



**PRINCIPAL ONE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**DUVAL COUNTY  
REGULAR BOARD MEETING  
& PUBLIC HEARING  
JUNE 1, 2022  
6:00 P.M.**

Special District Services, Inc.  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, FL 33410

[www.principalonecdd.org](http://www.principalonecdd.org)  
561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT**  
Clubhouse of IL Villagio  
9745 Touchton Road  
Jacksonville, Florida 32246  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
June 1, 2022  
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items not on the Agenda
- F. Approval of Minutes
  - 1. March 2, 2022 Regular Board Meeting.....Page 2
- G. Public Hearing
  - 1. Proof of Publication.....Page 4
  - 2. Receive Public Comments on Fiscal Year 2022/2023 Final Budget
  - 3. Consider Resolution No. 2022-02 – Adopting a Fiscal Year 2022/2023 Final Budget.....Page 5
- H. Old Business
- I. New Business
  - 1. Consider Resolution No. 2022-03 – Adopting a Fiscal Year 2022/2023 Meeting Schedule.....Page 12
  - 2. Ratification of Stormwater Needs Analysis Proposal.....Page 14
- J. Administrative Matters
- K. Board Member Comments
- L. Adjourn

(Published daily except Saturday, Sunday and legal holidays)  
Jacksonville, Duval County, Florida

**STATE OF FLORIDA,**

**S.S.**

**COUNTY OF DUVAL,**

Before the undersigned authority personally appeared Rhonda Fisher, who on oath says that she is the Publisher's Representative of JACKSONVILLE DAILY RECORD, a daily (except Saturday, Sunday and legal holidays) newspaper published at Jacksonville, in Duval County, Florida; that the attached copy of advertisement, being a Fiscal Year 2021/2022 Regular Meeting Schedule

in the matter of Principal One Community Development District

in the Court of Duval County, Florida, was published in said newspaper in the issues of 9/24/21

Affiant further says that the said JACKSONVILLE DAILY RECORD is a newspaper at Jacksonville, in said Duval County, Florida, and that the said newspaper has heretofore been continuously published in said Duval County, Florida, each day (except Saturday, Sunday and legal holidays) and has been entered as periodicals matter at the post office in Jacksonville, in said Duval 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 said newspaper.

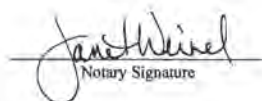
\*This notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.



Rhonda Fisher

Sworn to and subscribed before me this 24th day of September, 2021 A.D. by Rhonda Fisher who is personally known to me.

JANET WEINEL  
Notary Public, State of Florida  
My Comm. Expires 12/18/2024  
Commission No. HH150817

  
Notary Signature

**PRINCIPAL ONE  
COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2021/2022  
REGULAR MEETING  
SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the Principal One Community Development District will hold Regular Meetings at 6:00 p.m. at the Clubhouse of IL Villagio, 9745 Touchton Road, Jacksonville, Florida 32246, on the following dates:

**October 6, 2021  
November 3, 2021  
December 1, 2021  
January 5, 2022  
February 2, 2022  
March 2, 2022  
April 6, 2022  
May 4, 2022  
June 1, 2022  
July 6, 2022  
August 3, 2022  
September 7, 2022**

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Said meetings may be continued from time to time as stated on the record to a date, time and place certain.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

**PRINCIPAL ONE  
COMMUNITY  
DEVELOPMENT DISTRICT  
www.principalonecdd.org**  
Sep. 24 00 (21-06522D)

**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 2, 2022**

**A. CALL TO ORDER**

District Manager Jason Pierman called the March 2, 2022, Regular Board Meeting of the Principal One Community Development District (the “District”) to order at 6:00 p.m. in the Clubhouse of Il Villagio located at 9745 Touchton Road, Jacksonville, Florida 32246.

**B. PROOF OF PUBLICATION**

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in the *Jacksonville Daily Record* on September 24, 2021, as part of the District’s Fiscal Year 2021/2022 Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Pierman determined that the attendance of Chairperson Michelle Hepke, Vice Chairman Brian Hepke and Supervisors Ilona Macy and Mike Chevalier constituted a quorum and it was in order to proceed with the meeting.

Also present was District Manager Jason Pierman of Special District Services, Inc.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments from the public for items not on the agenda.

**F. APPROVAL OF MINUTES**

**1. November 3, 2021, Regular Board Meeting**

Mr. Pierman presented the minutes of the November 3, 2021, Regular Board Meeting and asked if there were any changes/corrections.

There being none, a **motion** was then made by Mr. Chevalier, seconded by Mr. Hepke and passed unanimously approving the minutes of the November 3, 2021, Regular Board Meeting, as presented.

**G. OLD BUSINESS**

There were no Old Business items to come before the Board.

**H. NEW BUSINESS**

**1. Consider Resolution No. 2022-01 – Adopting a Fiscal Year 2022/2023 Proposed Budget**

Mr. Pierman presented Resolution No. 2022-01, entitled:

**RESOLUTION NO. 2022-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2022/2023; AND PROVIDING AN EFFECTIVE DATE.**

A **motion** was made by Mr. Hepke, seconded by Mr. Chavalier and passed unanimously adopting Resolution No. 2022-01, as presented, setting the Public Hearing for June 1, 2022.

**2. Discussion Regarding 20-Year Stormwater Report**

Mr. Pierman explained that the State was requiring a 20-Year Stormwater Report from every district. He indicated that the engineer was currently working on the report.

**I. ADMINISTRATIVE MATTERS**

Mr. Pierman advised that the qualifying period runs from noon on June 13, 2022, to noon on June 17, 2022, indicating that Seats 1 (Vacant), 3 (Mr. Hepke) and 5 (Mrs. Hepke) were up for election.

**J. BOARD MEMBER COMMENTS**

Mrs. Hepke indicated that she had walked the property with the POA Manager and asked for approximately 200 plants to be added for a ballpark cost of between \$2,000 and \$3,000. However, the proposal that came back from the landscapers was for close to \$8,000, and included removing plants and adding more than what was requested. Mrs. Hepke indicated she would again meet with the POA and request that they revise the proposal.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Hepke, seconded by Mrs. Hepke and unanimously passed to adjourn the meeting at 6:32 p.m.

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Secretary/Assistant Secretary

---

Chair/Vice-Chair

## Miscellaneous Notices



Published in Jacksonville Daily Record - Duval County on May 19, 2022

### Location

Duval County, Florida

### Notice Text

Miscellaneous Public Notices

Notice of Public Hearing

and Regular Board

Meeting of the

Principal One Community Development District

The Board of Supervisors of the Principal One Community Development District (the District ) will hold a Public Hearing and Regular Board Meeting on June 1, 2022, at 6:00 p.m., or as soon thereafter as the meeting can be heard, at the Clubhouse of IL Villagio located at 9745 Touchton Road, Jacksonville, Florida 32246.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2022/2023 Proposed Final Budget of the District. A copy of the Budget and/or the Agenda may be obtained from the District s website or at the offices of the District Manager, 2501A Burns Road, Palm Beach Gardens, Florida, 33410 during normal business hours. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts.

Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or more Supervisors will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (561) 630-4922, and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Meetings may be cancelled from time to time without advertised notice.

Principal One Community Development District

[www.principalonecdd.org](http://www.principalonecdd.org)

May 12/19 (22-03069D)

**RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2022/2023 BUDGET.**

**WHEREAS**, the Principal One Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2022/2023 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

**WHEREAS**, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

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

**Section 1.** The Final Budget and Final Special Assessment Roll for Fiscal Year 2022/2023 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

**Section 2.** The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

**PASSED, ADOPTED and EFFECTIVE** this 1<sup>st</sup> day of June, 2022.

**ATTEST:**

**PRINCIPAL ONE  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

# Principal One Community Development District

**Final Budget For  
Fiscal Year 2022/2023  
October 1, 2022 - September 30, 2023**



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- III      DETAILED FINAL DEBT SERVICE FUND BUDGET**
- IV      ASSESSMENT COMPARISON**

**FINAL BUDGET**  
**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

	<b>FISCAL YEAR 2022/2023 BUDGET</b>
<b>REVENUES</b>	
O & M Assessments	57,771
Debt Assessments	230,012
Other Revenues	0
Interest Income	120
<b>TOTAL REVENUES</b>	<b>\$ 287,903</b>
<b>EXPENDITURES</b>	
Engineering/Inspections	2,000
Supervisor Fees	0
Management	27,096
Legal	2,000
Assessment Roll	5,000
Audit Fees	3,900
Insurance	6,000
Legal Advertisements	550
Miscellaneous	825
Postage	200
Office Supplies	350
Dues & Subscriptions	175
Trustee Fee	2,500
Continuing Disclosure Fee	300
Website Management	2,000
Contingency	374
<b>TOTAL EXPENDITURES</b>	<b>\$ 53,270</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 234,633</b>
Bond Payments	(211,611)
<b>BALANCE</b>	<b>\$ 23,022</b>
County Appraiser & Tax Collector Fees	(11,511)
Discounts For Early Payments	(11,511)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
Carryover From Prior Year	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL BUDGET**  
**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

	FISCAL YEAR 2020/2021 ACTUAL	FISCAL YEAR 2021/2022 BUDGET	FISCAL YEAR 2022/2023 BUDGET	COMMENTS
<b>REVENUES</b>				
O & M Assessments	58,067	57,771	57,771	Expenditures Less Interest & Carryover/.92
Debt Assessments	230,014	230,012	230,012	Bond Payments/.92
Other Revenues	0	0	0	
Interest Income	141	120	120	Projected At \$10.00 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 288,222</b>	<b>\$ 287,903</b>	<b>\$ 287,903</b>	
<b>EXPENDITURES</b>				
Engineering/Inspections	1,000	2,000	2,000	No Change From 2021/2022 Budget
Supervisor Fees	0	0	0	No Change From 2021/2022 Budget
Management	25,956	26,316	27,096	CPI Adjustment (Capped at 3%)
Legal	947	2,000	2,000	No Change From 2021/2022 Budget
Assessment Roll	5,000	5,000	5,000	No Change From 2021/2022 Budget
Audit Fees	3,700	3,800	3,900	Accepted Amount For 2021/2022 Audit
Insurance	5,513	6,000	6,000	Insurance Estimate
Legal Advertisements	247	600	550	\$50 Decrease From 2021/2022 Budget
Miscellaneous	622	850	825	\$25 Decrease From 2021/2022 Budget
Postage	184	200	200	No Change From 2021/2022 Budget
Office Supplies	137	400	350	\$50 Decrease From 2021/2022 Budget
Dues & Subscriptions	175	175	175	No Change From 2021/2022 Budget
Trustee Fee	2,500	2,500	2,500	No Change From 2021/2022 Budget
Continuing Disclosure Fee	300	300	300	No Change From 2021/2022 Budget
Website Management	2,000	2,000	2,000	No Change From 2021/2022 Budget
Contingency	0	1,129	374	Contingency
<b>TOTAL EXPENDITURES</b>	<b>\$ 48,281</b>	<b>\$ 53,270</b>	<b>\$ 53,270</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 239,941</b>	<b>\$ 234,633</b>	<b>\$ 234,633</b>	
Bond Payments	(213,913)	(211,611)	(211,611)	2023 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 26,028</b>	<b>\$ 23,022</b>	<b>\$ 23,022</b>	
County Appraiser & Tax Collector Fees	(9,718)	(11,511)	(11,511)	Four Percent Of Total Assessment Roll
Discounts For Early Payments	(10,440)	(11,511)	(11,511)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 5,870</b>	<b>\$ -</b>	<b>\$ -</b>	
Carryover From Prior Year	0	0	0	Carryover Balance From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 5,870</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED FINAL DEBT SERVICE BUDGET**  
**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

	FISCAL YEAR 2020/2021	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	72	25	25	Projected Interest For 2022/2023
NAV Tax Collection	213,913	211,611	211,611	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 213,985</b>	<b>\$ 211,636</b>	<b>\$ 211,636</b>	
<b>EXPENDITURES</b>				
Principal Payments	145,000	150,000	155,000	Principal Payment Due In 2023
Interest Payments	66,000	59,950	55,756	Interest Payments Due In 2023
Bond Redemption	0	1,686	880	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 211,000</b>	<b>\$ 211,636</b>	<b>\$ 211,636</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 2,985</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2016 Bond Refunding Information**

Original Par Amount =	\$2,945,000	Annual Principal Payments Due =	May 1st
Interest Rate =	2.75%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	May 2016		
Maturity Date =	May 2035		
Par Amount As Of 1/1/22 =	\$2,255,000		

## Principal One Community Development District Assessment Comparison

	Original Projected <u>Assessment*</u>	Fiscal Year 2019/2020 <u>Assessment*</u>	Fiscal Year 2020/2021 <u>Assessment*</u>	Fiscal Year 2021/2022 <u>Assessment*</u>	Fiscal Year 2022/2023 <u>Projected Assessment*</u>
<b>O &amp; M</b>	\$ 132.98	\$ 131.30	\$ 131.30	\$ 131.30	\$ 131.30
<b><u>Debt</u></b>	<u>\$ 617.02</u>	<u>\$ 523.95</u>	<u>\$ 523.95</u>	<u>\$ 523.95</u>	<u>\$ 523.95</u>
<b>Total</b>	<b>\$ 750.00</b>	<b>\$ 655.25</b>	<b>\$ 655.25</b>	<b>\$ 655.25</b>	<b>\$ 655.25</b>

\* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

### Community Information:

Total Units 440

Prepayments 1

Billed for Debt 439

**RESOLUTION NO. 2022-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2022/2023 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Principal One Community Development District ("District") to establish a regular meeting schedule for fiscal year 2022/2023; and

**WHEREAS**, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2022/2023 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT, DUVAL COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2022/2023 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 1<sup>st</sup> day of June, 2022.

**ATTEST:**

**PRINCIPAL ONE  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2022/2023 REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the Principal One Community Development District will hold Regular Meetings at 6:00 p.m. (unless otherwise noted) at the Clubhouse of IL Villagio, 9745 Touchton Road, Jacksonville, Florida 32246, on the following dates:

**October 5, 2022**

**November 16, 2022 (8:30 p.m.)**

**December 7, 2022**

**January 4, 2023**

**February 1, 2023**

**March 1, 2023**

**April 5, 2023**

**May 3, 2023**

**June 7, 2023**

**July 5, 2023**

**August 2, 2023**

**September 6, 2023**

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or at 1-877-737-4922 prior to the date of the particular meeting.

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Meetings may be cancelled from time to time without advertised notice.

**PRINCIPAL ONE COMMUNITY DEVELOPMENT DISTRICT**

**[www.principalonecdd.org](http://www.principalonecdd.org)**

May 17, 2022

Jason Pierman  
District Manager  
Special District Services, Inc.  
2501-A Burns Road  
Palm Beach Gardens, FL 33410

**Subject: Principal One Community Development District  
Stormwater Needs Analysis Proposal**

Dear Mr. Pierman:

AECOM Technical Services, Inc. is pleased to submit our proposal to provide engineering services for the above referenced project. Attached you will find our Consulting Services Agreement with Exhibit A, the Scope of Services and Exhibit B, Compensation and Payment.

We propose to perform the attached services for you on an hourly rate basis per the Terms and Conditions of the Agreement for a not to exceed the amount of \$5,227.50.

If this proposal is acceptable to you, please return an executed copy as our authorization to proceed. I would appreciate you letting us know if there is any additional information you need in connection with this proposal, and I look forward to hearing from you soon.

Sincerely,



Karen D. Brandon, PE  
Associate Vice President

Encl.

Approved: Principal One  
Community Development District

---

Jason Pierman  
District Manager

Date: \_\_\_\_\_



**Attachment 1, Scope of Services****Principal One Community Development District  
Stormwater Needs Analysis  
May 17, 2022****Introduction**

Sections 403.9301 and 403.9302, Florida Statutes, (see [Chapter 2021-194](#), Laws of Florida), direct municipalities, counties, and independent special districts that provide a stormwater management system or program, to develop a 20-year needs analysis every five years. The independent special districts must compile their report and submit it to the Office of Economic and Demographic Research (EDR) and the secretary of the Department of Environmental Protection by July 31, 2022.

The needs analysis must include:

1. Background information and a detailed description of the facilities used to provide services.
2. The number of residents served in five-year increments.
3. The service area for current and projected services.
4. The cost of providing services (current and projected) in five-year increments.
5. The estimated remaining useful life of each facility or its major components.
6. The most recent five-year history of capital accounts for maintenance and expansion, including balances, expenditures and contributions.
7. A plan to fund maintenance or expansion, including historical and estimated future revenues and expenditures.

A template provided by EDR will be used for the Needs Analysis (see attached).

The Scope of Work for this work assignment will be completed per the Terms and Conditions of the Professional Engineering Services Agreement for the Principal One Community Development District (POCDD) dated March 4, 2009, and will include the following services to assist POCDD in compiling and completing the information required in the EXCEL Workbook template provided by EDR:

**Stormwater 20-Year Needs Analysis****Task 1 – Background Information and Stormwater Management Program**

Task 1 will include the following:

- Background information.
- Detailed description of the stormwater management program including those activities associated with the management, operation and maintenance, and control of stormwater and stormwater management systems.
- Brief description of the current institutional strategy for managing stormwater in your jurisdiction. Include any mission statement, divisions or departments dedicated solely or

partly to managing stormwater, dedicated funding sources, and other information that best describes your approach to stormwater.

- Rate the importance of the following goals for your program: Drainage and flood abatement, water quality improvement (TMDL/BMAPS/etc.), reducing vulnerability to adverse impacts from flooding related to increased in frequency and duration of rainfall events, storm surge and sea level rise.
- Current Stormwater Program Activities:
  - NPDES (MS4) Permit and SWMP programs
  - Stormwater utility
  - Stormwater Master Plan
  - Asset management system for stormwater infrastructure
  - GIS database for stormwater infrastructure
  - System for managing stormwater complaints
  - Water quality monitoring
- Current Stormwater Program Operation and Maintenance Activities:
  - Routine mowing
  - Debris and trash removal
  - Invasive plant management
  - Catch basin/inlet cleaning

## **Task 2- Stormwater System Inventory**

Task 2 will include a stormwater system inventory consisting of:

- Culverts, ditches/conveyances, stormwater or treatment basins, pollutant separators, chemical treatment systems, pump stations, control structures, wetland treatment systems, green infrastructure BMPs.

## **Task 3 – Population Served**

- Current and projected residents served, calculated in five-year increments (EDR will calculate)

## **Task 4 – Service Area**

- The current and projected service area for the stormwater management program or system. If the service area is less than or extends beyond the geographic limits of your jurisdiction, please explain. If the service area is expected to change within the 20-year horizon, describe the changes.

## **Task 5 – Current and projected cost of providing services calculated in 5-year increments**

- Routine O&M
- Expansion – flood protection capital projects, water quality projects, resiliency, end of useful life replacement projects
- Future expansion projects with no identified funding source

- Vulnerability assessment
- Long-range resiliency plan

**Task 6 – Estimated remaining useful life of major components of stormwater system –** culverts/pipe network, control structures, pump stations, retrofitting projects

**Task 7 – 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components**

**Task 8 – POCDD’s plan to fund maintenance or expansion of major components.** The plan must include historical and estimated future revenues and expenditures with an evaluation of how POCDD expects to close any projected funding gap.

**Task 9 - Compilation and submittal of Draft SW Needs Analyses.** Compile and submit a draft Stormwater Needs Analysis to POCDD for review and comments. Incorporate comments and finalize the deliverable. Provide QA/QC of deliverables.

**Task 10 – Project Management and Administration.** Provide project oversight and management of staff and budget. Provide general project administration.

	<b>Schedule</b>
Deliverable Tasks 1-8: Completion of Stormwater Needs Analysis Spreadsheet	60 days from NTP
Deliverable Task 9: Submittal of Stormwater Needs Analysis to Duval County for submission to EDR and FDEP.	90 days from NTP

Assumptions: The fees associated with this Scope of Work are based on the assumption that Special District Services staff will provide the basic financial information necessary to be compiled and to complete the Needs Analysis, and that the information will be provided in a timely manner.

Attachment 2, Fee Schedule  
Principal One Community Development District  
Stormwater Needs Analysis

5/17/2022

Task	Task Description		Senior III \$195	Senior II \$150	Assistant III \$105	Sr. GIS Analyst \$120	Project Admin Support III \$90	MH's	Cost
1	Background and SW Management Program		0.5	0	2	0	0	2.5	\$307.50
2	SW System Inventory		0.5	1	3	0	0	4.5	\$562.50
3	Population Served		0	0	0	2	0	0.0	\$240.00
4	Service Area		0.5	0	1	2	0	3.5	\$442.50
5	Current and Projected Costs		0.5	2	4	0	0	6.5	\$817.50
6	Est. Remaining Useful Life of SW System		0.5	2	4	0	0	6.5	\$817.50
7	Capital Acct for Maintenance and Expansion		0.5	1	0	0	0	1.5	\$247.50
8	Plan for Funding Maintenance and Future Expansion		0.5	1	0	0	0	1.5	\$247.50
9	Compilation and submittal of Draft SW Needs Analyses		0.25	1	1	0	1	3.3	\$393.75
	Incorporation of Comments/Finalize Deliverable		0.25	1	1	0	1	3.3	\$393.75
	QA/QC of deliverables		0.5	0	0	0	0	0.5	\$97.50
10	Project Mgmt and Administration		2	0	0	0	3	5.0	\$660.00
	TOTAL		7	9	16	2	5	39	\$5,227.50