

**STUART CROSSING  
COMMUNITY DEVELOPMENT  
DISTRICT**

**August 1, 2023**

**BOARD OF SUPERVISORS  
PUBLIC HEARING AND  
REGULAR MEETING  
AGENDA**

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

# **AGENDA**

# **LETTER**

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

July 25, 2023

Board of Supervisors  
Stuart Crossing Community Development District

Dear Board Members:

The Board of Supervisors of the Stuart Crossing Community Development District will hold a Public Hearing and Regular Meeting on August 1, 2023 at 12:00 p.m., at the Hampton Inn Bartow, 205 Old Bartow Eagle Lake Rd., Bartow, Florida 33830. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consider Appointment to Fill Unexpired Term of Seat 4; *Term Expires November 2026*
  - A. Administration of Oath of Office to Appointed Supervisor (*the following will be provided in a separate package*)
    - I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
    - II. Membership, Obligations and Responsibilities
    - III. Financial Disclosure Forms
      - a. Form 1: Statement of Financial Interests
      - b. Form 1X: Amendment to Form 1, Statement of Financial Interests
      - c. Form 1F: Final Statement of Financial Interests
    - IV. Form 8B: Memorandum of Voting Conflict
  - B. Consideration of Resolution 2023-02, Designating Certain Officers of the District, and Providing for an Effective Date
4. Public Hearing on Adoption of Fiscal Year 2023/2024 Budget
  - A. Affidavit of Publication
  - B. Consideration of Resolution 2023-04, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

**ATTENDEES:**

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

5. Consideration of Fiscal Year 2023/2024 Budget Funding Agreement
6. Consideration of Resolution 2023-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date
7. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
  - A. Affidavit of Publication
  - B. RFQ Package
  - C. Respondent(s):
    - I. Kimley-Horn & Associates, Inc.
    - II. Rayl Engineering & Surveying, LLC
  - D. Competitive Selection Criteria/Ranking
  - E. Award of Contract
8. Consideration of Resolution 2023-01, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date
9. Acceptance of Unaudited Financial Statements as of June 30, 2023
10. Approval of May 2, 2023 Regular Meeting Minutes
11. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*
  - B. District Engineer (Interim): *Kimley-Horn & Associates, Inc.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - NEXT MEETING DATE: September 5, 2023 at 12:00 PM

○ QUORUM CHECK

SEAT 1	GARTH NOBLE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	CHRIS TORRES	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	MARTHA SCHIFER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	JOHN KAKRIDAS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

12. Board Members' Comments/Requests

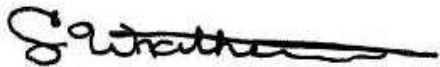


13. Public Comments

14. Adjournment

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

Sincerely,



Craig Wrathell  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**

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

**PARTICIPANT PASSCODE: 943 865 3730**

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

**3B**

**RESOLUTION 2023-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

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

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

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

**SECTION 1.** \_\_\_\_\_ is appointed Chair.

**SECTION 2.** \_\_\_\_\_ is appointed Vice Chair.

**SECTION 3.** \_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

**Kristen Suit** is appointed Assistant Secretary.

**SECTION 4.** This Resolution supersedes any prior appointments made by the Board for Chair, Vice Chair and Assistant Secretaries; however, prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

**SECTION 5.** This Resolution shall become effective immediately upon its adoption.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

**STUART CROSSING COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

# **4A**

# LOCALiQ

The Gainesville Sun | The Ledger  
Daily Commercial | Ocala StarBanner  
News Chief | Herald-Tribune

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Daphne gILLYARD  
Daphne Gillyard  
Stuart Crossing CDD  
2300 Glades RD # 410W  
Boca Raton FL 33431-8556

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The Ledger-News Chief, published in Polk County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Polk County, Florida, or in a newspaper by print in the issues of, on:

07/12/2023, 07/19/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 07/19/2023

\_\_\_\_\_  
Legal Clerk

\_\_\_\_\_  
Notary, State of WI, County of Brown

\_\_\_\_\_  
My commission expires

Publication Cost: \$680.18  
Order No: 9021438 # of Copies: 1  
Customer No: 781168  
PO #:

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT  
NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2023/2024 BUDGET; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board") of the Stuart Crossing Community Development District ("District") will hold a public hearing on August 1, 2023 at 12:00 p.m., at the Hampton Inn Bartow, 205 Old Bartow Eagle Lake Rd., Bartow, Florida 33830 for the purpose of hearing comments and objections on the adoption of the proposed budget ("Proposed Budget") of the District for the fiscal year beginning October 1, 2023, and ending September 30, 2024 ("Fiscal Year 2023/2024"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010 ("District Manager's Office"), during normal business hours.

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

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

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

District Manager  
7/12/23, 7/19/23 9021438

KAITLYN FELTY  
Notary Public  
State of Wisconsin

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

# **4B**

## RESOLUTION 2023-04

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

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

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

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

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

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

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

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

### **SECTION 1. BUDGET**

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



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

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sums set forth in **Exhibit A** to be raised by the levy of assessments, a funding agreement and/or otherwise. Such sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, and are to be divided and appropriated in the amounts set forth in **Exhibit A**.

## **SECTION 3. BUDGET AMENDMENTS**

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

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

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

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

**PASSED AND ADOPTED THIS 1ST DAY OF AUGUST, 2023.**

**ATTEST:**

**STUART CROSSING COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Fiscal Year 2023/2024 Budget(s)

**Exhibit A:** Fiscal Year 2023/2024 Budget(s)

**STUART CROSSING  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2024**

**STUART CROSSING  
COMMUNITY DEVELOPMENT DISTRICT  
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**STUART CROSSING  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Projected through 3/31/2023	Projected through 9/30/2023		
<b>REVENUES</b>					
Landowner contribution	\$ 100,290	\$ 16,793	\$ 83,497	\$ 100,290	\$ 102,290
Total revenues	<u>100,290</u>	<u>16,793</u>	<u>83,497</u>	<u>100,290</u>	<u>102,290</u>
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative</b>					
Management/accounting/recording**	46,000	12,000	34,000	46,000	48,000
Legal	25,000	673	24,327	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	5,500	-	5,500	5,500	5,500
Arbitrage rebate calculation*	500	-	500	500	500
Dissemination agent*	1,000	-	1,000	1,000	1,000
Trustee*	5,500	-	5,500	5,500	5,500
Telephone	200	100	100	200	200
Postage	250	-	250	250	250
Printing & binding	500	250	250	500	500
Legal advertising	6,500	307	6,193	6,500	6,500
Annual special district fee	175	175	-	175	175
Insurance	5,500	5,000	500	5,500	5,500
Contingencies/bank charges	750	346	404	750	750
Website hosting & maintenance	705	-	705	705	705
Website ADA compliance	210	-	210	210	210
Total expenditures	<u>100,290</u>	<u>18,851</u>	<u>81,439</u>	<u>100,290</u>	<u>102,290</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	(2,058)	2,058	-	-
Fund balance - beginning (unaudited)	-	-	(2,058)	-	-
Fund balance - ending	<u>\$ -</u>	<u>\$ (2,058)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

\* These items will be realized when bonds are issued

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

**STUART CROSSING  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES**

**Professional & administrative**

Management/accounting/recording**	\$ 48,000
<p><b>Wrathell, Hunt and Associates, LLC</b> (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.</p>	
Legal	25,000
<p>General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.</p>	
Engineering	2,000
<p>The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Audit	5,500
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Arbitrage rebate calculation*	500
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Dissemination agent*	1,000
<p>The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt &amp; Associates serves as dissemination agent.</p>	
Telephone	200
<p>Telephone and fax machine.</p>	
Postage	250
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	500
<p>Letterhead, envelopes, copies, agenda packages</p>	
Legal advertising	6,500
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Annual special district fee	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Insurance	5,500
<p>The District will obtain public officials and general liability insurance.</p>	
Contingencies/bank charges	750
<p>Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.</p>	
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$102,290</u></u>

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

**5**



**STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2023/2024 BUDGET FUNDING AGREEMENT**

This Agreement ("**Agreement**") is made and entered into this 1st day of August, 2023, by and between:

**Stuart Crossing Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and with an address of c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("**District**"), and

**Meritage Homes of Florida, Inc.**, a Florida corporation, the developer of lands within the boundary of the District ("**Developer**") with a mailing address of 8800 East Raintree Drive, Suite 300, Scottsdale, Arizona 85260.

**RECITALS**

**WHEREAS**, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

**WHEREAS**, the District, pursuant to Chapter 190, Florida Statutes, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

**WHEREAS**, Developer presently is developing the majority of all real property ("**Property**") within the District, which Property will benefit from the timely construction and acquisition of the District's facilities, activities and services and from the continued operations of the District; and

**WHEREAS**, the District is adopting its general fund budget for Fiscal Year 2023/2024, which year concludes on September 30, 2024; and

**WHEREAS**, this general fund budget, which the parties recognize may be amended from time to time in the sole discretion of the District, is attached hereto and incorporated herein by reference as **Exhibit A**; and

**WHEREAS**, the District has the option of levying non-ad valorem assessments on all land, including the Property owned by the Developer, that will benefit from the activities, operations and services set forth in the Fiscal Year 2023/2024 budget, or utilizing such other revenue sources as may be available to it; and

**WHEREAS**, in lieu of levying assessments on the Property, the Developer is willing to provide such funds as are necessary to allow the District to proceed with its operations as described in **Exhibit A**; and

**WHEREAS**, the Developer agrees that the activities, operations and services provide a special and peculiar benefit equal to or in excess of the costs reflected on **Exhibit A** to the Property; and

**WHEREAS**, the Developer has agreed to enter into this Agreement in lieu of having the District levy and collect any non-ad valorem assessments as authorized by law against the Property located within the District for the activities, operations and services set forth in **Exhibit A**;

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **FUNDING.** The Developer agrees to make available to the District the monies ("**Funding Obligation**") necessary for the operation of the District as called for in the budget attached hereto as **Exhibit A** (and as **Exhibit A** may be amended from time to time pursuant to Florida law, but subject to the Developer's consent to such amendments to incorporate them herein), within thirty (30) days of written request by the District. The funds shall be placed in the District's general checking account. These payments are made by the Developer in lieu of taxes, fees, or assessments which might otherwise be levied or imposed by the District. Nothing contained herein shall constitute or be construed as a waiver of the District's right to levy assessments in the event of a funding deficit.

2. **ENTIRE AGREEMENT.** This instrument shall constitute the final and complete expression of the agreement among the parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

3. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all of the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

4. **ASSIGNMENT.** This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other. Any purported assignment without such consent shall be void.

5. **DEFAULT.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance.

6. **ENFORCEMENT.** In the event that any party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be

entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

7. **THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

8. **CHOICE OF LAW.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

9. **ARM'S LENGTH.** This Agreement has been negotiated fully among the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

10. **EFFECTIVE DATE.** The Agreement shall be effective after execution by the parties hereto.

[SIGNATURES ON NEXT PAGE]

**IN WITNESS WHEREOF**, the parties execute this Agreement the day and year first written above.

**STUART CROSSING COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**MERITAGE HOMES OF FLORIDA, INC.**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit A:** Fiscal Year 2023/2024 General Fund Budget

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

**6**

**RESOLUTION 2023-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

**WHEREAS**, the Board desires to adopt the Fiscal Year 2023/2024 meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT:**

1. **ADOPTING FISCAL YEAR 2023/2024 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2023/2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

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

**PASSED AND ADOPTED** this 1st day of August, 2023.

ATTEST:

**STUART CROSSING COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**EXHIBIT "A"**

<b>STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT</b>		
<b>BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE</b>		
<b>LOCATION</b>		
<i>Hampton Inn Bartow, 205 Old Bartow Eagle Lake Road, Bartow, Florida 33830</i>		
<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 2, 2023</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>November 6, 2023</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>December 4, 2023</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>January __, 2024</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>February 5, 2024</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>March 4, 2024</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>April 1, 2024</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>May 6, 2024</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>June 3, 2024</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>July 1, 2024</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>August 5, 2024</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>September 2, 2024</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7A**





Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
 Island Packet  
 Kansas City Star  
 Lexington Herald-Leader  
 Merced Sun-Star  
 Miami Herald

el Nuevo Herald - Miami  
 Modesto Bee  
 Raleigh News & Observer  
 The Olympian  
 Sacramento Bee  
 Fort Worth Star-Telegram  
 The State - Columbia  
 Sun Herald - Biloxi

Sun News - Myrtle Beach  
 The News Tribune Tacoma  
 The Telegraph - Macon  
 San Luis Obispo Tribune  
 Tri-City Herald  
 Wichita Eagle

# AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
94886	442884	Print Legal Ad-IPL01308540 - IPL0130854		\$184.72	2	65 L

**Attention:** Saltmeadows  
 Saltmeadows CDD  
 2300 Glades Road, Suite 410W  
 Boca Raton, FL 33431

[gillyardd@whhassociates.com](mailto:gillyardd@whhassociates.com)

**REQUEST FOR QUALIFICATIONS FOR  
 ENGINEERING SERVICES  
 FOR THE STUART CROSSING COMMUNITY  
 DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Stuart Crossing Community Development District ("**District**"), located in the City of Bartow, Polk County, Florida, announces that professional engineering services will be required on a continuing basis for the District's stormwater systems, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

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

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("**CCNA**"). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on July 27, 2023 by email to [gillyardd@whhassociates.com](mailto:gillyardd@whhassociates.com) ("**District Manager's Office**").

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

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

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

District Manager  
 IPL0130854  
 Jul 14 2023

## THE STATE OF TEXAS COUNTY OF DALLAS

Before the undersigned authority personally appeared Crystal Trunick, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:  
 1 insertion(s) published on:  
 07/14/23

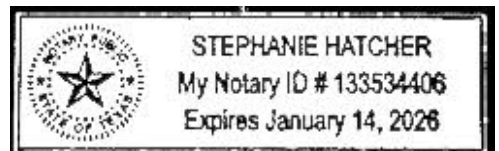
## THE STATE OF FLORIDA COUNTY OF MANATEE

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

Sworn to and subscribed before me this 14th day of July in the year of 2023

*Stephanie Hatcher*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7B**

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
FOR THE STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT**

*RFQ for Engineering Services*

The Stuart Crossing Community Development District (“**District**”), located in the City of Bartow, Polk County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s stormwater systems, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

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

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“**CCNA**”). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on July 27, 2023 by email to gillyardd@whhassociates.com (“**District Manager’s Office**”).

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

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse

Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

## STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT

### DISTRICT ENGINEER PROPOSALS

#### COMPETITIVE SELECTION CRITERIA

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

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

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

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

**3) Geographic Location (Weight: 20 Points)**

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

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

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

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

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

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

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

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

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

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7CI**

# POLK COUNTY EXPERIENCE

Kimley-Horn has remained steadfast in upholding the core values that have defined our firm for the past 55 years. We know the value and importance of staying true to our roots, focusing on our local municipal clients, and delivering the personalized and responsive service they deserve. Having served Polk County for more than two decades, we are familiar with the standards of County staff and know what it takes to achieve approvals, easing the burden on your time. Our local team is accessible for staff meetings and work sessions on short notice and offer extensive knowledge of local conditions.

## Past Performance for Community Development Districts

Kimley-Horn provides urban and development planning and landscape architectural services for a wide variety of public and private clients throughout Florida and the United States. Throughout our 55-year history, we have served numerous local governments in Florida and are proud of the role we play in shaping the development, and in many cases, the redevelopment of Florida's communities. A hallmark of our services to clients is our ability to provide a full range of services for a multitude of urban and transportation planning and public infrastructure improvements. Our multi-disciplined teams can take your projects from inception through implementation—all while keeping your initial goals for your projects at the forefront of each step of the process.

*A few examples of our project successes include:*

- **Helping two new communities develop their first comprehensive plan**
- **Assisting several communities with their evaluation and appraisal reports and related comprehensive plan amendments**
- **Helping initiate regional activity centers and transportation concurrency exception areas**
- **Teaming with developers and communities to develop design guidelines for specific projects**
- **Site plan review, traffic, and other concurrency reviews**
- **Engaging the public in design, visioning, and transportation workshops and charrettes for several communities**
- **Performing traffic studies and transportation planning including a transit-oriented design feasibility study, transportation master plans, transportation concurrency management database, and multiple parking and downtown parking garage studies**



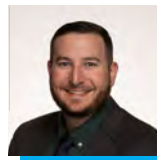
# Community Development Districts Kimley-Horn has served in Florida:

- Westridge CDD – Polk County, FL
- Victor Posner City Center CDD – Polk County, FL
- Oakmont Grove CDD – Polk County, FL
- Hawthorne Mill CDD – Lakeland, FL
- Fox Branch Ranch CDD – Lakeland, FL
- Boca Royale CDD – Sarasota, FL
- Lakewood Ranch CDD – Sarasota, FL
- Blackburn CDD – Sarasota, FL
- Central Parc CDD – Sarasota, FL
- Coastal Lake CDD – Walton, FL
- Grove Resort CDD – Winter Garden, FL
- Miami Worldcenter CDD – Miami, FL
- Sumter Landing CDD – The Villages, FL
- Premium Point CDD – St. Augustine, FL
- Reserve CDD – Port St. Lucie, FL
- Rivington CDD – Debarry, FL
- The District CDD – Jacksonville, FL
- Mills Park CDD – Orlando, FL
- Bonnet Creek CDD – Winter Park, FL
- Bayi CDD – Ocala, FL
- Bay Laurel Center CDD – Ocala, FL
- Coastal Lake CDD – Panama City Beach, FL
- The Villages CDD – The Villages, FL
- Village Center CDD – The Villages, FL
- Midtown Miami CDD – Miami, FL
- Sumter Landing CDD – The Villages, FL
- Mayfair CDD – Lake Wales, FL
- Kenmare at Lake Annie CDD – Dundee, FL
- Greyhawk Landing CDD – Manatee County, FL
- Waterlefe CDD – Sarasota, FL
- Venetian CDD – Sarasota, FL
- Blackburn Creek CDD – Sarasota, FL
- Highlands CDD – Hillsborough County, FL
- Mills & Nebraska CDD – Orlando, FL
- Cottages Silver Oaks CDD – Zephyrhills, FL
- Boynton Village CDD – Boynton Beach, FL
- Sarasota National CDD – Sarasota, FL
- Stoneybrook at Venice CDD – Sarasota, FL
- Tara CDD – Bradenton, FL
- Legends Bay CDD – Sarasota, FL
- Beacon Lakes CDD – Miami, FL
- Manatee River CDD – Bradenton, FL
- Arbor Greene CDD – Tampa, FL
- Cross Creek CDD – Bradenton, FL
- Veranda CDD – Port St. Lucie, FL
- Parkland Preserve CDD – St. Augustine, FL
- River Road at Center Road CDD – Sarasota, FL

## CONTACT



**Mark Wilson, P.E.**  
863.226.6863  
mark.wilson@kimley-horn.com



**Justin Ham, P.E.**  
863.226.6564  
justin.ham@kimley-horn.com





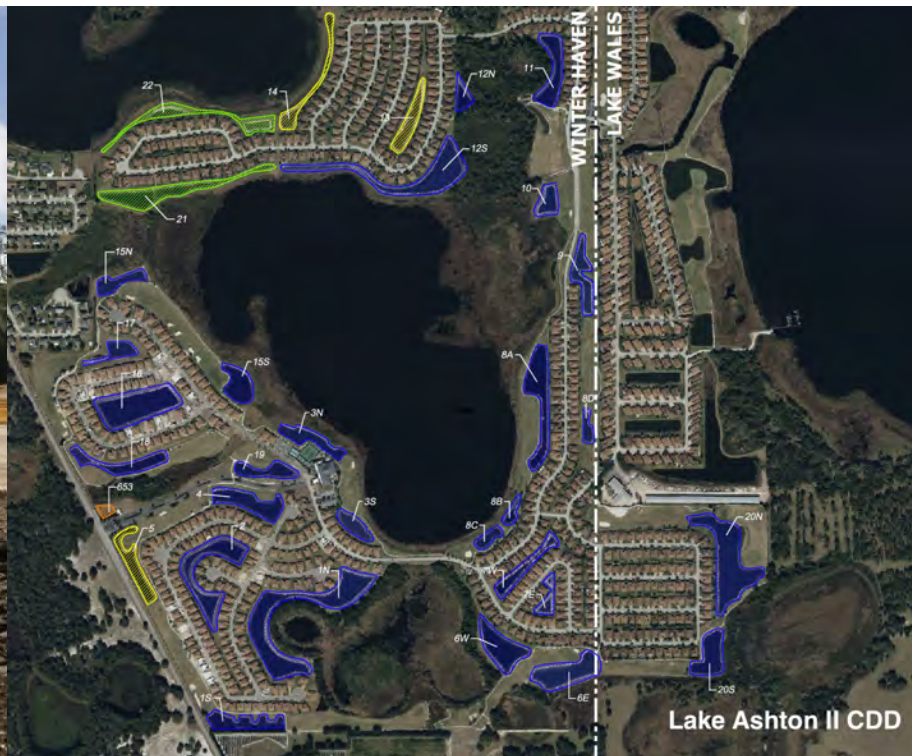
# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7CII**

# STATEMENT OF QUALIFICATIONS

## RFQ FOR ENGINEERING SERVICES FOR THE STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT



DISTRICT ENGINEER REQUEST FOR QUALIFICATIONS  
Submitted July 26, 2023

Wrathell, Hunt and Associates, LLC  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431  
Phone: (561) 571-0010

Submitted by:

810 East Main Street

Bartow, FL 33830

863-537-7901

admin@raylengineering.com

www.raylengineering.com





July 19, 2023

Wrathell, Hunt and Associates, LLC  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431  
Phone: (561) 571-0010  
Attn: Daphne Gillyard  
gillyardd@whhassociates.com

**RE: RFQ FOR ENGINEERING SERVICES FOR THE STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT**

Ms. Daphne Gillyard,

Rayl Engineering & Surveying, LLC is pleased to present to the Selection Committee this response to the above referenced Request for Qualifications. We are confident that no other consultant can bring the project understanding, expertise, and experience to this RFQ that we do.

Rayl Engineering & Surveying, LLC appreciates the opportunity to submit a response to this RFQ for Professional Engineering Services for the Stuart Crossing Community Development District and looks forward to your favorable evaluation.

Sincerely,

A handwritten signature in blue ink, appearing to read "AR", written over a faint circular stamp.

Alan L. Rayl, PE, PSM  
Rayl Engineering & Surveying, LLC



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SECTION 4	<i>APPLICANT'S PAST EXPERIENCE AND PERFORMANCE</i>
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## SECTION 1 *Ability and Adequacy of Professional Personnel*

Rayl Engineering & Surveying, LLC is an S Corp business and has been since being founded in August of 2009. Alan L. Rayl, PE, PSM is the Owner and solely in charge of all management decisions. Alan L. Rayl opened the firm after being with other firms in the Tampa Bay and Central Florida markets since 1987. During the economic downturn, Alan also held the position of Polk County Engineer in the Land Development Division of the Office of Planning and Development. Alan L. Rayl is involved in all aspects of all Engineering & Surveying projects as well as Client and customer service. Alan L. Rayl will be personally involved in all District meetings, construction services, and other engineering tasks.

We provide private sector land development engineering design and permitting across Central Florida, as well as public sector consulting to many of Polk County municipalities. Our clientele includes local developers and businesses, multiple Community Development Districts and Property Owner's Associations/Homeowner's Associations, National Home Builders, the cities of Mulberry and Fort Meade, and the Town of Dundee. Our in-house services include general civil engineering and land surveying services. When needed, specialty sub-consultants are utilized on a per-project basis.

Please see Appendix A and B for Rayl Engineering & Surveying, LLC's corporate resume, as well as all employee resumes.



## SECTION 2 *Certified Minority Business Enterprise*

Rayl Engineering and Surveying, LLC is not a certified Minority Business Enterprise.

## SECTION 3 *Willingness to Meet Time and Budget Requirements*

Our success is a byproduct of our Client's success. This comes from our ability to provide responsive, timely service with the greatest amount of Professional expertise and care for fees that meet our Client's budget expectations.

By not keeping a large in-house staff or high overhead, we can pass on these efficiencies to our Clients to bring their projects to fruition.

## SECTION 4 *Applicant's Past Experience and Performance*

Rayl Engineering and Surveying, LLC is the current District Engineer for the Lake Ashton I, Lake Ashton II, Towne Park, and Silverleaf Community Development Districts. We have provided a variety of services to the CDD including a pavement and curblin assessment and inventory, Pickleball court design and permitting, pond repair recommendations, and more.

**Pavement and Curblin Assessment and Inventory** – Rayl Engineering and Surveying, LLC reviewed all of the pavement and curblin conditions within Lake Ashton CDD. The assessment noted any broken, sunken, and/or curb and pavement areas with impaired function and covered almost 94,000 lane feet. Once assessed, Rayl Engineering and Surveying, LLC compiled a recommended repair list. A Pavement Condition Index assessment was completed to score the condition of the roadway network. Each roadway was given a score based off of condition factors. Once scored, the roads were assigned a recommended action. This assessment resulted in a 200+ page report for the Lake Ashton CDD.





**SECTION 4 Applicant's Past Experience and Performance**

**Lake Ashton II Pickleball Courts and Parking Lot** – Serving as District Engineer for the Lake Ashton II Community Development District we have worked on numerous projects including the design, permitting, and development of two new Pickleball courts and ancillary parking lot at their existing Health and Fitness Center.



**Lake Ashton II Pond Repair** – Recommend and supervise maintenance and repairs to over 30 stormwater ponds as part of the Lake Ashton II CDD Master Surface Water Management System. Once repairs were completed, the project received a permit compliant certification from SWFWMD.



**Lake Ashton II SWFWMD Permit Certifications** – Ongoing monitoring of Surface Water Management System as part of continued required SWFWMD certifications.

**Traditions Subdivision, Winter Haven** – Served both the developer (Lennar) and the HOA with miscellaneous services including flooding remediation and shoreline enhancement projects.



**Ayersworth Glen (Highland Estates CDD) District Engineer** – Design Engineer of Record and District Engineer for the 1660 lot Highland Estates CDD in Hillsborough County, from inception to 2009. (\*Services were performed in assistance to Kimley-Horn and Associates, Inc.)

**Polk County BOCC (2012 – 2015)** – Served as Polk County Engineer in charge of review and approval of all development projects within Polk County. Consultant's designs were reviewed by supervised staff for compliance with the Polk County Comprehensive Plan, the Land Development Code, and the Utilities Code.

**Silverleaf CDD (2022 – Present)** – District Engineer duties including drainage/flooding remediation and wetland mitigation projects.





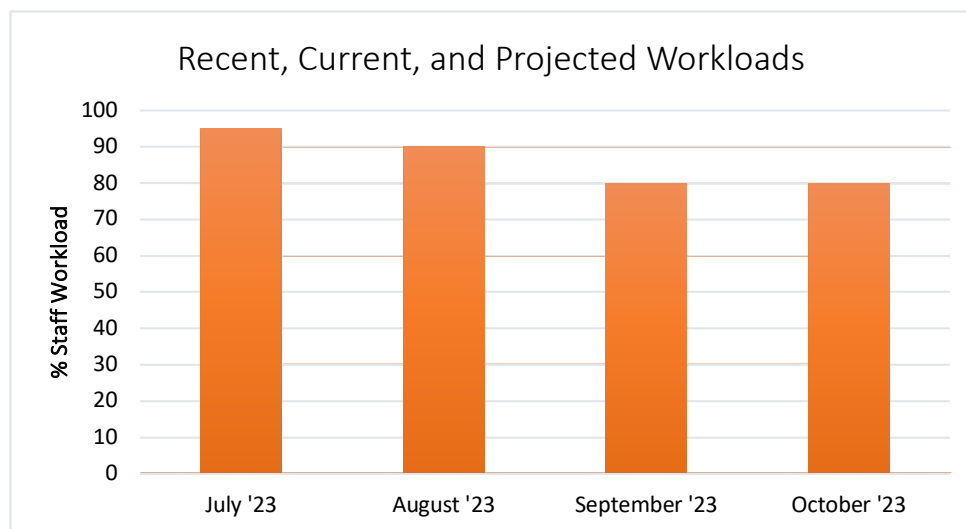


## SECTION 5 *Geographic Location*

Since being founded in 2009, Rayl Engineering & Surveying, LLC has been headquartered in Bartow, FL. The owner of Rayl Engineering & Surveying, LLC, Alan L. Rayl, is available at all times via phone, email, or text. When sub-consultants are needed to provide specialized expertise (Geotechnical, Environmental, etc.) local professionals are used to the greatest degree practicable.

## SECTION 6 *Recent, Current, and Projected Workloads*

Rayl Engineering and Surveying, LLC is currently at 95% of workload capacity for July, 90% of workload capacity for August, and has a projected workload capacity of 80% for September and October 2023. Rayl Engineering and Surveying, LLC is adequately staffed for current and future expected workload. We also have the ability to partner with other consultants if special circumstances warrant.



## SECTION 7 *Volume of Work Previously Awarded to Consultant by CDD*

Rayl Engineering and Surveying, LLC has not been awarded any work by the Stuart Crossing Community Development District to date.



## *Appendix A*

### *Corporate Resume*

# CORPORATE RESUME



## EXPERTISE

Rayl Engineering & Surveying, LLC was formed in August 2009 by Alan L. Rayl, PE, PSM. Since that time, our firm has provided professional services to numerous public and private sector clients across Central Florida and the Midwest.

Our firm believes heavily in community involvement. We volunteer. We participate. We get to know our Clients and their priorities. This provides a personal investment for us and makes us part of the communities we serve.

## SERVICES

Rayl Engineering & Surveying, LLC offers a comprehensive set of Civil Engineering and Land Surveying services that include:

- Residential Civil Engineering Design and Permitting
- Commercial Civil Engineering Design and Permitting
- Construction Administration
- Land Surveying
- Feasibility Studies and Conceptual Plans
- Due Diligence Investigation
- Site Forensic Evaluations and Remediation Designs
- Expert Witness Research and Testimony
- CDD District Engineer Services
  - RFQ/RFP Preparation
- Site Plan Review Services
  - SWFWMD Compliance Solutions

## EXPERIENCE

The following are projects performed by Rayl Engineering and Surveying, LLC and/or by its principal, Alan Rayl, PE, PSM.

**Patterson Park, Fort Meade, FL** – Restoration of utility service to the park bathroom facility through new water and wastewater lines, including a new onsite lift station. The project also includes re-establishment of the Park Concession facilities (including new utility service) and the upsizing of a local water line to improve service and pressure.

### **CFRPC Office - Bartow, FL**

Engineer of Record for the Award-Winning redevelopment of the existing CFRPC office site. Services provided were design of demolition of existing asphalt parking lot and replacement with a pervious paving system made from recycled rubber tires. The approximately 10,000 sf parking lot contains over 4,000 used tires. The project also included a site-wide comprehensive design and installation of new landscaping consisting of Florida-native plants, including a micro-irrigation system.

### **Citywide Stormwater Utility Fee - Mulberry, FL**

Rayl Engineering & Surveying, LLC coordinated with City administration to correct the assessments being made for the Stormwater Utility Fee. The City was not initially aware of the need for this correction. The Ordinance provided for a flat rate (\$4) for residences and an impervious surface coverage-based rate for non-residential properties. At the initial implementation, all properties were being assessed the \$4 fee. This was costing the City over \$44,000/year in uncollected fees.

### **Lake Ashton I CDD (Lake Wales, FL) and Lake Ashton II CDD (Winter Haven, FL)**

Rayl Engineering and Surveying, LLC is the current District Engineer for the Lake Ashton I and II Community Development Districts. We have provided a variety of services to the CDDs including a pavement and curblin assessment and inventory, Pickleball court design and permitting, pond repair recommendations, and more. Alan L. Rayl has been serving the Lake Ashton I CDD since 2019 and the Lake Ashton II CDD since 2015.

## COMMUNITY INVOLVEMENT

Rayl Engineering & Surveying, LLC is currently a member of the Fort Meade, Bartow, Hardee, Mulberry, Lake Wales, and Winter Haven Chambers of Commerce, as well as the Main Street Bartow Organization.



## *Appendix B*

### *Rayl Engineering & Surveying, LLC Employee Resumes*



**Alan L. Rayl, PE, PSM**  
*President/Owner*



Alan Rayl has been a Registered Professional Engineer in the State of Florida since 1991 and has also been a Registered Professional Surveyor and Mapper in Florida since 1997. Alan founded Rayl Engineering and Surveying, LLC on August 24, 2009.

**Professional Registrations**

Florida Registered Professional Engineer #44116  
Georgia Registered Professional Engineer #28580  
Indiana Registered Professional Engineer #920107  
Florida Registered Professional Surveyor and Mapper #5736  
FDEP Certified Stormwater Inspector #5386

**Education**

Bachelor of Science, Civil Engineering - Purdue University 1987

**Special Qualifications**

- Former County Engineer for Polk County Land Development Division
- More than 40 years of experience, encompassing commercial, residential, municipal, and transportation facilities in the Midwest, South and Central Florida, and the Caribbean.
- Experience managing and performing all types of public and private land development projects, from initial appraisals and master planning through preparation and design of construction documents, construction observation, and certifications.
- Direct experience with regulatory programs of local municipalities and Counties and the State of Florida Water Management District, as well as the Florida Department of Environmental Protection, FEMA, and the U.S. Army Corps of Engineers affecting stormwater, water and sewer utilities, and wetlands.

**Professional Organizations and Memberships**

Commissioner, City of Bartow CRA, 2009-2017; Chairman, 2011-2012, 2012-2013, 2016-2017  
Florida Stormwater Association, Conference Committee Member (2016-2021)  
Florida Redevelopment Association, Committee Member (2019)  
Past Member, International Council of Shopping Centers  
Polk County Builder's Association, (Member (2009-present), Board Member, (2019- 2022), 1st Vice President 2021, Governmental Affairs Co-Chair (2010-2011), Chair (2019-2021), President-Elect 2022, **President 2023**)  
Member, Polk County Utility Code Update Stakeholders Committee (2010-2011)  
Member, City of Lakeland Subdivision Code Update Committee, 2011  
Member, City of Bartow Gateways Project Committee, 2011  
Member, City of Bartow Focus Group, 2020 - present  
Graduate, Leadership Bartow, Class XIII, 2008-2010  
Graduate, Leadership Polk, Class IV, 2010-2011  
Leadership Polk Alumni Association, Steering Committee, 2011-2020; Membership Committee Chair, 2016-2020  
Bone Valley SAS Focus Group  
ACE Mentor Volunteer (2018)  
Polk County School Board Volunteer  
Florida Surveying and Mapping Society, Ridge Chapter  
Lake Wales Area Chamber of Commerce, Member  
Greater Mulberry Chamber of Commerce, Board Member, 2008-2016; President, 2012  
Dundee Area Chamber of Commerce, Board Member, 2019  
Fort Meade Chamber of Commerce, Member  
Hardee County Chamber of Commerce, Member  
Winter Haven Chamber of Commerce, Member  
Bartow Chamber of Commerce, Member; Board Member, 2016-2020  
Mainstreet Bartow, Member  
Florida Engineering Society, Ridge Chapter, State Director (2010), **Engineer of the Year (2010)**, President, (2009-2010 & 2015-2016), Vice President (2008-2009), **Engineer of the Year (2023)**



**Garrett Posten, EI**  
**Project Engineer**



Garrett Posten has been employed as a Project Engineer with Rayl Engineering and Surveying, LLC since September of 2020.

**Professional Registrations**

Engineer Intern #1100024445  
Passed Professional Engineer Exam, July 2023

**Education**

Master of Science, Engineering Management - Missouri University of Science and Technology  
2020 - 2022

Bachelor of Science, Civil Engineering - Missouri University of Science and Technology 2019

**Special Qualifications**

- Experienced in floodplain structures, municipal water and sewer, and stormwater systems.
- Experience in drainage modeling and flood studies
- Experienced in designing and creating drawings in AutoCAD.
- Experienced in designing apartment complexes, car washes, subdivisions, and multi family projects.
- Experienced with Community Development Districts including meetings, handling bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling.

**Professional Organizations and Memberships**

Member of the American Concrete Institute  
Member of the American Society of Civil Engineers,  
Member of the Missouri Society of Professional Surveyors

**Project Experience**

Lake Ashton I CDD - Handles bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling. Handles SWFWMD permitting for Water Use Permits and Environmental Resource Permits.

Lake Ashton II CDD - Handles bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling. Handles SWFWMD permitting for Water Use Permits and Environmental Resource Permits.

Bubble Down Car Wash – Assists in design and permitting of numerous Bubble Down Car Washes in Florida.



**Glenn Clover**  
*Sr. Project Manager*

Glenn Clover has been a registered Professional Civil Engineer since 1978. He in conversaut with the many fields of civil engineering, and land planning from design, construction, and management perspectives. Glenn has been with Rayl Engineering & Surveying, LLC since 2021.



**Professional Registrations**

California Civil Professional Engineer #C29061  
Washington Civil Professional Engineer #17983

**Education**

California State University

**Special Qualifications**

- Day to day contact for the Town of Dundee, where we are the Town Engineer; Facilitates in house public works projects and reviewing private sector land development projects for code compliance
- A history of successful project management of municipal, commercial, and residential projects
- Field Engineering Manager on \$100 million government construction project.
- Lead Civil Engineer on \$400 million Naval Hospital project.
- Successful grant writer and grants manager.
- Florida State grants from SWFWMD, FDEP, and Florida Energy and Climate Commission.
- Federal US Department of Agriculture Rural Development energy efficiency (REAP) and business development (RBEG) grants.
- Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant program.
- Funding investigation and analysis study for City of Bartow CRA co-location of Fire, Police, IT, and Fleet Maintenance operations.
- Feasibility study for \$85 million Fort Meade Outpost Equestrian park and resort



**Caleb Wingo, EI**  
**Project Engineer**



Caleb Wingo has been employed as a Project Engineer with Rayl Engineering and Surveying, LLC since January 2023.

**Professional Registrations**

Engineer Intern #1100026664

**Education**

Bachelor Of Science Degree In Mechanical Engineering - Florida Polytechnic University,  
December 2019

**Special Qualifications**

- Experienced in designing and creating drawings in AutoCAD.
- Experience in drainage modeling and flood studies
- Experience in roadway design

**Project Experience**

- Project Engineer on numerous projects with a Citrus Plant including drainage design, building design, and pressurized water system design





**Viviana Rosado**  
**CAD Technician**



Viviana Rosado has been employed as a CAD Technician with Rayl Engineering and Surveying, LLC since June of 2019.

**Education**

Drafting and CAD, Course Study Diploma - Manati, Puerto Rico, US

**Special Qualifications**

- Over 10 years experience preparing construction plans, both residential and commercial, in Auto CAD.
- Experienced in construction inspection and estimate preparation.

**Project Experience**

Tampa Telecom Park – Preparation of Master Site Plan, Preliminary Plat, Master Grading, Master Drainage Plan, and more for the 6 out parcel commercial development in Temple Terrace.

Winnie Lane - Preparation of Master Site Plan, Preliminary Plat, and construction plans for the future three duplex site in Lakeland, Florida.

Schools for the 21st Century, Puerto Rico – Inspected a remodeling project for a program of the Government of Puerto Rico called 'Schools for the 21st Century'. This was Puerto Rico's largest public-school modernization program in decades. The Government of Puerto Rico working jointly with PRPPPA developed a Design-Build-Maintain (DBM) program to modernize 100 public schools throughout Puerto Rico.

Coliseo de Arecibo Manuel G. Iguina Reyes, Puerto Rico – Worked on the final plans for the Manuel Iguina Coliseum located in Arecibo, Puerto Rico. The Manuel Iguina Coliseum is an indoor sporting arena with a capacity of 12,500 people.

KRC Gun Range – Prepared preliminary plans for a 55-acre private gun range and tactical training center. This project is made up of 15+ shooting ranges, RV sites, cabins, meeting center, and more.

Crosstown Properties – Worked on the preliminary plans for a multi-parcel commercial development in Brandon, Florida.

USF Federal Credit Union – Designed construction plans for a new Credit Union branch in Telecom Park that is located in Temple Terrace, Florida.

Nutrien AG - Prepared site construction plans for an 80,000 square foot dry fertilizer storage and handling facility in Mulberry, Florida.



**Janet Taylor**  
**CAD Technician**



Janet Taylor has been employed as a CAD Technician with Rayl Engineering and Surveying, LLC since December of 2021.

**Education**

Architectural Drafting Diploma, Ridge Vo-Tech, Winter Haven Florida

**Special Qualifications**

- Over 34 years experience preparing construction plans, both residential and commercial
- Over 20 years experience using AutoCAD
- Experienced in construction inspection and estimate preparation.



**Kayla Derrick**  
**Office Manager/Executive Assistant**



Kayla Derrick has been employed as a Office Manager/Executive Assistant with Rayl Engineering and Surveying, LLC since 2018.

**Education**

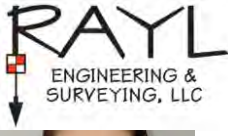
Master of Business Administration, Human Resource Management – Lynn University, 2017  
Bachelor of Science, Business Management and Supervision - South Florida State College, 2016  
Associate in Arts, Business Management - South Florida State College, 2013

**Professional Organizations and Memberships**

- Alumni of Leadership Lake Wales, Class 21
- Member of the International Society of Baccalaureate Scholars

**Responsibilities**

- Responsible for day-to-day business operations
- Manage AP and AR accounts
- Drafting correspondence and presentations
- Assist company President with preparation of detailed technical reports, studies, and presentations
- Perform processing of payroll and employee benefits
- Complete project submittals to all permitting agencies including SWFWMD, DEP, and local Cities and Counties



***Valerie Wheatley***  
***Administrative Assistant***



*Valerie Wheatley* has been employed as an Administrative Assistant with Rayl Engineering and Surveying, LLC since July 2023.

***Responsibilities***

- Responsible for assisting with day-to-day business operations
- Drafting correspondence and presentations
- Assist with preparation of detailed technical reports, studies, and presentations
- Assist with project submittals to all permitting agencies including SWFWMD, DEP, and local Cities and Counties



***D'Lise Rayl***  
***Executive Assistant***



D'Lise Rayl has been employed as an Executive Assistant with Rayl Engineering and Surveying, LLC since 2020.

***Responsibilities***

- Responsible for day-to-day business operations
- Drafting correspondence and presentations
- Assist in project submittals to all permitting agencies including SWFWMD, DEP, and local Cities and Counties



## *Appendix C*

# Organizational Chart of Rayl Engineering & Surveying, LLC

# Organizational Chart Of Rayl Engineering & Surveying, LLC



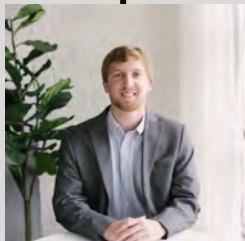
Alan L. Rayl, PE, PSM

Owner/Principal



Glenn Clover

Sr. Project Manager



Garrett Posten, EI

Project Engineer



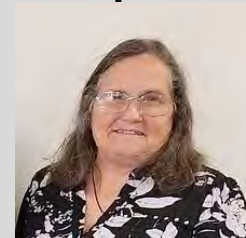
Caleb Wingo, EI

Project Engineer



Viviana Rosado

CAD Technician



Janet Taylor

Sr. Design Technician



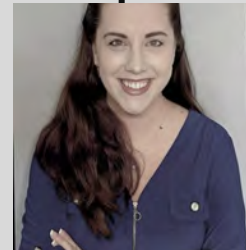
Kayla Derrick

Office Mgr./Exec. Assistant



D'Lise Rayl

Clerical Assistant



Valerie Wheatley

Administrative Assistant



## *Appendix D*

### *Form 330*



# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*  
**RFQ FOR ENGINEERING SERVICES FOR THE THE STUART CROSSING CDD**

2. PUBLIC NOTICE DATE  
**July 13, 2023**

3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE  
**Alan L. Rayl, Owner / President**

5. NAME OF FIRM  
**Rayl Engineering and Surveying, LLC**

6. TELEPHONE NUMBER  
**863-537-7901**

7. FAX NUMBER  
**N/A**

8. E-MAIL ADDRESS  
**alan@raylengineering.com**

### C. PROPOSED TEAM

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

(Check)	PRIME LV PARTNER SUBCON- TRACTOR				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	a.	✓				Rayl Engineering and Surveying, LLC  <input type="checkbox"/> CHECK IF BRANCH OFFICE	810 East Main Street, Bartow, FL 33830
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Alan L. Rayl	13. ROLE IN THIS CONTRACT  Principal in Charge / Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 40+	b. WITH CURRENT FIRM 14 years

15. FIRM NAME AND LOCATION *(City and State)*  
Rayl Engineering and Surveying, LLC, Bartow, Florida

16. EDUCATION *(Degree and Specialization)*  
Bachelor of Science, Civil Engineering - Purdue University 1987

17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*  
Florida Registered Professional Engineer #44116  
Georgia Registered Professional Engineer #28580  
Indiana Registered Professional Engineer #920107  
Florida Registered Professional Surveyor and Mapper #5736

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
Florida Engineering Society; Florida Surveying and Mapping Society; Florida Stormwater Association; Florida Redevelopment Association; Polk County Builders Association; Mulberry, Winter Haven, Fort Meade & Bartow Chamber; More on resume.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
<b>Lake Ashton II Pavement and Curblin Assessment and Inventory</b> Lake Ashton II CDD, Winter Haven, Florida	2019	2019
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. <i>Surveyed all of the pavement and curblin within Lake Ashton II CDD. The assessment noted any broken, sunken, and/or areas with impaired function and a list of recommended repairs was made. A pavement condition assessment was completed to rate the condition of the surface of the road network. Roads were scored and assigned a recommend action.</i>		
<b>Lake Ashton II Pickleball</b> Lake Ashton II CDD, Winter Haven, Florida	2018	2019
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm b. <i>Design, permitting, and development of two new Pickleball courts and ancillary parking lot at their existing Health and Fitness Center.</i>		
<b>Lake Ashton I Pavement and Curblin Assessment and Inventory</b> Lake Ashton I CDD, Lake Wales, Florida	2020	Current
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm c. <i>Designed and permitting of the master infrastructure (road, drives, sewer, water, stormwater, and flood plan) for the Aldi anchored shopping center. Permit coordination with Polk County, SWFWMD, and FDOT.</i>		
<b>Traditions Subdivison</b> Winter Haven, Florida	2017	2017
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm d. <i>Served both the developer (Lennar) and the HOA with miscellaneous services including flooding remediation and shoreline enhancement.</i>		
<b>Lime Avenue Drainage Issues</b> Lime Avenue, Dundee, Florida	2019	2019
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm e. <i>Surveyed the existing conditions in the affected areas including roadway edge of pavement, driveways, driveway culverts, swales, storm structures and other related features. Created a construction plan and design for remediating the conditions causing the flooding. Provided construction phase services.</i>		

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1
21. TITLE AND LOCATION <i>(City and State)</i> Pavement and Curbline Assessment and Inventory Lake Ashton II CDD, Winter Haven, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2019

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Lake Ashton II CDD	b. POINT OF CONTACT NAME Jim Mecslcs, Chair	c. POINT OF CONTACT TELEPHONE NUMBER 863-875-4554
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Rayl Engineering and Surveying, LLC reviewed all of the pavement and curbline conditions within Lake Ashton II CDD. The assessment noted any broken, sunken, and/or areas with impaired function. Once assessed, Rayl Engineering and Surveying, LLC compiled a recommend repair list. A Pavement Condition Index assessment was completed to score the condition of the road network. Each roadway was given a score based off of condition factors. Once scored, the roads were assigned a recommended action. This assessment resulted in a 200+ page report for the Lake Ashton II CDD.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION <i>(City and State)</i> Bartow, Florida	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 <b>2</b>
21. TITLE AND LOCATION <i>(City and State)</i> Lake Ashton II Pickleball Courts and Parking Lot, Winter Haven, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017-2018	CONSTRUCTION <i>(If applicable)</i> 2018

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>Lake Ashton II CDD</b>	b. POINT OF CONTACT NAME <b>Jim Mecsecs, Chair</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>863-875-4554</b>
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Serving as District Engineer for the Lake Ashton II Community Development District we have worked on numerous projects including the design, permitting, and development of two new Pickleball courts and ancillary parking lot at their existing Health and Fitness Center.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME <b>Rayl Engineering and Surveying, LLC</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>Bartow, Florida</b>	(3) ROLE <b>Prime Consultant</b>
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 <b>3</b>
21. TITLE AND LOCATION <i>(City and State)</i> Lake Ashton II Pond Repair, Winter Haven, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2015-2017	CONSTRUCTION <i>(If applicable)</i> Ongoing

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Lake Ashton II CDD	b. POINT OF CONTACT NAME Jim Mecscics, Chair	c. POINT OF CONTACT TELEPHONE NUMBER 863-875-4554
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Recommend and supervise maintenance and repairs to over 30 stormwater ponds as part of the Lake Ashton II CDD Master Surface Water Management System. Once repairs were completed, the project received a permit compliant certification from SWFWMD. Repairs included slope restoration and stabilization, vegetation removal, and repairs/construction of multiple sidedrain filtration systems including filter fabric, filter media, perforated pipe repair and replacement, cleanout reconstruction and new installations of ballast to complete the system(s).

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Rayl Engineering and Surveying, LLC	Bartow, Florida	Prime Consultant
b.			
c.			
d.			
e.			
f.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 4
21. TITLE AND LOCATION <i>(City and State)</i> Lake Ashton II SWFWMD Certifications, Winter Haven, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2019      CONSTRUCTION <i>(If applicable)</i> Ongoing

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Lake Ashton II CDD	b. POINT OF CONTACT NAME Jim Mecslcs, Chair	c. POINT OF CONTACT TELEPHONE NUMBER 703-282-9714
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Ongoing monitoring of Surface Water Management System as part of continued required SWFWMD certifications.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Rayl Engineering and Surveying, LLC	Bartow, Florida	Prime Consultant
b.			
c.			
d.			
e.			
f.			



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 <b>5</b>
21. TITLE AND LOCATION <i>(City and State)</i> Lake Marie Water Line, Dundee, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES: 2018 CONSTRUCTION <i>(If applicable)</i> : Pending

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Town of Dundee	b. POINT OF CONTACT NAME Tandra Davis, Town Manager	c. POINT OF CONTACT TELEPHONE NUMBER 863-438-8330
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Coordinated miscellaneous paving and drainage projects throughout Town. Coordinated with Town staff to discuss and permit the construction of 1,228 linear feet of 10" water line to replace an existing transite asbestos water line currently serving the Lake Marie Park, the Town Community Center, and adjacent residential neighborhoods.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Rayl Engineering and Surveying, LLC	Bartow, Florida	Prime Consultant
b.			
c.			
d.			
e.			
f.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 <b>6</b>
21. TITLE AND LOCATION <i>(City and State)</i> <b>Lime Avenue Drainage Investigation, Dundee, Florida</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018 - Present	CONSTRUCTION <i>(if applicable)</i> 2019 - Ongoing

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>Town of Dundee</b>	b. POINT OF CONTACT NAME <b>Tandra Davis, Town Manager</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>863-438-8330</b>
---	---	---

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

Surveyed the existing conditions in the affected areas including roadway, driveways, driveway culverts, swales, storm structures and other related features. Created a construction plan and design for remediating the conditions causing the flooding. This included driveway culvert maintenance, establishment of roadside swales with positive outfall, installation of new driveway culverts in areas where they do not currently exist, and other related improvements. Construction Phase services included staking, inspection, observation, as-built and record drawing preparation, and certifications of construction.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Rayl Engineering and Surveying, LLC	Bartow, Florida	Prime Consultant
b.			
c.			
d.			
e.			
f.			



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 7
21. TITLE AND LOCATION <i>(City and State)</i> Pavement and Curbline Assessment and Inventory Lake Ashton II CDD, Winter Haven, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2020-Present

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Lake Ashton I CDD	b. POINT OF CONTACT NAME Lloyd Howison, Chair	c. POINT OF CONTACT TELEPHONE NUMBER 704-302-6555
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Rayl Engineering and Surveying, LLC reviewed all of the pavement and curbline conditions within Lake Ashton I CDD. The assessment noted any broken, sunken, and/or areas with impaired function. Once assessed, Rayl Engineering and Surveying, LLC compiled a recommend repair list. A Pavement Condition Index assessment was completed to score the condition of the road network. Each roadway was given a score based off of condition factors. Once scored, the roads were assigned a recommended action. This assessment resulted in a 500+ page report for the Lake Ashton I CDD.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION <i>(City and State)</i> Bartow, Florida	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 <b>8</b>
21. TITLE AND LOCATION <i>(City and State)</i> Dundee Paving RFP, Dundee, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2019

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Town of Dundee	b. POINT OF CONTACT NAME Tanda Davis, Town Manager	c. POINT OF CONTACT TELEPHONE NUMBER 863-438-8330
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Assisted the Town with the writing of the RFP for milling and resurfacing approximately 3/4 miles of local and collector roadways inside the Town limits. Reviews and evaluated contractors bids and made recommendations for bid award. Worked with contractor during construction for scheduling coordination, reviewed pay requests, and provided post construction review of completed project.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION <i>(City and State)</i> Bartow, Florida	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 <b>9</b>
21. TITLE AND LOCATION <i>(City and State)</i> Telecom, Temple Terrace, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017 to Present	CONSTRUCTION <i>(If applicable)</i> 2018 to 2019

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>JT Enterprises II</b>	b. POINT OF CONTACT NAME <b>Joe Taggart, Sr.</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>813-230-6555</b>
--	---	---

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

Rayl Engineering and Surveying, LLC provided master infrastructure plan, permitting, and construction services to the 6 out parcel commercial development in Temple Terrace, Florida. Coordination with US Army Corps of Engineers, Department of Transportation, Hillsborough County, Department of Environmental Protection, City of Temple Terrace, and SWFWMD.

Rayl Engineering & Surveying also provided the following services:

1. Coordinate with the Client's Geotechnical consultant for the Master Plan/Mass Grading design.
2. Review extent of muck removal/unsuitable soils to be addressed during Master Plan/Mass Grading design.
3. Coordinate with the Client's Traffic consultant for the Fletcher Avenue and internal cross access connections.
4. Prepare Erosion Control and SWPP Plan as part of Construction plan set.
5. Prepare Drainage Calculations demonstrating compliance with previously established impervious surface thresholds in the existing master drainage system.
6. Prepare Master Site Plan/Preliminary Plat.
7. Prepare Master Grading and Master Drainage Plan.
8. Prepare cut/fill calculations, including any muck removal per recommendations of the Geotechnical consultant.
9. Prepare Master Utility Plans for extension of onsite sanitary sewer and potable water systems.
10. Submit for Construction Plan approval from the City of Temple Terrace
11. Submit for ERP approval (permit modification) from the Southwest Florida Water Management District.
12. Submit for a driveway connection permit from Hillsborough County for the Fletcher Avenue connection.
13. Submit for an FDEP potable water system permit through the Hillsborough County Health Department.
14. Submit for an FDEP wastewater system permit through the Hillsborough County EPC.
15. Provide responses to review comments in support of permit issuance.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Rayl Engineering and Surveying, LLC	Bartow, Florida	Prime Consultant
b.			
c.			
d.			
e.			
f.			



**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

26. NAMES OF KEY PERSONNEL <i>(From Section E, Block 12)</i>	27. ROLE IN THIS CONTRACT <i>(From Section E, Block 13)</i>	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	10			
Alan L. Rayl, PE, PSM	Principal in Charge / Project Manager	X	X	X	X	X	X	X	X	X	X	X	X	X

**29. EXAMPLE PROJECTS KEY**

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	LA II Pavement & Curbline Assessment	6	Lime Avenue Drainage
2	LA II Pickleball Courts and Parking Lot	7	Winnie Lane Town Homes
3	LA II Pond Repair	8	Dundee Paving
4	LA II SWFWMD Certifications	9	Telecom
5	Lake Marie Water Line	10	Traditions Winter Haven

---

**H. ADDITIONAL INFORMATION**

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

See RFQ Response.

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**I. AUTHORIZED REPRESENTATIVE**

*The foregoing is a statement of facts.*

31. SIGNATURE



32. DATE

7/26/23

33. NAME AND TITLE

Alan L. Rayl, Owner / 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 Rayl Engineering and Surveying, LLC			3. YEAR ESTABLISHED 2009	4. UNIQUE ENTITY IDENTIFIER 27-0914050
2b. STREET 810 East Main Street			5. OWNERSHIP	
2c. CITY Bartow			2d. STATE FL	2e. ZIP CODE 33830
6a. POINT OF CONTACT NAME AND TITLE Alan L. Rayl, Owner / President			a. TYPE S Corporation	
6b. TELEPHONE NUMBER 863-537-7901			6c. E-MAIL ADDRESS alan@raylengineering.com	
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

b. SMALL BUSINESS STATUS  
N/A

7. NAME OF FIRM (If Block 2a is a Branch Office)

### 9. EMPLOYEES BY DISCIPLINE

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE 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			
12/38	Civil Engineer/Land Surveyor	1		C05	Multiple Examples	1
08	CADD Technician	2		C06	Multiple Examples	1
02	Administrative	3		C08	Multiple Examples	1
12	Civil Engineer	3		C16	Multiple Examples	1
				H06	Multiple Examples	1
				H07	Multiple Examples	1
				H09	Multiple Examples	1
				H10	Multiple Examples	1
				H11	Multiple Examples	1
				I06	Multiple Examples	2
				L02	Multiple Examples	1
				O01	Multiple Examples	1
				P05	Multiple Examples	1
				P06	Multiple Examples	2
				S04	Multiple Examples	2
				S10	Multiple Examples	1
				S13	Multiple Examples	1
				T04	Multiple Examples	1
				W03	Multiple Examples	2
	Other Employees					
<b>Total</b>		<b>9</b>				

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

### PROFESSIONAL SERVICES REVENUE INDEX NUMBER

a. Federal Work	1
b. Non-Federal Work	3
<b>c. Total Work</b>	<b>3</b>

- Less than \$100,000
- \$100,000 to less than \$250,000
- \$250,000 to less than \$500,000
- \$500,000 to less than \$1 million
- \$1 million to less than \$2 million
- \$2 million to less than \$5 million
- \$5 million to less than \$10 million
- \$10 million to less than \$25 million
- \$25 million to less than \$50 million
- \$50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE 7/26/2023
c. NAME AND TITLE Alan L. Rayl, Owner / President	



810 East Main Street

Bartow, FL 33830

Phone: 863-537-7901

[www.raylengineering.com](http://www.raylengineering.com)





# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7D**

**Stuart Crossing Community Development District  
Request for Qualifications – District Engineering Services**

**Competitive Selection Criteria**

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

\_\_\_\_\_  
Board Member’s Signature

\_\_\_\_\_  
Date

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

**8**

**RESOLUTION 2023-01**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE**

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

**WHEREAS**, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

**WHEREAS**, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

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

**1. PRIMARY ADMINISTRATIVE OFFICE.** The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

**2. PRINCIPAL HEADQUARTERS.** The District’s principal headquarters for purposes of establishing proper venue shall be located at the offices of \_\_\_\_\_, and within Polk County, Florida.

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

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023

ATTEST:

**STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

# **UNAUDITED FINANCIAL STATEMENTS**

**STUART CROSSING  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
JUNE 30, 2023**

**STUART CROSSING  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2023**

	General Fund	Debt Service Fund	Total Governmental Funds
	<u>          </u>	<u>          </u>	<u>          </u>
<b>ASSETS</b>			
Cash*	\$ 6,469	\$ -	\$ 6,469
Due from Landowner	2,024	-	2,024
Total assets	<u>8,493</u>	<u>-</u>	<u>8,493</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable	\$ 2,493	\$ -	\$ 2,493
Due to Landowner	-	4,571	4,571
Landowner advance	6,000	-	6,000
Total liabilities	<u>8,493</u>	<u>4,571</u>	<u>13,064</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred receipts	2,024	-	2,024
Total deferred inflows of resources	<u>2,024</u>	<u>-</u>	<u>2,024</u>
Fund balances:			
Restricted for:			
Debt service	-	(4,571)	(4,571)
Unassigned	(2,024)	-	(2,024)
Total fund balances	<u>(2,024)</u>	<u>(4,571)</u>	<u>(6,595)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 8,493</u>	<u>\$ -</u>	<u>\$ 8,493</u>

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

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Landowner contribution	\$ 4,495	\$ 25,405	\$ 100,290	25%
Total revenues	<u>4,495</u>	<u>25,405</u>	<u>100,290</u>	25%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Management/accounting/recording**	2,000	18,000	46,000	39%
Legal	434	1,235	25,000	5%
Engineering	-	-	2,000	0%
Audit	-	-	5,500	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	1,000	0%
Trustee*	-	-	5,500	0%
Telephone	16	150	200	75%
Postage	-	-	250	0%
Printing & binding	42	375	500	75%
Legal advertising	-	307	6,500	5%
Annual special district fee	-	175	175	100%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	-	346	750	46%
Meeting room rental	-	161	-	N/A
Website hosting & maintenance	-	1,680	705	238%
Website ADA compliance	-	-	210	0%
Total expenditures	<u>2,492</u>	<u>27,429</u>	<u>100,290</u>	27%
Excess/(deficiency) of revenues over/(under) expenditures	2,003	(2,024)	-	
Fund balances - beginning	(4,027)	-	-	
Fund balances - ending	<u>\$ (2,024)</u>	<u>\$ (2,024)</u>	<u>\$ -</u>	

\*These items will be realized when bonds are issued

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



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

	<u>Current Month</u>	<u>Year To Date</u>
<b>REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 <b>EXPENDITURES</b>		
<b>Debt service</b>		
Cost of issuance	-	<u>3,649</u>
Total debt service	<u>-</u>	<u>3,649</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 - -	  (3,649)
 Fund balances - beginning	 <u>(4,571)</u>	 <u>(922)</u>
Fund balances - ending	<u><u>\$ (4,571)</u></u>	<u><u>\$ (4,571)</u></u>

# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

# **MINUTES**

**DRAFT**

**MINUTES OF MEETING  
STUART CROSSING  
COMMUNITY DEVELOPMENT DISTRICT**

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The Board of Supervisors of the Stuart Crossing Community Development District held a Regular Meeting on May 2, 2023 at 12:00 p.m., at the Hampton Inn Bartow, 205 Old Bartow Eagle Lake Rd., Bartow, Florida 33830.

**Present at the meeting were:**

Chris Torres	Vice Chair
John Kakridas	Assistant Secretary
Martha Schiffer	Assistant Secretary

**Also present were:**

Kristen Suit	District Manager
Jonathan Johnson (via telephone)	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 12:13 p.m.

Supervisors Kakridas, Schiffer and Torres were present. Supervisors Noble and Tomberlin were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Supervisor  
Jerry Tomberlin [SEAT 4]; Term Expires  
November 2026**

Ms. Suit presented Mr. Jerry Tomberlin's resignation.

37 On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the,  
 38 the resignation of Mr. Jerry Tomberlin from Seat 4, was accepted.

39  
40

41 **THIRD ORDER OF BUSINESS** **Consider Appointment to Fill Unexpired**  
 42 **Term of Seat 4**

43  
 44 **A. Administration of Oath of Office to Supervisor Martha Schiffer *(the following will be***  
 45 ***provided in a separate package)***

46 **I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and**  
 47 **Employees**

48 **II. Membership, Obligations and Responsibilities**

49 **III. Chapter 190, Florida Statutes**

50 **IV. Financial Disclosure Forms**

51 **a. Form 1: Statement of Financial Interests**

52 **b. Form 1X: Amendment to Form 1, Statement of Financial Interests**

53 **c. Form 1F: Final Statement of Financial Interests**

54 **V. Form 8B: Memorandum of Voting Conflict**

55 **B. Consideration of Resolution 2023-02, Designating Certain Officers of the District, and**  
 56 **Providing for an Effective Date**

57 These items were deferred.

58

59 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2023-01,**  
 60 **Designating the Primary Administrative**  
 61 **Office and Principal Headquarters of the**  
 62 **District and Providing an Effective Date**

63  
 64 This item was deferred.

65

66 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2023-03,**  
 67 **Approving a Proposed Budget for Fiscal**  
 68 **Year 2023/2024 and Setting a Public**  
 69 **Hearing Thereon Pursuant to Florida Law;**  
 70 **Addressing Transmittal, Posting and**

71 **Publication Requirements; Addressing**  
 72 **Severability; and Providing for an Effective**  
 73 **Date**

74  
 75 Ms. Suit presented Resolution 2023-03. She reviewed the proposed Fiscal Year 2024  
 76 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal  
 77 Year 2023 budget, and explained the reasons for any changes. This is a Landowner-funded  
 78 budget, with expenses being paid as they are incurred.

79 Discussion ensued regarding timing of an anticipated bond issuance.

80

81 **On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor,**  
 82 **Resolution 2023-03, Approving a Proposed Budget for Fiscal Year 2023/2024**  
 83 **and Setting a Public Hearing Thereon Pursuant to Florida Law for August 1,**  
 84 **2023 at 12:00 p.m., at the Hampton Inn Bartow, 205 Old Bartow Eagle Lake Rd.,**  
 85 **Bartow, Florida 33830; Addressing Transmittal, Posting and Publication**  
 86 **Requirements; Addressing Severability; and Providing for an Effective Date.**

87

88

89 **SEVENTH ORDER OF BUSINESS** **Ratification of Engagement with Jere**  
 90 **Earlywine at Kutak Rock LLP**

91

92

93 **On MOTION by Ms. Schiffer and seconded by Mr. Kakridas, with all in favor,**  
 94 **engagement of Jere Earlywine/Kutak Rock LLP for District Counsel Services,**  
 95 **was ratified.**

96

97

- 98 • **Consideration Of Retention and Fee Agreement**

99

100 **On MOTION by Mr. Torres and seconded by Ms. Schiffer, with all in favor, the**  
 101 **Kutak Rock LLP Retention and Fee Agreement, was approved.**

102

103

104 **EIGHTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**  
 105 **Statements as of March 31, 2023**

106

107 Ms. Suit presented the Unaudited Financial Statements as of March 31, 2023.

108

109

110

**On MOTION by Ms. Schiffer and seconded by Mr. Kakridas, with all in favor, the Unaudited Financial Statements as of March 31, 2023, were accepted.**

111

112

**NINTH ORDER OF BUSINESS**

**Approval of December 6, 2022 Regular Meeting Minutes**

114

115

116

Ms. Suit presented the December 6, 2022 Regular Meeting Minutes.

117

118

119

**On MOTION by Ms. Schiffer and seconded by Mr. Kakridas, with all in favor, the December 6, 2022 Regular Meeting Minutes, as presented, was approved.**

120

121

**TENTH ORDER OF BUSINESS**

**Staff Reports**

123

**A. District Counsel: KE Law Group, PLLC**

**B. District Engineer (Interim): Kimley-Horn & Associates, Inc.**

There were no District Counsel or District Engineer reports.

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

• **NEXT MEETING DATE: June 6, 2023 at 12:00 PM**

○ **QUORUM CHECK**

The June and July meetings will be cancelled.

The next meeting will be August 1, 2023.

132

**ELEVENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

134

There were no Board Members' comments or requests.

136

**TWELFTH ORDER OF BUSINESS**

**Public Comments**

138

There were no public comments.

140

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

142

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**On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the meeting adjourned at 12:22 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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156

---

Secretary/Assistant Secretary

---

Chair/Vice Chair



# **STUART CROSSING**

**COMMUNITY DEVELOPMENT DISTRICT**

# **STAFF**

# **REPORTS**

**STUART CROSSING COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE**

**LOCATION**

*Hampton Inn Bartow, 205 Old Bartow Eagle Lake Rd., Bartow, Florida 33830*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 4, 2022 CANCELED</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>
<b>November 8, 2022 CANCELED</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>
<b>December 6, 2022</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>
<b>January 3, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>
<b>February 7, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>
<b>March 7, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>
<b>April 4, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>
<b>May 2, 2023</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>
<b>June 6, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>
<b>July 4, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>
<b>August 1, 2023</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>
<b>September 5, 2023</b>	<b>Regular Meeting</b>	<b>12:00 PM</b>