

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

January 18, 2024

BOARD OF SUPERVISORS PUBLIC HEARINGS, REGULAR MEETING AND AUDIT COMMITTEE MEETING AGENDA

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

AGENDA

LETTER

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

January 11, 2024

Board of Supervisors
Caldera Community Development District

Dear Board Members:

The Board of Supervisors of the Caldera Community Development District will hold Public Hearings, a Regular Meeting and Audit Committee Meeting on January 18, 2024 at 10:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Allison Martin [Seat 4]
4. Public Hearing on Adoption of Fiscal Year 2022/2023 Budget
 - A. Affidavit of Publication
 - B. Consideration of Resolution 2024-10, Relating to the Annual Appropriations and Adopting the Budget for the Remainder of the Fiscal Year Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date
5. Public Hearing on Adoption of Fiscal Year 2023/2024 Budget
 - A. Affidavit of Publication
 - B. Consideration of Resolution 2024-11, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date
6. Consideration of Resolution 2024-09, Designating the Location of the Local District Records Office and Providing an Effective Date
7. Recess Regular Meeting/Commencement of Audit Selection Committee Meeting

ATTENDEES:

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

8. Review of Responses to Request for Proposals (RFP) for Annual Audit Services
 - A. Affidavit of Publication
 - B. RFP Package
 - C. Respondent(s)
 - I. Grau & Associates
 - II. Berger, Toombs, Elam, Gaines & Frank
 - D. Auditor Evaluation Matrix/Ranking
9. Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting
10. Consider Recommendation of Audit Selection Committee
 - Award of Contract
11. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
 - A. Affidavit of Publication
 - B. RFQ Package
 - C. Respondent: *Coastal Engineering Associates, Inc.*
 - D. Competitive Selection Criteria/Ranking
 - E. Award of Contract
12. Acceptance of Unaudited Financial Statements as of November 30, 2023
13. Approval of October 19, 2023 Public Hearings and Regular Meeting Minutes
14. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - I. Update: Required Ethics Training
 - II. Update: District's Duty to Warn of Wild Animals (Alligators)
 - B. District Engineer (Interim): *Coastal Engineering Associates, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: February 15, 2024 at 10:30 A.M.

○ QUORUM CHECK

SEAT 1	BRADY LEFERE	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	RAY APONTE	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	MAX LAW	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	ALLISON MARTIN	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5	CALEB LASHER	☐ IN PERSON	☐ PHONE	☐ NO

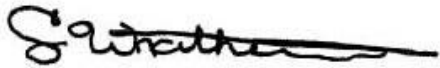
15. Board Members' Comments/Requests

16. Public Comments

17. Adjournment

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

Sincerely,



Craig Wrathell
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 943 865 3730

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

4A

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

4B

RESOLUTION 2024-10

THE ANNUAL APPROPRIATION RESOLUTION OF THE CALDERA COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE REMAINDER OF THE FISCAL YEAR ENDING SEPTEMBER 30, 2023; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Caldera Community Development District ("**District**") was established pursuant to Hernando County Ordinance No. 2023-04, which became effective on April 12, 2023; and

WHEREAS, the District Manager has submitted to the Board of Supervisors ("**Board**") of the District a proposed budget ("**Proposed Budget**") for the remainder of the fiscal year ending September 30, 2023 ("**Fiscal Year 2022/2023**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

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

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

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

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

SECTION 1. BUDGET

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

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes (“Adopted Budget”)*, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Caldera Community Development District for the Fiscal Year Ending September 30, 2023.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2022/2023, the sum of \$51,015 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$51,015
TOTAL ALL FUNDS	\$51,015

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2022/2023 or within sixty (60) days following the end of the Fiscal Year 2022/2023 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

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

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within five (5) days after adoption and remain on the website for at least two (2) years.

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

PASSED AND ADOPTED THIS 18TH DAY OF JANUARY, 2024.

ATTEST:

CALDERA COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2022/2023 Budget

Exhibit A

Fiscal Year 2022/2023 Budget

**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2023**

**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
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**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2023**

	Proposed Budget FY 2023
REVENUES	
Landowner contribution	\$ 51,015
Total revenues	<u>51,015</u>
EXPENDITURES	
Professional & administrative	
Management/accounting/recording**	8,000
Legal	25,000
Engineering	2,000
Audit*	-
Arbitrage rebate calculation*	-
Dissemination agent*	-
Trustee*	-
Telephone	200
Postage	500
Printing & binding	500
Legal advertising	6,500
Annual special district fee	175
Insurance	5,500
Contingencies/bank charges	750
Website hosting & maintenance	1,680
Website ADA compliance	210
Total expenditures	<u>51,015</u>
Excess/(deficiency) of revenues over/(under) expenditures	-
Fund balance - beginning (unaudited)	-
Fund balance - ending	<u>\$ -</u>

* These items will be realized when bonds are issued

** WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording**	\$ 8,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	-
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation*	-
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent*	-
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages	
Legal advertising	6,500
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,500
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	1,680
Website ADA compliance	210
Total expenditures	<u><u>\$ 51,015</u></u>

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

5A

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hernando, Citrus

Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St Petersburg, in Pinellas County, Florida, that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of FY2023 Budget Hearing** was published in said newspaper by print in the issues of: **12/24/23, 12/31/23** or by publication on the newspaper's website, if authorized, on

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

} ss

CALDERA COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2023/2024 BUDGET; AND NOTICE OF REGULAR BOARD OF SUPERVISORS MEETING.

The Board of Supervisors ("Board") of the Caldera Community Development District ("District") will hold a public hearing on January 18, 2024 at 10:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604, for the purpose of hearing comments and objections on the adoption of the proposed budget ("Proposed Budget") of the District for the fiscal year ending September 30, 2024 ("Fiscal Year 2023/2024"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010 ("District Manager's Office"), during normal business hours.

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

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

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

Kristen Sult
District Manager

12/24/23, 12/31/23

0000322782



Signature Affiant

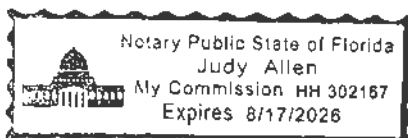
Sworn to and subscribed before me this **12/31/2023**



Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



CALDERA

COMMUNITY DEVELOPMENT DISTRICT

5B

RESOLUTION 2024-11

THE ANNUAL APPROPRIATION RESOLUTION OF THE CALDERA COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June 2023, submitted to the Board of Supervisors ("**Board**") of the Caldera Community Development District ("**District**") a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

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

WHEREAS, the District Manager posted the Proposed Budget on the District's website at least two (2) days before the public hearing; and

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

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

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

SECTION 1. BUDGET

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

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes (“Adopted Budget”)*, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Caldera Community Development District for the Fiscal Year Ending September 30, 2024.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$97,790 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$97,790
TOTAL ALL FUNDS	\$97,790

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024 or within sixty (60) days following the end of the Fiscal Year 2023/2024 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

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

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within five (5) days after adoption and remain on the website for at least two (2) years.

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

PASSED AND ADOPTED THIS 18TH DAY OF JANUARY, 2024.

ATTEST:

**CALDERA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2023/2024 Budget

Exhibit A

Fiscal Year 2023/2024 Budget

**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2024**

**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
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**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	Proposed Budget
REVENUES	
Landowner contribution	\$ 97,790
Total revenues	<u>97,790</u>
EXPENDITURES	
Professional & administrative	
Management/accounting/recording	48,000
Legal	25,000
Engineering	2,000
Audit	5,500
Arbitrage rebate calculation	500
Dissemination agent	1,000
Trustee	5,500
Telephone	200
Postage	500
Printing & binding	500
Legal advertising	1,750
Annual special district fee	175
Insurance	5,500
Contingencies/bank charges	750
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u>97,790</u>
Excess/(deficiency) of revenues over/(under) expenditures	-
Fund balance - beginning (unaudited)	-
Fund balance - ending	<u><u>\$ -</u></u>

**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording	\$ 48,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	5,500
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation	500
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	1,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages	
Legal advertising	1,750
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,500
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$ 97,790</u></u>

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

6

RESOLUTION 2024-09

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE CALDERA
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE
LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE AND
PROVIDING AN EFFECTIVE DATE**

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

WHEREAS, District records are available for public review and inspection at the offices of the District Manager at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

WHEREAS, the District is statutorily required to designate a local District records office location for the purposes of affording citizens the ability to access certain of the District's records, promoting the disclosure of matters undertaken by the District and ensuring that the public is informed of the activities of the District in accordance with Section 190.006(7), *Florida Statutes*.

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

1. **LOCAL DISTRICT RECORDS OFFICE.** The District's local records office shall be located at _____.

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

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PASSED AND ADOPTED this ____ day of _____, 2024.

ATTEST:

**CALDERA COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

8A

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hernando, Citrus

Before the undersigned authority personally appeared Carol Chewing who on oath says that he/she is Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter RE: **Caldera Community REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES** was published in said newspaper by print in the issues of: **12/24/23** or by publication on the newspaper's website, if authorized, on

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

} ss

**CALDERA COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Caldera Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2024, with an option for additional annual renewals, subject to mutual agreement by both parties. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Hernando County, Florida, and has an annual operating budget of approximately \$97,790. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2024, be completed no later than June 30, 2025.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) unbound and one (1) electronic copy of their proposal to the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010 in an envelope marked on the outside "Auditing Services, Caldera Community Development District." Proposals must be received by 12:00 p.m., on January 4, 2024, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

District Manager
12/24/2023

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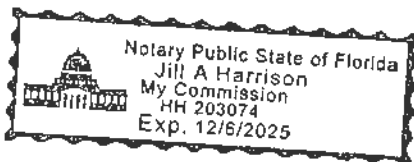
Signature Affiant

Sworn to and subscribed before me this **12/24/2023**

Signature of Notary Public

Personally known ☒ or produced identification

Type of identification produced



CALDERA

COMMUNITY DEVELOPMENT DISTRICT

8B

**CALDERA COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Caldera Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2024, with an option for additional annual renewals, subject to mutual agreement by both parties. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Hernando County, Florida, and has an annual operating budget of approximately \$97,790. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2024, be completed no later than June 30, 2025.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) unbound and one (1) electronic copy of their proposal to the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010 in an envelope marked on the outside "Auditing Services, Caldera Community Development District." Proposals must be received by 12:00 p.m., on January 4, 2024, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

District Manager

CALDERA COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2024

Hernando County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **January 4, 2024**, at 12:00 p.m., at the offices of the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) unbound and one (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Caldera Community Development District" on the face of it. **Please include pricing for each additional bond issuance.**

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for the District's first audit for which there are no special assessment bonds, plus the lump sum cost of two (2) annual renewals, which renewals shall include services related to the District's anticipated issuance of special assessment bonds.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the

District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

1. Ability of Personnel. (20 Points)

2. Proposer's Experience. (20 Points)

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

4. Ability to Furnish the Required Services. (20 Points)

5. Price. (20 Points)***

Total (100 Points)

***Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

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Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

CALDERA

Community Development District

Proposal Due: January 4, 2024
12:00PM

Submitted to:

Caldera
Community Development District
c/o District Manager
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

January 4, 2024

Caldera Community Development District
c/o District Manager
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2024, with an option for four additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Caldera Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

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

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or David Caplivski, CPA (dcaplivski@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



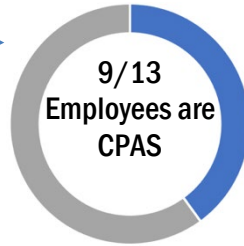
Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



3 Partners
10 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate

March 17, 2023

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

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

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

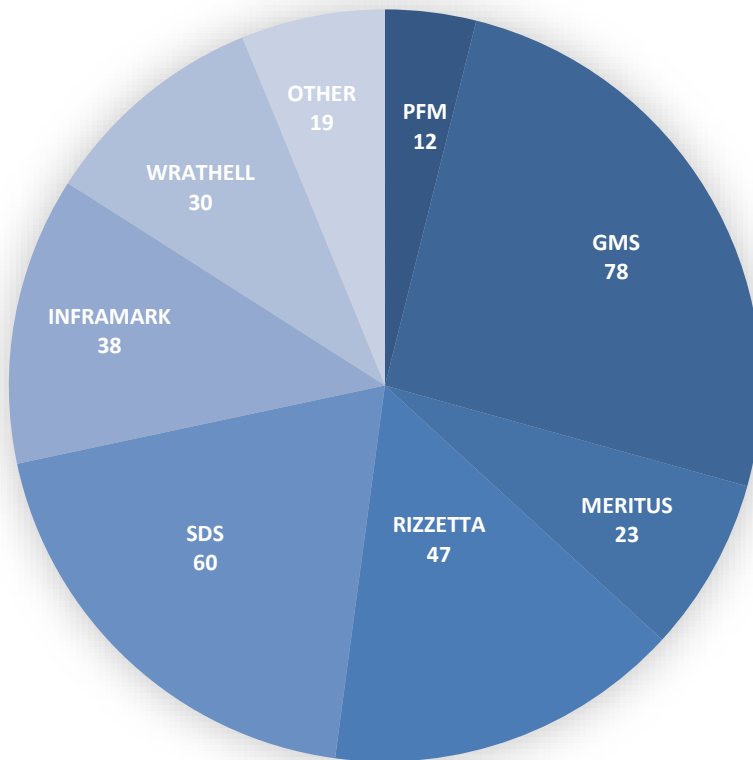
Review Number: 594791

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

Years Performing Audits: 35+

CPE (last 2 years):

Government

Accounting, Auditing:

40 hours; Accounting,

Auditing and Other:

53 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, GFOA

David Caplivski, CPA (Partner)

Years Performing Audits: 13+

CPE (last 2 years):

Government

Accounting, Auditing:

24 hours; Accounting,

Auditing and Other:

64 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, FASD

"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process."

- Tony Grau

"Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization."

-David Caplivski

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



Antonio 'Tony' J. Grau, CPA

Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District	St. Lucie West Services District
Dunes Community Development District	Ave Maria Stewardship Community District
Fishhawk Community Development District (I, II, IV)	Rivers Edge II Community Development District
Grand Bay at Doral Community Development District	Bartram Park Community Development District
Heritage Harbor North Community Development District	Bay Laurel Center Community Development District
Boca Raton Airport Authority	
Greater Naples Fire Rescue District	
Key Largo Wastewater Treatment District	
Lake Worth Drainage District	
South Indian River Water Control	

Professional Associations/Memberships

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

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	40
Accounting, Auditing and Other	<u>53</u>
Total Hours	<u>93</u> (includes of 4 hours of Ethics CPE)



David Caplivski, CPA/CITP, Partner
Contact : dcaplivski@graucpa.com / 561-939-6676

Experience

Grau & Associates	Partner	2021-Present
Grau & Associates	Manager	2014-2020
Grau & Associates	Senior Auditor	2013-2014
Grau & Associates	Staff Auditor	2010-2013

Education

Florida Atlantic University (2009)
Master of Accounting
Nova Southeastern University (2002)
Bachelor of Science
Environmental Studies

Certifications and Certificates

Certified Public Accountant (2011)
AICPA Certified Information Technology Professional (2018)
AICPA Accreditation COSO Internal Control Certificate (2022)

Clients Served (partial list)

(>300) Various Special Districts	Hispanic Human Resource Council
Aid to Victims of Domestic Abuse	Loxahatchee Groves Water Control District
Boca Raton Airport Authority	Old Plantation Water Control District
Broward Education Foundation	Pinetree Water Control District
CareerSource Brevard	San Carlos Park Fire & Rescue Retirement Plan
CareerSource Central Florida 403 (b) Plan	South Indian River Water Control District
City of Lauderdale GERS	South Trail Fire Protection & Rescue District
City of Parkland Police Pension Fund	Town of Haverhill
City of Sunrise GERS	Town of Hypoluxo
Coquina Water Control District	Town of Hillsboro Beach
Central County Water Control District	Town of Lantana
City of Miami (program specific audits)	Town of Lauderdale By-The-Sea Volunteer Fire Pension
City of West Park	Town of Pembroke Park
Coquina Water Control District	Village of Wellington
East Central Regional Wastewater Treatment Fac.	Village of Golf
East Naples Fire Control & Rescue District	

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	64
Total Hours	88 (includes 4 hours of Ethics CPE)

Professional Associations

Member, American Institute of Certified Public Accountants
Member, Florida Institute of Certified Public Accountants
Member, Florida Government Finance Officers Association
Member, Florida Association of Special Districts

References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

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

Dunes Community Development District

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

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2007
Client Contact	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

Journey's End Community Development District

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

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

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

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

Proposed segmentation of the engagement

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



Phase I - Preliminary Planning

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

During this phase we will perform the following activities:

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

Phase II – Execution of Audit Plan

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

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

Phase III - Completion and Delivery

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

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

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

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

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

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

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

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

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

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

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2024-2028 are as follows:

Year Ended September 30,	Fee
2024	\$3,200
2025	\$3,300
2026	\$3,400
2027	\$3,500
2028	<u>\$3,600</u>
TOTAL (2024-2028)	<u>\$17,000</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned. If Bonds are issued the fee would increase by \$1,500. The fee for subsequent annual renewals would be agreed upon separately.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
TOTAL	332	5	3	327	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

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

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

ARBITRAGE

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

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Current
Arbitrage
Calculations

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

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

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

8CII

**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
PROPOSAL FOR AUDIT SERVICES**

PROPOSED BY:

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

600 Citrus Avenue, Suite 200
Fort Pierce, Florida 34950

(772) 461-6120

CONTACT PERSON:

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

January 4, 2024

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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

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

January 4, 2024

Caldera Community Development District
Wrathell Hunt & Associates LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Dear District Manager:

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

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

Experience

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



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

Caldera Community Development District
January 4, 2024

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

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

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

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

Very truly yours,

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

PROFILE OF THE PROPOSER

Description and History of Audit Firm

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

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

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

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

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

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

Professional Staff Resources

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

	<u>Total</u>
Partners/Directors (CPA's)	6
Managers (2 CPA's)	2
Senior/Supervisor Accountants (3 CPA's)	3
Staff Accountants (2 CPA)	11
Computer Specialist	1
Paraprofessional	7
Administrative	<u>5</u>
Total – all personnel	35

Following is a brief description of each employee classification:

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

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

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

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

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

Professional Staff Resources (Continued)

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

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

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

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

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

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

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

Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 74 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

ADDITIONAL SERVICES PROVIDED

Arbitrage Rebate Services

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

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

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

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

GOVERNMENTAL AUDITING EXPERIENCE

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

The current members of our firm have performed audits of over 1,100 community development districts, and over 2,100 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

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

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

Continuing Professional Education

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

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

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

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

Quality Control Program

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

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

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

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

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

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

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

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

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

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

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

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

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

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

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

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

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

References

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

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

The Reserve Community Development District

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

Clearwater Cay Community Development
District
Cal Teague, Premier District Management

(239) 690-7100 ext 101

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

Community Development Districts

Aberdeen Community Development
District

Beacon Lakes Community
Development District

Alta Lakes Community Development
District

Beaumont Community Development
District

Amelia Concourse Community
Development District

Bella Collina Community Development
District

Amelia Walk Community
Development District

Bonnet Creek Community
Development District

Aqua One Community Development
District

Buckeye Park Community
Development District

Arborwood Community Development
District

Candler Hills East Community
Development District

Arlington Ridge Community
Development District

Cedar Hammock Community
Development District

Bartram Springs Community
Development District

Central Lake Community
Development District

Baytree Community Development
District

Channing Park Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community Development District	Vizcaya in Kendall Development District
TSR Community Development District	Waterset North Community Development District
Turnbull Creek Community Development District	Westside Community Development District
Twin Creeks North Community Development District	WildBlue Community Development District
Urban Orlando Community Development District	Willow Creek Community Development District
Verano #2 Community Development District	Willow Hammock Community Development District
Viera East Community Development District	Winston Trails Community Development District
VillaMar Community Development District	Zephyr Ridge Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship District	Troup Indiantown Water Control District

Current or Recent Single Audits.

St. Lucie County, Florida
Early Learning Coalition, Inc.
Gateway Services Community Development District.

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

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

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

Counties

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

Indian River
Martin
Okeechobee
Palm Beach

Municipalities

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

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Special Districts

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

Schools and Colleges

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

State and County Agencies

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

FEE SCHEDULE

We propose the fee for our audit services described below to be \$3,210 for the year ended September 30, 2024. In addition, if a bond issuance occurs in the fiscal year ended September 30, 2024, the fee for our audit services will be \$4,460. The fee is contingent upon the financial records and accounting systems of Caldera Community Development District being “audit ready” and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Caldera Community Development District as of September 30, 2024. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

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

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

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP

Director – 44 years

Education

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

Registrations

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

Professional Affiliations/Community Service

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

Professional Experience

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 40 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

Commitment to Quality Service

Personnel Qualifications and Experience
--

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

Director

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

Director – 36 years experience

Education

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

Registrations

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

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – 2017)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – 2017)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)
- ◆ Board Member – Phrozen Pharos (2019-2021)

Professional Experience

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

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP (Continued)

Director

Continuing Professional Education

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

- Not-for-Profit Auditing Financial Results and Compliance Requirements

- Update: Government Accounting Reporting and Auditing

- Annual Update for Accountants and Auditors

Commitment to Quality Service

Personnel Qualifications and Experience

Matthew Gonano, CPA

Director – 13 years total experience

Education

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

Professional Affiliations/Community Service

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA

Accounting and Audit Manager – 33 years

Education

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

Registrations

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

Professional Affiliations/Community Service

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

Professional Experience

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

Counties:

St. Lucie County

Municipalities:

City of Fort Pierce

City of Stuart

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA (Continued)

Accounting and Audit Manager

Professional Experience (Continued)

Special Districts:

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

Non-Profits:

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

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

Paul Daly

Staff Accountant – 11 years

Education

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

Melissa Marlin, CPA

Senior Staff Accountant – 9 years

Education

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

Bryan Snyder

Staff Accountant – 8 years

Education

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

Professional Experience

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

Continuing Professional Education

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ◆ Mr. Snyder is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Maritza Stonebraker, CPA

Senior Accountant – 7 years

Education

- ♦ Indian River State College, B.S. – Accounting

Professional Experience

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

Continuing Professional Education

- ♦ Mrs. Stonebraker participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Jonathan Herman, CPA

Senior Staff Accountant – 9 years

Education

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

Sean Stanton, CPA

Staff Accountant – 5 years

Education

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

Tifanee Terrell

Staff Accountant – 3 years

Education

- ◆ Florida Atlantic University, M.A.C.C. – Accounting

Professional Experience

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

Continuing Professional Education

- ◆ Ms. Terrell participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Terrell is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
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Dylan Dixon

Staff Accountant – 1 year

Education

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

Brennen Moore

Staff Accountant

Education

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

Jordan Wood

Staff Accountant – 1 year

Education

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

Professional Experience

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

Continuing Professional Education

- ◆ Ms. Wood is currently enrolled at Indian River State College to complete her bachelor's degree.
- ◆ Ms. Wood participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Wood is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Katie Gifford
Staff Accountant

Education

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

Rayna Zicari
Staff Accountant

Education

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

Professional Experience

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

Continuing Professional Education

- ◆ Ms. Zicari participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Zicari is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



6815 Dairy Road
Zephyrhills, FL 33542

813.788.2155
BodinePerry.com

Report on the Firm's System of Quality Control

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

November 30, 2022

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL (the firm), in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PLC, has received a peer review rating of *pass*.

Bodine Perry

Bodine Perry

(BERGER_REPORT22)



BodinePerry
Certified Public Accountants & Advisors

**CALDERA COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2024
Hernando County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than January 4, 2024, at 12:00 p.m., at the offices of the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) unbound and one (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Caldera Community Development District" on the face of it. Please include pricing for each additional bond issuance.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the District's limited waiver of liability contained in Section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for the District's first audit for which there are no special assessment bonds, plus the lump sum cost of two (2) annual renewals, which renewals shall include services related to the District's anticipated issuance of special assessment bonds.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**CALDERA COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

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

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)***

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

Total (100 Points)

***Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

8D

CALDERA COMMUNITY DEVELOPMENT DISTRICT

AUDITOR EVALUATION MATRIX

RFP FOR ANNUAL AUDIT SERVICES	ABILITY OF PERSONNEL	PROPOSER'S EXPERIENCE	UNDERSTANDING OF SCOPE OF WORK	ABILITY TO FURNISH REQUIRED SERVICES	PRICE	TOTAL POINTS
PROPOSER	20 POINTS	20 POINTS	20 POINTS	20 POINTS	20 POINTS	100 POINTS
Berger, Toombs, Elam, Gaines & Frank						
Grau & Associates						

NOTES:

Completed by: _____

Board Member's Signature

Date: _____

Printed Name of Board Member

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

11A

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hernando, Citrus

Before the undersigned authority personally appeared Carol Chewning who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Caldera Community RFQ for Engineering Services** was published in said newspaper by print in the issues of: **12/24/23** or by publication on the newspaper's website, if authorized, on

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

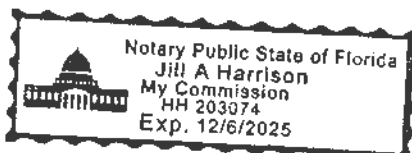
Signature Affiant

Sworn to and subscribed before me this **12/24/2023**

Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



CALDERA COMMUNITY DEVELOPMENT DISTRICT

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE CALDERA COMMUNITY DEVELOPMENT DISTRICT
RFQ for Engineering Services**

The Caldera Community Development District (the "District"), located in Hernando County, Florida, announces that professional engineering services will be required on a continuing basis for the District's Stormwater management, roadway improvements, water, sewer and reclaimed water utilities, recreational amenities, parks and open spaces, landscaping, irrigation, signage and entry features, and street lighting and electrical improvements, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Hernando County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All Applicants interested must submit one (1) unbound and (1) electronic copy of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on January 9, 2024 to the attention of Craig Wrathell, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

12/24/2023 0000322862

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

11B

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE CALDERA COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Caldera Community Development District (the “District”), located in Hernando County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s Stormwater management, roadway improvements, water, sewer and reclaimed water utilities, recreational amenities, parks and open spaces, landscaping, irrigation, signage and entry features, and street lighting and electrical improvements, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual (“Applicant”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“Qualification Statement”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Hernando County; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“CCNA”). All Applicants interested must submit one (1) unbound and (1) electronic copy of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on January 9, 2024 to the attention of Craig Wrathell, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (“District Manager’s Office”).

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

CALDERA COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS COMPETITIVE SELECTION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

2) Consultant's Past Performance (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

3) Geographic Location (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

6) Recent, Current and Projected Workloads (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

11C

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE CALDERA COMMUNITY DEVELOPMENT DISTRICT

Cadera Community Development District
Attention: District Manager's Office
Craig Wrathell wrathellc@whhassociates.com
Daphne Gillyardd gillyardd@whhassociates.com
Due: January 9, 2024, by 12:00 p.m.

Prepared By:



966 Candlelight Blvd., Brooksville, FL 34601
Phone (352) 796-9423 • Fax (352) 799-8359
Email: ford@coastal-engineering.com

SECTION 1

QUALIFICATION STATEMENT

January 11, 2024

Caldera Community Development District
District Manager's Office

wraithellc@whhassociates.com
gillyyardd@whhassociates.com

Re: Qualification Statement/Letter of Transmittal
Request for Qualifications for Engineering Services for the Caldera Community Development District

Coastal Engineering Associates, Inc. (**COASTAL**) appreciates the opportunity to submit our qualifications as a Professional Services Consultant to Caldera Community Development District (**DISTRICT**) to act in the general capacity of District Engineer and provide **DISTRICT** engineering services.

COASTAL has provided quality professional planning, engineering, environmental, construction administration and survey services for over sixty-six (66) years, working primarily within Hernando and Citrus counties. **COASTAL** has the experience, determination, and desire to meet the specific objectives required under the Scope of Services in this RFQ. As a local consultant, **COASTAL** is interested in the ability to serve the community at the highest level.

COASTAL'S Experience and Familiarity

COASTAL has acted as the District Engineer for the Southern Hills Plantation Community Development District, Somerset Bay Community Development District, Waterford Community Development District, and several others within the area. Coastal has also contracted to provide Community Development District professional services for Benton Hills, Lake Hideaway, and Caldera at Sterling Hills. **COASTAL's** excellent working relationship with Hernando County, Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Southwest Florida Water Management District (SWFWMD), Army Corps of Engineers (ACOE), and the Florida Wildlife and Freshwater Fish Commission (FWC) will enhance our ability to identify necessary impacts, avoid unnecessary impacts, and complete comprehensive mitigation strategies to permit projects on established project schedules and within budget.

The COASTAL Team

COASTAL's longstanding experience in Hernando and Citrus Counties are highlighted in the attached project resumes. **COASTAL's** successful working relationship and knowledge of the area assures the **DISTRICT** of the most efficient use of resources. **COASTAL's** key personnel assigned under this contract are familiar with project parameters and infrastructure in the Hernando County community. Project specific experience is highlighted in the personnel resumes included with this response.

Summary

COASTAL's key staff has combined professional experience of over 100 years in the provision of cost-effective professional services. We understand that **DISTRICT** resources are constrained and our job as your consultant is to deliver services in an efficient, cost-effective manner. **COASTAL** will exceed your expectations for all assigned professional service project(s) and looks forward to working with the **DISTRICT**.

I personally take a great deal of pride in delivering the services and products promised at the price established within the agreed upon schedule. **COASTAL** looks forward to working with the **DISTRICT** and the opportunity to continue serving the community. Please feel free to reach out to me with any questions you may have on our team or our response to this exciting project opportunity.

Thank you,

Ford Manuel

Ford Manuel, Manager
(352) 796-9423 x1025

SECTION 2

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SECTION 3

RESPONSE

SUMMARY

Subsection A

Project Team

- Organizational Chart
- Resumes
- Workload

ORGANIZATIONAL CHART



Cliff E. Manuel, Jr., PE, President/Principal in Charge

MANAGER
Ford Manuel

ENGINEERING SERVICES
Brian Malmberg, PE, Director

ENVIRONMENTAL SERVICES
Joseph Calamari, Director

PLANNING SERVICES
Donald R. Lacey, AICP, Director

SURVEYING SERVICES
Scott Osborne, PSM, Senior Survey Manager

CONSTRUCTION SERVICES
Jeremy Burgess, PM, Asst. Field/Survey Director

PLANNING

Donald R. Lacey, AICP*
Ronald Pianta, AICP
Elizabeth Rodriguez

ENVIRONMENTAL

Joseph Calamari*

ADMINISTRATIVE

Elena Sutton
Lindsay Morgan
Concetta Cook
Taylor Haynes

PROJECT MANAGEMENT

Ford Manuel*

CIVIL ENGINEERING

Cliff E. Manuel, Jr., PE*
Brian Malmberg, PE*
Jerry Wolfe, PE
Jared Young, PE
Tina Malmberg, PE
Mark Schroder, PE
Lee Huston
Joe Buscemi
David Goree
Rojean Hisson
Jacob Anderson

CONSTRUCTION MANAGEMENT

Jeremy Burgess, PM
Burt Bennett, CCI*
Corvin Henry

SURVEY - Brooksville

Scott Osborne, PSM*
Jonathon Ward
Raymonda Atkinson

SURVEY - Inverness

Gary Smith, PSM
Tim Childs
James Parrish

966 Candlelight Boulevard, Brooksville, FL 34601
Ph. (352) 796-9423 - Fax (352) 799-8359

3703 East Forest Drive, Inverness, FL 34453
Ph. (352) 344-2016 - Fax (352) 344-5336

*Denotes resume included.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Clifford E. Manuel, Jr.	13. ROLE IN THIS CONTRACT Principal in Charge	14. YEARS EXPERIENCE	
		a. TOTAL 43	b. WITH CURRENT FIRM 43
15. FIRM NAME AND LOCATION (City and State) Coastal Engineering Associates, Inc. (Brooksville, FL)			
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science in Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer, Florida #36834	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) FDOT Local Agency Program (LAP)			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	SOUTHERN HILLS PLANTATION COMMUNITY DEVELOPMENT DISTRICT; BROOKSVILLE, FL	2005 - CURRENT	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Provide the District Professional Engineering Services. ENGINEER OF RECORD. ☒ Check if project performed with current firm		
b.	SOMERSET BAY COMMUNITY DEVELOPMENT DISTRICT; HERNANDO COUNTY, FL	2022 - CURRENT	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Provide the District Professional Engineering Services. ENGINEER OF RECORD. ☒ Check if project performed with current firm		
c.	WATERFORD COMMUNITY DEVELOPMENT DISTRICT; HERNANDO COUNTY, FL	2022 - CURRENT	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Provide the District Professional Engineering Services. ENGINEER OF RECORD. ☒ Check if project performed with current firm		
d.	AERIAL WAY FOUR (4) LANE RURAL COLLECTOR ROAD DESIGN SERVICES, TO #6; SPRING HILL, FL	2014	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Provided professional engineering services for the design and permitting of proposed Aerial Way design four (4) lane rural collector road, approximately 4,650 LF in total length, in accordance with conceptual sketch and related cost estimates. ENGINEER OF RECORD. ☒ Check if project performed with current firm		
e.	EPPLEY DRIVE RECONSTRUCTION; SPRING HILL, FL	2013	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Eppley Drive Reconstruction improvements included two lanes of traffic consisting of the following improvements: Provided required design survey documentation; coordinated with Hernando County to acquire the required off-site properties to create necessary flood compensation areas; master drainage plan with required off-site drainage improvements shoulder and drainage construction and restoration; design of roadway pavement markings and signage for elevated section above post flood plain; maintenance of traffic plan identified. The residential access road; was designed to match the existing Eppley Drive roadway. ENGINEER OF RECORD. ☒ Check if project performed with current firm		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Ford Manuel	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 11	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION (City and State) Coastal Engineering Associates, Inc. (Brooksville, FL)			
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science in Construction Management University of Florida		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Reston Next Reston, VA	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable) 2022
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Cast in place concrete scope for the 41 Story, 900,000 SF, Office, Garage and Residential Apartment. Specific Role: Project Executive. Cost: \$46M		
b.	(1) TITLE AND LOCATION (City and State) Fairchild Apartments Germantown, MD	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable) 2022
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Cast in place concrete scope for the 3 Story. 175,000 SF, Parking Garage and Podium. Specific Role: Project Executive. Cost: \$6M		
c.	(1) TITLE AND LOCATION (City and State) Huntington Metro Apartments Alexandria, VA	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable) 2022
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Cast in place concrete scope for the 4 story, 210,000 SF, Garden Style Apartment Building. Specific Role: Project Executive. Cost: \$6.5M		
d.	(1) TITLE AND LOCATION (City and State) 440 Penn Washington, D.C.	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable) 2021
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Cast in place concrete scope for the 13 Story, 455,000 SF, Mixed Use Apartment Building. Specific Role: Project Executive. Cost: \$15M		
e.	(1) TITLE AND LOCATION (City and State) Plaza Coral Gables Miami, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable) 2021
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Cast in place concrete scope for the 940,000 sf Mixed Use Project. Hotel and Office Specific Role: Project Executive. Cost: \$44M		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Brian Malmberg	13. ROLE IN THIS CONTRACT Director of Engineering	14. YEARS EXPERIENCE	
		a. TOTAL 26	b. WITH CURRENT FIRM 7
15. FIRM NAME AND LOCATION (City and State) Coastal Engineering Associates, Inc. (Brooksville, FL)			
16. EDUCATION (DEGREE AND SPECIALIZATION) Master of Business Administration Bachelor of Science in Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer, Florida #59405	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) FDEP Qualified Stormwater Management Inspector #5956; FDEP Qualified Stormwater Management Instructor #504; FDOT MOT Intermediate Level Certification; FHWA Road Safety Audits; State Certified Underground Contractor, CUC057406			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) City of Brooksville _ GNT Utility Relocation (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Prepared utility relocation plans for potable water and sanitary sewer services and transmission mains that were in conflict with the trail design. <u>PROJECT MANAGER - ENGINEER</u>		
b.	(1) TITLE AND LOCATION (City and State) Trilby Crossing Subdivision - (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022 (Design Phase)	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Provided required professional Engineering Services for the development Trilby Crossing Subdivision, which included 10,000 linear feet of sidewalk. <u>PROJECT MANAGER - ENGINEERING</u>		
c.	(1) TITLE AND LOCATION (City and State) State Road 50 Intersection Improvements for Cortez Oaks (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Professional services for SR50 intersection improvements at State Road (SR) 50 and Cortez Oaks Boulevard; and State Road 50 and Oak Hill Hospital intersection. Provided design engineering and record drawings for the project, which included for 2,970 linear feet of sidewalk. <u>PROJECT MANAGER – ENGINEERING</u>		
d.	(1) TITLE AND LOCATION (City and State) Spark's Road Residential; Avalon Phase IV (Spring Hill, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Provided required professional Engineering Services for the development Avalon Phase IV, which included services for 9,600 linear feet of sidewalk associated with this project. <u>PROJECT MANAGER – ENGINEERING</u>		
e.	(1) TITLE AND LOCATION (City and State) Sherman Hills Boulevard Re-alignment and SR 50 Frontage Road Extension, TO#35 (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Engineering construction inspection services for SR 50 at I-75 North: Re-alignment from Sherman Hills Boulevard to SR 50 (North) design services and SR 50 Frontage Road extension from Parkland Avenue East to Sunrise Boulevard (South). <u>PROJECT MANAGER - ENGINEERING</u>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Burt Bennett	13. ROLE IN THIS CONTRACT DIRECTOR OF CONSTRUCTION	14. YEARS EXPERIENCE	
		a. TOTAL 44	b. WITH CURRENT FIRM 35

15. FIRM NAME AND LOCATION (City and State)

Coastal Engineering Associates, Inc. (Brooksville, FL)

16. EDUCATION (DEGREE AND SPECIALIZATION)

Building Construction – St. Petersburg Jr. College

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Certified Construction Inspector, Florida #4201

18. OTHER PROFESSIONAL QUALIFICATIONS

FDOT Local Agency Program (LAP), FDEP Qualified Stormwater Management Inspector #5968

FDOT Training Certification:

- | | |
|--|--|
| <ul style="list-style-type: none"> Engineering & Inspection Asphalt Inspection Concrete Bridges & Foundation Inspection | <ul style="list-style-type: none"> Earthwork Inspection Contract Admin. & Claims Work Zone Traffic Control & Safety |
|--|--|

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a.	Advanced Cancer Treatment Centers Brooksville – FDOT Construction (Spring Hill, FL)	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) n/a
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Provide construction engineering services including necessary inspection, shop drawing review, record drawing preparation, and as-built certification submittal to FDOT for the construction of the recently permitted right turn lane. CONSTRUCTION INSPECTOR	
b.	Sherman Hills Boulevard Re-alignment and SR 50 Frontage Road Extension, TO#35 (Brooksville, FL)	PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable)
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Engineering construction inspection services for SR 50 at I-75 North: Re-alignment from Sherman Hills Boulevard to SR 50 (North) design services and SR 50 Frontage Road extension from Parkland Avenue East to Sunrise Boulevard (South). CONSTRUCTION INSPECTOR	
c.	Utility Relocations Lockhart Road to East of Remington Road, TO#42 (Brooksville, FL)	PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable)
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Review of utility conflict identified by FDOT and coordination with FDOT and the FDOT Engineer consultant to obtain project MicroStation files for use in the design and plan production. Attend FDOT design meetings on behalf of the county and helped with coordination of other utilities to ensure proposed relocations were not in conflict with further proposed work. PROJECT MANAGER.	
d.	Hernando County Howell Avenue Sidewalk LAP Project Design/ Acquisition Survey and Planning Services (Brooksville, FL)	PROFESSIONAL SERVICES 2014	CONSTRUCTION (If applicable)
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Subcontracted by Coastal Design Consultants for coordination of required integrity of proposed improvements desired by the City of Brooksville and Hernando County. Prepared conceptual drawings of proposed Improvements for review with City and County officials for public presentation. After City/County staff approval; Coastal would coordinate and participate in a Public Workshop. Provision of survey services consistent with the minimum requirements for sidewalk route survey. PROJECT MANAGER.	
e.	CDBG South Brooksville Sidewalk Improvements (Brooksville, FL)	PROFESSIONAL SERVICES 2012	CONSTRUCTION (If applicable)
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Design, Survey, Engineering, and Permitting services provided to the City of Brooksville for improvement of the South Brooksville sidewalks – provision of design services for 932 LF of sidewalk on MLK Boulevard from Ellington Avenue to Union Street – Project never constructed. PROJECT MANAGER.	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Joseph Calamari	13. ROLE IN THIS CONTRACT Director of Environmental Services/Senior Environmental Scientist	14. YEARS EXPERIENCE <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">a. TOTAL</td> <td style="width: 50%; border: none;">b. WITH CURRENT FIRM</td> </tr> <tr> <td style="text-align: center; border: 1px solid black;">34</td> <td style="text-align: center; border: 1px solid black;">21</td> </tr> </table>	a. TOTAL	b. WITH CURRENT FIRM	34	21
a. TOTAL	b. WITH CURRENT FIRM					
34	21					

15. FIRM NAME AND LOCATION (City and State)

Coastal Engineering Associates, Inc. (Brooksville, FL)

16. EDUCATION (DEGREE AND SPECIALIZATION)

B.S. Environmental Services, St. Leo University

AAS Petroleum Engineering Technology, Florida Institute of Technology

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Authorized Gopher Tortoise Agent #GTA 11-00029

18. OTHER PROFESSIONAL QUALIFICATIONS

Professional Wetland Scientist #1690

Certified Florida Environmental Assessor

Licensed Environmental Professional

FDOT Certified Stormwater, Erosion and Sediment Control Inspector

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a.	HAWK LAND INVESTORS NEW, LLC/LAKE HIDEAWAY WEEKI WACHEE, FL	PROFESSIONAL SERVICES 2020 - CURRENT	CONSTRUCTION (If applicable)
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Environmental Services Provided professional environmental services wetland delineations, wetland permitting, listed species surveys, gopher tortoise permitting, and relocation. PROJECT MANAGER.	
b.	GREENPOINTE/SOUTHERN HILLS PLANTATION-LIBERTY LANDING; BROOKSVILLE, FL	PROFESSIONAL SERVICES 2020 - CURRENT	CONSTRUCTION (If applicable)
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Environmental Services Provided professional environmental services wetland delineations, wetland permitting, listed species surveys, gopher tortoise permitting, and relocation. PROJECT MANAGER.	
c.	CITY OF BROOKSVILLE STATE ROAD 50 (CORTEZ BOULEVARD) PUMP STATION REPLACEMENT; BROOKSVILLE, FL	PROFESSIONAL SERVICES 2020 - 2022	CONSTRUCTION (If applicable)
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Environmental Services Provided professional environmental services including wetland Monitoring, listed species report and tortoise relocation to replace the existing suction lift pump station located on State Road 50 with a submersible pump station. The new pump station shall be designed to allow for the exiting pump station to remain in operation until completion of the new station. PROJECT MANAGER.	
d.	FLORAL CITY STAGE COACH TRAIL POTABLE WATER FACILITY; FLORAL CITY, FL	PROFESSIONAL SERVICES 2012-2016	CONSTRUCTION (If applicable)
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Tortoise Relocation Services COASTAL provided professional services including coordination/provision of required geotechnical services; environmental pedestrian survey; design and permit required facilities in accordance with Owner, Citrus County, FDOT, SWFWMD and FDEP; coordination and related paperwork required for USDA funding; field observation and survey. Project consisted of water treatment plant #3 facility and approximately 29,000 feet of 12" water main for 14.7-acre property along Stage Coach Trail, in Citrus County, Florida. PROJECT MANAGER.	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Donald Lacey, AICP	13. ROLE IN THIS CONTRACT DIRECTOR OF PLANNING / PRINCIPAL PLANNER	14. YEARS EXPERIENCE	
		a. TOTAL 48	b. WITH CURRENT FIRM 42
15. FIRM NAME AND LOCATION (City and State) Coastal Engineering Associates, Inc. (Brooksville, FL)			
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Arts in Political Science – Wayne State University Masters of Science in Regional and Urban Planning – Florida State University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
18. OTHER PROFESSIONAL QUALIFICATIONS American Institute of Certified Planners (AICP)			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) HAWK LAKE HIDEAWAY LLC; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020-2021	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Provide CDD planning/engineering assistance which consisted of coordination with CDD consultant, due diligence, preparation of CDD exhibits. PROJECT MANAGER/PRINCIPAL PLANNER.		
b.	(1) TITLE AND LOCATION (City and State) CITY OF BROOKSVILLE COMMUNITY; REDEVELOPMENT PLAN; BROOKSVILLE, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2012	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Responsible for research, analysis, demographics, public participation, and project identification in the preparation of a redevelopment plan for downtown Brooksville. PROJECT MANAGER/PRINCIPAL PLANNER.		
c.	(1) TITLE AND LOCATION (City and State) HERNANDO COUNTY SEWER MASTER PLAN; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2011	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Responsible for research, analysis, modeling, and agency coordination in the preparation of a county-wide master plan through the year 2030. PROJECT MANAGER/PRINCIPAL PLANNER.		
d.	(1) TITLE AND LOCATION (City and State) SOUTHERN HILLS PLANTATION; BROOKSVILLE, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2011	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm A 1,600-acre annexation and sub-DRI mixed use community with championship quality golf course (Pete Dye) and upscale private housing community. Planning involvement included site evaluation, conceptual site planning, DRI evaluation, annexation, comprehensive plan amendments, rezoning, concurrency, infrastructure analysis, development agreements and public presentations. PROJECT MANAGER/PRINCIPAL PLANNER.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Scott M. Osborne, PSM	13. ROLE IN THIS CONTRACT Professional Survey Manager	14. YEARS EXPERIENCE	
		a. TOTAL 38	b. WITH CURRENT FIRM 3
15. FIRM NAME AND LOCATION (City and State) Coastal Engineering Associates, Inc. (Brooksville, FL)			
16. EDUCATION (DEGREE AND SPECIALIZATION) Pasco Hernando State College – 1990, Surveying Certification		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Surveyor and Mapper #LS6028	
18. OTHER PROFESSIONAL QUALIFICATIONS			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) THE HUT PUMPING STATION AND FORCE MAIN PROJECT; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021 - 2022	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Surveyor Provided boundary survey, topographic design survey, right-of-way route design survey and prepared sketch and descriptions for easement acquisition. SURVEYOR OF RECORD.		
b.	(1) TITLE AND LOCATION (City and State) RIDGE MANOR WEST WELL 2R AREA; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Surveyor Provided the boundary and topographic design survey. Prepared sketch and description for acquisition of a temporary construction easement and acquisition parcel. SURVEYOR OF RECORD.		
c.	(1) TITLE AND LOCATION (City and State) THUNDERBIRD EASEMENT SURVEY; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Surveyor Provided for the sketch and legal description associated with the project parcel in order to obtain necessary easement. SURVEYOR OF RECORD.		
d.	(1) TITLE AND LOCATION (CITY AND STATE) RIDGE MANOR WEST WTP #1; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020 - 2021	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Surveyor Provided the boundary, topographic and tree design survey. Provided sketch and descriptions for easement acquisition. SURVEYOR OF RECORD.		

CURRENT AND PROJECT WORKLOAD

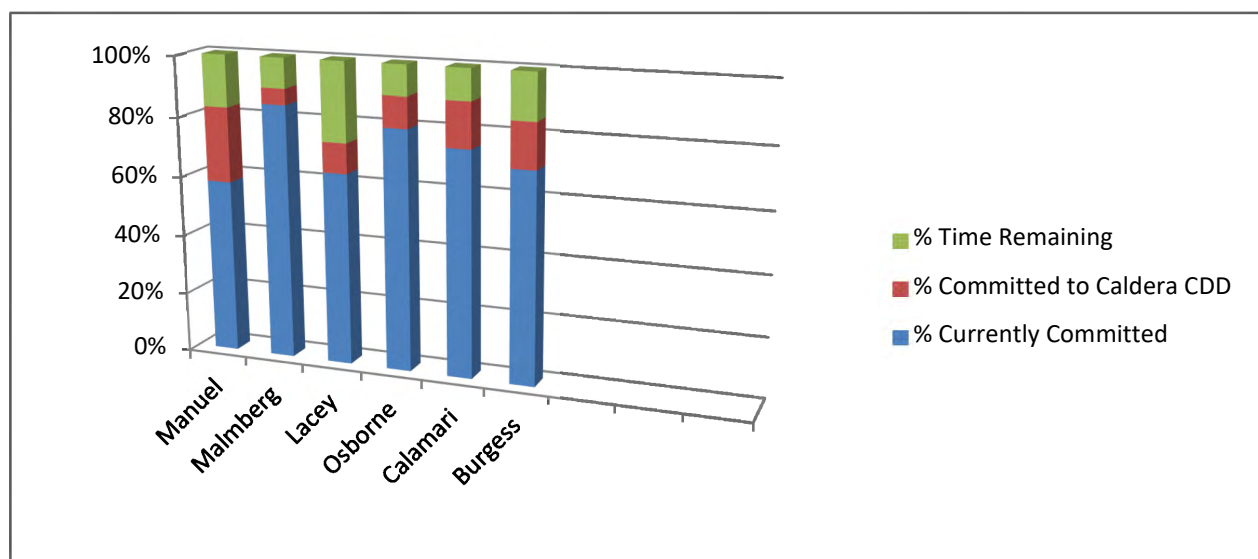
COASTAL offers an in-house workforce of thirty-five (42) key staff and professionals. Our team has the capacity to provide quality civil engineering, survey and mapping, planning and urban design, landscape architecture, and environmental consulting services for any size assignment, with any required project schedule being requested by Caldera Community Development District (District).

Based on the depth and breadth of our team's available staff, the COASTAL team will have ample resources to provide the District the highest level of service we bring to each of our valued clients.

COASTAL will prioritize upcoming District projects throughout our contract. This will include developing an initial District approved project schedule and scope meeting with District staff for each assigned project.

Workload of Key COASTAL Staff:

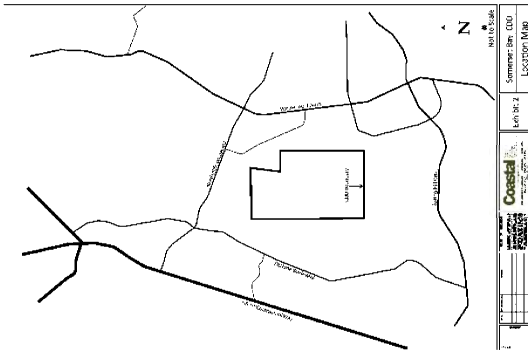
Team Members	% Currently Committed	% Committed to Benton Hills CDD	% Time Remaining
Cliff Manuel, Jr., PE	58	25	17
Brian Malmberg, PE	85	5	10
Donald Lacey, AICP	64	10	26
Scott Osborne, PSM	80	10	10
Joseph Calamari, PWS	75	15	10
Jeremy Burgess, PM	70	10	20



Subsection B

Past Experience

Client name, address, telephone number & email:



Somerset Land, LLC

Ron Bastyr

18125 Wayne Road

Odessa, FL 33556

352-799-9898

ronbastyr@yahoo.com

Description of services provided: *Somerset Bay Community Development District/Hernando County* – CDD Planning/Engineering Assistance and Interim District Engineer.

COASTAL to coordinate creation of CDD with Client CDD consultant, providing the necessary planning and preliminary engineering analysis and preparing the required exhibits. COASTAL appointed as Interim District Engineer effective October 28, 2021.

Time period of the project or contract: 02/03/2021 through present

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$25,888.00

Was the project completed on time? Current

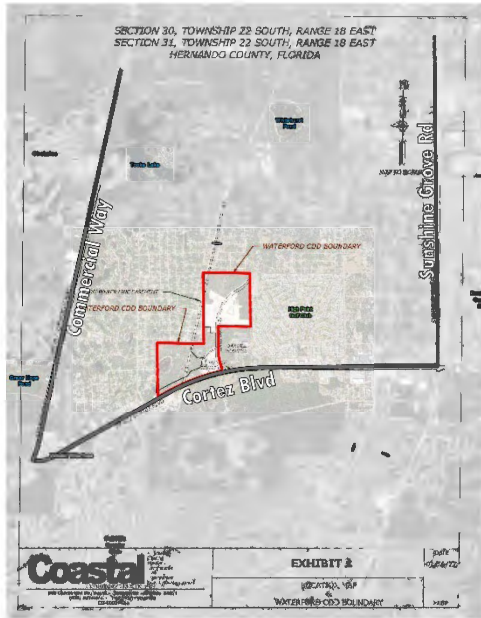
Was the project completed within budget? Current

Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE, Principal/Engineer of Record

Donald Lacey, Principal Planner

Client name, address, telephone number & email:



Oak Hill Land, LLC

Ron Bastyr

18125 Wayne Road

Odessa, FL 33556

352-799-9898

ronbastyr@yahoo.com

Description of services provided: **Waterford Community Development District/Hernando County** – CDD Planning/Engineering Assistance – COASTAL to coordinate creation of CDD with Client CDD consultant providing the necessary planning and preliminary engineering analysis and preparing the required exhibits.

Time period of the project or contract: 09/21/2021 through present

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$25,888.00

Was the project completed on time? Current

Was the project completed within budget? Current

Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE, Principal/Engineer of Record

Donald Lacey, Principal Planner

Client name, address, telephone number & email:

Meritage Homes of Florida, Inc.

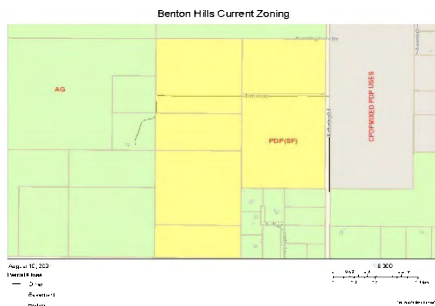
Tyler Vansant

10117 Princess Palm Avenue, Suite 550

Tampa, FL 33610

813-386-8752

Tyler.Vansant@meritagehomes.com



Description of services provided: *Benton Hills – CDD Assistance and Exhibit Preparation.*

Exhibit 1: A general location map. This is simply a map showing surrounding roads and landmarks with the site marked.

Exhibit 2: A metes and bounds description of the lands to be included within the District and a map matching the metes and bounds description of the lands to be included within the District. A metes and bounds legal description (as opposed to some other form by reference to plats, etc.) is required by statute. A separate legal description will also be required for any excluded parcels.

Exhibit 5: A map showing land uses within and adjacent to the proposed District according to the County's adopted and effective Future Land Use Map is also required.

Exhibit 6: A map of the current existing sanitary sewer and water distribution systems (major water trunk mains, sewer interceptions and outfalls) for the lands to be included within the District. In addition, a map demonstrating the planned water, wastewater and drainage plan for the lands may be required.

Exhibit 7: A description of the type of facilities the Petitioner presently expects the District to finance, construct, acquire and/or install, as well as the anticipated owner and entity responsible for maintenance. Further, we will need a description of the estimated costs of constructing the infrastructure serving land within the proposed District, and an estimated timetable for such construction; preliminary estimates do not bind the proposed CDD and represent a good faith estimate at this point in time.

Additional professional support services, when requested by Client, Coastal will assist in the creation of the CDD at our standard hourly rates.

Time period of the project or contract: 08/05/2021 through present

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$20,888.00

Was the project completed on time? Current

Was the project completed within budget? current

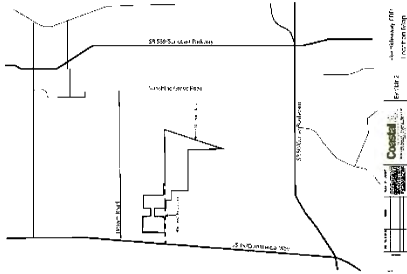
Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE, Principal/Engineer of Record

Donald Lacey, Principal Planner

Client name, address, telephone number & email:

Hawk Land Investors New, LLC
Mike Lawson
2502 N. Rocky Point Drive, Suite 1050
Tampa, FL 33607
813-288-8078
mike@metrodcg.com



Description of services provided: *Lake Hideaway – CDD Planning & Engineering Assistance.*

COASTAL to coordinate creation of CDD with Client CDD consultant, providing the necessary planning and preliminary engineering analysis and preparing the following required exhibits:

- 1) Legal Description and Sketch. Please provide a legal description and sketch of the overall boundaries of the proposed community development district. Also, please include the total acreage at the end of the legal description.
- 2) Location Map. This map should be in black and white. Please show the major roadways around the project and include the name of the project within the inside boundaries or with an arrow pointing to the project. Attached is an example of what the map should look like.
- 3) Aerial Map. This should reflect an aerial of the site with the boundaries reflected on the map for the proposed community development district.
- 4) Existing Utilities Map. Please provide a map showing the existing utilities with the boundaries reflected on the map for the proposed community development district.
- 5) Future Land Use Map. Please provide the future land use map from Hernando County reflecting the future land uses with the boundaries reflected on the map for the proposed community development district.
- 6) Folio Numbers. Please also provide the folio numbers for the parcels that will make up the proposed community development district.

Time period of the project or contract: 04/19/2021 through present

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$18,888.00

Was the project completed on time? Current

Was the project completed within budget? Current

Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE, Principal
Donald Lacey, Principal Planner
Brian Malmberg, PE, MBA, Director of Engineering/Engineer of Record

Client name, address, telephone number & email:

Southern Hills Plantation CDD 1

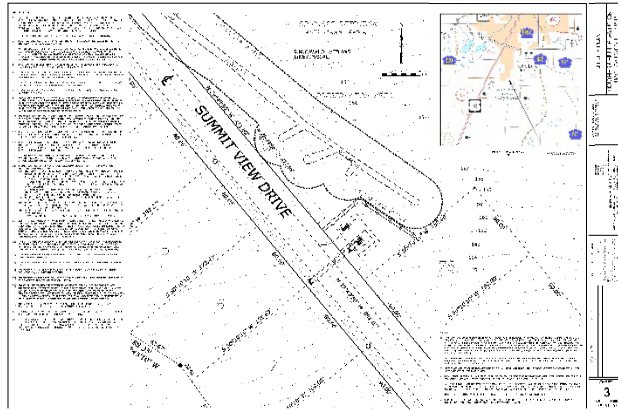
Rick Harcrow

19850 Southern Hills Boulevard

Brooksville, FL 34601

352-799-9898

gmiars@greenpointllc.com



Description of services provided: *Southern Hills Phase 3A – Water Pressure Booster System and Transmission Main Interconnect* – COASTAL as Engineer of Record updated water pressure model for Southern Hills including Phase 3A to determine existing water pressure as recently tested by the City for homeowners living at Real Tree, Evening Ray and also Creek Ridge.

Design of approximately 1,400 LF of twelve (12) inch water main and a pressure booster pump station from termination of the Phase 3A-1 twelve (12) inch potable water main to a City of Brooksville approved connection point at the existing City water system within the Duke powerline easement.

Time period of the project or contract: 02/02/2016 through present

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$508,500.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE, Principal

Scott D. McKee, PE, Engineer of Record

Burt Bennett, CCI, Design Manager

Client name, address, telephone number & email:



Hernando County Public Works

Scott Herring

1525 E. Jefferson Street

Brooksville, FL 34601

352-754-4060

sherring@hernandocounty.us

Description of services provided: *Sherman Hills Boulevard Re-alignment and SR 50 Frontage Road Extension, TO #35 – Engineering services for SR 50 at I-75 North: Re-alignment from Sherman Hills Boulevard to SR 50 (North) design services and SR 50 Frontage Road extension from Parkland Avenue East to Sunrise Boulevard (South).*

Time period of the project or contract: 02/16/2016 through 01/29/2018

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$1,757,700.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Jerry L. Wolfe, Jr., PE, Civil Engineer/Engineer of Record

Brian Malmberg, PE, Project Manager

Burt Bennett, CCI, Project Manager

Client name, address, telephone number & email:



Floral City Water Association, Inc.
Gary Judd, Superintendent
PO Box 597/8189 South Florida Avenue
Floral City, FL 34436
352-726-3366
fcwater@tampabay.rr.com

Description of services provided: *Floral City Stage Coach Trail Potable Water Facility* – COASTAL provided professional engineering services including coordination/provision of required geotechnical services; environmental pedestrian survey; design and permit required facilities in accordance with Owner, Citrus County, FDOT, SWFWMD and FDEP; coordination and related paperwork required for USDA funding; field observation and survey.

Project consisted of water treatment plant #3 facility and approximately 29,000 feet of 12" water main for 14.7 acre property along Stage Coach Trail, in Citrus County, Florida.

1) TREATMENT FACILITY:

- a) Two (2) 1,500 gpm Wells (estimated production zone depth is 280 feet below existing ground).
- b) 500,000 gallon "low profile" ground storage tank, final height not to exceed seventeen (17) feet from proposed site grade(s).
- c) Three (3) variable speed drive service pumps rated @ 750 gpm.
- d) Sodium Hypochlorite chlorination disinfection system with required holding tank.
- e) Backup generator capable of providing power for total facility operation during power outages.
- f) Required facility yard piping and site civil improvements.
- g) Thirty (30) foot "type B" buffer together with client approved site landscaping in accordance with the Citrus County Conditional Use Approval.
- h) Single story building (approximately 4,000 square feet) that will provide required facility control room, maintenance equipment storage, office, bathroom, meeting room and house required high speed service pump equipment. It is anticipated that the building will be rural in nature and used to conceal the proposed storage tank.

2) TRANSMISSION LINE:

- a) Approximately 29,000 feet of 12" water main.
- b) Estimated 35 fire hydrant assembly(s).
- c) Required gate valves, boxes, air release valves and other transmission line equipment necessary to place the system into operation.

Time period of the project or contract: 06/19/2012 through 02/26/2016

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$4,184,500.00

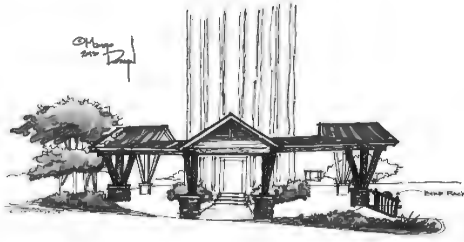
Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE, Principal/Engineer of Record
Burt Bennett, CCI, Design and Construction Manager

Client name, address, telephone number & email:



City of Brooksville
Bill Geiger, Dir. of Community Development
201 Howell Avenue
Brooksville, FL 34601
352-540-3810

DESCRIPTION OF SERVICES PROVIDED:

Community Redevelopment Agency, Plan Capital Improvement Program Implementation – The existing City water tower property would be enhanced by the design and construction of the facilities meant to make the site more aesthetically attractive, pedestrian friendly and provide amenities for bicyclists to center their exploration of downtown Brooksville. The following facilities and improvements:

- A stone and timber framed pavilion with metal roof around the northwest base of the water tower (see attached Exhibit A)
- Landscaped grounds accentuating the pavilion
- Seating areas both within the pavilion and on the grounds
- A kiosk to provide information and mapping related to downtown attractions and facilities
- Bicycle racks
- A refrigerated water fountain with multiple spigots for drinking and filling of water bottles
- An overlay and re-striping of the parking area
- Repainting of the existing storage structure on site.

PROJECT SCOPE: Coastal Engineering agreed to provide, either directly or through subconsultants, the following services:

1. Topographic survey for the site improvement area.
2. Geotechnical analysis and report consisting of 4 hand augers to a depth of five feet
3. Architectural and structural design drawings for the pavilion, including floor plan, roof plan, elevations, lighting layout and sections.
4. Civil engineering plans for site grading, a water line to the pavilion, bicycle rack type and location, parking lot overlay and striping.
5. A landscape plan sheet.
6. Request to the Southwest Florida Water Management District for an exemption from ERP permitting.
7. Site observation and field consultation

Time period of the project or contract: 06/20/2016 through 01/31/2019

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$184,525.00

Was the project completed on time? Yes

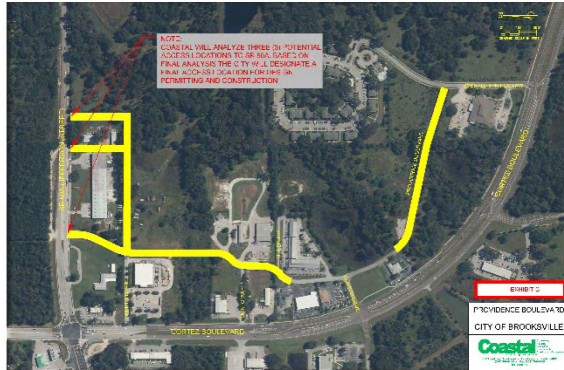
Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Donald R. Lacey, AICP, Project Manager
Cliff E. Manuel, Jr., PE, Principal/Project Engineer
David R. Mango, CPBD, Architect

Client name, address, telephone number & email:

City of Brooksville
Bill Geiger, Dir. of Community Development
Richard Radack, Dir. of Public Works
201 Howell Avenue
Brooksville, FL 34601
352-540-3810



DESCRIPTION OF SERVICES PROVIDED:

Providence Boulevard Extension –

Roadway improvements include the design of a 3,700 ± linear feet two (2) lane 24 feet wide urban-section frontage road together with water, sanitary sewer, storm-water sewer, sidewalk, and related utility relocation coordination. The section of Providence Boulevard previously constructed with access to State Road 50A will be evaluated for potential reconstruction and included as part of base services to avoid periodic flooding. Reference Exhibit C for general roadway alignment.

Time period of the project or contract: 06/20/2016 through 01/31/2019

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$2,538,000.00

Was the project completed on time? Current

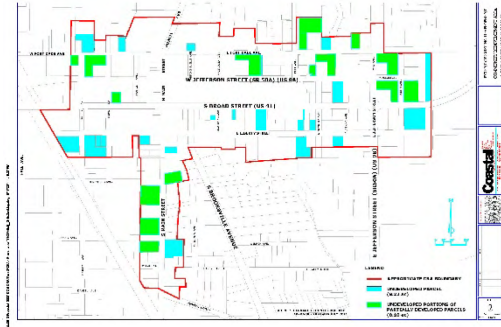
Was the project completed within budget? Current

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal
Brian Malmberg, PE, Project Manager
Scott D. McKee, Project Engineer
Burt Bennett, CCI, Director of Construction Services/Surveying
Joseph Calamari, PWS, Director of Environmental Services

Client name, address, telephone number & email:

City of Brooksville
Bill Geiger, Dir. of Community Development
201 Howell Avenue
Brooksville, FL 34601
352-540-3810



DESCRIPTION OF SERVICES PROVIDED:

CRA - Task Order No. 2 –

The CRA desires to extend the scope of its Downtown Beautiful Program by visually and/or functionally improving “spaces” and “features” within the downtown area. The objective is to create places that will be attractive to pedestrians and bicyclists visiting the City. These projects are identified as A-O on the Downtown Beautiful Program Project Locations Map in the Community Redevelopment Plan and described under the CIP Near Term Projects.

- 1.1. Meet with CRA staff to review projects listed as A-O in the CRA Community Redevelopment Plan and develop a priority list for further analysis;
- 1.2. Prepare a summary project description for up to ten projects prioritized in the meeting with CRA staff. One of the projects receiving a summary project description will be a tree planting plan;
- 1.3. Meet with property owners that are integral to each of the priority projects to determine their respective interest and participation in teaming with the CRA to accomplish the identified projects;
- 1.4. Prepare a conceptual layout and preliminary cost estimate for up to six projects prioritized by the CRA staff and determined as feasible after discussions with property owners;
- 1.5. Coordinate with CRA staff and attorney in preparation of a joint participation agreement with private property owners for three priority projects;
- 1.6. Prepare detailed specifications for up to three (3) priority design/build projects;
- 1.7. Secure required permits for each of the three projects; and,
- 1.8. Construction surveillance and related as-built survey services will be scoped as a separate task order once the three projects have been selected.

2. Recreation Master Plan

The provision of recreational opportunities for residents and visitors is an important element of the Community Redevelopment Plan. With several major resources, including Hernando Park and the Good Neighbor Trailhead, downtown Brooksville has the potential to create a unique recreational palette. It is important to maximize the potential of those resources, tie in other open space and facilities, coordinate with other public and private entities and use the synergy provided in other CRA efforts, such as the Downtown Beautiful, Wayfinding Signage and Stormwater Master Planning. The objective is to create a plan that is dynamic and value-oriented, providing pertinent information and guidance.

- 2.1. Prepare an assessment of existing recreational facilities within downtown Brooksville;
- 2.2. Prepare a draft recreation master plan for review by the CRA which incorporates pedestrian and bicycle friendly connection from the CRA to the Good Neighbor Trail;
- 2.3. Prepare a final recreation master plan and cost estimate for implementing said plan for CRA acceptance; and,
- 2.4. Hold a public meeting with the CRA for review and approval of the recreation master plan.

3. Stormwater Master Plan

The available open space in the downtown area provides an opportunity to address both water quality and stormwater retention. A master stormwater system for the CRA could handle stormwater for all remaining developable parcels, alleviating the need for individual sites to utilize valuable space to provide needed treatment and retention. The master stormwater plan details how stormwater will be transported downstream to open areas within the City and County, providing treatment and storage consistent with applicable regulations and establishing best management practices to assure the environmental integrity of the historic downtown area. The City of Brooksville and Hernando County desire to seek cooperative funding from SWFWMD to improve water quality within the Community Redevelopment Area and certain adjacent regions (to be determined). Consultant, using downstream Best Management Practices (BMPs), conceptualized in the South Brooksville Improvements Project shall provide water quality treatment calculations and related design criteria to allow future infill and redevelopment projects within the city CRA and certain designated adjacent areas. Permitting will conceptualize build out conditions and propose methods to improve stormwater discharge water quality such that master planned stormwater storage facilities can provide a level of efficiency to the treatment function and alleviate a portion of the development permitting requirements that landowners within the affected areas currently face.

4. Downtown Gateway Improvements & Wayfinding Signage

Downtown visitation can be greatly improved through defining a sense of arrival and by providing clear directional signage for visitors to major attractions, civic areas and parking facilities. Brooksville is located at the center of major crossroads, with major gateways such as at Cortez Boulevard and Jefferson Street, Broad Street, Ponce de Leon Boulevard and Cobb Road. Visitors using these gateways would benefit greatly from better signage using monument or pole mounted signage to better identify the location and components of Downtown Brooksville. These signs would reduce guesswork and improve the visitor's overall experience navigating to their desired destination(s). In order to be most effective, the signage plan should be prepared addressing location, design, contents, cost and synergy with other CRA and City endeavors.

The purpose of this project is to develop a way-finding and identity system to guide and connect residents and visitors to key points of interest located within Downtown Brooksville. The system will be designed to project a consistent image, ease vehicular congestion, and promote walking, bicycling and mass transit.

Time period of the project or contract: 03/13/2013 to 11/15/2016

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$1,865,100.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal
Donald R. Lacey, AICP, Director of Planning/Project Manager
Burt Bennett, CCI, Director of Construction Services/Surveying
David R. Mango, CPBD, Architect

Client name, address, telephone number & email:



Brooksville-Tampa Bay Regional Airport
Kevin Daugherty
15800 Flightpath Dr.
Brooksville, FL 34604
352-754-4061
kdaugherty@hernandocounty.us

Description of services provided: Brooksville-Tampa Bay Regional Airport & Technology Center Signage and Wayfinding Plan

Purpose: Improve the visibility and functionality of the Brooksville-Tampa Bay Regional Airport & Technology Center through a master-planned approach to signage and streetscaping utilizing the new branded look. Scope of Work: Coastal Engineering Associates, working jointly with Crossland Media LLC and Margaret Moore Landscape Planning and Design, was attained to provide the following services:

Design and permit the component of the Master Plan chosen for the initial phase: Main Entrance Monument Sign

I. DESIGN AND PERMITTING SERVICES

- Misc. site verification survey of as-built conditions required for design.
- Irrigation plan and survey of existing conditions for sign, well and existing utilities.
- Finalize functional aspects of monument sign: size, materials, contrasts, nomenclature, typography, symbols, hardware, architectural elements, placement, construction details, mounting methods and installation.
- Prepare design plans and specifications for the monument sign.
- Prepare electrical drawings.
- Prepare landscape and irrigation plan for landscaping around the monument sign.
- Prepare and submit sign permit application to Hernando County, respond to comments and coordinate with officials during the permitting process.

II. CONSTRUCTION/INSTALLATION SERVICES

- Bid phase services
- Stake location of monument sign
- Perform limited construction observation for site improvements to certify substantial compliance with the approved plans and specifications to applicable regulatory agencies.

Time period of the project or contract: 05/27/2014 through 11/23/2014

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$263,100.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal
Burt Bennett, CCI, Project Manager
Joseph Calamari, PWS, Director of Environmental Services
Donald R. Lacey, AICP, Senior Planner

Client name, address, telephone number & email:



Brooksville Tampa Bay Regional Airport
Kevin Daugherty
15800 Flightpath Dr.
Brooksville, FL 34604
352-754-4061
kdaugherty@hernandocounty.us

Description of services provided: 3D Graphic Design for Marketing

Miscellaneous graphics requested by BTBRA to be provided by Coastal based on the work described in each individual request.

3D Virtual Modeling

1. 3D virtual models will be created and submitted at 15%, 50%, and 100%
2. 3D virtual models will include additional roads, proposed hangars, asphalt or pavement areas, planes and basic landscaping features.
3. 3D virtual model modifications/animation.

Note: All items may not be available depending on details and copyrights; the creation of 3D objects is not included and should be provided if possible

Other Miscellaneous Graphics Services – will be provided on an hourly basis based on description

Time period of the project or contract: Non-Contract; Blanket PO

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$3,500.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal
Burt Bennett, CCI, Project Manager

Client name, address, telephone number & email:

Brooksville Tampa Bay Regional Airport

Kevin Daugherty

15800 Flightpath Dr.

Brooksville, FL 34604

352-754-4061

kdaugherty@hernandocounty.us



Description of services provided: American Aviation Pavement Rehab Design

Coastal Engineering Associates (CONSULTANT) was attained to provide the following basic services (engineering design, preparation of plans and specifications, assistance during the bidding process, and construction administration services) to assist Brooksville-Tampa Bay Regional Airport (Authority) with the rehabilitation design of depicted pavement areas, new paved driveway to fuel farm and demolition of warehouse building on American Aviation Aircraft Parking Apron on their leasehold at the Airport. In addition, the consultant was to evaluate an area of failing asphalt apron pavement at the Corporate Jet Solution lease in front of the hangar and provide recommendations and a plan for repair.

A. DESIGN PHASE

1. Review existing documents such as record drawings, specifications, studies and reports to become familiar with project data.
2. Visit the site to observe field conditions and validate the existing database.
3. Contact the AUTHORITY and FDOT to review scope of work and clarify project design requirements, construction sequencing and operational concerns.
4. Prepare preliminary plans identifying areas requiring topographic field survey if needed, geotechnical investigations and other field reconnaissance that may be required. The required field program will be developed into a schedule that minimizes interference with airport operations. The schedule will be coordinated with the SPONSOR. CONSULTANT will supervise the field investigations as required.
5. Perform field survey of topographic and utility data. Field information will be mapped and provided to the CONSULTANT design team.
6. Prepare a pavement assessment report based on the geotechnical findings to determine the most cost-effective method of repair to the distressed pavement with estimated construction costs.
7. Finalize the grading and drainage design.
8. Prepare final construction plans and supplemental documents such as construction phasing plans, soil boring logs and cross sections.
9. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.
10. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed -
11. Prepare final technical specifications.
12. Submit advance final documents to the AUTHORITY and Florida: Department of Transportation for final review and comment. The design team and the AUTHORITY will conduct a final review meeting to discuss and resolve final comments.

13. Reproduce copies of the bid documents which include plans, specifications, construction phasing plans, soil boring logs and cross sections. These documents will be supplied to the AUTHORITY.

B. BIDPHASE

1. Attend Pre-Bid conference.
2. CONSULTANT shall answer technical questions from potential bidders and provide to Hernando County Purchasing for preparation of addendum (if required).

C. CONSTRUCTION ADMINISTRATION PHASE

1. Provide consultation and advice to the SPONSOR during construction, including the attendance at a pre-construction conference, attendance at coordination meetings and other meetings required during the course of construction. Prepare, review, and distribute minutes of all meetings, if applicable.
2. Review, approve or take appropriate action on all contractor submittals, such as construction schedules and phasing schedules, shop drawings, product data, catalog cuts, and samples, for conformance with the construction contract requirements.
3. Review and take appropriate action on alternative construction methods proposed by the contractor.
4. Review supplemental drawings and change orders necessary to properly execute the work within the intended scope and to accommodate changed field conditions.
5. Assist the AUTHORITY in resolving contractor claims and disputes.
6. Interpret the requirements of the contract documents and advise the contractor of these requirements on behalf of the AUTHORITY.
7. Assist the AUTHORITY in compiling project closeout documents required by the FAA and the FDOT.
8. Meetings: Periodic design coordination, pre-bid, pre-construction and construction coordination.

D. STORMWATER DESIGN / PERMITTING PHASE

1. SWFWMD permit is not anticipated for this existing pavement rehabilitation or new asphalt fuel farm driveway.
2. Hernando County review/approval. After receiving the Notice-To-Proceed (NTP) from the AUTHORITY, the Consultant will immediately be available to work on the project, in accordance with the proposed design schedule, as assigned by the AUTHORITY.

Time period of the project or contract: 06/30/2014 to 12/27/2014

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$982,025.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

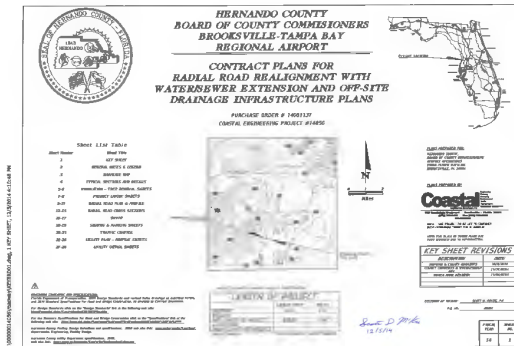
Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE

Burt Bennett, Director of Construction and Surveying

Client name, address, telephone number & email:

Brooksville Tampa Bay Regional Airport
Kevin Daugherty
15800 Flightpath Dr.
Brooksville, FL 34604
352-754-4061
kdaugherty@hernandocounty.us



Description of services provided: Radial Road Realignment Water/Sewer

Coastal Engineering Associates, Inc. (Coastal) provided required professional services to facilitate the realignment of Radial Road and the development of MICRO-MATICS planned new facility as shown on the attached site plan, Exhibit A. 8" water and 8" gravity sewer will be extended from Circuit Way to MICRO-MATIC parcel, with water being looped to Radial Road. Project Scope of Work shall include professional services required to complete off-site roadway, water, sewer and drainage improvements necessary to provide required infrastructure for the new MICRO-MATIC building consistent with the attached site plan; Exhibit A. Off-site drainage improvements will include Phases 1 and future MICRO-MATIC development. Design criteria will consider the MICRO-MATIC site to be 70% impervious consistent with the SWFWMD approved drainage master plan. Coastal was to direct off-site storm water where feasible to Basin Z and Basin BB. Off-site drainage systems will be coordinated with site civil improvements associated with MICRO-MATIC.

I. GENERAL

Task .01 Planning: Provide coordination with Client and the Hernando County Planning Department to assure applicable addressing and parcel identification for the MICRO-MATIC project without the requirement of conditional/final plats. The project scope does not include conditional and/or final plats consistent with Client direction and prior practice at the Airport.

Task .02 Environmental Services: Environmental and gopher tortoise survey and related mitigation plan shall include Radial Road, utility easements, and off-site drainage improvements.

1. Perform an environmental survey of the subject property to determine general plant and/or animal distributions and to identify protected plant and/or animal species under applicable jurisdictions and mitigation options available to the Client.
2. Perform a gopher tortoise burrow survey for Radial Road right of way, utility easement and off-site drainage areas, 90 days prior to breaking ground, per FFWCC regulations.
3. Prepare and submit a permit application for FFWCC agency approval for gopher tortoise relocation.
4. Coordinate the capture and relocation of tortoises to an approved off-site gopher tortoise preserve. See Exhibit B for lump sum relocation fee.
5. Submit a completion report to FFWCC within 30 days to relocation.

II. RADIAL ROAD REALIGNMENT AND EXTENSION

Task .05A- Engineering:

1. Review roadway alignment criteria with Client, County Engineer, and MICRO-MATIC design team to confirm roadway configuration. Roadway to be designed to major local/commercial 2-lane road- open drainage.
2. Prepare final plan and specification for the realignment of Radial Road to accommodate main entrance requirement of the proposed MICRO-MATIC building and related site plan improvements.
3. Coordinate required location and existing relocation of off-site utilities to accommodate road realignment. Meetings will be scheduled with affected utility owners at 30%, 600/o and 90% design phase. Coordination will include Clients request for street lighting of Radial Road.

B. Utilities

1. Coordinate review of water, sewer, cable and electric for required roadway realignment. Coordination shall include necessary communication with the MICRO-MATIC design team to provide required interconnection and related service to the new MICRO-MATIC building.
2. Review and update specifications for the master planned water and sewer systems in the area to assure project capacity, domestic and fire, for the proposed improvements. Analyses to be performed using Water CAD and Sewer CAD to compute models respectively (HCUD to provide base County water model.)
3. Extend 8" gravity sewer from Circuit Way to provide service to Phase I and future phases of MICRO-MATIC. Analyze existing pump station on Circuit Way for potential or necessary upgrades due to increased flow from MICRO-MATIC. Loop 8" water from Circuit Way to Radial Road. Analyze fire flows for proposed loop and provide estimated flow and pressure at connection points to MICRO-MATIC.
4. Utility design and related modifications include necessary relocations associated with proposed roadway modifications.
5. MICRO-MATIC shall be required to design and permit all on-site water and sewer to off-site connection points designed by Coastal. Any additional fire flow requirements in excess of what the proposed system can provide is to be designed and permitted by MICRO-MATIC.

C. Drainage

1. Review Airport master drainage plan and updated SWFWMD flood model(s) for applicable design parameters contributing areas and required floodplain compensation, if any.
2. Coordinate with County, Client and MICRO-MATIC design team on design parameters for new 25-acre development site in Corporate Airpark Ph III. MICRO-MATIC shall be required to design and permit all on-site drainage, roads, parking and buildings to off-site connection points designed by Coastal.
3. Review completed survey and prepare conceptual project documentation for Client review and approval.
4. Coordinate a Pre-application Meeting with the Southwest Florida Water Management District to confirm nature, extent and location of off-site drainage improvements.
5. Compile ERP documentation including construction plans, storm water management report, application, and pertinent supporting documentation for required permits.

D. Regulatory Permits Applications

1. Hernando County roadway and utility approvals, Public Works, HCUD and the Airport as

required for project development.

2. FDEP/Hernando County off-site utility (water and sewer) permits.
3. Off-site SWFWMD drainage permits.
4. Regulatory wildlife mitigation compliance coordination with applicable local, state and federal agencies.
5. General review and compliance with applicable FAA criteria.

III. CONSTRUCTION PHASE

Task .08 Construction Observation:

A. Bid Phase - Assist in contract bidding and/or negotiations as required by Hernando County Purchasing and Client.

1. Prepare project bid schedule for coordinated bid advertisement with Hernando Co. Purchasing Department.
2. Attend pre-bid meeting.
3. Provide written technical instructions to RAJ during bid phase for addenda prepared by Hernando County and related support requested by purchasing and/or Client.

B. Construction Phase - Provide construction observation of the described construction work y required of the Engineer of Record in accordance with applicable regulatory law and agency requirements for construction observation and certification including:

1. Attend preconstruction conference.
2. Provide periodic on-site observation as required for certification of construction with applicable regulatory agencies (includes periodic progress meetings, pre-final and final inspections).
3. Provide consultation and advice during construction directly applicable to completed plans and specifications.
4. Respond to project request for information (RAI's) during construction.
5. Review applicable pay requests; shop drawings, tests; and change orders.
6. Prepare "record drawings" from Client/Contractor supplied as-builts and construction completion certifications for permits obtained under this contract. Prepare and submit performance and maintenance bond cost estimates as required.

NOTE: COASTAL shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Client and COASTAL, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow COASTAL to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Based on this general observation, COASTAL shall keep the Client informed about the progress of the Work and shall advise the Client about observed deficiencies in the Work. If the Client desires more extensive project observation or full-time project representation, the Client shall request that such services be provided by COASTAL as Additional Services in accordance with the terms of this Agreement.

IV. SURVEY

Task .09A Survey required for engineering services:

1. Provide utility easement and drainage easement sketch of description.
2. Provide topographic and tree location survey for roadway improvements, utility easements and off-site drainage.

3. Prepare a project design survey including right-of-way, topographic and utility systems locations required for off-site infrastructure design, permitting and construction.

Note: MICRO-MATIC boundary and topographic survey to be provided to Coastal in electronic format by MICRO-MATIC design team.

V. GEOTECHNICAL

Task .11 Geotechnical

The objective of our study will be to obtain information concerning subsurface conditions of Radial Road right of way, utility easements and off-site drainage areas in order to base engineering estimates and recommendations in each of the following areas:

1. General location and description of potentially deleterious materials discovered in the boring which may interfere with the project progress including existing fills or organic soils.
2. Identification of groundwater levels and estimation of the Seasonal High Groundwater Table (SHGWT).
3. Estimation of Shallow soil hydraulic conductivity rates.
4. Determine pavement and base thickness in the existing roadway where roadway tie-ins are proposed.

Time period of the project or contract: 07/21/2014 to 07/21/2015

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$571,008.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Donald R. Lacey, AICP, Senior Planning

Scott D. McKee, Project Engineer

Burt Bennett, CCI, Director of Construction Services/Surveying

Joseph Calamari, PWS, Director of Environmental Services

Client name, address, telephone number & email:

Hernando County Transportation Services

Brian Malmberg, PE

1525 E. Jefferson St

Brooksville, FL 34601

352-754-4060



DESCRIPTION OF SERVICES PROVIDED: Aerial Way 4-Lane Collector Road Design Services

Coastal Engineering Associates, Inc. (Coastal) was to provide required professional services to facilitate the design, permitting and construction of a four (4) lane collector road consistent with County and State criteria. Project Scope of Work was to include professional services required to design and permit the proposed Aerial Way design 4 lane rural collector road that is approximately 4,650 LF in total length in accordance with the attached conceptual sketch and related cost estimates.

Task .05 Engineering:

I. Roadway Infrastructure

A. Aerial Way four (4) lane rural collector road. From existing four lane road on north end south to Telcom Drive.

1. Consistent with attached conceptual plan design of a four (4) lane collector consistent with Hernando County and FDOT criteria. Design speed 50 MPH, posted 45 MPH.
2. Coordinate required location and existing relocation of off-site utilities to accommodate road realignment.
3. Prepare detailed signage and striping plan for collector road.
4. Prepare required maintenance traffic plan (MOT).

II. Utilities Coordination

1. This list of utilities and their contact information shall be placed on the cover sheet of the construction documents. The information shall also be used as a basis for contacting the utility providers during the 30%, 60%, 90% and 100% utility coordination design process.
2. The utility owner is to provide mark-up plans, either in digital or hard copy format showing their existing facilities and proposed facilities. The utility mark-ups shall be color coded, RED for utilities in conflict with the proposed design, GREEN for utilities to remain in place and BROWN for the relocated location of the utilities. The utility mark-up plans are required for submittal at the utility coordination meeting. (This process will be repeated at 60%, 90% and 100% design review).

III. Drainage

1. Review Airport master drainage plan and updated SWFWMD flood model(s) for applicable design parameters contributing areas and required floodplain compensation for additional four (4) lane collector road.
2. Review completed survey and prepare conceptual project documentation for Client review

and approval.

Task .09 Survey required for engineering services: Aerial Way Four (4) Lane Rural Collector Road.

1. Prepare a project design Survey including right-of-way, topographic and utility systems locations required for off-site infrastructure design, permitting and construction of the proposed four (4) lane collector.

Task .11 Geotechnical

The objective of our study will be to obtain geotechnical information concerning subsurface conditions along the proposed roadway four (4) lane design corridor:

1. General location and description of potentially deleterious materials discovered in the boring which may interfere with the project progress including existing fills or organic soils.
2. Identification of groundwater levels and estimation of the Seasonal High Groundwater Table (SHGW1).
3. Estimation of Shallow soil hydraulic conductivity rates.

Time period of the project or contract: 10/16/2013 through 02/08/2014

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$4,059,560.00

Was the project completed on time? Yes, design.

Was the project completed within budget? Yes, design.

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Donald R. Lacey, AICP, Senior Planning

Scott D. McKee, Project Engineer

Burt Bennett, CCI, Director of Construction Services/Surveying

Joseph Calamari, PWS, Director of Environmental Services

Client name, address, telephone number & email:



Hernando County Transportation Services

Mark Guttman, PE

1525 E. Jefferson St.

Brooksville, FL 34601

352-754-4060

DESCRIPTION OF SERVICES PROVIDED: South Brooksville Drainage (BMP7)-Stormwater

Coastal Engineering Associates, Inc. {Coastal} was attained to provide professional services for the implementation of BMP 7 consistent with design and related regulatory direction provided by Hernando County. Required improvements were to be consistent with approved South Brooksville Drainage Report completed under Coastal Job No. 13033 dated October 2013. Improvements required were located on land owned by the City of Brooksville thru an interlocal agreement for construction; maintenance and operation.

Task .02 Environmental

1. Threatened - endangered species survey.
2. Regulatory wildlife mitigation compliance coordination with applicable local, state and federal agencies. Note: Should threatened or endangered species be identified within the project limits a separate mitigation plan shall be prepared for client approval. Mitigation required will be scoped separately based on type of wildlife encountered and the related regulatory requirements.
3. Set wetland jurisdictional lines within limits of construction areas and make application.
4. Evaluate wetland impacts using Uniform Mitigation Assessment Method (UMAM) and determine mitigation options.
5. Coordinate with Withlacoochee Wetland Mitigation Bank to offset defined impacts.

Task .05 Engineering:

A. Design Services

1. The City of Brooksville has an approved recreational master plan for the property which will be incorporated into final design.
2. Analyze extent of area that can be served.
3. Field survey of areas designated and accepted for proposed drainage systems required for final design.
4. Prepare construction plans for stormwater management system.
5. Identify areas that would benefit from stormwater improvements.
6. Prepare drainage calculations and supporting permit documentation.
7. Prepare a tree mitigation plan consistent with County/City requirements.

B. Prepare permit applications for the following regulatory agencies:

1. Hernando County
2. City of Brooksville
3. SWFWMD

Task .09 Survey:

1. Prepare boundary survey for project easements required for construction, operation and maintenance.
2. Provide required design survey (tree survey, wetland delineation survey and topographic survey with 1' contours).

Time period of the project or contract: 01/27/2014 through 01/27/2015

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$758,574.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Scott D. McKee, Project Engineer

Burt Bennett, CCI, Director of Construction Services/Surveying

Joseph Calamari, PWS, Director of Environmental Services

Client name, address, telephone number & email:

Hernando County Transportation Services

Mark Guttman, PE

1525 E. Jefferson St.

Brooksville, FL 34601

352-754-4060



DESCRIPTION OF SERVICES PROVIDED: *BMP 6 and School St. Ditch*

This project included the design and analysis for the modifications required to implement drainage improvements associated with BMP 6 as outlined in available County reports and related SWFWMD guidelines. The design scope included the evaluation of and proposed removal of the drainage culverts and restoration of the drainage ditch at the City of Brooksville compound at School Street (old WWTP site). Culvert removal was to be coordinated with downstream ditch maintenance on property owned by the Hernando County School System. The scope will be to maximize storage for water quality and flood abatement benefits.

Task .02 Environmental

1. Threatened -endangered species survey.
2. Regulatory wildlife mitigation compliance coordination with applicable local, state and federal agencies. Note: Should threatened or endangered species be identified within the project limits a separate mitigation plan shall be prepared for client approval. Mitigation required will be scoped separately based on type of wildlife encountered and the related regulatory requirements.
3. Set wetland jurisdictional lines within limits of construction areas and make application.
4. Evaluate wetland Impacts using Uniform Mitigation Assessment Method (UMAM) and determine mitigation options.
5. Coordinate with Withlacoochee Wetland Mitigation Bank to offset defined Impacts.

Task .05 Engineering:

A. Design Services

1. No Property acquisition is anticipated. If required, property acquisition will be handled thru the County land Acquisition Dept.; Temporary or permanent easements if necessary, will be coordinated by Hernando County, with Coastal providing the required survey documentation.
2. Pedestrian field survey of areas designated and accepted for proposed drainage systems required for final design.
3. Prepare construction plans for BMP 6 storm water management system In accordance with established BPM criteria and SWFWMD regulations. The intent is to minimize excavation and create additional storm water storage by removing and or enhancing existing berms and designing an outfall control structure adjacent to the Josephine St. ditch crossing. Documents will also

Include the removal of culverts and ditch restoration at the school Street ditch located In the City of Brooksville compound (old WWTP site).

4. Identify with SWFWMD Permit limits of the properties owned by the Hernando county School System for maintenance cleaning.
5. Identify areas that would benefit from storm water improvements including upstream CRA areas within the City of Brooksville.
6. Prepare drainage calculations and supporting permit documentation.
7. Prepare a tree mitigation plan consistent with County/City requirements for all disturbed areas of construction.

B. Prepare permit applications for the following regulatory agencies:

1. Hernando County
2. City of Brooksville
3. SWFWMD

Task .09 Survey:

1. Prepare boundary survey for project easements required for construction, operation and maintenance.
2. Provide required design survey {tree survey, wetland, delineation survey, and topographic survey with contours.

Task 0.11 Geotechnical:

1. Execute a program of subsurface exploration.

Time period of the project or contract: 10/20/2014 through 07/15/2015

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$190,950.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Scott D. McKee, Project Engineer

Burt Bennett, CCI, Director of Construction Services/Surveying

Joseph Calamari, PWS, Director of Environmental Services

Client name, address, telephone number & email:

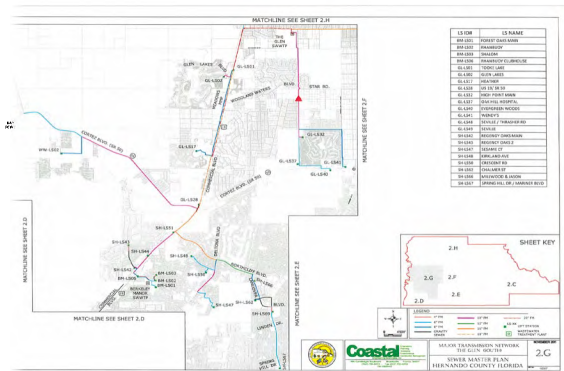
Hernando County Utilities

Joseph L. Stapf, HCUD Director

21030 Cortez Rd.

Brooksville, FL 34601

352-540-4368



DESCRIPTION OF SERVICES PROVIDED: Sewer Hydraulic Modeling

Coastal was attained to update the County sewer hydraulic model under normal flow conditions, analyze current long-range plans, make design recommendations to ensure the maximum benefits of the system and revise the HCSWP accordingly to address a revised twenty-year horizon reaching to 2030.

Time period of the project or contract: 11/30/2010 to 04/27/2012

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$163,935.00 Design only.

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Tom Mountain, Project Manager

Burt Bennett, CCI, Director of Construction Services/Surveying

Client name, address, telephone number & email:



Hernando County Utilities

Mark Morgan, PE

20130 Cortez Blvd.

Brooksville, FL 34601

352-754-4037

DESCRIPTION OF SERVICES PROVIDED: Ridge Manor WWTP

COASTAL was attained to assist with the renewal of the Florida Department of Environmental Protection (FDEP) permit FLA012036 for the Hernando County Ridge Manor WWTP. COASTAL was to complete the following in the Scope of Work:

I. Permitting

A. Permitting and Processing - Prepare and submit standard documents and applications together with applicable responses to appropriate agency requests for additional information for the permit renewals:

1. Coordination with FDEP to provide application, related certification and documentations in accordance with Chapter 62-604 to demonstrate compliance with Florida Department of Environmental Protection FDEP permit renewal application for FDEP Permit FLA 012036.

Time period of the project or contract: 04/06/2017 through 01/30/2018

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$11,876.00 Permitting only.

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Scott D. McKee, Project Engineer

Client name, address, telephone number & email:



Hernando County Solid Waste & Recycling
Scott Harper, Director
11450 Landfill Rd.
Brooksville, FL 34614
352-754-4112

DESCRIPTION OF SERVICES PROVIDED: NW Landfill and Croom Landfill Survey

Coastal was attained to complete miscellaneous survey services for NW Solid Waste Management Facility and Croom Road Landfill located in Hernando County, Florida to include:

.09 Surveying Services

A. Provide a survey services for the following tasks:

1. C&D Topographic Survey
2. Survey north fence line
3. Survey layout of new building
4. Survey layout of new scale house
5. Topographic survey of Croom Landfill

Time period of the project or contract: 06/20/2016 through 01/31/2019

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$11,500.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Brian Malmberg, PE, Project Manager

Scott D. McKee, Project Engineer

Burt Bennett, CCI, Director of Construction Services/Surveying

Joseph Calamari, PWS, Director of Environmental Services

Subsection C

Location

LOCATION

COASTAL is a multi-disciplined firm with a wide range of professional, technical and support skills. Since our inception in 1958, **COASTAL** has completed a diversity of projects in its many fields of specialization.

COASTAL employs a full complement of multi-disciplined personnel and has a comprehensive range of professional capabilities from feasibility consulting through alternative analysis to implementation that can effectively meet individual client specifications.

COASTAL has a reputation for technological competence supported by a sixty-six (66) year record of completing diversified engineering, planning, and environmental projects. **COASTAL** combines its talents and strengths to create innovative solutions to engineering, land use and environmental challenges. **COASTAL** is a client responsive organization, from concept to conclusion, providing the experienced guidance, competent administration, and technical expertise vital to delivering economically justifiable, functionally and aesthetically sound projects.

COASTAL has offices in Hernando County and Citrus County, giving our firm centralized locations that enable us to provide our professional services to the communities located throughout West Central Florida. The primary office serving the needs of the District will be our Hernando County office located in Brooksville.



Hernando County Office
966 Candlelight Boulevard
Brooksville, FL 34601



Citrus County Office
3703 E Forest Drive
Inverness, FL 34453

Subsection D

Quality/Cost Controls

- Hourly Rates

QUALITY/COST CONTROLS

COASTAL will manage Caldera Community Development District's (District) project assignments using our Quality Management Plan to ensure that each project is managed and performed in accordance with your requirements. The Quality Management Plan addresses the following:

- Organization Management
- Responsibilities of Senior Management
- Budget Evaluation and Cost Control
- Quality Control
- Communication and Reporting
- Scheduling Design Phase Tasks
- Project Close Out

Organization Management

COASTAL is a multi-disciplined consulting firm with in-house professionals in the fields of planning, civil engineering, environmental, construction management and surveying. Management of such an organization requires effective policy making, communication, recurrent training of personnel, and a well-defined quality assurance program to provide the highest level of quality to our clients through an undying commitment to excellence. Key project managers, technicians and support staff receive initial training via an eight-hour quality orientation seminar, and each project team is required to undergo quality improvement training every twelve months.

COASTAL has an expertise network of qualified subconsultants for Structural, Electrical, Mechanical and Geotechnical Engineering. With regard to the control of sub-consultants, COASTAL has a policy of requiring a contract agreement with any outside vendor who performs services for the firm. Sub-contractors are required to adhere to the contractual requirements that are agreed to in the master agreement as well as with the requirements, responsibilities and expectations that are detailed in the sub-contractor agreement. COASTAL's core team for District engineering services has worked together on other projects and each are aware of each other's capabilities and quality products.

Responsibilities of Senior Management

Senior management will be in charge of the quality assurance and quality control functions for the project team assigned to serve as the District's Engineering Consultant. Specific tasks include the responsibility for reviewing and approving all contract and sub-contract agreements, scopes of work, cost estimates, and conceptual/final designs, plans and project close-out documentation to ensure accuracy and completeness.

Budget Evaluation and Cost Control

Timely completion of projects is facilitated by a quality design and professional field representation. In the event of a poor work product and/or unforeseen conditions, COASTAL will immediately coordinate a solution and issue direction on a fast schedule designed to keep the contractor working on critical path items while the problem is being resolved. COASTAL would provide the required manpower to immediately resolve this issue. COASTAL is qualified in-house with all aspects of required professional assistance.

COASTAL has been under the principal direction of Cliff Manuel, Jr. since 1989. During this time, COASTAL has retained all of its qualified in-house personnel in planning, environmental, survey and engineering. COASTAL understands the importance of keeping our projects on budget; accordingly, COASTAL commits the necessary time to correct errors and remedy construction initiated request for clarification as part of our base services. All responses are very timely and provided to make sure the project stays on schedule and budget.

Quality Control

COASTAL has established and documented procedures for design quality control. Through the use of various checklists, criteria as set forth in applicable regulatory agencies' requirements and also District's requirements are reviewed and applied to the job as applicable. Inspection and field survey information is verified after it is compiled with a field edit by the Project Team. When inspection or field survey information is plotted for the first time, the program manager, lead engineer and inspector complete a field edit of the data to verify its accuracy.

Scheduling Design Phase Tasks

In the design phase, the lead engineer discusses the design requirements for the project with his staff. The lead engineer keeps track of the project design using established checklists and coordinates with the program manager. Any estimates for design/build projects are performed by the engineer and are based on the competitive market. All comments received on the project are directly answered and reflected on the drawing set if they are within the established design criteria and/or if they are considered to contribute to the value engineering of the project. For design output, the team adheres to all design standards and criteria that are set forth by applicable regulatory agencies and the District.

Value Engineering is an important part of the Construction Process; particularly when undesirable, unacceptable and/or unforeseen work conditions create a problem in the field. COASTAL and its combined experience (over 100 years) include a team of professionals that are disciplined in all aspects of CEI work and related design. Accordingly, we would immediately identify the problem, meet with District officials, and propose a professional solution for the contractor to use to remedy the problem. COASTAL's coordinated solution would be completed timely in order to avoid unnecessary delays in project scheduling. COASTAL would present a solution to the District and coordinate value engineering of the solution with the contractor to minimize the direct cost of the proposed solution. COASTAL would also review all aspects of the job to identify any other potential contract savings that would offset increased project cost.

Project Close Out

At the completion of the design phase, the pre-final (95% complete) plans and specifications are reviewed by the program manager, lead engineer and quality assurance manager to validate project constructability and to ensure that all required design codes and standards have been met. At the completion of each construction project, a project closeout meeting is conducted with the design team and resident inspector to identify any design related construction problems which may have occurred on the project.

**Caldera Community Development District
Standard Hourly Rates
Effective January 2024**

Principal/Expert Testimony.....\$295.00

PLANNING

Principal Planner (Land Use/Transportation).....\$205.00

Senior Planner\$165.00

Staff Planner\$125.00

ENVIRONMENTAL

Principal Environmental Scientist\$195.00

Senior Environmental Scientist\$165.00

ENGINEERING

Principal Engineer* (Environmental/Transportation/Drainage).....\$235.00

Project Manager.....\$195.00

Senior Project Engineer\$180.00

Project Engineer\$150.00

Senior Designer\$124.00

Designer\$100.00

*(Professional Engineer Registered in the State of Florida)

CONSTRUCTION OBSERVATION

Principal.....\$225.00

Project Manager.....\$180.00

Senior Construction Manager/Inspector\$125.00

Construction Representative\$80.00

SURVEY

Senior Land Surveyor\$175.00

Land Surveyor.....\$115.00

Survey Crew\$175.00

Senior Survey Technician\$95.00

Survey Technician\$79.00

SUPPORT PERSONNEL

Administrative Support.....\$79.00

Subsection E

Qualification Summary

QUALIFICATION SUMMARY

Coastal Engineering Associates, Inc. (COASTAL) is a multi-disciplined firm with a wide range of professional, technical and support skills. Since our inception in 1958, **COASTAL** has completed a diversity of projects in its many fields of specialization. **COASTAL** has locations in both Brooksville and Inverness, Florida, which provide us a good hub for access to communities in west central Florida with minimum travel time.

COASTAL employs a full complement of multi-disciplined personnel and has a comprehensive range of professional capabilities from feasibility consulting through alternative analysis to implementation that can effectively meet individual client specifications. **COASTAL** has a reputation for technological competence supported by a sixty-six (66) year record, with thirty-seven (38) of those years working Hernando County completing diversified engineering, planning, environmental and surveying projects. **COASTAL** currently serves as a Consultant for the Continuing Engineering Services – Water, Wastewater and Reclaimed Water Projects and Continuing Engineering Services serving as an extension of the Hernando County Department of Public Works (HCDPW) staff and resources by providing engineering services that support the development and improvement of the County's infrastructure. **COASTAL** combines its talents and strengths to create innovative solutions to engineering, land use and environmental challenges. **COASTAL** is a client responsive organization, from concept to conclusion, providing the experienced guidance, competent administration, and technical expertise vital to delivering economically justifiable, functionally, and aesthetically sound projects.

COASTAL is well qualified and experienced in handling required engineering services including project administration, planning, modeling, design, permitting, environmental, surveying, construction observation and geotechnical required to complete a successful project. **COASTAL'S** excellent working relationship with the **County**, Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Southwest Florida Water Management District (SWFWMD), Army Corps of Engineers and the Florida Wildlife and Freshwater Fish Commission will enhance our ability to identify necessary impacts, avoid unnecessary impacts and complete comprehensive mitigation strategies to permit projects on established project schedules and budgets.

Engineering

Coastal can provide local governments and private developers with civil engineering expertise and project management experience, resulting in cost effective infrastructure design solutions.

Planned Residential, Commercial and Industrial Site Developments

- Complete Site Analysis and Design
- Preliminary Engineering
- Master Drainage and Utility Plans
- Pavement Design
- Earthwork Analysis/Lot Grading Plans
- Stormwater Management
- Construction Plans and Specifications
- Cost Estimate and Value Engineering
- Complete Permitting Services

Transportation

- Alternative Typical Section Analysis
- Street and Highway Design
- Intersection Design
- Hydraulic and Stormwater System Design
- Pavement Design
- Signing and Pavement Marking Design
- Traffic Control Plans
- Maintenance of Traffic
- Construction Phasing Plans
- Complete Permitting Services
- Right-of-Way Reservation Maps
- Roadway Lighting Design
- Airport Runway and Taxi Design
- FA and FDOT Funding Coordination
- Airport Apron Layout

Water & Wastewater Systems

- Municipal / Industrial Facilities
- Collection / Pumping / Transmission
- Reclaimed Water Systems
- Regulatory Issues / Permitting
- Capacity and Operational Reports
- Infiltration / Inflow Analysis
- Financial Analysis / Rate Studies

- Treatment / Transmission Systems
- Ground and Elevated Storage Tanks
- Pumping Facilities
- Wellfield / Alternative Water Sources
- Regulatory Issues / Permitting
- System Testing and Analysis

Planning/CRA

Coastal can provide innovative and cost-effective solutions for a complete range of land use planning issues necessary to successfully meet your project objectives.

- Site Investigation Studies
- Master Development Planning
- Urban Design
- Park and Recreation Master Planning
- Linear Parks and Greenbelt Planning
- Detailed Land and Site Planning
- Concurrency Analysis
- Comprehensive Plans Amendments
- Zoning Amendments
- Development of Regional Impact
- Rezoning and Site Development Impact Studies
- Traffic Studies
- Airport Planning

Environmental

Coastal can provide experience in managing and balancing growth with the preservation of our fragile environment through innovative problem and cost-effective solutions that comply with regulations.

- Environmental Site Assessments
- Baseline Natural Resource Inventories
- Range Analysis/Carrying Capacity Studies
- Wetland Jurisdictional Line Determinations
- Wildlife Evaluations
- Protected Species Permitting
- Protected Tree Surveys and Permitting
- Mine Reclamation Plans
- NPDES Permitting

- Environmental Planning
- Water Resources Evaluations
- Pond Maintenance
- Impact Analysis

Surveying

Coastal can provide surveying services that are managed and operated by a Florida registered Professional Surveyor and personnel including highly proficient Cad technicians, and efficient field crews equipped with state-of-the-art survey equipment:

- Boundary Surveys
- Topographic Surveys
- Preliminary Surveys
- Subdivision Surveys
- Construction Layout Surveys
- Plat Development
- FEMA Surveys

Construction Management

Coastal provides a complete range of construction management services and the highest quality construction management services to assist local governments and private developers achieve the project goals for cost, schedule, and quality.

- Construction Administration & Inspections
- Pay Request and Change Order Review
- Shop Drawing and Product Data Review
- Construction Materials Testing Review
- Claims Analysis
- Cost Estimating and Scheduling
- Value Engineering
- Final Inspection
- System Start-up
- Training Coordination
- Project Certification
- Record Drawing Preparation

Subsection F

Licenses/Certifications

**COASTAL ENGINEERING ASSOCIATES, INC.
Professional Licenses**

Coastal Engineering Associates, Inc.

Classification: Engineering Business Registry

Issuing Government License: Florida Department of Business and Professional Regulation

Issue Date: 05/10/1977

License Number: 142

Manuel, Jr., Clifford Eugene

Classification: Professional Engineer

Issuing Government License: Florida Department of Business and Professional Regulation, Board of Professional Engineers

Issue Date: 04/03/1986

License Number: PE36834

Malmberg, Brian Matthew

Classification: Professional Engineer

Issuing Government License: Florida Department of Business and Professional Regulation, Board of Professional Engineers

Issue Date: 01/14/2003

License Number: PE59405

Malmberg, Christina Lynne

Classification: Professional Engineer

Issuing Government License: Florida Department of Business and Professional Regulation, Board of Professional Engineers

Issue Date: 01/14/2003

License Number: PE59406

Schroder, Mark Eugene

Classification: Professional Engineer

Issuing Government License: Florida Department of Business and Professional Regulation, Board of Professional Engineers

Issue Date: 01/22/2008

License Number: PE67585

Wolfe, Jerry L

Classification: Professional Engineer

Issuing Government License: Florida Department of Business and Professional Regulation, Board of Professional Engineers

Issue Date: 06/15/2016

License Number: PE81249

Coastal Engineering Associates, Inc.

Classification: Professional Surveyor and Mapper

Issuing Government License: Florida Department of Agriculture and Consumer Services, Division of Consumer Services

Issue Date: December 28, 2022

License Number: LB7200

Scott Macrae Osborne

Classification: Professional Surveyor and Mapper

Issuing Government License: Florida Department of Agriculture and Consumer Services, Division of Consumer Services

Issue Date: December 28, 2022

License Number: LS6028

Malmberg, Christina Lynne

Classification: Building Contractor

Issuing Government License: Florida Department of Business and Professional Regulation

Issue Date: 03/15/2001

License Number: CBC060010

 Ron DeSantis, Governor

Melanie S. Griffin, Secretary 

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

MANUEL JR, CLIFFORD EUGENE
966 CANDLELIGHT BLVD
BROOKSVILLE FL 346013116

LICENSE NUMBER: PE 36634

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

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

 Local Agency Program & Federal Highway Administration
Certification and Recertification CBT 

Certificate of Completion

This form certifies that I have completed the Computer-Based Training, or CBT, course specified for the Local Agency Plan and Florida Highway Administration Certification and Recertification. This includes all sections contained within the CBT and the review of any suggested, recommended, and/or required reading materials.

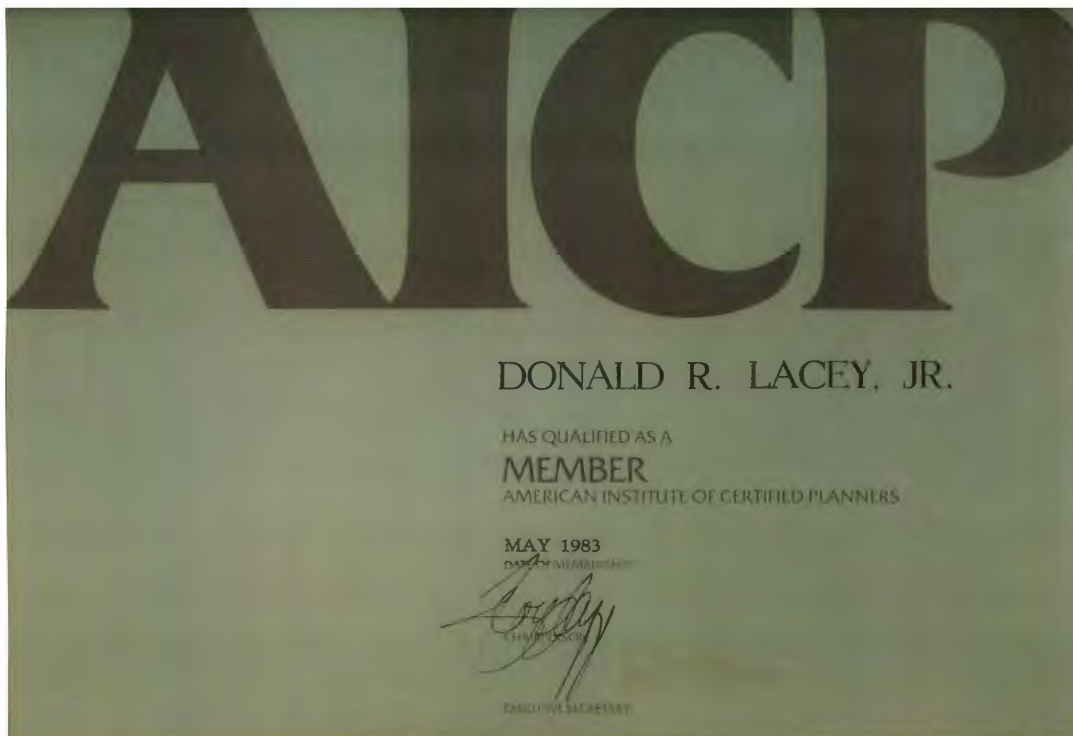
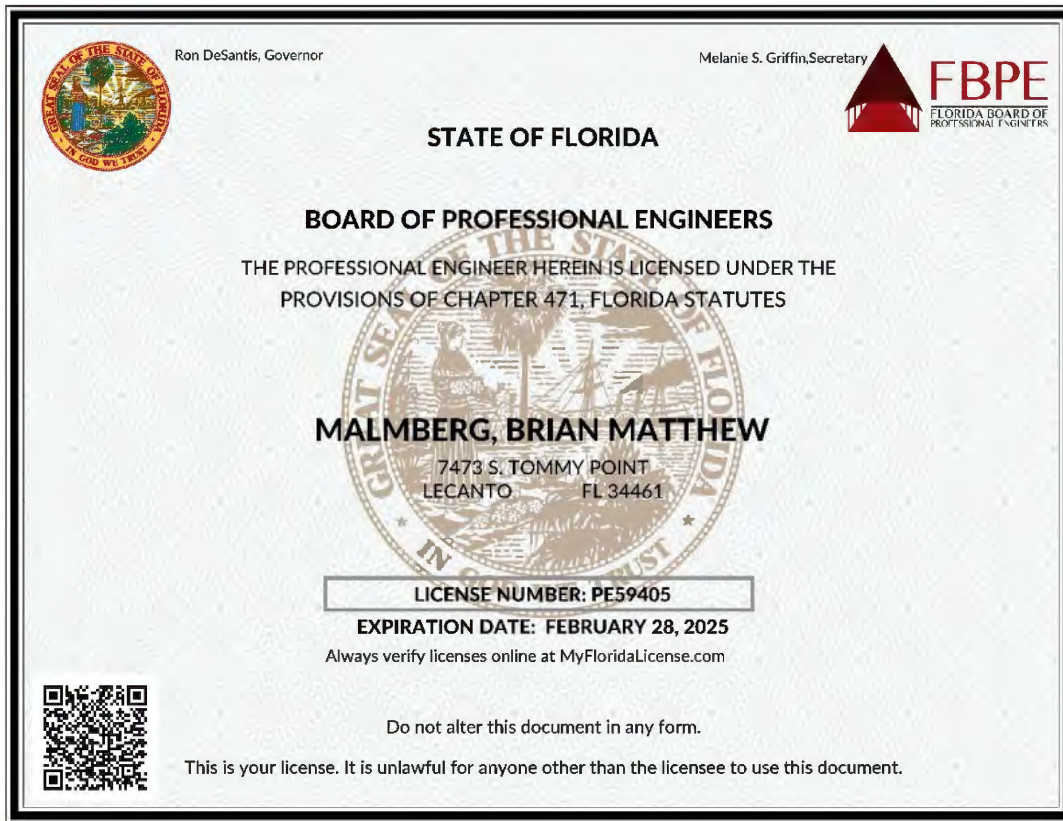
I certify that I understand the information provided within the above-mentioned CBT course and its related materials. I know where and how to locate the CBT and its related materials when needed for reference in my everyday work activities. I also understand it is now incumbent upon me to apply the information contained within the above-mentioned CBT course and its related materials in my work activities.

CLIFF MANUEL JR
Your Name

HERNANDO COUNTY
Agency Represented

Date Course Completed
December 13, 2011

Please Note: To receive credit for the completion of the Computer-Based Training, you are responsible for the delivery of this document, after filling out, to your District LAP Administrator. The District LAP Administrator is responsible for submitting a copy to the State LAP Administrator.





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

MALMBERG, CHRISTINA LYNNE

7473 SOUTH TOMMY POINT
LECANTO FL 34461

LICENSE NUMBER: PE59406

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

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



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

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

MALMBERG, CHRISTINA LYNNE

MALMBERG PURDY & ASSOCIATES INC
7473 S. TOMMY PT.
LECANTO FL 34461

LICENSE NUMBER: CBC060010

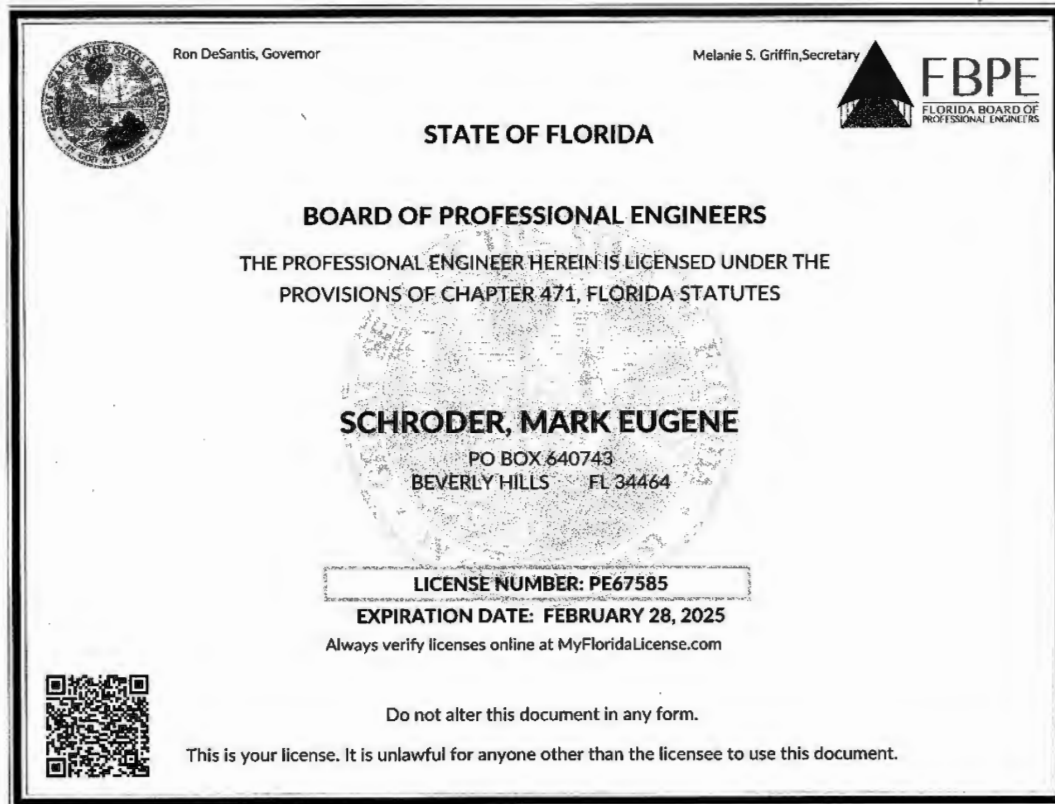
EXPIRATION DATE: AUGUST 31, 2024

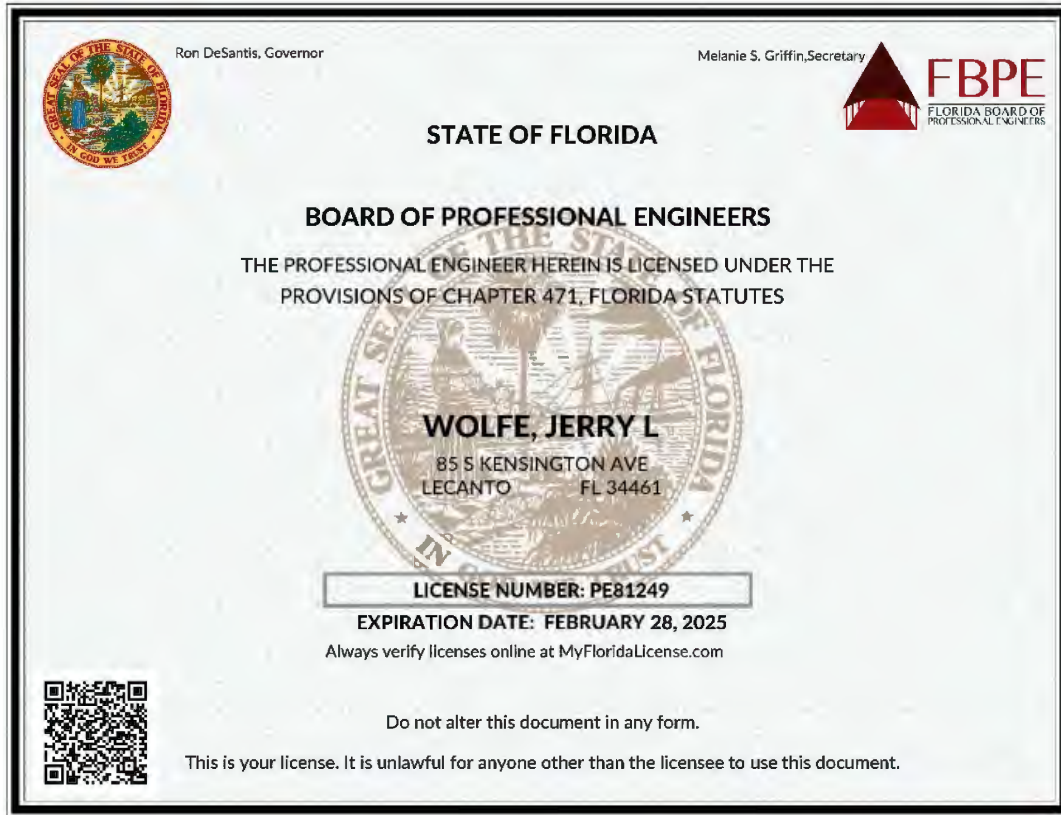
Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

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





[illegible]

Association of Construction Inspectors



heroby certifies that

Burt Bennett

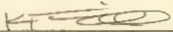
has been qualified for membership in the

ASSOCIATION OF CONSTRUCTION INSPECTORS

and has been admitted by its Board of Directors and declared to be a

CCI - Certified Construction Inspector

and is heroby granted this certificate under the conditions presented in its by-laws


EXECUTIVE DIRECTOR

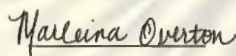
**QUALIFIED
STORMWATER MANAGEMENT
INSPECTOR**



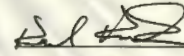
The undersigned hereby acknowledge that

Burt Bennett

has successfully met all requirements necessary to be fully
certified through the Florida Department of Environmental Protection
Stormwater, Erosion, and Sedimentation Control Inspector Training Program


Marleina Overton

December 17, 2003
Inspector # 5968


Karl Kurka

 **Local Agency Program &
Federal Highway Administration
Certification and Recertification CBT** 

Certificate of Completion

This form certifies that I have completed the Computer-Based Training, or CBT, course specified for the Local Agency Plan and Florida Highway Administration Certification and Recertification. This includes all sections contained within the CBT and the review of any suggested, recommended, and/or required reading materials.

I certify that I understand the information provided within the above-mentioned CBT course and its related materials. I know where and how to locate the CBT and its related materials when needed for reference in my everyday work activities. I also understand it is now incumbent upon me to apply the information contained within the above-mentioned CBT course and its related materials in my work activities.

Burt A. Bennett

Your Name

Hernando County

Agency Represented

Date Course Completed
December 13, 2011

Please Note: To receive credit for the completion of the Computer-Based Training, you are responsible for the delivery of this document, after filling out, to your District LAP Administrator. The District LAP Administrator is responsible for submitting a copy to the State LAP Administrator.









Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LB7200**
Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

COASTAL ENGINEERING ASSOCIATES INC
966 CANDLELIGHT BLVD
BROOKSVILLE, FL 34601-3116

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LS6028**
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

SCOTT MACRAE OSBORNE
2389 KNOLL DRIVE
SPRING HILL, FL 34606

Wilton Simpson

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LS4577**
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

GARY WAYNE SMITH
5166 E ARBOR ST
INVERNESS, FL 34452-7526

Wilton Simpson

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



COASENG-05

COLONMI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/3/2023

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

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

PRODUCER Insurance Office of America 4915 West Cypress Street Tampa, FL 33607	CONTACT NAME: Michelle Colon	
	PHONE (A/C, No, Ext): (813) 262-2501 FAX (A/C, No):	
	E-MAIL ADDRESS: Michelle.Colon@ioausa.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Hartford Underwriters Insurance Company	30104
INSURED Coastal Engineering Associates, Inc. 966 Candlelight Blvd. Brooksville, FL 34601	INSURER B : Nutmeg Insurance Company	39608
	INSURER C : Hartford Casualty Insurance Company	29424
	INSURER D : Ironshore Specialty Insurance Company	25445
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			21SBABA3ZTB	10/16/2023	10/16/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			21UECDR1949	10/16/2023	10/16/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			21SBABA3ZTB	10/16/2023	10/16/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	21WECBA4AN6	10/16/2023	10/16/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liab			AEXNYAA7YQE008	10/16/2023	10/16/2024	Per Claim 1,000,000
D	Professional Liab			AEXNYAA7YQE008	10/16/2023	10/16/2024	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Professional Liability coverage is written on a claims-made basis.

CERTIFICATE HOLDER

CANCELLATION

[For Proposal Purposes]	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Coastal Engineering Associates, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

966 Candlelight Boulevard

6 City, state, and ZIP code

Brooksville, FL 34601

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

5 9 - 0 8 2 7 1 8 3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Elena Sutton

Date ►

1/11/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

11D

Caldera Community Development District
Request for Qualifications – District Engineering Services

Competitive Selection Criteria

	Ability and Adequacy of Professional Personnel	Consultant’s Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
	<i>weight factor</i>	25	25	20	15	5	5	100
	NAME OF RESPONDENT							
1	Coastal Engineering Associates, Inc.							

Board Member’s Signature

Date

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

**UNAUDITED
FINANCIAL
STATEMENTS**

**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2023**

**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2023**

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Undeposited funds	\$ 24,489	\$ -	\$ 24,489
Due from Landowner	8,838	6,900	15,738
Due from general fund	-	711	711
Total assets	<u>33,327</u>	<u>7,611</u>	<u>40,938</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 26,865	\$ 7,611	\$ 34,476
Due to Landowner	-	7,611	7,611
Due to debt service fund	711	-	711
Landowner advance	6,000	-	6,000
Total liabilities	<u>33,576</u>	<u>15,222</u>	<u>48,798</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	<u>8,838</u>	<u>-</u>	<u>8,838</u>
Total deferred inflows of resources	<u>8,838</u>	<u>-</u>	<u>8,838</u>
Fund balances:			
Unassigned	<u>(9,087)</u>	<u>(7,611)</u>	<u>(16,698)</u>
Total fund balances	<u>(9,087)</u>	<u>(7,611)</u>	<u>(16,698)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 33,327</u>	<u>\$ 7,611</u>	<u>\$ 40,938</u>

**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED NOVEMBER 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 7,520	\$ 7,520	\$ 97,790	8%
Total revenues	<u>7,520</u>	<u>7,520</u>	<u>97,790</u>	8%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	2,000	4,000	48,000	8%
Legal	2,764	2,764	25,000	11%
Engineering	-	-	2,000	0%
Audit	-	-	5,500	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	1,000	0%
Trustee*	-	-	5,500	0%
Telephone	17	33	200	17%
Postage	35	35	500	7%
Printing & binding	42	83	500	17%
Legal advertising	-	1,640	1,750	94%
Annual special district fee	-	175	175	100%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	-	750	0%
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>4,858</u>	<u>8,730</u>	<u>97,790</u>	9%
Total expenditures	<u>4,858</u>	<u>8,730</u>	<u>97,790</u>	9%
Excess/(deficiency) of revenues over/(under) expenditures	2,662	(1,210)	-	
Fund balances - beginning	(11,749)	(7,877)	-	
Fund balances - ending	<u>\$ (9,087)</u>	<u>\$ (9,087)</u>	<u>\$ -</u>	

**CALDERA
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND
FOR THE PERIOD ENDED NOVEMBER 30, 2023**

	Current Month	Year to Date
REVENUES	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
EXPENDITURES		
Cost of issuance	<u>4,159</u>	<u>4,159</u>
Total expenditures	<u>4,159</u>	<u>4,159</u>
Excess/(deficiency) of revenues over/(under) expenditures	(4,159)	(4,159)
Fund balance - beginning	<u>(3,452)</u>	<u>(3,452)</u>
Fund balance - ending	<u><u>\$ (7,611)</u></u>	<u><u>\$ (7,611)</u></u>

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
CALDERA
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Caldera Community Development District held Public Hearings and a Regular Meeting on October 19, 2023 at 10:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604.

Present at the meeting were:

Brady Lefere	Chair
Max Law	Assistant Secretary
Caleb Lasher	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Alyssa Willson (via telephone)	District Counsel
Kate John (via telephone)	Kutak Rock LLP
Brian Malmberg	District Engineer

**DUE TO TECHNICAL DIFFICULTIES, THE BEGINNING PORTION
OF THE MEETING MINUTES WAS TRANSCRIBED FROM THE MEETING NOTES**

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 10:30 a.m., and noted that the Oath of Office was administered to Mr. Caleb Lasher before the meeting for purpose of establishing a quorum.

Supervisors Lefere, Law and Lasher were present. Supervisor Aponte and Supervisor-Elect Suggs were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Caleb Lasher [Seat 5] (the following will be provided in a separate package)

This item was addressed during the First Order of Business. Ms. Suit provided and explained the following:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interests**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. Form 1F: Final Statement of Financial Interests**
- D. Form 8B: Memorandum of Voting Conflict**

FOURTH ORDER OF BUSINESS

Acceptance of Matt Suggs Notice of Intent to Decline Seat [Seat 4]

Ms. Suit presented Matt Suggs' Notice of Intent to Decline Seat.

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, Matt Suggs' Notice of Intent to Decline Seat, was accepted.

FIFTH ORDER OF BUSINESS

Consider Appointment of Allison Martin to Fill Unexpired Term of Seat 4; Term Expires November 2025

Mr. Lefere nominated Ms. Allison Martin to fill the unexpired term of Vacant Seat 4. No other nominations were made.

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, the appointment of Ms. Allison Martin to Seat 4, term expires November 2025, was approved.

- Administration of Oath of Office to Appointed Supervisors**

This item was deferred.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2024-01,
Appointing and Removing Officers of the
District and Providing for an Effective Date**

Ms. Suit presented Resolution 2024-01. Mr. Lefere nominated the following slate:

Chair	Brady Lefere
Vice Chair	Ray Aponte
Assistant Secretary	Max Law
Assistant Secretary	Caleb Lasher
Assistant Secretary	Allison Martin

No other nominations were made. Prior appointments by the Board for Secretary, Treasurer, Assistant Treasurer and Assistant Secretary, Kristen Suit, remain unaffected by this Resolution.

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, Resolution 2024-01, Appointing and Removing Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2024-02,
Amending Resolution 2023-25 to Re-Set
the Date, Time, and Location of the Public
Hearing on Imposing a Special Assessment
on Certain Property Within the District
Generally Described as Caldera Community
Development District in Accordance with
Chapters 170, 190 and 197, Florida
Statutes, Ratifying the Staff Actions in
Rescheduling the Public Hearing, and
Providing an Effective Date**

Ms. Suit presented Resolution 2024-02.

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, Resolution 2024-02, Amending Resolution 2023-25 to Re-Set the Date, Time, and Location of the Public Hearing on Imposing a Special Assessment on Certain Property Within the District Generally Described as Caldera Community Development District in Accordance with Chapters 170, 190 and 197, Florida Statutes, Ratifying the Staff Actions in Rescheduling the Public Hearing, and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, the Public Hearing was opened.

- Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.

No affected property owners or members of the public spoke.

- Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.

The Board, sitting as the Equalizing Board, made no changes.

A. Affidavit/Proof of Publication

B. Mailed Notice to Property Owner(s)

C. Engineer's Report (for informational purposes)

AUDIO COMMENCED DURING PRESENTATION OF THE ENGINEER'S REPORT

Mr. Malmberg stated the Engineer's Report had not changed since it was last presented. He stated there are a total of 814 units. He reviewed the financing entities and operations and maintenance entities and the CDD improvements, which include roadway improvements, stormwater management system, water and wastewater utilities, hardscape, landscape and irrigation in common areas only, streetlights, recreational amenities, off-site improvements,

professional services and contingency and the total estimated Capital Improvement Plan (CIP) cost of \$32,309,219.

Discussion ensued regarding whether the HOA will install the streetlights, which expenditures can be borne by the CDD and what items can be financed.

Ms. Willson noted that if a private utility provider is utilized, it will limit what is an eligible cost. She recommended keeping a cost category for the Master Report and validation; and if needed, it may be excluded from funding in a supplemental report.

Ms. Suit reviewed the discussions and actions taken before the audio commenced.

Ms. Willson posed and Mr. Malmberg responded to the following questions regarding the Engineer's Report:

Ms. Willson: Based on your experience, are the cost estimates in your Engineer's Report reasonable and proper?

Mr. Malmberg: Yes, they are.

Ms. Willson: Do you have any reason to believe the Project cannot be carried out by the District?

Mr. Malmberg: No, I do not.

Ms. Willson noted that there are various opinions contained in the Report, which has been signed and sealed.

D. Master Special Assessment Methodology Report (for informational purposes)

Ms. Suit presented the Master Special Assessment Methodology Report dated June 15, 2023, which was unchanged since it was last presented. She reviewed the pertinent information found in each section and responded to questions about the Development Program, CIP, Financing Program, Assessment Methodology, lienability tests, True-up Mechanism and the Appendix Tables.

Ms. Willson posed and Ms. Suit responded to the following questions regarding the Methodology Report:

Ms. Willson: In your professional opinion, do the lands subject to the assessments receive special benefits from the District's Improvement Plan?

Ms. Suit: Yes.

171 **Ms. Willson:** In your professional opinion, are the special assessments reasonably
172 apportioned among the lands subject to the special assessments?

173 **Ms. Suit:** Yes.

174 **Ms. Willson:** Is it reasonable, proper and just to assess the costs of the Project against
175 the lands in the District in accordance with your Methodology, which results in the special
176 assessments set forth on the final assessment roll?

177 **Ms. Suit:** Yes.

178 **Ms. Willson:** Is it your opinion that the special benefits the lands will receive, as set
179 forth in the final assessment roll, will be equal to or in excess of the special assessments
180 thereon when allocated as set forth in the Methodology?

181 **Ms. Suit:** Yes.

182 **Ms. Willson:** Is it in the best interests of the District that the special assessments be paid
183 and collected in accordance with the Methodology and the District's assessment resolutions?

184 **Ms. Suit:** Yes.

185
186 **On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, the**
187 **Public Hearing was closed.**

188
189
190 **E. Consideration of Resolution 2024-03, Authorizing District Projects for Construction**
191 **And/or Acquisition of Infrastructure Improvements; Equalizing, Approving,**
192 **Confirming, and Levying Special Assessments on Property Specially Benefited by Such**
193 **Projects to Pay the Cost Thereof; Providing for the Payment And The Collection Of**
194 **Such Special Assessments by the Methods Provided for by Chapters 170, 190 and 197,**
195 **Florida Statutes; Confirming the District's Intention to Issue Special Assessment**
196 **Revenue Bonds; Making Provisions for Transfers of Real Property to Homeowners**
197 **Associations, Property Owners Association and/or Governmental Entities; Providing**
198 **for the Recording of an Assessment Notice; Providing For Severability, Conflicts and an**
199 **Effective Date**

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, Resolution 2024-03, Authorizing District Projects for Construction And/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment And The Collection Of Such Special Assessments by the Methods Provided for by Chapters 170, 190 and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Revenue Bonds; Making Provisions for Transfers of Real Property to Homeowners Associations, Property Owners Association and/or Governmental Entities; Providing for the Recording of an Assessment Notice; Providing For Severability, Conflicts and an Effective Date, was adopted.

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, the actions of Staff associated with resetting the Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments and resetting the Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, were ratified.

NINTH ORDER OF BUSINESS

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, the Public Hearing was opened.

A. Affidavit/ Proof of Publication

B. Consideration of Resolution 2024-04, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which

May Be Levied by the Caldera Community Development District in Accordance with
Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an
Effective Date

No members of the public spoke.

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, the
Public Hearing was closed.

Ms. Suit presented Resolution 2024-04 and read the title.

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor,
Resolution 2024-04, Expressing its Intent to Utilize the Uniform Method of
Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be
Levied by the Caldera Community Development District in Accordance with
Section 197.3632, Florida Statutes; Providing a Severability Clause; and
Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Public Hearing to Hear Public Comments
and Objections to the Adoption of the
Rules of Procedure, Pursuant to Sections
120.54 and 190.035, Florida Statutes

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, the
Public Hearing was opened.

A. Affidavits of Publication

The affidavits of publication were included for informational purposes.

B. Consideration of Resolution 2024-05, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

Ms. Suit presented Resolution 2024-05 and the accompanying Exhibit.

No members of the public spoke.

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, Resolution 2024-05, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Re-Scheduling and Noticing the Public Hearings on the Proposed Budgets for Fiscal Year 2022-2023 and Fiscal Year 2023-2024 and Amending Resolution 2023-18 Setting the Public Hearings Thereon

Ms. Suit presented Resolution 2024-06.

Discussion ensued regarding scheduling meetings on the third Thursday of the month.

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, Resolution 2024-06, Re-Scheduling and Noticing the Public Hearings on the Proposed Budgets for Fiscal Year 2022-2023 and Fiscal Year 2023-2024 for January 18, 2024 at 10:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604, and Amending Resolution 2023-18 Setting the Public Hearings Thereon, was adopted.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2024-07, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

Ms. Suit presented Resolution 2024-07.

On MOTION by Mr. Law and seconded by Mr. Lefere, with all in favor, Resolution 2024-07, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS

Consideration of Resolution 2024-08,
Designating the Primary Administrative
Office of the District and Providing an
Effective Date

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor,
Resolution 2024-08, Designating 2300 Glades Road, Suite 410W, Boca Raton,
Florida 33431, as the Primary Administrative Office of the District and
Providing an Effective Date, was adopted.

FOURTEENTH ORDER OF BUSINESS

Consideration of Resolution 2024-09,
Designating the Location of the Local
District Records Office and Providing an
Effective Date

This item was deferred.

FIFTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial
Statements as of August 31, 2023

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, the
Unaudited Financial Statements as of August 31, 2023, were accepted.

SIXTEENTH ORDER OF BUSINESS

Approval of Minutes

- A. June 15, 2023 Landowners' Meeting
- B. June 15, 2023 Organizational Meeting

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, the June
15, 2023 Landowners' Meeting and June 15, 2023 Organizational Meeting
Minutes, as presented, were approved.

SEVENTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Kutak Rock LLP

Ms. Willson stated the bond validation hearing is scheduled for November 14, 2023. Invitations will be sent to those required to attend via Zoom. Further updates will be provided. Bond issuance will likely occur in the first quarter of 2024.

B. District Engineer (Interim): Coastal Engineering Associates, Inc.

Mr. Malmberg reported the following:

- Off-site force mains are complete and undergoing the certification process.
- Pods A, B and C are permitted and under construction.
- Pods D, E and F, the last three pods, are in design.

C. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: TBD**

The November 16, 2023 and December 21, 2023 meetings will be canceled. The next meeting will be held on January 18, 2024.

- **QUORUM CHECK**

EIGHTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

The Board and Staff discussed the addition of field expenses to the Fiscal Year 2024 budget. It was noted that a budget amendment can be done, if necessary.

NINETEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

TWENTIETH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Lefere and seconded by Mr. Law, with all in favor, the meeting adjourned at 11:03 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

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MEMORANDUM

To: Board of Supervisors, Caldera Community Development District

From: Alyssa Willson

Date: January 4, 2024

Subject: Ethics Training Requirements

Beginning January 1, 2024, all Board Supervisors of Florida Community Development Districts will be required to complete four (4) hours of Ethics training each year. The four (4) hours must be allocated to the following categories: two (2) hours of Ethics Law, one (1) hour of Sunshine Law, and one (1) hour of Public Records law.

This training may be completed online, and the four (4) hours do not have to be completed all at once. The Florida Commission on Ethics (“COE”) has compiled a list of resources for this training. An overview of the resources are described below, and links to the resources are included in this memo.

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the Ethics training requirements. At this time, there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

Free Training Options

The Florida Commission on Ethics’ (“COE”) website has several free online resources and links to resources that Supervisors can access to complete the training requirements. Navigate to that page here: [Florida Commission on Ethics Training](https://ethics.state.fl.us/Training/Training.aspx).¹ Please note that the COE only provides free training for the two (2) hour Ethics portion of the annual training. However, the COE does provide links to free outside resources to complete the Sunshine and Public Records portion of the training. These links are included in this memorandum below for your ease of reference.

¹ <https://ethics.state.fl.us/Training/Training.aspx>

Free Ethics Law Training

The COE provides several videos for Ethics training, none of which are exactly two (2) hours in length. Please ensure you complete 120 minutes of Ethics training when choosing a combination of the below.

State Ethics Laws for Constitutional Officers & Elected Municipal Officers (100 minutes)

Click here: [Kinetic Ethics](#)

Business and Employment Conflicts and Post-Public-Service (56 minutes) Restriction

Click here: [Business and Employment Conflicts](#)

Gifts (50 minutes)

Click here: [Ethics Laws Governing Acceptance of Gifts](#)

Voting Conflicts - Local Officers (58 minutes)¹

Click here: [Voting Vertigo](#)

Free Sunshine/Public Records Law Training

The Office of the Attorney General provides a two (2) hour online training course (audio only) that meets the requirements of the Sunshine Law and Public Records Law portion of Supervisors' annual training.

Click here to access: [Public Meeting and Public Records Law](#)

Other Training Options

4- Hour Course

Some courses will provide a certificate upon completion (not required), like the one found from the Florida State University, Florida Institute of Government, linked here: [4-Hour Ethics Course](#). This course meets all the ethics training requirements for the year, including Sunshine Law and Public Records training. This course is currently \$79.00

CLE Course

The COE's website includes a link to the Florida Bar's Continuing Legal Education online tutorial which also meets all the Ethics training requirements. However, this is a CLE course designed more specifically for attorneys. The 5 hours 18 minutes' long course exceeds the 4-hour requirement and its cost is significantly higher than the 4-Hour Ethics course provided by the Florida State University. The course is currently \$325.00. To access this course, click here: [Sunshine Law, Public Records and Ethics for Public Officers and Public Employees](#).

If you have any questions, please do not hesitate to contact me.

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

STAFF

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MEMORANDUM

To: Caldera Community Development District
Board of Supervisors

From: Alyssa C. Willson

Date: January 18, 2024

Re: Community Development District's Duty to Warn of Alligators

The purpose of this memorandum is to outline community development districts' ("**District**") responsibilities under Florida law to warn residents or other individuals about wild animals.¹ As explained further below, the general rule is: there is no duty to warn individuals about wild animals that are natural to the area.² A court, however, may find that the District has a duty to warn and place warning signs when the District has additional information about a danger that an individual would not be expected to realize under its duty to exercise ordinary care in management of District property, including use of reasonable care to discover dangerous conditions on its land and to protect permitted entrants from those conditions.³ The latter situation would likely arise when the District has notice that wild animals are regularly present or removed from a certain location within the District, or where wild animals have displayed aggressive behavior. But where the District is not aware of any issues with wild animals, the general rule applies, and it is within the Board of Supervisor's ("**Board**") discretion to provide warning notice of the same.

Florida law is well settled that the owner or possessor of land is not required to anticipate the presence of or to guard an invitee (i.e. residents and guests) or trespasser (i.e. unknown individuals) against harm from wild animals unless one of two conditions exist: 1) the animal has been reduced to possession (e.g., pet alligator), or 2) the animal is not indigenous to the locality but has been introduced onto the premises by the landowner.⁴ This general rule would mean warning signs throughout the community are generally not required; however, it is within the Board's discretion to place warning signs in those areas.

¹ Given the recent sightings, this memo is primarily addressing wild alligators and bears; however, if the District decides to place warning signs, other wild animals could be included on the sign.

² *Palumbo v. State Game & Fresh Water Fish Com.*, 487 So. 2d 352, 353 (Fla. 1st DCA 1986).

³ Cases addressing this issue base their conclusion on the duty of a landowner to warn individuals of a dangerous condition on the property that the landowner is aware of but is a dangerous condition that an individual would not know or have reason to know exists on the property. *See Post v. Lunney*, 261 So. 2d 146, 149-150 (Fla. 1972).

⁴ *Wamser v. City of St. Petersburg*, 339 So. 2d 244, 246 (Fla. 2d DCA 1976); *see also Palumbo*, 487 So. 2d at 353.

However, if the District has knowledge of wild animals on the premises, reasonable precautions should be taken. Florida courts have held that landowner may be held liable if landowner knew of unreasonable risk of harm from wild animals.⁵ The District may consider warning of alligators in areas where recreational activities occur, especially if they are regularly seen in the area, and warning of bears in bear-prone areas where bear sightings are regular. Reasonable precautions may include, among other things, the posting of signs warning of the possible presence of wild animals, sending community-wide messages educating residents of presence of wild animals and the need to secure any attractions that wild animals might gravitate towards, and providing a way to report nuisance alligators and bears. In light of recent sightings of alligators and bears within the community, preventative actions could not only prove to be vital in the control of the risk, but also a prudent measure in public opinion.

We are not aware of any legal mandate, codes or ordinances that specify requirements for signage nor do liability policies currently contain a condition that would exclude coverage should a claim of this nature occur. The District's insurance provider also recommends that signage be posted in higher traffic and activity areas, such as seating areas, park benches near ponds, amenities such as playgrounds, pools, dog parks, outdoor fitness equipment near ponds, walking trails and paths. See **Attachment 1** for example signage provided by the District's insurance carrier. In addition, education of community through sharing informational materials and how to report an alligator sighting, such as the Nuisance Alligator Hotline at 866-FWCGATOR (866-392-4286). See **Attachment 2** for the Florida Fish and Wildlife Commission's educational brochure on "Living with Alligators."

In sum, our advice is to provide notice of the presence of alligators and bears in those locations within District property where the Board has knowledge of the presence or prior presence of alligators and bears. Such notice may be provided in the form of an annual mailing to District residents warning of alligators, bears and other wildlife in certain locations, by placing warning signs where alligators and bears have been known to appear, or by any other reasonable precautionary methods or combinations thereof as determined by the Board. Where the District warns of alligators by placing warning signs, the District must act reasonably, which means the signs should adequately warn individuals about the nature of the hazards and risks involved. Due to the lack of a legal requirement to provide warning signs, there are no set rules on how many signs should be placed or what is required to be on the signs. If placing signage, we advise that such signage contain both written and pictorial warnings of the presence of alligators and be placed throughout community in line with what our insurance provider recommends as outlined above. Adding pictures will provide additional confirmation of the type of warning the language provides.

⁵ *Simmons v. Florida Dep't of Corr.*, 2015 WL 3454274, at *5 (M.D. Fla. May 29, 2015)

ATTACHMENT 1





WARNING

**ALLIGATORS, SNAKES AND
OTHER DANGEROUS WILDLIFE
ARE COMMON AND INHABIT
THESE AREAS AND WATERWAYS.**



DO NOT APPROACH OR FEED WILDLIFE.

KEEP YOUR DISTANCE!

WALT DISNEY World
G O L F

Operated by
Charles Schwab
GOLF MANAGEMENT



- Never feed alligators – it's dangerous and illegal. When fed, alligators can overcome their natural wariness and learn to associate people with food. When this happens, some of these alligators have to be removed and killed.

- Dispose of fish scraps in garbage cans at boat ramps and fish camps. Do not throw them into the water. Although you are not intentionally feeding alligators when you do this, the result can be the same.

- Seek immediate medical attention if you are bitten by an alligator. Alligator bites can result in serious infections.

- Observe and photograph alligators only from a distance. Remember, they're an important part of Florida's natural history as well as an integral component of aquatic ecosystems.



Call 866-FWC-GATOR (392-4286) to report nuisance alligators.



Justin Pelt

To report nuisance alligators call
866-FWC-GATOR (866-392-4286).



MyFWC.com/Alligator



A Guide to Living with **Alligators**



Jane Pedersen



Florida Fish and Wildlife
Conservation Commission

MyFWC.com

♻️ Printed on recycled content.

02/2012



Do not swim outside of posted swimming areas or in waters that may be inhabited by alligators.

Living with Alligators

In Florida, the growing number of people living and recreating near water has led to a steady rise in the number of alligator-related complaints. The majority of these complaints relate to alligators being where they simply aren't wanted. Because of these complaints, the Florida Fish and Wildlife Conservation Commission's Statewide Nuisance Alligator Program permits the killing of approximately 7,000 nuisance alligators each year. Using this approach, and through increased public awareness, the rate of alligator bites on people has remained constant despite the increased potential for alligator-human interactions as Florida's human population has grown.

Alligators are an important part of Florida's landscape and play a valuable role in the ecology of our state's wetlands. Alligators are predators and help keep other aquatic animal populations in balance. A better understanding of the facts and information presented in this brochure will help ensure that people and alligators can continue to coexist.

Visit MyFWC.com/Gators for more information about alligators and the latest nuisance alligator program statistics.



Tim Dancourt, FWC

Alligators and People

Alligators are a fundamental part of Florida's wetlands, swamps, rivers and lakes, and they are found in all 67 counties. Florida continues to experience human population growth. Many new residents seek waterfront homes, resulting in increased interactions between people and alligators.

Although most Floridians understand that we have alligators living in our state, the potential for conflict exists. Because of their predatory nature, alligators may target pets and livestock as prey. Unfortunately, people also are occasionally bitten. Since 1945, Florida has averaged about five unprovoked bites per year. During that period, a little more than 300 unprovoked bites to people have been documented in Florida, with 22 resulting in deaths.

In the past 10 years, the Florida Fish and Wildlife Conservation Commission has received an average of nearly 16,000 alligator-related complaints per year. Most of these complaints deal with alligators occurring in places such as backyard ponds, canals, ditches and streams, but other conflicts occur when alligators wander into garages, swimming pools and golf course ponds. Sometimes, alligators come out of the water to bask in the sun or move between wetlands. In many cases, if left alone, these alligators will eventually move on to areas away from people.

Safety Tips

■ Generally, alligators less than four feet in length are not large enough to be dangerous unless handled. However, if you encounter any alligator that you believe poses a threat to people, pets or property,

call the Nuisance Alligator Hotline at 866-FWC-GATOR (866-392-4286). Please be aware, nuisance alligators are killed, not relocated.

- Be aware of the possibility of alligators when you are in or near fresh or brackish water. Bites may occur when people do not pay close enough attention to their surroundings when working or recreating near water.
- Do not swim outside of posted swimming areas or in waters that might be inhabited by large alligators.
- Alligators are most active between dusk and dawn. Therefore, avoid swimming at night.
- Dogs and cats are similar in size to the natural prey of alligators. Don't allow pets to swim, exercise or drink in or near waters that may contain alligators. Dogs often attract an alligator's interest, so do not swim with your dog.
- Leave alligators alone. State law prohibits killing, harassing or possessing alligators. Handling even small alligators can result in injury.



A young alligator wanders onto a porch in a residential neighborhood.

TAM LINDSEY/GETTY IMAGES

CALDERA

COMMUNITY DEVELOPMENT DISTRICT

STAFF

REPORTS C

CALDERA COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
<i>Greater Hernando County Chamber of Commerce 15588 Aviation Loop Drive, Brooksville, Florida 34604</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
November 16, 2023 CANCELED	Regular Meeting	10:30 AM
December 21, 2023 CANCELED	Regular Meeting	10:30 AM
January 18, 2024	Regular Meeting	10:30 AM
February 15, 2024	Regular Meeting	10:30 AM
March 21, 2024	Regular Meeting	10:30 AM
April 18, 2024	Regular Meeting	10:30 AM
May 16, 2024	Regular Meeting	10:30 AM
June 20, 2024	Regular Meeting	10:30 AM
July 18, 2024	Regular Meeting	10:30 AM
August 15, 2024	Regular Meeting	10:30 AM
September 19, 2024	Regular Meeting	10:30 AM