

**TWO RIVERS SOUTH
COMMUNITY DEVELOPMENT
DISTRICT**

FEBRUARY 06, 2025

REGULAR MEETING

AGENDA



2005 PAN AM CIRCLE, SUITE 300
TAMPA. FL 33067

Two Rivers South Community Development District

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, February 6, 2025, at 2:00 p.m.

The Regular Meeting of Two Rivers South Community Development District will be held on **February 6, 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**
- 4. CONSENT AGENDA**
 - A. Approval of Minutes of the January 9, 2025; Regular Meeting
 - B. Consideration of Operation and Maintenance Expenditures December 2024
 - C. Acceptance of the Financials and Approval of the Check Register for December 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 March 6, 2025 at 2:00 p.m.

Fourth Order of Business

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

The regular meeting of the Board of Supervisors of Two Rivers South Community Development District was held on Thursday, January 9, 2025, and called to order at 3:14 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 (Via phone)
Ryan Motko	Assistant Secretary
Albert Viera	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
Michael Perez	District Manager
John Vericker	District Counsel
Kathryn Hopkinson	District Counsel
Tyson Waag	District Engineer
Brittney Carpio	Admin Assistant

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 **Business Items**

A. Consideration of Resolution 2025-01, Designation of officers

On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor, Resolution 2025-01, Designation of officers was adopted. 4-0

FOURTH ORDER OF BUSINESS **Consent Agenda**

A. Approval of Minutes of the December 5, 2024 Meeting

B. Consideration of Operation and Maintenance Expenditures November 2024

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

- 46 **A. District Counsel**
- 47 **B. District Engineer**
- 48 **C. District Manager**

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

50

51 **SIXTH ORDER OF BUSINESS**

**Board of Supervisors' Requests and
Comments**

52

53 There being none, the next order of business followed.

54

55 **SEVENTH ORDER OF BUSINESS**

Adjournment

56 There being no further business,

57

58 On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in
59 favor, the meeting was adjourned at 3:15 pm. 4-0

60

61

62 _____

63 Jayna Cooper

64 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
Monthly Contract					
CARLOS DE LA OSSA	12/5/2024	CDLO 120524	\$200.00	\$200.00	BOARD MEETING
INFRAMARK LLC	12/3/2024	139114	\$375.00		ACCOUNTING SVCS
INFRAMARK LLC	12/3/2024	139114	\$166.67		ADMIN SVCS
INFRAMARK LLC	12/3/2024	139114	\$1,166.66		DISTRICT MANAGER
INFRAMARK LLC	12/3/2024	139114	\$16.67		RENTAL & LEASES
INFRAMARK LLC	12/3/2024	139114	\$25.00		TECH/DATA STORAGE
INFRAMARK LLC	12/3/2024	139114	\$50.00		AUG 2024 WEB MAINT
INFRAMARK LLC	12/3/2024	139114	\$100.00		FINANCIAL AND REVENUE
INFRAMARK LLC	12/3/2024	139114	\$100.00	\$2,000.00	RECORDING SECRETARY
Monthly Contract Subtotal			\$2,200.00	\$2,200.00	
Variable Contract					
ALBERTO VIERA	12/5/2024	AV 120524	\$200.00	\$200.00	SUPERVISOR FEES
NICHOLAS J. DISTER	12/5/2024	ND 120524	\$200.00	\$200.00	ND- SUPERVISOR FEES
RYAN MOTKO	12/5/2024	RM 120524	\$200.00	\$200.00	SUPERVISOR FEES
TIMES PUBLISHING COMPANY	11/24/2024	10099-112424	\$486.00	\$486.00	Audit Committee Ad 11.24.2024
Variable Contract Subtotal			\$1,086.00	\$1,086.00	
Regular Services					
STRALEY ROBIN VERICKER	12/11/2024	25716	\$600.00	\$600.00	PROF SVCS THRU NOV 2024
TIMES PUBLISHING COMPANY	12/18/2024	12848-121824	\$316.50	\$316.50	LEGAL ADVERTISING
Regular Services Subtotal			\$916.50	\$916.50	
TOTAL			\$4,202.50	\$4,202.50	

Two Rivers South CDDMEETING DATE: **December 5, 2024**DMS: *Jayna Cooper*

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Carlos de la Ossa	✓	Salary accepted	\$200.00
Nick Dister ✱	✓	Salary Accepted	\$200.00
Tom Spence		Salary Accepted	\$200.00
Ryan Motko	✓	Salary Accepted	\$200.00
Albert Viera	✓	Salary Accepted	\$200.00



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

139114

CUSTOMER ID

C3059

PO#**DATE**

12/3/2024

NET TERMS

Net 30

DUE DATE

1/2/2025

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: December 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
Subtotal					2,000.00

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.

Two Rivers South CDD
MEETING DATE: December 5, 2024

DMS: Jayna Cooper

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Carlos de la Ossa	✓	Salary accepted	\$200.00
Nick Dister ✱	✓	Salary Accepted	\$200.00
Tom Spence		Salary Accepted	\$200.00
Ryan Motko	✓	Salary Accepted	\$200.00
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Albert Viera	✓	Salary Accepted	\$200.00

Tampa Bay Times

tampabay.com

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396
Toll Free Phone 1 (877) 321-7355
Fed Tax ID 59-0482470

ADVERTISING INVOICE

Advertising Run Dates		Advertiser Name	
11/24/24-11/24/24		TWO RIVERS SOUTH CDD	
Billing Date	Sales Rep	Customer Account	
11/24/2024	Deirdre Bonett	TB329021	
Total Amount Due		Ad Number	
\$486.00		10099-112424	

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
11/24/24	11/24/24	10099	Baylink Hillsborough , tampabay.com	Legal-CLS 2 col	NOTICE OF AUDIT COMMITTEE MEE Affidavit Fee	2	1.00x45.00 L	\$484.00 \$2.00



PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396
Toll Free Phone 1 (877) 321-7355

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11/24/24-11/24/24		TWO RIVERS SOUTH CDD	
Billing Date	Sales Rep	Customer Account	
11/24/2024	Deirdre Bonett	TB329021	
Total Amount Due		Ad Number	
\$486.00		10099	

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO: TIMES PUBLISHING COMPANY

TWO RIVERS SOUTH CDD
2005 Pan Am Cir Ste 300
Tampa, FL 33607-6008

REMIT TO:
Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396

10099

Tampa Bay Times

Published Daily

STATE OF FLORIDA} ss

COUNTY OF HILLSBOROUGH County

Before the undersigned authority personally appeared Deirdre Bonett who on oath says that he/she is a Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Hillsborough County, Florida that the attached copy of advertisement being a Legal Notice in the matter Audit Committee was published in said newspaper by print in the issues of 11/24/24 or by publication on the newspaper's website, if authorized.

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes. Affiant further says the said Tampa Bay Times is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

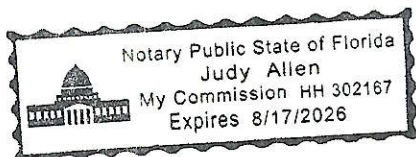
Signature of Affiant

Sworn to and subscribed before me this 11/24/2024

Signature of Notary of Public

Personally known ☒ or produced identification.

Type of identification produced _____



NOTICE OF AUDIT COMMITTEE MEETING TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Audit Committee of Two Rivers South Community Development District will hold a meeting on Thursday, December 5, 2024, at 2:00 pm. at the offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. Copies of the agenda for any of the committee meetings may be obtained by contacting the District Manager's Office at (813) 873-7300. Affected parties and others interested may appear at these meetings and be heard.

There may be occasions when one or more committee members will participate by telephone. At the above location there will be present a speaker telephone so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

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

Jayna Cooper
District Manager

Run Date: November 24, 2024

10099

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

December 11, 2024
Client: 001585
Matter: 000001
Invoice #: 25716

Page: 1

RE: General

For Professional Services Rendered Through November 30, 2024

SERVICES

Date	Person	Description of Services	Hours	Amount
11/8/2024	JMV	REVIEW NOTICE LETTER.	0.3	\$112.50
11/8/2024	KCH	PREPARE 30-DAY NOTICE TO CURE LETTER TO INFRAMARK REGARDING DISTRICT MANAGEMENT AND FIELD SERVICES.	1.0	\$325.00
11/15/2024	KCH	PREPARE FOR AND ATTEND OPERATIONS MEETING VIA TEAMS.	0.5	\$162.50
Total Professional Services			1.8	\$600.00

December 11, 2024
Client: 001585
Matter: 000001
Invoice #: 25716

Page: 2

Total Services	\$600.00	
Total Disbursements	\$0.00	
Total Current Charges		\$600.00
Previous Balance		\$3,065.00
PAY THIS AMOUNT		\$3,665.00

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	\$1,600.00
25396	October 17, 2024	\$1,440.00	\$0.00	\$0.00	\$0.00	\$2,040.00
25544	November 15, 2024	\$625.00	\$0.00	\$0.00	\$0.00	\$1,225.00
Total Remaining Balance Due						\$3,665.00

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$1,225.00	\$1,440.00	\$1,000.00	\$0.00

Tampa Bay Times

tampabay.com

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Fed Tax ID 59-0482470

DVERTISING INVOICE

vertising Run Dates	Advertiser Name	
12/18/24-12/18/24	TWO RIVERS SOUTH CDD	
Billing Date	Sales Rep	Customer Account
12/18/2024	Deirdre Bonett	TB329021
Total Amount Due	Invoice Number	
\$316.50	12848-121824	

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	et Amount
12/18/24	12/18/24	12848	Baylink Hillsborough , tampabay.com	Legal-CLS 2 col	Rescheduled Meeting Affidavit Fee	2	1.00x38.00 L	\$314.50 \$2.00

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

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DO OT SE D CASH BY M IL

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Before the undersigned authority personally appeared Deirdre Bonett who on oath says that he/she is a Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Hillsborough County, Florida that the attached copy of advertisement being a Legal Notice in the matter Rescheduled Meeting was published in said newspaper by print in the issues of 12/18/24 or by publication on the newspaper's website, if authorized.

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes. Affiant further says the said Tampa Bay Times is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signature of Affiant

Sworn to and subscribed before me this **12/18/2024**

Signature of Notary of Public

Personally known ☒ or produced identification.

Type of identification produced _____



NOTICE OF RESCHEDULED MEETING TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors ("Board") of the Two Rivers South Community Development District ("District") scheduled for Thursday, January 2, 2025 at 2:00 p.m. has been rescheduled to Thursday, January 9, 2025 at 2:00 p.m. at the offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

The meeting is open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The Meeting may be continued to a date and time certain which will be announced at the meetings. There may be occasions when one or more Supervisors may participate via phone. Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at least forty-eight (48) hours prior to the meeting. 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), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meetings 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 such appeal is to be based.

Jayna Cooper
District Manager

Run Date: December 18, 2024

12848

Two Rivers South Community Development District

Financial Statements
(Unaudited)

Period Ending
December 31, 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 December 31, 2024

(In Whole Numbers)

ACCOUNT DESCRIPTION	TOTAL
<u>ASSETS</u>	
Cash In Bank	\$ 2,825
TOTAL ASSETS	\$ 2,825
<u>LIABILITIES</u>	
Accounts Payable	\$ 13,268
TOTAL LIABILITIES	13,268
<u>FUND BALANCES</u>	
Unassigned:	(10,443)
TOTAL FUND BALANCES	(10,443)
TOTAL LIABILITIES & FUND BALANCES	\$ 2,825

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2024
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Developer Contribution	\$ 118,425	\$ 2,730	\$ (115,695)	2.31%
TOTAL REVENUES	118,425	2,730	(115,695)	2.31%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	3,000	800	2,200	26.67%
ProfServ-Construction	9,000	-	9,000	0.00%
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ-Info Technology	4,000	75	3,925	1.88%
ProfServ-Recording Secretary	2,400	300	2,100	12.50%
ProfServ-Tax Collector	600	-	600	0.00%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	2,665	6,835	28.05%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	500	4,000	11.11%
District Manager	25,000	3,500	21,500	14.00%
Accounting Services	9,000	1,125	7,875	12.50%
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	350	250	58.33%
Public Officials Insurance	2,500	-	2,500	0.00%
Legal Advertising	3,500	803	2,697	22.94%
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	150	1,050	12.50%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
Total Administration	115,225	10,443	104,782	9.06%

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2024
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Other Physical Environment</u>				
Insurance - General Liability	3,200	-	3,200	0.00%
Total Other Physical Environment	3,200	-	3,200	0.00%
TOTAL EXPENDITURES	118,425	10,443	107,982	8.82%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(7,713)	(7,713)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		(2,730)		
FUND BALANCE, ENDING		\$ (10,443)		

Two Rivers South CDD

Statement Date 12/31/2024

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Deposits						
12/20/2024		JE000021	Developer Contr. EPG Invest Co. CK 1487	2,729.94	2,729.94	0.00
Total Deposits				2,729.94	2,729.94	0.00
Checks						
						0.00
Total Checks						0.00
Adjustments						
Total Adjustments						
Outstanding Deposits						
Total Outstanding Deposits						