

OTC

Community Development District

May 14, 2024

AGENDA

OTC
Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.OTCCDD.com

May 7, 2024

Board of Supervisors
OTC Community Development District
Call In # 1-877-304-9269 Code 7545760

Dear Board Members:

The OTC Community Development District meeting is scheduled to be held **Wednesday, May 14, 2024 at 10:00 a.m. at the offices of Riverside Management Services, 9655 Florida Mining Boulevard, Building 300, Suite 305, Jacksonville, Florida 32257.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Organizational Matters
 - A. Oath of Office for Newly Elected Officers
 - B. Consideration of Resolution 2024-01, Canvassing and Certifying the Results of the Landowner's Election
 - C. Consideration of Resolution 2024-02, Designating Officers
- IV. Minutes
 - A. Approval of the Minutes of the July 12, 2023 Meeting
 - B. Acceptance of the Minutes of the November 1, 2023 Landowner's Election
- V. Ratification of Engagement Letter from Grau & Associates for the Fiscal Year 2023 Audit
- VI. Acceptance of the Fiscal Year 2023 Audit Report
- VII. Acceptance of the 2023 Annual Engineer's Report
- VIII. Acceptance of Resignation of England Thims & Miller as District Engineer

- IX. Consideration of Resolution 2024-03, Ratifying Staff's Actions in Noticing a Request for Qualifications for Engineering Services
- X. Consideration of Responses to Request for Qualifications for Engineering Services
- XI. Discussion of Easement Request for People's Gas Company
- XII. Consideration of Resolution 2024-04, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption
- XIII. Staff Reports
 - A. District Counsel – Update on Ethics Training Requirements
 - B. District Engineer
 - C. District Manager – Report on the Number of Registered Voters
- XIV. Supervisor Requests and Audience Comments
- XV. Financial Reports
 - A. Balance Sheet and Income Statement
 - B. Assessment Receipts Schedule
 - C. Check Registers
 - 1. July – January
 - 2. February – April
- XVI. Next Scheduled Meeting – July 10, 2024 at 10:30 a.m. at the offices of Riverside Management Services, 9655 Florida Mining Blvd. West, Building 300, Suite 305, Jacksonville, Florida 32257
- XVII. Adjournment

THIRD ORDER OF BUSINESS

B.

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OTC COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the OTC Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Jacksonville, Florida; and

WHEREAS, pursuant to Section 190.006(2), *Florida Statutes*, a landowners meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held on November 1, 2023, the Minutes of which are attached hereto as **Exhibit A**, and at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

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

SECTION 1. The following persons are found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

Rose Bock	30 Votes
Kurt von der Osten	30 Votes
VACANT	NO NOMINATION

SECTION 2. In accordance with Section 190.006(2), *Florida Statutes*, and by virtue of the number of votes cast for the Supervisor, the above-named person is declared to have been elected for the following term of office:

Rose Bock	4 Year Term
Kurt von der Osten	4 Year Term

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

PASSED AND ADOPTED this 14th day of May, 2024.

ATTEST:

**OTC COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Vice/Chairperson, Board of Supervisors

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A landowner's meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, November 1, 2023 at 10:30 a.m. at the offices of Riverside Management Services, Inc, 9655 Florida Mining Boulevard, Building 300, Suite 305, Jacksonville, Florida 32257.

Present was:

Michelle Pierce

Proxy Holder for Jacksonville MZZ, LLC

Also present were:

Jim Oliver

District Manager

Jennifer Kilinski *by phone*

District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:30 a.m.

SECOND ORDER OF BUSINESS

Determination of Number of Voting Units Represented

Mr. Oliver noted he was provided with a proxy form and supporting documents from the landowner showing there are 45.03 acres, which represents 46 votes.

THIRD ORDER OF BUSINESS

Election of a Chairman for the Purpose of Conducting the Landowners Meeting

Mr. Oliver acted as chairman for the purpose of conducting the landowners meeting.

FOURTH ORDER OF BUSINESS

Nominations for the Position of Supervisors (3)

Mr. Oliver stated there are three open seats and asked if Ms. Pierce has any nominations.

Ms. Pierce responded that she is nominating Rose Bock and Kurt von der Osten. The third seat will remain vacant.

FIFTH ORDER OF BUSINESS

Casting of Ballots

Ms. Pierce cast 30 votes for Rose Bock and 30 votes for Kurt von der Osten.

SIXTH ORDER OF BUSINESS

Tabulation of Ballots and Announcement of Results

Mr. Oliver stated that Rose Bock received 30 votes and will fill seat number two and Kurt von der Osten received 30 votes and will fill seat number three. There were no votes cast for seat number five. Ms. Bock and Mr. von der Osten will receive four-year terms.

SEVENTH ORDER OF BUSINESS

Landowners Questions and Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

The landowners meeting was adjourned.

C.

RESOLUTION 2024-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
OTC COMMUNITY DEVELOPMENT DISTRICT
DESIGNATING THE OFFICERS OF THE DISTRICT, AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, OTC Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Jacksonville, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of OTC Community Development District:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. Jim Oliver is appointed Secretary and Treasurer.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Daniel Laughlin, Darrin Mossing & Marilee Giles is appointed Assistant Treasurer.

Daniel Laughlin, Darrin Mossing & Marilee Giles is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 14TH DAY OF MAY, 2024.

ATTEST

**OTC COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

A.

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, July 12, 2023 at 10:30 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257.

Present and constituting a quorum were:

Michelle Pierce	Chairperson
Rose Bock	Vice Chairperson
Rocky Morris	Supervisor

Also present were:

Jim Oliver	District Manager
Jennifer Kilinski <i>by phone</i>	District Counsel

The following is a summary of the discussions and actions taken at the July 12, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:30 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being no audience members present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the May 10, 2023 Meeting

There were no comments on the minutes.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the minutes of the May 10, 2023 meeting were approved as presented.
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FOURTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting the Fiscal Year 2024 Budget

Mr. Oliver presented a copy of the approved budget for Fiscal Year 2024, noting the assessments will remain the same and there is very little change in the budget from last year.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the public hearing was opened.

There were no members of the public present.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the public hearing was closed.

A. Consideration of Resolution 2023-03, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024

Ms. Kilinski informed the Board Resolution 2023-03 will formally adopt the budget just considered.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor Resolution 2023-03, relating to annual appropriations and adopting the budget for Fiscal Year 2024 was approved.

B. Consideration of Resolution 2023-04, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024

Ms. Kilinski informed the Board that Resolution 2023-04 formally levies the operations and maintenance assessment lien for Fiscal Year 2024 and provides the collection schedule for both debt and O&M for that year.

On MOTION by Ms. Pierce seconded by Ms. Bock with all in favor Resolution 2023-04, imposing special assessments and certifying an assessment roll for Fiscal Year 2024 was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Kilinski noted that a memorandum was sent to the board members that provided a summary of the changes to legislative determinations on ethics training, which requires officers of special districts to have four hours of ethics training per year. The memorandum outlines training options. She recommended completing that training prior to March of next year to prepare for the Form 1 that will be due in June of 2024.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

1. Report on the Number of Registered Voters

Mr. Oliver noted there are 0 registered voters reported to be residing within the District's boundaries

2. Consideration of Designating a Meeting Schedule for Fiscal Year 2024

Mr. Oliver presented a meeting schedule for Fiscal Year 2024, which includes a landowner's election on November 1, 2023, February 14, 2024, May 8, 2024 and July 10, 2024.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the meeting schedule for Fiscal Year 2024 was approved as presented.

SIXTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

Copies of the financial statements through May 31, 2023 were included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule reflecting a 103% collection rate was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$12,918.90 was included in the agenda package.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the Check Register was approved.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – Landowner's Election Only on November 1, 2023 at 10:30 a.m. at the offices of Riverside Management Services

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A landowner's meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, November 1, 2023 at 10:30 a.m. at the offices of Riverside Management Services, Inc, 9655 Florida Mining Boulevard, Building 300, Suite 305, Jacksonville, Florida 32257.

Present was:

Michelle Pierce

Proxy Holder for Jacksonville MZZ, LLC

Also present were:

Jim Oliver

District Manager

Jennifer Kilinski *by phone*

District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:30 a.m.

SECOND ORDER OF BUSINESS

Determination of Number of Voting Units Represented

Mr. Oliver noted he was provided with a proxy form and supporting documents from the landowner showing there are 45.03 acres, which represents 46 votes.

THIRD ORDER OF BUSINESS

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FOURTH ORDER OF BUSINESS

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Ms. Pierce responded that she is nominating Rose Bock and Kurt von der Osten. The third seat will remain vacant.

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SEVENTH ORDER OF BUSINESS

Landowners Questions and Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

The landowners meeting was adjourned.

FIFTH ORDER OF BUSINESS



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

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October 16, 2023

Board of Supervisors
OTC Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide OTC Community Development District, City of Jacksonville, Florida ("the District") for the fiscal year ended September 30, 2023. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of OTC Community Development District as of and for the fiscal year ended September 30, 2023. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2023 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relating to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

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

IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT: GMS-NF LLC - 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FL 32092 - TELEPHONE: 904-940-5850

Our fee for these services will not exceed \$3,600 for the September 30, 2023 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued. This agreement provides an option of two (2) one-year renewals upon the written agreement of the parties. The fee for each annual renewal will be agreed upon separately.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

All accounting records (including, but not limited to, trial balances, general ledger detail, vendor files, bank and trust statements, minutes, and confirmations) for the fiscal year ended September 30, 2023 must be provided to us no later than March 1, 2024, in order for us to complete the engagement by June 14, 2024.

Subject to timely receipt of the necessary information, we will submit a preliminary draft audit report by May 15, 2024, for the District's review, and a final draft audit report by June 14, 2024 for the District's review and approval.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 peer review report accompanies this letter.

We appreciate the opportunity to be of service to OTC Community Development District and believe this letter accurately summarizes the terms of our engagement and, with any addendum, if applicable, is the complete and exclusive statement of the agreement between Grau & Associates and the District with respect to the terms of the engagement between the parties. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of OTC Community Development District.

By:  _____
D1BA5E5E7410418...

Title: District Manager / Secretary

Date: 10/27/2023



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

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

SIXTH ORDER OF BUSINESS

**OTC
COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2023**

**OTC COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
OTC Community Development District
City of Jacksonville, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of OTC Community Development District, City of Jacksonville, Florida ("District") as of and for the fiscal year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2023, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information Included in the Financial Report

Management is responsible for the other information included in the financial report. The other information comprises the information for compliance with FL Statute 218.39 (3) (c) but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 13, 2024, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

February 13, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of OTC Community Development District, City of Jacksonville, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2023. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The liabilities of the District exceeded its assets at the close of the most recent fiscal year resulting in a net position deficit balance of (\$1,968,535).
- The change in the District's total net position in comparison with the prior fiscal year was \$271,570, an increase. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2023, the District's governmental funds reported combined ending fund balances of \$343,378, an increase of \$71,425 in comparison with the prior fiscal year. A portion of fund balance is non-spendable for prepaid items, restricted for debt service, assigned to subsequent year's expenditures and renewal and replacement, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessments. The District does not have any business-type activities. The governmental activities of the District include the general government (management) function and maintenance functions.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

OVERVIEW OF FINANCIAL STATEMENTS (Continued)

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, debt service fund and capital projects fund which are considered major funds.

The District adopts an annual appropriated budget for its general and debt service funds. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, liabilities exceeded assets at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

	NET POSITION	
	SEPTEMBER 30,	
	2023	2022
Current and other assets	\$ 343,378	\$ 275,071
Capital assets, net of depreciation	3,784,160	3,812,400
Total assets	<u>4,127,538</u>	<u>4,087,471</u>
Current liabilities	106,073	57,576
Long-term liabilities	5,990,000	6,270,000
Total liabilities	<u>6,096,073</u>	<u>6,327,576</u>
Net position		
Net investment in capital assets	(2,205,840)	(2,457,600)
Restricted	129,951	120,304
Unrestricted	107,354	97,191
Total net position	<u>\$ (1,968,535)</u>	<u>\$ (2,240,105)</u>

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure) less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position increased during the most recent fiscal year. The majority of the increase represents the extent to which ongoing program revenues exceeded the cost of operations and depreciation expense.

Key elements of the change in net position are reflected in the following table:

CHANGES IN NET POSITION		
FOR THE FISCAL YEAR ENDED SEPTEMBER 30,		
	2023	2022
Revenues:		
Program revenues		
Charges for services	\$ 618,733	\$ 729,750
Operating grants and contributions	11,991	9,053
Capital grants and contributions	1,991	337
Total revenues	<u>632,715</u>	<u>739,140</u>
Expenses:		
General government	66,561	72,914
Maintenance and operations	28,240	28,240
Interest	261,094	360,162
Bond issue costs	5,250	220,200
Total expenses	<u>361,145</u>	<u>681,516</u>
Change in net position	<u>271,570</u>	<u>57,624</u>
Net position - beginning	<u>(2,240,105)</u>	<u>(2,297,729)</u>
Net position - ending	<u>\$ (1,968,535)</u>	<u>\$ (2,240,105)</u>

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2023 was \$361,145. The costs of the District's activities were paid by program revenues. As in the prior fiscal year, program revenues are comprised primarily of assessments. The District also received funds from investment earnings which are included in program revenues. The decrease in expenses is due bond issuance costs in the prior fiscal year.

GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2023.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At September 30, 2023, the District had \$4,236,000 invested in capital assets for its governmental activities. In the government-wide financial statements, depreciation of \$451,840 has been taken, which resulted in a net book value of \$3,784,160. More detailed information about the District's capital assets is presented in the notes of the financial statements.

Capital Debt

At September 30, 2023, the District had \$5,990,000 in Bonds outstanding for its governmental activities. More detailed information about the District's capital debt is presented in the notes of the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The District does not anticipate any major projects or significant changes to its infrastructure maintenance program for the subsequent fiscal year. In addition, it is anticipated that the general operations of the District will remain fairly constant.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the OTC Community Development District's Finance Department at 475 West Town Place, Suite 114, St. Augustine, Florida, 32092.

**OTC COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2023**

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 82,885
Investments	16,943
Prepaid items	7,526
Restricted assets:	
Investments	236,024
Capital assets	
Nondepreciable	3,388,800
Depreciable, net	395,360
Total assets	4,127,538
 LIABILITIES	
Accrued interest payable	106,073
Non-current liabilities:	
Due within one year	290,000
Due in more than one year	5,700,000
Total liabilities	6,096,073
 NET POSITION	
Net investment in capital assets	(2,205,840)
Restricted for debt service	129,951
Unrestricted	107,354
Total net position	\$ (1,968,535)

See notes to the financial statements

**OTC COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contribution</u>	<u>Governmental Activities</u>
Primary government:					
Governmental activities:					
General government	\$ 66,561	\$ 74,733	\$ -	\$ -	\$ 8,172
Maintenance and operations	28,240	-	-	1,991	(26,249)
Interest on long-term debt	261,094	544,000	11,991	-	294,897
Bond issue costs	5,250	-	-	-	(5,250)
Total governmental activities	361,145	618,733	11,991	1,991	271,570
					271,570
					(2,240,105)
					\$ (1,968,535)

See notes to the financial statements

**OTC COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2023**

	Major Funds			Total Governmental Funds
	General	Debt Service	Capital Projects	
ASSETS				
Cash and cash equivalents	\$ 82,885	\$ -	\$ -	\$ 82,885
Investments	-	236,024	16,943	252,967
Prepaid items	7,526	-	-	7,526
Total assets	<u>\$ 90,411</u>	<u>\$ 236,024</u>	<u>\$ 16,943</u>	<u>\$ 343,378</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Total liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund balances:				
Nonspendable:				
Prepaid items	7,526	-	-	7,526
Restricted for:				
Debt service	-	236,024	-	236,024
Assigned to:				
Subsequent year's expenditures	6,356	-	-	6,356
Renewal and replacement	-	-	16,943	16,943
Unassigned	76,529	-	-	76,529
Total fund balances	<u>90,411</u>	<u>236,024</u>	<u>16,943</u>	<u>343,378</u>
Total liabilities and fund balances	<u>\$ 90,411</u>	<u>\$ 236,024</u>	<u>\$ 16,943</u>	<u>\$ 343,378</u>

See notes to the financial statements

**OTC COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2023**

Fund balance - governmental funds	\$	343,378
Amounts reported for governmental activities in the statement of net position are different because:		
<p>Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.</p>		
Cost of capital assets	4,236,000	
Accumulated depreciation	<u>(451,840)</u>	3,784,160
<p>Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund financial statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.</p>		
Accrued interest payable	(106,073)	
Bonds payable	<u>(5,990,000)</u>	<u>(6,096,073)</u>
Net position of governmental activities		<u>\$ (1,968,535)</u>

See notes to the financial statements

**OTC COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

	Major Funds			Total Governmental Funds
	General	Debt Service	Capital Projects	
REVENUES				
Assessments	\$ 74,733	\$ 544,000	\$ -	\$ 618,733
Interest	-	11,991	1,991	13,982
Total revenues	<u>74,733</u>	<u>555,991</u>	<u>1,991</u>	<u>632,715</u>
EXPENDITURES				
Current:				
General government	66,561	-	-	66,561
Debt service:				
Principal	-	280,000	-	280,000
Interest	-	209,479	-	209,479
Bond issuance costs	-	5,250	-	5,250
Total expenditures	<u>66,561</u>	<u>494,729</u>	<u>-</u>	<u>561,290</u>
Excess (deficiency) of revenues over (under) expenditures	8,172	61,262	1,991	71,425
OTHER FINANCING SOURCES (USES)				
Interfund transfer in (out)	25,000	-	(25,000)	-
Total other financing sources (uses)	<u>25,000</u>	<u>-</u>	<u>(25,000)</u>	<u>-</u>
Net change in fund balances	33,172	61,262	(23,009)	71,425
Fund balances - beginning	<u>57,239</u>	<u>174,762</u>	<u>39,952</u>	<u>271,953</u>
Fund balances - ending	<u>\$ 90,411</u>	<u>\$ 236,024</u>	<u>\$ 16,943</u>	<u>\$ 343,378</u>

See notes to the financial statements

**OTC COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

Net change in fund balances - total governmental funds	\$	71,425
Amounts reported for governmental activities in the statement of activities are different because:		
Repayments of long-term liabilities are reported as expenditures in the governmental fund financial statements, but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.		280,000
Depreciation of capital assets is not recognized in the governmental fund financial statements, but is reported as an expense in the statement of activities.		(28,240)
The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the governmental fund financial statements.		<u>(51,615)</u>
Change in net position of governmental activities	\$	<u>271,570</u>

See notes to the financial statements

**OTC COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY

OTC Community Development District (the "District") was created by City of Jacksonville, Florida Ordinance 2006-1198-E, enacted November 28, 2006, effective December 6, 2006, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue Bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure. The District's boundaries encompass approximately 99.4 acres.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors (the "Board"), which is composed of four members. The Supervisors are elected by the owners of the property within the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes. At September 30, 2023, one of the Board members is affiliated with the Developer.

The Board has the responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment. (Operating-type special assessments for maintenance and debt service are treated as charges for services.); and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments

Assessments are non-ad valorem assessments on benefited property within the District. Operating and maintenance assessments are based upon the adopted budget and levied annually at a public hearing of the District. Debt service assessments are levied when Bonds are issued and assessed and collected on an annual basis. The District may collect assessments directly or utilize the “Uniform Method of Collection” under Florida Statutes. Direct collected assessments are due as set forth in the annual assessment resolution adopted by the Board of Supervisors. Assessments collected under the Uniform Method are noticed by the County Tax Collector on November 1 and due on or before March 31 of each year. Property owners may prepay a portion or all of the debt service assessments on their property subject to various provisions in the Bond documents.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Debt Service Fund

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

Capital Projects Fund

This fund accounts for the financial resources to be used for the acquisition or construction of major infrastructure and for the accumulation of renewal and replacement funds for future repairs within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government’s policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity

Restricted Assets

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Inter-local Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

The State Board of Administration's ("SBA") Local Government Surplus Funds Trust Fund ("Florida PRIME") is a "2a-7 like" pool. A "2a-7 like" pool is an external investment pool that is not registered with the Securities and Exchange Commission ("SEC") as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's Rule 2a-7 of the Investment Company Act of 1940, which comprises the rules governing money market funds. Thus, the pool operates essentially as a money market fund. The District has reported its investment in Florida PRIME at amortized cost for financial reporting purposes.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Capital Assets (Continued)

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Infrastructure – stormwater system	30

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Fund Equity/Net Position (Continued)

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

Other Disclosures

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the upcoming October 1.
- b) Public hearings are conducted to obtain comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

NOTE 4 – DEPOSITS AND INVESTMENTS

Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

Investments

The District's investments were held as follows at September 30, 2023:

	<u>Amortized Cost</u>	<u>Credit Risk</u>	<u>Maturities</u>
Fidelity Government Portfolio	\$ 236,024	S&P AAAM	Weighted average of the fund portfolio: 29 days
Investment in Local Government Surplus Funds Trust Fund (Florida PRIME)	16,943	S&P AAAM	Weighted average of the fund portfolio: 35 days
	<u>\$ 252,967</u>		

Credit risk – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk – The District places no limit on the amount the District may invest in any one issuer.

Interest rate risk – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

However, the Bond Indenture limits the type of investments held using unspent proceeds.

Fair Value Measurement – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. For external investment pools that qualify to be measured at amortized cost, the pool's participants should also measure their investments in that external investment pool at amortized cost for financial reporting purposes. Accordingly, the District's investments have been reported at amortized cost above.

NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

External Investment Pool – With regard to redemption gates, Chapter 218.409(8)(a), Florida Statutes, states that “The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days.”

With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made.

As of September 30, 2023, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant’s daily access to 100% of their account value.

NOTE 5 – INTERFUND TRANSFERS

Interfund transfers for the fiscal year ended September 30, 2023 were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General	\$ 25,000	\$ -
Capital projects	-	25,000
Total	<u>\$ 25,000</u>	<u>\$ 25,000</u>

Transfers are used to move revenues from the fund where collection occurs to the fund where funds have been reallocated for use. During the current fiscal year the District transferred \$25,000 from the capital projects fund to the general fund.

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2023 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Land and land improvements	\$ 3,388,800	\$ -	\$ -	\$ 3,388,800
Total capital assets, not being depreciated	3,388,800	-	-	3,388,800
Capital assets, being depreciated				
Infrastructure - stormwater system	847,200	-	-	847,200
Total capital assets, being depreciated	847,200	-	-	847,200
Less accumulated depreciation for:				
Infrastructure - stormwater system	423,600	28,240	-	451,840
Total accumulated depreciation	423,600	28,240	-	451,840
Total capital assets, being depreciated, net	423,600	(28,240)	-	395,360
Governmental activities capital assets, net	\$ 3,812,400	\$ (28,240)	\$ -	\$ 3,784,160

Depreciation expense was charged to the Maintenance and Operations function.

NOTE 7 – LONG TERM LIABILITIES

Series 2022

On July 1, 2022, the District issued \$6,270,000 of Special Assessment Revenue and Refunding Bonds Series 2022 due May 1, 2038, with a fixed interest rate of 4.25%. The Bonds were issued to refund all of the District's outstanding Special Assessment Bonds, Series 2007A (the "Refunded Bonds") and pay certain costs associated with the issuance of the Bonds. Interest is to be paid semiannually on each May 1 and November 1. Principal on the Bonds is to be paid serially commencing May 1, 2023 through May 1, 2038.

The Bonds are subject to optional redemption prior to maturity as outlined in the Bond Indenture. The Bonds are also subject to extraordinary mandatory redemption prior to their selected maturity in the manner outlined in the Bond Indenture.

The Bond Indenture established a debt service reserve requirement as well as other restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2023.

NOTE 7 – LONG TERM LIABILITIES (Continued)

Long-term Debt Activity

Changes in long-term liability activity for the fiscal year ended September 30, 2023 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2022	\$ 6,270,000	\$ -	\$ 280,000	\$ 5,990,000	\$ 290,000
Total	<u>\$ 6,270,000</u>	<u>\$ -</u>	<u>\$ 280,000</u>	<u>\$ 5,990,000</u>	<u>\$ 290,000</u>

At September 30, 2023, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30	Governmental Activities		
	Principal	Interest	Total
2024	\$ 290,000	\$ 254,575	\$ 544,575
2025	305,000	242,250	547,250
2026	320,000	229,288	549,288
2027	330,000	215,688	545,688
2028	345,000	201,663	546,663
2029-2033	1,970,000	774,988	2,744,988
2034-2038	2,430,000	318,750	2,748,750
Total	<u>\$ 5,990,000</u>	<u>\$ 2,237,202</u>	<u>\$ 8,227,202</u>

NOTE 8 – DEVELOPER TRANSACTIONS

The Developer owns a portion of land within the District; therefore, assessment revenues in the general and debt service funds include the assessments levied on those lots owned by the Developer.

NOTE 9 – CONCENTRATION

A significant portion of the District's activity is dependent upon the continued involvement of the Developer, the loss of which could have a material adverse effect on the District's operations.

NOTE 10 – MANAGEMENT COMPANY

The District has contracted with a management company to perform management advisory services, which include financial and accounting services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, computer and other administrative costs.

NOTE 11 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

**OTC COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

	Budgeted Amounts Original & Final	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES			
Assessments	\$ 74,525	\$ 74,733	\$ 208
Total revenues	74,525	74,733	208
EXPENDITURES			
Current:			
General government	79,791	66,561	13,230
Maintenance and operations	2,448	-	2,448
Total expenditures	82,239	66,561	15,678
Excess (deficiency) of revenues over (under) expenditures	(7,714)	8,172	15,886
OTHER FINANCING SOURCES (USES)			
Carry forward	7,714	-	(7,714)
Transfer in (out)	-	25,000	25,000
Total other financing sources (uses)	7,714	25,000	17,286
Net change in fund balance	\$ -	33,172	\$ 33,172
Fund balance - beginning		57,239	
Fund balance - ending		\$ 90,411	

See notes to required supplementary information

**OTC COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2023.

**OTC COMMUNITY DEVELOPMENT DISTRICT
CITY OF JACKSONVILLE, FLORIDA
OTHER INFORMATION – DATA ELEMENTS
REQUIRED BY FL STATUTE 218.39(3)(C)
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023
UNAUDITED**

<u>Element</u>	<u>Comments</u>
Number of District employees compensated in the last pay period of the District's fiscal year being reported.	0
Number of independent contractors compensated to whom nonemployee compensation was paid in the last month of the District's fiscal year being reported.	5
Employee compensation	\$0.00
Independent contractor compensation	\$68,100.56
Construction projects to begin on or after October 1; (>\$65K)	Not applicable
Budget variance report	See the Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund
Ad Valorem taxes;	Not applicable
Non ad valorem special assessments;	
Special assessment rate	Operations and maintenance - \$0.103
	Debt service - \$0.90
Special assessments collected	\$618,733
Outstanding Bonds:	see Note 7 for details



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Supervisors
OTC Community Development District
City of Jacksonville, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of OTC Community Development District, City of Jacksonville, Florida ("District") as of and for the fiscal year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated February 13, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

February 13, 2024



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors
OTC Community Development District
City of Jacksonville, Florida

We have examined OTC Community Development District, City of Jacksonville, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2023. Management is responsible for District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2023.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of OTC Community Development District, City of Jacksonville, Florida and is not intended to be and should not be used by anyone other than these specified parties.

February 13, 2024



**MANAGEMENT LETTER PURSUANT TO THE RULES OF
THE AUDITOR GENERAL FOR THE STATE OF FLORIDA**

To the Board of Supervisors
OTC Community Development District
City of Jacksonville, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of OTC Community Development District, City of Jacksonville, Florida ("District") as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated February 13, 2024.

Auditor's Responsibility

We conducted our audit 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 Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated February 13, 2024, should be considered in conjunction with this management letter.

Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of OTC Community Development District, City of Jacksonville, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank OTC Community Development District, City of Jacksonville, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

February 13, 2024

REPORT TO MANAGEMENT

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2022.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2023.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2023.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2023. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

7. Management has provided the specific information required by Section 218.39(3)(c) in the Other Information section of the financial statements on page 24.

SEVENTH ORDER OF BUSINESS

Oakleaf Town Center CDD Annual Review

The CDD annual review was conducted on July 14, 2023, by Jeff Brooks. The ETM CEI noted that overall, the storm water management facilities are in good shape but had the following concerns or issues with the storm water facilities:

1. Both ponds have some areas where there is no sod which provides a potential for pond bank erosion. Recommend that these areas be re-sodded.
2. At the outfall control structure located behind Speedway, there appears to be excessive settling around the downstream stormwater manhole. The curbing is separating, and the asphalt is cracking. Recommend that this area be investigated, and corrective action taken to ensure that the roadway does not fail.



No sod in multiple locations.





Settling at downstream storm manhole.



Broken curb and crack asphalt at settled area.



Evidence of settling at the control structure and curbing.

EIGHTH ORDER OF BUSINESS

October 24, 2023

Mr. Jim Oliver
OTC Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092

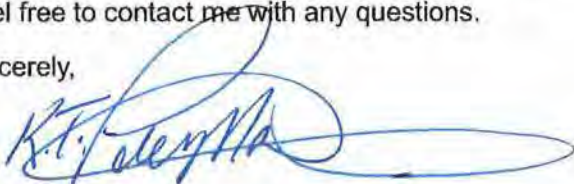
Re: OTC Community Development District
Resignation of District Engineer

Dear Mr. Oliver:

It has truly been a pleasure serving as District Engineer for the OTC Community Development District since its establishment. I have enjoyed seeing it grow to the wonderful community that it is today. Unfortunately, demands on our time now require that we relinquish our position as District Engineer. Please accept this letter as ETM's notice of resignation as District Engineer, effective 30 days from the next meeting. It has been a pleasure working with you, the Board of Supervisors, and the rest of the District staff. We will be happy to work with our successor to provide a smooth transition.

Feel free to contact me with any questions.

Sincerely,



K.T. Peter Ma
District Engineer



NINTH ORDER OF BUSINESS

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OTC COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING A REQUEST FOR QUALIFICATIONS FOR DISTRICT ENGINEERING SERVICES; RATIFYING NOTICE OF THE REQUEST FOR QUALIFICATIONS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, pursuant to the provisions of Sections 190.033 and 287.055, *Florida Statutes*, the District’s Board of Supervisors (“Board”) may contract for the services of consultants to perform planning, engineering, architectural or other professional services; and

WHEREAS, the Board desires to authorize a request for qualifications process (“RFQ”) to select a District Engineer; and

WHEREAS, the Board desires to ratify the actions of District Staff in noticing the RFQ and hereby finds such actions were in the District’s best interests.

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

SECTION 1. The Board hereby approves the distribution and issuance of the RFQ for District Engineering Services and approves the RFQ Project Manual attached hereto as **Exhibit A**, including the notice and evaluation criteria. District Staff is hereby directed to provide any responses to the Board for consideration.

SECTION 2. The District’s Board hereby ratifies the actions of District Staff in advertising the RFQ and finds such actions were in the District’s best interests and are hereby ratified and confirmed.

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

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

PASSED AND ADOPTED this 8th day of May 2024.

**OTC
COMMUNITY DEVELOPMENT DISTRICT**

Chairman/Vice Chairman, Board of Supervisors

Exhibit A: RFQ Project Manual

Exhibit A

REQUEST FOR QUALIFICATIONS (“RFQ”) FOR ENGINEERING SERVICES FOR THE OTC COMMUNITY DEVELOPMENT DISTRICT

OTC Community Development District (“**District**”), located in the City of Jacksonville, Florida, announces that professional engineering services will be required on a continuing basis for the District. The engineering firm selected will act in the general capacity of District Engineer and, if so authorized, may provide general engineering services as well as engineering services on an ongoing basis and for the design and construction administration associated with the District’s capital improvement plan. The District may select one or more engineering firms to provide engineering services on an ongoing basis.

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 in Duval County, Florida; e) the geographic location of the Applicant’s headquarters and offices; and f) the current and projected workloads of the Applicant. 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 must submit one (1) electronic copy of Standard Form No. 330 and Qualification Statement by 12:00 p.m. on Thursday, May 2, 2024, to the attention of Jim Oliver (by email to: chogge@gmsnf.com) (“**District Manager’s Office**”).

The Board of Supervisors shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager’s Office, 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’s Office, must be filed in writing with the District Manager’s Office, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida, 32092, joliver@gmsnf.com, within seventy-two (72) hours 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).

Any and all questions relative to this RFQ shall be directed in writing by e-mail only to Jim Oliver at joliver@gmsnf.com with e-mail copy to Jennifer Kilinski at jennifer@cddlattorneys.com.

Jim Oliver

District Manager

**OTC COMMUNITY DEVELOPMENT DISTRICT
DISTRICT ENGINEER REQUEST FOR QUALIFICATIONS**

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.

REQUEST FOR QUALIFICATIONS (“RFQ”) FOR ENGINEERING SERVICES FOR THE OTC COMMUNITY DEVELOPMENT DISTRICT

OTC Community Development District (“**District**”), located in the City of Jacksonville, Florida, announces that professional engineering services will be required on a continuing basis for the District. The engineering firm selected will act in the general capacity of District Engineer and, if so authorized, may provide general engineering services as well as engineering services on an ongoing basis and for the design and construction administration associated with the District’s capital improvement plan. The District may select one or more engineering firms to provide engineering services on an ongoing basis.

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 in Duval County, Florida; e) the geographic location of the Applicant’s headquarters and offices; and f) the current and projected workloads of the Applicant. 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 must submit one (1) electronic copy of Standard Form No. 330 and Qualification Statement by 12:00 p.m. on Thursday, May 2, 2024, to the attention of Jim Oliver (by email to: chogge@gmsnf.com) (“**District Manager’s Office**”).

The Board of Supervisors shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager’s Office, 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’s Office, must be filed in writing with the District Manager’s Office, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida, 32092, joliver@gmsnf.com, within seventy-two (72) hours 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).

Any and all questions relative to this RFQ shall be directed in writing by e-mail only to Jim Oliver at joliver@gmsnf.com with e-mail copy to Jennifer Kilinski at jennifer@cddlattorneys.com.

Jim Oliver
District Manager

TENTH ORDER OF BUSINESS

QUALIFICATIONS

Engineering Services

Prepared for:

OTC
Community Development
District

Duval County, FL

Prepared by:



ALLIANT

May 2, 2024

District Managers Office

James Oliver

✉ joliver@gmsnf.com

Alliant Engineering, Inc.

10475 Fortune Parkway, Suite 101
Jacksonville, FL 32256

904.240.1351 MAIN

www.alliant-inc.com

**Building better communities with
excellence and passion.**

RE: Engineering Services for OTC Community Development District

Dear Mr. Oliver and Members of the Evaluation Committee:

Alliant Engineering, Inc. (Alliant) and our teaming partner **Meskel & Associates Engineering** (MAE) and **ECS Florida, LLC** (ECS) are pleased to submit our proposal for Engineering Services. **Curt Wimpée, PE** is Alliant's Southeast Regional Manager and will serve as the Quality Manager while **Brice Nelson, PE** will serve as the Project Manager and will be the CDD's primary point-of-contact.

Alliant was founded in Minneapolis in 1995 and has grown from a company with one employee into an organization of over 177 diverse professionals and support staff. We have been providing services to clients like the OTC Community Development District for over 28 years. In 2015 Alliant expanded to Jacksonville, FL to better serve its clients in the southeast region. Alliant is an S-Corporation providing a range of comprehensive services including but not limited to civil engineering, construction services, environmental services, intelligent transportation systems, landscape architecture, land survey, roadway design, structures, traffic engineering, and water resources.

Alliant's business philosophy is to keep our values of community, excellence, creating value, collaboration, being future focused, and integrity at the forefront of everything we do. Our corporate mission to Build Better Communities With Excellence And Passion is evident within our culture and our outstanding Client Service distinguishes us from other companies.

We understand you are looking for a consultant partner that is more than just a designer or engineer. You expect a partner that can lead and manage projects from concept through construction and efficiently address any challenges along the way. As your Project Manager, **Brice Nelson, PE** will serve as your primary point of contact and will ensure that our team will be focused, flexible, and responsive to the needs of the CDD and its residents. We will focus on timely, honest, and open communication and delivering quality from the day the project starts all the way through project bidding, construction, and closeout.

Alliant is interested in pursuing this solicitation to continue to grow our services throughout Florida. We are excited to serve the CDD and are committed to providing the highest quality service for selected projects. Thank you for your consideration and we look forward to partnering with you. Please feel free to contact me with any questions or if you require any additional information.

Sincerely,

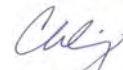
Alliant Engineering, Inc.



Brice Nelson, PE *Project Manager*

✉ bnelson@alliant-inc.com

☎ 904.723.4895



Curt Wimpée, PE *Regional Manager,
Principal-in-Charge*

✉ cwimpee@alliant-inc.com

☎ 904.647.5383

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State) Request for Qualifications for Engineering Services for OTC Community Development District, Duval County, Florida		
2. PUBLIC NOTICE DATE 04/22/2024 via Email	3. SOLICITATION OR PROJECT NUMBER N/A	

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE Brice Nelson, PE/Project Manager		
5. NAME OF FIRM Alliant Engineering, Inc.		
6. TELEPHONE NUMBER (904) 723-4895	7. FAX NUMBER NA	8. E-MAIL ADDRESS bnelson@alliant-inc.com

C. PROPOSED TEAM

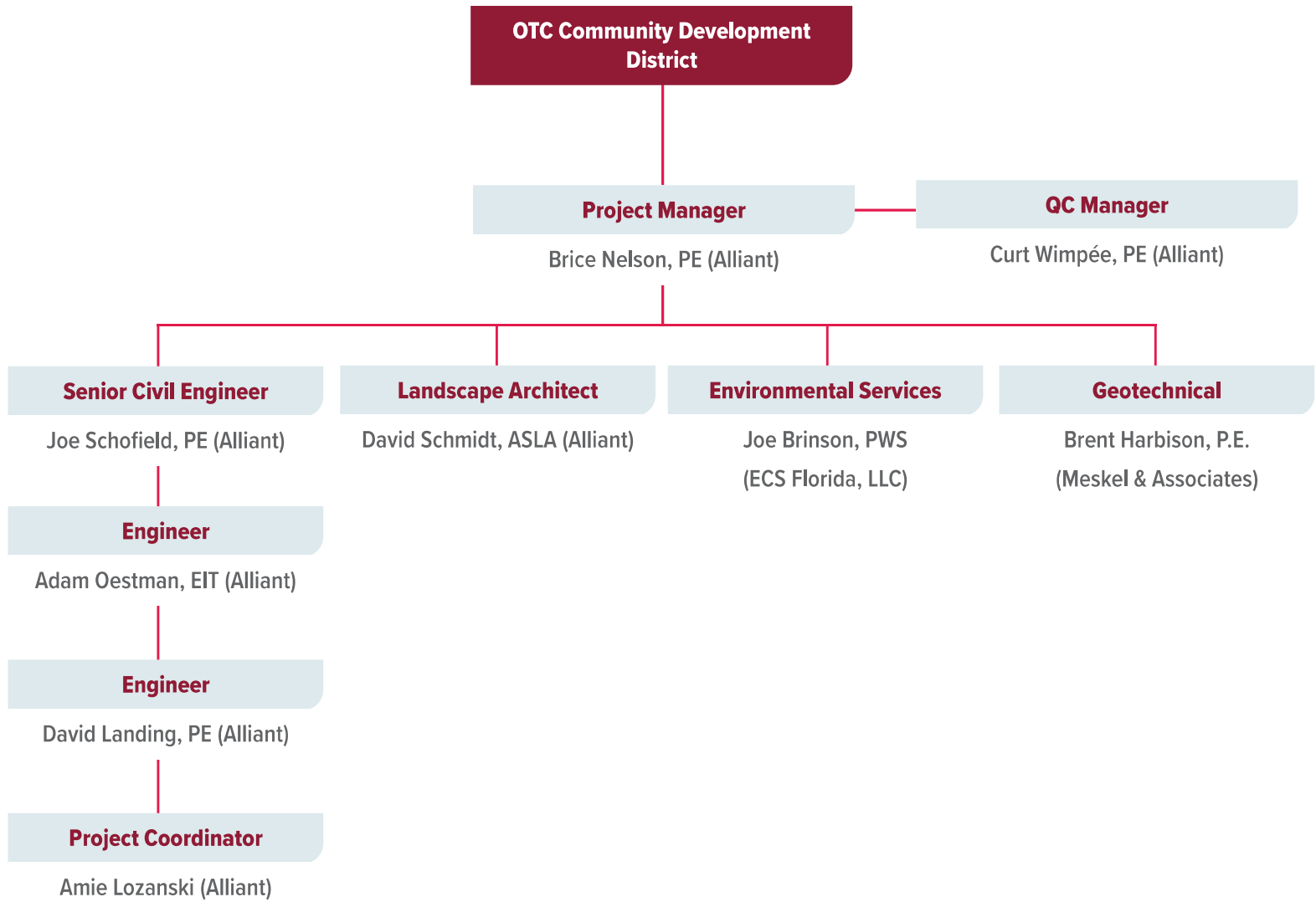
(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.	X			Alliant Engineering, Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	10475 Fortune Pkwy Ste 101, Jacksonville, FL 32256	Project Management, Civil, Landscape
b.			X	ECS Florida, LLC <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	11554 Davis Creek Court, Jacksonville, FL 32256	Environmental Services
c.			X	Meskel & Associates Engineering <input type="checkbox"/> CHECK IF BRANCH OFFICE	3728 Philips Highway, Suite 208 Jacksonville, FL 32207	Geotechnical Services
d.				Alliant Surveying, Inc. (A wholly owned subsidiary of Alliant Engineering, Inc.) <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	10475 Fortune Pkwy Ste 101, Jacksonville, FL 32256	Land Surveying
e.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

Exhibit 1. Organization Chart



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Brice Nelson, PE	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 23	b. WITH CURRENT FIRM Less than 1 Year

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) B.S. Civil Engineering, Southern Illinois University MBA, University of Mary	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer in Florida (97162); South Dakota (15708); North Dakota (PE-8217); Iowa (P27204); Virginia (0402049573)
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 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Brice has 23 years of experience working as a civil engineer in multiple roles on a variety of projects from storm water management to road realignment. He is familiar with municipal design, water and sewer distribution and storm water management. Brice has extensive experience in acting as the City Engineer capacity for several small towns throughout his career.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. (1) TITLE AND LOCATION (City and State) PROJECT MANAGER – CITY ENGINEERING SERVICES – BERTHOLD, ND	2014	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Berthold for over three (3) years. The City of Berthold renewed their contract for City Engineer Services, showing job satisfaction. Brice regularly attended City Council meetings, has helped advise the city on technical issues with regards to developer agreements, assisted with engineering reviews of developments, design of a bulk water station and assisted with obtaining funding for major projects. <input type="checkbox"/> Check if project performed with current firm		
b. (1) TITLE AND LOCATION (City and State) PROJECT MANAGER – CITY ENGINEERING SERVICES – ROSS, ND	2016	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Ross for five (5) years. The City of Ross put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice has helped advise the city on technical issues with regards to developer agreements, assisted with engineering reviews of developments, collaborated with the department of health to perform inspections to obtain permit approval of a watermain that had been installed by a contractor without proper approvals (prior to hiring for City Engineer Services), assisted the city to come into compliance with the department of health with their drinking water by switching over to the R&T Water, assisted with permits from BNSF to bore under the railroad to construct a new watermain throughout the city, design of the watermain/sewer/roadway improvements, regularly attended City Council meetings, and assisted with obtaining funding for major projects. <input type="checkbox"/> Check if project performed with current firm		
c. (1) TITLE AND LOCATION (City and State) PROJECT MANAGER – CITY ENGINEERING SERVICES – GALESBURG, WI	2021	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Galesburg for five (5) years. The City of Galesburg put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice regularly attended City Council meetings, has helped advise the city on technical issues with regards to NPDES permits, assessments of new water quality regulations, prepared Preliminary Engineering Reports, advised how to meet new standards through water quality trade projects, designed improvements to the lagoon, preparation of bids, construction inspection and coordination with funding agencies. <input type="checkbox"/> Check if project performed with current firm		
d. (1) TITLE AND LOCATION (City and State) PROJECT MANAGER – CITY ENGINEERING SERVICES – ALMA CENTER, WI	2021	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Alma Center for five (5) years. The City of Alma Center put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice has helped advise the city on technical issues with regards to redundancy issues with their water distribution system, preparation of Preliminary Engineer Reports, design of a new well and watermain, preparation of asset management report of their utilities, preparation of bids, construction inspection, and coordination with funding agencies. <input type="checkbox"/> Check if project performed with current firm		
e. (1) TITLE AND LOCATION (City and State) ALMA CENTER WELL AND WATERMAIN EXTENSION, ALMA CENTER, WISCONSIN	2019	2020
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE The city upgraded its century-old well with a second one, funded through the SRF program. A PER report and asset management plan, along with a WaterCAD model, were crucial for principal forgiveness. Two watermain extension plans were presented, involving permits from ACOE and DOT, including a direct bore under a state highway. Construction oversight, monthly representation for SRF funding, and funding closeout were managed. Coordination with the state ensured loan repayment feasibility and resident-friendly rate adjustments, requiring regular updates at City Council meetings for transparency and satisfaction. <input type="checkbox"/> Check if project performed with current firm		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Curt Wimpée, PE	13. ROLE IN THIS CONTRACT Quality Manager	14. YEARS EXPERIENCE	
		a. TOTAL 28	b. WITH CURRENT FIRM 8

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) B.S. Civil Engineering, University of Minnesota	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer in Florida (79764); Minnesota (40487) Georgia; (031340); N. Carolina (053415); S. Carolina (41355); Tennessee (125610)
--	--

 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Curt is a Vice President at Alliant and has 28 years of experience in municipal engineering, land development and transportation. Curt's experience includes localized and regional utility extensions, lift stations, City and DOT roadway reconstructions and new roadways, MOT plans, signage and striping plans, concrete and asphalt pavement design, storm water management systems, regional drainage studies, residential mixed use, and large-scale commercial developments.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE CITY ENGINEER (CONSULTANT) FOR BUNNELL, FL Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	ONGOING	NA
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE CITY ENGINEER (CONSULTANT) FOR FLAGLER BEACH, FL Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	ONGOING	NA
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE CIVIL ENGINEER FOR MENDOTA HEIGHTS, MN Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	2000	NA
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE CITY ENGINEER (CONSULTANT) FOR TWO HARBORS, MN City Engineer performing all aspects of design for City improvement projects. Representative projects included approximately 6 miles of roadway and utility reconstruction for rural to urban street reconstructions. Tasks included complete corridor survey of projects, design, cost estimating, bidding and award, and full-time construction inspection.	2014	NA
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE CITY ENGINEER (CONSULTANT) FOR SCANLON, MN Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	2014	NA

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Joe Schofield, PE	13. ROLE IN THIS CONTRACT Senior Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 21	b. WITH CURRENT FIRM 2.5

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) MBA St. Leo University B.S. Civil Engineering, University of North Florida	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer in Florida (69219)
--	--

 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Mr. Schofield is a Senior Engineer with 18 years of experience in civil design and construction oversight. He has provided design, review, and/or management of hundreds of public and private roadway and site development projects in the southeast United States. He has partnered with dozens of State Agencies and local communities to advance a wide variety of projects to improve transportation infrastructure across the continental United States.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
SHADOW CREST AT ROLLING HILLS CDD (PHASES 3B & 3C), GREEN COVE SPRINGS, CLAY COUNTY, FL.	2023	2023
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Mr. Schofield assisted the CDD to secure electrical and landscape maintenance easements. He also reviewed all contractor, vendor, and supplier invoice and pay application to help ensure proper use of the bond funds. Scope included cost estimating and writing the Engineer's Report for Shadow Crest phase of the District full planned build-out.		
BEACHVIEW COVE SUBDIVISION, ORMOND BEACH, VOLUSIA COUNTY, FL	2023	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Project manager and engineering overseeing design and permitting for a 28-lot single-family subdivision with private lift station on A-1-A adjacent the Atlantic Ocean. All entitlements received and construction underway. Project includes a planned FPL power pole relocation, work within the coastal construction control line (CCCL), and coordination of turtle friendly street lighting design.		
PONCE PRESERVE SUBDIVISION, PALM COAST, FLAGLER COUNTY, FL	2023	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Project manager and engineering overseeing design and permitting for a 74-lot single-family subdivision. All entitlements have been received and construction start date undetermined.		
RYAN'S LANDING SUBDIVISION, PALM COAST, FLAGLER COUNTY, FL	2023	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Project manager and engineering overseeing design and permitting for a 95-lot single-family subdivision. All entitlements have been received and construction start date undetermined.		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Adam Oestman, PE	13. ROLE IN THIS CONTRACT Production Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 6	b. WITH CURRENT FIRM 2.5

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) B.S. Civil Engineering Technology, Murray State University	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer in Florida (98440)
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 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Mr. Oestman has more than six years of experience in the design and construction of private infrastructure projects. He has worked on numerous developments and infrastructure improvements for commercial, medical, municipal, and residential projects around the country. Typical project requirements are land acquisition contract review, site assessment, land planning, development cost analysis, scheduling, approval coordination preparation of contract documents, and construction administration.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
CITY OF DELAND RECLAIM MAIN EXTENSION, DELAND, FL	2023	NA
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead design engineer preparing the construction documents for a +-6000 LF Reclaim main extension.	<input checked="" type="checkbox"/> Check if project performed with current firm	
SHADOW CREST AT ROLLING HILLS CDD SINGLE FAMILY SUBDIVISION, GREEN COVE SPRINGS, FL	2021	ONGOING
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead design engineer preparing the construction documents for a 247 single-family residential subdivision, as well as associated construction administration throughout the project.	<input checked="" type="checkbox"/> Check if project performed with current firm	
SAWMILL BRANCH AT PALM COAST PARK CDD - MULTIPLE PHASES, PALM COAST, FL	2023	
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead design engineer preparing the construction documents for multiple single-family residential subdivision phases totaling over 1000 lots.	<input checked="" type="checkbox"/> Check if project performed with current firm	
SPRING LAKE AT PALM COAST PARK CDD – MULTIPLE PHASES, PALM COAST, FL	2022	ONGOING
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Preparing the construction documents, cost-estimates, and associated construction administration for multiple single-family residential subdivision phases for a total of 421 lots.	<input checked="" type="checkbox"/> Check if project performed with current firm	
HYMON CIRCLE DRAINAGE IMPROVEMENTS – CITY OF BUNNELL, FL	2023	
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Design engineer preparing the construction documents for a two phase project in the City of Bunnell, including +-2000 LF of road-side drainage improvements, as well as +-3000 LF of existing drainage ditch improvements.	<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME David Schmidt, ASLA	13. ROLE IN THIS CONTRACT Landscape Design	14. YEARS EXPERIENCE	
		a. TOTAL 16	b. WITH CURRENT FIRM 1 Year

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) B.S. Landscape Architecture, University of Arkansas, Minor in Horticulture	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) ASLA; Currently pursuing licensure as a Landscape Architect in Florida in 2023
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 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Mr. Schmidt has more than 16 years of experience in the fields of land development planning, landscape architecture, urban design, and project management and is the Director of Landscape Architecture at Alliant. His primary responsibilities include project management, regulatory approvals, site layout and design, construction documentation, regional and community planning, and graphic design.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State) REVERIE AT TRAILMARK, ST. AUGUSTINE, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2023
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm a. Reverie at Trailmark, St. Augustine, FL — served as the project manager and designer responsible for the neighborhood entry, common area, pocket parks, beer garden, dog park, and amenities at the clubhouse. Reverie is a 55+ Master Planned Community located in St. Augustine Florida permitted as a Community Development District developed by Dream Finders Homes, LLC. Reverie consists of 487 class A single family homes, and 4,600 SF Neighborhood Clubhouse.		

(1) TITLE AND LOCATION (City and State) SWEETGRASS, ST. MARY'S, GA	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm b. Served as the project manager and designer responsible for the neighborhood entry, common area, pocket parks, beer garden, dog park, and amenities at the clubhouse. Sweetgrass is a 150 Acre Master Planned Community located in St. Mary's Georgia developed by Tierra Linda Development, LLC. Sweetgrass consists of 312 class A multifamily units, 194 townhomes, 143 single family homes, and 212,600 SF of commercial. The Sweetgrass project will end up as home to almost 650 families in walkable, mixed-use neighborhoods that provide not only housing but places for working, shopping, recreation, and civic engagement.		

(1) TITLE AND LOCATION (City and State) BRADENTON RIVERWALK, BRADENTON, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2012	CONSTRUCTION (If applicable) 2012
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm c. My team was responsible for various project components, such as data collection, landscape design, color renderings and 3D modeling for the master plan. Kimley-Horn completed the master planning process for the 1.5-mile-long riverfront area in Bradenton known as the Riverwalk. Services included a grants/funding analysis, master planning, public involvement, design development, and stakeholder coordination. Unanimous approval was given from the Bradenton City Council with the preparation of construction documents and permitting drawings.		

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm d.		

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm e.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME David Landing, PE	13. ROLE IN THIS CONTRACT Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 27	b. WITH CURRENT FIRM Less than 3 Months

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) BS, Civil Engineering, University of North Florida (UNF)	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer in Florida (80483)
AS, Civil Engineering Technology, Savannah Technical College	Professional Engineer in Georgia (PE049527)
	Professional Engineer in South Carolina (41102)

 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Mr. Landing is a Senior Civil Engineer with over 27 years of experience in pipelines and trenchless design with experience working on a variety of projects across the United States with a focus on water and wastewater projects in Northeast Florida. His design experience includes water and wastewater treatment facilities, pressure and gravity pipelines, civil site design, stormwater design, with emphasis on large diameter pipelines and trenchless installations. His experience in pipeline design includes feasibility studies, design and construction support, design calculations, and drawing production.

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) 16TH STREET RECLAIMED WATER MAIN, SJCUD, ST AUGUSTINE, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2013	CONSTRUCTION (If applicable) 2013
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Landing served as pipeline design engineer for approximately 7,600 LF of 4-inch to 16-inch water main, force main, reclaimed water main, and gravity sewer pipelines installed by open-cut. The project also included approximately 550 LF of 10-inch reclaimed water main installed by HDD adjacent to sensitive park areas of historic St. Augustine and FDOT ROW. Mr. Landing performed HDD design calculations, laid out the geometry for the project alignment, helped prepare construction drawings, and coordinated with the design sub-contractors on the project.	<input type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) SUNSHINE 16 (PS 306) AND FORCE MAIN EXTENSION, SJCUD, ST AUGUSTINE, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2015	CONSTRUCTION (If applicable) 2015
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Landing served as pipeline design engineer for approximately 1,500 lf of 4-inch force main. As part of the overall system improvements, the new force main redirected flow from the Sunshine 16 Pump Station to a separate discharge location. The project included three HDD installations to minimize impacts to the roadway and pedestrian traffic patterns as well as the adjacent residential neighborhood. Mr. Landing performed HDD design calculations, laid out the geometry for the alignments, helped prepare construction drawings and associated contract documents, and worked with the contractor for HDD installations to implement best construction practices for design of the project.	<input type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) SR 207 WATER MAIN EXTENSION – PHASE III, SJCUD, ST JOHNS COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) 2023
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE For the above referenced project David served as QA/QC engineer and site construction inspector for the design and construction of 2,900 LF of 24-inch PVC water main within St Johns County Utility Department (SJCUD) easements and Florida Department of Transportation (FDOT) Right-of-Ways (ROW). The project also consisted of a 42-inch steel cased jack and auger bore crossing of FDOT's State Route (SR) 206 and a 30-inch HDPE horizontal directional drill (HDD) crossing of the Florida Department of Transportation's (FDOT) Interstate 95. Permitting was required by FDOT and Florida Department of Environmental Protection (FDEP) for wetlands crossings and impacts. For this project I personally reviewed the construction drawings at various project milestones for constructability and to ensure the project met client specifications. I also reviewed contractor submittals for materials and construction methods and performed on-site inspection of installation of the water main, wet tapping for connection to the existing water main and the horizontal direction drill installation under I-95.	<input type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) HASTINGS WTP TO SR-207 12-INCH WATER TRANSMISSION MAIN, SJCUD, HASTINGS, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2024	CONSTRUCTION (If applicable) 2024
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE David served as the project manager, engineer of record, and senior pipeline design engineer for approximately 4,650 linear feet of 12-inch PVC transmission water main installed by open-cut trenching, along with associated valving, hydrants, fittings, and appurtenances. The project also included approximately 2,700 linear feet of 16-inch HDPE water main installed through three separate HDD trenchless installations. Project challenges included navigating road corridors with narrow rights-of-way, which were shared with an FPL high-voltage transmission overhead powerline and coordinating proposed and temporary construction easements with property owners. David laid out the geometry for the project alignment, assisted in preparing construction drawings, and coordinated with survey and geotechnical exploration subcontractors.	<input type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION (City and State) CWRP TRANSMISSION MAIN BYPASS AND REDUNDANCY CONCEPTUAL PLAN, ECUA, PENSACOLA, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) 2023
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE For the above referenced project David served as pipelines engineer for the route planning, feasibility and constructability input to add redundancy to an existing 3,500 LF of 30-inch, 10,050 LF of 42-inch, 53,500 LF of 48-inch and 5,200 LF of 54-inch large diameter DI transmission force main transporting sewerage from ECUA's Main Street Water Plant situated along Pensacola Bay to ECUA's Chemstrand Treatment Plant on the north of Escambia County. For this project I personally participated in team meetings, helped with route selection, made recommendations in support of and produced route planning sketches for the project. I also investigated and made recommendations for bypass points of connection between the various force main segments.	<input type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Joe Brinson, PWS	13. ROLE IN THIS CONTRACT Environmental Senior Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 27	b. WITH CURRENT FIRM 2

 15. FIRM NAME AND LOCATION (City and State)
 ECS Florida, LLC - Jacksonville, FL

16. EDUCATION (Degree and Specialization) B.S. Forest Resource Management/Forest Biometrics, University of Georgia, Athens, GA	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Wetland Scientist
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 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Mr. Brinson is an Environmental Senior Project Manager for ECS and has more than 26 years' experience in wetland permitting, species, timber assessments, greenbelts and tree / arborist services. His responsibilities include the daily management of all phases of environmental projects to include proposal preparation and review, environmental compliance (spec/NPDES), budgeting daily and ongoing activities, preparation and review of reports, daily on-going client interaction, developing a client database, invoicing and marketing.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
TOWN CENTER BOULEVARD PROPERTY, PALM COAST, FL	2023	NA
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS scientist completed a Ecological Diligence. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$1,850 Size: 5.09 acres.	<input checked="" type="checkbox"/> Check if project performed with current firm	
DIX ELLIS, JACKSONVILLE, FL	2023	NA
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS scientist completed a Preliminary Wetlands Determination. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$1,500 Size: .77 acres.	<input checked="" type="checkbox"/> Check if project performed with current firm	
BEAUTYREST AVENUE PROPERTY, JACKSONVILLE, FL	2022	NA
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS scientist completed a Ecological Due Diligence with CRAS. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$6,650 Size: 3.88 acres	<input checked="" type="checkbox"/> Check if project performed with current firm	
FIRST COAST EXPRESSWAY PROPERTY, MIDDLEBURG, FL	2021	NA
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS completed a Preliminary Wetlands Determination and Preliminary Threatened & Endangered Species Survey. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitat. ECS Fees: \$6,650 Size: 3.88 acres.	<input checked="" type="checkbox"/> Check if project performed with current firm	
BAINBRIDGE NOCATEE PARKWAY PROJECT, JACKSONVILLE, FL	2021	NA
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS completed a Preliminary Wetlands Determination and Preliminary Threatened & Endangered Species Survey. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and/or habitat on the site and its relevant surroundings. ECS Fees: \$2,300 Size: 13.5 acres.	<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Brett H. Harbison, P.E.	13. ROLE IN THIS CONTRACT Senior Geotechnical Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 16	b. WITH CURRENT FIRM 5

 15. FIRM NAME AND LOCATION (City and State)
 Meskel & Associates Engineering, PLLC, Jacksonville, Florida

16. EDUCATION (Degree and Specialization) B.S. Civil Engineering, Florida State University, 2007 Graduate Courses University of Central Florida	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer, Florida P.E. 74679 Professional Engineer, Georgia PE037919
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 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Certified SmartPile EDC System (User ID # 020FL0029-13), Florida Engineering Leadership Institute Graduate 2015, American Society of Highway Engineers (ASHE), North Florida, ASHE Community Outreach Chairman, TCI Young Professional of the Year 2017

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. CITY OF JACKSONVILLE (COJ) NORTHBANK BULKHEAD REPLACEMENT, JACKSONVILLE, FL (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical Engineer responsible for coordinating the geotechnical exploration to replace the existing bulkhead along the northern bank of the St. Johns River in downtown Jacksonville extending approximately between the Fuller Warren bridge and Liberty Street. The project will include constructing a new bulkhead wall in front (waterside) of the existing bulkhead and installing anchors through the existing bulkhead. MAE's scope of work included land and waterside Standard Penetration Test (SPT) borings, rock coring, laboratory testing, and engineering analysis for the design and construction of the new bulkhead and anchors. (Contract Value: \$384,800)	2020	
b. CITY OF JACKSONVILLE SIDEWALKS AND PEDESTRIAN IMPROVEMENTS, JACKSONVILLE, FL (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical Project Manager. MAE's services for projects under this contract consist of geotechnical exploration and engineering analysis for tasks such as new sidewalks, drainage improvements, culvert extensions and replacement, and retaining walls. Typically, the geotechnical exploration included mobilizing our truck-mounted drill rig to City roads and highways. Following subsurface exploration, laboratory testing, and geotechnical engineering analysis, MAE provided geotechnical recommendations and site preparation recommendations. These recommendations included clearing and stripping; temporary groundwater control; soil parameters for culvert design; excavation protection; and structural backfill and compaction of structural backfill. (Contract Value \$128,740)	2020	
c. LONNIE MILLER SR. REGIONAL PARK STRUCTURES & PEDESTRIAN TRAIL, JACKSONVILLE, FL (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical/Soils Engineer. Park improvements proposed for this park included multiple new courts, multi-use fields, playgrounds, pavilions, new parking areas, elevated boardwalks, restroom and concession facilities, 2-story concrete scorer's building and 2,700 linear feet of asphalt surfaced pedestrian trail. Geotechnical explorations were performed. Reporting was presented and included design recommendations for shallow foundations, groundwater control and underdrain recommendations for field areas, and recommendations for construction of asphalt pavement base and structural courses for the trail system. Site preparation and earthwork recommendations included clearing and stripping, removal and replacement of deleterious soils/debris encountered, temporary groundwater control, and placement/compaction of fill and backfill soils. (Contract Value: \$37,800)	2018	
d. FDOT DISTRICT 2, I-95 NASSAU RIVER BRIDGE IMPROVEMENTS, DUVAL/ NASSAU COUNTY LINE, FL (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Foundation/Geotechnical Engineer of Record (GEOR)/Project Manager responsible for field coordination, laboratory shear strength testing, rock core strength testing, and geotechnical analyses to support design and construction of non-redundant drilled shafts to support crutch bents proposed for the existing I-95 north and southbound bridges. Brett directed field crews and staff in performing 24 Standard Penetration Test (SPT) borings in tidally inundated project area using amphibious and spud barge platforms. Borings were advanced to depths of 125 feet below the river mudline. Static axial shaft capacities were estimated to determine anticipated shaft tip elevations. Engineering reports were prepared including drilled shaft analyses, soil parameter recommendations for lateral analyses, and shaft installation/construction recommendations. (Contract Value: \$670,825)	2021	
e. MONCRIEF PEDESTRIAN BRIDGE SPAN REPLACEMENT, JACKSONVILLE, FL (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Engineer responsible for the geotechnical exploration, laboratory testing, and engineering analysis for the pedestrian bridge. The main span and extended ramps will be supported on 54-inch non-redundant drilled shafts. The existing bridge is approximately 70 to 75 feet long and the replacement bridge will be of similar length. (Contract Value \$14,000 est.)	2022	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="text-align: center; font-size: 24pt;">1</div>
21. TITLE AND LOCATION <i>(City and State)</i> Shadow Crest at Rolling Hills CDD (Phases 3B & 3C), GCS, FL		22. YEAR COMPLETED PROFESSIONAL SERVICES 2023 CONSTRUCTION (If applicable) 2023

23. PROJECT OWNER'S INFORMATION

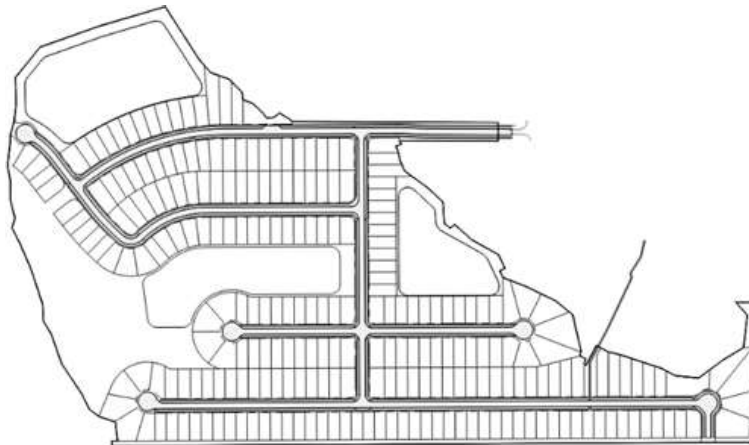
a. PROJECT OWNER Rolling Hills CDD	b. POINT OF CONTACT NAME Marilee Giles	c. POINT OF CONTACT TELEPHONE NUMBER (904) 940-5850 x412
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

CDD constructed by bond issuance infrastructure to support a 247-lot single-family platted phase of the community. Joe Schofield is the acting District Engineer for this part of the District, who is also the Engineer of Record.

Project required coordination with the primary CDD Engineer to coordinate ongoing construction of a prior phase adjacent Shadow Crest. Construction ran concurrently, so both Engineer's attended each monthly Board meeting to give Engineer's updates on each respective project. The prior phase included construction of a lift station to receive effluent from both projects.

Mr. Schofield assisted the CDD to secure electrical and landscape maintenance easements. He also reviewed all contractor, vendor, and supplier invoice and pay application to help ensure proper use of the bond funds. Scope included cost estimating and writing the Engineer's Report for Shadow Crest phase of the District full planned build-out.


25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
g.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

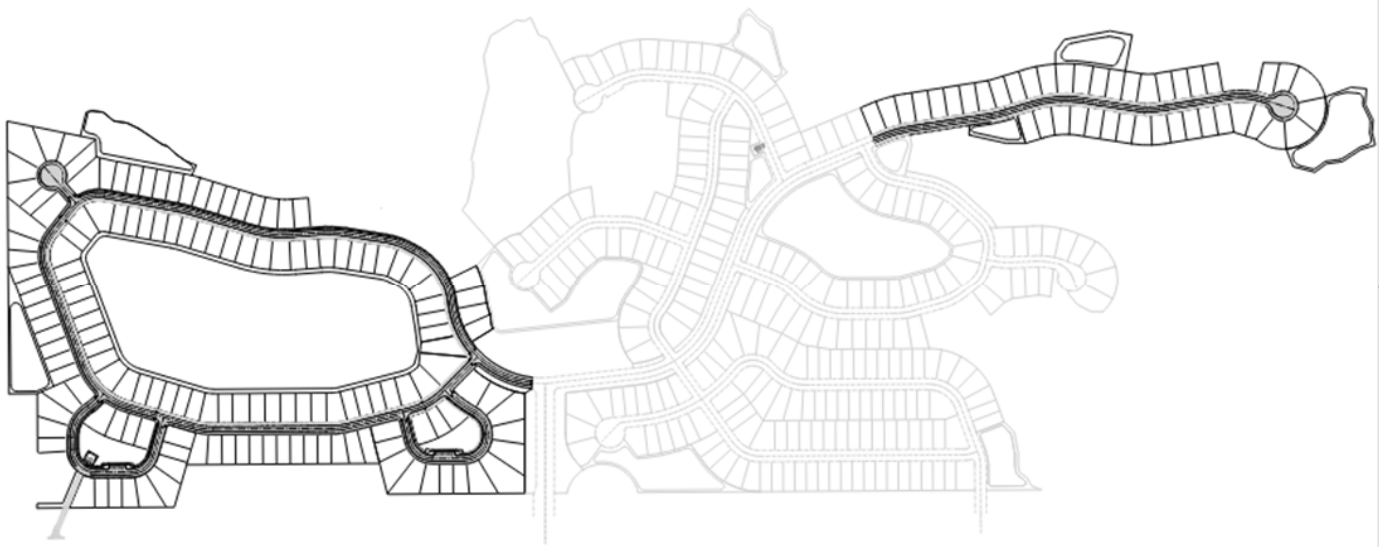
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="text-align: center; font-size: 24pt;">2</div>
21. TITLE AND LOCATION <i>(City and State)</i> Spring Lake Subdivision		22. YEAR COMPLETED PROFESSIONAL SERVICES 2022 CONSTRUCTION (If applicable) NA

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Sunbelt Land Management	b. POINT OF CONTACT NAME Ken Belshe	c. POINT OF CONTACT TELEPHONE NUMBER (386) 986-2411
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Engineer of Record for complete design and permitting of 421 unit CDD residential subdivision. Provided all aspects of oversight and design. Provided Certified Engineer's Report including cost estimating for Palm Coast Park Community Development District (CDD).


25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
g.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="text-align: center; font-size: 24pt;">3</div>
21. TITLE AND LOCATION <i>(City and State)</i> Bunnell Westside Sewer Improvements - Phase 1, Bunnell, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2020

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Bunnell	b. POINT OF CONTACT NAME Dustin Vost	c. POINT OF CONTACT TELEPHONE NUMBER (386) 437.7515
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. The application was ranked #1 by the SJRWMD. The project consisted of sanitary sewer CIPP lining, lift station upgrades, and regional storm sewer and swale improvements to address ongoing flooding issues in this Deen Road neighborhood.


25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
g.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="text-align: center; font-size: 24pt;">4</div>
21. TITLE AND LOCATION <i>(City and State)</i> Flagler Beach Slip Lining Rehab, Flagler Beach, FL		22. YEAR COMPLETED PROFESSIONAL SERVICES: 2020 CONSTRUCTION (If applicable): 2020

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Flagler Beach	b. POINT OF CONTACT NAME Lee Richards	c. POINT OF CONTACT TELEPHONE NUMBER (386) 517-2000 ext. 248
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. The project was funded by the SJRWMD and Alliant performed a 1.1-mile route survey along SR 100 (Moody Blvd) in the City of Bunnell from Grand Reserve Parkway to North Palmetto Street. This required deed research for all adjacent properties along the route including FDOT right-of-way. Alliant also prepared design and bid Documents for a reclaimed water main.


25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Alliant Engineering, Inc.	Jacksonville, FL	Project Engineer
b.	Alliant Florida, Inc.	Jacksonville, FL	Land Surveying
c.			
d.			
e.			
g.			

<p>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</p>		<p>20. EXAMPLE PROJECT KEY NUMBER</p> <p style="text-align: center;">5</p>				
<p>21. TITLE AND LOCATION (City and State)</p> <p>Sweetgrass Apartments (Phase 1) Enhanced Landscape Saint Marys, GA</p>		<p>22. YEAR COMPLETED</p> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (If applicable)</td> </tr> <tr> <td>2023</td> <td>NA</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	2023	NA
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
2023	NA					

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Sweetgrass Acquisition LLC	Ron Buckley	(904) 247-5334

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Sweetgrass is a 150 Acre Master Planned Development located in St. Mary's Georgia for Tierra Linda Development, LLC. Sweetgrass consists of 312 class A multifamily units, 194 townhomes, 143 single family homes, and 212,600 SF of commercial. Working in collaboration with the client, architect, and interior designer, the Sweetgrass project will end up as home to almost 650 families in walkable, mixed-use neighborhoods that provide not only housing but places for working, shopping, recreation, and civic engagement. My team's services included project management for the design of the enhanced landscape, irrigation, neighborhood clubhouse amenity area which included the clubhouse pool deck, shade structures, outdoor kitchen, landscape architecture, hardscape, site electrical engineering (managed sub), mail kiosk, design of the neighborhood entry monument, security gate, dog park and all site civil design with permitting.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Alliant Engineering, Inc.	Jacksonville, FL	Project Engineer
b.	Alliant Florida, Inc.	Jacksonville, FL	Land Surveying
c.			
d.			
e.			
g.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="text-align: center; font-size: 24pt;">6</div>
21. TITLE AND LOCATION <i>(City and State)</i> Trout Creek Community Development District, St. Augustine, FL		22. YEAR COMPLETED PROFESSIONAL SERVICES 2023 CONSTRUCTION (If applicable) NA

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Trout Creek CDD	b. POINT OF CONTACT NAME Melissa Dobbins	c. POINT OF CONTACT TELEPHONE NUMBER (904) 436.6270
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

ECS completed an Arboriculture Assessment for the landscape tree decline predominantly live oaks with a few magnolias. ECS understood the trees started to decline approximately two years after they were planted. ECS scope of work included assessing the current condition of landscaping trees along Shearwater Parkway, determine whether conditions require removal and recommend an appropriate course of action for remediation. Investigative methods used were visual inspection of roots and tree, soil ph and nutrient analysis, root excavation, general leaf density analysis, irrigation water ph testing and bulk density testing of the soil.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME ECS Florida, LLC	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Environmental
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
g.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

7

 21. TITLE AND LOCATION *(City and State)*
Tapestry Westland Village, Jacksonville, FL

22. YEAR COMPLETED

 PROFESSIONAL SERVICES
 2019

 CONSTRUCTION (If applicable)
 NA

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Arlington Properties

b. POINT OF CONTACT NAME

Trey Barnes

c. POINT OF CONTACT TELEPHONE NUMBER

(205) 397-6834

 24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The subject project is located at the intersection of Collins Road at Plantation Bay Drive in Jacksonville, Florida. This task order included performing a geotechnical exploration, laboratory testing program, and engineering analysis to assist the design team with the design of the twelve 3-story residential buildings, a single-story clubhouse, lift station, pool, and dog park. Our analysis included providing recommendations for the construction of shallow foundations and a wet well structure.

Borings: 16 SPT, 16 Hand Augers

Total Feet: 533 LF (9 SPT to 30 feet, 4 SPT to 20 feet, 1 SPT to 32 feet, 1 SPT to 25 feet, 5' sampling intervals) (16 6 foot Hand Augers 1 foot sampling intervals)

Samples: 223

LABORATORY TESTING PROGRAM

Index Testing: 26 samples 26 -200, 26 MC, 4 OC, 4 AL

Contract Value: \$12,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Meskel & Associates	Jacksonville, FL	Geotechnical Services
b.			
c.			
d.			
e.			
g.			

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F <i>(Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)</i>												
		1	2	3	4	5	6	7	8	9				
Brice Nelson, PE	48													
Curt Wimpée, PE	12	X	X	X	X	X								
Joseph Schofield, PE	12	X		X	X									
Adam Oestman, EIT	12													
David Schmidt, ASLA	39					X								
Joe Brinson, PWS	23						X							
Brett Harbison, PE	27							X						
David Landing, PE	12													

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Shadow Crest at Rolling Hills CDD (Phase 3B&C)	6	Trout Creek Community Development District
2	Spring Lake Subdivision	7	Tapestry Westland Village
3	Bunnell Westside Sewer	8	
4	Flagler Beach CIPP	9	
5	Sweetgrass Apartments (Phase 1) Enhanced Landscape	10	

H. ADDITIONAL INFORMATION

To fully address the criteria requested in the RFQ, we offer the following additional information. This further demonstrates Alliant Engineering's expertise and capabilities to perform all work that is anticipated under this contract as District Engineer for the CDD.

ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

Alliant Engineering, Inc. (Alliant) offers professional design and project management services in Municipal Infrastructure and Land Development, Transportation, Traffic Engineering, Design-Build, Structural, Landscape Architecture, and Surveying. Alliant's backbone is a professionally diverse group of talented professionals dedicated to providing quality design, management, and construction services. Established in 1995, Alliant has provided 29 years of professional engineering services to a broad range of public and private clients. Our collaborative team approach and integrated management style allows us to efficiently complete projects while providing a high level of quality. We bring value to our clients by combining unmatched civil engineering expertise, experience, and innovation.

In addition to being highly qualified for this work, we have an intricate knowledge of the infrastructure challenges within smaller municipalities. Our key staff for this project team are experts in their disciplines and well suited to provide the continuing engineering services required of your District Engineer.

At the program level, we have the following critical roles:

- **Project Manager** – Responsible for building project teams tailored to meet project goals, provide ongoing project oversight, and be the primary point of contact for the CDD. **Brice Nelson, PE** was selected to be our Project Manager because, following 23 years of experience in the industry, he understands how to make CDD projects successful. As Project Manager, Brice will be handling the District Meetings and managing the construction/engineering services.
- **Discipline Lead** – Responsible for identifying team members for individual work orders and ensuring uniformity in format and standards between projects. This individual is also an expert technical resource for project teams. These individuals are identified in the resumes in Section E of the SF330 Form.
- **Quality Manager** – Responsible for ensuring all team members are trained in the Alliant Quality Management Process and verifying that quality processes are followed on individual projects. **Curt Wimpée, PE**, will be our Quality Manager.

Alliant's proposed team of professionals provides the CDD with a comprehensive understanding and approach to meet (and exceed) the CDD's objectives and goals. Our corporate mission to build better communities with excellence and passion is evident within our culture and separates us from the rest.

Additionally, As part of our program for other similar clients, we have developed an internal Quality Management Plan (QMP) that defines how our team will provide quality in delivering services to the CDD. As Project Manager, Brice will work with Curt Wimpée to ensure that the process is followed for every major deliverable and milestone. Alliant's experience with the quality control process has shown that it must be part of the everyday

Our team is organized to execute work orders quickly and ensure quality and timely delivery.



Brice Nelson, PE

Project Manager



Curt Wimpée, PE

Quality Manager

H. ADDITIONAL INFORMATION

CERTIFIED MBE

Alliant’s teaming partner **Meskel & Associates Engineering (MAE)** is a certified Woman-owned DBE and JSEB based in Jacksonville, FL, with additional offices in Lake City and Tampa. They specialize in geotechnical engineering, drilling, and laboratory testing services. MAE’s certifications are included at the end of the form.

WILLINGNESS AND ABILITY TO MEET TIME & BUDGET REQUIREMENTS

At Alliant, we take pride in delivering complex projects on difficult timelines. This can only be accomplished through great project management and a sound project approach. Open, honest and timely communication with the CDD, stakeholders, and potential sub-consultants is the key to project success.

We will facilitate all formal reviews in an organized and timely manner to keep the project moving forward. We will also conduct progress meetings to efficiently provide updates and to discuss particular design issues that are critical to the schedule for both the CDD and project team. Our Quality Management Plan (QMP) will be revised to be specific to each project and will be followed religiously throughout design.

For a project to be efficient, not only does the engineering and project management need to be effective but understanding the permitting agencies and maintaining those key relationships is a necessity. Alliant has performed a multitude of projects and has both the expertise of dealing with the appropriate permitting agencies as well as maintaining those relationships needed to be efficient with complex projects. Alliant has developed relationships over the years with sub-consultants as well as contractors. We have the expertise and knowledge to develop designs to help minimize cost to our clients during construction. This can be done because of our extensive knowledge of building systems and construction techniques. Anticipation of construction techniques and communication with contractors during design are key elements to an effective cost savings project approach.

Communication with the CDD

Fast-tracked projects require intense and continuous communication and collaboration with the CDD and their oversight team. Alliant will establish a draft meeting schedule

for discussion at the kickoff meeting. We envision three levels of meetings: Design Review, Over-The-Shoulder Review and Progress Meetings.

Design Review

Design review meetings will be face-to-face meetings to go over review comments at major milestones during the project. The appropriate deliverables will be submitted for CDD review. A meeting will be scheduled after the CDD’s review period to go over comments. As discussed in our QMP, every comment will be included in a Comment Response memo and the required action will be documented.

OTSR

OTSRs will be scheduled in between the major milestones. These informal design reviews will allow the CDD to be kept abreast of, and have input into the design as it is progressing. The intent of these meetings is to present “in-progress” plans to the CDD to discuss specific issues where decisions are required that may impact schedule. OSTRs may also include key stakeholders as appropriate. It is envisioned that most OTSR meetings would also be face-to-face.

Progress Meetings

We will use frequent Progress Meetings to keep the CDD’s team fully informed and involved in all aspects of the project. These meetings serve as a forum to address issues, hot topics, and identify action items that need to take place. The meetings can also serve as mini “over-the-shoulder” design reviews for portions of the project to get instant feedback from the CDD regarding particular issues. We consider these meeting to provide “collaboration on the fly”, and we use them to present all key components of the design prior to the actual submittal. This approach ensures that the CDD is part of the decision-making progress upfront, reducing the risk of surprises and potential re-work.

Most meetings will include an agenda, meeting minutes, and action item log. The minutes and action item log can be shared internally with Alliant’s Team, and with the CDD staff to inform persons not at the meeting of decisions and action items that had been identified.

In addition to regularly scheduled meetings, we will establish the systems and protocols for easy sharing of electronic files to assist with design collaboration and review.

H. ADDITIONAL INFORMATION

RECENT, CURRENT & PROJECTED WORKLOADS

Alliant is dedicated to client satisfaction which means we must honor schedule commitments. To this end, we regularly assess our workload and plan for growth by keeping our staff level above our immediate needs. This enables us to keep quality and responsiveness at the highest level. Brice Nelson can allocate the support staff and resources to easily meet any schedule. A project schedule will be developed at the onset of each opportunity received from the CDD. That schedule will be developed by working in concert with the major stakeholders. The appropriate Alliant team members will then be assigned responsibilities and deadlines to produce deliverables. We will work with CDD staff for a full understanding of the scope and expectations so we can provide a service that exceeds expectations.

Alliant project managers meet each week to discuss current workload and staffing needs. We maintain a high-level project design schedule that tracks the expected level of project commitments per month compared to the available staffing. At our project manager meetings, we discuss project specific needs and upcoming deadlines to determine if the current staffing is appropriate or if changes will be required to ensure that schedules are met.

Exhibit 2 below illustrates the estimated time allotment that each of the key members can contribute at the moment. These percentages will fluctuate from week to week based on external influences, but resources will be concentrated when needed to complete specific tasks or address project needs as critical items dictate.

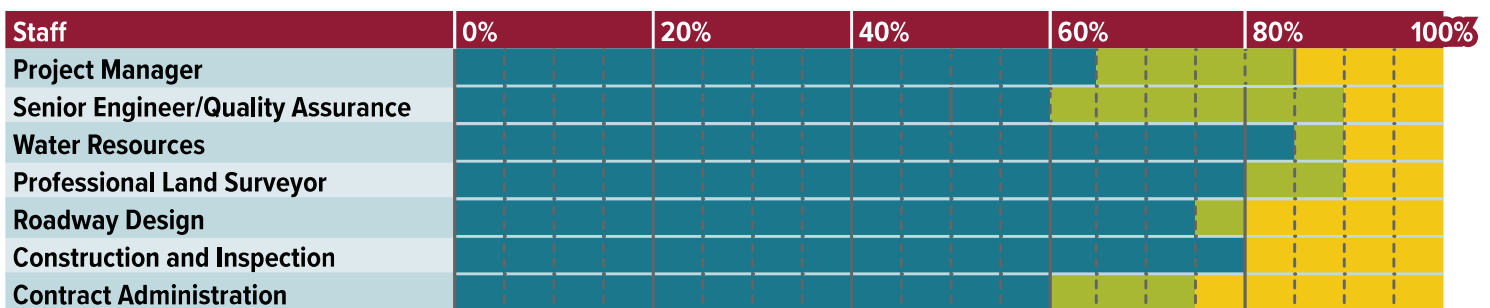
CONSULTANT’S PAST EXPERIENCE/PERFORMANCE

The Alliant Team has the experience and expertise required to provide high quality professional services to the CDD for this project. We believe the details of our proposal provide the CDD with excellent program value. We would be honored and excited to work with you on this project in a way we have done with several municipalities in the past including the following:

Alliant has been serving the Southeast Region out of our Jacksonville office since 2015. During that time, we have partnered with cities throughout Florida to address civil engineering needs through on-going contracts similar to the one referenced in the RFP. Curt Wimpée, PE is Alliant’s Southeast Regional Manager with over 26 years of experience.

In 2017, Alliant was selected to provide City Wide Civil Engineering services for the City of Bunnell, FL. From the onset of services, Alliant has worked with the City of Bunnell to obtain over 2.5 million dollars of grant funding to develop their reclaim watermain infrastructure, alleviate stormwater flooding in low lying areas and cast in place pipe (CIPP) lining of their gravity sewer infrastructure. Alliant has worked diligently to provide excellent service to the City’s staff during the design and construction administration of these projects. These efforts have earned their trust and confidence leading to the City’s election as their City Engineer and City Surveyor respectively. We continue to consult with the City on a daily/ weekly basis to support their ongoing engineering and surveying needs.

Exhibit 2. Project Schedule



● Percent Committed, ● CDD, ● Excess Availability

H. ADDITIONAL INFORMATION

That same year, Alliant was selected to provide **Professional Engineering Services to St. Johns County, FL**. Alliant is currently working with staff to target their specific project needs.

In 2018, Alliant was selected to provide **City Wide Engineering Services for the City of Flagler Beach, FL**. Alliant has worked with the City of Flagler Beach to be awarded 1 million dollars of grant funding to provide cast in place pipe (CIPP) lining for over seven miles of their gravity sewer infrastructure. Alliant continues to provide these services, and we will show through this proposal that we work hard to exceed expectations in everything we do.

In 2020, Alliant was selected to provide **Professional Engineering Services to the City of Atlantic Beach, FL**. Alliant worked with the Public Works Director to evaluate their existing maintenance building and provide recommendations and associated costs to the City Commission for either repair or replacement.

In 2023, Alliant was selected to provide **General Engineering Services to the Tison's Landing Community Development District and in April 2024 Ridgewood Trails Community Development District**. Alliant is thrilled to facilitate the expansion of our clients into the Community Development Districts.



GEOGRAPHIC LOCATION

Alliant's office is located on the southside of Jacksonville, Florida. Located in Duval County we are readily available to serve the needs of the OTCs Community Development

District. The office location is important during permitting and construction to ensure timely responses.

VOLUME OF WORK PREVIOUSLY AWARDED TO CONSULTANT BY DISTRICT

Alliant Engineering, Inc. has not previously performed work for the CDD.

TECHNICAL EXPERIENCE

In addition to the requested services in the RFQ, Alliant also provides the following services:

Land Planning

Land Planning begins with our ability to understand the big picture. Our goal is to be respectful stewards of our environment, achieve the highest and best use of the land and position it for the best return on the investment. Developing a client's vision for the spatial use of a site is a passion for us. We understand that planning determines the return on investment through efficient allocation of programming, presentation of features and quality circulation. We bring experience and knowledge of navigating land use codes, writing land development guidelines and creating sustaining thriving communities.

Our Land Planning services include:

- Site Feasibility Studies
- Field Investigation & Due Diligence
- Highest & Best Use Master Planning
- Park Planning
- Urban Planning
- Mixed-use Town Centers
- Waterfront Projects

Landscape Architecture

A particular fusion happens during landscape design. In every detail, from the sense of arrival to each major gathering space and the transitions between, our passion for creating unique and engaging outdoor environments brings personality to every project.

Our Landscape Architecture services include:

- Tree Preservation & Mitigation Plan Preparation
- Landscape Code Minimum Plans
- Community Garden Design
- Hardscape Design
- Swimming Pool & Water Park Design
- Night Lighting Design
- Neighborhood Amenities
- Entry Monuments
- Parks
- Neighborhood Trails
- Streetscape Design
- Water Feature Design
- Planting
- Irrigation Design

H. ADDITIONAL INFORMATION

Construction Administration



Alliant Engineering offers Construction Administration services to developers and municipalities through the construction phase of projects we design. During this phase our team will coordinate with contractors and consultants to monitor and review the progress of construction.

- Construction Administration Services**
- ▶ Consultant Coordination and Project Management
 - ▶ Client Representation
 - ▶ Submittal Package Review
 - ▶ Construction Phase Permitting
 - ▶ Change Order Review and Approval

Graphic Design

Representing the identity of a project is essential to many aspects, from marketing collateral to identity monument signs and wayfinding directional signage. Our graphics department excels in color artistry, marketing presentations and community sign design with the intent to ensure the best delivery of every message to its audience.

- Graphic Design Services**
- ▶ Project Icons & Logos
 - ▶ Neighborhood Identity Signs
 - ▶ Exterior Signage
 - ▶ Street & Public Signage
 - ▶ Wayfinding Signage
 - ▶ Promotional & Marketing Products
 - ▶ Perspective Renderings

Traffic

Alliant is sought-after for delivery of large scale, complex transportation projects. Our team is dedicated to improving safety and mobility for the traveling public whether on foot, a bike, a bus, or in a motor vehicle. Our experienced and diverse traffic engineering team allows us the ability to provide a wide range of services to public and private sector clients. We have the depth and staff resources to manage a deep workload and provide the best service, responsiveness, and quality product every agency deserves. These contracts span many service areas for agencies similar to the CDD.

- Traffic Services**
- ▶ Traffic Design
 - ▶ Traffic Sign Interconnect
 - ▶ ITS
 - ▶ Traffic Modeling
 - ▶ Traffic Impact Studies
 - ▶ Intersection Corridor Network Operations
 - ▶ Traffic Signal Design
 - ▶ Transportation and Traffic Studies
 - ▶ Traffic Signal Timing and Arterial Analysis
 - ▶ Traffic Signals and Foundations
 - ▶ Traffic Counting

REFERENCES

<p>Flagler Beach</p> <p>Dave Taylor</p> <p>☎ 386.986.7158</p> <p>✉ dtaylor@cityofflaglerbeach.com</p>	<p>City of Atlantic Beach</p> <p>Scott Williams</p> <p>☎ 904.247.5834</p> <p>✉ swilliams@coab.us</p>
<p>City of Palm Coast</p> <p>Stephen Flanagan</p> <p>☎ 386.986.2354</p> <p>✉ SFlanagan@palmcoastgov.com</p>	<p>City of Bloomington, MN</p> <p>Kirk Roberts</p> <p>☎ 952.563.4914</p> <p>✉ kroberts@bloomingtonmn.gov</p>

H. ADDITIONAL INFORMATION

FIRM LICENSURE AND PREQUALIFICATIONS

Alliant is licensed to perform professional engineering and landscape architecture in the State of Florida and is certified with the Florida Department of State as an S-Corporation. A copy of the firm's licenses, and key staff licenses, can be found at the end of this section as [Appendix A](#).

LEGAL REQUIREMENTS AND DISCLOSURE

No judicial or administrative agency or qualification board has ever investigated Alliant or any of its employees. Neither Alliant nor any Alliant employee, including its engineers, has ever received any prior adverse decision or settlement relating to a violation of ethical standards.

FDOT Work Group Prequalifications

- 6.1 - Traffic Engineering Studies
- 6.2 - Traffic Signal Timing
- 6.3.1 - Intelligent Transportation Systems Analysis and Design
- 6.3.2 - Intelligent Transportation Systems Implementation
- 6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications
- 7.3 – Signalization
- 8.1 - Control Surveying
- 8.2 - Design, Right of Way & Construction Surveying
- 8.4 - Right of Way Mapping

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

31. SIGNATURE



32. DATE

May 2, 2024

33. NAME AND TITLE

Curt Wimpée, PE/Vice President

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME Alliant Engineering, Inc.			3. YEAR ESTABLISHED 1995	4. UNIQUE ENTITY IDENTIFIER 41-1818046
2b. STREET 10475 Fortune Pkwy Ste 101			5. OWNERSHIP	
2c. CITY Jacksonville			2d. STATE FL	2e. ZIP CODE 32256
6a. POINT OF CONTACT NAME AND TITLE Brice Nelson, PE/Project Manager			a. TYPE Corporation	
6b. TELEPHONE NUMBER (904) 723-4895			b. SMALL BUSINESS STATUS NA	
6c. EMAIL ADDRESS bnelson@alliant-inc.com			7. NAME OF FIRM (If Block 2a is a Branch Office) Alliant Engineering, Inc.	
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE
10. PROFILE OF FIRM'S EXPERIENCE
AND ANNUAL REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	18	3	E10	Environmental and Nat Res Map	4
08	CADD Technician	7	1	H07	Highways	8
12	Civil Engineer	55	9	H11	Housing	7
15	Constructor Inspector	5	0	I04	ITS	4
16	Construction Manager	1	0	L03	Landscape Architecture	6
23	Environmental Scientist	2	0	P05	Planning	5
38	Land Surveyor	13	0	S09	Structural Design	4
39	Landscape Architect	6	2	S10	Surveying	7
47	Planner	2	0	T03	Traffic and Transportation Engineering	7
57	Structural Engineer	2	0			
60	Transportation Engineer	61	1			
62	Water Resources Engineer	3	0			
TOTAL		175	16			

 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS
 (Insert revenue index number shown at right)


a. Federal Work	1
b. Non-Federal Work	9
c. Total Work	9

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE May 2, 2024
c. NAME AND TITLE Curt Wimpée, PE/Vice President	

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)


2a. FIRM (or Branch Office) NAME Alliant Florida, Inc.			3. YEAR ESTABLISHED 2019	4. UNIQUE ENTITY IDENTIFIER 83-2802440
2b. STREET 10475 Fortune Pkwy Ste 101			5. OWNERSHIP	
2c. CITY Jacksonville			2d. STATE FL	2e. ZIP CODE 32256
6a. POINT OF CONTACT NAME AND TITLE Clayton Walley/Survey Manager			a. TYPE	
6b. TELEPHONE NUMBER (904) 900-3507			b. SMALL BUSINESS STATUS	
6c. EMAIL ADDRESS cwalley@alliant-inc.com			7. NAME OF FIRM (If Block 2a is a Branch Office)	
8a. FORMER FIRM NAME(S) (if any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE
**10. PROFILE OF FIRM'S EXPERIENCE
AND ANNUAL REVENUE FOR LAST 5 YEARS**

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
08	CADD Technician	5		S10	Surveying	6
38	Land Surveyor	21				
TOTAL		26				

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER								
		1. Less than \$100,000	2. \$100,000 to less than \$250,000	3. \$250,000 to less than \$500,000	4. \$500,000 to less than \$1 million	5. \$1 million to less than \$2 million	6. \$2 million to less than \$5 million	7. \$5 million to less than \$10 million	8. \$10 million to less than \$25 million	9. \$25 million to less than \$50 million
a. Federal Work	1									
b. Non-Federal Work	6									
c. Total Work	6									

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

a. SIGNATURE 	b. DATE May 2, 2024
c. NAME AND TITLE Curt Wimpée, PE/Vice President	

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME: Meskel & Associates Engineering, PLLC; 3. YEAR ESTABLISHED: 2008; 4. UNIQUE ENTITY IDENTIFIER: DVZYP4E9Q3L8; 2b. STREET: 3728 Philips Hwy, Suite 208; 2c. CITY: Jacksonville; 2d. STATE: FL; 2e. ZIP CODE: 32207; 6a. POINT OF CONTACT NAME AND TITLE: Antoinette D. Meskel, P.E., President, Principal Engineer; 6b. TELEPHONE NUMBER: (904) 519-6990; 6c. EMAIL ADDRESS: tina@meskelengineering.com

8a. FORMER FIRM NAME(S) (If any); 8b. YEAR ESTABLISHED; 8c. UNIQUE ENTITY IDENTIFIER

Table with 2 main sections: 9. EMPLOYEES BY DISCIPLINE and 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL REVENUE FOR LAST 5 YEARS. Includes columns for Function Code, Discipline, Number of Employees, Profile Code, Experience, and Revenue Index.

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS. Includes a table for revenue index numbers (1-10) and a table for revenue ranges (a. Federal Work, b. Non-Federal Work, c. Total Work).

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

a. SIGNATURE: [Signature]; b. DATE: May 2, 2024; c. NAME AND TITLE: Antoinette D. Meskel, PE, President, Principal Engineer

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME ECS FLORIDA, LLC – Tampa			3. YEAR ESTABLISHED 2012	4. UNIQUE ENTITY IDENTIFIER MNVJKQ85HFG3
2b. STREET 4524 N. 56th Street			5. OWNERSHIP	
2c. CITY Tampa	2d. STATE FL	2e. ZIP CODE 33610	a. TYPE Limited Liability Company	
6a. POINT OF CONTACT NAME AND TITLE Rey Ruiz, PE, SI – Branch Manager			b. SMALL BUSINESS STATUS NA	
6b. TELEPHONE NUMBER (813) 302-1644			6c. EMAIL ADDRESS RRuiz1@ecslimited.com	
7. NAME OF FIRM (If Block 2a is a Branch Office) ECS Florida, LLC				
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE
**10. PROFILE OF FIRM'S EXPERIENCE
AND ANNUAL REVENUE FOR LAST 5 YEARS**

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
2	Administrative	33	6	H11	Housing (Residential, Multi-Family, Apts, Condos)	8
6	Architect	2		H07	Highways, Streets, Airfield Paving, Parking Lots	7
8	AutoCAD	1		E09	Environmental Impact Studies, Assessments	7
	Construction Materials Manager	10	3	T02	Testing & Inspection Services	6
	Drillers	29	10	C10	Commercial Buildings (low rise), Shopping Centers	6
24	Environmental Scientist	19	4	W01	Warehouses & Depots	5
	Environmental Technician	2		S05	Soils & Geologic Studies, Foundations	4
	Field Technicians	94	17	H10	Hotels, Motels	4
30	Geologist	6	2	O01	Office Buildings, Industrial Parks	4
	Hydrogeologist			I01	Industrial Buildings, Manufacturing Plants	4
36	Industrial Hygiene			E02	Schools & Universities	4
	Lab Manager/Technician	14	4	A06	Airports, Terminals & Hangars, Freight Handling	4
	Professional Engineer	25	6	H09	Hospitals & Medical Facilities	4
48	Project Manager	59	25	P02	Petroleum and Fuel (Storage and Distribution)	3
	Soils Engineer			R04	Recreation Facilities (Parks, Marinas, etc.)	3
				D07	Dining Halls, Clubs, Restaurants	3
				E12	Environmental Remediation	3
				S13	Storm Water Handling & Facilities	3
				H06	Highrise, Air-Rights-Type Buildings	3
				W03	Water Supply, Treatment and Distribution	3
TOTAL		294	77			

 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS
 (Insert revenue index number shown at right)


a. Federal Work	3
b. Non-Federal Work	9
c. Total Work	9

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE May 2, 2024
c. NAME AND TITLE Rey Ruiz, PE, SI – Branch Manager	

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME ECS FLORIDA, LLC – Jacksonville			3. YEAR ESTABLISHED 2017	4. UNIQUE ENTITY IDENTIFIER MNVJKQ85HFG3
2b. STREET 11554 Davis Creek Court			5. OWNERSHIP	
2c. CITY Jacksonville			2d. STATE FL	2e. ZIP CODE 32256
6a. POINT OF CONTACT NAME AND TITLE Joey Broussard, PE – Vice President			a. TYPE Limited Liability Company	
6b. TELEPHONE NUMBER (904) 880-0960			b. SMALL BUSINESS STATUS NA	
6c. EMAIL ADDRESS JBroussard@ecslimited.com			7. NAME OF FIRM (If Block 2a is a Branch Office) ECS Florida, LLC	
8a. FORMER FIRM NAME(S) (If any) Ellis & Associates, Inc.			8b. YEAR ESTABLISHED 1988	8c. UNIQUE ENTITY IDENTIFIER 87-718-2006

9. EMPLOYEES BY DISCIPLINE
**10. PROFILE OF FIRM'S EXPERIENCE
AND ANNUAL REVENUE FOR LAST 5 YEARS**

a. Function Code	b. Discipline	C. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
2	Administrative	33	6	H11	Housing (Residential, Multi-Family, Apts, Condos)	8
6	Architect	2		H07	Highways, Streets, Airfield Paving, Parking Lots	7
8	AutoCAD	1		E09	Environmental Impact Studies, Assessments	7
	Construction Materials Manager	10	3	T02	Testing & Inspection Services	6
	Drillers	29	10	C10	Commercial Buildings (low rise), Shopping Centers	6
24	Environmental Scientist	19	4	W01	Warehouses & Depots	5
	Environmental Technician	2		S05	Soils & Geologic Studies, Foundations	4
	Field Technicians	94	17	H10	Hotels, Motels	4
30	Geologist	6	2	O01	Office Buildings, Industrial Parks	4
	Hydrogeologist			I01	Industrial Buildings, Manufacturing Plants	4
36	Industrial Hygiene			E02	Schools & Universities	4
	Lab Manager/Technician	14	4	A06	Airports, Terminals & Hangars, Freight Handling	4
	Professional Engineer	25	6	H09	Hospitals & Medical Facilities	4
48	Project Manager	59	25	P02	Petroleum and Fuel (Storage and Distribution)	3
	Soils Engineer			R04	Recreation Facilities (Parks, Marinas, etc.)	3
				D07	Dining Halls, Clubs, Restaurants	3
				E12	Environmental Remediation	3
				S13	Storm Water Handling & Facilities	3
				H06	Highrise, Air-Rights-Type Buildings	3
				W03	Water Supply, Treatment and Distribution	3
TOTAL		294	77			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS
 (Insert revenue index number shown at right)


a. Federal Work	3
b. Non-Federal Work	9
c. Total Work	9

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE May 2, 2024
c. NAME AND TITLE Joey Broussard, PE – Subsidiary Regional Vice President	

APPENDIX A

Forms, Licenses, Certifications



State of Florida

Woman Business Certification

Meskel & Associates Engineering, PLLC

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

05/04/2023 to 05/04/2025



J. Todd Inman
Florida Department of Management Services



Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/osd



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

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

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

NELSON, BRICE ALVIN

3650 HAMPTON GLEN PL
JACKSONVILLE FL 32257

LICENSE NUMBER: PE97162

EXPIRATION DATE: FEBRUARY 28, 2025

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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WIMPEE, CURTIS MARCEL

11410 WILDECROFT TERRACE
JACKSONVILLE FL 32223

LICENSE NUMBER: PE79764

EXPIRATION DATE: FEBRUARY 28, 2025

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STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SCHOFIELD, JOSEPH RYAN

10475 FORTUNE PKWY.
SUITE 101
JACKSONVILLE FL 32256

LICENSE NUMBER: PE69219

EXPIRATION DATE: FEBRUARY 28, 2025

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Melanie S. Griffin, Secretary



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

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

LANDING, DAVID REED

3072 GOLDEN POND BLVD
ORANGE PARK FL 32073

LICENSE NUMBER: PE80483

EXPIRATION DATE: FEBRUARY 28, 2025

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



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FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

BOARD OF PROFESSIONAL ENGINEERS

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

OESTMAN, ADAM VIKTOR

12844 BEAUBIEN RD
JACKSONVILLE FL 32258

LICENSE NUMBER: PE98440

EXPIRATION DATE: FEBRUARY 28, 2025

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ELEVENTH ORDER OF BUSINESS

SEC. 32 TWP. 3S. RGE. 25E.
FOLIO/PARCEL ID NO.: 016429-5345
PROJECT NO.: G00000146

PREPARED BY
AND RETURN TO:

Isabel M. Morales
Real Estate Department
Peoples Gas System, Inc.
P.O. Box 2562
Tampa, FL 33601

EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that **OTC COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, and being located in the City of Jacksonville, whose address is 475 West Town Place, Suite 111, St. Augustine, Florida, 32092 (“Grantor”), in consideration of One Dollar and other valuable considerations paid to Grantor by **PEOPLES GAS SYSTEM, INC.**, a Florida corporation, P.O. Box 2562, Tampa, Florida 33601 (“Company”), receipt whereof is hereby acknowledged, has given and granted unto the Company, its successors and assigns, a perpetual easement over and the right to enter upon the land in Duval County, Florida, described as follows:

Parcel T and Parcel W as depicted in the plat of OAKLEAF TOWN CENTER,
recorded in Plat Book 63, Pages 82 to 93 of the Public Records of Duval County,
Florida.

together with the right of ingress and egress to and from the same, and all rights therein and all privileges thereon which are or may be necessary or convenient for the full use and enjoyment of such easement, which is for the purposes of placing, constructing, operating, maintaining, repairing, replacing on and removing from said land, installations described as follows:

Underground gas line and aboveground and underground necessary appurtenances thereto, including without limitation telecommunications equipment, risers, and pipeline markers (“Facilities”).

The width of the Easement (the “Easement Area”) shall be ten (10) feet lying five (5) feet on each side of the centerline of the Facilities as installed or to be constructed.

The aforesaid rights and privileges granted shall include the right and privilege to root prune or remove any and all deep rooted vegetation upon said Easement Area and upon the Grantor’s lands adjacent to said land, wherever the Company may deem it necessary or desirable to do so for the protection of said installations.

Company shall promptly repair any damage to the Easement Area, or any other property not owned by Company, caused by Company exercising its rights under this agreement, including ground cover, planting, roadways, driveways, sidewalks, and parking areas.

Grantor reserves the right to install minor landscaping, irrigation and/or fencing within the Easement parcel provided that it does not and will not directly interfere with the Company’s Facilities, does not change grade, and does not cause water impoundment. Grantor further acknowledges that under the “Underground Facility Damage Prevention and Safety Act” (ch. 556 Fla. Stat.), that Grantor is obligated to notify “Sunshine State One-Call of Florida, Inc.” of its intent to engage in excavation or demolition prior to commencing any work and that this notification system shall provide member operations an opportunity to identify and locate, if applicable, their underground Facilities prior to said excavation or demolition. In the event Grantor fails to notify as set forth above, Grantor may be held responsible for costs and expenses incurred due to damage of Company’s Facilities.

The Company agrees, at the sole expense of Grantor, to relocate its Facilities, over, under and upon subject parcel upon the request of Grantor, and the vacated portion of this easement being released and conveyed back to Grantor and the site of the relocated Facilities being conveyed and included in this easement grant as though it had been included ab initio.

Company, at its option and in its sole discretion, may remove those underground portions of the Facilities that should be removed and purge and cap any portions of abandoned Facilities to be left in place.

The Company agrees to amend the Easement Area at such time as Grantor provides to Company a survey of the natural gas facilities contemplated herein and a specific legal description of the revised easement area acceptable to the Company.

The terms "Grantor" and "Company" herein employed shall be construed to include the words "heirs, executors, administrators and assigns" and "successors and assigns" of the respective parties hereto, wherever the context so admits or requires. This Grant of Easement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof. This Grant of Easement may not be changed, altered or modified except by an instrument in writing signed by the party against whom enforcement of such change would be sought. This Grant of Easement shall be binding upon the parties hereto and their respective successors and assigns.

Grantor warrants to Company that it is duly formed, validly existing and in good standing under the laws of its state of formation, and Grantor has all requisite right, power, and authority to enter into this Easement, Grantor owns the Easement Parcel, and no consent of any other person is required to render this Easement a valid and binding instrument.

IN WITNESS WHEREOF, the Grantor has executed this Grant of Easement this ____ day of _____, 20__.

Signed, Sealed and Delivered
in the presence of:

GRANTOR:

OTC COMMUNITY DEVELOPMENT DISTRICT, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes,

WITNESS: _____
Print Name: _____

By: _____
Name: _____
Title: _____

WITNESS: _____
Print Name: _____

(CORPORATE SEAL)

STATE OF _____
COUNTY OF _____

The forgoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ as _____ of **OTC COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, on behalf of the corporation by means of physical presence or online notarization. She/He personally appeared before me, is personally known to me or has produced _____ as identification and who did (did not) take an oath.

(SEAL)

Notary Public

Print Name
Commission Expires:

TWELFTH ORDER OF BUSINESS

RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OTC COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2024/2025; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 190, 170, AND/OR 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the OTC Community Development District ("**District**") prior to June 15, 2024, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("**Fiscal Year 2024/2025**"); and

WHEREAS, it is in the best interest of the District to fund the administrative and operations services (together, "**Services**") set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 190, 170, and/or 197, Florida Statutes ("**Assessments**"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

WHEREAS, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

WHEREAS, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

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

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. DECLARING ASSESSMENTS. Pursuant to Chapters 190, 170, and/or 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget and in the reports (if any) of the District Engineer, all of which are on file and available for public inspection at the "**District's Office**," 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's Office. If levied pursuant to Chapter 170, Florida Statutes, the Assessments shall be paid in one more installments pursuant to a bill issued by the District in November of 2024, or, if levied pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes, the Assessments shall be collected on the tax roll of Duval County, Florida, and paid as directed therein.

3. SETTING PUBLIC HEARINGS. Pursuant to Chapters 170, 190, and 197, Florida Statutes, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:

DATE: _____, 2024
HOUR: ____:____.m.
LOCATION: Office of Riverside Management Services, Inc.
9655 Florida Mining Boulevard W, Unit 300
Jacksonville, Florida 32257

4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to Duval County at least 60 days prior to the hearing set above.

5. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 3, and to ensure the Proposed Budget remains on the website for at least 45 days.

6. PUBLICATION OF NOTICE. Notice of the public hearings shall be published in the manner prescribed in Florida law.

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

8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 14TH DAY OF MAY 2024.

ATTEST:

**OTC COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Exhibit A: Proposed Budget

OTC
Community Development District

Proposed Budget
FY 2025



Table of Contents

1	<u>General Fund</u>
2-3	<u>Narratives</u>
4	<u>Debt Service Fund Series 2022</u>
5	<u>Amortization Schedule Series 2022</u>
6	<u>Capital Reserve Fund</u>
7	<u>Assessment Schedule</u>

OTC
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Special Assessments - On Roll	\$ 74,525	\$ 73,431	\$ 1,094	\$ 74,525	\$ 84,046
Carry Forward Surplus	6,356	-	6,356	6,356	-
TOTAL REVENUES	\$ 80,881	\$ 73,431	\$ 7,450	\$ 80,881	\$ 84,046
EXPENDITURES:					
Administrative:					
Supervisors Fees	\$ 1,800	\$ -	\$ 1,800	\$ 1,800	\$ 1,800
FICA Expense	138	-	138	138	138
Engineering Fees	2,000	-	2,000	2,000	2,000
Attorney Fees	7,500	2,015	5,486	7,500	7,500
Arbitrage	600	-	600	600	600
Annual Audit	3,700	3,600	-	3,600	3,700
Assessment Roll Administration	5,300	5,300	-	5,300	5,618
Trustee Fees	3,750	-	3,750	3,750	3,750
Management Fees	38,955	19,478	19,478	38,955	41,292
Information Technology	2,131	1,065	1,065	2,131	2,258
Website Maintenance	1,049	525	525	1,049	1,112
Telephone	25	2	23	25	25
Postage & Delivery	200	26	174	200	200
Printing & Binding	300	49	251	300	300
Insurance General Liability	7,960	7,526	-	7,526	8,279
Travel Per Diem	250	-	250	250	250
Legal Advertising	2,000	299	1,701	2,000	2,000
Other Current Charges	500	150	350	500	500
Office Supplies	100	0	100	100	100
Dues, Licenses, Subscriptions	175	175	-	175	175
TOTAL ADMINISTRATIVE	\$ 78,433	\$ 40,209	\$ 37,690	\$ 77,899	\$ 81,598
Operations & Maintenance					
Maintenance					
Stormwater maintenance	\$ 2,448	\$ -	\$ 2,448	\$ 2,448	\$ 2,448
Total Maintenance	\$ 2,448	\$ -	\$ 2,448	\$ 2,448	\$ 2,448
TOTAL EXPENDITURES	\$ 80,881	\$ 40,209	\$ 40,138	\$ 80,347	\$ 84,046
EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 33,223	\$ (32,689)	\$ 534	\$ 0

OTC
Community Development District
Budget Narrative
Fiscal Year 2025

REVENUES

Special Assessments-Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year. The assessments will be collected by the Duval County Tax Collectors Office.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Engineering Fees

The District's engineer England Thims and Miller, will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

Attorney Fees

The District's Attorney Kilinski Van Wyk, PLLC, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Arbitrage

The District is required to annually have an arbitrage rebate calculation on the District's Series 2022 Special Assessment Revenue Bonds. The District has contracted with Grau and Company to calculate the rebate liability and submit a report to the District.

Annual Audit

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm Grau and Associates. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement plus

Assessment Roll Administration

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

Trustee Fees

The District's Series 2022 Special Assessment Revenue Bonds are held by a trustee at Region's Bank. The amount represents the fee for the administration of the District's bond issue.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. These services are further outlined in Exhibit "A" of the Management Agreement. District website services are included in the GMS agreement to be compliant with section 189 of the Florida Statutes.

Information Technology

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by Governmental Management Services, LLC.

Website Maintenance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS, LLC and updated monthly.

Telephone

New internet and Wi-Fi service for Office.

Postage and Delivery

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

OTC
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures - Administrative (continued)

Travel Per Diem

Expenses the Board of Supervisors may incur due to attending an OTC Community Development District meeting or other District related travel expenses.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Other Current Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Florida Commerce for \$175.

Expenditures - Operations

Stormwater

The District has entered into an agreement with Jacksonville MZL, LLC for pond maintenance services dated January 2017. The agreement provides for Argyle to provide services related to District pond/storm water facilities and to maintain compliance with St. Johns Water River Management District permit #04-031-65850-43.

Vendor	Monthly Amount	Annual Amount
Jacksonville MZL, LLC	\$204.00	\$2,448.00

OTC
Community Development District
Proposed Budget
Debt Service Series 2022 Special Assessment Bonds

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Special Assessments-On Roll	\$ 544,575	\$ 534,525	\$ 7,963	\$ 542,488	\$ 544,575
Interest Earnings	2,500	6,968	6,500	13,468	5,000
Carry Forward Surplus ⁽¹⁾	179,282	-	179,282	179,282	190,663
TOTAL REVENUES	\$ 726,357	\$ 541,493	\$ 193,745	\$ 735,238	\$ 740,238
EXPENDITURES:					
Interest 11/1	\$ 127,288	\$ 127,288	\$ -	\$ 127,288	\$ 121,125
Interest 5/1	127,288	-	127,288	127,288	121,125
Principal 5/1	290,000	-	290,000	290,000	305,000
TOTAL EXPENDITURES	\$ 544,575	\$ 127,288	\$ 417,288	\$ 544,575	\$ 547,250
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 544,575	\$ 127,288	\$ 417,288	\$ 544,575	\$ 547,250
EXCESS REVENUES (EXPENDITURES)	\$ 181,782	\$ 414,206	\$ (223,543)	\$ 190,663	\$ 192,988
				Interest Due 11/1/25	<u>\$114,644</u>

⁽¹⁾ Carry Forward is Net of Reserve Requirement

OTC
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2022 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
05/01/24	\$ 5,990,000	4.250%	\$ 290,000	\$ 127,288	
11/01/24	5,700,000	4.250%		121,125	538,412.50
05/01/25	5,700,000	4.250%	305,000	121,125	
11/01/25	5,395,000	4.250%		114,644	540,768.75
05/01/26	5,395,000	4.250%	320,000	114,644	
11/01/26	5,075,000	4.250%		107,844	542,487.50
05/01/27	5,075,000	4.250%	330,000	107,844	
11/01/27	4,745,000	4.250%		100,831	538,675.00
05/01/28	4,745,000	4.250%	345,000	100,831	
11/01/28	4,400,000	4.250%		93,500	539,331.25
05/01/29	4,400,000	4.250%	360,000	93,500	
11/01/29	4,040,000	4.250%		85,850	539,350.00
05/01/30	4,040,000	4.250%	375,000	85,850	
11/01/30	3,665,000	4.250%		77,881	538,731.25
05/01/31	3,665,000	4.250%	395,000	77,881	
11/01/31	3,270,000	4.250%		69,488	542,368.75
05/01/32	3,270,000	4.250%	410,000	69,488	
11/01/32	2,860,000	4.250%		60,775	540,262.50
05/01/33	2,860,000	4.250%	430,000	60,775	
11/01/33	2,430,000	4.250%		51,638	542,412.50
05/01/34	2,430,000	4.250%	445,000	51,638	
11/01/34	1,985,000	4.250%		42,181	538,818.75
05/01/35	1,985,000	4.250%	465,000	42,181	
11/01/35	1,520,000	4.250%		32,300	539,481.25
05/01/36	1,520,000	4.250%	485,000	32,300	
11/01/36	1,035,000	4.250%		21,994	539,293.75
05/01/37	1,035,000	4.250%	505,000	21,994	
11/01/37	530,000	4.250%		11,263	538,256.25
05/01/38	530,000	4.250%	530,000	11,263	541,262.50
Total			\$ 5,990,000	\$ 2,109,913	\$ 8,099,913

OTC
Community Development District
Proposed Budget
Capital Reserve Fund

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Interest Income	\$ 2,000	\$ 480	\$ 450	\$ 930	\$ 1,000
Carry Forward Balance	67,452	-	67,452	67,452	68,382
TOTAL REVENUES	\$ 69,452	\$ 480	\$ 67,902	\$ 68,382	\$ 69,382
EXPENDITURES:					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
Other Sources/(Uses)					
Transfer in/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
EXCESS REVENUES (EXPENDITURES)	\$ 69,452	\$ 480	\$ 67,902	\$ 68,382	\$ 69,382

OTC
Community Development District
Non-Ad Valorem Assessments Comparison
2024-2025

Neighborhood	O&M Units	Bonds 2022 Units	Annual Maintenance Assessments			Annual Debt Assessments			Total Assessed Per Unit		
			FY 2025	FY2024	Increase/ (decrease)	FY 2025	FY2024	Increase/ (decrease)	FY 2025	FY2024	Increase/ (decrease)
Commercial	780,000	780,000	\$0.1165	\$0.1033	\$0.0132	\$0.7548	\$0.7548	\$0.00	\$0.87	\$0.86	\$0.01
Total	780,000	780,000									

THIRTEENTH ORDER OF BUSINESS

C.



OFFICE OF THE SUPERVISOR OF ELECTIONS

JERRY HOLLAND
SUPERVISOR OF ELECTIONS
OFFICE (904) 255-8683
CELL (904) 318-6877

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX (904) 255-3434
E-MAIL JHOLLAND@COJ.NET

April 25, 2024

Courtney Hogge
Oakleaf Town Center CDD
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Dear Courtney Hogge,

The information you requested on April 19th, 2024 appears below:

**Oakleaf Town Center Community Development District- 0 Registered Voters as of
4/15/2024**

If you have any questions or need additional assistance, please contact Aries Torres at
904-219-9302 or atorres@coj.net.

Sincerely,

A handwritten signature in blue ink that reads "Cierra Fackler". The signature is fluid and cursive, written over a light blue circular stamp that is partially obscured by the signature.

Cierra Fackler
Director of Candidates and Records

FIFTEENTH ORDER OF BUSINESS

A.

OTC
Community Development District

Unaudited Financial Reporting
March 31, 2024



OTC
Community Development District
Combined Balance Sheet
March 31, 2024

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash:				
Operating Account	\$ 123,186	\$ -	\$ -	\$ 123,186
Assessments Receivable	449	3,265	-	3,714
Investments:				
State Board of Administration (SBA)	-	-	17,423	17,423
Series 2019				
Reserve	-	55,617	-	55,617
Interest	-	286	-	286
Revenue	-	589,949	-	589,949
Sinking	-	1,108	-	1,108
Cost of Issuance	-	3	-	3
Total Assets	\$ 123,634	\$ 650,229	\$ 17,423	\$ 791,286
Fund Balance:				
Restricted for:				
Debt Service - Series	\$ -	\$ 650,229	\$ -	\$ 650,229
Assigned for:				
Capital Reserves	-	-	17,423	17,423
Unassigned	123,634	-	-	123,634
Total Fund Balances	\$ 123,634	\$ 650,229	\$ 17,423	\$ 791,286
Total Liabilities & Fund Balance	\$ 123,634	\$ 650,229	\$ 17,423	\$ 791,286

OTC
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 74,525	\$ 74,525	\$ 73,431	\$ (1,094)
Total Revenues	\$ 74,525	\$ 74,525	\$ 73,431	\$ (1,094)
Expenditures:				
<i>General & Administrative:</i>				
Supervisors	\$ 1,800	\$ 900	\$ -	\$ 900
FICA Expense	138	69	-	69
Engineering Fees	2,000	1,000	-	1,000
Attorney Fees	7,500	3,750	2,015	1,736
Arbitrage	600	300	-	300
Annual Audit	3,700	3,700	3,600	100
Assessment Roll	5,300	5,300	5,300	-
Trustee Fees	3,750	1,875	-	1,875
Management Fees - GMS	38,955	19,478	19,478	-
Information Technology	2,131	1,065	1,065	-
Website Maintenance	1,049	525	525	-
Telephone	25	13	2	11
Postage	200	100	26	74
Printing & Binding	300	150	49	101
Insurance	7,960	7,960	7,526	434
Travel	250	125	-	125
Legal Advertising	2,000	1,000	299	701
Other Current Charges	500	250	150	100
Office Supplies	100	50	0	50
Dues, Licenses, Subscriptions	175	175	175	-
Total General & Administrative	\$ 78,433	\$ 47,784	\$ 40,209	\$ 7,575
<i>Operations & Maintenance</i>				
Stormwater Maintenance	\$ 2,448	\$ 1,224	\$ -	\$ 1,224
Total Operations & Maintenance	\$ 2,448	\$ 1,224	\$ -	\$ 1,224
Total Expenditures	\$ 80,881	\$ 49,008	\$ 40,209	\$ 8,799
Excess (Deficiency) of Revenues over Expenditures	\$ (6,356)	\$ 25,517	\$ 33,223	\$ 7,705
Net Change in Fund Balance	\$ (6,356)	\$ 25,517	\$ 33,223	\$ 7,705
Fund Balance - Beginning	\$ 6,356		\$ 90,412	
Fund Balance - Ending	\$ -		\$ 123,634	

OTC
Community Development District
Debt Service Fund Series 2022
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 544,575	\$ 544,575	\$ 534,525	\$ (10,050)
Interest Income	2,500	2,500	6,968	4,468
Total Revenues	\$ 547,075	\$ 547,075	\$ 541,493	\$ (5,582)
Expenditures:				
Interest - 11/1	\$ 127,288	\$ 127,288	\$ 127,288	\$ -
Interest - 5/1	127,288	-	-	-
Principal - 5/1	290,000	-	-	-
Total Expenditures	\$ 544,575	\$ 127,288	\$ 127,288	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 2,500	\$ 419,788	\$ 414,206	\$ (5,582)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 2,500	\$ 419,788	\$ 414,206	\$ (5,582)
Fund Balance - Beginning	\$ 179,282		\$ 236,023	
Fund Balance - Ending	\$ 181,782		\$ 650,229	

OTC
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
Revenues				
Interest	\$ 2,000	\$ 1,000	\$ 480	\$ (520)
Total Revenues	\$ 2,000	\$ 1,000	\$ 480	\$ (520)
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 2,000		\$ 480	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 2,000		\$ 480	
Fund Balance - Beginning	\$ 67,452		\$ 16,943	
Fund Balance - Ending	\$ 69,452		\$ 17,423	

OTC
Community Development District
Long Term Debt Report

Series 2022, Special Assessment Revenue and Refunding Bonds		
Interest Rate:	4.25%	
Maturity Date:	5/1/2038	
Reserve Fund Definition	25% Max Annual Debt	
Reserve Fund Requirement	\$ 55,617	
Reserve Fund Balance	55,617	
Bonds outstanding - 7/18/2022		\$ 6,270,000
Mandatory Principal- 5/1/2023		(280,000)
Current Bonds Outstanding		\$ 5,990,000

B.

**OTC COMMUNITY DEVELOPMENT DISTRICT
SUMMARY OF FY2024 ASSESSMENT RECEIPTS**

TOTAL TAX ROLL	# UNITS ASSESSED	DEBT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET REVENUE TAX ROLL	780,000	542,487.51	74,524.99	617,012.50

SUMMARY TAX ROLL COLLECTIONS				
DUVAL COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2022 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/03/23	-	-	-
2	11/14/23	-	-	-
3	11/21/23	4,064.37	558.35	4,622.72
4	11/28/23	128,583.02	17,664.28	146,247.30
5	11/30/23	18,476.97	2,538.30	21,015.27
6	12/06/23	101,722.68	13,974.30	115,696.98
7	12/14/23	274,893.64	37,763.91	312,657.55
8	12/22/23	-	-	-
9	01/09/24	3,519.03	483.43	4,002.46
10	01/19/24	-	-	-
11	02/05/24	-	-	-
12	02/20/24	-	-	-
13	03/06/24	-	-	-
14	03/20/24	-	-	-
15	04/05/24	3,265.08	448.54	3,713.62
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
TOTAL COUNTY DISTRIB.		534,524.79	73,431.11	607,955.90

BALANCE DUE		7,962.72	1,093.88	9,056.60
--------------------	--	-----------------	-----------------	-----------------

% COLLECTED	98.5%
--------------------	--------------

C.

1.

OTC
Community Development District

Check Run Summary

from 7/1/23 thru 1/31/24

Fund	Date	Check Numbers	Amount
General Fund			
Payroll <i>Wells Fargo Bank</i>	7/13/23	50042-50043	\$ 369.40
		Subtotal	<u>\$ 369.40</u>
Accounts Payable <i>Wells Fargo Bank</i>			
	7/13/23	7876-787	\$ 19,520.70
	8/18/23	788-789	3,695.70
	1/10/24	790	527,740.68
		Subtotal	<u>\$ 550,957.08</u>
Accounts Payable <i>Valley National Bank</i>			
	9/1/23	1	\$ 407.50
	9/27/23	2-5	11,604.92
	10/16/23	6-8	9,113.63
	11/30/23	9-10	3,878.66
	12/22/23	11-12	3,620.06
	1/10/24	13	3,514.43
		Subtotal	<u>\$ 32,139.20</u>
Total			\$ 583,465.68

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50042	1	ROCKWELL A. MORRIS	184.70	7/13/2023
50043	2	ROSE S. BOCK	184.70	7/13/2023
TOTAL FOR REGISTER			369.40	

OTC OAKLEAF

DLAUGHLIN

Attendance Sheet


District Name: OTC CDD

Board Meeting Date: July 12, 2023 Meeting

	Name	In Attendance	Fee
1	Michelle Piece <i>Chairperson</i>	✓	No
2	Rose Bock <i>Vice Chairman</i>	✓	YES - \$200
3	Rocky Morris <i>Assistant Secretary</i>	✓	YES - \$200
4	Kurt von der Osten <i>Assistant Secretary</i> <i>NOT present</i>		YES - \$200
5	VACANT		

The Supervisors present at the above-referenced meeting should be compensated accordingly.

Approved for Payment:



District Manager Signature

7/12/2023

Date

PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
7/13/23	00002	7/01/23	227	202307	310	51300	34000		JUL MANAGEMENT FEES	*	3,062.50		
7/01/23		227		202307	310	51300	35100		JUL WEBSITE ADMIN	*	82.50		
7/01/23		227		202307	310	51300	35100		JUL INFO TECH	*	167.50		
7/01/23		227		202307	310	51300	51000		OFFICE SUPPLIES	*	.24		
7/01/23		227		202307	310	51300	42000		POSTAGE	*	7.80		
7/01/23		227		202307	310	51300	42500		COPIES	*	51.00		
7/01/23		227		202307	310	51300	41000		TELEPHONE	*	4.80		
GOVERNMENTAL MANAGEMENT SERVICES												3,376.34	000786
7/13/23	00021	7/03/23	07032023	202307	300	20700	10100		2/27/23 TAX DIST 10	*	6,791.36		
7/03/23		07032023		202307	300	20700	10100		3/17/23 TX DIST 12	*	4,233.72		
7/03/23		07032023		202307	300	20700	10100		TAX CERTIF	*	5,119.28		
OTC CDD - REVENUE ACCOUNT												16,144.36	000787
8/18/23	00002	8/01/23	228	202308	310	51300	34000		AUG MANAGEMENT FEES	*	3,062.50		
8/01/23		228		202308	310	51300	35100		AUG WEBSITE ADMIN	*	82.50		
8/01/23		228		202308	310	51300	35100		AUG INFO TECH	*	167.50		
8/01/23		228		202308	310	51300	51000		OFFICE SUPPLIES	*	.09		
8/01/23		228		202308	310	51300	42000		POSTAGE	*	3.81		
8/01/23		228		202308	310	51300	42500		COPIES	*	25.80		
GOVERNMENTAL MANAGEMENT SERVICES												3,342.20	000788
8/18/23	00031	7/10/23	6990	202306	310	51300	31500		JUN GENERAL COUNSEL	*	105.00		
8/08/23		7224		202307	310	51300	31500		JUL GENERAL COUNSEL	*	248.50		
KILINSKI VAN WYK PLLC												353.50	000789
1/10/24	00021	1/09/24	01092024	202401	300	20700	10100		FY24 DEBT SRVC ASSESSMENT	*	527,740.68		
OTC CDD - REVENUE ACCOUNT												527,740.68	000790
TOTAL FOR BANK A											550,957.08		
OTC OAKLEAF													
OKUZMUK													

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER							550,957.08	

OTC OAKLEAF OKUZMUK

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 227
Invoice Date: 7/1/23
Due Date: 7/1/23
Case:
P.O. Number:

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - July 2023		3,062.50	3,062.50
Website Administration - July 2023		82.50	82.50
Information Technology - July 2023		167.50	167.50
Office Supplies		0.24	0.24
Postage		7.80	7.80
Copies		51.00	51.00
Telephone		4.80	4.80

RECEIVED
JUL 06 2023
BY _____

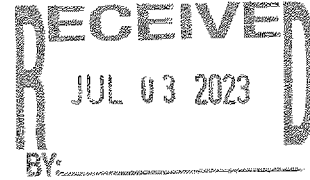
Total \$3,376.34

Payments/Credits \$0.00

Balance Due \$3,376.34

OTC
COMMUNITY DEVELOPMENT DISTRICT

General Fund



Check Request

Date	Amount	Authorized By
July 3, 2023	\$16,144.36	Oksana Kuzmuk

Payable to:

OTC CDD - Revenue Account #21

Date Check Needed:

Budget Category:

ASAP	1-300-20700-10100
------	-------------------

Intended Use of Funds Requested:

2/27/23 \$6,791.36 Tax Dist #10
3/17/2023 \$4,233.72 Tax Dist #12
6/15/2023 \$5,119.28 Tax Certif
(Attach supporting documentation for request.)

Send the check back to Oksana, please

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 228

Invoice Date: 8/1/23

Due Date: 8/1/23

Case:

P.O. Number:

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - August 2023		3,062.50	3,062.50
Website Administration - August 2023		82.50	82.50
Information Technology - August 2023		167.50	167.50
Office Supplies		0.09	0.09
Postage		3.81	3.81
Copies		25.80	25.80

RECEIVED
AUG 02 2023
BY: _____

Total \$3,342.20

Payments/Credits \$0.00

Balance Due \$3,342.20



KILINSKI | VAN WYK

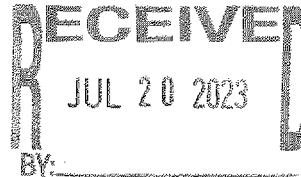
Kilinski | Van Wyk, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

OTC CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

INVOICE

Invoice # 6990
Date: 07/10/2023
Due On: 08/09/2023



OTCCDD-01

OTC - GENERAL COUNSEL/MONTHLY MEETING

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	MG	06/28/2023	Review agenda for July meeting.	0.20	\$175.00	\$35.00
Service	LG	06/28/2023	Review draft agenda and status of open items.	0.20	\$350.00	\$70.00
Total						\$105.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
6990	08/09/2023	\$105.00	\$0.00	\$105.00
Outstanding Balance				\$105.00
Total Amount Outstanding				\$105.00

Please make all amounts payable to: Kilinski | Van Wyk, PLLC

Please pay within 30 days.



KILINSKI | VAN WYK

Kilinski | Van Wyk, PLLC

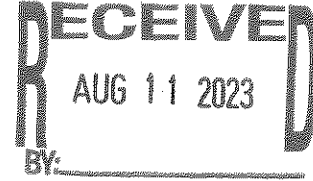
P.O. Box 6386
Tallahassee, Florida 32314

OTC CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

OTCCDD-01

INVOICE

Invoice # 7224
Date: 08/08/2023
Due On: 09/07/2023



OTC - GENERAL COUNSEL/MONTHLY MEETING

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	JK	07/12/2023	Prepare for and attend Board of Supervisor meeting and budget hearing; finalize budget documents; follow up from same	0.70	\$355.00	\$248.50
Total						\$248.50

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
6990	08/09/2023	\$105.00	\$0.00	\$105.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
7224	09/07/2023	\$248.50	\$0.00	\$248.50
Outstanding Balance				\$353.50
Total Amount Outstanding				\$353.50

Please make all amounts payable to: Kilinski | Van Wyk, PLLC

Please pay within 30 days.

OTC
COMMUNITY DEVELOPMENT DISTRICT

General Fund

RECEIVED
JAN 09 2024
BY: _____

Check Request

Date	Amount	Authorized By
January 9, 2024	\$527,740.68	Oksana Kuzmuk

Payable to:

OTC CDD - Revenue Account #21

Date Check Needed:

Budget Category:

ASAP	1-300-20700-10100
------	-------------------

Intended Use of Funds Requested:

FY2024 Debt Service Assessments

(Attach supporting documentation for request.)

!!! PLEASE RETURN THE SIGNED CHECK TO OKSANA !!!

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/01/23	00004	8/07/23	209535	202307	310-51300	31100		ENGLAND, THIMS & MILLER, INC.	*	407.50	407.50	000001

9/27/23	00017	8/29/23	19221	202308	300-15500	10000		EGIS INSUANCE ADVISORS, LLC	*	7,526.00	7,526.00	000002

9/27/23	00002	9/01/23	229	202309	310-51300	34000		SEP MANAGEMENT FEES	*	3,062.50		
		9/01/23	229	202309	310-51300	35100		SEP WEBSITE ADMIN	*	82.50		
		9/01/23	229	202309	310-51300	35100		SEP INFO TECH	*	167.50		
		9/01/23	229	202309	310-51300	51000		OFFICE SUPPLIES	*	.03		
		9/01/23	229	202309	310-51300	42000		POSTAGE	*	46.42		
		9/01/23	229	202309	310-51300	42500		COPIES	*	16.20		
		9/01/23	229	202309	310-51300	41000		TELEPHONE	*	3.79		
											3,378.94	000003

9/27/23	00013	9/08/23	24722	202309	310-51300	31600		GRAU AND ASSOCIATES	*	600.00	600.00	000004

9/27/23	00010	9/14/23	23-06127	202309	310-51300	48000		JACKSONVILLE DAILY RECORD	*	99.98	99.98	000005

10/16/23	00002	9/30/23	231	202310	310-51300	31300		GOVERNMENTAL MANAGEMENT SERVICES	*	5,300.00	5,300.00	000006

10/16/23	00002	10/01/23	230	202310	310-51300	34000		OCT MANAGEMENT FEES	*	3,246.25		
		10/01/23	230	202310	310-51300	35100		OCT WEBSITE ADMIN	*	87.42		
		10/01/23	230	202310	310-51300	35100		OCT INFO TECH	*	177.58		
		10/01/23	230	202310	310-51300	51000		OFFICE SUPPLIES	*	.09		
		10/01/23	230	202310	310-51300	42000		POSTAGE	*	1.89		

OTC OAKLEAF OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/01/23		230		202310	310	51300	42500			*	1.50		
			COPIES										
									GOVERNMENTAL MANAGEMENT SERVICES			3,514.73	000007
10/16/23	00010	10/05/23	23-06529	202310	310	51300	48000			*	299.00		
			NTC LANDOWNERS & BOS MTG										
		10/05/23	23-06529	202310	310	51300	48000			*	.10-		
			INV#23-06127D CHECK #5										
									JACKSONVILLE DAILY RECORD			298.90	000008
11/30/23	00002	11/01/23	232	202311	310	51300	34000			*	3,246.25		
			NOV MANAGEMENT FEES										
		11/01/23	232	202311	310	51300	35100			*	87.42		
			NOV WEBSITE ADMIN										
		11/01/23	232	202311	310	51300	35100			*	177.58		
			NOV INFO TECH										
		11/01/23	232	202311	310	51300	51000			*	.03		
			OFFICE SUPPLIES										
		11/01/23	232	202311	310	51300	42000			*	.63		
			POSTAGE										
		11/01/23	232	202311	310	51300	42500			*	3.75		
			COPIES										
									GOVERNMENTAL MANAGEMENT SERVICES			3,515.66	000009
11/30/23	00031	11/10/23	7936	202310	310	51300	31500			*	363.00		
			OCT GENERAL COUNSEL										
									KILINSKI VAN WYK PLLC			363.00	000010
12/22/23	00002	12/01/23	233	202312	310	51300	34000			*	3,246.25		
			DEC MANAGEMENT FEES										
		12/01/23	233	202312	310	51300	35100			*	87.42		
			DEC WEBSITE ADMIN										
		12/01/23	233	202312	310	51300	35100			*	177.58		
			DEC INFO TECH										
		12/01/23	233	202312	310	51300	51000			*	.03		
			OFFICE SUPPLIES										
		12/01/23	233	202312	310	51300	42000			*	.63		
			POSTAGE										
		12/01/23	233	202312	310	51300	42500			*	1.65		
			COPIES										
									GOVERNMENTAL MANAGEMENT SERVICES			3,513.56	000011
12/22/23	00031	12/09/23	8212	202311	310	51300	31500			*	106.50		
			NOV GENERAL COUNSEL										
									KILINSKI VAN WYK PLLC			106.50	000012

OTC OAKLEAF OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/10/24	00002	1/01/24	234	202401 310-51300-35100	*	87.42	
				JAN WEBSITE ADMIN			
		1/01/24	234	202401 310-51300-34000	*	3,246.25	
				JAN MANAGEMENT FEES			
		1/01/24	234	202401 310-51300-35100	*	177.58	
				JAN INFO TECH			
		1/01/24	234	202401 310-51300-51000	*	.03	
				OFFICE SUPPLIES			
		1/01/24	234	202401 310-51300-42000	*	.63	
				POSTAGE			
		1/01/24	234	202401 310-51300-42500	*	.75	
				COPIES			
		1/01/24	234	202401 310-51300-41000	*	1.77	
				TELEPHONE			
GOVERNMENTAL MANAGEMENT SERVICES							3,514.43 000013

TOTAL FOR BANK B						32,139.20	
TOTAL FOR REGISTER						32,139.20	

OTC OAKLEAF OKUZMUK



ENGLAND-THIMS & MILLER

14775 Old St. Augustine Road, Jacksonville, FL 32258

etmInc.com | 904.642.8990

OTC CDD
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

August 07, 2023

Invoice No: 209535

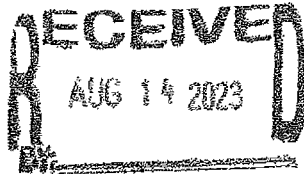
Total This Invoice \$407.50

Project 06195.06000 OTC CDD 2013-2014 General Consulting Engineering Services
Work Description: Inpsection for annual report

Professional Services rendered through July 29, 2023

Labor

	Hours	Rate	Amount
CEI Sr. Inspector	2.50	163.00	407.50
Totals	2.50		407.50
Total Labor			407.50
Total This Invoice			\$407.50





INVOICE

Customer	OTC Community Development District
Acct #	289
Date	08/29/2023
Customer Service	Kristina Rudez
Page	1 of 1

OTC Community Development District
 c/o Governmental Management Services
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

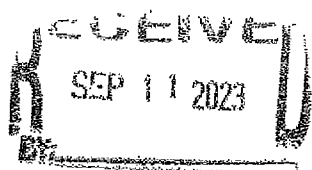
Payment Information	
Invoice Summary	\$ 7,526.00
Payment Amount	
Payment for	Invoice#19221
100123142	

Thank You

Please detach and return with payment

Customer: OTC Community Development District

Invoice	Effective	Transaction	Description	Amount
19221	10/01/2023	Renew policy	Policy #100123142 10/01/2023-10/01/2024 Florida Insurance Alliance POL,EPLI,EBL,Herb & Pest - Renew policy Due Date: 8/29/2023	7,526.00
				Total
				\$ 7,526.00
Thank You				
FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349				



Remit Payment To: Egis Insurance Advisors P.O. Box 748555 Atlanta, GA 30374-8555	(321)233-9939 scimer@egisadvisors.com	Date
		08/29/2023

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 229
Invoice Date: 9/1/23
Due Date: 9/1/23
Case:
P.O. Number:

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - September 2023		3,062.50	3,062.50
Website Administration - September 2023		82.50	82.50
Information Technology - September 2023		167.50	167.50
Office Supplies		0.03	0.03
Postage		46.42	46.42
Copies		16.20	16.20
Telephone		3.79	3.79

RECEIVED
SEP 06 2023
BY: _____

Total \$3,378.94

Payments/Credits \$0.00

Balance Due \$3,378.94

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

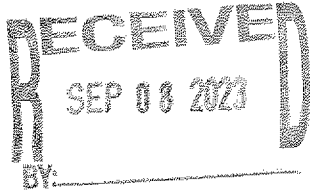
Phone: 561-994-9299

Fax: 561-994-5823

OTC Community Development District
475. West Town Place, Ste 114
St. Augustine, FL 32902

Invoice No. 24722
Date 09/08/2023

SERVICE	AMOUNT
Project: Arbitrage - Series 2022 6/30/2023 Arbitrage Services	\$ <u>600.00</u>
Subtotal:	<u>600.00</u>
Total	600.00
Current Amount Due	\$ <u>600.00</u>



0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
600.00	0.00	0.00	0.00	0.00	600.00

Payment due upon receipt.

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

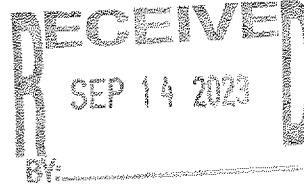
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

September 14, 2023

Date

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092



Serial # <u>23-06127D</u>	PO/File # _____	\$99.88
Notice of Meetings		Payment Due
_____		\$99.88
OTC Community Development District		Publication Fee

Case Number _____		Amount Paid
Publication Dates <u>9/14</u>		
County <u>Duval</u>		

Payment Due Upon Receipt
For your convenience, you may remit payment online at www.jaxdailyrecord.com/send-payment.

If your payment is being mailed, please reference **Serial # 23-06127D** on your check or remittance advice.

Payment is due before the Proof of Publication is released.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter. Please remit any payment due upon receipt of this invoice.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**NOTICE OF MEETINGS
OTC
COMMUNITY
DEVELOPMENT DISTRICT**

The Board of Supervisors of the OTC Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2024 at 10:30 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard, Building 300, Suite 305, Jacksonville, Florida 32257 on the second Wednesday of the following months, unless otherwise indicated:

- November 1, 2023
(Landowner's Election Only)
- February 14, 2024
- May 8, 2024
- July 10, 2024

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meetings. Copies of the agendas for these meetings may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, or by visiting the District's website, www.OTCCDD.com.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 48 hours prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

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

Jim Olver
District Manager
Sep. 14 00 (23-06127D)

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 231
Invoice Date: 9/30/23
Due Date: 9/30/23
Case:
P.O. Number:

Bill To:
OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2024		5,300.00	5,300.00

RECEIVED
OCT 05 2023
BY: _____

Total	\$5,300.00
Payments/Credits	\$0.00
Balance Due	\$5,300.00

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 230
Invoice Date: 10/1/23
Due Date: 10/1/23
Case:
P.O. Number:

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - October 2023		3,246.25	3,246.25
Website Administration - October 2023		87.42	87.42
Information Technology - October 2023		177.58	177.58
Office Supplies		0.09	0.09
Postage		1.89	1.89
Copies		1.50	1.50

RECEIVED
OCT 04 2023
BY: _____

Total \$3,514.73

Payments/Credits \$0.00

Balance Due \$3,514.73

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

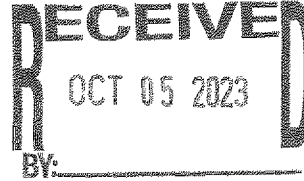
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

October 5, 2023

Date

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092



Serial # <u>23-06529D</u>	PO/File # _____	<u>\$299.00</u>
		Payment Due
<u>Notice of Landowners' Meeting and Election and Meeting of the Board of Supervisors</u>		<u>\$299.00</u>
		Publication Fee
<u>OTC Community Development District</u>		
		Amount Paid
Case Number _____		
Publication Dates <u>10/5,12</u>		
County <u>Duval</u>		

Payment Due Upon Receipt
For your convenience, you may remit payment online at www.jaxdailyrecord.com/send-payment.

If your payment is being mailed, please reference **Serial # 23-06529D** on your check or remittance advice.

Payment is due before the Proof of Publication is released.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter. Please remit any payment due upon receipt of this invoice.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE OTC COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within the OTC Community Development District (the "District"), the location of which is generally described as comprising a parcel or parcels of land containing approximately 99.41 acres, generally located south of State Road 23 (Branan-Chaffee Road), east of Argyle Forest Blvd, and north of Old Middleburg Road, Duval County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors.

DATE: November 1, 2023
TIME: 10:30 a.m.
LOCATION: Riverside Management Services, Inc.
9655 Florida Mining Blvd West, Unit 300
Jacksonville, Florida 32237

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District Office"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for the meeting may be obtained from the District Office. There may be an occasion where one or more supervisors will participate by speaker telephone.

Any person requiring special accommodations to participate in this meeting is asked to contact the District Office at (904) 940-5899, at least forty-eight (48) hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 or (800) 955-8770 for aid in contacting the District Office.

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

Jim Oliver
District Manager

Oct. 5/12

00 (23-06629D)

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 232

Invoice Date: 11/1/23

Due Date: 11/1/23

Case:

P.O. Number:

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - November 2023		3,246.25	3,246.25
Website Administration - November 2023		87.42	87.42
Information Technology - November 2023		177.58	177.58
Office Supplies		0.03	0.03
Postage		0.63	0.63
Copies		3.75	3.75

RECEIVED
NOV 07 2023
BY: _____

Total \$3,515.66

Payments/Credits \$0.00

Balance Due \$3,515.66



KILINSKI | VAN WYK

Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

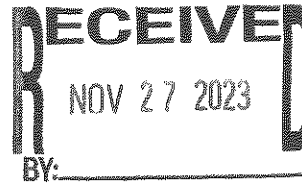
OTC CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

OTCCDD-01 General

OTC CDD - 01 GENERAL COUNSEL/MONTHLY MEETING

INVOICE

Invoice # 7936
Date: 11/10/2023
Due On: 12/10/2023



Type	Professional	Date	Notes	Quantity	Rate	Discount	Total
Service	LW	10/04/2023	Organize client historical files for records transmission.	0.90	\$180.00	100.0% (-\$162.00)	\$0.00
Service	JK	10/25/2023	Review draft LOE agenda; review proxy and ballot status and confer with district manager on same; review audit engagement letter and request two additional year extension/renewal	0.50	\$355.00	-	\$177.50
Service	SH	10/25/2023	Review fiscal year 2023 audit proposal and prepare audit checklist.	0.70	\$265.00	-	\$185.50
						Line Item Discount Subtotal	-\$162.00
						Total	\$363.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
7936	12/10/2023	\$363.00	\$0.00	\$363.00
			Outstanding Balance	\$363.00
			Total Amount Outstanding	\$363.00

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 233
Invoice Date: 12/1/23
Due Date: 12/1/23
Case:
P.O. Number:

Bill To:
OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - December 2023		3,246.25	3,246.25
Website Administration - December 2023		87.42	87.42
Information Technology - December 2023		177.58	177.58
Office Supplies		0.03	0.03
Postage		0.63	0.63
Copies		1.65	1.65

RECEIVED
DEC 04 2023
BY: _____

Total	\$3,513.56
Payments/Credits	\$0.00
Balance Due	\$3,513.56



KILINSKI | VAN WYK

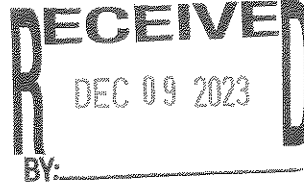
Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

OTC CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

INVOICE

Invoice # 8212
Date: 12/09/2023
Due On: 01/08/2024



OTC CDD - 01 GENERAL COUNSEL/MONTHLY MEETING

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	JK	11/01/2023	Attend landowner election meeting	0.30	\$355.00	\$106.50
Total						\$106.50

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
8212	01/08/2024	\$106.50	\$0.00	\$106.50
Outstanding Balance				\$106.50
Total Amount Outstanding				\$106.50

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 234
Invoice Date: 1/1/24
Due Date: 1/1/24
Case:
P.O. Number:

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Website Administration - January 2024		87.42	87.42
Management Fees -January 2024		3,246.25	3,246.25
Information Technology - January 2024		177.58	177.58
Office Supplies		0.03	0.03
Postage		0.63	0.63
Copies		0.75	0.75
Telephone		1.77	1.77

RECEIVED
JAN 03 2024
BY: _____

Total \$3,514.43

Payments/Credits \$0.00

Balance Due \$3,514.43

2.

OTC
Community Development District

Check Run Summary

from 2/1/2024 thru 4/30/2024

Fund	Date	Check Numbers	Amount
General Fund			
Payroll			\$ -
<i>Wells Fargo Bank</i>			
		Subtotal	\$ -
Accounts Payable			
<i>Valley National Bank</i>			
	2/16/24	14-17	\$ 10,782.46
	3/7/24	18	3,549.26
	3/19/24	19	1,418.50
	4/3/24	20	3,545.76
	4/23/24	21-22	321.13
		Subtotal	\$ 19,617.11
Total			\$ 19,617.11

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
2/16/24	00002	2/01/24	235	202402	310-51300-35100		FEB WEBSITE AMDIN	*	87.42		
2/01/24		235		202402	310-51300-34000		FEB MANAGEMENT FEES	*	3,246.25		
2/01/24		235		202402	310-51300-35100		FEB INFO TECH	*	177.58		
2/01/24		235		202402	310-51300-42000		POSTAGE	*	20.73		
2/01/24		235		202402	310-51300-42500		COPIES	*	4.95		
GOVERNMENTAL MANAGEMENT SERVICES										3,536.93	000014
2/16/24	00013	2/05/24	25144	202402	300-51300-32200		AUDIT FYE 09/30/2023	*	3,600.00		
GRAU AND ASSOCIATES										3,600.00	000015
2/16/24	00031	2/11/24	8677	202401	310-51300-31500		JAN GENERAL COUNSEL	*	126.50		
KILINSKI VAN WYK PLLC										126.50	000016
2/16/24	00021	2/02/24	02022024	202402	300-20700-10100		FY24 DEBT SRVC ASSESSMENT	*	3,519.03		
OTC CDD - REVENUE ACCOUNT										3,519.03	000017
3/07/24	00002	3/01/24	236	202403	310-51300-35100		MAR. WEBSITE ADMINST.	*	87.42		
3/01/24		236		202403	310-51300-34000		MAR. MANAGEMENT FEES	*	3,246.25		
3/01/24		236		202403	310-51300-35100		MAR. INFORMATION TECH.	*	177.58		
3/01/24		236		202403	310-51300-51000		OFFICE SUPPLIES	*	.09		
3/01/24		236		202403	310-51300-42000		POSTAGE	*	1.92		
3/01/24		236		202403	310-51300-42500		COPIES	*	36.00		
GOVERNMENTAL MANAGEMENT SERVICES										3,549.26	000018
3/19/24	00031	3/15/24	9031	202402	310-51300-31500		FEB. GENERAL COUNSEL	*	1,418.50		
KILINSKI VAN WYK PLLC										1,418.50	000019
4/03/24	00002	4/01/24	237	202404	310-51300-35100		APR. WEBSITE ADMIN	*	87.42		
4/01/24		237		202404	310-51300-34000		APR. MANAGEMENT FEES	*	3,246.25		
OTC OAKLEAF OKUZMUK											

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/01/24	237			202404	310	51300	35100			*	177.58		
		4/01/24	237						APR. INFORMATION TECH	*	.03		
4/01/24	237			202404	310	51300	51000		OFFICE SUPPLIES	*	21.64		
4/01/24	237			202404	310	51300	42000		POSTAGE	*	1.20		
4/01/24	237			202404	310	51300	42500		COPIES	*	11.64		
4/01/24	237			202404	310	51300	41000		TELEPHONE	*			
GOVERNMENTAL MANAGEMENT SERVICES											3,545.76	000020	
4/23/24	00010	4/18/24	24-02595	202404	310	51300	48000		NOTICE OF MEETING 5/2/24	*	214.63		
JACKSONVILLE DAILY RECORD											214.63	000021	
4/23/24	00031	4/13/24	9181	202403	310	51300	31500		MAR GENERAL COUNSEL	*	106.50		
KILINSKI VAN WYK PLLC											106.50	000022	
TOTAL FOR BANK B											19,617.11		
TOTAL FOR REGISTER											19,617.11		

OTC OAKLEAF OKUZMUK

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 235
Invoice Date: 2/1/24
Due Date: 2/1/24
Case:
P.O. Number:

Bill To:
OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Website Administration - February 2024		87.42	87.42
Management Fees -February 2024		3,246.25	3,246.25
Information Technology - February 2024		177.58	177.58
Postage		20.73	20.73
Copies		4.95	4.95

RECEIVED
FEB 02 2024

Total \$3,536.93

Payments/Credits \$0.00

Balance Due \$3,536.93

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

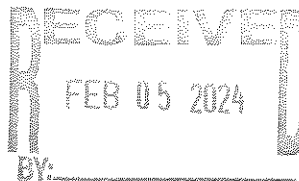
Phone: 561-994-9299

Fax: 561-994-5823

*OTC Community Development District
475. West Town Place, Ste 114
St. Augustine, FL 32902*

Invoice No. 25144
Date 02/05/2024

SERVICE	AMOUNT
Audit FYE 09/30/2023	\$ <u>3,600.00</u>
Current Amount Due	\$ <u>3,600.00</u>



0 - 30	31- 60	61 - 90	91 - 120	Over 120	Balance
3,600.00	0.00	0.00	0.00	0.00	3,600.00

Payment due upon receipt.



INVOICE

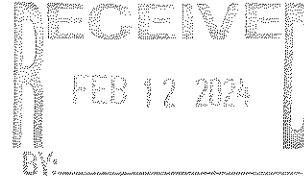
KILINSKI | VAN WYK

Invoice # 8677
Date: 02/11/2024
Due On: 03/12/2024

Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

OTC CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092



OTCCDD-01 General

OTC CDD - 01 GENERAL COUNSEL/MONTHLY MEETING

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	JK	01/05/2024	Review Form 1 submittal requirements and ethics training requirements and prepare/ disseminate ethics memo for same.	0.10	\$355.00	\$35.50
Service	LW	01/18/2024	Preparation of Tax-Exempt Filing Reminder to District Staff.	0.10	\$180.00	\$18.00
Service	RVW	01/31/2024	Distribute Legislative Weekly newsletter.; Monitor 2024 legislative bills impacting District and provide summary of same.	0.20	\$365.00	\$73.00
Total						\$126.50

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
8677	03/12/2024	\$126.50	\$0.00	\$126.50
Outstanding Balance				\$126.50
Total Amount Outstanding				\$126.50

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.

**OTC
COMMUNITY DEVELOPMENT DISTRICT**

General Fund



Check Request

Date	Amount	Authorized By
February 2, 2024	\$3,519.03	Oksana Kuzmuk

Payable to:

OTC CDD - Revenue Account #21

Date Check Needed:

Budget Category:

ASAP	1-300-20700-10100
------	-------------------

Intended Use of Funds Requested:

FY2024 Debt Service Assessments
<i>(Attach supporting documentation for request.)</i>

!!! PLEASE RETURN THE SIGNED CHECK TO OKSANA !!!

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 236

Invoice Date: 3/1/24

Due Date: 3/1/24

Case:

P.O. Number:

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Website Administration - March 2024		87.42	87.42
Management Fees -March 2024		3,246.25	3,246.25
Information Technology - March 2024		177.58	177.58
Office Supplies		0.09	0.09
Postage		1.92	1.92
Copies		36.00	36.00

Total \$3,549.26

Payments/Credits \$0.00

Balance Due \$3,549.26



INVOICE

KILINSKI | VAN WYK

Invoice # 9031
Date: 03/15/2024
Due On: 04/14/2024

Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

OTC CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

OTCCDD-01 General

OTC CDD - 01 GENERAL COUNSEL/MONTHLY MEETING

Type	Professional	Date	Notes	Quantity	Rate	Discount	Total
Service	MGH	02/08/2024	Review and analyze Draft Audit Report for Fiscal Year 2023	0.30	\$265.00	-	\$79.50
Service	JK	02/08/2024	review agenda; begin review of draft agenda; review easement and confer with GMS on same	0.80	\$355.00	-	\$284.00
Service	JK	02/09/2024	Confer re: easement request status and follow up on same	0.10	\$355.00	-	\$35.50
Service	MGH	02/12/2024	Review and analyze draft audit report for fiscal year 2023 and note any proposed revisions and comments in advance of Board consideration at upcoming meeting	0.90	\$265.00	-	\$238.50
Service	JK	02/13/2024	Review agenda; confer re: RFQ for engineering services and review criteria for same; review audit; review audit questions and respond to same; confer re: award letters and engineering	1.30	\$355.00	-	\$461.50

		services agreement						
Service	MGH	02/14/2024	Prepare for and attend Board meeting	0.70	\$265.00	100.0%	(-\$185.50)	\$0.00
Service	JK	02/14/2024	Attend monthly Board meeting	0.70	\$355.00		-	\$248.50
Service	JK	02/15/2024	Distribute Legislative Weekly newsletter.: Monitor 2024 legislative bills impacting District and provide summary of same.	0.20	\$355.00		-	\$71.00
Line Item Discount Subtotal							-\$185.50	
Total							\$1,418.50	

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
9031	04/14/2024	\$1,418.50	\$0.00	\$1,418.50
			Outstanding Balance	\$1,418.50
			Total Amount Outstanding	\$1,418.50

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 237
Invoice Date: 4/1/24
Due Date: 4/1/24
Case:
P.O. Number:

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Website Administration - April 2024		87.42	87.42
Management Fees -April 2024		3,246.25	3,246.25
Information Technology - April 2024		177.58	177.58
Office Supplies		0.03	0.03
Postage		21.64	21.64
Copies		1.20	1.20
Telephone		11.64	11.64
Total			\$3,545.76
Payments/Credits			\$0.00
Balance Due			\$3,545.76

Jacksonville Daily Record

A Division of

DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

April 18, 2024

Date

Attn: Courtney Hogge
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092

Serial # <u>24-02595D</u>	PO/File # _____	<u>\$214.63</u>
Request for Qualifications ("RFQ") for Engineering Services		Payment Due
_____		<u>\$214.63</u>
OTC Community Development District		Publication Fee
_____		Amount Paid
Case Number _____		
Publication Dates <u>4/18</u>		
County <u>Duval</u>		

Payment Due Upon Receipt
For your convenience, you may remit payment online at www.jaxdailyrecord.com/send-payment.

If your payment is being mailed, please reference Serial # 24-02595D on your check or remittance advice.

Payment is due before the Proof of Publication is released.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter. Please remit any payment due upon receipt of this invoice.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**REQUEST FOR
QUALIFICATIONS ("RFQ")
FOR ENGINEERING
SERVICES FOR THE OTC
COMMUNITY
DEVELOPMENT DISTRICT**

OTC Community Development District ("District"), located in the City of Jacksonville, Florida, announces that professional engineering services will be required on a continuing basis for the District. The engineering firm selected will act in the general capacity of District Engineer and, if so authorized, may provide general engineering services as well as engineering services on an ongoing basis and for the design and construction administration associated with the District's capital improvement plan. The District may select one or more engineering firms to provide engineering services on an ongoing basis.

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 in Duval County, Florida; e) the geographic location of the Applicant's headquarters and offices; and f) the current and projected workloads of the Applicant. 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 must submit one (1) electronic copy of

Standard Form No. 330 and Qualification Statement by 12:00 p.m. on Thursday, May 2, 2024, to the attention of Jim Oliver (by email to: chogge@gmsnf.com) ("District Manager's Office").

The Board of Supervisors shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager's Office, 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 submission 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's Office, must be filed in writing with the District Manager's Office, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida, 32092, joliver@gmsnf.com, within seventy-two (72) hours 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).

Any and all questions relative to this RFQ shall be directed in writing by e-mail only to Jim Oliver at joliver@gmsnf.com with e-mail copy to Jennifer Kilinski at jennifer@cddlawyers.com.

Jim Oliver
District Manager

Apr. 18 00 (24-02595D)



INVOICE

KILINSKI | VAN WYK

Invoice # 9181
Date: 04/13/2024
Due On: 05/13/2024

Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

OTC CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

OTCCDD-01 General

OTC CDD - 01 GENERAL COUNSEL/MONTHLY MEETING

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	JK	03/29/2024	Finalize legislative recap of all bills affecting special districts for end of session summary.	0.30	\$355.00	\$106.50
Total						\$106.50

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
9181	05/13/2024	\$106.50	\$0.00	\$106.50
Outstanding Balance				\$106.50
Total Amount Outstanding				\$106.50

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.