



Rizzetta & Company

Somerset Community Development District

Board of Supervisors' Meeting February 1, 2024

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

www.somersetcdd.org

SOMERSET COMMUNITY DEVELOPMENT DISTRICT AGENDA

Alys Beach Conference Room, Building 1, located at 85 Elbow Beach Road,
Alys Beach, Florida 32461

Board of Supervisors	Robert Stenhammer John Rosenberg George Hartley Belinda Ballew Tom Dodson	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Kimberly O'Mera	Rizzetta & Company, Inc.
District Counsel	Tucker Mackie	Kutak Rock, LLP
District Engineer	Jim Martelli	Innerlight Engineering

All Cellular phones and pagers must be turned off while in the meeting room.

The Public Comment portion of the agenda is where individuals may make comments on any 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, and/or 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
Mailing Address • 3434 Colwell Avenue, Suite 200, Tampa, FL 33614
www.SomersetCDD.org

January 25, 2024

Board of Supervisors
**Somerset Community
Development District**

AGENDA

Dear Board Members:

The special meeting of the Board of Supervisors of the Somerset Community Development District will be held on **Thursday, February 1, 2024, at 2:00 p.m. (Central Time)** at Alys Beach Conference Room, located at 84 Elbow Beach Road, Building 1, Alys Beach, FL 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 Board of Supervisors' Meeting
held on November 29, 2023 Tab 1
- B. Consideration of the Operations and Maintenance
Expenditures for the Months of October – December 2023 Tab 2

4. BUSINESS ITEMS

- A. Ratification of Maintenance Items..... Tab 3
 - 1. Pump Station Diagnostic and Replacement Program Logistic
Computer – Mills Supply
 - 2. Work Authorization #24-08 McHenry Electric – Repaired
Damaged Conduit
 - 3. Work Authorization #24-01 Rip's Professional Lawn Care –
McGee Well Meter Replacement
- B. 1. Consideration of Amendment to Facilities Management
Agreement – Alys Beach Resorts *(Under Separate Cover)*
- C. Continued Discussion/Consideration of Paver Repairs..... Tab 4
 - 1. Response from HOA Concerning the Road Impact Fee
 - 2. Consideration of Proposal for Paver Repairs

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. Facilities Manager
- D. District Manager
 - 1. Presentation of District Manager's Report

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,

Kim O'Mera

Kim O'Mera
District Manager

Tab 1

SOMERSET COMMUNITY DEVELOPMENT DISTRICT

November 29, 2023 Minutes of Meeting

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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**

The special meeting of the Board of Supervisors of the Somerset Community Development District was held on **Wednesday, November 29, 2023, at 2:00 p.m. Central Time** at the Alys Beach Conference Room located at 84 Elbow Road, Building 1, Alys Beach, FL 32461.

Present and constituting a quorum:

Robert Stenhammer	Board Supervisor, Chairman
John Rosenberg	Board Supervisor, Vice Chairman
George Hartley	Board Supervisor, Assistant Secretary
Tom Dodson	Board Supervisor, Assistant Secretary
Belinda Ballew	Board Supervisor, Assistant Secretary

Also present were:

Kimberly O'Mera	District Manager, Rizzetta & Company, Inc.
Scott Buchewicz	Facilities Manager, Alys Beach Resorts, LLC.
Jim Martelli	District Engineer, Innerlight Engineering <i>(Via Speakerphone)</i>
Tucker Mackie	District Counsel, Kutak Rock, LLP <i>(Via Speakerphone)</i>

FIRST ORDER OF BUSINESS

Call to Order

Ms. O'Mera called the meeting to order at 2:00 p.m. and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience members present to comment.

SOMERSET COMMUNITY DEVELOPMENT DISTRICT

November 29, 2023 Minutes of Meeting

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THIRD ORDER OR BUSINESS

Consideration of the Minutes of Board of Supervisors Meeting held October 12, 2023

On a motion by Mr. Rosenberg, seconded by Mr. Stenhammer, with all in favor, the Board approved the Minutes of the Special Meeting of the Board of Supervisors held on October 12, 2023, for Somerset Community Development District.

FOURTH ORDER OF BUSINESS

Acceptance of the Minutes of the Audit Committee Meeting held on October 12, 2023

On a motion by Mr. Dodson, seconded by Mr. Hartley, with all in favor, the Board accepted the Minutes of the Audit Committee Meeting held on October 12, 2023, for Somerset Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of the Operations and Maintenance Expenditures for the Month of September 2023

Ms. O'Mera presented the Operations and Maintenance Expenditures for September 2023.

On a motion by Mr. Dodson, seconded by Ms. Ballew, with all in favor, the Board ratified the Operations and Maintenance Expenditures for September 2023 in the amount of \$121,163.97 for Somerset Community Development District.

SIXTH ORDER OF BUSINESS

Ratification of Maintenance Related Items McHenry Electric Work Authorizations

On a motion by Mr. Stenhammer, seconded by Mr. Dodson, with all in favor, the Board ratified McHenry Electric Work Authorization #13 in the amount of \$900.00, Work Authorization #14 in the amount of \$1,920.00, Work Authorization #24-04 in the amount of \$2,820.00, Work Authorization #24-05 in the amount of \$886.00, Work Authorization #24-06 in the amount of \$1,775.00, and Work Authorization #24-07 in the amount of \$1,775.00 for a total amount of \$16,134.00, for Somerset Community Development District.

SEVENTH ORDER OF BUSINESS

Alys Beach Reports Purchase Orders

SOMERSET COMMUNITY DEVELOPMENT DISTRICT

November 29, 2023 Minutes of Meeting

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On a motion by Mr. Stenhammer, seconded by Mr. Ballew, with all in favor, the Board ratified Alys Beach Resorts purchase order number PO# 2024-01 in the amount of \$5,445.00 and PO #2024-02 in the amount of \$5,445.00 for a total amount of \$10,890.00, for Somerset Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Reimbursement Request
For Manhole Repair Sea Garden Street - Alys
Beach Resorts**

Mr. Martelli provided an overview of the Manhole repair completed on Sea Garden Street. During the course of the work, a template was created that could be used for future repairs. He indicated steel covers may be necessary for areas with large projects planned to commence soon. Mr. Stenhammer clarified that the steel covers would be funded by the ABNA per the Road Impact Fee.

Mr. Buchewicz will coordinate steel covers for manholes in respective location with upcoming planned projects, to be funded by the ABNA via the Road Impact Fund.

On a motion by Mr. Stenhammer, seconded by Mr. Dodson, with all in favor, the Board approved reimbursement to Alys Beach Resorts for the Sea Garden Manhole Repair in the amount of \$9,192.00, for Somerset Community Development District.

NINTH ORDER OF BUSINESS

**Ratification of Agreement for Paver
Excavation Services Santos Brick Pavers**

Ms. O'Mera presented the agreement informing the Board that Santos Brick Pavers is replacing the previous vendors assigned. She updated the Board on matters concerning insurance language.

On a motion by Mr. Hartley, seconded by Ms. Ballew, with all in favor, the Board ratified Agreement for Paver Excavation Services with Santos Brick Pavers in the amount of \$32,628.00, authorizing the Chairman to work with Staff to revise the agreement as needed concerning required insurance and execute, for Somerset Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Amended & Restated
Disclosure of Public Finance**

SOMERSET COMMUNITY DEVELOPMENT DISTRICT

November 29, 2023 Minutes of Meeting

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On a motion by Mr. Dodson, seconded by Mr. Rosenberg, with all in favor, the Board approved the Amended & Restated Disclosure of Public Finance, authorizing Staff to record into public record and upload to the District's website, for Somerset Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of District Executive
Summary Statement**

Mr. Stenhammer informed the Board that the Executive Summary Statement was prepared with the intent to provide a comprehensive document that provided clarity on the District's functions.

Ms. Mackie will circulate revisions to the District Executive Summary Statement removing committee information, to be inserted in into the District's letterhead for publication on the website and discernment to Sales and landowners.

On a motion by Mr. Dodson, seconded by Mr. Rosenberg, the Board approved the District Executive Summary Statement, for Somerset Community Development District.

TWELFTH ORDER OF BUSINESS

**Continued Discussion/Consideration of
Amendment to Facilities Management
Agreement- Alys Beach Resorts**

Ms. Mackie will circulate redlines to the Facilities Management Agreement to Ms. O'Mera and Mr. Buchewicz for input and discussion, bringing the matter to the Board at the following meeting.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

SOMERSET COMMUNITY DEVELOPMENT DISTRICT

November 29, 2023 Minutes of Meeting

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No specific Report in addition to the business discussed.

B. District Engineer

No specific Report in addition to the business discussed. A brief discussion took place concerning progress on neighboring intersection improvements.

C. Facilities Manager

Mr. Buchewicz provided a brief report, providing a summary of a recommended remote water reading system.

On a motion by Mr. Hartley, seconded by Mr. Rosenberg, with all in favor, the Board approved the Remote Water Meter Reading, setting a not-to-exceed in the amount of \$3,000.00 for the initial installation and \$2,000.00 for recurring annual service, for Somerset Community Development District.

D. District Manager

Ms. O'Mera provided a brief report, reminding the Board of their next Regular Meeting on February 1, 2024, at 2:00 p.m.

FOURTEENTH ORDER OF BUSINESS

**Supervisor
Comments**

Request

and

Audience

- Mr. Stenhammer requested that the District prepare to engage for a Reserve Study to be conducted in the Fall of 2024 with the Association Reserves using the same methodology used for ABNA's Study.
- Mr. Stenhammer provided an update on investments with FLCLASS, performing as expected.
- Mr. Stenhammer will work with Ms. O'Mera to improve transparency on the Districts website.
- Mr. Stenhammer provided the Board with an update on the ABNA's management agreement with Rizzetta & Company with Ms. O'Mera dedicated to the community, including the Management of the District.

FIFTEENTH ORDER OF BUSINESS

Adjournment

SOMERSET COMMUNITY DEVELOPMENT DISTRICT
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On a motion by Mr. Dodson, seconded by Mr. Rosenberg, with all in favor, the Board adjourned the meeting at 2:47 p.m., for Somerset Community Development District.

Secretary/Assistant Secretary

Chairman/ Vice Chairman

DRAFT

Tab 2

SOMERSET COMMUNITY DEVELOPMENT DISTRICT

District Office · Panama City, Florida · (850) 334-9055
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa Florida 33614
www.somersetcdd.org

Operations and Maintenance Expenditures October 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2023 through October 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$91,828.50**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Somerset Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ALYS Beach Resort LLC	100212	CL00019722	Facility Management 09/23	\$ 4,966.00
Aqua Pro Water Systems	100213	55341110	Caliza Well Water Treatment Equipment Installation	\$ 22,150.00
Egis Insurance Advisors, LLC	100205	19929	General/Property/POL Insurance 10/01/23-10/01/24	\$ 28,038.00
Florida Power & Light Company	ACH	21046-33165 09/23	9954 E County Highway 30A 09/23	\$ 127.67
Florida Power & Light Company	ACH	21125-35147 09/23	305 Somerset St. 09/23	\$ 1,654.70
Florida Power & Light Company	ACH	21125-35816 09/23	106 Somerset St 09/23	\$ 27.13
Florida Power & Light Company	ACH	FPL Summary 09/23	FPL Summary 09/23	\$ 535.25
Kutak Rock, LLP	100207	3283477	Legal Services 08/23	\$ 998.00
Kutak Rock, LLP	100210	3295395	Legal Services 09/23	\$ 2,279.50
Mills Supply	100214	9750	Monthly Pump Station Maintenance 10/23	\$ 225.00
Rip's Professional Lawn Care, Inc.	100208	79313	Monthly Landscape Maintenance 08/23	\$ 8,975.00
Rip's Professional Lawn Care, Inc.	100209	79643	Medjool Date Palm Installation 09/23	\$ 9,865.00
Rizzetta & Company, Inc.	100204	INV0000084095	Assessment Roll Preparation FY 23/24	\$ 6,050.00
Rizzetta & Company, Inc.	100206	INV0000084217	District Management Fees 10/23	\$ 5,461.25

Somerset Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Florida Power & Light Company	ACH	21125-35147 10/23	305 Somerset St. 10/23	\$ 1,978.00
Florida Power & Light Company	ACH	21125-35816 10/23	106 Somerset St 10/23	\$ 27.98
Florida Power & Light Company	ACH	FPL Summary 10/23	FPL Summary 10/23	\$ 214.71
McHenry Electric, Inc.	100224	25422	East Well Maintenance & Repairs 10/23	\$ 900.00
McHenry Electric, Inc.	100237	25466	Install T-3 Streetlight 11/23	\$ 8,433.00
McHenry Electric, Inc.	100238	25467	Install T-3 Streetlight 11/23	\$ 7,833.00
Mills Supply	100239	9795	Monthly Pump Station Maintenance 11/23	\$ 225.00
Rip's Professional Lawn Care, Inc.	100221	80003	Monthly Landscape Maintenance 10/23	\$ 8,975.00
Rip's Professional Lawn Care, Inc.	100225	79608	Irrigation Maintenance & Repair - McGee Well 09/23	\$ 1,600.00
Rip's Professional Lawn Care, Inc.	100226	79197	Irrigation Maintenance & Repair - McGee Well 08/23	\$ 4,850.00
Rip's Professional Lawn Care, Inc.	76001-2	76001	Monthly Landscape Maintenance 02/23	\$ 200.00
Rizzetta & Company, Inc.	100217	INV0000084990	District Management Fees 11/23	\$ 5,521.25
The Lake Doctors, Inc.	100240	136074B	Monthly Monitoring/Inspection 11/23	\$ 51.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100227	0005815542	Acct #526295 Legal Advertising 08/23	\$ 795.26

Somerset Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
The Lake Doctors, Inc.	100215	129404B	Monthly Monitoring/Inspection 10/23	\$ 51.00
VGlobal Tech	100216	5509	Website ADA Compliance 10/23	<u>\$ 425.00</u>
Report Total				<u>\$ 91,828.50</u>

SOMERSET COMMUNITY DEVELOPMENT DISTRICT

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Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa Florida 33614
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Operations and Maintenance Expenditures November 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2023 through November 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$120,248.81**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Somerset Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ALYS Beach Resort LLC	100218	CL00019388	Monthly Facility Management 08/23	\$ 4,966.00
ALYS Beach Resort LLC	100219	CL00019627	Facility Management 09/23	\$ 12,564.06
ALYS Beach Resort LLC	100228	CL00019168	Facility Management 08/23	\$ 8,803.42
Aqua Pro Water Systems - FL/GA	100229	55932188	Chemical/Salt Installation 10/23	\$ 558.91
Aqua Pro Water Systems - FL/GA	100230	56007834	Chemical/Salt Installation 11/23	\$ 356.68
Aqua Pro Water Systems - FL/GA	100231	56038414	McGee Well Water Treatment Equipment Installation	\$ 24,350.00
Aqua Pro Water Systems - FL/GA	100232	55896706	Chemical/Salt Installation 10/23	\$ 284.46
Aqua Pro Water Systems - FL/GA	100233	55833608	Chemical/Salt Installation 10/23	\$ 530.02
Aqua Pro Water Systems - FL/GA	100234	55755650	Chemical/Salt Installation 10/23	\$ 558.91
Aqua Pro Water Systems - FL/GA	100235	55601671	Chemical/Salt Installation 10/23	\$ 445.12
Dune Doctors, LLC	100223	101923-1	Quarterly Maintenance Phase 08/23-10/23	\$ 16,982.88
Fast & Forgettable PCB Construction LLC	100220	040314	Light Pole Maintenance 09/23	\$ 7,295.00
Florida Department of Commerce	100236	88806	Special District Fee FY23-24	\$ 175.00
Florida Power & Light Company	ACH	21046-33165 10/23	9954 E County Highway 30A 10/23	\$ 349.15

Somerset Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Florida Power & Light Company	ACH	21125-35147 10/23	305 Somerset St. 10/23	\$ 1,978.00
Florida Power & Light Company	ACH	21125-35816 10/23	106 Somerset St 10/23	\$ 27.98
Florida Power & Light Company	ACH	FPL Summary 10/23	FPL Summary 10/23	\$ 214.71
McHenry Electric, Inc.	100224	25422	East Well Maintenance & Repairs 10/23	\$ 900.00
McHenry Electric, Inc.	100237	25466	Install T-3 Streetlight 11/23	\$ 8,433.00
McHenry Electric, Inc.	100238	25467	Install T-3 Streetlight 11/23	\$ 7,833.00
Mills Supply	100239	9795	Monthly Pump Station Maintenance 11/23	\$ 225.00
Rip's Professional Lawn Care, Inc.	100221	80003	Monthly Landscape Maintenance 10/23	\$ 8,975.00
Rip's Professional Lawn Care, Inc.	100225	79608	Irrigation Maintenance & Repair - McGee Well 09/23	\$ 1,600.00
Rip's Professional Lawn Care, Inc.	100226	79197	Irrigation Maintenance & Repair - McGee Well 08/23	\$ 4,850.00
Rip's Professional Lawn Care, Inc.	76001-2	76001	Monthly Landscape Maintenance 02/23	\$ 200.00
Rizzetta & Company, Inc.	100217	INV0000084990	District Management Fees 11/23	\$ 5,521.25
The Lake Doctors, Inc.	100240	136074B	Monthly Monitoring/Inspection 11/23	\$ 51.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100227	0005815542	Acct #526295 Legal Advertising 08/23	\$ 795.26

Somerset Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2023 Through November 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
VGlobal Tech	100241	5570	Website ADA Compliance 11/23	\$ <u>425.00</u>
Report Total				\$ <u>120,248.81</u>

SOMERSET COMMUNITY DEVELOPMENT DISTRICT

District Office · Panama City, Florida · (850) 334-9055
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa Florida 33614
www.somersetcdd.org

Operations and Maintenance Expenditures December 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2023 through December 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$93,235.18**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Somerset Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ALYS Beach Resort LLC	100243	CL00020040	Facility Management 10/23	\$ 584.49
ALYS Beach Resort LLC	100244	CL00020143	Manhole Repair - Sea Garden Street 10/23	\$ 9,192.00
ALYS Beach Resort LLC	100257	CL00020063	Facility Management 10/23	\$ 4,966.00
ALYS Beach Resort LLC	100261	CL00020169	Facility Management 11/23	\$ 2,127.97
ALYS Beach Resort LLC	100262	CL00020287	Monthly Facility Management 11/23	\$ 4,966.00
Aqua Pro Water Systems - FL/GA	100245	AquaPro Summary 11/23	Chemical/Salt Installation 11/23	\$ 2,882.35
Aqua Pro Water Systems - FL/GA	100265	AquaPro Summary 12/23	Chemical/Salt Installation 12/23	\$ 3,986.71
Arbor Tree Care	100258	0013414	Medjool Date Systemic Injections 10/23	\$ 10,400.00
Belinda Ann Ballew	100246	BB112923	Board of Supervisors Meeting 11/29/23	\$ 200.00
Belinda Ann Ballew	100268	BB101223	Board of Supervisors Meeting 10/12/23	\$ 200.00
Egis Insurance Advisors, LLC	100247	20740	General/Property/POL Insurance 10/01/23-10/01/24 - Add Property	\$ 1,377.00
Florida Power & Light Company	ACH	21046-33165 11/23	9954 E County Highway 30A 11/23	\$ 227.86
Florida Power & Light Company	ACH	21125-35147 11/23	305 Somerset St. 11/23	\$ 1,415.69
Florida Power & Light Company	ACH	21125-35816 11/23	106 Somerset St 11/23	\$ 28.28

Somerset Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Florida Power & Light Company	ACH	FPL Summary 11/23	FPL Summary 11/23	\$ 307.05
Gannett Florida LocaliQ	100259	0005988302	Acct #526295 Legal Advertising 10/23	\$ 352.53
George Hartley	100248	GH112923	Board of Supervisors Meeting 11/29/23	\$ 200.00
George Hartley	100269	GH101223	Board of Supervisors Meeting 10/12/23	\$ 200.00
Grau & Associates, P.A.	100263	101023-861	Audit Confirmation FYE 09/30/23	\$ 35.00
Innerlight Engineering Corporation	100264	8192	Engineering Services 09/23-12/23	\$ 9,500.00
John Rosenberg	100249	JR112923	Board of Supervisors Meeting 11/29/23	\$ 200.00
Kutak Rock, LLP	100250	3311494	Legal Services 10/23	\$ 2,034.00
McHenry Electric, Inc.	100251	25459	Furnished Transformer Install 11/23	\$ 886.00
McHenry Electric, Inc.	100252	25465	Install T-3 Streetlight 11/23	\$ 2,820.00
McHenry Electric, Inc.	100253	25511	Weatherproof Outlet Install 11/23	\$ 1,775.00
Mills Supply	100266	9829	Monthly Pump Station Maintenance 12/23	\$ 225.00
Rip's Professional Lawn Care, Inc.	100254	80738	Monthly Landscape Maintenance 11/23	\$ 8,975.00
Rizzetta & Company, Inc.	100242	INV0000085794	District Management Fees 12/23	\$ 5,581.25

Somerset Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Robert E Stenhammer	100255	P47004	Board of Supervisors Meeting 11/29/23	\$ 200.00
Robert E Stenhammer	100270	RS101223	Board of Supervisors Meeting 10/12/23	\$ 200.00
Santos Brick Pavers LLC	100271	110723 Santos	Brick Paver Installation Deposit 11/23 (1 of 2)	\$ 16,314.00
The Lake Doctors, Inc.	100260	143241B	Monthly Monitoring/Inspection 12/23	\$ 51.00
Thomas M Dodson	100256	TD112923	Board of Supervisors Meeting 11/29/23	\$ 200.00
Thomas M Dodson	100272	TD101223	Board of Supervisors Meeting 10/12/23	\$ 200.00
VGlobal Tech	100267	5662	Website ADA Compliance 12/23	\$ <u>425.00</u>
Report Total				\$ <u>93,235.18</u>

MiIIs

SUPPLY

Invoice

Date	Invoice #
12/28/2023	9860

Bill To
Somerset Community Development District C/O Rizzetta & Company 3434 Colwell Ave, Suite 200 Tampa, FL 33614

Ship To
Alys Beach

P.O. No.	Terms	Rep	Ship	Via	Project	
993	Net 10	JM	12/28/2023			
Quantity	Item Code	Description			Price Each	Amount
1	PLC	Replace PLC, program logic computer, on pump station. Florida Exempt Sales Tax			2,448.00 0.00%	2,448.00 0.00
Thank you for your business.				<div>RECEIVED</div> <div>12/28/23</div>		
				Total		\$2,448.00

Mills

SUPPLY

Invoice

Date	Invoice #
12/20/2023	9856

Bill To
Somerset Community Development District C/O Rizzetta & Company 3434 Colwell Ave, Suite 200 Tampa, FL 33614

Ship To
Alys Beach

P.O. No.	Terms	Rep	Ship	Via	Project	
978	Net 10	JM	12/12/2023			
Quantity	Item Code	Description			Price Each	Amount
1	PSN16-07-0007	Diagnose issues with pump station. Replace analog card on irrigation pump station. 2 trips.			1,765.00	1,765.00T
Merry Christmas! Thank your for your business!					Total \$1,765.00	

Tab 3

Proposal #: _____
Amount: \$ _____

WORK AUTHORIZATION FOR MAINTENANCE SERVICES - WA# 24-08

This Work Authorization (the “**Work Authorization**”), dated November 22, 2023, authorizes certain work in accordance with that certain *AGREEMENT BETWEEN THE SOMERSET COMMUNITY DEVELOPMENT DISTRICT AND MCHENRY ELECTRIC, INC., FOR GENERAL MAINTENANCE SERVICES* (the “**Agreement**”), dated April 6, 2022, by and between:

SOMERSET COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Walton County, Florida, and whose mailing address is 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614 (the “**District**”); and

MCHENRY ELECTRIC, INC., a Florida for profit corporation, with a mailing address of 50 Hatchew Road, Miramar Beach, Florida 32550 (hereinafter “**Contractor**”, together with District the “**Parties**”).

Section 1. Scope of Services. Contractor shall provide repair and maintenance services, as set forth in the attached **Exhibit A**, which is incorporated herein by reference, all in accordance with the terms of the Agreement (collectively, the “**Services**”).

Section 2. Compensation and Term. It is understood and agreed that the payment of compensation for the Services under this Work Authorization shall be in the amount and for the term set forth in the attached **Exhibit A**, and in the manner set forth in the Agreement.

Section 3. Acceptance. Acceptance of this Work Authorization will authorize the Contractor to complete the Services as outlined above and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall commence the aforesaid Services as provided herein and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Work Authorization, remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Work Authorization to be executed the day and year first above written.

SOMERSET COMMUNITY DEVELOPMENT DISTRICT

Assistant Secretary

By: _____
Its: _____

MCHENRY ELECTRIC, INC.

Witness

By: _____
Its: _____

Exhibit A: Proposal/Scope of Services

Proposal

Page No. 1 of 1 Pages

No. 23-176

McHENRY ELECTRIC, INC.
"Proudly Serving The Emerald Coast Since 1984"
50 Hatchew Road
MIRAMAR BEACH, FL 32550
(850) 837-9003 / 837-5443 Fax
ER 0009321

PROPOSAL SUBMITTED TO Somerset CDD C/O Rizzetta & Company, Inc		PHONE 850-334-9055	DATE November 22, 2023
STREET 3434 Colwell Avenue suite 200		JOB NAME Streetlight	
CITY, STATE and ZIP CODE Tampa, FL 33614		JOB LOCATION 120 S. Charles Street	
ARCHITECT N/A	DATE OF PLANS N/A	Inlet Beach, FL 32461	

We propose hereby to furnish material and labor - complete in accordance with specifications below, for the sum of:

Nine hundred forty dollars and 00/100 ----- dollars (\$940.00)

Payments to be made as follows:

Net 10 days. A finance charge of 1.5% per month (18% per annum) will be charged on all unpaid balances.

100% due upon completion.

All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from specifications below involving extra costs will be executed upon written or oral orders and will become an extra charge over the above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

D. Clayton McHenry - President

Note: This proposal may be withdrawn by us if not accepted within 3 days.

We hereby submit specifications and estimates for Repair streetlight circuit.

Includes the following:

A) Repair damaged conduit. Damaged by others.

B) Furnish and install new conductors from 120 S. Charles St to JJ-7.

Does not include any warranty, liability, responsibility for any existing electrical wiring, fixtures, LED lamps, lamps, plug strips, exterior light package, emergency lights, lightening protection, landscape lights, sod, plants, painting, or patching. All to be supplied by others.

Acceptance of proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorize to do the work as specified. Payment will be made as outlined above.

Note: The above price is based on current material prices. IF any material price increases over 5% the above price will have to be adjusted. The above price is only valid for 3 days from the date above. If the job is not completed within 3 days, it might be necessary to adjust the contract price. Prevailing party is due any legal fees arising from this contract. We reserve the right to cease work due to nonpayment of invoices.

Signature- _____

Date of
Acceptance- _____

FORM OF ADDITIONAL SERVICES ORDER

WORK AUTHORIZATION #24-01 FOR ADDITIONAL LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

THIS WORK AUTHORIZATION (the “**Work Authorization**”), dated January 25, 2024 authorizes certain work in accordance with that certain *Landscape and Irrigation Maintenance Services Agreement* (the “**Agreement**”), dated October 1, 2021, by and between:

SOMERSET COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Walton County, Florida, and having offices at c/o Rizzetta & Company, Inc., 120 Richard Jackson Blvd., Suite 220, Panama City Beach, Florida 32407 (“**District**”); and

RIP’S PROFESSIONAL LAWN CARE, INC., a Florida corporation, with a mailing address of 511 North Highway 79, Panama City Beach, Florida 32413 (the “**Contractor**,” and collectively with the District, the “**Parties**”).

SECTION 1. SCOPE OF SERVICES. In addition to the Services described in the Agreement and any Exhibits and Amendments thereto, the Contractor will provide additional landscape and irrigation maintenance services, as set forth in the attached **Exhibit A**, which is incorporated herein by reference, all in accordance with the terms of the Agreement (collectively, the “**Additional Services**”).

SECTION 2. COMPENSATION. It is understood and agreed that the payment of compensation for the Additional Services under this Work Authorization shall be in the amount set forth in the attached **Exhibit A**, and in the manner set forth in the Agreement.


SECTION 3. ACCEPTANCE. Acceptance of this Work Authorization will authorize the Contractor to complete the Additional Services as outlined above and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall commence the aforesaid Additional Services as provided herein and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Work Authorization, remain in full force and effect.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the Parties hereto have caused this Work Authorization to be executed the day and year first above written.


Secretary

SOMERSET COMMUNITY DEVELOPMENT DISTRICT


Robert Stenhammer (Jan 25, 2024 10:51 CST)
Chairman, Board of Supervisors

RIP'S PROFESSIONAL LAWN CARE, INC.

Witness

By: _____
Its: _____

Exhibit A: Proposal/Scope of Additional Services

Rip's Professional Lawn Care, Inc

511 North Highway 79
Panama City Beach, FL 32413
850-233-6396

Estimate

Date	Estimate #
1/23/2024	5-4946

Name / Address
Somerset Community Development District c/o Rizzetta & Company 3434 Colwell Ave., Suite 200 Tampa, FL 33614

			Project
			McGee Meter
Description	Qty	Rate	Total
Neptune T10 Meter	1	986.15	986.15
2' 90	2	2.94	5.88
2' Tee	1	6.49	6.49
Labor	2	75.00	150.00
		Total	\$1,148.52

Tab 4

Santos Brick Pavers L.L.C

santosbrickpavers@Hotmail.com

(850)-625-3547

Proposal

Address: Somerset Community Development District C/O Rizetta

120 Richard Jackson Boulevard, Suite 220,

Panama City Beach, Florida 32407

Contact Email: komera@rizzetta.com

dlang@alysbeach.com

Job Description

1. East La Garza at entrance to 30A (Mark Twain)
900 sqft @ \$9.00 a sqft
\$8,100.00
2. East Sugar Lump at entrance to 30A (S. Castle Harbour)
1,250 sqft @ \$9.00 a sqft
\$11,250.00
3. West Sugar Lump at entrance to 30A (S. Charles)
1,125 sqft @ \$9.00 a sqft
\$10,125.00
4. West Sugar Lump at entrance to 30A (S. Sea Garden)
1,250 sqft @ \$9.00 a sqft
\$11,250.00

Total: \$40,725

We require a 50% deposit upon signing the contract and the remaining 50% upon completion of work.











Santos Brick Pavers L.L.C
santosbrickpavers@Hotmail.com
(850)-625-3547

Client's Address: Alys Beach Neighborhood Association c/o Rizzetta & Company
3434 Colwell Avenue Suite 200 Tampa, FL 33614

Client's Email: dlang@alysbeach.com

Company History

Company EST. 2007

We worked for AB Stone Scapes from 2008-2011

Locations of recent work:

Arbor Landing Mill Bayou
4201 SR-390
Panama City, FL 32404

Arbor Trace
3900 Arbor Trace Dr
Lynn Haven, FL 32444

Eagles landing
2870 Harrison Ave
Panama City, FL 32405

Sandpiper Beacon beach resort
17403 Front Beach Rd
Panama City Beach, FL 32413

Amount of employees: 60