



Rizzetta & Company

# **Somerset Community Development District**

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## **Board of Supervisors' Meeting February 11, 2019**

**District Office:  
120 Richard Jackson Blvd, Suite 220  
Panama City Beach, Florida 32407  
850-334-9055**

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

## **SOMERSET COMMUNITY DEVELOPMENT DISTRICT AGENDA**

Rizzetta & Company, Inc., 120 Richard Jackson Boulevard, Suite 220, Panama City  
Beach, FL 32407

<b>District Board of Supervisors</b>	Andrew O'Connel	Chairman
	John Rosenberg	Vice Chairman
	George Hartley	Assistant Secretary
	Eddie Foster	Assistant Secretary
	Charles Reichman	Assistant Secretary
<b>District Manager</b>	Justin Croom	Rizzetta & Company, Inc
<b>District Counsel</b>	Tucker Mackie	Hopping Green & Sams, P.A.
<b>District Engineer</b>	Jim Martelli	Innerlight Engineering

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (850) 334-9055. 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), who can aid you in contacting the District Office.

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

**SOMERSET COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 120 RICHARD JACKSON BLVD., SUITE 220, PANAMA CITY BEACH, FL 32407**  
<http://somersetcdd.org/>

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February 4, 2019

**Board of Supervisors  
Somerset Community  
Development District**

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Somerset Community Development District will be held on **Monday, February 11, 2019 at 2:00 p.m. (CDT)** at the Alys Beach Office located at 9581 County Hwy. 30A, Alys Beach, Florida 32461. The following is the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting Held on November 12, 2018.....Tab 1
  - B. Consideration of Minutes of the Landowners' Meeting Held on November 12, 2018.....Tab 2
  - C. Ratification of Operation and Maintenance Expenditures for October – December 2018.....Tab 3
- 4. BUSINESS ITEMS**
  - A. Presentation of ADA Website Compliance and Accessibility Proposal.....Tab 4
    1. Consideration of Master Service Agreement ADA Site Compliance LLC.....Tab 5
    2. Consideration of Statement of Work.....Tab 6
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call me at 850-334-9055.

Sincerely,  
*Justin Croom*  
Justin Croom  
District Manager

cc: David Walker, EBSCO Gulf Coast Development, Inc.  
Tucker Mackie, Hopping Green & Sams, P.A.  
Jim Martelli, Innerlight Engineering

**TAB 1**



**SOMERSET COMMUNITY DEVELOPMENT DISTRICT**

**November 12, 2018 Minutes of Meeting**

**Page 1**

**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.

**SOMERSET  
COMMUNITY DEVELOPMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Somerset Community Development District was held on **Monday, November 12, 2018 at 2:04 p.m. CDT** at the Alys Beach office located at 9581 County Hwy. 30A, Alys Beach, Florida 32413.

Present and constituting a quorum:

Andrew O'Connell  
Eddie Foster  
John Rosenberg  
Charles Reichman  
George Hartley

**Board Supervisor, Chair**  
**Board Supervisor, Assistant Secretary**  
**Board Supervisor, Assistant Secretary**  
**Board Supervisor, Assistant Secretary**  
**Board Supervisor, Assistant Secretary**

Also present were:

Justin Croom  
Tucker Mackie  
Eddie Foster

**District Manager, Rizzetta & Company, Inc.**  
**District Counsel, Hopping Green & Sams, P.A.**  
*(via speakerphone)*  
**Vice President of Development, EBSCO**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Croom called the meeting to order at 2:04 p.m. and read roll call, confirming a quorum for the meeting.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience member comments regarding the agenda.

**THIRD ORDER OF BUSINESS**

**Administer Oath of Office**

Mr. Croom administered the Oath of Office to newly appointed Board Supervisors Andrew O'Connell, Eddie Foster and George Hartley who swore and affirmed to the oath and executed it.

Mr. Croom also advised that Board Supervisors are entitled to compensation of \$200.00 per meeting, up to \$4,800.00 per year. All Supervisors chose to accept compensation.

**SOMERSET COMMUNITY DEVELOPMENT DISTRICT**

**November 12, 2018 Minutes of Meeting**

**Page 2**

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board of  
Supervisors' Meeting Held on August 13,  
2018**

Mr. Croom stated that the minutes were reviewed by District Counsel.

On a Motion by Mr. Hartley, seconded by Mr. Reichman, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting Held on August 13, 2018, for the Somerset Community Development District.

**FIFTH ORDER OF BUSINESS**

**Ratification of Operation and  
Maintenance Expenditures for August  
through September 2018**

Mr. Croom reviewed the expenditures for April through September 2018.

On a Motion by Mr. O'Connell, seconded by Mr. Rosenberg, with all in favor, the Board of Supervisors Ratified Operation and Maintenance Expenditures for August (\$28,798.76) and September 2018 (\$35,972.79), for the Somerset Community Development District.

**SIXTH ORDER OF BUSINESS**

**Acceptance of Arbitrage Rebate  
Calculation Series 2005 Report – LLS  
Tax Solutions**

Mr. Croom advised that there is no cumulative rebate liability and that the reports show that the District is not yielding profits from the tax free bonds.

On a Motion by Mr. Rosenberg, seconded by Mr. O'Connell, with all in favor, Board of Supervisors accepted Arbitrage Rebate Calculation Series 2005 Report – LLS Tax Solutions, for the Somerset Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Modification of  
Professional Services Contract**

Mr. Croom advised that this modification is not specific to any one District and keeps the same rates. Our firm has been advised that the contract needs to include new additional disclaimers and information regarding public records laws and requests as well as to disclose that Rizzetta & Company is a management firm and not a municipal advisor and therefore cannot tell the District how to invest money.

Mr. Croom advised that Rizzetta & Company has been working with Hopping Green & Sams on this.

**SOMERSET COMMUNITY DEVELOPMENT DISTRICT**

**November 12, 2018 Minutes of Meeting**

**Page 3**

On a Motion by Mr. Hartley, seconded by Mr. O'Connell, with all in favor, the Board of Supervisors Accepted the Modifications of Professional Services Contract subject to District Counsel review, for the Somerset Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-01,  
Canvassing and Certifying Election  
Results**

Mr. Croom advised that both Andrew O'Connell and Eddie Foster will be serving four (4) year terms having received 72 votes each and George Hartley will be serving a two (2) year term having received 36 votes.

On a Motion by Mr. Reichman, seconded by Mr. Rosenberg, with all in favor, the Board of Supervisors approved Resolution 2019-01, Consideration of Resolution 2019-01, Canvassing and Certifying Election Results, for the Somerset Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-02,  
Appointing and Removing Officers of the  
District**

Mr. Croom advised that currently Andrew O'Connell serves as the Chairman of the District, John Rosenberg serves as Vice President and all other Board members (George Hartley, Eddie Foster and Charles Reichman) serve as Assistant Secretaries with Justin Croom and Melissa Dobbins (Rizzetta & Company) both also serving as Assistant Secretaries for signing purposes.

Mr. O'Connell Motioned to keep the seats as they are.

On a Motion by Mr. O'Connell, seconded by Mr. Foster, with all in favor, the Board of Supervisors approved Resolution 2019-02, Appointing and Removing Officers of the District, for the Somerset Community Development District.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

District Counsel has nothing to report at this time.

**B. District Engineer**

District Engineer was not present.

**C. District Manager**

District Manager has nothing to report at this time.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no requests from the Supervisors.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Foster, seconded by Mr. O'Connell, with all in favor, the Board of Supervisors adjourned the meeting at 2:15 p.m. (CDT), for the Somerset Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## TAB 2

## MINUTES OF LANDOWNERS' MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.

### SOMERSET COMMUNITY DEVELOPMENT DISTRICT

A Landowners' meeting of the Board of Supervisors of the Somerset Community Development District was held on **Monday, November 12, 2018 at 2:01 p.m. CDT** at the Alys Beach office located at 9581 County Hwy. 30A, Alys Beach, Florida 32413.

#### **FIRST ORDER OF BUSINESS      Call to Order**

Present:

Andrew O'Connell

**Designated Proxy Holder**

Also present were:

Justin Croom  
Tucker Mackie

**District Manager, Rizzetta & Company, Inc.**  
**District Counsel, Hopping Green & Sams, P.A.**  
*(via speakerphone)*

Eddie Foster  
John Rosenberg  
Charles Reichman  
George Hartley

**Board Supervisor, Assistant Secretary**  
**Board Supervisor, Assistant Secretary**  
**Board Supervisor, Assistant Secretary**  
**Board Supervisor, Assistant Secretary**

**Mr. Croom called the meeting to order at 2:01 p.m.**

Mr. Croom noted that the purpose of this meeting is to hold the Landowner Meeting for Somerset Community Development District and to hold Landowner Elections for three (3) Supervisor positions on the District Board of Supervisors as prescribed in Chapter 190 Florida Statutes, and that this meeting was duly advertised and was announced at a public meeting as prescribed by Florida Statutes.

#### **SECOND ORDER OF BUSINESS**

#### **Appointing of Meeting Chairman**

Mr. Croom was appointed to serve as the meeting chairman.

**THIRD ORDER OF BUSINESS**

**Determination of Number of Voting  
Units Represented**

Mr. Croom reviewed the proxy submitted by EBSCO, LLC naming Andrew O'Connell as proxy holder and noting the number of platted parcels and acres owned. He stated that seats 1, 4, and 5 were up for election and were currently held by George Hartley, Eddie Foster, and Andrew O'Connell. He explained that each property owner would be eligible to cast a vote for each seat based on the number of platted parcels and acres owned.

**FOURTH ORDER OF BUSINESS**

**Open the Floor for Nominees**

Mr. Croom called for the announcement of candidates. Andrew O'Connell, George Hartley, and Eddie Foster were nominated. With no other nominations being heard, he called for the ballots to be cast.

**FIFTH ORDER OF BUSINESS**

**Election of Supervisors**

Mr. Croom stated that he was presented with one ballot, noting that Andrew O'Connell and Eddie Foster each received 72 votes and George Hartley received 32 votes.

Mr. Croom stated that based on the votes cast, Andrew O'Connell and Eddie Foster would each receive a four-year term and George Hartley a two year term. He stated that Andrew O'Connell would sit in seat 5, Eddie Foster seat 4, and George Hartley seat 1.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

Mr. Croom stated that there was no further business scheduled to come before the Landowners and adjourned the meeting at 2:04 p.m. (CDT).

**TAB 3**



# SOMERSET COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FLORIDA 32407

## **Operation and Maintenance Expenditures October 2018 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2018 through October 31, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$30,272.69**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Somerset Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2018 Through October 31, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ALYS Beach Neighborhood Association	002374	08312018	ALYS Beach Neighborhood Association Reimbursement 08/18	\$ 9,571.95
ALYS Beach Resort LLC	002380	413-22816	Irrigation Maintenance & Repair 09/18	\$ 3,760.72
ALYS Beach Resort LLC	002380	413-23393	Weekly Pump & Street Light Inspection 09/18	\$ 1,139.34
ALYS Beach Resort LLC	002380	413-23402	Innerlight Invoice 08/18	\$ 4,314.34
Department of Economic Opportunity	002381	72460	Special District Fee FY18-19	\$ 175.00
Gulf Power Company	002377	42245-97026 09/18	9954 E Cty Hwy 30A Irrigation 09/18	\$ 88.70
Gulf Power Company	002377	89919-91030 09/18	9396 E Cty Hwy 30A Irrigation 09/18	\$ 248.13
Hopping Green & Sams	002375	102820	General/Monthly Legal Services 08/18	\$ 1,224.50
John Rosenberg	002379	JR081318	Board of Supervisors Meeting 08-13-2018	\$ 200.00
Rizzetta & Company, Inc.	002378	INV0000035373	Assessment Roll FY 18/19	\$ 5,000.00
Rizzetta & Company, Inc.	002378	INV0000035495	District Management Fees 10/18	\$ 4,410.01
Rizzetta Technology Services, LLC.	002376	INV0000003790	Website Hosting Services 10/18	\$ 100.00
The Lake Doctors, Inc.	002382	389371	Monthly Monitoring/Inspection 10/18	\$ 40.00
<b>Report Total</b>				<b><u>\$ 30,272.69</u></b>

SEP 25 2018  
Date Rec'd Rizzuto & Co., Inc.  
D/M approval  
Date entered  
Fund 001  
Check #

[illegible]

Rip's Professional Lawn Care, Inc

511 North Highway 79  
Panama City Beach, FL 32413

# Invoice

Date	Invoice #
9/15/2018	54754

Bill To

Alys Beach Neighborhood Association  
c/o Rizzetta & Company  
120 Richard Jackson Boulevard, Suite 220  
Panama City Beach, FL 32407

## INFORMATION ONLY

P.O. No.	Terms	Project
	Net 10	

Quantity	Description	Rate	Amount
	Complete Grounds Management - September 2018 Highway 30A Corridor	6,992.00	6,992.00
Date Rec'd Rizzetta & Co., Inc. 9/17/18 Mgr Approval <i>S/C</i> Date 9/17/18 G/L #/ 2005 Date Entered Check # Date Paid <i>Sep Service COD</i>			
Total			\$6,992.00



Client Number: 1701

**Bill To:** ABNA-CDD 30A Landscape & Irrig  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
jkelley@ebsco.com

Date Rec'd Rizzetta & Co., Inc. 8/14/18  
Mgr Approval QC Date 8/14/18  
G/I. #/ 2005 Date Entered \_\_\_\_\_  
Check # \_\_\_\_\_ Date Paid \_\_\_\_\_

Folio Number 20902

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
7/27/18	Maintenance Labor	JULY RECUR	162.50
	30A Weekly Inspections .5 hr wk		
	Total Charges		162.50
		<b>Balance Due:</b>	<b>162.50</b>

**INFORMATION ONLY**



Client Number: 1701

Bill To: ABNA-CDD 30A Landscape & Irrig  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
jkelley@ebsco.com

Date Rec'd 9/17/18  
Mgr Approval OK Date 9/17/18  
G/L # Split Date Entered  
Check # \_\_\_\_\_ Date Paid \_\_\_\_\_

Folio Number 21720

Trans Date	Description	Voucher	Amount
8/15/18	Workorder WO 18571 PLC INV 53447 INSTALL ACC CONTROL attached ✓	WO 18571	1,760.00
8/17/18	Workorder WO 18618 PLC 53784 Repairs to irrigation, valves/ attached ✓	WO 18618	657.45
8/28/18	Workorder WO 18839 Culligan 0358461 Repair McGee wells To be credited-should be CDD	WO 18839	467.83
	Total Charges		2,885.28
		Balance Due:	2,885.28

↓  
not attached

2009 \$467.83  
2005 \$2417.45

**INFORMATION ONLY**



1016152

Rip's Professional Lawn Care, Inc

511 North Highway 79  
Panama City Beach, FL 32413**Invoice**

Date	Invoice #
6/25/2018	53447

<b>Bill To</b>
Alys Beach Neighborhood Association c/o Rizzetta & Company 120 Richard Jackson Boulevard, Suite 220 Panama City Beach, FL 32407

**INFORMATION ONLY**

P.O. No.	Terms	Project
	Net 10	

Quantity	Description	Rate	Amount
1	Hunter ACC Controller - Installed at W Buttery - per Bruce	1,542.00	1,542.00
1	Labor	58.00	58.00
   <			

Rip's Professional Lawn Care, Inc

511 North Highway 79  
Panama City Beach, FL 32413

# Invoice

Date	Invoice #
8/1/2018	53784

## Bill To

EBSCO Gulf Coast Development  
9581 County Highway 30-A East - Bldg D  
Alys Beach, FL 32461

# INFORMATION ONLY

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	Single Station Decoder	275.75	275.75
2	Labor - Palmera Park 409	58.00	116.00
1	2' Valve 1701	78.36	78.36
2	Labor - SE Buttery	58.00	116.00
4	1 1/4' Fitting 1701	2.32	9.28
1	Labor - Charles St well	58.00	58.00
1	2' Fitting	3.69	3.69
1	2' PVC Ball Valve	42.35	42.35
5	Labor - Located and uncovered valve and replaced	58.00	290.00
GL Code	Amount	PC	
452395	989.43	1801	
		ABNA 1701	
		ABNA 409	
Total	989.43= 1088.37		
Bruce Allen		8.16.18	
Approved		Date	
BL - work completed			
Total			\$989.43

Posted: 8-17-18  
 Con:  
 WO#:  
 Log: 8-17-18  
 U7:  
 GL# 432395 ABNA 1701 WO 18618  
 432395 ABNA 409 WO 18617





### Outstanding Invoices

CDD-Not 30A Landscape & Irriga  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461

Client # 413

Statement Date: 9/30/18

Folio			Invoiced	Amount
22816	Work Order Charges	CDD-Not 30A Landscape & Irriga <sup>4609</sup>	9/14/2018	✓ 3,796.38 - 35.66
23393	Sep Recurring	CDD-Not 30A Landscape & Irriga	9/28/2018	1,175.00 - 35.66
23402	Pass Through	CDD-Not 30A Landscape & Irriga <sup>4609</sup>	9/28/2018	4,350.00 - 35.66
23410	Receipt	CDD-Not 30A Landscape & Irriga	9/29/2018	-106.98 <sup>↑</sup> allocated credit
<b>Current</b>	<b>30-60 Days</b>	<b>60-90 Days</b>	<b>90-120 Days</b>	<b>Over 120 Days</b>
9,214.40	0.00	0.00	0.00	0.00
				<b>Total</b>
				9,214.40

Thank you for your business!

Please remit to:  
Alys Beach Resorts  
9581 E County Hwy 30A, Building D  
Alys Beach, FL 32461-5500

Date Rec'd Rizzotta & Co., Inc. **OCT 05 2018**  
D/M approval \_\_\_\_\_ Date \_\_\_\_\_  
Date entered **10/15/18**  
Fund. **COL** **\$3900.00** **4609** **\$ 8,075.00**  
Check # **53900** **4618** **\$ 35.36**  
**54100** **4651** **\$ 1,102.98**

Please  
check  
coding

**4610**



Client Number: 413

Bill To: CDD-Not 30A Landscape & Irriga  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
chartnett@rizzetta.com

Folio Number 22816

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
9/14/18	Workorder		
	WO 19222 SSE W36851 No side pump 2" drain pipe	WO 19222	1,522.82
9/14/18	Workorder		
	WO 19228 SSE W37114 Replaced float valve control	WO 19228	1,706.83
9/14/18	Workorder		
	WO 19234 Culligan 358857 576740 5 gal of RC100	WO 19234	98.90
9/14/18	Workorder		
	WO 19240 Culligan 0358461 Repair McGee wells	WO 19240	467.83
	Total Charges		3,796.38

Balance Due: 3,796.38

- 35.66

\$3,760.72

OCT 05 2018  
Date Rec'd Rizzetta & Co., Inc.  
D/M approval *QC* Date 10/16/18  
Date entered OCT 05 2018  
Fund 601 CL 53900 4609  
Check \$



Client Number: 413

**Bill To:** CDD-Not 30A Landscape & Irriga  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
chartnett@rizzetta.com

Folio Number 23410

Trans Date	Description	Voucher	Amount
<b>Payments</b>			
9/29/18	Check	2366	-16,238.09
9/29/18	A/R Rec Distribution	I# 21729	14,956.11
9/29/18	A/R Rec Distribution	I# 22034	1,175.00
	Total Payments		-106.98
Balance Due:			-106.98

Date Rec'd Rizzotto & Co., Inc. OCT 05 2018  
DIM approval *OC* Date 10/16/18  
Date entered OCT 05 2018  
Fund credit allocated to all fees  
Check #

System Service & Engineering LLC  
205 Mosley Drive  
Lynn Haven, FL 32444  
Telephone: 850-441-3458  
Fax: 850-441-3459

Sold To:  
Alys Beach Billing  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL  
32413

Job Location:  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL 32413  
850-213-5529

INVOICE

Invoice Number: W36851  
Invoice Date: Aug 26/18  
Terms: NET 30  
Customer Code: 132  
Reference:  
Customer Order: NA  
Work Order #: 5577329  
Work Order Type: PS SERVICE  
Job Location: Alys Beach Billing  
Called By: AG  
Starting Date: Aug 6/18  
Ending Date: Aug 22/18

\*\*\* CONTINUED \*\*\*

1- 2" pvc pressure male adapter  
5- 2" pvc pressure 90 degree elbow  
80'- 2" pvc sch #40 Pipe  
Pipe dope  
Teflon tape  
JOB STATUS: Complete.

Materials			
2" threaded ball valve	1.00	72.74	72.74
PVC PIPE & FITTINGS	1.00	125.20 E	125.20
Total Materials			197.94
REGULAR Rice, Jeffrey	1.25 Hrs		106.25
REGULAR Rice, Jeffrey	3.75 Hrs		318.75
REGULAR Rice, Jeffrey	4.50 Hrs		382.50
REGULAR Rice, Jeffrey	3.75 Hrs		318.75
Total Labor			1,126.25

- CONDITIONS -

Subtotal 1,324.19

GL Code	Amount	PC
432395	1324.19	1801
		CD0413
Total	1324.19 = 1522.82	
Approved	<i>Bruce Allen</i>	Date 9/11/18

Total Invoice 1,324.19

Posted: \_\_\_\_\_  
Con: \_\_\_\_\_  
WO#: \_\_\_\_\_ - CD0413  
Log: \_\_\_\_\_  
U7: \_\_\_\_\_  
GL#: 432395 - 1801

X 1.15  
= 1,522.82

System Service & Engineering LLC  
205 Mosley Drive  
Lynn Haven, FL 32444  
Telephone: 850-441-3458  
Fax: 850-441-3459

Sold To:  
Alys Beach Billing  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL  
32413

Job Location:  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL 32413  
850-213-5529

#### INVOICE

Invoice Number: W36851  
Invoice Date: Aug 26/18  
Terms: NET 30  
Customer Code: 132  
Reference:  
Customer Order: NA  
Work Order #: 5577329  
Work Order Type: PS SERVICE  
Job Location: Alys Beach Billing  
Called By: AG  
Starting Date: Aug 6/18  
Ending Date: Aug 22/18

Work Performed  
Monday morning to dig up the 6" water line and see what  
needs to be done to make the repairs. This is all approved  
T&M work. Please check in of the alys beach dispatch office

#### PLUMBING SERVICE CALL

Date: 8-6-18  
WO#: 5577329  
Job Location: 9581 E County Highway 30A  
Panama City Beach, FL 32413  
TECH NAME: Jeff Rice  
LOCATION: Pond pumps  
Work performed:  
Change in scope of work per Junior. Alex to confirm and  
coordinate. No work performed today.  
JOB STATUS: Not complete.  
CUSTOMER NOTIFIED IN ROUTE: YES

Jeff Rice  
PLUMBING SERVICE CALL  
Date: 8-17-18

\*\*\* CONTINUED \*\*\*



System Service & Engineering LLC  
205 Mosley Drive  
Lynn Haven, FL 32444  
Telephone: 850-441-3458  
Fax: 850-441-3459

**Sold To:**

Alys Beach Billing  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL  
32413

**Job Location:**

Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL 32413  
850-213-5529

**INVOICE**

Invoice Number: W36851  
Invoice Date: Aug 26/18  
Terms: NET 30  
Customer Code: 132  
Reference:  
Customer Order: NA  
Work Order #: 5577329  
Work Order Type: PS SERVICE  
Job Location: Alys Beach Billing  
Called By: AG  
Starting Date: Aug 6/18  
Ending Date: Aug 22/18

\*\*\* CONTINUED \*\*\*

WO#: 5577329  
Job Location: 9581 E County Highway 30A  
Panama City Beach, FL 32413  
TECH NAME: Jeff Rice  
LOCATION: North side pump  
Work performed:  
Notified engineering upon arrival.  
Was met by engineering at location to verify route and  
termination point.  
Began excavation for 2" pvc blow down drain. Rain moved in  
and does not look like it will let up any time soon.  
Rescheduled for next week.  
JOB STATUS: Not complete  
PLUMBING SERVICE CALL  
Date: 8-21-18  
WO#: 5577329  
Job Location: 9581 E County Highway 30A  
Panama City Beach, FL 32413  
TECH NAME: Jeff Rice  
LOCATION: North end pump  
Work performed:

\*\*\* CONTINUED \*\*\*

System Service & Engineering LLC  
205 Mosley Drive  
Lynn Haven, FL 32444  
Telephone: 850-441-3458  
Fax: 850-441-3459

**Sold To:**

Alys Beach Billing  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL  
32413

**Job Location:**

Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL 32413  
850-213-5529

**INVOICE**

Invoice Number: W36851  
Invoice Date: Aug 26/18  
Terms: NET 30  
Customer Code: 132  
Reference:  
Customer Order: NA  
Work Order #: 5577329  
Work Order Type: PS SERVICE  
Job Location: Alys Beach Billing  
Called By: AG  
Starting Date: Aug 6/18  
Ending Date: Aug 22/18

**\*\*\* CONTINUED \*\*\***

Hand digging trench for 2" drain pipe. Experienced two rain delays. Was able to get excavation from 2" connection point to pedestrian path complete. Will return to complete project later.

JOB STATUS: Not complete

PLUMBING SERVICE CALL

Date: 8-22-18

WO#: 5577329

Job Location: 9581 E County Highway 30A

Panama City Beach, FL 32413

TECH NAME: Jeff Rice

LOCATION: North pump station.

Work performed:

Installed 2" ball valve. Bored under 4' wide pedestrian path with a 2" pipe. Installed approximately 70' of 2" PVC sch #40 pipe. Backfilled trenches. Raked backfilled trenches. Shook out some pine needles.

All is good.

WATER PRESSURE: N/A

MATERIAL USED FROM PO:

1- 2" brass threaded ball valve

**\*\*\* CONTINUED \*\*\***

System Service & Engineering LLC  
 205 Mosley Drive  
 Lynn Haven, FL 32444  
 Telephone: 850-441-3458  
 Fax: 850-441-3459

Sold To:  
 Alys Beach Billing  
 Alys Beach Billing  
 PO Box 61-5500  
 Panama City Beach FL  
 32413

Job Location:  
 Alys Beach Billing  
 PO Box 61-5500  
 Panama City Beach FL 32413  
 850-213-5529

# INVOICE

Invoice Number: W37114  
 Invoice Date: Aug 28/18  
 Terms: NET 30  
 Customer Code: 132  
 Reference:  
 Customer Order: na  
 Work Order #: 5576766  
 Work Order Type: PS SERVICE  
 Job Location: Alys Beach Billing  
 Called By: AG  
 Starting Date: Jul 25/18  
 Ending Date: Aug 28/18

REGULAR Rice, Jeffrey

\*\*\* CONTINUED \*\*\*

2.50 Hrs

212.50

Total Labor

850.00

- CONDITIONS -

Subtotal

1,484.20

GL Code	Amount	PC
432395	1484.20	1801
		CND413
Total	1484.20 = 1706.83	
Approved	<i>Bruce Allen</i>	Date 9/11/18

Total Invoice

1,484.20

$\times 1.15$   
 $= 1,706.83$

Posted: \_\_\_\_\_  
 Con: \_\_\_\_\_  
 WO#: CND413  
 Log: \_\_\_\_\_  
 U7: \_\_\_\_\_  
 GL#: 432395-1801



System Service & Engineering LLC  
205 Mosley Drive  
Lynn Haven, FL 32444  
Telephone: 850-441-3458  
Fax: 850-441-3459

received  
8/30/18

**Sold To:**

Alys Beach Billing  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL  
32413

**Job Location:**

Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL 32413  
850-213-5529

**INVOICE**

Invoice Number: W37114  
Invoice Date: Aug 28/18  
Terms: NET 30  
Customer Code: .132  
Reference:  
Customer Order: na  
Work Order #: 5576766  
Work Order Type: PS SERVICE  
Job Location: Alys Beach Billing  
Called By: AG  
Starting Date: Jul 25/18  
Ending Date: Aug 28/18

**Work Performed**

TECH NAME: George

DATE: 7-25-18

WORK PERFORMED: Helped Jeff check out floats and valves to  
see why pump is running and not turning off need parts see  
pics to order and quote

DIAGNOSIS: Bad clay valve

JOB STATUS: not complete

TECH NAME: Jeff Rice

BRAND: Cla-Val Co

MODEL: CF1-C1

LOCATION: North end of Lake

**Work performed:**

Troubleshooting float control system for east side wells.  
Cleaned Y strainer on the inlet side of the Cla-Val. There  
was a lot of rust sediment present. Flushed tubing from  
float valve to main valve multiple times. Attempted to  
operate control valve manually with direct water pressure.  
Was unsuccessful on initial attempts. Excavated dirt from in  
ground vault box where main valve is located. Exposed the

\*\*\* CONTINUED \*\*\*

System Service & Engineering LLC  
205 Mosley Drive  
Lynn Haven, FL 32444  
Telephone: 850-441-3458  
Fax: 850-441-3459

Sold To:  
Alys Beach Billing  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL  
32413

Job Location:  
Alys Beach Billing  
PO Box 61 5500  
Panama City Beach FL 32413  
850-213-5529

# INVOICE

Invoice Number: W37114  
Invoice Date: Aug 28/18  
Terms: NET 30  
Customer Code: 132  
Reference:  
Customer Order: na  
Work Order #: 5576766  
Work Order Type: PS SERVICE  
Job Location: Alys Beach Billing  
Called By: AC  
Starting Date: Jul 25/18  
Ending Date: Aug 28/18

## \*\*\* CONTINUED \*\*\*

top side of valve. Tapped the valve body to aid in movement of internal parts. Kicked both wells on and re flushed pilot tubing. Bypassed Cla-Val float valve and was able to manually close main valve verifying that it was operational. Float valve will have to be replaced. Junior approved ordering new float control. JOB STATUS: New Cla-Val float valve.

Jeff Rice

Date: 8-28-18

LOCATION: North side by bridge

### Work performed:

Had east side pumps shut off. Removed old float control valve. Installed new float control valve. Had pumps turned back on. Checked for proper operation. Seems to be operating well. Junior will kick on the second pump and monitor the system to verify all settings are good.

JOB STATUS: Complete

## \*\*\* CONTINUED \*\*\*

System Service & Engineering LLC  
205 Mosley Drive  
Lynn Haven, FL 32444  
Telephone: 850-441-3458  
Fax: 850-441-3459

Sold To:  
Alys Beach Billing  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL  
32413

Job Location:  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL 32413  
850-213-5529

# INVOICE

Invoice Number: W37114  
Invoice Date: Aug 28/18  
Terms: NET 30  
Customer Code: 132  
Reference:  
Customer Order: na  
Work Order #: 5576766  
Work Order Type: PS SERVICE  
Job Location: Alys Beach Billing  
Called By: AG  
Starting Date: Jul 25/18  
Ending Date: Aug 28/18

\*\*\* CONTINUED \*\*\*

Materials			
FLOAT CONTROL	1.00	634.20	634.20
REGULAR Rochefort, Georg	1.00 Hrs		85.00
REGULAR Rice, Jeffrey	4.75 Hrs		403.75
REGULAR Rice, Jeffrey	1.75 Hrs		148.75

\*\*\* CONTINUED \*\*\*



Client Number: 413

Bill To: CDD-Not 30A Landscape & Irriga  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
chartnett@rizzetta.com

Folio Number 23393

Trans Date	Description	Voucher	Amount
Charges			
9/28/18	① Maintenance Labor	SEP RECUR	37.50
	Hoover Pump Weekly Inspections .5 hr month		
9/28/18	② Maintenance Labor	SEP RECUR	1,137.50
	Community Street Light Check 3.5 hr wk		
	Total Charges		1,175.00

Balance Due: 1,175.00

- 35.66

\$1,139.34

Date Rec'd Rizzetta & Co., Inc. OCT 05 2018  
DIM approval Date 10/16/18  
Date entered OCT 05 2018  
Fund 001 53900 4618 \$36.36  
Check # 54100 4651 \$1,102.98

credit allocation;

$$\begin{array}{r} 53900 \\ 4618 \end{array} \textcircled{1} \left( \frac{37.50}{1175.00} \right) \times 35.66 = 1.14 \quad \begin{array}{r} 37.50 \\ (1.14) \\ \hline \$36.36 \end{array}$$

$$\begin{array}{r} 54100 \\ 4651 \end{array} \textcircled{2} \left( \frac{1,137.50}{1175.00} \right) \times 35.66 = 34.52 \quad \begin{array}{r} 1,137.50 \\ (34.52) \\ \hline \$1,102.98 \end{array}$$



Client Number: 413

**Bill To:** CDD-Not 30A Landscape & Irriga  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
chartnett@rizzetta.com

Folio Number 23410

Trans Date	Description	Voucher	Amount
<b>Payments</b>			
9/29/18	Check	2366	-16,238.09
9/29/18	A/R Rec Distribution	I# 21729	14,956.11
9/29/18	A/R Rec Distribution	I# 22034	1,175.00
	Total Payments		-106.98
		<b>Balance Due:</b>	<b>-106.98</b>

Date Rec'd Rizzotto & Co., Inc. **OCT 05 2018**  
DIM approval *OC* Date *10/16/18*  
Date entered **OCT 05 2018**  
Fund *credit allocated to all fees*  
Check #



Client Number: 413

Bill To: CDD-Not 30A Landscape & Irriga  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
chartnett@rizzetta.com

Folio Number 23402

Trans Date	Description	Voucher	Amount
Charges			
9/28/18	Pass thru		
	Rcl Innerlight 3629 to CDD-Lake Marilyn Blowout Plug	PASS THRU	4,350.00
	Total Charges		4,350.00
		Balance Due:	4,350.00

35.66

\$4,314.34

into Rcl's Rizzetta & Co., Inc. OCT 05 2018  
CDD approval 96 Date 10/16/18  
Date entered OCT 05 2018  
Fund 001 53900 4609  
Check #





Client Number: 413

**Bill To:** CDD-Not 30A Landscape & Irriga  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
chartnett@rizzetta.com

Folio Number 23410

Trans Date	Description	Voucher	Amount
<b>Payments</b>			
9/29/18	Check	2366	-16,238.09
9/29/18	A/R Rec Distribution	I# 21729	14,956.11
9/29/18	A/R Rec Distribution	I# 22034	1,175.00
	Total Payments		-106.98
		<b>Balance Due:</b>	<b>-106.98</b>

Date Rec'd Rizzotto & Co., Inc. **OCT 05 2018**  
DIM approval *OC* Date *10/16/18*  
Date entered **OCT 05 2018**  
Fund *credit allocated to all fees*  
Check #

1012457

Culligan.

better water, pure and simple.

CULLIGAN WATER SERVICE  
315 E 15TH ST  
PANAMA CITY FL 32405  
(850) 763-1721 (850) 769-2005

## DELIVERY ADDRESS:

ALYS BEACH  
9581 E COUNTY RD 30A  
PANAMA CITY BEACH FL 32413  
(850) 213-5549

INVOICE NUMBER

0358461

ACCOUNT NUMBER

572487

BILLING DATE

07/30/2018

DUE DATE

08/29/2018

PURCHASE ORDER #

ABNA-ROSENBERG

REFERENCE	DESCRIPTION	QTY	PRICE	TOTAL
	REPAIRED WELL AT MCGHEE THAT HAD BEEN RAN OVER BY EXCAVATOR.			
WWL 10/3	10/3 SUBMERSIBLE CABLE	10	2.25	22.50
PT2 WLSL	SANITARY WELL SEAL	1	49.80	49.80
	4 X 2			
PT2 SLIC	SPLICE KIT	1	15.20	15.20
PT1 MISC	MISC. FITTINGS	1	42.80	42.80
LB2 SVCL	LABOR TO REPAIR WELL	1	295.00	295.00

GL Code

Amount

PC

432395

425.30

1801

Posted: ~~432~~ 8/28

Con:

WO#: 18839 - CDD413

Log: 8/28

U7:

GL#: 432395 - 1801

Total

425.30

467.83

Approved

Date

TERMS

NET 30

PAY THIS AMOUNT

425.30

RETURN THIS PORTION WITH PAYMENT

Culligan.

better water, pure and simple.

CULLIGAN WATER SERVICE  
315 E 15TH ST  
PANAMA CITY FL 32405

INVOICE NUMBER

0358461

ACCOUNT NUMBER

572487

DUE DATE

08/29/2018

AMOUNT DUE

425.30

AMOUNT PAID

+ 10% 467.83

ALYS BEACH  
9581 E COUNTY RD 30A  
PANAMA CITY BEACH FL 32413

CULLIGAN WATER SERVICE  
315 E 15TH ST  
PANAMA CITY FL 32405



1012467

You could give your people

Culligan Water

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405  
(850) 763-1721 (850) 769-2005

recd  
9/5 Arc

INVOICE NUMBER

0358857

ACCOUNT NUMBER

576710

BILLING DATE

08/23/2018

DUE DATE

08/23/2018

PURCHASE ORDER #

## DELIVERY ADDRESS:

ALYS BEACH  
KEVIN-MAINTENANCE SUPERVISOR  
9581 E COUNTY RD 30A  
PANAMA CITY BEACH FL 32413  
(850) 596-8016

REFERENCE	DESCRIPTION	QTY	PRICE	TOTAL
	DELIVERED 5 GAL OF RC100.			
	ALL GOOD.			
60 RC1	RC-100 CHEMICAL	5	16.85	84.75
SUR	FUEL SURCHARGE	1	1.25	1.25
	SHIPPED: 08/22/2018			

432395 86.00 1801

CDD

86=98.90

9/12/18



Bruce Allen

TERMS

NET 0

PAY THIS AMOUNT

86.00

RETURN THIS PORTION WITH PAYMENT

You could give your people

Culligan Water

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405

INVOICE NUMBER

0358857

ACCOUNT NUMBER

576710

DUE DATE

08/23/2018

AMOUNT DUE

86.00

AMOUNT PAID

+ 10% = 94.60

ALYS BEACH  
ATTN: PAYABLES  
9581 COUNTY HWY. 30A EAST- D  
PANAMA CITY BEACH FL 32413

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2018/2019 Special District Fee Invoice and Update Form**  
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 72460			Date Invoiced: 10/01/2018
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/03/2018: \$175.00

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**



**Somerset Community Development District**

Ms. Tucker Mackle

119 South Monroe Street, Suite 300

Tallahassee, FL 32301

2. Telephone: (850) 222-7500  
3. Fax: (850) 224-8551  
4. Email: TuckerM@hgsllaw.com  
5. Status: Independent  
6. Governing Body: Elected  
7. Website Address: somersetcdd.org  
8. County(ies): Walton  
9. Function(s): Community Development  
10. Boundary Map on File: 05/27/2005  
11. Creation Document on File: 05/27/2005  
12. Date Established: 04/01/2005  
13. Creation Method: Local Ordinance  
14. Local Governing Authority: Walton County  
15. Creation Document(s): County Ordinance 05-04  
16. Statutory Authority: Chapter 190, Florida Statutes  
17. Authority to Issue Bonds: Yes  
18. Revenue Source(s): Assessments  
19. Most Recent Update: 10/06/2017

to Rec'd Records & Co., Inc. OCT 22 2018  
Approval: [Signature] Date: 10/24/18  
Entered: OCT 22 2018  
Unit: 001 Amount: \$1,300.00 4902  
Book #

do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: [Signature] Date: 10/16/18

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.

b. Or, **Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, ALL of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2016/2017 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.





Customer Name  
SOMERSET COMMUNITY

Account Number  
42245-97026

Current Amount  
Delinquent After

Oct 24, 2018

Total Due

\$ 88.70

## Current Electric Service - GS - General Service

Next Scheduled Read Date: On or after Oct 31, 2018

Service Period	Meter #	Reading Type	Current	Meter Reading - Previous	x	Constant	= Usage
Sep 4 - Oct 3	7350283	Tot kWh	73089	72587		1	502

### Billing Period

Sept 4, 2018 - Oct 3, 2018

Base Charge		\$ 26.00
Energy Charge	502 kWh x 0.07830	39.31
Fuel Charge	502 kWh x 0.02949	14.80

**Subtotal of Electric Service \$ 80.11**

State Sales Tax - Lighting	0.00
Florida Gross Receipts Tax	2.06
State Sales Tax	5.71
County Local Sales Tax	0.82

**Total Current Electric Service \$ 88.70**

## Convenient Payment Programs

**Paperless Billing** Pay your electric bill with a mouse click. It's quick, easy, and convenient. To sign up, call 1-800-225-5797 or visit [gulfpower.com/paperless](http://gulfpower.com/paperless)

**Auto Pay** Save time and effort. Auto pay is a free bill payment option—you can authorize your bill amount to be automatically debited from your checking or savings account. For information, call 1-800-225-5797 or to sign up, visit [gulfpower.com/autopay](http://gulfpower.com/autopay)

**Consumer Check Conversion** - When you pay your bill by check, you authorize us to make a one-time electronic debit from your banking account.





Hopping Green & Sams  
Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 8526  
Tallahassee, FL 32314  
850.222.7500

Date Rec'd Rizzetta & Co., Inc. SEP 27 2018  
D/M approval *CX* Date 9/28/18  
Date entered SEP 28 2018  
Fund 001 CL \$1400.00 3107  
Check #

===== STATEMENT =====

September 10, 2018

Somerset Community Development District  
c/o Accounts Payable  
120 Richard Jackson Blvd. Suite # 220  
Panama City Beach, FL 32407

Bill Number 102820  
Billed through 08/31/2018

**General Counsel/Monthly Meeting**  
**SOMER 00001 TFM**

**FOR PROFESSIONAL SERVICES RENDERED**

08/08/18	JAB	Prepare for Board meeting.	0.20 hrs
08/08/18	TFM	Confer with Marteli; prepare for Board meeting; review agenda package; confer with O'Connell regarding direct collect agreement.	1.20 hrs
08/10/18	TFM	Confer with Croom regarding direct collect agreement language.	0.30 hrs
08/12/18	JAB	Prepare for Board meeting; review agenda and Board material.	0.50 hrs
08/13/18	JAB	Prepare for and attend Board meeting by phone; follow-up from same.	1.00 hrs
08/17/18	TFM	Follow-up from Board meeting; confer with Croom regarding execution of funding agreements.	0.50 hrs
08/31/18	MGC	Research regarding ADA website accessibility and public records.	0.20 hrs
08/31/18	JLK	Research, review and edit memorandum summarizing ADA website standards and related information; attend multiple conference calls with ADA consultants, district's insurance carrier and insurance defense counsel regarding ADA information; transmit information to district manager on same.	0.10 hrs

Total fees for this matter \$1,158.50

**DISBURSEMENTS**

Document Reproduction 66.00

Total disbursements for this matter \$66.00

**MATTER SUMMARY**

Brown, Joseph A.	1.70 hrs	305 /hr	\$518.50
Kilinski, Jennifer L.	0.10 hrs	260 /hr	\$26.00
Collazo, Mike	0.20 hrs	320 /hr	\$64.00
Mackie, A.Tucker Frazee	2.00 hrs	275 /hr	\$550.00

TOTAL FEES \$1,158.50

=====

TOTAL DISBURSEMENTS

\$66.00

TOTAL CHARGES FOR THIS MATTER

\$1,224.50

**BILLING SUMMARY**

Brown, Joseph A.	1.70 hrs	305 /hr	\$518.50
Kilinski, Jennifer L.	0.10 hrs	260 /hr	\$26.00
Collazo, Mike	0.20 hrs	320 /hr	\$64.00
Mackie, A.Tucker Frazee	2.00 hrs	275 /hr	\$550.00

TOTAL FEES

\$1,158.50

TOTAL DISBURSEMENTS

\$66.00

TOTAL CHARGES FOR THIS BILL

\$1,224.50

**Please include the bill number on your check.**

**Somerset CDD**  
**Meeting Date: 08-13-2018**

**SUPERVISOR PAY REQUEST**

Name of Board Supervisor	Check if present	Check if paid
Andrew O'Connell	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John Rosenberg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
George Hartley	<input type="checkbox"/>	<input type="checkbox"/>
Eddie Foster*	<input checked="" type="checkbox"/>	NA
Charles Reichman	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

(\*) Does not get paid

**EXTENDED MEETING TIMECARD**

Meeting Start Time:	2:02 pm
Meeting End Time:	2:37 pm
Total Meeting Time:	35 mins.

Date Rec'd Rizzotto & Co., Inc. **AUG 29 2018**  
L/M approval *SC* Date **8/31/18**  
Date entered **AUG 29 2018**  
Fund **001** **01 51100** **1101**  
Check #

Time Over ( ) Hours:

Total at \$175 per Hour:

DM Signature: \_\_\_\_\_

*Justin Coom*

**Please forward copy to Marcia Eannetta for  
Extended Meeting Hours and/or Agenda Books.**



**Rizzetta & Company, Inc.**

3434 Colwell Avenue

Suite 200

Tampa FL 33614

**Invoice**

Date	Invoice #
10/4/2018	INV0000035373

**Bill To:**

SOMERSET CDD  
3434 Colwell Avenue, Suite 200  
Tampa FL 33614

Services for the month of		Terms	Client Number
October		Upon Receipt	00861
Description	Qty	Rate	Amount
Assessment Roll (Annual)	1.00	\$5,000.00	\$5,000.00
<p>Date Rec'd Rizzetta &amp; Co., Inc. <b>OCT 05 2018</b> D/M approval <i>[Signature]</i> <b>OCT 05 2018</b> 10.10.18 Date entered Fund <b>001</b> OL <b>51300</b> <b>3100</b> Check #</p>			
Subtotal			\$5,000.00
Total			\$5,000.00

**Rizzetta & Company, Inc.**

3434 Colwell Avenue

Suite 200

Tampa FL 33614

**Invoice**

Date	Invoice #
10/1/2018	INV0000035495

**Bill To:**

SOMERSET CDD  
3434 Colwell Avenue, Suite 200  
Tampa FL 33614

Services for the month of	Terms	Client Number
October	Upon Receipt	00861

Description	Qty	Rate	Amount
District Management Services	1.00	\$2,141.67	\$2,141.67
Administrative Services	1.00	\$435.00	\$435.00
Accounting Services	1.00	\$1,416.67	\$1,416.67
Financial & Revenue Collections	1.00	\$416.67	\$416.67
Date Rec'd Rizzetta & Co., Inc. OCT 08 2018			
D/M approval <u>MOCPO 9 2018 10-10-18</u>			
Date entered			
Fund <u>601</u> of <u>51300</u> oc <u>3101</u> \$ <u>2,141.67</u>			
Check # <u>3100</u> \$ <u>435.00</u>			
<u>3201</u> \$ <u>1,416.67</u>			
<u>3111</u> \$ <u>416.67</u>			
Subtotal			\$4,410.01
Total			\$4,410.01

**Rizzetta Technology Services**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

# Invoice

Date	Invoice #
10/1/2018	INV0000003790

## Bill To:

SOMERSET CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of		Terms	Client Number
October			00861
Description	Qty	Rate	Amount
Email Hosting	0	\$15.00	\$0.00
Website Hosting Services	1	\$100.00	\$100.00
Date Rec'd Rizzetta S. Co., Inc. SEP 25 2018 D/M approval <i>SC</i> Date 9/27/18 Date entered SEP 26 2018 Paid <i>COL</i> <i>51380</i> <i>OC 5103</i> Check #			
Subtotal			\$100.00
Total			\$100.00



# INVOICE

3543 State Road 419, Winter Springs, FL 32708

Invoice #	389371
Account #	717616
Invoice Date	10/1/2018
Due Date	10/11/2018

<b>Bill To</b>
ALYS BEACH/MONITORING SOMERSET CDD 2806 NORTH FIFTH STREET UNIT 403 ST. AUGUSTINE, FLORIDA 32084

Invoice Questions:  
Please call us at  
1-800-666-5253 or  
lakes@lakedoctors.com

P.O. No.	Terms	Rep
	NET 10 DAYS	MTS
Item Number	Description	Amount
	Monthly Monitoring-Visual Inspection	40.00
<p>Date Rec'd Rizzetta &amp; Co., Inc. <b>OCT 03 2018</b>  D/M approval <b>92</b> Date <b>10/16/18</b>  Date entered <b>OCT 05 2018</b>  Fund <b>001</b> GL <b>53800</b> CC <b>4613</b>  Check # _____</p>		
<b>Customer Total Balance</b>		<b>\$120.00</b>

## INVOICE DATE REFLECTS MONTH SERVICE PROVIDED.

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.  
Please do not send any correspondence with your payment as it may delay our response to your inquiry.  
Follow us on Facebook & Instagram!!

Non-Taxable Subtotal	
Taxable Subtotal	
Tax	
<b>Total Invoice</b>	<b>\$40.00</b>

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
ALYS BEACH/MONITORING SOMERSET CDD 2806 NORTH FIFTH STREET UNIT 403 ST. AUGUSTINE, FLORIDA 32084

Amount Enclosed
<b>40.00</b>

Invoice #	389371
Account #	717616
Date	10/1/2018

Save a Stamp - Go Green & Go Paperless! Have your invoice emailed!  
Email address: \_\_\_\_\_

☐ Please Check Box if New Address and Make Changes Above

**The Lake Doctors, Inc.**  
3543 State Road 419  
Winter Springs, FL 32708

IF PAYING BY CREDIT CARD, FILL OUT BELOW		
Mastercard	Visa	American Express
Card #	_____	
Card Verification #	_____	
Exp. Date #	_____	
Print Name	_____	
Billing Address:	_____ Check box if same as above	
Signature	_____	

# SOMERSET COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FLORIDA 32407

## **Operation and Maintenance Expenditures November 2018 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2018 through November 30, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$19,250.13**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Somerset Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2018 Through November 30, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ALYS Beach Neighborhood Association	002390	10312018	Other Invoices 10/18	\$ 9,466.73
ALYS Beach Resort LLC	002391	413-23922	Other Invoices 10/18	\$ 1,797.74
ALYS Beach Resort LLC	002391	413-24389	Other Invoices 10/18	\$ 1,175.00
Andrew O'Connell	002397	AO111218	Board of Supervisors Meeting 11-12-2018	\$ 200.00
Anthony Eddie Foster	002392	EF111218	Board of Supervisors Meeting 11-12-2018	\$ 200.00
Charles E. Reichman	002398	CR111218	Board of Supervisors Meeting 11-12-2018	\$ 200.00
Gatehouse Media, Northwest Florida	002388	2029916-1018	Legal Ad 10/18	\$ 709.14
George Hartley	002393	GH111218	Board of Supervisors Meeting 11-12-2018	\$ 200.00
Gulf Power Company	002387	42245-97026 10/18	9954 E Cty Hwy 30A Irrigation 10/18	\$ 64.83
Gulf Power Company	002387	89919-91030 10/18	9396 E Cty Hwy 30A Irrigation 10/18	\$ 220.69
Hopping Green & Sams	002389	103574	General/Monthly Legal Services 09/18	\$ 301.00
Innerlight Engineering Corporation	002394	3759	Engineering Services 09/18	\$ 1,900.00
Innerlight Engineering Corporation	002394	3842	Engineering Services 10/18	\$ 2,375.00
Mills Supply	002386	7206	Mills Supply 10/18	\$ 200.00
Mills Supply	002396	7240	Mills Supply 11/18	\$ 200.00
The Lake Doctors, Inc.	002395	395302	Monthly Monitoring/Inspection 11/18	\$ 40.00
<b>Report Total</b>				<b><u>\$ 19,250.13</u></b>



4610 162.50

Orlando, FL 32819



Rip's Professional Lawn Care, Inc

511 North Highway 79  
Panama City Beach, FL 32413

# Invoice

Date	Invoice #
10/18/2018	55108

Bill To

Alys Beach Neighborhood Association  
c/o Rizzetta & Company  
120 Richard Jackson Boulevard, Suite 220  
Panama City Beach, FL 32407

**INFORMATION ONLY**

P.O. No.	Terms	Project
	Net 10	

Quantity	Description	Rate	Amount
	Complete Grounds Management - October 2018 Highway 30A Corridor	6,992.00	6,992.00
<p>rip's Professional Lawn Care, Inc. 10/18/18 for approval <i>QC</i> Date 10/19/18 # 2005 Date Entered Check # Date Paid Oct Service CDD</p>		<b>Total</b>	\$6,992.00

Rip's Professional Lawn Care, Inc

511 North Highway 79  
Panama City Beach, FL 32413

## Invoice

Date	Invoice #
10/22/2018	55112

Bill To
Alys Beach Neighborhood Association c/o Rizzetta & Company 120 Richard Jackson Boulevard, Suite 220 Panama City Beach, FL 32407

**INFORMATION ONLY**

P.O. No.	Terms	Project
	Net 10	

Quantity	Description	Rate	Amount
5	Alys Beach 30A turf		
1806	Spray	48.38	241.90
2.5	Labor	58.00	145.00
<p>Rate Rec'd Rizzetta &amp; Co., Inc. 10/24/18 Mgr Approval <i>QC</i> Date 10/24/18 S/N. # 2005 Date Entered Check # Date Paid Oct Service CDD</p>			
Total			\$386.90

Rip's Professional Lawn Care, Inc

511 North Highway 79  
Panama City Beach, FL 32413

## Invoice

Date	Invoice #
10/30/2018	55134

<b>Bill To</b>
Alys Beach Neighborhood Association c/o Rizzetta & Company 120 Richard Jackson Boulevard, Suite 220 Panama City Beach, FL 32407

**INFORMATION ONLY**

P.O. No.	Terms	Project
	Net 10	

Quantity	Description	Rate	Amount
3	1806 Spray replace on 30A turf	5.74	17.22
1.5	Labor	58.00	87.00
<p>Date Rec'd Rizzetta &amp; Co., Inc. 11/2/18 Mgr Approval <i>[Signature]</i> Date 11/2/18 G/L #/ 2005 Date Entered Check # Date Paid Oct Service CDD</p>			
<b>Total</b>			\$104.22



Client Number: 1701

Bill To: ABNA-CDD 30A Landscape & Irrig  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
jkelley@ebsco.com

Date Rec'd Rizzetta & Co., Inc. 11/19/18  
Mgr Approval JK Date 11/19/18  
G/I #/ 2005 Date Entered  
Check # Date Paid

Folio Number 24129

Trans Date	Description	Voucher	Amount
10/27/18	Workorder	WO 19927	1,590.96
	WO 19927 PLC # 54789 irrigation repair		
10/27/18	Workorder	WO 19926	230.15
	WO 19926 PLC #54792 irrigation repair		
	Total Charges		1,821.11
		Balance Due:	1,821.11

**INFORMATION ONLY**

Rip's Professional Lawn Care, Inc

511 North Highway 79  
Panama City Beach, FL 32413

# Invoice

Date	Invoice #
9/29/2018	54789

<b>Bill To</b>
Alys Beach Neighborhood Association c/o Rizzetta & Company 120 Richard Jackson Boulevard, Suite 220 Panama City Beach, FL 32407

## INFORMATION ONLY

P.O. No.	Terms	Project
	Net 10	

Quantity	Description	Rate	Amount
	30A - East Buttery - Irrigation system malfunction - 2 areas - troubleshoot and repair		
20	2' Pipe	1.89	37.80
2	2" 45	3.65	7.30
1	2' PVC Ball Valve	42.35	42.35
3	2' Fitting	3.69	11.07
20	2 1/2' Pipe	2.10	42.00
2	2 1/2' Fitting	5.10	10.20
1	2 1/2' Slip fix	24.73	24.73
24	Labor	58.00	1,392.00
<div>GL Code <u>432395</u> <u>1567.45</u> <u>1801-CDD</u> Mgt Approval <u>[Signature]</u> Date <u>10/1/18</u> Check # <u>1590.96</u> Date Paid <u>1701</u> Total <u>1567.45/1590.96</u> Approved <u>[Signature]</u> Date <u>10/1/18</u> Bruce Allen</div>			
Total			\$1,567.45



Rip's Professional Lawn Care, Inc

511 North Highway 79  
Panama City Beach, FL 32413

## Invoice

Date	Invoice #
9/29/2018	54792

**Bill To**

Alys Beach Neighborhood Association  
c/o Rizzetta & Company  
120 Richard Jackson Boulevard, Suite 220  
Panama City Beach, FL 32407

## INFORMATION ONLY

P.O. No.	Terms	Project
	Net 10	

Quantity	Description	Rate	Amount
	Highway 30A		
12	Irrigation Nozzle with screen	0.99	11.88
3	6' Pop-off	33.75	101.25
1.5	Labor	58.00	87.00
<div><div>late Rec'd Rizzetta &amp; Co., Inc. 10/1/18</div><div>GL Code <u>          </u> Amount <u>          </u> Date <u>10/1/18</u></div><div>Aggr Approval <u>          </u> Date <u>          </u></div><div><u>          </u> Date Entered <u>          </u></div><div><u>          </u> Date Bld <u>          </u></div><div><u>432395</u> <u>200.13/</u> <u>1801-cdd</u></div><div><u>          </u> <u>          </u> <u>120.15 1701</u></div><div>Total <u>200.13/</u> <u>230.15</u></div><div><u>BAllen</u> <u>10/29/18</u></div><div><u>          </u> Date <u>          </u></div><div>Bruce Allen</div></div>			
Total			\$200.13



Date Rec'd Rizzetta & Co., Inc. 11/19/18  
Mgr Approval JK Date 11/19/18  
G/L # 2005 Date Entered  
Check # Date Paid

Client Number: 1701  
Bill To: ABNA-CDD 30A Landscape & Irrig  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
jkelly@ebsco.com

Folio Number 24388

Trans Date	Description	Voucher	Amount
Charges			
10/31/18	Maintenance Labor	OCT RECUR	162.50
	30A Weekly Inspections .5 hr wk		
	Total Charges		162.50
		Balance Due:	162.50

**INFORMATION ONLY**

Y1





Client Number: 413

**Bill To:** CDD-Not 30A Landscape & Irriga  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
chartnett@rizzetta.com

Folio Number 23922

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
10/22/18	Workorder	WO 19846	303.31
	WO 19846 Culligan Filter Service 0359162 4610		
10/22/18	Workorder	WO 19847	544.81
	WO 19847 Culligan Filter Service 0359302 4610		
10/27/18	Workorder	WO 19922	61.81
	WO 19922 Culligan #0359507 salt 4610		
10/27/18	Workorder	WO 19929	887.81
	WO 19929 PLC # 54794 irrigation repair 4609		
Total Charges			1,797.74

Balance Due: 1,797.74

NOV 16 2018

Date Rec'd Rizzetta & Co., Inc.

D/M approval *[Signature]* Date 11/19/18

Date entered NOV 16 2018

Fund 201 53900 4610 \$ 909.93

Check # 4609 \$ 887.81

You could give your people

*Culligan Water*

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405  
(850) 763-1721 (850) 769-2005

RECEIVED  
9/27 AK

INVOICE NUMBER

0359162

ACCOUNT NUMBER

576710

BILLING DATE

09/12/2018

DUE DATE

10/12/2018

PURCHASE ORDER #

DELIVERY ADDRESS:

ALYS BEACH  
KEVIN-MAINTENANCE SUPERVISOR  
9581 E COUNTY RD 30A  
PANAMA CITY BEACH FL 32413  
(850) 596-8016

REFERENCE	DESCRIPTION	QTY	PRICE	TOTAL
80 VS40	SALT 40LB BAG-SOLAR	25	10.50	262.50
SUR	FUEL SURCHARGE	1	1.25	1.25

GL Code	Amount	PC
<u>432395</u>	<u>263.75</u>	<u>CDD 413</u>
Total	<u>263.75/303.31</u>	
<u>BALEN</u>		<u>10/22/18</u>
Approved		Date

Posted: PRM 10-22-18

Con:  

WO#: 19846

Log:  

U7: no

GL#: 432395

AR

CDD 413

TERMS

NET 30

PAY THIS AMOUNT

263.75

RETURN THIS PORTION WITH PAYMENT

You could give your people

*Culligan Water*

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405

INVOICE NUMBER

0359162

ACCOUNT NUMBER

576710

DUE DATE

10/12/2018

AMOUNT DUE

263.75

AMOUNT PAID

303.31

X1546

ALYS BEACH  
ATTN: PAYABLES  
9581 COUNTY HWY. 30A EAST- D  
PANAMA CITY BEACH FL 32413

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405

You could give your people

*Culligan Water*

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405  
(850) 763-1721 (850) 769-2005

DELIVERY ADDRESS:  
ALYS BEACH  
KEVIN-MAINTENANCE SUPERVISOR  
9581 E COUNTY RD 30A  
PANAMA CITY BEACH FL 32413  
(850) 596-8016

INVOICE NUMBER

0359302

ACCOUNT NUMBER

576710

BILLING DATE

09/26/2018

DUE DATE

10/26/2018

PURCHASE ORDER #

REFERENCE	DESCRIPTION	QTY	PRICE	TOTAL
80 VS40	SALT 40LB BAG-SOLAR	45	10.50	472.50
SUR	FUEL SURCHARGE	1	1.25	1.25

GL Code	Amount	PC
432395	473.75	CDD 413
Total	473.75 / 544.81	
<i>Ballen</i>	10/22/18	
Approved		Date

Posted: *Perm* 10-22-18

Con:

WO#: *19847*

Log:

U7: *no*

GL#: *432395*

*CDD 413*

TERMS

NET 30

PAY THIS AMOUNT

473.75

RETURN THIS PORTION WITH PAYMENT

You could give your people

*Culligan Water*

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405

INVOICE NUMBER

0359302

ACCOUNT NUMBER

576710

DUE DATE

10/26/2018

AMOUNT DUE

473.75

AMOUNT PAID

*544.81*

*x15%*

ALYS BEACH  
ATTN: PAYABLES  
9581 COUNTY HWY. 30A EAST- D  
PANAMA CITY BEACH FL 32413

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405

You could give your people

Culligan Water

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405  
(850) 763-1721 (850) 769-2005

DELIVERY ADDRESS:  
ALYS BEACH  
FONVILLE COFFEE SHOP  
9581 E CO HWY 30A  
PANAMA CITY BEACH FL 32413  
(850) 527-3788

INVOICE NUMBER

0359507

ACCOUNT NUMBER

726562

BILLING DATE

10/03/2018

DUE DATE

11/02/2018

PURCHASE ORDER #

REFERENCE	DESCRIPTION	QTY	PRICE	TOTAL
80 VS40	SALT 40LB BAG-SOLAR	5	10.50	52.50
SUR	FUEL SURCHARGE	1	1.25	1.25

GL Code	Amount	PC
432395	53.75	1801 CDD 413
	61.81	
Total	53.75	61.81
Approved	<i>BAllen</i>	10/29/18
		Date

Posted: *PRM 10-26-18*  
Con: \_\_\_\_\_  
WO#: *19922*  
Log: \_\_\_\_\_  
U7: \_\_\_\_\_  
GL#: *432395* 1801 CDD 413

TERMS

NET 30

PAY THIS AMOUNT

53.75

RETURN THIS PORTION WITH PAYMENT

You could give your people

Culligan Water

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405

INVOICE NUMBER

0359507

ACCOUNT NUMBER

726562

DUE DATE

11/02/2018

AMOUNT DUE

53.75

AMOUNT PAID

61.81

ALYS BEACH  
ATTN: PAYABLES  
9581 E CO HWY 30A-D  
PANAMA CITY BEACH FL 32413

CULLIGAN FILTER SERVICE  
315 E. 15TH STREET  
PANAMA CITY FL 32405



511 North Highway 79  
Panama City Beach, FL 32413

Date	Invoice #
9/29/2018	54794

Bill To
EBSCO Gulf Coast Development 9581 County Highway 30-A East – Bldg D Alys Beach, FL 32461

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
12	Labor - Repaired irrigation next to Fiacco	58.00	696.00
10	2" PVC Pipe per ft	1.89	18.90
1	2" PVC Ball Valve	42.35	42.35
4	2" Fitting	3.69	14.76
<p>GL Code      Amount      PC</p> <p><u>432395</u>      <u>772.01</u> / <u>1801</u></p> <p>                                 <u>887.81</u> CDD</p> <p>                                 <u>413</u></p> <p>                                 _____</p> <p>                                 _____</p> <p>                                 _____</p> <p>                                 _____</p> <p><b>Total</b>      <u>772.01</u> / <u>887.81</u></p> <p><u>Allen</u>      <u>10/29/18</u></p> <p><b>Approved</b>      <b>Date</b></p>		<p>Posted: <u>per 10-27-18</u></p> <p>Con: _____</p> <p>WO#: <u>199 29</u></p> <p>Log: _____</p> <p>U7: _____</p> <p>GL#: <u>432395</u></p> <p>                 <u>1801 -</u></p> <p>                 CDD</p> <p>                 <u>413</u></p>	
<b>Total</b>		S772.01	

15%

---

887.81




Client Number: 413

**Bill To:** CDD-Not 30A Landscape & Irriga  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
chartnett@rizzetta.com

Folio Number 24389

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
10/31/18	Maintenance Labor	OCT RECUR	37.50
	Hoover Pump Weekly Inspections .5 hr month 4619		
10/31/18	Maintenance Labor	OCT RECUR	1,137.50
	Community Street Light Check 3.5 hr wk 4651		
Total Charges			1,175.00
Balance Due:			1,175.00

Auto Pay'd Rizzetta & Co., Inc. NOV 16 2018  
CDD approval  Date 11/9/18  
Date entered NOV 16 2018  
Fund 601 33900 4619  
Check # 54100 4651

**Somerset CDD**  
**Meeting Date: 11-12-2018**

**SUPERVISOR PAY REQUEST**

Name of Board Supervisor	Check if present	Check if paid
Andrew O'Connell	✓	✓
John Rosenberg	✓	✓
George Hartley	✓	✓
Eddie Foster*	✓	✗
Charles Reichman	✓	✓

(\*) Does not get paid

**EXTENDED MEETING TIMECARD**

Meeting Start Time:	2:01 pm
Meeting End Time:	2:15 pm
Total Meeting Time:	14 mins.

Time Over ( ) Hours:	
----------------------	--

Total at \$175 per Hour:	
--------------------------	--

Date Rec'd Rizzetta & Co., Inc. **NOV 13 2018**  
D/M approval *[Signature]* Date **11/19/18**  
Date entered **NOV 13 2018**  
Fund **201** GL **511090 1101**  
Check #

DM Signature: *[Signature]*

**Please forward copy to Marcia Eannetta for  
Extended Meeting Hours and/or Agenda Books.**





Gatehouse Media  
Northwest Florida  
Tax ID 47-2464860  
TEL: (866) 470-7133  
FAX: (863) 802-7825

Advertising Invoice

Page 1

INVOICE DATE	INVOICE NO.
11/4/2018	2029916-1018

Location ID DN Balance Due \$709.14

7 - 149

SOMERSET COMM DEVELOPMEN  
3434 COLWELL AVE  
TAMPA FL 33614-8390



REMIT TO: Gatehouse Media,  
Northwest Florida  
P.O. Box 102801  
Atlanta, GA 30368-2801

100202991600000709144

TO ASSURE PROPER CREDIT - PLEASE RETURN TOP PORTION WITH REMITTANCE - ENTER ACCOUNT NUMBER ON YOUR CHECK

ACCOUNT NUMBER		CURRENT	PAST DUE 31-60 DAYS	PAST DUE 61-90 DAYS	PAST DUE 91-OVER
2029916		\$709.14	\$0.00	\$0.00	\$0.00
DATE	REF #	DESCRIPTION	UNITS	RATE	AMOUNT
10/05/18	34846176	4110-DN Legal Line	104.00		165.36
		10/1312DN NOTICE OF PUBLIC MEE			
10/29/18	34846733	4110-DN Legal Line	342.00		543.78
		10/1369DN NOTICE OF			

Date Rec'd Rizzetta & Co., Inc. NOV 08 2018  
D/M approval X Date 11/12/18  
Date entered NOV 09 2018  
Fund 001 GL 51360004801  
Check #

Important! Please make note of our NEW Payment Remittance Address. To ensure prompt posting of your payment, it is important that you use this NEW address.

PREVIOUS BALANCE	NEW CHARGES	CREDITS	BALANCE DUE
\$0.00	\$709.14	\$0.00	\$709.14

Questions regarding this invoice should call:

Tel: (866) 470-7133  
Fax: (863) 802-7825



The News Herald • Northwest Florida Daily News • The Star • The Times • Crestview News Bulletin • Santa Rosa Press Gazette  
The Walton Sun • The Destin Log • The Washington County News • Holmes County Times • EmeraldCoast.com

Nov 26, 2018



**Customer Name**  
SOMERSET COMMUNITY

**Account Number**  
42245-97026

**Total Due** \$ 64.83

**Service Address**  
9954 E COUNTY HIGHWAY 30A  
IRRIGATION

**Service Period**  
Oct 3, 2018 - Nov 1, 2018

## Billing Summary

Previous Bill Amount		\$ 88.70
Payment Received On 10/15/18	Thank You!	-88.70
Current Electric Service		+64.83

**Total Due \$ 64.83**

## Contact Us



[gulfpower.com](http://gulfpower.com)

<b>Account Number</b>	<b>Web Access Code</b>
42245-97026	318341



Customer Service      Power Outage Reporting

1-800-225-5797 1-800-487-6937

**Mon - Fri: 7am - 9pm**      **24 hrs/7 days**

**Sat 8am - 5pm**

**Emergencies: 24hrs/7 days**

## Payment Options

**Online** Just visit [gulfpower.com/mypayment](http://gulfpower.com/mypayment)  
Login to your account using the following:

Account number: 42245-97026

Web access code: 318341

### By Mail

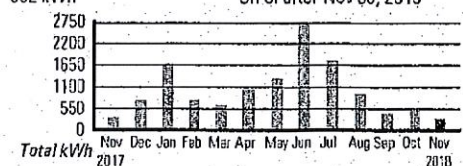
Gulf Power Payments  
PO Box 830660  
Birmingham, AL 35283-0660

**For current billing details, turn page over**

## Usage Information

**Total Used**  
302 kWh

**Next Scheduled Read Date**  
On or after Nov 30, 2018



	1 Year Ago	Last Month	This Month
Total kWh Used	307	502	302
Average Daily kWh	11	17	10
Days in Billing Period	29	29	29

**Account Number** 42245-97026

**Current Amount  
Delinquent After**

Nov 26, 2018

**Total Due** \$ 64.83

NOV 09 2018

Date Rec'd Rizzotto & Co., Inc.

D/M approval *9C* Date *11/12/18*

NOV 09 2018

Date entered

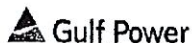
Fund *001* CL *531.00* DC *4308*

Client #

➤ For better comfort and savings at your business, have your current heating and cooling system tuned up by a CheckMe! Plus Certified Technician today. Call Gulf Power for details: 1-877-655-4001

PLEASE KEEP THIS PORTION FOR YOUR RECORDS.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT, MAKING SURE THE RETURN ADDRESS SHOWS IN THE ENVELOPE WINDOW



One Energy Place  
Pensacola, FL 32520-0037

**Mail To:**  
PO BOX 830660  
BIRMINGHAM AL  
35283-0660

SOMERSET COMMUNITY  
DEVELOPMENT DISTRICT  
DEVELOPMENT DISTRICT  
12750 CITRUS PARK LN  
TAMPA FL 33625



**Account Number**  
89919-91030

Current Amount	Nov 26, 2018
Delinquent After	
<hr/>	
Total Due	\$ 220.69

**Service Address**  
9396 E COUNTY HIGHWAY 30A  
IRRIGATION

**Service Period**  
Oct 3, 2018 - Nov 1, 2018



## Billing Summary

Previous Bill Amount		\$ 248.13
Payment Received On 10/15/18	Thank You!	-248.13
Current Electric Service		+220.69

**Total Due \$ 220.69**

## Contact Us

[gulfpower.com](http://gulfpower.com)

	<b>Account Number</b> 89919-91030	<b>Web Access Code</b> 318341
	<b>Customer Service</b> 1-800-225-5797 Mon - Fri: 7am - 9pm Sat: 8am - 5pm Emergencies: 24hrs/7 days	<b>Power Outage Reporting</b> 1-800-487-6937 24 hrs/7 days

## Payment Options

**Online** Just visit [gulfpower.com/mypayment](http://gulfpower.com/mypayment)  
Login to your account using the following:  
Account number: 89919-91030  
Web access code: 318341

### By Mail

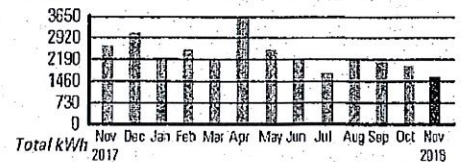
Gulf Power Payments  
PO Box 830360  
Birmingham, AL 35283-0660

Date Rec'd Rizzotto & Co., Inc. **NOV 07 2018**  
 All approval **9C** Date **11/13/18**  
 We entered **NOV 09 2018**  
 and **001** \$ **531.00** oc **4308**  
 Check # \_\_\_\_\_

**For current billing details, turn page over**

## Usage Information

<b>Total Used</b> 1,608 kWh	<b>Next Scheduled Read Date</b> On or after Nov 30, 2018
--------------------------------	---



	1 Year Ago	Last Month	This Month
Total kWh Used	2,678	1,956	1,608
Average Daily kWh	92	68	55
Days In Billing Period	29	29	29

**Account Number** 89919-91030

Current Amount	Nov 26, 2018
Delinquent After	
<hr/>	
Total Due	\$ 220.69



One Energy Place  
Pensacola, FL 32520-0037

03899199103056000002206900000000000000000000000000000000

SOMERSET COMMUNITY  
DEVELOPMENT DISTRICT  
DEVELOPMENT DISTRICT  
STE 403  
2806 N 5TH ST  
SAINT AUGUSTINE FL 32084

**Mail To:**  
PO BOX 830660  
BIRMINGHAM AL  
35283-0660

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

Date Rec'd Rizzetta & Co., Inc. NOV 08 2018  
D/M approval SC Date 11/2/18  
Date entered NOV 09 2018  
Fund. 021 GL 51400 OC 3107  
Check #

## STATEMENT

October 15, 2018

Somerset Community Development District  
c/o Accounts Payable  
120 Richard Jackson Blvd. Suite # 220  
Panama City Beach, FL 32407

Bill Number 103574  
Billed through 09/30/2018

### General Counsel/Monthly Meeting

SOMER 00001 TFM

### FOR PROFESSIONAL SERVICES RENDERED

09/07/18	TFM	Review correspondence regarding funding agreement.	0.20 hrs
09/10/18	TFM	Confer with Crooms regarding developer funding agreement.	0.30 hrs
09/27/18	TFM	Review annual meeting notice and provide comments.	0.50 hrs
09/28/18	JLK	Continue review and negotiation of master services agreement for ADA compliance on websites, documents and transmittals; confer with various district managers regarding processes for ADA compliance; confer regarding SOW for recreational software for ADA compliance; confer regarding insurance coverage with district's insurer.	0.10 hrs
Total fees for this matter			\$301.00

### MATTER SUMMARY

Kilinski, Jennifer L.	0.10 hrs	260 /hr	\$26.00
Mackie, A.Tucker Frazee	1.00 hrs	275 /hr	\$275.00

TOTAL FEES \$301.00

TOTAL CHARGES FOR THIS MATTER \$301.00

### BILLING SUMMARY

Kilinski, Jennifer L.	0.10 hrs	260 /hr	\$26.00
Mackie, A.Tucker Frazee	1.00 hrs	275 /hr	\$275.00

TOTAL FEES \$301.00

TOTAL CHARGES FOR THIS BILL \$301.00

Please include the bill number on your check.



Innerlight Engineering Corporation  
11490 Emerald Coast Parkway  
Suite 2W  
Miramar Beach, FL 32550  
(850) 424-5855  
www.ieceng.com

## INVOICE

### BILL TO

Somerset Community  
Development District  
C/O: Rizzetta & Company  
2806 North Fifth Street  
St. Augustine, Florida 32084

INVOICE # 3759

DATE 10/11/2018

DUE DATE 10/26/2018

TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/04/2018	NPDES Weekly Inspection (09.04.18)	0.50	950.00	475.00
09/11/2018	NPDES Weekly Inspection (09.11.2018)	0.50	950.00	475.00
09/18/2018	NPDES Weekly Inspection (09.18.2018)	0.50	950.00	475.00
09/25/2018	NPDES Weekly Inspection (09.25.2018)	0.50	950.00	475.00

BALANCE DUE

**\$1,900.00**

Date Rec'd Rizzetta & Co., Inc. **NOV 16 2018**  
D/M approval *SL* Date *11/19/18*  
Date entered **NOV 16 2018**  
Fund *001* of *52900* ac *4619*  
Check #

THANK YOU FOR YOUR BUSINESS!





Innerlight Engineering Corporation  
11490 Emerald Coast Parkway  
Suite 2W  
Miramar Beach, FL 32550  
(850) 424-5855  
www.ieceng.com

## INVOICE

### BILL TO

Somerset Community  
Development District  
C/O: Rizzetta & Company  
2806 North Fifth Street  
St. Augustine, Florida 32084

INVOICE # 3842

DATE 11/14/2018

DUE DATE 11/29/2018

TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/02/2018	NPDES Weekly Inspection (10.02.18)	0.50	950.00	475.00
10/08/2018	NPDES Weekly Inspection (10.08&12.2018)	0.50	950.00	475.00
10/18/2018	NPDES Weekly Inspection (10.18.2018)	0.50	950.00	475.00
10/25/2018	NPDES Weekly Inspection (10.25.2018)	0.50	950.00	475.00
10/31/2018	NPDES Weekly Inspection (10.31.2018)	0.50	950.00	475.00

BALANCE DUE

**\$2,375.00**

Date Rec'd Rizzetta & Co., Inc. NOV 16 2018  
D/M approval *[Signature]* NOV 16 2018  
Date entered *[Signature]* NOV 16 2018  
amt. 001 53900 4619

THANK YOU FOR YOUR BUSINESS!

# Mills

SUPPLY

Date Rec'd Rizzetta & Co., Inc. **OCT 31 2018**  
 O/M approval *9C* Date **11/2/18**  
 Date ordered **NOV 02 2018**  
 Fund. **001** GL **53800** 4610  
 Check #

## Invoice

Date	Invoice #
10/4/2018	7206

Bill To
Alys Beach Somerset

Ship To

P.O. No	Terms	Rep	Ship	Via	Project																								
	Net 10	RM																											
Quantity	Item Code	Description	Price Each	Amount																									
1	PSMAINT	Pump Station Maintenance - October 2018 Fl State Walton County Sales Tax	200.00 7.00%	200.00 0.00																									
		<table> <tr> <th>GL Code</th><th>Amount</th><th>PC</th></tr> <tr> <td><i>Rizzetta</i></td><td><i>200.00</i></td><td><i>DB</i></td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td><b>Total</b></td><td><i>200.00</i></td><td> </td></tr> </table>	GL Code	Amount	PC	<i>Rizzetta</i>	<i>200.00</i>	<i>DB</i>																<b>Total</b>	<i>200.00</i>				
GL Code	Amount	PC																											
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<b>Total</b>	<i>200.00</i>																												
		<table> <tr> <td>Posted:</td><td> </td></tr> <tr> <td>Con:</td><td>-</td></tr> <tr> <td>WO#:</td><td>-</td></tr> <tr> <td>Log:</td><td><i>10-29-18</i></td></tr> <tr> <td>U7:</td><td>-</td></tr> <tr> <td>GL#:</td><td><i>RIZZETTA</i></td></tr> </table>	Posted:		Con:	-	WO#:	-	Log:	<i>10-29-18</i>	U7:	-	GL#:	<i>RIZZETTA</i>															
Posted:																													
Con:	-																												
WO#:	-																												
Log:	<i>10-29-18</i>																												
U7:	-																												
GL#:	<i>RIZZETTA</i>																												
		<table> <tr> <td><i>BAllen</i></td><td><i>10/29/18</i></td></tr> <tr> <td><b>Approved</b></td><td><b>Date</b></td></tr> </table>	<i>BAllen</i>	<i>10/29/18</i>	<b>Approved</b>	<b>Date</b>																							
<i>BAllen</i>	<i>10/29/18</i>																												
<b>Approved</b>	<b>Date</b>																												
Thank you for your business.					<b>Total</b> \$200.00																								



# Mills

SUPPLY

## Invoice

Date	Invoice #
11/7/2018	7240

<b>Bill To</b>
Somerset Community Development District

<b>Ship To</b>
Alys Beach

P.O. No.	Terms	Rep	Ship	Via	Project
	Net 10	RM			
Quantity	Item Code	Description	Price Each	Amount	
1	PSMAINT	Pump Station Maintenance - November 2018 Fl State, Walton County Sales Tax	200.00 7.00%	200.00 0.00	
<p>                         Rec'd Rizzetta &amp; Co., Inc. NOV 16 2018                          D/M approval <i>DC</i> Date 11/19/18                          Date entered NOV 16 2018                          Fund 001 GL 53600 OC 4610                          Check #                     </p>					
Thank you for your business.					<b>Total</b> \$200.00



3543 State Road 419, Winter Springs, FL 32708  
PH: 800-666-5253

# INVOICE

Invoice #	395302
Account #	717616
Invoice Date	11/1/2018
Due Date	11/11/2018
Rep	MTS

<b>Bill To</b>
ALYS BEACH/MONITORING SOMERSET CDD 2806 NORTH FIFTH STREET UNIT 403 ST. AUGUSTINE, FLORIDA 32084

Invoice Questions: <a href="mailto:Lakes@lakedoctors.com">Lakes@lakedoctors.com</a> Payment Questions: <a href="mailto:Payments@lakedoctors.com">Payments@lakedoctors.com</a>
--

P.O. No.	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Monitoring-Visual Inspection  Date Rec'd Rizzetta & Co., Inc. <u>NOV 07 2018</u> D/M approval <u>96</u> Date <u>11/12/18</u> Date entered <u>NOV 09 2018</u> Fund <u>001</u> GL <u>53800</u> oc <u>4613</u> Check # _____	40.00
<b>Customer Total Balance</b>		\$40.00
<b>Total Invoice</b>		<b>\$40.00</b>

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
ALYS BEACH/MONITORING SOMERSET CDD 2806 NORTH FIFTH STREET UNIT 403 ST. AUGUSTINE, FLORIDA 32084

Amount Enclosed
<u>40.00</u>

Invoice #	395302
Account #	717616
Date	11/1/2018

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

**The Lake Doctors, Inc.**  
3543 State Road 419  
Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW		
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
Card #	_____	
Card Verification #	_____	
Exp. Date #	_____	
Print Name	_____	
Billing Address:	_____ Check box if same as above	
Signature	_____	

# SOMERSET COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FLORIDA 32407

## **Operation and Maintenance Expenditures December 2018 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2018 through December 31, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$8,854.06**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Somerset Community Development District

## Paid Operation & Maintenance Expenditures

December 1, 2018 Through December 31, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ALYS Beach Resort LLC	002405	413-24696	Other Invoices 11/18	\$ 352.65
ALYS Beach Resort LLC	002405	413-25043	Street Light Check And Repair - Weekly Pump Inspection 11/18	\$ 1,175.00
Gulf Power Company	002402	89919-91030 11/18	9396 E Cty Hwy 30A Irrigation 11/18	\$ 176.90
Hopping Green & Sams	002403	104230	General/Monthly Legal Services 10/18	\$ 299.50
Innerlight Engineering Corporation	002404	3848	Engineering Services 11/18	\$ 1,900.00
John Rosenberg	002401	JR111218	Board of Supervisors Meeting 11-12- 2018	\$ 200.00
Mills Supply	002407	7261	Mills Supply 12/18	\$ 200.00
Rizzetta & Company, Inc.	002399	INV0000036651	District Management Fees 12/18	\$ 4,410.01
Rizzetta Technology Services, LLC.	002400	INV0000003962	Website Hosting Services 12/18	\$ 100.00
The Lake Doctors, Inc.	002406	400765	Monthly Monitoring/Inspection 12/18	<u>\$ 40.00</u>
<b>Report Total</b>				<b><u>\$ 8,854.06</u></b>



Client Number: 413

**Bill To:** CDD-Not 30A Landscape & Irriga  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
chartnett@rizzetta.com

Folio Number 24696

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
11/16/18	Workorder WO 20136 SSE #W38880 plumbing repair	WO 20136	169.17
11/28/18	Workorder WO 20250 PLC 55126 irrigation repairs	WO 20250	183.48
	Total Charges		352.65
		<b>Balance Due:</b>	<b>352.65</b>

Date Rec'd Rizzetta & Co., Inc. DEC 12 2018  
D/M approval SC Date 12/14/18  
Date entered DEC 14 2018  
Fund 001 cl. 53900 cc 46099  
Check #



System Service & Engineering LLC  
205 Mosley Drive  
Lynn Haven, FL 32444  
Telephone: 850-441-3458  
Fax: 850-441-3459

Sold To:

Alys Beach Billing  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL  
32413

Job Location:

Alys Beach  
9581 E. Co. Hwy 30a  
Panama City Beach FL 32413  
850-213-5529

INVOICE

Invoice Number: W38880  
Invoice Date: Oct 2/18  
Terms: NET 30  
Customer Code: 132  
Reference:  
Customer Order: 19542  
Work Order #: 5580637  
Work Order Type: PS SERVICE  
Job Location: Alys Beach  
Called By: Ruth  
Starting Date: Sep 27/18  
Ending Date: Sep 27/18

BLDG  
D

\*\*\* CONTINUED \*\*\*

Materials

ball valve	1.00	7.00 E	7.00
cement	1.00	5.60 E	5.60
pvc fittings	1.00	7.00 E	7.00

Total Materials

19.60

REGULAR Rice, Jeffrey

1.50 Hrs

127.50

Posted: PM 11-10-18

Con:

WO#: 20136

Log:

U7:

GL#: 432395

ABNA

- CONDITIONS -

Subtotal

147.10

1727  
CDD413

GL Code	Amount	PC
<del>432395</del>	<del>147.10</del>	<del>1079</del>
<del>640006</del>		

Total Invoice

147.10

432395	147.10	1801
	169.17	
Total	147.10	169.17

ABNA

1727

+15% upcharge

\$169.17

Approved: Baker Date: 10/26/18

Posted: 10/26  
Con:  
WO#: 59714  
Log:  
U7:  
GL#: ~~432395~~  
640006

1079  
development



System Service & Engineering LLC  
205 Mosley Drive  
Lynn Haven, FL 32444  
Telephone: 850-441-3458  
Fax: 850-441-3459

**Sold To:**

Alys Beach Billing  
Alys Beach Billing  
PO Box 61-5500  
Panama City Beach FL  
32413

**Job Location:**

Alys Beach  
9581 E. Co. Hwy 30a  
Panama City Beach FL 32413  
850-213-5529

**INVOICE**

Invoice Number: W38880  
Invoice Date: Oct 2/18  
Terms: NET 30  
Customer Code: 132  
Reference:  
Customer Order: 19542  
Work Order #: 5580637  
Work Order Type: PS SERVICE  
Job Location: Alys Beach  
Called By: Ruth  
Starting Date: Sep 27/18  
Ending Date: Sep 27/18

**Work Performed**

PLUMBING SERVICE CALL

Date: 9-27-18

WO#: 5580637

Job Location: 9581 E County Highway 30A

Panama City Beach, FL 32413

TECH NAME: Jeff Rice

Work performed:

Dispatch office is closed. Called security. Security was not briefed on the leak. Security told me to wait at Dispatch office where Carlos would meet me.

Carlos showed me the leak. It was on a PVC isolation valve behind the mobile office buildings. Shut down the water at 30A that fed all the buildings. Cut out the leaking valve section of pipe. Replaced the ball valve with a new 1" PVC ball valve. Waited for cement to cure. Turned on water. No leaks found.

All is good.

JOB STATUS: Complete.

\*\*\* C O N T I N U E D \*\*\*

Rip's Professional Lawn Care, Inc

511 North Highway 79  
Panama City Beach, FL 32413

# Invoice

Date	Invoice #
10/30/2018	55126

<b>Bill To</b>
EBSCO Gulf Coast Development 9581 County Highway 30-A East - Bldg D Alys Beach, FL 32461

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount																								
2.5	Irrigation repairs Seagarden Ped Path	58.00	145.00																								
1	1" Slip Fix	8.25	8.25																								
3	1" Fitting	2.10	6.30																								
	CDD is Irrigation																										
<table border="0"> <tr> <td><b>GL Code</b></td><td><b>Amount</b></td><td><b>PC</b></td><td></td></tr> <tr> <td>432395</td><td>159.55</td><td>1001</td><td>ABNA</td></tr> <tr> <td></td><td>183.48</td><td></td><td>1726</td></tr> <tr> <td><b>Total</b></td><td>159.55</td><td></td><td></td></tr> <tr> <td></td><td>183.48</td><td></td><td></td></tr> <tr> <td><b>Approved</b></td><td><i>Ballen</i></td><td><b>Date</b></td><td>11/19/18</td></tr> </table>				<b>GL Code</b>	<b>Amount</b>	<b>PC</b>		432395	159.55	1001	ABNA		183.48		1726	<b>Total</b>	159.55				183.48			<b>Approved</b>	<i>Ballen</i>	<b>Date</b>	11/19/18
<b>GL Code</b>	<b>Amount</b>	<b>PC</b>																									
432395	159.55	1001	ABNA																								
	183.48		1726																								
<b>Total</b>	159.55																										
	183.48																										
<b>Approved</b>	<i>Ballen</i>	<b>Date</b>	11/19/18																								
<b>Total</b>			\$159.55																								

Posted *BPM* 11-17-18  
 Con: \_\_\_\_\_  
 WO#: 20250  
 Log: \_\_\_\_\_  
 U7: \_\_\_\_\_  
 GL#: 432395 1801  
 ABNA  
 1726

+15% Surchage  
 \$183.48



Client Number: 413

Bill To: CDD-Not 30A Landscape & Irriga  
Jessica Kelley  
9581 Co. Hwy 30a East, Bldg D  
Alys Beach, FL 32461  
850.213.5516  
chartnett@rizzetta.com

Folio Number 25043

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
11/27/18	Maintenance Labor Hoover Pump Weekly Inspections .5 hr month	NOV RECUR	37.50
11/27/18	Maintenance Labor Community Street Light Check 3.5 hr wk	NOV RECUR	1,137.50
	Total Charges		1,175.00
		Balance Due:	1,175.00

DEC 12 2018  
Date Rec'd Rizzetta & Co., Inc.  
O/M approval 9C Date 12/17/18  
Date entered DEC 14 2018  
Fund 001 54100 4651 \$ 1,137.50  
Check # 53900 4610 \$ 37.50







Customer Name  
SOMERSET COMMUNITY

Account Number  
89919-91030

Current Amount  
Delinquent After

Dec 26, 2018

Total Due

\$ 176.90

## Current Electric Service - GS - General Service

Next Scheduled Read Date: On or after Jan 2, 2019

Service Period	Meter #	Reading Type	Meter Reading		x	Constant	= Usage
			Current	Previous			
Nov 1 - Dec 3	7357992	Tot kWh	70919	69678	1		1,241

### Billing Period

Nov 1, 2018 - Dec 3, 2018

Base Charge		\$ 26.00
Energy Charge	1241 kWh x 0.07830	97.17
Fuel Charge	1241 kWh x 0.02949	36.60

**Subtotal of Electric Service \$ 159.77**

State Sales Tax - Lighting	0.00
Florida Gross Receipts Tax	4.10
State Sales Tax	11.39
County Local Sales Tax	1.64

**Total Current Electric Service \$ 176.90**

## Convenient Payment Programs

**Paperless Billing** Pay your electric bill with a mouse click. It's quick, easy, and convenient. To sign up, call 1-800-225-5797 or visit [gulfpower.com/paperless](http://gulfpower.com/paperless)

**Auto Pay** Save time and effort. Auto pay is a free bill payment option—you can authorize your bill amount to be automatically debited from your checking or savings account. For information, call 1-800-225-5797 or to sign up, visit [gulfpower.com/autopay](http://gulfpower.com/autopay)

**Consumer Check Conversion** - When you pay your bill by check, you authorize us to make a one-time electronic debit from your banking account.

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

DEC 06 2018

DEC 07 2018

12/11/18

001

51400 3107

## STATEMENT

November 13, 2018

Somerset Community Development District  
c/o Accounts Payable  
120 Richard Jackson Blvd. Suite # 220  
Panama City Beach, FL 32407

Bill Number 104230  
Billed through 10/31/2018

### General Counsel/Monthly Meeting

SOMER 00001 TFM

### FOR PROFESSIONAL SERVICES RENDERED

10/29/18	TFM	Review meeting minutes and provide comments; confer with Mattern; review tentative agenda and provide comments.	0.90 hrs
10/31/18	JLK	Continue reviewing, drafting and updating forms of district management related contracts and confer with Rizzetta team on same; begin review of website templates and master website agreement; begin review of statement of work related to ADA work and remediation of various documents; conference calls on same.	0.20 hrs
Total fees for this matter			\$299.50

### MATTER SUMMARY

Kilinski, Jennifer L.	0.20 hrs	260 /hr	\$52.00
Mackie, A.Tucker Frazee	0.90 hrs	275 /hr	\$247.50
TOTAL FEES			\$299.50
TOTAL CHARGES FOR THIS MATTER			\$299.50

### BILLING SUMMARY

Kilinski, Jennifer L.	0.20 hrs	260 /hr	\$52.00
Mackie, A.Tucker Frazee	0.90 hrs	275 /hr	\$247.50
TOTAL FEES			\$299.50
TOTAL CHARGES FOR THIS BILL			\$299.50

Please include the bill number on your check.





Innerlight Engineering Corporation  
11490 Emerald Coast Parkway  
Suite 2W  
Miramar Beach, FL 32550  
(850) 424-5855  
www.ieceng.com

Date Rec'd Rizzetta & Co., Inc. DEC 05 2018  
O/A approval *QC* Date 12/11/18  
Date entered DEC 07 2018  
Fund 001 of 3900 of 4619  
Check #

## INVOICE

### BILL TO

Somerset Community  
Development District  
C/O: Rizzetta & Company  
2806 North Fifth Street  
St. Augustine, Florida 32084

INVOICE # 3848

DATE 12/04/2018

DUE DATE 12/19/2018

TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
11/07/2018	NPDES Weekly Inspection (11.07.18)	0.50	950.00	475.00
11/13/2018	NPDES Weekly Inspection (11.13.2018)	0.50	950.00	475.00
11/20/2018	NPDES Weekly Inspection (11.20.2018)	0.50	950.00	475.00
11/26/2018	NPDES Weekly Inspection (11.26&27.2018)	0.50	950.00	475.00

BALANCE DUE

**\$1,900.00**

THANK YOU FOR YOUR BUSINESS!

**Somerset CDD**  
**Meeting Date: 11-12-2018**

**SUPERVISOR PAY REQUEST**

Name of Board Supervisor	Check if present	Check if paid
Andrew O'Connell	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John Rosenberg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
George Hartley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Eddie Foster*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Charles Reichman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(\*) Does not get paid

**EXTENDED MEETING TIMECARD**

Meeting Start Time:	2:01 pm
Meeting End Time:	2:15 pm
Total Meeting Time:	14 mins.

Time Over ( ) Hours:	
----------------------	--

Total at \$175 per Hour:	
--------------------------	--

Date Rec'd Rizzetta & Co., Inc. **NOV 13 2018**  
D/M approval *[Signature]* Date **11/19/18**  
Date entered **NOV 13 2018**  
Fund **201** GL **511090 1101**  
Check #

DM Signature: \_\_\_\_\_

*[Signature]*

**Please forward copy to Marcia Eannetta for  
Extended Meeting Hours and/or Agenda Books.**

# Mills

SUPPLY

## Invoice

Date Rec'd DEC 05 2018  
 D/M approval 12/11/18  
 Date entered DEC 07 2018  
 Fund 001 33500 4610  
 Check #

Date	Invoice #
12/4/2018	7261

<b>Bill To</b>
Somerset Community Development District

<b>Ship To</b>
Alys Beach

P.O. No.	Terms	Rep	Ship	Via	Project
	Net 10	RM			
Quantity	Item Code	Description	Price Each	Amount	
1	PSMAINT	Pump Station Maintenance - December 2018 Fl State, Walton County Sales Tax	200.00 7.00%	200.00 0.00	
Have a Merry Christmas and a Joyous New Year! Thank you for your business!					<b>Total</b> \$200.00

P.O. Box 804 • Shalimar, Florida 32579 • Phone/Fax: (850) 651-6625

**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

# Invoice

Date	Invoice #
12/1/2018	INV0000036651

## Bill To:

SOMERSET CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of		Terms	Client Number
December		Upon Receipt	00861
Description	Qty	Rate	Amount
District Management Services	1.00	\$2,141.67	\$2,141.67
Administrative Services	1.00	\$435.00	\$435.00
Accounting Services	1.00	\$1,416.67	\$1,416.67
Financial & Revenue Collections	1.00	\$416.67	\$416.67
<p>           Date Rec'd Rizzetta &amp; Co., Inc. NOV 27 2018            D/M approval <i>[Signature]</i> NOV 28 2018 12/5/18            Date entered            Fund 001 51300 3101 \$ 2,141.67            Check \$ 3100 \$ 435.00            3201 \$ 1,416.67            3111 \$ 416.67         </p>			
Subtotal			\$4,410.01
Total			\$4,410.01

**Rizzetta Technology Services**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

# Invoice

Date	Invoice #
12/1/2018	INV0000003962

## Bill To:

SOMERSET CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of		Terms	Client Number
December			00861
Description	Qty	Rate	Amount
Email Hosting	0	\$15.00	\$0.00
Website Hosting Services	1	\$100.00	\$100.00
<p>NOV 27 2018</p> <p>Date Rec'd Rizzetta T. Co., Inc. <i>9/6</i> Date <i>12/5/18</i></p> <p>D/M approval <i>NOV 28 2018</i></p> <p>Date entered</p> <p>Fund <i>001</i> <i>51300.00</i> <i>5103</i></p> <p>Check #</p>			
Subtotal			\$100.00
Total			\$100.00



# INVOICE



3543 State Road 419, Winter Springs, FL 32708  
PH: 800-666-5253

Invoice #	400765
Account #	717616
Invoice Date	12/1/2018
Due Date	12/11/2018
Rep	MTS

<b>Bill To</b>
ALYS BEACH/MONITORING SOMERSET CDD 2806 NORTH FIFTH STREET UNIT 403 ST. AUGUSTINE, FLORIDA 32084

<b>Invoice Questions:</b> <a href="mailto:Lakes@lakedoctors.com">Lakes@lakedoctors.com</a> <b>Payment Questions:</b> <a href="mailto:Payments@lakedoctors.com">Payments@lakedoctors.com</a>
--

P.O. No.	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Monitoring-Visual Inspection	40.00
Date Rec'd Rizzetta & Co., Inc. DEC 05 2018 D/M approval <i>CC</i> Date 12/11/18 Date entered DEC 07 2018 Fund <i>061</i> OL <i>53800</i> OC <i>4613</i> Check # _____		
<b>Customer Total Balance</b>		\$80.00
<b>Total Invoice</b>		<b>\$40.00</b>

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
ALYS BEACH/MONITORING SOMERSET CDD 2806 NORTH FIFTH STREET UNIT 403 ST. AUGUSTINE, FLORIDA 32084

Amount Enclosed

Invoice #	400765
Account #	717616
Date	12/1/2018

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

**The Lake Doctors, Inc.**  
3543 State Road 419  
Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW		
Mastercard	Visa	American Express
Card #		
Card Verification #		
Exp. Date #		
Print Name		
Billing Address:	Check box if same as above	
Signature		



**TAB 4**

# ADA Site Compliance



**Somerset CDD**

**Website Compliance and Accessibility**

# Our Firm

**ADA Site Compliance is a leading provider of website accessibility and solutions for businesses and government. Our team includes specialists in auditing and remediation, coding, PDFs and WCAG compliance. Entities of all sizes and across industries trust our expertise in making their digital assets usable and enjoyable for all while meeting the guidelines of the ADA.**



LAW

RULES

GOVERNANCE

# Accessibility, Compliance & Community Development Districts

**The Florida Department of Economic Opportunity requires that all special district websites, by law, be fully accessible to those with disabilities. Community Development Districts (CDDs) and other special purpose entities must ensure that all content on their sites comply with the Americans with Disabilities Act, a 1990 federal law.**





# How Do People with Disabilities Use My Website?

## HEARING IMPAIRED

**All media that can be heard – videos, sound bites – must have a written description.**

## VISUALLY IMPAIRED

**Sites must be properly built to let assistive devices read all visual elements aloud to blind and low-vision users.**

## PHYSICALLY IMPAIRED

**Keyboard shortcuts must permit disabled users to navigate a site without using a mouse.**



**“Accessible design is good design”**

Steve Ballmer  
Former CEO, Microsoft



# Costs: Reputational & Monetary

- **Web accessibility lawsuits are on the rise and continue to be backed by the U.S. Department of Justice.**
- **The cost to hire attorneys and pay associated fees can range from tens of thousands of dollars to the high-six-figures.**
- **Related costs include human capital, negative PR, stress on your district, and reputational damage via traditional and social media.**



**"We believe very deeply that accessibility is a human right"**

**Tim Cook  
CEO, Apple**

# First Steps: Risk-Mitigation



## Compliance Shield

**A certificate on your website indicates that you have a compliance plan in place and are taking active steps toward usability for all.**



## Site Accessibility Policy

**A compliance plan details your strides toward access for all and lists alternate contact info for users in need of accommodations.**



## Compliance Audit Report

**A detailed audit report shows the lines of code to be corrected and screen shots and text descriptions of every compliance failure.**

# Phases of Compliance

## Option 1 – Audit & Remediation of Your Current Site

### Phase 1

#### Technological Auditing

**Technological auditing identifies up to 30% of the errors on a website. A detailed report indicates the line of code to be corrected, along with a screen shot of the error and a recommendation for remediating the issue.**

### Phase 2

#### Human Expert Auditing

**Only human expert auditing can reveal the 70 80% of compliance failures that technological auditing cannot find. This applies both to webpages and PDFs, the latter of which can only be made accessible with human expert led remediation.**



# Phases of Compliance

## Option 2 – Site Migration

### Phase 1

#### Migration of All Content

**Our technical team migrates your existing website over to a brand new site built on accessible themes that ADA Site Compliance has designed and maintains and that is proven to be compliant under the ADA.**

### Phase 2

#### Quality Assurance

**Post migration, our technical team tests your newly migrated site for the same WCAG 2.1 level criteria we use when auditing and remediating existing sites.**



# Web Developers and IT Teams are NOT Audit and Compliance Experts

**Auditing correctly the first time saves you time and money.**



**Without human expert auditing, your website and PDFs will not be compliant, accessible, and usable.**



# **We Provide Thorough and Rigorous Support to Our Clients**

**Our Chief Technology Officer, Scott Rubenstein, and his analyst team directly oversee the migration and/or auditing and remediation of your district website. Our team draws on decades of experience to do far more than just identify compliance failures; we assess your current methods and suggest new best practices to help keep your website accessible. Our hands-on approach makes your remediation faster, easier, and less costly.**

# First Look: Sample Pages from Your District's New, Compliant Website

Waterset Central CDD

Welcome Links Documents Information Contacts

CDD Election Finances HOA Meetings Questions Services

Search Search

Waterset Central

Community Development District

Upcoming Events

December 13, 2018 at 9:00 am  
January 10, 2019 at 9:00 am  
February 14, 2019 at 9:00 am  
March 14, 2019 at 9:00 am  
March 14, 2019 at 9:00 am  
April 11, 2019 at 9:00 am  
May 09, 2019 at 9:00 am  
June 13, 2019 at 9:00 am  
July 11, 2019 at 9:00 am  
August 08, 2019 at 9:00 am  
September 12, 2019 at 9:00 am

District Administration

The District Manager's responsibilities include:

- Preparation and submittal of a proposed operations and maintenance budgets for Board review and action
- Preparation of contract specifications for District operations, including community appearance, waterway management, street lighting and facilities maintenance
- File all required forms and documents with state and local agencies
- Attend all Board of Supervisor meetings – implement the policies of the Board
- Additional duties as directed by the Board

Rizzetta & Company, Inc.

9428 Camden Field Parkway  
Riverview, FL 33578  
Joe Roethke  
District Manager  
Ph. 813-533-2950

ADA SITE COMPLIANCE

ACCESSIBILITY POLICY

If you have a concern, please let us know.[Contact us here](#) to report your concern. Certain documents will be in PDF format.

Certain documents will be in PDF format. To view them you may have to [download](#) the latest version of Adobe Reader.

Waterset Central CDD

Welcome Links Documents Information

CDD Election Finances HOA Meetings Questions Services

Search Search

Community Development Districts – What you should know!

A Community Development District (CDD) is a governmental unit created to serve the long-term specific needs of its community. Created pursuant to chapter 190 of the Florida Statutes, a CDD's main powers are to plan, finance, construct, operate and maintain community-wide infrastructure and services specifically for the benefit of its residents.

What will the CDD Do?

Through a CDD, the community can offer its residents a broad range of community-related services and infrastructure to help ensure the highest quality of life possible. CDD responsibilities within our community may include storm water management, potable and irrigation water supply, sewer and wastewater management, and street lights.

Upcoming Events

December 13, 2018 at 9:00 am  
January 10, 2019 at 9:00 am  
February 14, 2019 at 9:00 am  
March 14, 2019 at 9:00 am  
March 14, 2019 at 9:00 am  
April 11, 2019 at 9:00 am  
May 09, 2019 at 9:00 am  
June 13, 2019 at 9:00 am  
July 11, 2019 at 9:00 am  
August 08, 2019 at 9:00 am  
September 12, 2019 at 9:00 am

# Somerset – Scope of Work & Pricing Options\*

## ❑ Option 1:

**\$5,900 (year one)** auditing & remediation of the existing Somerset CDD website  
**\$1,500 (annually)** to ensure continued accessibility and compliance as WCAG standards change  
includes two hours of consulting and help desk access  
annual fee is waived in year one  
**\$2.90 per page** PDF human expert auditing & remediation\*\*  
**\$190 per hour** additional consulting beyond two hours

## ❑ Option 2:

**\$3,900 (year one)** migration of current site content to new, ADA compliant format  
performed by experts in website coding & design  
**\$900 (annually)** to ensure continued accessibility and compliance as WCAG standards change  
includes two hours of consulting and help desk access  
annual fee is waived in year one  
**\$2.90 per page** PDF human expert auditing & remediation  
**\$190 per hour** additional consulting beyond two hours

*\* the pricing above reflects a 20% discount that ADA Site Compliance is pleased to offer to all Egis clients*

*\*\* PDF auditing & remediation is not included in either option*





# ACCESSIBLE

## Contact Information

**ADA Site Compliance, LLC**

**Jeremy Horelick, Vice President  
(561) 258-9518 Direct**

**jeremy@AdaSiteCompliance.com  
AdaSiteCompliance.com**



**“If you think compliance is  
expensive, try non-compliance.”**

**Fmr. Dep. U.S. Attorney General Paul McNulty**

**TAB 5**



**MASTER SERVICES AGREEMENT**  
**ADA SITE COMPLIANCE LLC**

This Master Services Agreement (this "**Agreement**") is entered into as of February 11, 2019 between Somerset Community Development District, a unit of local special purpose government, established and existing pursuant to Chapter 190, Florida Statutes, with a place of business and notice address at 120 Richard Jackson Blvd., Suite 220, Panama City Beach, FL 32407 ("**Customer**") and ADA Site Compliance LLC, a Delaware limited liability company authorized to do business in Florida, with a place of business and notice address at 6400 Boynton Beach Boulevard, No. 742721, Boynton Beach, FL 33474 ("**ADASC**"), and shall become effective upon Customer and ADASC executing a Statement of Work, which shall be attached to this Agreement and incorporated herein by this reference. Customer and ADASC may also each be referred to herein individually as a "**Party**," and collectively as the "**Parties**."

In consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, wishing to be legally bound by this Agreement, agree as follows:

**1. PRODUCTS AND SERVICES.**

**1.1. Statement(s) of Work.** Pursuant to this Agreement, ADASC shall provide Customer with ADASC's website and web application technological and/or human expert accessibility auditing and related [ADA website remediation] services ("**Services**") and products and/or software (collectively, as applicable, the "**Products**") set forth in one or more statements of work to be mutually executed by the Parties that reference and are subject to the terms of this Agreement (each, a "**SOW**"). In return for such Services and Products, Customer shall pay ADASC the fees and expenses set forth in the applicable SOW/Proposal in accordance with the payment terms set forth herein.

**1.2. Customer Requested Changes.** At any time, Customer may request a change to the Services or 'Deliverables' (defined below) that have been described in a SOW (in each case, a "**Change**"). Upon receipt of a Change request from Customer, ADASC agrees to respond in writing within five (5) business days of its receipt thereof, advising Customer of any additional cost, scheduling, or other impacts on the Services or Deliverables arising from the requested Change. If the Parties agree to proceed with any requested Change, the terms associated with such Change must be incorporated into an amendment to the applicable SOW that is mutually executed by the Parties prior to ADASC's implementation of the Change.

**1.3. Deliverables.** Unless otherwise provided in a SOW, with respect to any compliance audit reports, data, software, tools, [remediation services] or other works of any kind designated to be made, conceived, or developed by ADASC in connection with a SOW (collectively, as applicable, the "**Deliverables**"), Customer shall have the right to review such Deliverables upon their completion by ADASC only to determine if they conform to the applicable

written specifications stated in the SOW (collectively, the "**Acceptance Criteria**"). Customer will notify ADASC within seven (7) business days of delivery of the Deliverables if, in Customer's good faith determination, the Deliverables have not met the Acceptance Criteria, and that therefore acceptance has not occurred. In the event acceptance of any Deliverables does not occur, ADASC will, at its cost, make any necessary changes to the Deliverable within a commercially reasonable time frame so that they conform to the Acceptance Criteria, and resubmit the Deliverables to Customer. If Customer does not, however, notify ADASC within seven (7) business days of the delivery of any Deliverables that such Deliverables have not met the Acceptance Criteria, the Deliverable shall be deemed to conform to the specifications in the applicable SOW, and to have been accepted by Customer, subject to the representations, terms and warranties provided herein. However, any oversight by the Customer of ADASC's Services is not intended to mean that the Customer shall underwrite, guarantee, or ensure that the Services is properly done by ADASC, and it is ADASC's responsibility to perform the Services in accordance with this Agreement and applicable law as such performance is the consideration for this Agreement. Acceptance does not waive any rights the Customer has against ADASC for failure to perform the terms of this Agreement or any applicable SOW.

## **2. INVOICES AND PAYMENTS.**

**2.1. Invoices.** ADASC shall maintain records conforming to usual accounting practices. Further, ADASC agrees to render monthly invoices to the Customer in writing, which shall be delivered or mailed to the Customer by the fifth (5th) day of the next succeeding month. Each monthly invoice shall contain, at a minimum, the Customer's name, ADASC's name, the invoice date, an invoice number, an itemized listing of all costs billed on the invoice with a description of each sufficient for the Customer to approve each cost, the time frame within which the Services were provided, and the address or bank information to which payment is to be remitted. Consistent with Florida's Prompt Payment Act, Section 218.70 et al. of the Florida Statutes, these monthly invoices are due and payable within forty-five (45) days of receipt by the Customer.

**2.2. Disputed Amounts.** Customer may only withhold payment of amounts that it in good faith disputes to be due or owing ("**Disputed Amounts**"). In such case, Customer shall nonetheless pay any undisputed amounts and provide to ADASC a sufficiently detailed written explanation of the basis for its withholding of the Disputed Amounts. Any controversy relating to amounts owed by Customer hereunder shall be considered a "Dispute" (defined below) and subject to the resolution procedures provided in this Agreement. If it is determined that any Disputed Amounts are in fact owed to ADASC, Customer shall pay to ACS such Disputed Amounts within five (5) days of such resolution. To the extent the provisions of this paragraph conflict with the Florida's Prompt Payment Act or the District's adopted dispute resolution procedures pursuant thereto, the Prompt Payment Act and such adopted procedures shall control.

### **3. TERM AND TERMINATION.**

**3.1. Term.** This Agreement shall become effective when Customer and ADASC first execute a SOW and shall remain in effect until terminated as provided herein ("**Term**").

**3.2. Termination by either Party for Cause.** This Agreement and/or any individual SOW may be terminated by either Party (i) in the event the other Party fails to cure or take reasonable steps to cure a breach of any material term of this Agreement or any applicable SOW within five (5) business days of receipt of written notice describing such breach; (ii) immediately upon the giving of written notice by such Party in the event the other Party is adjudged insolvent or bankrupt, or upon the institution of any proceeding against the other Party seeking relief, reorganization or arrangement under any laws relating to insolvency, or upon the appointment of a receiver, liquidator or trustee of any of the other Party's property or assets, or upon liquidation, dissolution or winding up of the other Party's business.

**3.3 Termination Without Cause.** Either Party may terminate with cause immediately or without cause upon sixty (60) days' notice to the other Party. Such termination without cause shall not result in liability to either Party for consequential damages, lost profits, or any other damages or liability. However, upon any termination of this Agreement, ADASC shall be entitled to payment for all Services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the Customer may have against ADASC as ADASC's sole means of recovery hereunder. ADASC shall be required to work with the Customer to ensure a seamless and smooth transition in the event of termination, with or without cause, to the Customer's contracted entity performing the Services after termination.

### **4. REPRESENTATIONS, WARRANTIES & COVENANTS**

**4.1. General.** The essence of this Agreement is the following: ADASC represents, warrants, and covenants that (a) the Services shall be performed by qualified personnel in a professional and workmanlike manner in accordance with website accessibility compliance industry standards, including but not limited to Section 508 of the ADA and WCAG 2.0 A and AA guidelines, as may be amended, updated or changed from time to time; and (b) neither the Services nor any Product provided by ADASC shall infringe, misappropriate, or otherwise violate the intellectual property rights of any third party. Each Party also represents and warrants that it has the full right and authority to enter into this Agreement and perform its obligations hereunder.

**4.2. Disclaimer of All Other Warranties.** CUSTOMER ACKNOWLEDGES THAT ASSESSING ACCESSIBILITY AND REMEDIATION IS HIGHLY COMPLEX, SUBJECTIVE AND CHANGEABLE, AND AS SUCH,

ACHIEVING ABSOLUTE OR TOTAL COMPLIANCE IS DIFFICULT WITHOUT CLEAR REGULATORY GUIDANCE. ADASC MAKES NO WARRANTY THAT THE UTILIZATION OF ONLY TECHNOLOGICAL AUDITING SERVICES, WITHOUT ROUTINE HUMAN AUDITS, WILL FIND ALL ACCESSIBILITY CONCERNS IN CUSTOMER'S WEBSITES, APPS, PDFS OR SERVER(S). WHILE TECHNOLOGICAL AUDITING SUCH AS THAT PROVIDED BY ADASC (WHICH TYPICALLY CAN DETECT APPROXIMATELY 30% OF ACCESSIBILITY ISSUES) MAY BE A GOOD STARTING POINT IN CUSTOMER'S EFFORTS TOWARD COMPLIANCE, HUMAN EXPERT AUDITING IS ALSO NECESSARY. THEREFORE, ADASC STRONGLY RECOMMENDS THAT CUSTOMER REGULARLY ENGAGE IN HUMAN EXPERT AUDITING AND TECHNOLOGICAL AUDITING OF ITS WEBSITE(S), APP(S) AND SERVER(S) IN ORDER TO ASSURE THE HIGHEST POSSIBLE LEVEL OF ACCESSIBILITY, COMPLIANCE AND USABILITY.

## **5. INTELLECTUAL PROPERTY.**

**5.1. ADASC Materials.** Except as provided herein, as between the Parties, ADASC shall retain all right, title, and interest in and to (i) all patents, trademarks, service marks, copyrights, and other intellectual property or proprietary rights (collectively, "**IP**") of ADASC used in or otherwise associated with the Services, Deliverables and Products provided to Customer hereunder, and (ii) all trade secrets, technical specifications and data to the extent they are intellectual property, and inventions which are authored, conceived, devised, developed, reduced to practice or otherwise performed by ADASC which arise out of ADASC's performance of the Services, none of which shall be deemed a "work made for hire" under the Copyright Act of 1976 (collectively "**ADASC Materials**"), and nothing contained herein shall be construed to restrict, impair, transfer, license, convey, or otherwise alter or deprive ADASC of any of its intellectual property or other proprietary interests associated therewith. Subject to the foregoing, ADASC grants Customer a non-exclusive, non-transferable worldwide perpetual limited right and license to access and use the Products, Deliverables and the ADASC Materials in connection with the ordinary and intended use by Customer thereof as provided hereunder and in the applicable SOW, including viewing, downloading and printing the Deliverables for Customer's use, and without in any case removing ADASC's copyright, trademark or other intellectual property ownership notices.

**5.2. Customer Materials; Publicity and Trademarks.** Customer shall own the website, domain name, all e-mail addresses, and all website and e-mail content, under all circumstances. In the event of a termination of this Agreement for any reason, ADASC shall take all necessary steps to transfer, or otherwise allow the District to retain, such website, domain name, e-mail addresses and content of the same. Additionally, to the extent applicable, ADASC shall take commercially reasonable precautions consistent with industry standards to protect confidential information, including, e.g., credit

card information and other sensitive information protected under Florida's Public Records Laws. ADASC shall immediately notify the Customer of any breach or loss of data, and take such steps as are reasonably necessary to address any such issue. Except as provided herein, as between the Parties, Customer shall retain all right, title, and interest in and to all IP of Customer provided or made available to ADASC in connection with ADASC's Services (collectively in this paragraph, "Customer Materials") and nothing contained herein shall be construed to restrict, impair, transfer, license, convey, or otherwise alter or deprive Customer of any of its intellectual property or other proprietary interests associated therewith, if any. Subject to the foregoing, Customer grants ADASC a non-exclusive, non-transferable worldwide limited right and license to access and use such Customer Materials in connection with the provision of the Services, Products and Deliverables to Customer hereunder. Further, Customer permits ADASC to identify Customer as a customer of ADASC in ADASC's marketing materials (including using Customer's name and logo for such limited purposes).

Customer further acknowledges and agrees that for ADASC to perform the Services, it must, in some cases, give ADASC remote access to areas behind logins that are to be audited hereunder, including, without limitation to content management systems and/or servers (collectively, the "System"), and agrees that it will furnish to ADASC all necessary information and/or user names and passwords required to do so. ADASC agrees to follow commercially reasonable security policies for accessing Customer's System including any specific security procedures as may be communicated to ADASC by Customer in writing prior to ADASC accessing the System. ADASC shall on its own or through coordination with Customer's website provider create a backup copy of all data that may be affected by ADASC's access to the system. ADASC hereby recognizes that all data may be a public record and therefore is required to be retained unless otherwise directed in writing by the Customer.

### **5.3 Right to Display ADASC Compliance Shield / Accessibility Policy.**

Customer may display an ADASC-provided compliance shield and customized accessibility policy on its websites or web applications. The provided ADASC compliance shield and customized accessibility policy shall remain under the full ownership and control of ADASC. ADASC shall retain the right at any time and in its sole discretion to withdraw its authorization to display such compliance shield and customized accessibility policy. Customer is expressly prohibited from using an ADASC compliance shield and customized accessibility policy for any purpose not specifically authorized by this Agreement or by an applicable SOW, and in no event may use such shield for or on behalf of any other party or in connection with any domain name and/or organization name other than those being scanned or serviced in connection with the Services.



## **6. INDEMNITY.**

**6.1** ADASC agrees to defend, indemnify, and hold harmless the Customer and its officers, supervisors, staff, amenity management staff, employees, successors, assigns, members, affiliates, attorneys and representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the Customer, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Services to be performed by ADASC, including but not limited to an ADA website related claim by a third-party, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto and including any claim, penalty, damages, attorney's fees or other damages the Customer incurs as a result of a claim based on any ADA or website related lawsuits, settlements, arbitrations, mediations or other legal proceedings. Contractor further agrees that nothing herein shall constitute or be construed as a waiver of the Customer's limitations on liability contained in Section 768.28, Florida Statutes, or other statute.

b. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the Customer.

**6.2** To the limited extent permitted by law, and without waiving Customer's Sovereign Immunity, Customer agrees to indemnify, hold harmless, and defend ADASC, its officers, directors, employees, agents, representatives, insurers and affiliates from and against all damages, losses, liabilities, penalties, costs or expenses (including reasonable attorneys' fees and expenses) caused by or arising out of Customer's breach of this Agreement.

## **7. GENERAL PROVISIONS.**

**7.1. Order of Precedence.** The terms of this Agreement and any SOW are intended to complement each other, and to the extent they conflict, the terms of any SOW shall supersede conflicting terms and conditions in this Agreement, but solely with respect to Services or Products provided pursuant to such SOW.

**7.2. Subcontractors.** Unless otherwise provided in a SOW, ADASC may provide Services hereunder through subcontractors and/or affiliates and such subcontractors and/or affiliates shall be bound by the terms of this Agreement.

**7.3. Dispute Resolution.** Before initiating any legal claim or action (except with respect to equitable relief), the Parties agree to attempt in good faith to settle any dispute, controversy, or claim arising out of or related to this

Agreement or the Services (collectively, a "Dispute") through discussions which shall be initiated upon written notice of a Dispute by either Party to the other Party. If the Parties cannot resolve the Dispute within ten business days, then the Parties shall attempt to settle the Dispute by mediation. If mediation is unsuccessful, the Parties may then proceed to filing a claim in the appropriate jurisdictional court. The Parties hereby consent to the exclusive jurisdiction of the federal and state courts in Walton County, Florida for purposes of any claims for equitable relief or claim in anyway related to this Agreement and waive any defense of inconvenient forum or venue. The prevailing party in any such dispute shall be entitled to claim its costs and fees incurred in litigating any such dispute, including reasonable attorney's fees, court and experts' costs through all appeals.

**7.4. Status.** ADASC is an independent contractor and not an employee, agent or representative of Customer. Nothing in this Agreement shall be construed as creating an employer-employee, partnership, joint venture or agency relationship.

**7.5. Notices.** Any notice required or permitted hereunder shall be in writing and shall be deemed duly given if delivered to a Party at its address set forth in the signature block of the latest SOW (or the most recent address provided by such Party for notice purposes) by (i) hand delivery, (ii) certified mail, postage prepaid, return receipt requested, or (iii) recognized overnight delivery service. A notice shall be deemed received on date of delivery, if hand delivered or delivered by overnight delivery service (as reflected in the carrier's records), or five (5) days from date of mailing, if mailed by certified mail.

**7.6. Entire Agreement; Severability.** This Agreement, together with any SOWs, sets forth the entire agreement of the Parties, and supersedes any prior agreements or statements with respect to the subject matter hereof. If any part of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, then the remaining provisions of this Agreement will remain in full force and effect and the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision.

**7.7. Assignment.** This Agreement may not be assigned by Customer except with the prior written consent of ADASC. ADASC may assign this Agreement without Customer's consent to the purchaser in connection with a sale of ADASC's business, provided the purchaser agrees to assume all obligations of ADASC hereunder. This Agreement shall be binding upon and inure to the benefit of the Parties' successors and lawful permitted assigns.

**7.8. Amendments and Waivers.** This Agreement may be amended or modified only by a written instrument duly executed by each Party. No breach of any term of this Agreement shall be deemed waived unless expressly waived in writing by the Party who might assert such breach. Any failure or delay by

either Party to exercise any right, power, or privilege under the Agreement shall not be deemed a waiver of any such right, power, or privilege under the Agreement on that or any subsequent occasion.

**7.9. Governing Law.** This Agreement shall be governed by the laws of the State of Florida, without reference to conflicts of law principles that would cause the application of the law of any other jurisdiction.

**7.10. Force Majeure.** If either Party is prevented from performing any of its obligations under this Agreement due to any cause beyond the Party's reasonable control, including, without limitations, an "act of God," fire, flood, war, strike, government regulation, civil or military authority, acts or omissions of transmitters, utilities, providers or hackers, the time for that Party's performance will be extended for the period of the delay or inability to perform due to such occurrence.

**7.11. Survival.** In addition to such other provisions hereof which, by their terms, survive any termination or expiration of this Agreement, Section 4 (Representations, Warranties & Covenants), Section 5 (Intellectual Property), Section 6 (Indemnity), and Section 7 (General Provisions) shall survive any termination or expiration of this Agreement.

**7.12 Waiver** Any waiver by either Party, whether express or implied, of any provision of this Agreement, any waiver of default, or any course of dealing hereunder, shall not affect such Party's right to thereafter enforce such provision or to exercise any right or remedy in the event of any other default or breach, whether or not similar.

**7.13 Counterparts.** By using ADASC's Services, Customer consents to have this Agreement provided in electronic/digital form. Please print a copy of this document for your records. This Agreement and any modification may be executed and delivered (including by facsimile, portable document format (.pdf) transmission, or via any online e-signature platform) in one or more counterparts, and by each Party in separate counterparts, each of which when executed will be deemed to be an original, and all of which taken together will constitute one and the same Agreement.

**7.14 No Construction Against the Drafter.** In the interpretation of this Agreement, the '*contra proferentem*' rule of contract construction shall not apply, this Agreement being the product of negotiations between commercially sophisticated Parties, and therefore shall not be interpreted in favor of or against any Party by the sole reason of the extent to which such Party or its professional advisors participated or did not participate in the drafting of this Agreement.

**7.15 Headings.** Headings included herein are for convenience only, and shall not be used to construe or interpret this Agreement.

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

IF ADASC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ADASC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT JCROOM@RIZZETTA.COM.

In witness whereof, the Parties have, by their duly authorized representatives, executed this Master Services Agreement as of the date first set forth above.

**ADA SITE COMPLIANCE LLC**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TAB 6**



## ADA Site Compliance, LLC



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### Statement of Work (SOW) Agreement to Perform Consulting Services

#### Date

January 14, 2019

#### Services Performed By:

ADA Site Compliance, LLC

#### Services Performed For:

Somerset CDD

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This Statement of Work (SOW) is issued pursuant to the Master Services Agreement between Somerset CDD (“Client”) and ADA Site Compliance, LLC (“Contractor”), effective January 14, 2019 (the “Agreement”). This SOW is subject to the terms and conditions contained in the agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of the agreement, the terms of the SOW shall govern and prevail.

This SOW, effective as of January 14, 2019, is entered into by and between Contractor and Client for Client’s website [www.somersetcdd.org](http://www.somersetcdd.org) and is subject to the terms and conditions specified below. The exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the exhibit(s) hereto, the terms of the SOW shall prevail.

## Period of Performance

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The services shall begin on the date of the Agreement’s execution and shall continue through completion or termination, subject to the termination provisions below.

## Process & Engagement

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ADA Site Compliance uses both technological (i.e. software-based) and human expert auditing to detect compliance failures for websites, mobile applications, PDFs, and other digital assets. We evaluate their accessibility against evolving web content accessibility guidelines (currently WCAG 2.1) and offer the solutions below. In both cases, we will deliver you a website that has been audited and remediated for substantial compliance with current standards.

**Option 1** – Our team of human expert auditors performs manual compliance testing of your existing website using

screen reader software and keyboard shortcuts. This testing method best simulates the actual conditions a user with disabilities experiences when visiting your site and is therefore the most reliable gauge of its real-world accessibility. Our remediation team uses the resulting audit report to make all relevant fixes to your existing site via its source code. We then re-submit the fixed pages for round two of human auditing and a corresponding second round of corrections. This is to ensure all failures have been addressed and that no new ones were created in the process.

Throughout the process and afterward, you will receive quarterly technological audit reports that identify all errors that software can detect. Please note that software-based reports alone cannot identify 100% of accessibility failures; at best, they can uncover about one-third of them. As such, your technological reports are intended only as a general diagnostic of your site's ongoing compliance health – not as a measure of your website's overall accessibility.

**Option 2** – Our team will migrate your existing site to an accessible and compliant theme built and maintained by ADASC. Rizzetta & Company will continue to host and provide backup for your site. Post-migration, our audit and design teams will employ best efforts to ensure that your new website is substantially compliant with current standards. By building a new site on an accessible and compliant theme, we avoid the significant preparation and testing costs associated with Option 1. This is reflected in the price difference between the two options.

## Scope of Work & Deliverables

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Contractor shall provide the following services/deliverables for Client and its site, [www.somersetcdd.org](http://www.somersetcdd.org):

### Technological & Human Expert Auditing (Option 1 only)

- customized software-based and human expert auditing of the entire web domain
- detailed audit reports including the precise location in the code of each failure, a description of the error, a picture for visual context, and a suggested remediation step

### Site Migration (Option 2 only)

- Contractor will migrate the content of Client's existing website to one built on Contractor's own themes that are known to be accessible and compliant with WCAG 2.1 standards
- content may include, but is not limited to, pictures, text, tables, video files, and forms
- some existing functionality/content, including that provided by third-party vendors, may be impossible to migrate "as is" from the existing site to the new one, in which case another solution may be required
- review by Contractor's technical team leaders of the migrated site for quality assurance

### PDF Auditing & Remediation (if applicable)

- Contractor will deliver fully accessible PDFs to Client
- document types may include, but are not limited to, meeting agendas, minutes, and budgets
- this service is not automatically included with either migration or auditing/remediation
- per-page pricing is included in the Fee Schedule section of this SOW

### Customized Accessibility Policy & Compliance Shield (Options 1 & 2)

- indication of Client's active engagement with recognized experts in the field of website accessibility and compliance; the deliverable is uploaded to the footer of Client's website and acts as a deterrent to litigation from trolling plaintiffs and/or attorneys
- statement of Client's specific ongoing strides toward compliance with current WCAG standards – to be posted on the website (links to ADA Compliance Shield)
- alternate contact info for users to report inaccessible areas of Client's website and to request assistance – to be posted on the website (links to ADA Compliance Shield)

#### Technical Support (Options 1 & 2)

- available to Client and/or its developers via email, phone, video, and (where feasible) in-person contact

## Fee Schedule

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### **Option 1:**

\$5,900 (year one) – auditing and remediation of the current Somerset CDD website

\$1,500 (annually) – to ensure continued accessibility and compliance

\$2.90 per page – PDF human expert auditing and remediation

\$190 per hour – additional consulting beyond two hours (e.g. adding new site content, editing existing content)

### **Option 2:**

\$3,900 (year one) – migration of the current website to a new site built on ADA-compliant themes

\$900 (annually) – to ensure continued accessibility and compliance

\$2.90 per page – PDF human expert auditing and remediation

\$190 per hour – additional consulting beyond two hours (e.g. adding new site content, editing existing content)

The above pricing reflects a **20% discount** based on Client's contract with Egis Insurance and Risk Advisors. One-half (50%) of the year-one fee for services is due at the time of the Agreement's signing, with the balance due upon Client's acceptance of the final deliverables.

The annual fee, to be paid one (1) year after the execution date of this SOW, includes Client's continued use of Contractor's Compliance Shield and Accessibility Policy; updates made to the Accessibility Policy to reflect changing standards and laws; quarterly technological auditing and reporting, and continued consulting.

## Completion Criteria

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Contractor will make all reasonable efforts to complete human expert auditing in an expeditious way. The process of migrating, auditing, and remediating website-based content is time-intensive and typically takes between thirty (30) and forty-five (45) days, per round, to complete. This excludes any time needed to remediate the identified failures and to validate their corrections. The total completion time for multiple rounds of human expert auditing may be three (3) to six (6) months in all. For sites of significant complexity, this term may be longer.

Contractor shall have fulfilled its obligations to Client when either of the following occurs:

- Contractor provides Client all deliverables above, and Client accepts these without unreasonable objections. If Contractor receives no response within seven (7) business days of delivery, this shall be deemed acceptance.
- Contractor and/or Client may cancel services not yet provided within sixty (60) business days with advance written notice to the other party.

## Signatures

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In witness whereof, the Parties have, by their duly authorized representatives, executed this SOW as of the date first set forth above.

### **ADA SITE COMPLIANCE, LLC**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **SOMERSET CDD**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_