

**TWO RIVERS SOUTH  
COMMUNITY DEVELOPMENT  
DISTRICT**

**AUGUST 01, 2024**

**REGULAR MEETING**

**AGENDA PACKAGE**



2005 PAN AM CIRCLE, SUITE 300  
TAMPA. FL 33067

# Two Rivers South Community Development District

## Board of Supervisors

Carlos de la Ossa, Chair  
Nicholas Dister, Vice-Chairman  
Ryan Motko, Assistant Secretary  
Thomas Spence, Assistant Secretary  
Albert Viera, Assistant Secretary

## District Staff

Brian Lamb, District Secretary  
Jayna Cooper, District Manager  
John Vericker, District Counsel  
Tonja Stewart, District Engineer

## Regular Meeting Agenda

Thursday, August 01, 2024, at 2:00 p.m.

The Regular Meeting of Two Rivers South Community Development District will be held on **August 01, 2024, at 2:00 p.m. at the offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607**. For those who intend to call in below is the Teams link information. Please let us know at least 24 hours in advance if you are planning to call into the meeting.

Microsoft Teams meeting; [Join the meeting now](#)

Meeting ID: 215 817 490 035  
Passcode: 45UmMF

Call in (audio only) +1 646-838-1601  
Phone Conference ID: 227 773 399#

*All cellular phones and pagers must be turned off during the meeting.*

### REGULAR MEETING OF THE BOARD OF SUPERVISORS

#### 1. CALL TO ORDER/ROLL CALL

#### 2. PUBLIC COMMENT ON AGENDA ITEMS *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*

#### 3. BUSINESS ITEMS

- A. Consideration of Resolution 2024 – 04; Setting FY 2025 Meeting Schedule
- B. Consideration of Resolution 2024 – 05; Announcing Landowner’s Election Location, Date & Time
- C. General Matters of the District

#### 4. CONSENT AGENDA

- A. Approval of Minutes of the July 11, 2024; Public Hearings & Regular Meetings

#### 5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager

#### 6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

#### 7. ADJOURNMENT

**RESOLUTION 2024-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

**WHEREAS**, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District’s meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** The annual public meeting schedule of the Board of Supervisors of the for the Fiscal Year 2025 attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with the requirements of Florida law.

**Section 2.** The District Manager is hereby directed to submit a copy of the Fiscal Year 2025 annual public meeting schedule to Hillsborough County and the Department of Economic Opportunity.

**Section 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 1<sup>ST</sup> DAY OF AUGUST 2024.**

**ATTEST:**

**TWO RIVERS SOUTH  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
**SECRETARY/ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIR – VICE CHAIRMAN**

**EXHIBIT A**

**BOARD OF SUPERVISORS MEETING DATES  
TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2025**

<b>October 3, 2024</b>	<b>2:00 p.m</b>
<b>November 7, 2024</b>	<b>2:00 p.m</b>
<b>December 5, 2024</b>	<b>2:00 p.m</b>
<b>January 2, 2025</b>	<b>2:00 p.m</b>
<b>February 6, 2025</b>	<b>2:00 p.m</b>
<b>March 6, 2025</b>	<b>2:00 p.m</b>
<b>April 3, 2025</b>	<b>2:00 p.m</b>
<b>May 1, 2025</b>	<b>2:00 p.m</b>
<b>June 5, 2025</b>	<b>2:00 p.m</b>
<b>July 10, 2025</b>	<b>2:00 p.m</b>
<b>August 7, 2025</b>	<b>2:00 p.m</b>
<b>September 4, 2025</b>	<b>2:00 p.m</b>

**All meetings will convene at the Offices of Inframark  
located at 2005 Pan Am Circle Suite 300, Tampa, FL 33607.**

**RESOLUTION 2024-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS’ MEETING; PROVIDING FOR PUBLICATION; PROVIDING FOR AN EFFECTIVE DATE.**

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

**WHEREAS**, the District’s Board of Supervisors (“Board”) is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

**WHEREAS**, the effective date of Ordinance No. 23-9 creating the District is June 13, 2023; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on a date established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT:**

**Section 1.** In accordance with Section 190.006(2), Florida Statutes, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on November 5, 2024, at 2:00 p.m. at the offices of Inframark, 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

**Section 2.** The District’s Secretary is hereby directed to publish notice of this landowners’ meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

**Section 3.** Pursuant to Section 190.006(2)(b), Florida Statutes, the landowners’ meeting and election has been announced by the Board at its August 01, 2024 meeting. A sample notice of landowners’ meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Composite Exhibit A**. Such documents are available for review and copying during normal business hours at the District’s Local Records Office, located at the office of the District Manager, Inframark, located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

**Section 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED ON August 01, 2024.**

**Attest:**

**Two Rivers South Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/Vice Chair of the Board of Supervisors

# COMPOSITE EXHIBIT A

## NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Two Rivers South Community Development District (the “**District**”), the location of which is generally described as comprised of a parcel or parcels of land containing approximately 1,957.686 acres more or less, generally located west of US 301, east of Morris Bridge Road, south of the Pasco County line and north of Ranch Road in Hillsborough County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. Immediately following the landowners’ meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 5, 2024  
TIME: 2:00 p.m.  
PLACE: The Offices of Inframark  
2005 Pan Am Circle, Suite 300  
Tampa, Florida 33607

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person nominated for the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner’s proxy. At the landowners’ meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners’ meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (813) 873-7300, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 for aid in contacting the District Office.

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

Brian Lamb, District Manager

*Run Date(s): October 9, and October 16*

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF THE  
TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

**DATE OF LANDOWNERS' MEETING:**     **November 5, 2024**

**TIME:**             **2:00 p.m**

**LOCATION: The Offices of Inframark  
2005 Pan Am Circle, Suite 300  
Tampa, Florida 33607**

Pursuant to Chapter 190, Florida Statutes, and after a community development district ("District") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("Board") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

Three (3) seats on the Board will be up for election by landowners. The 2 candidates receiving the highest number of votes will receive a 4-year term and the remaining candidate receiving the next highest number of votes will receive a 2-year term. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

**LANDOWNER PROXY**

**TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT  
HILLSBOROUGH COUNTY, FLORIDA  
LANDOWNERS' MEETING – November 5, 2024**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Two Rivers South Community Development District to be held at the offices of Inframark, 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607, on November 5, 2024, at 2:00 p.m, and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

**Parcel Description**

**Acreage**

**Authorized Votes**

**Total Number of Authorized Votes:** \_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).



**OFFICIAL BALLOT**  
**TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT**  
**HILLSBOROUGH COUNTY, FLORIDA**  
**LANDOWNERS' MEETING – November 5, 2024**

**For Election (3 Supervisors):** The 2 candidates receiving the highest number of votes will receive a 4-year term and the remaining candidate receiving the next highest number of votes will receive a 2-year term, with the term of office for each of the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Two Rivers South Community Development District and described as follows:

<b><u>Description</u></b>	<b><u>Acreage</u></b>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowners' Proxy attached hereto, do cast my votes as follows:

<b>NAME OF CANDIDATE</b>	<b>NUMBER OF VOTES</b>
Seat 3. _____	
Seat 4. _____	
Seat 5. _____	
Date: _____	Signed: _____
	Printed Name: _____

**MINUTES OF MEETING  
TWO RIVERS SOUTH  
COMMUNITY DEVELOPMENT DISTRICT**

The Public Hearings and regular meeting of the Board of Supervisors of Two Rivers South Community Development District was held on Thursday, July 11, 2024, and called to order at 3:53 pm, at the Offices of Inframark located 2005 Pan Am Circle, Suite 300, Tampa Florida 33607.

Present and constituting a quorum were:

Carlos de la Ossa	Chairperson
Nick Dister	Vice Chairperson ( <i>via phone</i> )
Ryan Motko	Assistant Secretary
Albert Viera	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
Angie Grunwald	District Manager
Bryan Radcliff	District Manager
Brian Lamb	VP Developer Services
Kathryn Hopkinson	District Counsel

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cooper called the meeting to order, and a quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comment on Agenda Items**

There being no members of the public present, the next order of business followed.

**THIRD ORDER OF BUSINESS**

**Recess to Public Hearings**

Ms. Cooper requested the Board recess to public hearings.

**FOURTH ORDER OF BUSINESS**

**Public Hearing on Adopting Fiscal Year  
2025 Final Budget**

**A. Open Public Hearing on Adopting Fiscal Year 2025 Final Budget**

On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor, the Public Hearing on Adopting Fiscal Year 2025 Final Budget, was opened. 4-0
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- Assessments reflect administrative costs only, no increase.

**B. Staff Presentations**

**C. Public Comments**

There being none, the next item followed.

**D. Consideration of Resolution 2024-02, Adopting Final Fiscal Year 2025 Budget**

On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor, Resolution 2024-02, Adopting Final Fiscal Year 2025 Budget, was adopted. 4-0

**i. Consideration of Developer Funding Agreement for FY 2025**

On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor, Developer Funding Agreement for Fiscal Year 2025 was approved in substantial form. 4-0

**E. Close Public Hearing on Adopting Fiscal Year 2025 Final Budget**

On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in favor, the Public Hearing on Adopting Fiscal Year 2025 Final Budget, was closed. 4-0

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Levying O&M Assessments**

- A. Open Public Hearing on Levying O&M Assessments**
- Ms. Cooper requested the Board open the public hearing.

**B. Staff Presentations**

**C. Public Comment**

There being none, the next item followed.

**D. Consideration of Resolution 2024-03, Levying O&M Assessments**

On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor, Resolution 2024-03, Levying O&M Assessments, was adopted. 4-0

**E. Close Public Hearing on Levying O&M Assessments**

On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in favor, the Public Hearing on Levying O&M Assessments, was closed. 4-0

**SIXTH ORDER OF BUSINESS**

**Return to Regular Meeting**

Ms. Cooper requested the Board return to regular meeting.

**SEVENTH ORDER OF BUSINESS**

**Business Items**

**A. Consideration of Resolution 2024-04, Re-Designation of Officers**

The following persons were elected to the offices shown:

- |                     |                  |
|---------------------|------------------|
| • Carlos de la Ossa | Chairperson      |
| • Nicholas Dister   | Vice Chairperson |

- Brian Lamb Secretary
- Eric Davidson Treasurer
- Jayna Cooper Assistant Secretary
- Ryan Motko Assistant Secretary
- Thomas Spence Assistant Secretary
- Albert Viera Assistant Secretary

On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in favor, Resolution 2024-04, Re-Designation of Officers, was adopted, as outlined above. 4-0

**B. General Matters of the District**

There being none, the next order of business followed.

**EIGHTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of the May 02, 2024, Regular Meeting**
- B. Consideration of Operation and Maintenance Expenditures April-May 2024**
- C. Acceptance of the Financials and Approval of the Check Register for April-May 2024**

On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor, the Consent Agenda was approved. 4-0

**NINTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

There being no reports, the next order of business followed.

**TENTH ORDER OF BUSINESS**

**Board of Supervisors' Requests and Comments**

There being none, the next order of business followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in favor, the meeting was adjourned at 3:57 pm. 4-0

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Jayna Cooper  
District Manager

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Chairperson/Vice Chairperson