

**TWO RIVERS SOUTH
COMMUNITY DEVELOPMENT
DISTRICT**

MARCH 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, March 6, 2025, at 2:00 p.m.

The Regular Meeting of Two Rivers South Community Development District will be held on **March 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 February 6, 2025; Regular Meeting
 - B. Consideration of Operation and Maintenance Expenditures January 2025
 - C. Acceptance of the Financials and Approval of the Check Register for January 2025
- 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 April 3, 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, February 6, 2025, and called to order at 3:18 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 <i>(via phone)</i>
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 <i>(via phone)</i>

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 none, 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 January 9, 2025, Meeting

B. Consideration of Operation and Maintenance Expenditures December 2024

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

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

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47 **SIXTH ORDER OF BUSINESS**

**Board of Supervisors' Requests and
Comments**

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

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51 **SEVENTH ORDER OF BUSINESS**

Adjournment

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There being no further business,

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On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in
favor, the meeting was adjourned at 3:18 pm. 4-0

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Jayna Cooper
District Manager

Carlos de la Ossa
Chairperson

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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	1/8/2025	CO 010825	\$200.00	\$200.00	BOARD MEETING
STRALEY ROBIN VERICKER	1/9/2025	25797	\$625.00	\$625.00	PROF SVCS THRU DEC 2024
Monthly Contract Subtotal			\$825.00	\$825.00	
Variable Contract					
ALBERTO VIERA	1/8/2025	AV 010825	\$200.00	\$200.00	SUPERVISOR FEE
NICHOLAS J. DISTER	1/8/2025	ND 010825	\$200.00	\$200.00	SUPERVISOR FEE
RYAN MOTKO	1/8/2025	RM 010825	\$200.00	\$200.00	SUPERVISOR FEE
Variable Contract Subtotal			\$600.00	\$600.00	
Regular Services					
BUSINESS OBSERVER	11/1/2024	24-03266H	\$56.88	\$56.88	LEGAL AD
Regular Services Subtotal			\$56.88	\$56.88	
TOTAL			\$1,481.88	\$1,481.88	

Two Rivers South CDD
MEETING DATE: January 8, 2025

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

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

January 09, 2025

Client: 001585

Matter: 000001

Invoice #: 25797

Page: 1

RE: General

For Professional Services Rendered Through December 31, 2024

SERVICES

Date	Person	Description of Services	Hours	Amount
12/3/2024	KCH	REVIEW AGENDA PACKAGE.	0.4	\$130.00
12/4/2024	JMV	REVIEW AGENDA AND PREPARE FOR CDD BOARD MEETING.	0.3	\$112.50
12/5/2024	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.5	\$187.50
12/5/2024	KCH	PREPARE FOR AND ATTEND BOS MEETING IN PERSON.	0.6	\$195.00
Total Professional Services			1.8	\$625.00

January 09, 2025
Client: 001585
Matter: 000001
Invoice #: 25797

Page: 2

Total Services	\$625.00	
Total Disbursements	\$0.00	
Total Current Charges		\$625.00
Previous Balance		\$3,665.00
PAY THIS AMOUNT		\$4,290.00

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	\$1,625.00
25396	October 17, 2024	\$1,440.00	\$0.00	\$0.00	\$0.00	\$2,065.00
25544	November 15, 2024	\$625.00	\$0.00	\$0.00	\$0.00	\$1,250.00
25716	December 11, 2024	\$600.00	\$0.00	\$0.00	\$0.00	\$1,225.00
Total Remaining Balance Due						\$4,290.00

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$1,225.00	\$625.00	\$1,440.00	\$1,000.00

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Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

Invoice # 24-03266H

Date 11/01/2024

Attn:
Two Rivers South CDD Inframark
2005 PAN AM CIRCLE, STE 300
TAMPA FL 33607

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description

Amount

Serial # 24-03266H

\$56.88

Legal Notice

RE: Notice of Two Rivers South Community Request for Proposals

Published: 11/1/2024

Important Message

Please include our Serial #
on your check

Pay by credit card online:
[https://legals.
businessobserverfl.
com/send-payment/](https://legals.businessobserverfl.com/send-payment/)

Paid

()

Total

\$56.88

Payment is expected within 30 days of the
first publication date of your notice.

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

Two Rivers South Community Development District Request for Proposals for Annual Audit Services

The Two Rivers South Community Development District (the “**District**”) hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District’s financial records for the fiscal ending September 30, 2024, 2025, and 2026, with an option for additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Hillsborough County, Florida, and has an operating and debt service budget of approximately \$431,475.00.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, Florida Statutes; and be qualified to conduct audits in accordance with “Government Auditing Standards,” as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General, and must be completed in a timely fashion to enable the Board to approve them no later than June 30 of each year.

The RFP Package, which includes this notice, instructions to proposers, and evaluation criteria is available from the District Manager, Jayna Cooper via email at jayna.cooper@inframark.com.

Proposers must provide one (1) electronic copy to the District Manager at the email listed above. Proposals must be received by **Monday, November 18, 2024 at 11:00 a.m.** Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Request for Proposals to the District Manager at the email listed above or via phone at 813-608-8242.

November 1, 2024

24-03266H

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

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Two Rivers South Community Development District

Financial Statements
(Unaudited)

Period Ending
January 31, 2025

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 January 31, 2025

(In Whole Numbers)

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash In Bank	\$ 1,223
TOTAL ASSETS	\$ 1,223
<u>LIABILITIES</u>	
Accounts Payable	\$ 17,148
TOTAL LIABILITIES	17,148
<u>FUND BALANCES</u>	
Unassigned:	(15,925)
TOTAL FUND BALANCES	(15,925)
TOTAL LIABILITIES & FUND BALANCES	\$ 1,223

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2025
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	1,600	1,400	53.33%
ProfServ-Construction	9,000	-	9,000	0.00%
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ-Info Technology	4,000	125	3,875	3.13%
ProfServ-Recording Secretary	2,400	500	1,900	20.83%
ProfServ-Tax Collector	600	-	600	0.00%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	3,290	6,210	34.63%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	833	3,667	18.51%
District Manager	25,000	5,833	19,167	23.33%
Accounting Services	9,000	1,975	7,025	21.94%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	-	1,800	0.00%
Postage, Phone, Faxes, Copies	500	1	499	0.20%
Rentals & Leases	600	483	117	80.50%
Public Officials Insurance	2,500	-	2,500	0.00%
Legal Advertising	3,500	859	2,641	24.54%
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	250	950	20.83%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
Total Administration	115,225	15,924	99,301	13.82%

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2025
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	15,924	102,501	13.45%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(13,194)	(13,194)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		(2,731)		
FUND BALANCE, ENDING		\$ (15,925)		

Two Rivers South CDD

Statement No. 01-25

Statement Date 01/31/2025

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
Total Deposits							0.00
Checks							
							0.00
01/14/2025	Payment	1039	ALBERTO VIERA	Check for Vendor V00009	-200.00	-200.00	0.00
01/14/2025	Payment	1040	CARLOS DE LA OSSA	Check for Vendor V00010	-200.00	-200.00	0.00
01/14/2025	Payment	1041	NICHOLAS J. DISTER	Check for Vendor V00007	-200.00	-200.00	0.00
01/14/2025	Payment	1043	TIMES PUBLISHING COMPANY	Check for Vendor V00004	-802.50	-802.50	0.00
Total Checks					-1,402.50	-1,402.50	0.00
Adjustments							
Total Adjustments							
Outstanding Checks							
01/14/2025	Payment	1042	RYAN MOTKO	Check for Vendor V00008			-200.00
Total Outstanding Checks							-200.00

Total Outstanding Deposits