

**TWO RIVERS SOUTH
COMMUNITY DEVELOPMENT
DISTRICT**

APRIL 03, 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, April 3, 2025, at 2:00 p.m.

The Regular Meeting of Two Rivers South Community Development District will be held on **April 3, 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.

[Join the meeting now](#)

Meeting ID: 263 935 216 491 **Passcode:** Sd7Lo6KB

Dial-in by phone +1 646-838-1601 **Pin:** 151 133 964#

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 March 6, 2025; Regular Meeting
 - B. Consideration of Operation and Maintenance Expenditures February 2025
 - C. Acceptance of the Financials and Approval of the Check Register for February 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 May 1, 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, March 6, 2025, and called to order at 2:46 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 Comments**

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 February 6, 2025, Meeting

B. Consideration of Operation and Maintenance Expenditures January 2025

C. Acceptance of the Financials and Approval of the Check Register for January 2025

On MOTION by Mr. de la Ossa seconded by Mr. Viera, 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 2:47 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
Monthly Contract					
INFRAMARK LLC	1/27/2025	142147	\$0.69	\$0.69	postage
INFRAMARK LLC	2/1/2025	142897	\$375.00		ACCOUNTING SVCS
INFRAMARK LLC	2/1/2025	142897	\$166.67		ADMIN SVCS
INFRAMARK LLC	2/1/2025	142897	\$1,166.66		DISTRICT MANAGER
INFRAMARK LLC	2/1/2025	142897	\$16.67		RENTAL & LEASES
INFRAMARK LLC	2/1/2025	142897	\$25.00		TECH/DATA STORAGE
INFRAMARK LLC	2/1/2025	142897	\$50.00		WEB MAINT
INFRAMARK LLC	2/1/2025	142897	\$100.00		FINANCIAL AND REVENUE
INFRAMARK LLC	2/1/2025	142897	\$100.00	\$2,000.00	RECORDING SECRETARY
INFRAMARK LLC	1/3/2025	141130	\$375.00		ACCOUNTING SVCS
INFRAMARK LLC	1/3/2025	141130	\$166.67		ADMIN SVCS
INFRAMARK LLC	1/3/2025	141130	\$1,166.66		DISTRICT MANAGER
INFRAMARK LLC	1/3/2025	141130	\$16.67		RENTAL & LEASES
INFRAMARK LLC	1/3/2025	141130	\$25.00		TECH/DATA STORAGE
INFRAMARK LLC	1/3/2025	141130	\$50.00		WEB MAINT
INFRAMARK LLC	1/3/2025	141130	\$100.00		FINANCIAL AND REVENUE
INFRAMARK LLC	1/3/2025	141130	\$100.00	\$2,000.00	RECORDING SECRETARY
STRALEY ROBIN VERICKER	2/5/2025	25959	\$847.50	\$847.50	PROF SVCS THRU Jan 2025
Monthly Contract Subtotal			\$4,848.19	\$4,848.19	
Variable Contract					
ALBERTO VIERA	2/6/2025	AV 020625	\$200.00	\$200.00	Feb 6 Meeting
CARLOS DE LA OSSA	2/6/2025	CO 020625	\$200.00	\$200.00	Feb 6 Meeting
NICHOLAS J. DISTER	2/6/2025	ND 020625	\$200.00	\$200.00	Feb 6 Meeting

TWO RIVERS SOUTH CDD Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
RYAN MOTKO	2/6/2025	RM 020625	\$200.00	\$200.00	Feb 6 Meeting
Variable Contract Subtotal			\$800.00	\$800.00	
Regular Services					
INFRAMARK LLC	2/18/2025	143854	\$0.69	\$0.69	Postage
Regular Services Subtotal			\$0.69	\$0.69	
TOTAL			\$5,648.88	\$5,648.88	



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

142147

DATE

1/27/2025

CUSTOMER ID

C3059

NET TERMS

Net 30

PO#**DUE DATE**

2/26/2025

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
Postage	1	Ea	0.69		0.69
Subtotal					0.69

Subtotal \$0.69

Tax \$0.00

Total Due \$0.69

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.



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

142897

DATE

2/1/2025

BILL TO

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

CUSTOMER ID

C3059

NET TERMS

Net 30

PO#**DUE DATE**

3/3/2025

Services provided for the Month of: February 2025

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

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INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

141130

CUSTOMER ID

C3059

PO#**DATE**

1/3/2025

NET TERMS

Net 30

DUE DATE

2/2/2025

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: January 2025

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

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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

February 05, 2025

Client: 001585

Matter: 000001

Invoice #: 25959

Page: 1

RE: General

For Professional Services Rendered Through January 31, 2025

SERVICES

Date	Person	Description of Services	Hours	Amount
1/6/2025	KCH	REVIEW AGENDA PACKAGE.	0.4	\$130.00
1/7/2025	AM	REVIEW DISTRICT'S WEBSITE TO CONFIRM COUNSEL'S CORRECT INFORMATION.	0.2	\$35.00
1/8/2025	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING.	0.3	\$112.50
1/9/2025	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.6	\$225.00
1/9/2025	KCH	PREPARE FOR AND ATTEND BOS MEETING IN PERSON.	0.6	\$195.00
1/29/2025	AM	REVIEW DISTRICT'S WEBSITE TO CONFIRM COUNSEL'S CORRECT INFORMATION; EMAIL DISTRICT ASSISTANT TO CREATE CHANGES RE COUNSEL'S INFORMATION ON WEBSITE.	0.3	\$52.50
1/31/2025	KCH	REVIEW AGENDA PACKAGE.	0.3	\$97.50
Total Professional Services			2.7	\$847.50

February 05, 2025
Client: 001585
Matter: 000001
Invoice #: 25959

Page: 2

Total Services	\$847.50	
Total Disbursements	\$0.00	
Total Current Charges		\$847.50
Previous Balance		\$4,290.00
PAY THIS AMOUNT		\$5,137.50

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	\$1,847.50
25396	October 17, 2024	\$1,440.00	\$0.00	\$0.00	\$0.00	\$2,287.50
25544	November 15, 2024	\$625.00	\$0.00	\$0.00	\$0.00	\$1,472.50
25716	December 11, 2024	\$600.00	\$0.00	\$0.00	\$0.00	\$1,447.50
25797	January 09, 2025	\$625.00	\$0.00	\$0.00	\$0.00	\$1,472.50
Total Remaining Balance Due						\$5,137.50

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$1,472.50	\$600.00	\$625.00	\$2,440.00

Two Rivers South CDD**MEETING DATE: February 6, 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

Two Rivers South CDD
MEETING DATE: February 6, 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

Two Rivers South CDD
MEETING DATE: February 6, 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

Two Rivers South CDD
MEETING DATE: February 6, 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



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE

INVOICE#

143854

DATE

2/18/2025

CUSTOMER ID

C3059

NET TERMS

Net 30

PO#**DUE DATE**

3/20/2025

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: January 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Postage	1	Ea	0.69		0.69
Subtotal					0.69

Subtotal

\$0.69

Tax

\$0.00

Total Due

\$0.69

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

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Two Rivers South Community Development District

Financial Statements
(Unaudited)

Period Ending
February 28, 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 February 28, 2025

(In Whole Numbers)

ACCOUNT DESCRIPTION	TOTAL
<u>ASSETS</u>	
Cash In Bank	\$ 1,166
TOTAL ASSETS	\$ 1,166
<u>LIABILITIES</u>	
Accounts Payable	\$ 18,739
TOTAL LIABILITIES	18,739
<u>FUND BALANCES</u>	
Unassigned:	(17,573)
TOTAL FUND BALANCES	(17,573)
TOTAL LIABILITIES & FUND BALANCES	\$ 1,166

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 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	2,400	600	80.00%
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	4,138	5,362	43.56%
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	17,572	97,653	15.25%
<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	17,572	100,853	14.84%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(14,842)	(14,842)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		(2,731)		
FUND BALANCE, ENDING		\$ (17,573)		

Two Rivers South CDD

Statement No. 02.25

Statement Date 02/28/25

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Checks							
02/04/2025		1044	BUSINESS OBSERVER	Check for Vendor V00016	-56.88	-56.88	0.00
Total Checks					-56.88	-56.88	0.00
Outstanding Checks							
01/14/25	Payment	1042	RYAN MOTKO	Check for Vendor V00008			-200.00
Total Outstanding Checks							-200.00