

Two Rivers East Community Development District

Board of Supervisors

Nicholas Dister, Chair
Carlos de la Ossa, Vice Chair
Ryan Motko, Assistant Secretary
Thomas Spence, Assistant Secretary
Vacant, Assistant Secretary

Brian Lamb, District Manager
Angie Grunwald, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda

Tuesday, May 16, 2023, at 11:00 a.m.

The Regular Meeting of the **Two Rivers East Community Development District** will be held on **May 16, 2023** at **11:00 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638**. 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:

Call In Number: 1 (305) 224 1968

Meeting ID: 863 9686 1686

Passcode: 117533

<https://us06web.zoom.us/j/86396861686?pwd=WjdORVluavVxUGRXUXFaU1prTjVqQT09>

All cellular phones and pagers must be turned off during the meeting.

REGULAR MEETING OF BOARD OF SUPERVISORS

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. VENDOR AND STAFF REPORTS

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

4. BUSINESS ITEMS

- A. Resignation of Board of Supervisor – Steve Luce Tab 01
- B. Appointment of Board Member Replacement(s)
- C. Individual Board Member Acceptance or Waiver of Compensation
- D. Consideration of Resolution 2023-35; Re-Designation of Officers Tab 02
- E. Consideration of Resolution 2023-36; Approving the Proposed Fiscal Year 2024
 Budget & Setting Public Hearing Tab 03
- C. Announcement of Qualified Electors Tab 04
- D. Discussion on Matters Related to Bond Issuance
- C. General Matters of the District

5. CONSENT AGENDA ITEMS

- A. Consideration of Regular Meeting Minutes April 18, 2023 Tab 05

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. ADJOURNMENT

Sincerely,



District Manager

District Office

Inframark Community Development Services
2005 Pan Am Circle
Tampa, Florida 33607
(813) 873 – 7300

Meeting Location:

SpringHill Suites by Marriott Tampa Suncoast Parkway
16615 Crosspointe Run
Land O' Lakes, FL 34638

May 16, 2023
Board of Supervisors

Dear Board Members:

Please accept my letter of resignation as a member of the Board of Supervisors for the following Community Development Districts, effective immediately:

Two Rivers East

Two River West

Sincerely,

DocuSigned by:

Steve Luce

AEFABF1B7B694EB...

Steve Luce

RESOLUTION 2023-35

A RESOLUTION OF THE BOARD OF SUPERVISORS DESIGNATING THE OFFICERS OF TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Two Rivers East Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the County of Pasco; and

WHEREAS, the initial supervisors have taken and subscribed to the oath of office per F.S. 190.006(4); and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to organize by designating the Officers of the District per F.S. 190.006(6).

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

1. The following persons are elected to the offices shown, to wit:

<u>Nicholas Dister</u>	Chair
<u>Carlos de la Ossa</u>	Vice-Chair
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Angie Grunwald</u>	Assistant Secretary
<u>Ryan Motko</u>	Assistant Secretary
<u>Thomas Spence</u>	Assistant Secretary
<u>Mike Rainer</u>	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 16TH DAY OF May, 2023.

ATTEST:

**TWO RIVERS EAST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairman/ Vice Chairman

RESOLUTION 2023-36

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2023/2024; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Two Rivers East Community Development District (“**District**”) prior to June 15, 2023 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Proposed Budget**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

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

1. PROPOSED BUDGET APPROVED. The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit “A”** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. SETTING A PUBLIC HEARING. The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: August 15, 2023

HOUR: 11:00 am

LOCATION: SpringHill Suites by Marriott Tampa
Suncoast Parkway
16615 Crosspointe Run
Land O’Lakes, Florida 34648

3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco County at least 60 days prior to the hearing set above.

4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least 2 days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED ON MAY 16, 2023.

Attest:

**Two Rivers East Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

Print Name: _____
Chair/Vice Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2023/2024

2024

TWO RIVERS EAST
COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2024
PROPOSED ANNUAL OPERATING
BUDGET



May 16, 2023

TWO RIVERS EAST

	Fiscal Year 2023 Final Operating Budget	Fiscal Year 2024 Actual Operating Budget	Increase / Decrease from FY 2023 to FY 2024
REVENUES			
SPECIAL ASSESSMENTS			
Operations & Maintenance Assmts-Tax Roll	282395.00	0.00	-282395.00
Operations & Maintenance Assmts-Off Roll	193272.00	0.00	-193272.00
Discounts and Collection Fees	0.00	0.00	0.00
TOTAL SPECIAL ASSESSMENTS	475,667.00	0.00	(475,667.00)
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES			
Developer Contribution	0.00	118425.00	118425.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	0	118,425	118,425
TOTAL REVENUES	475,667	118,425	(357,242)
EXPENDITURES			
LEGISLATIVE			
Supervisor Fees	0.00	3000.00	3000.00
TOTAL LEGISLATIVE	0	3,000	3,000
FINANCIAL & ADMINISTRATIVE			
Administrative Services	10000.00	4500.00	-5500.00
District Manager	3750.00	25000.00	21250.00
District Engineer	0.00	9500.00	9500.00
Trustee Fees	6000.00	6500.00	500.00
Recording Secretary	25.00	2400.00	2375.00
Organizational Meeting/Initial Set Up	9000.00	4000.00	-5000.00
Construction Accounting	4200.00	9000.00	4800.00
Dissemination Services	9500.00	4200.00	-5300.00
Financial & Revenue Collections	20833.00	1200.00	-19633.00
Rentals & Leases	175.00	600.00	425.00
Office Supplies	0.00	100.00	100.00
Technology Services	22500.00	600.00	-21900.00
Accounting Services	2500.00	9000.00	6500.00
Auditing Services	0.00	6000.00	6000.00
Postage, Phone, Faxes, Copies	3598.00	500.00	-3098.00
Public Officials Insurance	4000.00	2500.00	-1500.00
Legal Advertising	100.00	3500.00	3400.00
Bank Fees	500.00	200.00	-300.00
Dues, Licenses & Fees	2000.00	175.00	-1825.00
Miscellaneous Fees	500.00	250.00	-250.00
Website Development & Maintenance	2625.00	1200.00	-1425.00
ADA Website Compliance	500.00	1800.00	1300.00
TOTAL FINANCIAL & ADMINISTRATIVE	102,306	92,725	(9,581)
LEGAL COUNSEL			
District Counsel	9500.00	9500.00	0.00
TOTAL LEGAL COUNSEL	9,500	9,500	0
OTHER PHYSICAL ENVIRONMENT			
General Liability Insurance	500.00	3200.00	2700.00
Aquatic Maintenance - Contract	17500.00	0.00	-17500.00
Debris Cleanup	0.00	0.00	0.00

TWO RIVERS EAST

Entry/Gate/Walls/Sinage Maintenance	1500.00	0.00	-1500.00
Facility A/C Maintenance	1000.00	0.00	-1000.00
Facility Janitorial R&M - Contract	7500.00	0.00	-7500.00
Facility Janitorial Supplies/Other	750.00	0.00	-750.00
Insurance - General Liability	3200.00	0.00	-3200.00
Irrigation Maintenance	5000.00	0.00	-5000.00
Landscape - Annuals	14000.00	0.00	-14000.00
Landscape - Other	5000.00	0.00	-5000.00
Landscape - Mulch	18500.00	0.00	-18500.00
Landscape - Plant Replacement Program	10000.00	0.00	-10000.00
Landscape Maintenance - Contract	136361.00	0.00	-136361.00
Pool - R&M	2500.00	0.00	-2500.00
Security	0.00	0.00	0.00
Amenity Cameras	0.00	0.00	0.00
TOTAL OTHER PHYSICAL ENVIRONMENT	223,311	3,200	(220,111)
Parks & Rec			
Access Control Fob Distribution	0.00	0.00	0.00
Access Control Maintenance & Fobs	2000.00	0.00	-2000.00
Amenity Furniture	0.00	0.00	0.00
Amenity R&M	7500.00	0.00	-7500.00
Contingency-Misc	2500.00	0.00	-2500.00
Field Services	12000.00	0.00	-12000.00
Dog Waste Station Service & Supplies	1500.00	0.00	-1500.00
Garbage Recreation Center	2800.00	0.00	-2800.00
Park Maintenance - Contract	300.00	0.00	-300.00
Pest Control - Amenity	0.00	0.00	0.00
Pool - Contract	12000.00	0.00	-12000.00
Pool - Permits	350.00	0.00	-350.00
Special Events	500.00	0.00	-500.00
Telephone/Internet Services	950.00	0.00	-950.00
TOTAL Parks & Rec	42,400	0	(42,400)
Road & Street Facilities			
Sidewalk/Pavement/Drainage Repair	1500.00	0.00	-1500.00
TOTAL Road & Street Facilities	1,500	0	(1,500)
Water - Sewer Combination Services			
Utility - Water/Sewer	4500.00	0.00	-4500.00
TOTAL Water - Sewer Combination Services	4,500	0	(4,500)
Electric Utility Services			
Utility - Electric	12000.00	0.00	-12000.00
Utility - Streetlights	75000.00	0.00	-75000.00
TOTAL Electric Utility Services	87,000	0	(87,000)
CONTINGENCY			
Miscellaneous	0.00	10000.00	10000.00
TOTAL RESERVES	0	10,000	10,000
TOTAL EXPENDITURES	470,517	118,425	(352,092)
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	5,150	0	(5,150)

SCHEDULE OF ANNUAL ASSESSMENTS ⁽¹⁾

Lot Size	EBU Value	Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2024 Total Assessment
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SERIES 2023					
Single Family 40'	1.00	560	\$1,383.00	\$83.19	\$1,466.19
Single Family 50'	1.25	446	\$1,729.00	\$103.99	\$1,832.99
Single-Family 60'	1.50	204	\$2,074.00	\$124.79	\$2,198.79
Subtotal					1,210
TOTAL					1,210

Notations:

⁽¹⁾ Annual assessments are adjusted for the County collection costs and statutory discounts for early payment.

listed are for informational purposes and reflect operations assessments once the community is complete based on the current

⁽³⁾ The District is actively undergoing construction to complete the capital project improvement program.



Brian E. Corley
Supervisor of Elections
PO Box 300
Dade City FL 33526-0300

Received

MAY 01 2023

1-800-851-8754
www.pascovotes.gov

April 26, 2023

Brian Lamb, District Manager
Meritus Corp
2005 Pan Am Circle Suite 300
Tampa FL 33607

Dear Brian Lamb:

Pursuant to your request, the following voter registration statistics are provided for their respective community development districts as of April 15, 2023.

• Two Rivers East Community Development District	0
• Two Rivers North Community Development District	0
• Two Rivers West Community Development District	0

As always, please call me if you have any questions or need additional information.

Sincerely,

Tiffannie A. Alligood
Chief Administrative Officer

TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT

April 18, 2023, Minutes of the Regular Meeting

MINUTES OF THE REGULAR MEETING

The Regular Meeting of the Board of Supervisors for the Two Rivers East Community Development District was held on **Tuesday, April 18, 2023, at 11:00 a.m.** at **Springhill Suites by Marriott Tampa Suncoast Parkway** located at **16615 Crosspointe Run, Land O'Lakes, FL 34638**.

1. CALL TO ORDER

Brian Lamb called the Regular Meeting of the Board of Supervisors of the Two Rivers East Community Development District to order on **Tuesday, April 18, 2023, at 11:25 a.m.**

Board Members Present and Constituting a Quorum:

Nick Dister	Chair	
Carlos De La Ossa	Vice Chairman	<i>(appointed during the meeting)</i>
Ryan Motko	Supervisor	
Thomas Spence	Supervisor	

Staff Members Present:

Brian Lamb District Manager, Inframark
Angie Grunwald District Manager, Inframark
John Vericker District Counsel, Straley Robin Vericker

There were no members of the general public in attendance.

2. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

3. VENDOR AND STAFF REPORTS

- A. District Counsel
- B. District Engineer

There were no District Counsel and Engineer reports currently.

C. District Manager

Ms. Grunwald discussed that the finance team is gearing up to prepare a delegation resolution with the engineer's report and methodology for the first issuance of bonds. Meeting will be held next week with bond counsel. They are projected to hold the next meeting on April 18th or earlier. It may take approximately three weeks for bond to be issued.

Ms. Grunwald stated there are currently 2 of the 4 permits for the pods. They should have the 3rd permit within the next few weeks.

49 4. BUSINESS ITEMS

50 A. Consideration of District Engineer's Report – AA1
51 B. Consideration of Supplemental Assessment Methodology Report
52 C. Consideration of Resolution 2023-34; Delegation Resolution
53 i. *Supplemental Trust Indenture*
54 ii. *Bond Purchase Contract*
55 iii. *Preliminary Limited Offering Memorandum*
56 iv. *Continuing Disclosure Agreement*

57 The Board reviewed the

MOTION TO:	Approve
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED /0 - Motion Passed Unanimously

66 D. General Matters of the District

67 There were no general matters of the District currently.

71 5. CONSENT AGENDA ITEMS

72 A. Consideration of Special Organizational Meeting Minutes October 12, 2022
73 B. Consideration of Landowner Election Meeting Minutes November 15, 2022
74 C. Consideration of Board of Supervisors Regular Meeting Minutes November 15,
75 2022
76 D. Consideration of Public Hearings, Audit and Regular Meeting Minutes
77 December 20, 2022

78 The Board reviewed and approved the consent agenda items.

MOTION TO:	Approve the Consent Agenda Items A through D as stated.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED /0 - Motion Passed Unanimously

91 **6. BOARD OF SUPERVISOR REQUESTS AND COMMENTS**
92

93 There were no supervisor requests or comments.
94

95 **7. ADJOURNMENT**
96

97 MOTION TO: Adjourn.
98 MADE BY: Supervisor de la Ossa
99 SECONDED BY: Supervisor Spence
100 DISCUSSION: None further
101 RESULT: Called to Vote: Motion PASSED
102 4/0 - Motion Passed Unanimously

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DRAFT

136

137 *Please note the entire meeting is available on disc.

138

139 *These minutes were done in summary format.

140

141 *Each person who decides to appeal any decision made by the Board with respect to any matter
142 considered at the meeting is advised that person may need to ensure that a verbatim record of the
143 proceedings is made, including the testimony and evidence upon which such appeal is to be based.

144

145 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
146 noticed meeting held on _____.**

147

148

149

150 **Signature**

151 **Signature**

152

153 **Printed Name**

154 **Printed Name**

155

156 **Title:**

157 **Title:**

158 **Secretary**

159 **Chairman**

160 **Assistant Secretary**

161 **Vice Chairman**

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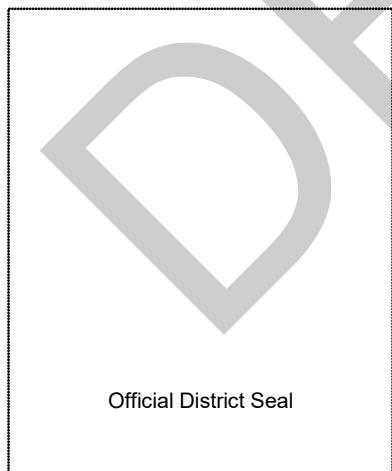
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Recorded by Records Administrator

Signature

Date



Official District Seal