

**TWO RIVERS SOUTH  
COMMUNITY DEVELOPMENT  
DISTRICT**

**JANUARY 09, 2025**

**REGULAR MEETING**

**AGENDA**



2005 PAN AM CIRCLE, SUITE 300  
TAMPA, FL 33067

# Two Rivers South Community Development District

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## Board of Supervisors

Carlos de la Ossa, Chairman  
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, January 9, 2025, at 2:00 p.m.

The Regular Meeting of Two Rivers South Community Development District will be held on **January 9, 2025, 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.*

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENT** *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*
3. **BUSINESS ITEMS**
  - A. Consideration of Resolution 2025-01, Designation of officers
4. **CONSENT AGENDA**
  - A. Approval of Minutes of the December 5, 2024; Regular Meeting
  - B. Consideration of Operation and Maintenance Expenditures November 2024
  - C. Acceptance of the Financials and Approval of the Check Register for November 2024
5. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
6. **BOARD OF SUPERVISORS REQUESTS AND COMMENTS**
7. **ADJOURNMENT**

Next regularly scheduled meeting is February 6, 2025 at 2:00 p.m.

## **Third Order of Business**

**RESOLUTION 2025-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
DESIGNATING THE OFFICERS OF TWO RIVERS SOUTH  
COMMUNITY DEVELOPMENT DISTRICT AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors and District Staff of the Two Rivers South Community Development District (the “District”) at a regular business meeting desires to appoint the below recited persons at the offices specified

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

1. The following persons are elected to the offices shown, to wit:

|                           |                     |
|---------------------------|---------------------|
| <u>Carlos de la Ossa,</u> | Chairman            |
| <u>Nicholas Dister,</u>   | Vice-Chairman       |
| <u>Jayna Cooper</u>       | Secretary           |
| <u>Leah Popelka</u>       | Treasurer           |
| <u>Angel Montagna</u>     | Assistant Treasurer |
| <u>Ryan Motko</u>         | Assistant Secretary |
| <u>Thomas Spence</u>      | Assistant Secretary |
| <u>Albert Viera</u>       | Assistant Secretary |

2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 7<sup>th</sup> DAY OF JANUARY 2025.**

**ATTEST:**

**TWO RIVERS SOUTH COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairman/ Vice- Chairman

# **Fourth Order of Business**

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

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The audit committee and regular meeting of the Board of Supervisors of Two Rivers South Community Development District was held on Thursday, December 5, 2024, and called to order at 2:40 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         |
| Nicholas Dister   | Vice Chairperson    |
| Ryan Motko        | Assistant Secretary |
| Albert Viera      | Assistant Secretary |

Also present were:

|                   |                   |
|-------------------|-------------------|
| Jayna Cooper      | District Manager  |
| John Vericker     | District Counsel  |
| Tyson Waag        | District Engineer |
| Kathryn Hopkinson | District Counsel  |
| Chris Tarase      | President         |
| Angel Montagna    | Vice President    |
| Michael Perez     | District Manager  |

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

**AUDIT COMMITTEE MEETING & REGULAR MEETING**

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cooper called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Ranking of the Audit Firm Proposals**

Grau proposal presented.

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

**THIRD ORDER OF BUSINESS**

**Authorization to Enter into Contract with  
the Selected Audit Firm**

On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor, Authorization to enter into contract was approved. 4-0

**REGULAR MEETING OF THE BOARD OF SUPERVISORS**

**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****Business Items**

There being none, the next order of business followed

**FOURTH ORDER OF BUSINESS****Consent Agenda**

**A. Approval of Minutes of the October 03, 2024; Regular Meeting**

**B. Consideration of Operation and Maintenance Expenditures October 2024**

**C. Acceptance of the Financials and Approval of the Check Register for October 2024**

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

**FIFTH ORDER OF BUSINESS****Staff Reports**

**A. District Counsel**

**B. District Engineer**

**C. District Manager**

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

**SIXTH ORDER OF BUSINESS****Board of Supervisors' Requests and Comments**

There being none, the next order of business followed.

**SEVENTH ORDER OF BUSINESS****Adjournment**

There being no further business,

On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor, the meeting was adjourned at 2:43 pm. 4-0

\_\_\_\_\_  
Jayna Cooper  
District Manager

\_\_\_\_\_  
Carlos de la Ossa  
Chairperson

**TWO RIVERS SOUTH CDD**  
**Summary of Operations and Maintenance Invoices**

| Vendor                           | Invoice Date | Invoice/Account Number | Amount            | Invoice Total     | Comments/Description    |
|----------------------------------|--------------|------------------------|-------------------|-------------------|-------------------------|
| <b>Monthly Contract</b>          |              |                        |                   |                   |                         |
| INFRAMARK LLC                    | 11/5/2024    | 136798                 | \$375.00          |                   | ACCOUNTING SVCS         |
| INFRAMARK LLC                    | 11/5/2024    | 136798                 | \$166.67          |                   | ADMIN SVCS              |
| INFRAMARK LLC                    | 11/5/2024    | 136798                 | \$1,166.66        |                   | DISTRICT MANAGER        |
| INFRAMARK LLC                    | 11/5/2024    | 136798                 | \$16.67           |                   | RENTAL & LEASES         |
| INFRAMARK LLC                    | 11/5/2024    | 136798                 | \$25.00           |                   | TECH/DATA STORAGE       |
| INFRAMARK LLC                    | 11/5/2024    | 136798                 | \$50.00           |                   | WEB MAINT               |
| INFRAMARK LLC                    | 11/5/2024    | 136798                 | \$100.00          | \$1,900.00        | RECORDING SECRETARY     |
| <b>Monthly Contract Subtotal</b> |              |                        | <b>\$1,900.00</b> | <b>\$1,900.00</b> |                         |
|                                  |              |                        |                   |                   |                         |
| <b>Regular Services</b>          |              |                        |                   |                   |                         |
| STRALEY ROBIN VERICKER           | 11/15/2024   | 25544                  | \$625.00          | \$625.00          | PROF SVCS THRU OCT 2024 |
| <b>Regular Services Subtotal</b> |              |                        | <b>\$625.00</b>   | <b>\$625.00</b>   |                         |
|                                  |              |                        |                   |                   |                         |
| <b>TOTAL</b>                     |              |                        | <b>\$2,525.00</b> | <b>\$2,525.00</b> |                         |





2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

# INVOICE

**INVOICE#**

136798

**DATE**

11/5/2024

**CUSTOMER ID**

C3059

**NET TERMS**

Net 30

**PO#**

**DUE DATE**

12/5/2024

**BILL TO**

Two Rivers South Community  
Development District  
2005 Pan Am Cir Ste 300  
Tampa FL 33607-6008  
United States

Services provided for the Month of: November 2024

| DESCRIPTION                    | QTY | UOM | RATE     | MARKUP | AMOUNT          |
|--------------------------------|-----|-----|----------|--------|-----------------|
| Accounting Services            | 1   | Ea  | 375.00   |        | 375.00          |
| Administration                 | 1   | Ea  | 166.67   |        | 166.67          |
| District Management            | 1   | Ea  | 1,166.66 |        | 1,166.66        |
| Rental & Leases                | 1   | Ea  | 16.67    |        | 16.67           |
| Technology/Data Storage        | 1   | Ea  | 25.00    |        | 25.00           |
| Website Maintenance / Admin    | 1   | Ea  | 50.00    |        | 50.00           |
| Financial & Revenue Collection | 1   | Ea  | 100.00   |        | 100.00          |
| Recording Secretary            | 1   | Ea  | 100.00   |        | 100.00          |
| <b>Subtotal</b>                |     |     |          |        | <b>2,000.00</b> |

**Subtotal**

\$2,000.00

**Tax**

\$0.00

**Total Due**

\$2,000.00

**Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778**

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

**Straley Robin Vericker**  
1510 W. Cleveland Street  
  
Tampa, FL 33606  
Telephone (813) 223-9400  
Federal Tax Id. - 20-1778458

Two Rivers South Community Development District  
2005 Pan Am, Ste. 300  
Tampa, FL 33607

November 15, 2024  
Client: 001585  
Matter: 000001  
Invoice #: 25544

Page: 1

RE: General

For Professional Services Rendered Through October 31, 2024

SERVICES

| Date                        | Person | Description of Services                                              | Hours | Amount   |
|-----------------------------|--------|----------------------------------------------------------------------|-------|----------|
| 10/2/2024                   | JMV    | REVIEW AGENDA AND PREPARE FOR CDD BOARD MEETING.                     | 0.3   | \$112.50 |
| 10/3/2024                   | JMV    | PREPARE FOR AND ATTEND CDD BOARD MEETING.                            | 0.3   | \$112.50 |
| 10/3/2024                   | KCH    | REVIEW AGENDA PACKAGE; PREPARE FOR AND ATTEND BOS MEETING IN PERSON. | 0.6   | \$195.00 |
| 10/18/2024                  | JMV    | MEETING WITH C. DE LA OSSA.                                          | 0.2   | \$75.00  |
| 10/18/2024                  | KCH    | PREPARE FOR AND ATTEND CDD OPERATIONS MEETING.                       | 0.4   | \$130.00 |
| Total Professional Services |        |                                                                      | 1.8   | \$625.00 |

|                        |          |                   |
|------------------------|----------|-------------------|
| Total Services         | \$625.00 |                   |
| Total Disbursements    | \$0.00   |                   |
| Total Current Charges  |          | \$625.00          |
| Previous Balance       |          | \$2,440.00        |
| <b>PAY THIS AMOUNT</b> |          | <b>\$3,065.00</b> |

*Please Include Invoice Number on all Correspondence*

Outstanding Invoices

| Invoice Number              | Invoice Date       | Services   | Disbursements | Interest | Tax    | Total      |
|-----------------------------|--------------------|------------|---------------|----------|--------|------------|
| 25295                       | September 12, 2024 | \$1,000.00 | \$0.00        | \$0.00   | \$0.00 | \$1,625.00 |
| 25396                       | October 17, 2024   | \$1,440.00 | \$0.00        | \$0.00   | \$0.00 | \$2,065.00 |
| Total Remaining Balance Due |                    |            |               |          |        | \$3,065.00 |

AGED ACCOUNTS RECEIVABLE

| 0-30 Days  | 31-60 Days | 61-90 Days | Over 90 Days |
|------------|------------|------------|--------------|
| \$2,065.00 | \$0.00     | \$1,000.00 | \$0.00       |

# **Two Rivers South Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
November 30, 2024

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607  
Phone (813) 873-7300 ~ Fax (813) 873-7070

**TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT**

**Balance Sheet**  
As of November 30, 2024  
*(In Whole Numbers)*

| <u>ACCOUNT DESCRIPTION</u>                   | <u>TOTAL</u>   |
|----------------------------------------------|----------------|
| <b><u>ASSETS</u></b>                         |                |
| Cash In Bank                                 | \$ 95          |
| <b>TOTAL ASSETS</b>                          | <b>\$ 95</b>   |
| <b><u>LIABILITIES</u></b>                    |                |
| Accounts Payable                             | \$ 9,065       |
| <b>TOTAL LIABILITIES</b>                     | <b>9,065</b>   |
| <b><u>FUND BALANCES</u></b>                  |                |
| Unassigned:                                  | (8,970)        |
| <b>TOTAL FUND BALANCES</b>                   | <b>(8,970)</b> |
| <b>TOTAL LIABILITIES &amp; FUND BALANCES</b> | <b>\$ 95</b>   |

**TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2024  
General Fund (001)  
*(In Whole Numbers)*

| ACCOUNT DESCRIPTION             | ANNUAL<br>ADOPTED<br>BUDGET | YEAR TO DATE<br>ACTUAL | VARIANCE (\$)<br>FAV(UNFAV) | YTD ACTUAL<br>AS A % OF<br>ADOPTED BUD |
|---------------------------------|-----------------------------|------------------------|-----------------------------|----------------------------------------|
| <b><u>REVENUES</u></b>          |                             |                        |                             |                                        |
| Developer Contribution          | \$ 118,425                  | \$ -                   | \$ (118,425)                | 0.00%                                  |
| <b>TOTAL REVENUES</b>           | <b>118,425</b>              | <b>-</b>               | <b>(118,425)</b>            | <b>0.00%</b>                           |
| <b><u>EXPENDITURES</u></b>      |                             |                        |                             |                                        |
| <b><u>Administration</u></b>    |                             |                        |                             |                                        |
| Supervisor Fees                 | 3,000                       | -                      | 3,000                       | 0.00%                                  |
| ProfServ-Construction           | 9,000                       | -                      | 9,000                       | 0.00%                                  |
| ProfServ-Dissemination Agent    | 4,200                       | -                      | 4,200                       | 0.00%                                  |
| ProfServ-Info Technology        | 4,000                       | 50                     | 3,950                       | 1.25%                                  |
| ProfServ-Recording Secretary    | 2,400                       | 200                    | 2,200                       | 8.33%                                  |
| ProfServ-Tax Collector          | 600                         | -                      | 600                         | 0.00%                                  |
| ProfServ-Trustee Fees           | 6,500                       | -                      | 6,500                       | 0.00%                                  |
| District Counsel                | 9,500                       | 2,065                  | 7,435                       | 21.74%                                 |
| District Engineer               | 9,500                       | -                      | 9,500                       | 0.00%                                  |
| Administrative Services         | 4,500                       | 333                    | 4,167                       | 7.40%                                  |
| District Manager                | 25,000                      | 2,333                  | 22,667                      | 9.33%                                  |
| Accounting Services             | 9,000                       | 750                    | 8,250                       | 8.33%                                  |
| Auditing Services               | 6,000                       | -                      | 6,000                       | 0.00%                                  |
| Website Compliance              | 1,800                       | -                      | 1,800                       | 0.00%                                  |
| Postage, Phone, Faxes, Copies   | 500                         | -                      | 500                         | 0.00%                                  |
| Rentals & Leases                | 600                         | 233                    | 367                         | 38.83%                                 |
| Public Officials Insurance      | 2,500                       | -                      | 2,500                       | 0.00%                                  |
| Legal Advertising               | 3,500                       | -                      | 3,500                       | 0.00%                                  |
| Bank Fees                       | 200                         | -                      | 200                         | 0.00%                                  |
| Financial & Revenue Collections | 1,200                       | -                      | 1,200                       | 0.00%                                  |
| Meeting Expense                 | 10,000                      | -                      | 10,000                      | 0.00%                                  |
| Website Administration          | 1,200                       | 100                    | 1,100                       | 8.33%                                  |
| Miscellaneous Expenses          | 250                         | -                      | 250                         | 0.00%                                  |
| Office Supplies                 | 100                         | -                      | 100                         | 0.00%                                  |
| Dues, Licenses, Subscriptions   | 175                         | 175                    | -                           | 100.00%                                |
| <b>Total Administration</b>     | <b>115,225</b>              | <b>6,239</b>           | <b>108,986</b>              | <b>5.41%</b>                           |

**TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2024  
General Fund (001)  
*(In Whole Numbers)*

| ACCOUNT DESCRIPTION                          | ANNUAL<br>ADOPTED<br>BUDGET | YEAR TO DATE<br>ACTUAL | VARIANCE (\$)<br>FAV(UNFAV) | YTD ACTUAL<br>AS A % OF<br>ADOPTED BUD |
|----------------------------------------------|-----------------------------|------------------------|-----------------------------|----------------------------------------|
| <b><u>Other Physical Environment</u></b>     |                             |                        |                             |                                        |
| Insurance - General Liability                | 3,200                       | -                      | 3,200                       | 0.00%                                  |
| <b>Total Other Physical Environment</b>      | <b>3,200</b>                | <b>-</b>               | <b>3,200</b>                | <b>0.00%</b>                           |
| <b>TOTAL EXPENDITURES</b>                    | <b>118,425</b>              | <b>6,239</b>           | <b>112,186</b>              | <b>5.27%</b>                           |
| Excess (deficiency) of revenues              |                             |                        |                             |                                        |
| Over (under) expenditures                    | -                           | (6,239)                | (6,239)                     | 0.00%                                  |
| <b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b> |                             | <b>(2,731)</b>         |                             |                                        |
| <b>FUND BALANCE, ENDING</b>                  |                             | <b>\$ (8,970)</b>      |                             |                                        |



Bank Account Statement

Two Rivers South CDD

Bank Account No. 9334  
Statement No. 11-24

Statement Date 11/30/24

|                                            |       |                      |       |
|--------------------------------------------|-------|----------------------|-------|
| G/L Account No. 101002 Balance at 11/30/24 | 95.06 | Statement Balance    | 95.06 |
| Positive Adjustments                       | 0.00  | Outstanding Deposits | 0.00  |
| Subtotal                                   | 95.06 | Subtotal             | 95.06 |
| Negative Adjustments                       | 0.00  | Outstanding Checks   | 0.00  |
| Ending G/L Balance                         | 95.06 | Ending Balance       | 95.06 |

| Posting Date | Document Type | Document No. | Description               | Amount    | Cleared Amount | Difference |
|--------------|---------------|--------------|---------------------------|-----------|----------------|------------|
| Checks       |               |              |                           |           |                |            |
| 08/09/2024   |               | 1024         | Check for Vendor V00008   | -200.00   | -200.00        | 0.00       |
| 09/13/2024   |               | 1032         | Check for Vendor V00008   | -200.00   | -200.00        | 0.00       |
| 11/04/2024   |               | 1036         | Payment of Invoice 000137 | -175.00   | -175.00        | 0.00       |
| 11/22/2024   |               | 1038         | Check for Vendor V00014   | -5,200.00 | -5,200.00      | 0.00       |
| Total Checks |               |              |                           | -5,775.00 | -5,775.00      | 0.00       |