/2020	p/e 09/20/2020, 10/04/2020	512010-57206	\$142.19
001	14964	10/29/20	ADP, INC.	565933854	PAY PERIOD ENDING 9/20 AND 10/4/2020	p/e 09/20/2020, 10/04/2020	512010-52901	\$20.65
001	14964	10/29/20	ADP, INC.	565933854	PAY PERIOD ENDING 9/20 AND 10/4/2020	p/e 09/20/2020, 10/04/2020	512010-53901	\$16.52
001	14964	10/29/20	ADP, INC.	565933854	PAY PERIOD ENDING 9/20 AND 10/4/2020	p/e 09/20/2020, 10/04/2020	511001-51101	\$29.50
001	14965	10/29/20	AMY SUE LONG	10092020	YOGA W/E 10/3/2020	w/e 10/03/2020-Yoga	512011-53910	\$70.00
001	14965	10/29/20	AMY SUE LONG	101620	YOGA, GENTLE YOGA W/E 10/17/2020	w/e 10/17/2020-Yoga, Gentle Yoga	512011-53910	\$70.00
001	14966	10/29/20	AT&T	10022020-9023	ACCT# 904 599-9023 021 0566 10/2-11/1/2020	Oct 2, 2020 - Nov. 1, 2020	541003-57205	\$199.88
001	14967	10/29/20	BARNEY'S PUMPS INC.	INVJ00011245	ROTO FLOAT 50FT CORD	Roto float-50ft cord	546032-53901	\$90.00
001	14968	10/29/20	COMCAST	110057343	ACCT# 963185024 10/15-11/14/2020	Oct. 15, 2020 - Nov. 14, 2020	541003-53902	\$282.93
001	14969	10/29/20	CRONIN ACE HARDWARE	2392/2	2 GAL SATIN PAINT EXT	R&M-General	546001-57206	\$66.94
001	14970	10/29/20	DIANE STOEVER	101420	STRETCH, BARRE, KIDS FITNESS W/E 10/17/2020	w/e 10/17/2020-Stretch, Barre, Kids Fitness	512011-53910	\$105.00
001	14970	10/29/20	DIANE STOEVER	101220 A	STRETCH, BARRE, KIDS FITNESS W/E 10/10/2020	w/e 10/10/2020-Stretch, Barre, Kids Fitness	512011-53910	\$105.00
001	14970	10/29/20	DIANE STOEVER	101220	STRETCH, BARRE, KIDS FITNESS W/E 10/3/2020	w/e 10/03/2020-Stretch, Barre, Klds fitness	512011-53910	\$105.00
001	14971	10/29/20	DOWNEY'S JANITORIAL SUPPLIES	41-20489	PAPER TOWELS	R&M-General	546001-57206	\$83.78
001	14971	10/29/20	DOWNEY'S JANITORIAL SUPPLIES	41-20156	MULTI SURFACE DISINFECTANT	Cleaning Supplies	551003-57205	\$37.59
001	14971	10/29/20	DOWNEY'S JANITORIAL SUPPLIES	41-19752	SCRUBBING BUBBLES	Cleaning Supplies	551003-57205	\$38.70
001	14971	10/29/20	DOWNEY'S JANITORIAL SUPPLIES	41-20047	TRASH BAGS	Cleaning Supplies	551003-57205	\$26.02
001	14972	10/29/20	ELIANA N ROQUE	10172020	TONE & STRETCH, SENIOR STRENGTH, SENIOR 10/17/2020	w/e 10/17/2020-Tone, Sr Stretch, Sr Cardio	512011-53910	\$105.00
001	14973	10/29/20	ENVERA SYSTEMS	695266	SERVICE 11/1-11/30/2020	11/01/2020 - 11/30/2020	155000-52901	\$12,233.91
001	14974	10/29/20	FIRSTSERVICE RESIDENTIAL	10672026	ONSITE STAFF FEE 9/26-10/9/2020	ProfServ-Field Management	531016-53910	\$7,669.60
001	14975	10/29/20	FLORIDA DEPARTMENT OF REVENUE	10052020 A	4/1-6/30/2020	4/1/20 - 06/30/20-1/2 inv per CARES Act	512001-57206	\$550.00
001	14975	10/29/20	FLORIDA DEPARTMENT OF REVENUE	10052020 A	4/1-6/30/2020	4/1/20 - 06/30/20- 1/2 inv per CARES Act	512011-53910	\$3,016.06
001	14976	10/29/20	FLORIDA TRANSCOR, INC	ORD0004695	20E BEADS	R&M-Roads & Alleyways	546081-53901	\$78.50
001	14977	10/29/20	FOSTER & COMPANY INC	906068A	ABRASIVES, CLAMPS	R&M-Equipment	546022-53902	\$509.24
001	14977	10/29/20	FOSTER & COMPANY INC	CM906068CR	RETURN	R&M-Equipment	546022-53902	(\$458.40)
001	14978	10/29/20	FPL	10.08.2020 CHECK	ACCT# 95196-24267 9/9-10/8/2020	Sep. 4, 2020 - Oct. 6, 2020	543001-57205	\$11.26
001	14979	10/29/20	GALINA BOLES	101920	TENNIS LESSONS W/E 10/18/2020	w/e 10/18/2020	512040-53910	\$242.25
001	14980	10/29/20	GARY PERNA	GP10192020	SECURITY W/E 10/10/2020	Contracts-Roving Patrol	534099-52901	\$160.00
001	14980	10/29/20	GARY PERNA	GP10212020	SECURITY W/E 10/17/2020	Contracts-Roving Patrol	534099-52901	\$320.00
001	14981	10/29/20	GRAINGER	9662392613	2- JOBE SITE LIGHTS	2-Job site lights	549052-57202	\$303.73
001	14982	10/29/20	HEAD PENN/ RACQUET SPORTS	5193158005	TEACHING BALLS	Teaching Supplies	551009-57206	\$536.26
001	14983	10/29/20	HINES PALENCIA PROPERTY MGMNT LLC	2020-1	FEMA ADMIN-HURRICANE IRMA	ProfServ-Field Management	531016-53910	\$843.75
001	14984	10/29/20	HOME DEPOT CREDIT SERVICES	4016412	4-5 TINE FORGED MANURE FORK	Op Supplies - General	552001-53902	\$151.92
001	14985	10/29/20	HOME DEPOT CREDIT SERVICES	9015850	2 ROLLS-250 WIRE, GREASGUN, LEVEL, HOSE COUPLER	2 rolls -250 wire	546020-53901	\$228.14
001	14985	10/29/20	HOME DEPOT CREDIT SERVICES	9015850	2 ROLLS-250 WIRE, GREASGUN, LEVEL, HOSE COUPLER	greasegun, level, hose coupler	552001-53910	\$66.74
001	14985	10/29/20	HOME DEPOT CREDIT SERVICES	5644887	8 FOOT STEP LADDER	Op Supplies - General	552001-53910	\$139.00
001	14985	10/29/20	HOME DEPOT CREDIT SERVICES	1174962	DECORA MOTION SENSOR	Op Supplies - General	552001-53910	\$39.94
001	14985	10/29/20	HOME DEPOT CREDIT SERVICES	461365	3 NCH PLASTIC LINE	3 INCH PLASTIC LINE	552001-53910	\$5.14
001	14985	10/29/20	HOME DEPOT CREDIT SERVICES	5220514	1/2 IN ADAPTER DRIVE	R&M-Pools	546074-57205	\$8.79
001	14985	10/29/20	HOME DEPOT CREDIT SERVICES	8615307	BREAK BAR	Breaker bar	546074-57205	\$21.97
001	14986	10/29/20	HOWARD FERTILIZER &	CIN-000399620	CELSIUS	R&M-Grounds	546037-53902	\$104.00
001	14986	10/29/20	HOWARD FERTILIZER &	CIN-000399793	SPECTICLE TORAL, FUSILADE,BLINDSIDE	Specticle Total, Fusilade, Blindside	546037-53902	\$696.39
001	14987	10/29/20	INFRAMARK, LLC	56505	10/2020 MANAGEMENT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,433.33
001	14987	10/29/20	INFRAMARK, LLC	56505	10/2020 MANAGEMENT SERVICES	ProfServ-Mgmt Consulting Serv	531027-57201	\$2,100.00
001	14987	10/29/20	INFRAMARK, LLC	56505	10/2020 MANAGEMENT SERVICES	ReimbExp-Sept Postage	541006-51301	\$47.40
001	14987	10/29/20	INFRAMARK, LLC	56505	10/2020 MANAGEMENT SERVICES	ReimbExp-Aug & Sept Copies	547001-51301	\$94.65
001	14988	10/29/20	JEN WOLFE	10112020	BARRE,TORCH,SPIN, YOGA W/E 10/11/2020	w/e 10/11/2020-Barre, Torch, Spin, Yoga	512011-53910	\$140.00
001	14988	10/29/20	JEN WOLFE	10172020	SOULBODY, TORCH, SPIN, YOGA W/E 10/17/2020	w/e 10/17/2020-Soulbody, Torch, Spin, Yoga	512011-53910	\$140.00
001	14989	10/29/20	KRISTY SIEBERT	101620	TABATA W/E 10/17/2020	w/e 10/17/2020-Tabata	512011-53910	\$35.00
001	14990	10/29/20	LAURA CORREA	101720	ZUMBA W/E 10/17/2020	w/e 10/17/2020-Zumba	512011-53910	\$70.00
001	14991	10/29/20	LINA HERMEZ	101420	PLIATE, SPIN, YOGA W/E 10/17/2020	w/e 10/17/2020-Plates, spin, yoga	512011-53910	\$105.00
001	14992	10/29/20	LORI A GARRISON	502	NEW FLOORING	Cap Outlay-Machinery and Equip	564001-57202	\$4,191.25
001	14993	10/29/20	MANDY FAMA	MF10212020	SECURITY W/E 10/17/2020	w/e 10/17/2020	534099-52901	\$160.00

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001	14994	10/29/20	MCMaster-CARR SUPPLY CO.	46858628	OFFSET SOCKET	Op Supplies - General	552001-53910	\$34.39
001	14994	10/29/20	MCMaster-CARR SUPPLY CO.	46757892	THREAD REPAIRING FILE	R&M-Pools	546074-57205	\$19.55
001	14994	10/29/20	MCMaster-CARR SUPPLY CO.	46617867	IMPACT SOCKET, THREAD IT SCREWS, BOLTS	Impact socket	546074-57205	\$22.81
001	14994	10/29/20	MCMaster-CARR SUPPLY CO.	46617867	IMPACT SOCKET, THREAD IT SCREWS, BOLTS	Thread it screws, bolts	552001-53910	\$80.65
001	14995	10/29/20	MICHAEL KYPRISS	101920	TENNIS LESSONS W/E 10/18/2020	w/e 10/18/2020	512040-57206	\$275.25
001	14996	10/29/20	MILNER SPORTS, LLC	SO-121583	SUNGLASSES	COS - Start Up Inventory	552143-57206	\$94.00
001	14996	10/29/20	MILNER SPORTS, LLC	SO-121583-BO	SUNGLASSES	COS - Start Up Inventory	552143-57206	\$39.00
001	14997	10/29/20	MIRANDA G BULGER	10172020	SPIN W/E 10/17/2020	w/e 10/17/2020-HITT, Spin	512011-53910	\$122.50
001	14998	10/29/20	OFFICE DEPOT	129872634001	INKJET CARTRIDGE, THERAL ROLL	Inkjet cartridge, thermal roll	551002-57206	\$153.87
001	14999	10/29/20	PRINTING & PROMOTIONAL PARTNERS	508313	GUNIA, MANCUSO	Office Supplies	551002-57205	\$214.25
001	15000	10/29/20	PROSSER	44739	Gen Engineering Services Sep 2020	Meeting, Coord of Well 4, roundabout concrete, Str	531013-51501	\$2,651.47
001	15001	10/29/20	PUBLIX SUPER MARKETS, INC.	CREEK-100920	MINTS AND BEEF JERKY	Misc-Employee Meals	549015-57205	\$22.63
001	15002	10/29/20	RICK ARSENAULT CERTIFIED POOL	MCPTCH820	REPAIR FAMILY POOL QUARTS FINISH	R&M-Pools	546074-57205	\$400.00
001	15003	10/29/20	ROMULO PINE STRAW, INC	102120	8 TRAILER OF PINE STRAW	8 trailers of pine straw	546059-53902	\$51,559.20
001	15004	10/29/20	RONALD C. CULLUM	10172020	TAI CHI W/E 10/17/2020	w/e 10/17/2020 Tai Chi	512011-53910	\$70.00
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	672031	NAPA EXTLIFE	Op Supplies - Fuel, Oil	552030-53902	\$55.96
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	671810	DISC PAD, SAND PADS, SEALANT	R&M-Equipment	546022-53902	\$58.75
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	671340	LAMP BOXED MINIATURES	lamp -boxed miniatures	546022-53902	\$12.90
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	671281	DISC	Op Supplies - General	552001-53902	\$12.06
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	671410	BATTERY	R&M-Equipment	546022-53902	\$155.29
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	670738	BATTERY	R&M-Grounds	546037-53902	\$108.53
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	671423	DISC	Op Supplies - General	552001-53902	\$20.52
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	669421	ARMOUR BRK LINE, MINI TUBING, OILK GUN	Armour Brk line, mini tubing, oil gun	546022-53902	\$26.59
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	670831	TRANS/FLU DEXRON	Op Supplies - Fuel, Oil	552030-53902	\$75.48
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	672437	WIPE ROPE CLIP	Wire rope clip	552001-53902	\$26.60
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	665229	TURN SIGNAL BULBS, TURN SIGNAL BULBS SMELAND	Turn signal bulbs	546022-53902	\$29.61
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	665229	TURN SIGNAL BULBS, TURN SIGNAL BULBS SMELAND	Turn Signal bulbs-Smeland	549921-53910	\$3.29
001	15006	10/29/20	SANFORD & SON AUTO PARTS INC	672438	TUBING	R&M-Equipment	546022-53902	\$9.79
001	15007	10/29/20	SITEONE LANDSCAPE	104266655-001	PINE STRAW	R&M-Mulch	546059-53902	\$269.95
001	15007	10/29/20	SITEONE LANDSCAPE	104079389-001	ALOFI INSECTICIDE, FIRE ANT BAIT	R&M-Grounds	546037-53902	\$1,188.87
001	15008	10/29/20	ST. AUGUSTINE RECORD	15675-101420	NOTICE OF MEETING 10/14/2020	Legal Advertising	548002-51301	\$143.60
001	15008	10/29/20	ST. AUGUSTINE RECORD	0003315377-01	NOTICE OF RULE 10/20/2020	Legal Advertising	548002-51301	\$94.24
001	15008	10/29/20	ST. AUGUSTINE RECORD	0003315380-01	NOTICE OF RULE 10/20/2020	Legal Advertising	548002-51301	\$58.34
001	15009	10/29/20	ST. JOHN'S SALES & SERVICE	57486	HEDGE TRIMMER, 4DI SCREW, 7H NUT, HANDHELD BLOWEF	Hedge Trimmer	564001-53902	\$379.16
001	15009	10/29/20	ST. JOHN'S SALES & SERVICE	57486	HEDGE TRIMMER, 4DI SCREW, 7H NUT, HANDHELD BLOWEF	4DI Screw, 7JH Nut	546022-53902	\$23.34
001	15009	10/29/20	ST. JOHN'S SALES & SERVICE	57486	HEDGE TRIMMER, 4DI SCREW, 7H NUT, HANDHELD BLOWEF	Handheld blower	546017-57206	\$221.16
001	15010	10/29/20	STACY LEE ETTTEL	SE10192020	SECURITY W/E 10/10/2020	w/e 10/10/2020	534099-52901	\$280.00
001	15011	10/29/20	TARGET SPECIALTY PRODUCTS	INVP500285677	TURF FUEL MZ23, TURF FUEL ELEMENT 6	Turf fuel MZ23, Turf fuel Element 6,	546037-53902	\$1,530.00
001	15012	10/29/20	THE HIGHLANDS CONSTRUCTION SERVICES GROUP	200695	PRESSURE WASH GUARDHOUSE	Pressure wash guardhouses	546034-52901	\$995.00
001	15013	10/29/20	THOMAS C COWARD	TC10192020	SECURITY W/E 10/10/2020	w/e 10/10/2020	534099-52901	\$120.00
001	15014	10/29/20	THOMAS SALMON	10202020	STAFF LUNCH	Misc-Employee Meals	549015-57206	\$81.96
001	15015	10/29/20	TIFFANY CUNNINGHAM	101720	CARDIO, KIDS FITNESS W/E 10/17/2020	w/e 10/17/2020-Cardio, Kids Fitness	512011-53910	\$105.00
001	15016	10/29/20	TURNER ACE ST. AUGUSTINE, INC	7480 /3	4- WOOD RAKES	4-Wood rakes	552001-53902	\$74.96
001	15017	10/29/20	TURNER PEST CONTROL LLC	6979191	10/20 PEST CONTROL SERVICE	October 2020	546012-53902	\$65.00
001	15018	10/29/20	UNITED HEALTHCARE SERVICES, INC	064917900818	PERIOD 11/1-11/30/2020	11/01/2020 - 11/30/2020	155000-53902	\$8,494.27
001	15018	10/29/20	UNITED HEALTHCARE SERVICES, INC	064917900818	PERIOD 11/1-11/30/2020	11/01/2020 - 11/30/2020	155000-57205	\$2,911.33
001	15018	10/29/20	UNITED HEALTHCARE SERVICES, INC	064917900818	PERIOD 11/1-11/30/2020	11/01/2020 - 11/30/2020	155000-57206	\$1,782.65
001	15018	10/29/20	UNITED HEALTHCARE SERVICES, INC	064917900818	PERIOD 11/1-11/30/2020	11/01/2020 - 11/30/2020	155000-52901	\$390.01
001	15018	10/29/20	UNITED HEALTHCARE SERVICES, INC	064917900818	PERIOD 11/1-11/30/2020	11/01/2020 - 11/30/2020	155000-53901	\$312.01
001	15019	10/29/20	UNITED SITE SERVICES	114-11044002	SERVICE FOR 9/7-10/4/2020	09/07/2020-10/04/2020	546009-53901	\$156.93
001	15020	10/29/20	VILLAGE KEY & ALARM, INC.	8781	REPLACEMENT KEYS	R&M-General	546001-57206	\$35.00
001	15021	10/29/20	WELCH TENNIS COURTS, INC.	57782	BRUTE TEACHING CART	R&M-Court Maintenance	546017-57206	\$256.84
001	15022	10/29/20	WESCO TURF SUPPLY INC.	40983253	HOUSING DIFFERENTIAL, DOWEL	R&M-Equipment	546022-53902	\$156.19
001	15022	10/29/20	WESCO TURF SUPPLY INC.	40984219	BALL BEARINGS	R&M-Equipment	546022-53902	\$56.89

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001	15022	10/29/20	WESCO TURF SUPPLY INC.	40982981	HOUSING DIFFERENTIAL, SEAL, HEADLIGHT	Housing Differential, Seal , headlight	546022-53902	\$125.13
001	15023	10/29/20	FEDEX	7-156-43558	SERVICE FOR 10/8-10/14/2020	Postage and Freight	541006-51301	\$50.36
001	15024	10/29/20	HOPPING, GREEN & SAMS	117894	MONTHLY MEETING SEPT 2020	MONTHLY MEETING SEPT 2020	531023-51401	\$1,500.00
001	15025	10/29/20	ST. AUGUSTINE RECORD	15675-102120	NOTICE OF RULEMAKING 10/21/2020	Legal Advertising	548002-51301	\$192.97
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Mower Blades	552001-53902	\$99.50
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Cooling towels	552001-53910	\$39.98
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Aluminum scoop	552001-53902	\$11.63
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	2-Black Vinyl end caps	546020-53901	\$16.90
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Gatorade	552001-53902	\$143.28
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	2-chainsaw blades	546022-53902	\$53.01
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Pump repair kit	546081-53901	\$159.00
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Cabinet keys	552001-53902	\$17.50
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Exhaust Gaskets	546104-53910	\$8.60
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	2-21' Aluminum cleaning poles	546074-57205	\$93.98
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	1-pk low profile repl wheels	546084-53901	\$28.49
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	07/09/2020	546012-53902	\$187.89
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Trimmer line spool pk	552001-53902	\$42.99
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	14-Coleman coolers	552001-53902	\$128.10
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Kohler Dipstick	546104-53910	\$9.29
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Adaptive Swing seat	546012-53901	\$554.97
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Hose end repair kit	546084-53901	\$67.16
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Asics Trail shoe	552001-53910	\$54.95
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	3-Contender polo	552001-53910	\$48.19
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Adapter set, Suction strainer, wire connect	546084-53901	\$70.40
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Pentair cartridge filter	546074-57205	\$68.11
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	Acid	546074-57205	\$54.97
001	15026	10/29/20	BB&T	4968-072120	PURCHASES FOR 6/24-7/21/2020	#2 Reagent DPD liquid, #4 pH indicator	546074-57205	\$41.77
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Gatorade powder	552001-53910	\$20.48
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Rain boots	546084-53901	\$19.51
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Pneumatic air line	552001-53910	\$26.98
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Kneed boot	546084-53901	\$11.49
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Pool Shock	546074-57205	\$139.99
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Med base adapter and wire connectors	546020-53901	\$27.99
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Battery pads, Corrosion prev. battery cleaner	546104-53910	\$42.72
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Valve cover kit	546104-53910	\$18.30
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Tremco Colorpak	546032-53901	\$21.68
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Nylon ties, Dielectric grease	546020-53901	\$39.55
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Xmas tree-socket adapters, bulb converters	546020-53901	\$237.49
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	repair radar sign	546085-53901	\$995.00
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Catch basin filter socks	546017-57206	\$138.00
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	200' high pressure hose	546084-53901	\$450.00
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Liquid level sensor	546032-53901	\$27.98
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Yield sign	546085-53901	\$43.99
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Circuit breaker, carbon brushes	546084-53901	\$27.54
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	manila file folders	552001-53902	\$15.28
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Post it notes	552001-53902	\$9.99
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Red safety can	552030-53902	\$206.85
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Pump flow switch	546022-53902	\$128.05
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	heat shrink wire connectors	552001-53910	\$16.99
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Splicing kit	546074-57205	\$34.66
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Heavy duty hose reel	546081-53901	\$54.95
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Traffic cones	546084-53901	\$136.88
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Grinding wheels	546084-53901	\$145.32
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Dust grabber repl seal kit	546084-53901	\$59.95

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001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Drum kit for concrete planer	546084-53901	\$781.49
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Candelabra bulbs	546012-57205	\$24.99
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Catch basin filter socks	546017-57206	\$138.00
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	13 w LED Flood lights	546020-53901	\$533.00
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Low profile Landscape lighting	546020-53901	\$419.30
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	13w flood lights	546020-53901	\$90.00
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Grinding wheels for concrete	546084-53901	\$98.76
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Grinding wheels for concrete	546084-53901	\$43.99
001	15026	10/29/20	BB&T	10212020-4968	PURCHASES FOR 9/21-10/8/2020	Disputed charge	549921-53910	\$17.99
001	15026	10/29/20	BB&T	10212020-2056	PURCHASES FOR 9/21-10/16/2020	Hanging baskets	563023-53902	\$157.95
001	15026	10/29/20	BB&T	10212020-2056	PURCHASES FOR 9/21-10/16/2020	Chemical Spill Training-Keene, Beveridge	552001-53902	\$300.00
001	15026	10/29/20	BB&T	10212020-2056	PURCHASES FOR 9/21-10/16/2020	9/24, 9/28, 10/08, 10/13, , 10/14	543020-53902	\$404.45
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	Hand sanitizer and dispensers	549921-53910	\$183.88
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	Collapsible Traffic cones	549052-57202	\$93.98
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	AED pads	551002-57205	\$227.70
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	LED Light dimmers and wrist bands	549921-53910	\$41.75
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	Dimmable Tube lights	549921-53910	\$543.30
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	Uniforms	552028-57205	\$48.00
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	FTF entertainment	549052-57202	\$618.00
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	jerky, coffee, cutlery	549015-57205	\$168.41
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	Pandora-October	554001-57205	\$26.95
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	Upside down christmas tree	549052-57202	\$118.10
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	Christmas decorations	549052-57202	\$16.99
001	15027	10/29/20	BB&T-2031	10212020-2031	PURCHASES FOR 9/23-10/18/2020	Signup Genius	554001-57205	\$24.99
001	15028	10/29/20	OFFICE DEPOT	129872325001	HEAVY DUTY SHEARS	Office Supplies	551002-57206	\$26.49
001	DD510	10/09/20	GATE FUEL SERVICE-ACH	5032964 ACH	FUEL 9/30/2020	09/30/2020	552030-53902	\$838.81
001	DD512	10/28/20	COMCAST -ACH	10072020-9430 ACH	ACCT# 8495 74 310 1259430 10/11-11/10/2020	Oct. 11, 2020 - Nov. 10, 2020	546034-52901	\$158.82
001	DD513	10/17/20	FPL	10.17.2020 ACH	SERVICE FOR 9/4-10/6/2020	Sep. 4, 2020 - Oct. 6, 2020	543013-53903	\$6,202.99
001	DD513	10/17/20	FPL	10.17.2020 ACH	SERVICE FOR 9/4-10/6/2020	Sep. 4, 2020 - Oct. 6, 2020	546034-52901	\$51.97
001	DD514	10/26/20	GATE FUEL SERVICE-ACH	5046240 ACH	FUEL 10/18/2020	10/18/2020	552030-53902	\$782.36
001	DD515	10/19/20	FPL	10.19.2020 ACH	SERVICE FOR 9/9-10/8/2020	Sep. 4, 2020 - Oct. 6, 2020	546034-52901	\$58.00
001	DD515	10/19/20	FPL	10.19.2020 ACH	SERVICE FOR 9/9-10/8/2020	Sep. 4, 2020 - Oct. 6, 2020	543013-53903	\$582.54
001	DD515	10/19/20	FPL	10.19.2020 ACH	SERVICE FOR 9/9-10/8/2020	Sep. 4, 2020 - Oct. 6, 2020	543001-57205	\$2,153.60
001	DD515	10/19/20	FPL	10.19.2020 ACH	SERVICE FOR 9/9-10/8/2020	Sep. 4, 2020 - Oct. 6, 2020	543006-57206	\$1,001.75
001	DD515	10/19/20	FPL	10.19.2020 ACH	SERVICE FOR 9/9-10/8/2020	Sep. 4, 2020 - Oct. 6, 2020	543006-53902	\$305.83
001	DD516	10/17/20	FPL	10.17.2020 ACH A	SERVICE FOR 9/4-10/6/2020	Sep. 4, 2020 - Oct. 6, 2020	543013-53903	\$142.67
001	DD518	10/18/20	COMCAST	09272020-9406 ACH	8495 74 310 1259406 10/1-10/30/2020	Oct. 1, 2020 - Oct. 30, 2020	543003-53902	\$169.53
001	DD519	10/16/20	COMCAST	09252020-3316 ACH	8495 74 310 1273316 9/29-10/28/2020	Sep. 29, 2020 - Oct. 28, 2020	541003-57205	\$131.84
001	DD519	10/16/20	COMCAST	09252020-3316 ACH	8495 74 310 1273316 9/29-10/28/2020	Sep. 29, 2020 - Oct. 28, 2020	543003-57205	\$234.03
001	DD520	10/22/20	COMCAST -ACH	10012020-4033 ACH	ACCT# 8495 74 310 1274033 10/5-11/4/2020	Oct. 5, 2020 - Nov. 04, 2020	543003-57206	\$241.47
001	DD521	10/22/20	COMCAST -ACH	10012020-4033 ACH A	ACCT# 8495 74 310 1274033 10/5-11/4/2020	Oct. 5, 2020 - Nov. 04, 2020	543003-57206	\$234.17
001	DD522	10/23/20	COMCAST -ACH	10022020-2201 ACH	ACCT# 8495 74 310 1272201 10/6-11/5/2020	Oct. 6, 2020 - Nov. 5, 2020	546034-52901	\$162.44
001	DD523	10/24/20	COMCAST -ACH	10032020-1433 ACH	ACCT# 8495 74 310 1291433 10/7-11/6/2020	Oct. 7, 2020 - Nov. 6, 2020	543003-57205	\$88.40
							Fund Total	\$427,312.33