

**TWO RIVERS SOUTH
COMMUNITY DEVELOPMENT
DISTRICT**

OCTOBER 02, 2025

AGENDA PACKAGE



2005 PAN AM CIRLE SUITE 300
TAMPA FL, 33607

Two Rivers South Community Development District

Board of Supervisors

Carlos de la Ossa, Chairman
Nick Dister, Vice Chairperson
Ryan Motko, Assistant Secretary
Alberto Viera, Assistant Secretary
Thomas Spence, Assistant Secretary

District Staff

Jayna Cooper, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda

Thursday, October 02, 2025, at 2:00 p.m.

The Regular Meeting of the **Two Rivers South Community Development District** will be held on **October 02, 2025 at 2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.** Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

[Join the meeting now](#)

Meeting ID: 240 062 334 037 6 **Passcode:** wU2Sy36X

Dial-in by phone +1 646-838-1601 **Pin:** 311 963 193#

THE REGULAR MEETING OF BOARD OF SUPERVISORS

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENTS

(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)

3. BUSINESS ITEMS

A. Consideration of Resolution 2026-01; Designation of Officers

4. CONSENT AGENDA

A. Approval of Minutes of September 04, 2025, Regular Meeting

B. Consideration of Operation and Maintenance for August 2025

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

5. STAFF REPORTS

A. District Counsel

B. District Engineer

C. District Manager

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. ADJOURNMENT

RESOLUTION 2026-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO RIVERS
SOUTH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE
OFFICERS OF THE DISTRICT AND 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, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chair and by electing a Secretary, and such other officers as the Board may deem necessary.

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

1. District Officers. The District officers are as follows:

_____ is appointed Chairperson.
_____ is appointed Vice-Chairperson.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Secretary.
_____ is appointed Treasurer.
_____ is appointed Assistant Treasurer.

2. Conflicts. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

3. Effective Date. This Resolution shall become effective immediately upon its adoption.

Adopted this 2nd day of October, 2025.

Attest:

**Two Rivers South Community Development
District**

Secretary/Assistant Secretary

Chair of the Board of Supervisors

**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 September 4, 2025, and called to order at 3:11 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
Kathryn Hopkinson	District Counsel
Tyson Waag	District Engineer (<i>via phone</i>)

This is not a certified or verbatim transcript but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.

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 none, the next order of business followed.

THIRD ORDER OF BUSINESS

Business Items

A. Consideration of FY 2025-2026 Operations & Maintenance Budget Funding Agreement

On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in favor, FY 2025-2026 Operations & Maintenance Budget Funding Agreement, in the amount of \$118,425.00, was approved. 4-0

B. Consideration of Goals & Objectives

On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in favor, Goals & Objectives, were approved. 4-0

C. Consideration of Grau & Associates Audit Engagement Letter

On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in favor, Grau & Associates Audit Engagement Letter, for \$3,600.00 was accepted. 4-0

FOURTH ORDER OF BUSINESS

Consent Agenda

A. Approval of Minutes of August 7, 2025, Regular Meeting

B. Consideration of Operation and Maintenance for July 2025

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

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. Motko, with all in favor, the meeting was adjourned at 3:12 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	8/1/2025	155338	\$375.00		ACCOUNTING SVCS
INFRAMARK LLC	8/1/2025	155338	\$166.67		ADMIN SVCS
INFRAMARK LLC	8/1/2025	155338	\$1,166.66		DISTRICT MANAGER
INFRAMARK LLC	8/1/2025	155338	\$16.67		RENTAL & LEASES
INFRAMARK LLC	8/1/2025	155338	\$25.00		TECH/DATA STORAGE
INFRAMARK LLC	8/1/2025	155338	\$50.00		WEBSITE MAINTENANCE/ADMIN
INFRAMARK LLC	8/1/2025	155338	\$100.00		FINANCIAL AND REVENUE COLLECTION
INFRAMARK LLC	8/1/2025	155338	\$100.00	\$2,000.00	RECORDING SECRETARY
Monthly Contract Subtotal			\$2,000.00	\$2,000.00	
Variable Contract					
STRALEY ROBIN VERICKER	8/15/2025	26976	\$929.50	\$929.50	DISTRICT COUNSEL
Variable Contract Subtotal			\$929.50	\$929.50	
Regular Services					
ALBERTO VIERA	8/7/2025	AV-080725	\$200.00	\$200.00	BOARD 8/7/25
CARLOS DE LA OSSA	8/7/2025	CO-080725	\$200.00	\$200.00	BOARD 8/7/25
NICHOLAS J. DISTER	8/7/2025	ND-080725	\$200.00	\$200.00	BOARD 8/7/25
RYAN MOTKO	8/7/2025	RM-080725	\$200.00	\$200.00	BOARD 8/7/25
Regular Services Subtotal			\$800.00	\$800.00	
TOTAL			\$3,729.50	\$3,729.50	



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE

INVOICE#

155338

DATE

8/1/2025

CUSTOMER ID

C3059

NET TERMS

Due On Receipt

PO#**DUE DATE**

8/1/2025

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: August 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

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 CDD
2005 Pan Am, Ste. 300
Tampa, FL 33607

August 15, 2025

Client: 001585

Matter: 000001

Invoice #: 26976

Page: 1

RE: General

For Professional Services Rendered Through July 31, 2025

SERVICES

Date	Person	Description of Services	Hours	Amount
7/3/2025	KCH	REVIEW AGENDA PACKAGE.	0.4	\$150.00
7/9/2025	JMV	REVIEW AGENDA PACKE AND PREPARE FOR CDD BOARD MEETING.	0.3	\$121.50
7/9/2025	WAS	DRAFT NO FISHING POLICY AND RESOLUTION ADOPTING NO FISHING POLICY.	0.8	\$268.00
7/10/2025	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.5	\$202.50
7/10/2025	KCH	PREPARE FOR AND ATTEND BOS MEETING IN PERSON.	0.5	\$187.50
Total Professional Services			2.5	\$929.50

August 15, 2025
Client: 001585
Matter: 000001
Invoice #: 26976

Page: 2

Total Services	\$929.50	
Total Disbursements	\$0.00	
Total Current Charges		\$929.50
Previous Balance		\$8,820.54
PAY THIS AMOUNT		\$9,750.04

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
26318	April 08, 2025	\$1,135.00	\$0.00	\$0.00	\$0.00	\$2,064.50
26487	May 06, 2025	\$2,405.00	\$0.00	\$0.00	\$0.00	\$3,334.50
26647	June 10, 2025	\$2,059.00	\$0.00	\$0.00	\$0.00	\$2,988.50
26814	July 09, 2025	\$3,219.50	\$2.04	\$0.00	\$0.00	\$4,151.04
Total Remaining Balance Due						\$9,750.04

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$929.50	\$3,221.54	\$2,059.00	\$3,540.00

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Two Rivers South

Board Meeting Date: August 07, 2025

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nicholas Dister		x
3	Ryan Motko	X	\$200
4	Thomas Spence		
5	Albert Viera	X	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Jayna Cooper

08/072025

District Manager Signature

Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE****

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for
BOARD OF SUPERVISORS

District Name: Two Rivers South

Board Meeting Date: August 07, 2025

Name		In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
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3	Ryan Motko	X	\$200
4	Thomas Spence		
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08/072025

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Jayna Cooper

08/072025

District Manager Signature

Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE****

Two Rivers South Community Development District

Financial Statements
(Unaudited)

Period Ending
August 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 August 31, 2025

(In Whole Numbers)

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash In Bank	\$ 10,456
TOTAL ASSETS	\$ 10,456
<u>LIABILITIES</u>	
Accounts Payable	\$ 18,214
TOTAL LIABILITIES	18,214
<u>FUND BALANCES</u>	
Unassigned:	(7,758)
TOTAL FUND BALANCES	(7,758)
TOTAL LIABILITIES & FUND BALANCES	\$ 10,456

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 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	\$ 45,877	\$ (72,548)	38.74%
TOTAL REVENUES	118,425	45,877	(72,548)	38.74%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	3,000	7,200	(4,200)	240.00%
ProfServ-Construction	9,000	-	9,000	0.00%
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ - Info Technology	4,000	275	3,725	6.88%
Recording Secretary	2,400	1,100	1,300	45.83%
ProfServ - Tax Collector	600	-	600	0.00%
Trustees Fees	6,500	-	6,500	0.00%
District Counsel	9,500	15,833	(6,333)	166.66%
District Engineer	9,500	-	9,500	0.00%
Administration	4,500	1,833	2,667	40.73%
District Management	25,000	12,833	12,167	51.33%
Accounting Services	9,000	4,225	4,775	46.94%
Auditing Services	6,000	3,500	2,500	58.33%
Website ADA Compliance	1,800	-	1,800	0.00%
Postage, Phone, Faxes, Copies	500	6	494	1.20%
Rentals and Leases	600	683	(83)	113.83%
Public Officials Insurance	2,500	2,500	-	100.00%
Legal Advertising	3,500	1,660	1,840	47.43%
Bank Fees	200	531	(331)	265.50%
Financial/Revenue Collections	1,200	500	700	41.67%
Meeting Expense	10,000	-	10,000	0.00%
Website Admin Services	1,200	550	650	45.83%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses & Fees	175	175	-	100.00%
Total Administration	115,225	53,404	61,821	46.35%
<u>Other Physical Environment</u>				
General Liability	3,200	2,700	500	84.38%
Total Other Physical Environment	3,200	2,700	500	84.38%
TOTAL EXPENDITURES	118,425	56,104	62,321	47.38%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(10,227)	(10,227)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		2,469		
FUND BALANCE, ENDING		\$ (7,758)		

Bank Account Statement

Two Rivers South CDD

Bank Account No. 9334

Statement No. 08-25

Statement Date

08/31/2025

G/L Account No. 101002 Balance	10,455.73	Statement Balance	11,255.73
		Outstanding Deposits	0.00
Positive Adjustments	0.00		
Subtotal	10,455.73	Subtotal	11,255.73
Negative Adjustments	0.00	Outstanding Checks	-800.00
Ending G/L Balance	10,455.73	Ending Balance	10,455.73

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
08/15/2025	Payment	BD00005	Developer Contribution	Deposit No. BD00005	10,000.00	10,000.00	0.00
08/31/2025		JE000029	Interest - Investments	Interest Income	0.02	0.02	0.00
Total Deposits					10,000.02	10,000.02	0.00
Checks							
							0.00
04/17/2025	Payment	1049	RYAN MOTKO	Check for Vendor V00008	-800.00	-800.00	0.00
08/14/2025	Payment	1056	ALBERTO VIERA	Check for Vendor V00009	-800.00	-800.00	0.00
08/14/2025	Payment	1057	CARLOS DE LA OSSA	Check for Vendor V00010	-800.00	-800.00	0.00
08/14/2025	Payment	1058	NICHOLAS J. DISTER	Check for Vendor V00007	-800.00	-800.00	0.00
08/20/2025	Payment	1062	STRALEY ROBIN VERICKER	Check for Vendor V00005	-3,540.00	-3,540.00	0.00
08/27/2025		JE000028	Bank Fees	Truist Bank	-531.22	-531.22	0.00
Total Checks					-7,271.22	-7,271.22	0.00
Adjustments							
Total Adjustments							
Outstanding Checks							
08/14/2025	Payment	1059	RYAN MOTKO	Check for Vendor V00008			-800.00
Total Outstanding Checks							-800.00
Outstanding Deposits							
Total Outstanding Deposits							

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 08/01/2025 to 08/31/2025

(Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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GENERAL FUND - 001

CHECK # 1056

001	08/14/25	ALBERTO VIERA	AV-050125	BOARD 5/1/25	Supervisor Fees	511100-51101	\$200.00
001	08/14/25	ALBERTO VIERA	AV-060525	BOARD 6/5/25	Supervisor Fees	511100-51101	\$200.00
001	08/14/25	ALBERTO VIERA	AV-071025	BOARD 7/10/25	Supervisor Fees	511100-51101	\$200.00
001	08/14/25	ALBERTO VIERA	AV-080725	BOARD 8/7/25	Supervisor Fees	511100-51101	\$200.00

Check Total \$800.00

CHECK # 1057

001	08/14/25	CARLOS DE LA OSSA	CO-050125	BOARD 5/1/25	Supervisor Fees	511100-51301	\$200.00
001	08/14/25	CARLOS DE LA OSSA	CO-060525	BOARD 6/5/25	Supervisor Fees	511100-51101	\$200.00
001	08/14/25	CARLOS DE LA OSSA	CO-071025	BOARD 7/10/25	Supervisor Fees	511100-51101	\$200.00
001	08/14/25	CARLOS DE LA OSSA	CO-080725	BOARD 8/7/25	Supervisor Fees	511100-51101	\$200.00

Check Total \$800.00

CHECK # 1058

001	08/14/25	NICHOLAS J. DISTER	ND-050125	BOARD 5/1/25	Supervisor Fees	511100-51101	\$200.00
001	08/14/25	NICHOLAS J. DISTER	ND-060525	BOARD 6/5/25	Supervisor Fees	511100-51101	\$200.00
001	08/14/25	NICHOLAS J. DISTER	ND-071025	BOARD 7/10/25	Supervisor Fees	511100-51101	\$200.00
001	08/14/25	NICHOLAS J. DISTER	ND-080725	BOARD 8/7/25	Supervisor Fees	511100-51101	\$200.00

Check Total \$800.00

CHECK # 1059

001	08/14/25	RYAN MOTKO	RM-050125	BOARD 5/1/25	Supervisor Fees	511100-51101	\$200.00
001	08/14/25	RYAN MOTKO	RM-060525	BOARD 6/5/25	Supervisor Fees	511100-51101	\$200.00
001	08/14/25	RYAN MOTKO	RM-071025	BOARD 7/10/25	Supervisor Fees	511100-51101	\$200.00
001	08/14/25	RYAN MOTKO	RM-080725	BOARD 8/7/25	Supervisor Fees	511100-51101	\$200.00

Check Total \$800.00

CHECK # 1062

001	08/20/25	STRALEY ROBIN VERICKER	26318	District Counsel	District Counsel	531146-51401	\$1,135.00
001	08/20/25	STRALEY ROBIN VERICKER	26487	District Counsel April 2025	District Counsel	531146-51401	\$2,405.00

Check Total \$3,540.00

Fund Total \$6,740.00

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 08/01/2025 to 08/31/2025

(Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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Total Checks Paid	\$6,740.00
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