

Two Rivers South Community Development District

**January 08, 2026
Agenda Package**

TEAMS MEETING INFORMATION

[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#

2005 PAN AM CIRCLE SUITE 300
TAMPA, FLORIDA 33607

CLEAR PARTNERSHIPS



COLLABORATION



LEADERSHIP



EXCELLENCE



ACCOUNTABILITY



RESPECT

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
Rollamay Turkoane, District Manager

Regular Meeting Agenda

Thursday, January 08, 2026, at 2:00 p.m.

The Regular Meeting of the **Two Rivers South Community Development District** will be held on **January 08, 2026 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

4. CONSENT AGENDA

- A. Approval of Minutes of December 04, 2025, Regular Meeting
- B. Consideration of Operation and Maintenance for November 2025
- C. Acceptance of the Financials and Approval of the Check Register for November 2025

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. ADJOURNMENT

**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, December 4, 2025, 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 <i>(via phone)</i>
Ryan Motko	Assistant Secretary
Albert Viera	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
Rollamay Turkoane	District Manager
John Vericker	District Counsel
Kathryn Hopkinson	District Counsel
Brian Lamb	VP Developer Services

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. Turkoane 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 School-Now CDD Website Proposal

On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor, School-Now CDD Website Proposal, was approved. 4-0
--

B. Report of FY 2025 Goals & Objectives

Ms. Turkoane presented the FY 2025 Goals and Objectives.

C. Consideration of Resolution 2026-02; Designation of Officers

The District officers are as follows:

- | | |
|---------------------|------------------|
| • Carlos de la Ossa | Chairperson |
| • Nicholas Dister | Vice-Chairperson |

- Brian Lamb Secretary
- Alberto Vierra Assistant Secretary
- Ryan Motko Assistant Secretary
- Thomas Spence Assistant Secretary
- Jayna Cooper Assistant Secretary
- Rollamay Turkoane Assistant Secretary
- Eric Davidson Treasurer

On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor, Resolution 2026-02; Designation of Officers, as detailed above, was adopted. 4-0

FOURTH ORDER OF BUSINESS

Consent Agenda

- A. Approval of Minutes of November 06, 2025, Regular Meeting**
- B. Consideration of Operation and Maintenance for October 2025**
- C. Acceptance of the Financials and Approval of the Check Register for October 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 2:43 pm. 4-0

Jayna Cooper/Rollamay Turkoane
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	Vendor Total	Comments/Description
Monthly Contract						
INFRAMARK LLC	11/11/2025	163571	\$750.00			ACCOUNTING SVCS
INFRAMARK LLC	11/11/2025	163571	\$370.83			ADMIN SVCS
INFRAMARK LLC	11/11/2025	163571	\$2,083.33			DISTRICT MANAGER
INFRAMARK LLC	11/11/2025	163571	\$16.67			RENTAL & LEASES
INFRAMARK LLC	11/11/2025	163571	\$50.00			TECH/DATA STORAGE
INFRAMARK LLC	11/11/2025	163571	\$100.00			WEBSITE ADMIN
INFRAMARK LLC	11/11/2025	163571	\$200.00			RECORDING SECRETARY
INFRAMARK LLC	11/11/2025	163571	\$750.00			ACCOUNTING SERVICES-RETRO BILLING OCTOBER
INFRAMARK LLC	11/11/2025	163571	\$206.01			ADMINISTRATION-RETRO BILLING OCTOBER
INFRAMARK LLC	11/11/2025	163571	\$914.74			DISTRICT MANAGEMENT-RETRO BILLING OCTOBER
INFRAMARK LLC	11/11/2025	163571	\$100.00			FINANCIAL & REVENUE COLLECTION
INFRAMARK LLC	11/11/2025	163571	\$100.00			RECORDING SECRETARY -RETRO BILLING OCTOBER
INFRAMARK LLC	11/11/2025	163571	\$33.33			RECORD STORAGE FEE
INFRAMARK LLC	11/11/2025	163571	\$50.00			WEBSITE ADMIN-RETRO BILLING OCTOBER
INFRAMARK LLC	11/11/2025	163571	\$25.00			TECHNOLOGY/DATA STORAGE-RETRO BILLING OCTOBER
INFRAMARK LLC	11/11/2025	163571	\$50.00	\$5,799.91	\$5,799.91	RECORD STORAGE FEE-RETRO BILLING OCTOBER
STRALEY ROBIN VERICKER	11/14/2025	27454	\$1,264.50			PROFEESIONAL SERVICES
Monthly Contract Subtotal			\$7,064.41			
Regular Services						
ALBERTO VIERA	11/6/2025	AV-110625	\$200.00			BOARD 11/06/25
CARLOS DE LA OSSA	11/6/2025	CO-110625	\$200.00			BOARD 11/06/25
NICHOLAS J. DISTER	11/6/2025	ND-110625	\$200.00			BOARD 11/06/25
RYAN MOTKO	11/6/2025	RM-110625	\$200.00			BOARD 11/06/25
Regular Services Subtotal			\$800.00			
TOTAL						
			\$7,864.41			



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

163571

CUSTOMER ID

C3059

PO#

INVOICE

DATE

11/11/2025

NET TERMS

Due On Receipt

DUE DATE

11/11/2025

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: November 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	750.00		750.00
Accounting Services- Retro Billing October	1	Ea	750.00		750.00
Administration	1	Ea	370.83		370.83
Administration- Retro Billing October	1	Ea	206.01		206.01
District Management	1	Ea	2,083.33		2,083.33
District Management- Retro Billing October	1	Ea	914.74		914.74
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	200.00		200.00
Recording Secretary- Retro Billing October	1	Ea	100.00		100.00
Rental & Leases	1	Ea	16.67		16.67
Technology/Data Storage	1	Ea	50.00		50.00
Website Maintenance / Admin	1	Ea	100.00		100.00
Record Storage Fee	1	Ea	33.33		33.33
Website Maintenance / Admin- Retro Billing October	1	Ea	50.00		50.00
Technology/Data Storage- Retro Billing October	1	Ea	25.00		25.00
Record Storage Fee- Retro Billing October	1	Ea	50.00		50.00
Subtotal					5,799.91

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.



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

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 2025

INVOICE#

163571

CUSTOMER ID

C3059

PO#**DATE**

11/11/2025

NET TERMS

Due On Receipt

DUE DATE

11/11/2025

Subtotal	\$5,799.91
Tax	\$0.00
Total Due	\$5,799.91

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

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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

November 14, 2025
Client: 001585
Matter: 000001
Invoice #: 27454

Page: 1

RE: General

For Professional Services Rendered Through October 31, 2025

SERVICES

Date	Person	Description of Services	Hours	Amount
10/1/2025	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING.	0.3	\$121.50
10/2/2025	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.5	\$202.50
10/2/2025	KCH	ATTEND BOS MEETING IN PERSON.	0.3	\$112.50
10/16/2025	LC	REVIEW THE US BOARD ON GEOGRAPHIC NAMES INFORMATION, POLICIES AND RELATED MATERIALS RE PROPOSAL FOR TWO RIVERS, FLORIDA NAME; BEGIN PREPARING PROPOSAL APPLICATION FOR SAME.	0.7	\$136.50
10/17/2025	LC	CONTINUE REVIEWING THE PRINCIPLES, POLICIES, AND PROCEDURES FOR DOMESTIC GEOGRAPHIC NAMES; CONTINUE PREPARING PROPOSAL APPLICATION AND ATTACHMENTS TO SAME.	0.8	\$156.00
10/20/2025	LC	CONTINUE WORKING ON BGN PROPOSAL FOR TWO RIVERS, FLORIDA GEOGRAPHIC DESIGNATION.	0.3	\$58.50
10/27/2025	KCH	REVIEW PETITION FOR BGN DOMESTIC NAMES COMMITTEE EXECUTIVE SECRETARIAT.	0.5	\$187.50
10/28/2025	LC	WORK ON FINALIZING BGN PROPOSAL FOR TWO RIVERS, FLORIDA; SUBMIT PROPOSAL TO BGN.	0.3	\$58.50
10/30/2025	KCH	REVIEW AGENDA PACKAGE.	0.4	\$150.00
10/31/2025	JMV	REVIEW EMAIL FROM B. CARPIO; REVIEW LEGAL NOTICE.	0.2	\$81.00
Total Professional Services			4.3	\$1,264.50

November 14, 2025
Client: 001585
Matter: 000001
Invoice #: 27454

Page: 2

Total Services	\$1,264.50
Total Disbursements	\$0.00
Total Current Charges	\$1,264.50
Previous Balance	\$10,184.05
Less Payments	(\$7,084.54)
PAY THIS AMOUNT	\$4,364.01

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
27278	October 07, 2025	\$3,075.50	\$24.01	\$0.00	\$0.00	\$4,364.01
Total Remaining Balance Due						\$4,364.01

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$1,264.50	\$3,099.51	\$0.00	\$0.00

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Two Rivers South

Board Meeting Date: November 06, 2025

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nicholas Dister	X	\$200
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
District Manager Signature

November 06, 2025
Date

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

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Two Rivers South

Board Meeting Date: November 06, 2025

Name	In Attendance Please X	Paid
1 Carlos de la Ossa	X	\$200
2 Nicholas Dister	X	\$200
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
District Manager Signature

November 06, 2025
Date

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for
BOARD OF SUPERVISORS

District Name: Two Rivers South

Board Meeting Date: November 06, 2025

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nicholas Dister	X	\$200
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
District Manager Signature

November 06, 2025
Date

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Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name:	<u>Two Rivers South</u>
Board Meeting Date:	<u>November 06, 2025</u>

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nicholas Dister	X	\$200
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
District Manager Signature

November 06, 2025
Date

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

Two Rivers South Community Development District

Financial Statements
(Unaudited)

Period Ending
November 30, 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 November 30, 2025

(In Whole Numbers)

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash In Bank	\$ 14,637
Accounts Receivable	13,500
TOTAL ASSETS	\$ 28,137
<u>LIABILITIES</u>	
Accounts Payable	\$ 22,906
TOTAL LIABILITIES	22,906
<u>FUND BALANCES</u>	
Unassigned:	5,231
TOTAL FUND BALANCES	5,231
TOTAL LIABILITIES & FUND BALANCES	\$ 28,137

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 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>				
Interest - Investments	\$ -	\$ 66	\$ 66	0.00%
Developer Estimated Contribution	118,425	13,500	(104,925)	11.40%
TOTAL REVENUES	118,425	13,566	(104,859)	11.46%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	12,000	1,600	10,400	13.33%
ProfServ - Info Technology	600	183	417	30.50%
Recording Secretary	2,400	400	2,000	16.67%
ProfServ - Tax Collector	600	-	600	0.00%
Trustees Fees	6,500	-	6,500	0.00%
District Counsel	9,500	4,364	5,136	45.94%
District Engineer	9,500	-	9,500	0.00%
Administration	4,500	744	3,756	16.53%
District Management	25,000	4,165	20,835	16.66%
Accounting Services	9,000	1,875	7,125	20.83%
Auditing Services	6,000	-	6,000	0.00%
Website ADA Compliance	1,800	-	1,800	0.00%
Postage, Phone, Faxes, Copies	500	4	496	0.80%
Rentals and Leases	600	33	567	5.50%
General Liability	3,718	928	2,790	24.96%
Public Officials Insurance	2,663	652	2,011	24.48%
Legal Advertising	3,500	-	3,500	0.00%
Bank Fees	200	442	(242)	221.00%
Financial/Revenue Collections	1,200	200	1,000	16.67%
Meeting Expense	10,000	-	10,000	0.00%
Website Admin Services	1,200	200	1,000	16.67%
Dues, Licenses & Fees	175	175	-	100.00%
Total Administration	111,156	15,965	95,191	14.36%
<u>Contingency</u>				
Contingency Fund	7,269	-	7,269	0.00%
Total Contingency	7,269	-	7,269	0.00%
TOTAL EXPENDITURES	118,425	15,965	102,460	13.48%
Excess (deficiency) of revenues Over (under) expenditures	-	(2,399)	(2,399)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2025)		7,630		
FUND BALANCE, ENDING		\$ 5,231		

Bank Account Statement

Two Rivers South CDD

Thursday, December 18, 2025

Page 1
Z-SPAWAR

Bank Account No. 9334

Statement No. 11-25

Statement Date 11/30/2025

G/L Account No. 101002 Balance	14,636.80	Statement Balance	14,636.80
		Outstanding Deposits	0.00
Positive Adjustments	0.00		
Subtotal	14,636.80	Subtotal	14,636.80
Negative Adjustments	0.00	Outstanding Checks	0.00
Ending G/L Balance	14,636.80	Ending Balance	14,636.80

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
11/28/2025		JE000043	Interest - Investments	Interest Income	22.40	22.40	0.00
Total Deposits					22.40	22.40	0.00
Checks							
							0.00
10/13/2025	Payment	1071	NICHOLAS J. DISTER	Check for Vendor V00007	-200.00	-200.00	0.00
10/13/2025	Payment	1072	RYAN MOTKO	Check for Vendor V00008	-200.00	-200.00	0.00
10/30/2025	Payment	1079	STRALEY ROBIN VERICKER	Check for Vendor V00005	-3,221.54	-3,221.54	0.00
10/22/2025	Payment	1080	ALBERTO VIERA	Check for Vendor V00009	-200.00	-200.00	0.00
10/22/2025	Payment	1081	CARLOS DE LA OSSA	Check for Vendor V00010	-200.00	-200.00	0.00
10/22/2025	Payment	1082	NICHOLAS J. DISTER	Check for Vendor V00007	-200.00	-200.00	0.00
10/22/2025	Payment	1083	RYAN MOTKO	Check for Vendor V00008	-200.00	-200.00	0.00
11/21/2025		JE000044	Bank Fees	Bank Fees (Service Charges)	-242.78	-242.78	0.00
Total Checks					-4,664.32	-4,664.32	0.00

Adjustments

Total Adjustments

Outstanding Deposits

Total Outstanding Deposits

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 11/01/2025 to 11/30/2025
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
Total Checks Paid								\$0.00