

Two Rivers West Community Development District

Board of Supervisors

Nicholas Dister, Chair
Carlos de la Ossa, Vice-Chair
Ryan Motko, Assistant Secretary
Thomas Spence, Assistant Secretary
Steve Luce, Assistant Secretary

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

Regular Meeting Agenda

Tuesday, March 21, 2023, at 11:00 a.m.

The Regular Meeting of the Two Rivers West Community Development District will be held on **March 21, 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: 885 1156 3547

Passcode: 030195

Join Zoom Meeting

<https://us06web.zoom.us/j/88511563547?pwd=N1loc0FyY3BreUZuRHQ1ZW9NM2I1Zz09>

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. Consideration of Resolution 2023-03; Approving Amended FY 2023 Operating Budget.....Tab 01
- B. General Matters of the District

5. CONSENT AGENDA ITEMS

- A. Consideration of Regular Board of Supervisors Meeting January 17, 2023Tab 02
- B. Consideration of Operations and Maintenance Expenditures December 2022Tab 03
- C. Consideration of Operations and Maintenance Expenditures January 2023Tab 04
- D. Consideration of Operations and Maintenance Expenditures February 2023Tab 05
- E. Review of Financial Statements for Month Ended February 28, 2023..... Tab 06

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. ADJOURNMENT

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,



District Manager

District Office

Inframark Management Services
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607
(813) 873 – 7300

Meeting Location:

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

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Two Rivers West 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 unincorporated Pasco County, Florida;

WHEREAS, the Board of Supervisors of the District (the “**Board**”) adopted a General Fund Budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023;

WHEREAS, pursuant to Section 189.016, Florida Statutes the Board desires to reallocate funds budgeted to reflect re-appropriated revenues and expenses during Fiscal Year 2022/2023.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

1. **Amending the General Fund Budget for Fiscal Year 2022/2023.** The General Fund Budget for Fiscal Year 2022/2023 is hereby amended as shown in **Exhibit “A”** attached hereto. The District Manager shall post the amended budget on the District’s official website within 5 days after adoption and ensure it remains on the website for at least 2 years.
2. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21st DAY OF MARCH, 2023.

Attest:

**Two Rivers West Community
Development District**

Name: _____
Secretary/Assistant Secretary

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

Exhibit A: Amended General Fund Budget for Fiscal Year 2022/2023

2023

TWO RIVERS WEST

COMMUNITY DEVELOPMENT DISTRICT

AMENDED

FISCAL YEAR 2023

FINAL ANNUAL OPERATING BUDGET



March 15, 2023

TWO RIVERS WEST

COMMUNITY DEVELOPMENT DISTRICT

AMENDED

FISCAL YEAR 2023

FINAL ANNUAL OPERATING BUDGET

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March 15, 2023

TWO RIVERS WEST

COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Two Rivers West Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2023, which begins on October 1, 2022. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2018 Special Assessment Revenue Bonds
201	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2020 Special Assessment Revenue Bonds

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

Two Rivers West COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2022 Final Operating Budget	Current Period Actuals 10/01/21 - 03/31/22	Projected Revenues & Expenditures 04/01/22 - 09/30/22	Total Actuals and Projections thru 09/30/22	Over (Under) Budget Through 09/30/22
REVENUES					
SPECIAL ASSESSMENTS - SERVICE CHARGES					
Operations & Maintenance Assmts-Tax Roll	684516.66	0.00	684516.66	684516.66	0.00
Operations & Maintenance Assmts- Off Roll	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES	684516.66	0.00	684516.66	684516.66	0.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Fundings	0.00	15000.00	-15000.00	0.00	0.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	0.00	15000.00	-15000.00	0.00	0.00
TOTAL REVENUES	684516.66	15000.00	669516.66	684516.66	0.00
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees	10000.00	1600.00	3400.00	5000.00	-5000.00
TOTAL LEGISLATIVE	10000.00	1600.00	3400.00	5000.00	-5000.00
FINANCIAL & ADMINISTRATIVE					
Administrative Services	3750.00	0.00	1875.00	1875.00	-1875.00
District Manager	20833.33	0.00	10416.50	10416.50	-10416.83
District Engineer	9500.00	0.00	4750.00	4750.00	-4750.00
Recording Secretary	2000.00	0.00	1000.00	1000.00	-1000.00
Organizational Meeting/Initial Set Up	4000.00	0.00	2000.00	2000.00	-2000.00
Construction Accounting	4500.00	0.00	4500.00	4500.00	0.00
Dissemination Services	2083.33	0.00	1050.00	1050.00	-1033.33
Financial & Revenue Collections	2625.00	0.00	1312.50	1312.50	-1312.50
Rentals & Leases	500.00	0.00	0.00	0.00	-500.00
Office Supplies	100.00	0.00	50.00	50.00	-50.00
Technology Services	500.00	0.00	250.00	250.00	-250.00
Accounting Services	10000.00	0.00	5000.00	5000.00	-5000.00
Auditing Services	0.00	0.00	0.00	0.00	0.00
Postage, Phone, Faxes, Copies	500.00	0.00	250.00	250.00	-250.00
Public Officials Insurance	2500.00	0.00	1250.00	1250.00	-1250.00
Legal Advertising	3500.00	6226.40	-4476.40	1750.00	-1750.00
Bank Fees	200.00	25.00	75.00	100.00	-100.00
Dues, Licenses & Fees	175.00	0.00	87.50	87.50	-87.50
Miscellaneous Fees	250.00	0.00	125.00	125.00	-125.00
Website Development & Maintenance	2000.00	0.00	1000.00	1000.00	-1000.00
ADA Website Compliance	1800.00	2900.00	0.00	2900.00	1100.00
TOTAL FINANCIAL & ADMINISTRATIVE	71316.66	9151.40	30515.10	39666.50	-31650.16
LEGAL COUNSEL					
District Counsel	9500.00	10483.29	0.00	10483.29	983.29
TOTAL DISTRICT COUNSEL	9500.00	10483.29	0.00	10483.29	983.29
Electric Utility Services					
Electric Utility Services - StreetLights	135000.00	0.00	67500.00	67500.00	-67500.00
Electric Utility Services - All Others	6000.00	0.00	3000.00	3000.00	-3000.00
TOTAL ELECTRIC UTILITY SERVICES	141000.00	0.00	70500.00	70500.00	-70500.00
Stormwater Control					
Aquatic Maintenance	30000.00	0.00	15000.00	15000.00	-15000.00
Aquatic Plant Replacement	500.00	0.00	250.00	250.00	-250.00
TOTAL STORMWATER CONTROL	30500.00	0.00	15250.00	15250.00	-15250.00
OTHER PHYSICAL ENVIRONMENT					
General Liability Insurance	3200.00	0.00	1600.00	1600.00	-1600.00
Property & Casualty Insurance	22500.00	0.00	11250.00	11250.00	-11250.00
Entry & Wall Maintenance	2500.00	0.00	1250.00	1250.00	-1250.00
Landscape Maintenance	280000.00	0.00	140000.00	140000.00	-140000.00
Miscellaneous Landscape	5000.00	0.00	2500.00	2500.00	-2500.00
Plant Replacement Program	15000.00	0.00	7500.00	7500.00	-7500.00
Irrigation Maintenance	5000.00	0.00	2500.00	2500.00	-2500.00
Landscape Mulch	40000.00	0.00	20000.00	20000.00	-20000.00
Landscape Annuals	30000.00	0.00	15000.00	15000.00	-15000.00
TOTAL OTHER PHYSICAL ENVIRONMENT	403200.00	0.00	201600.00	201600.00	-201600.00
OTHER PHYSICAL ENVIRONMENT					
Pavement & Drainage Maintenance	1500.00	0.00	750.00	750.00	-750.00
TOTAL PAVEMENT & DRAINAGE MAINTENANCE	1500.00	0.00	750.00	750.00	-750.00
PARKS & RECREATION					
Field Services	12000.00	0.00	6000.00	6000.00	-6000.00
Playground Equipment Maintenance	1000.00	0.00	500.00	500.00	-500.00
Events Service & Supplies	500.00	0.00	250.00	250.00	-250.00
Dog Waste Station Service & Supplies	1500.00	0.00	750.00	750.00	-750.00
TOTAL PARKS & RECREATION	15000.00	0.00	7500.00	7500.00	-7500.00
CONTINGENCY					
Miscellaneous Contingency	2500.00	0.00	2500.00	2500.00	0.00
TOTAL CONTINGENCY	2500.00	0.00	2500.00	2500.00	0.00
TOTAL EXPENDITURES	684516.66	21234.69	332015.10	353249.79	-331266.87
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	0.00	-6234.69	337501.56	331266.87	331266.87

Two Rivers West COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2022 Final Operating Budget	Total Actuals and Projections thru 09/30/22	Over (Under) Budget Through 09/30/22	Fiscal Year 2023 Final Operating Budget	Increase / Decrease from FY 2022 to FY 2023
REVENUES					
SPECIAL ASSESSMENTS - SERVICE CHARGES					
Operations & Maintenance Assmts-Tax Roll	684516.66	684516.66	0.00	118425.00	-566091.66
Operations & Maintenance Assmts- Off Roll	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES	684516.66	684516.66	0.00	118425.00	-566091.66
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Fundings	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	684516.66	684516.66	0.00	118425.00	-566091.66
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees	10000.00	5000.00	-5000.00	3000.00	-7000.00
TOTAL LEGISLATIVE	10000.00	5000.00	-5000.00	3000.00	-7000.00
FINANCIAL & ADMINISTRATIVE					
Administrative Services	3750.00	1875.00	-1875.00	4500.00	750.00
District Manager	20833.33	10416.50	-10416.83	25000.00	4166.67
District Engineer	9500.00	4750.00	-4750.00	9500.00	0.00
Trustee Fees	0.00	0.00	0.00	6500.00	6500.00
Recording Secretary	2000.00	1000.00	-1000.00	2400.00	400.00
Organizational Meeting/Initial Set Up	4000.00	2000.00	-2000.00	4000.00	0.00
Construction Accounting	4500.00	4500.00	0.00	9000.00	4500.00
Dissemination Services	2083.33	1050.00	-1033.33	4200.00	2116.67
Financial & Revenue Collections	2625.00	1312.50	-1312.50	1200.00	-1425.00
Rentals & Leases	500.00	0.00	-500.00	600.00	100.00
Office Supplies	100.00	50.00	-50.00	100.00	0.00
Technology Services	500.00	250.00	-250.00	600.00	100.00
Accounting Services	10000.00	5000.00	-5000.00	9000.00	-1000.00
Auditing Services	0.00	0.00	0.00	6000.00	6000.00
Postage, Phone, Faxes, Copies	500.00	250.00	-250.00	500.00	0.00
Public Officials Insurance	2500.00	1250.00	-1250.00	2500.00	0.00
Legal Advertising	3500.00	1750.00	-1750.00	3500.00	0.00
Bank Fees	200.00	100.00	-100.00	200.00	0.00
Dues, Licenses & Fees	175.00	87.50	-87.50	175.00	0.00
Miscellaneous Fees	250.00	125.00	-125.00	250.00	0.00
Website Development & Maintenance	2000.00	1000.00	-1000.00	1200.00	-800.00
ADA Website Compliance	1800.00	2900.00	1100.00	1800.00	0.00
TOTAL FINANCIAL & ADMINISTRATIVE	71316.66	39666.50	-31650.16	92725.00	21408.34
LEGAL COUNSEL					
District Counsel	9500.00	10483.29	983.29	9500.00	0.00
TOTAL DISTRICT COUNSEL	9500.00	10483.29	983.29	9500.00	0.00
Electric Utility Services					
Electric Utility Services - StreetLights	135000.00	67500.00	-67500.00	0.00	-135000.00
Electric Utility Services - All Others	6000.00	3000.00	-3000.00	0.00	-6000.00
TOTAL ELECTRIC UTILITY SERVICES	141000.00	70500.00	-70500.00	0.00	-141000.00
Stormwater Control					
Aquatic Maintenance	30000.00	15000.00	-15000.00	0.00	-30000.00
Aquatic Plant Replacement	500.00	250.00	-250.00	0.00	-500.00
TOTAL STORMWATER CONTROL	30500.00	15250.00	-15250.00	0.00	-30500.00
OTHER PHYSICAL ENVIRONMENT					
General Liability Insurance	3200.00	1600.00	-1600.00	3200.00	0.00
Property & Casualty Insurance	22500.00	11250.00	-11250.00	0.00	-22500.00
Entry & Wall Maintenance	2500.00	1250.00	-1250.00	0.00	-2500.00
Landscape Maintenance	280000.00	140000.00	-140000.00	0.00	-280000.00
Miscellaneous Landscape	5000.00	2500.00	-2500.00	0.00	-5000.00
Plant Replacement Program	15000.00	7500.00	-7500.00	0.00	-15000.00
Irrigation Maintenance	5000.00	2500.00	-2500.00	0.00	-5000.00
Landscape Mulch	40000.00	20000.00	-20000.00	0.00	-40000.00
Landscape Annuals	30000.00	15000.00	-15000.00	0.00	-30000.00
TOTAL OTHER PHYSICAL ENVIRONMENT	403200.00	201600.00	-201600.00	3200.00	-400000.00
OTHER PHYSICAL ENVIRONMENT					
Pavement & Drainage Maintenance	1500.00	750.00	-750.00	0.00	-1500.00
TOTAL PAVEMENT & DRAINAGE MAINTENANCE	1500.00	750.00	-750.00	0.00	-1500.00
PARKS & RECREATION					
Field Services	12000.00	6000.00	-6000.00	0.00	-12000.00
Playground Equipment Maintenance	1000.00	500.00	-500.00	0.00	-1000.00
Events Service & Supplies	500.00	250.00	-250.00	0.00	-500.00
Dog Waste Station Service & Supplies	1500.00	750.00	-750.00	0.00	-1500.00
TOTAL PARKS & RECREATION	15000.00	7500.00	-7500.00	0.00	-15000.00
CONTINGENCY					
Miscellaneous Contingency	2500.00	2500.00	0.00	10000.00	7500.00
TOTAL CONTINGENCY	2500.00	2500.00	0.00	10000.00	7500.00
TOTAL EXPENDITURES	684516.66	353249.79	-331266.87	118425.00	-566091.66
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	0.00	331266.87	331266.87	0.00	0.00

TWO RIVERS WEST

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Miscellaneous Administration

This is required of the District to store its official records.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Investment Reporting Fees

This is to provide an investment report to the District on a quarterly basis.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Technology Services

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

Website Administration

This is for maintenance and administration of the District's official website.

Capital Outlay

This is to purchase new equipment as required.

Legal Counsel

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

Electric Utility Services

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity needs.

Garbage/Solid Waste Control Services

Garbage Collection

This item is for pick up at the recreation facility and parks as needed.

Water-Sewer Combination Services

Water Utility Services

This item is for the potable and non-potable water used for irrigation.

Other Physical Environment

Waterway Management System

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.

TWO RIVERS WEST

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

Property Taxes

This item is for property taxes assessed to lands within the District.

Irrigation Maintenance

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

Pool Maintenance

This item is necessary to contract with a vendor to maintain the pool within state guidelines for public use.

Clubhouse Maintenance

This item provides for operations, maintenance, and supplies to the District's Amenity Center.

TWO RIVERS WEST

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

SERIES 2022 BOND ANTICIPATION NOTE

REVENUES

CDD Debt Service Assessments	\$ 12,042,225
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TOTAL REVENUES	\$ 12,042,225
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EXPENDITURES

Series 2022 Janaury Bond Interest Payment	\$ 342,225
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Series 2022 January Bond Principal Payment	\$ 11,700,000
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TOTAL EXPENDITURES	\$ 12,042,225
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EXCESS OF REVENUES OVER EXPENDITURES	\$ -
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ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2022	\$ 11,700,000
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Principal Payment Applied Toward Series 2022 Bonds	\$ 11,700,000
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Bonds Outstanding - Period Ending 11/1/2023	\$ -
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TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT

ASSESSMENT SUMMARY

Lot Size	EAU Value	Unit Count	Total EAUs	Debt Service Per Unit	O&M Per Unit	FY 2022 Total Assessment
Multi Family 28'	0.70	155.00	108.50	\$0.00	\$54.70	\$54.70
Multi Family 35'	0.88	116.00	101.50	\$0.00	\$54.70	\$54.70
Single Family 40'	1.00	104.00	104.00	\$0.00	\$54.70	\$54.70
Single Family 50'	1.25	880.00	1,100.00	\$0.00	\$54.70	\$54.70
Single Family 60'	1.50	681.00	1,021.50	\$0.00	\$54.70	\$54.70
Single Family 65'	1.63	43.00	69.88	\$0.00	\$54.70	\$54.70
Single Family 70'	1.75	170.00	297.50	\$0.00	\$54.70	\$54.70
Single Family 74'	1.85	16.00	29.60	\$0.00	\$54.70	\$54.70
Undeveloped Acreage	1.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Subtotal		2165.00	2832.48			

Notations:

(1) Assessments shown are net of County 2% collection cost and 4% early payment discount.

TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT

January 17, 2023, Minutes of the Regular Meeting

MINUTES OF THE REGULAR MEETING

The Regular Meetings of the Board of Supervisors for the Two Rivers West Community Development District was held on **Tuesday, January 17, 2023, at 11:00 a.m.** at Springhill Suites by Marriott Tampa Suncoast Parkway located at 16615 Bexley Village Dr., Land O'Lakes, FL 34638.

1. CALL TO ORDER

Angie Grunwald called the Regular Meetings of the Board of Supervisors of the Two Rivers West Community Development District to order on **Tuesday, January 17, 2023, at 11:17 a.m.**

Board Members Present and Constituting a Quorum:

Nick Dister	Supervisor
Thomas Spence	Supervisor
Steve Luce	Supervisor

Staff Members Present:

Angie Grunwald	District Manager, Inframark
John M. 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
- C. District Manager

There were no staff reports at this time.

4. BUSINESS ITEMS

A. Consideration of Maintenance Indemnification Agreement

Mr. Vericker discussed with the Board that the Maintenance Indemnification Agreement is for the off-site utilities on public road that has been requested by Pasco County for one year. Awaiting on the warranty by REPA. REPA will take care of the maintenance issues.

MOTION TO: Approve the Maintenance Indemnification Agreement.
MADE BY: Supervisor Luce
SECONDED BY: Supervisor Dister
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

B. Acceptance of Board of Supervisor Resignation, Seat 1 – Jeffery Hills

The Board reviewed and accepted Jefferey Hills resignation letter for Seat 1 on the Board of Supervisors.

MOTION TO: Accept Jefferey Hills resignation letter for Seat 1 on the Board of Supervisor for Two Rivers West.
MADE BY: Supervisor Dister
SECONDED BY: Supervisor Luce
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

C. Appointment of Supervisor to Open Board Seat

The Board reviewed and discussed to appoint Carlos De la Ossa to Seat 1 for the Board of Supervisors.

MOTION TO: Appoint Carlos De la Ossa to Seat 1 for the Board of Supervisors.
MADE BY: Supervisor Dister
SECONDED BY: Supervisor Luce
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

D. Consideration of Resolution 2023-02; Redesignating Officers

The Board reviewed and discussed the resolution and redesignated Nick Dister as Chairman and Carlos De la Ossa as Vice-Chairman. The reminder of the Board as the Assistant Secretary.

MOTION TO: Approve Resolution 2023-02 as stated.
MADE BY: Supervisor Spence
SECONDED BY: Supervisor Dister
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

E. General Matters of the District

There were no General Matters of the District currently.

5. CONSENT AGENDA ITEMS

A. Consideration of Board of Supervisors Meeting December 20, 2022

B. Consideration of Operations and Maintenance Expenditures November 2022

C. Review of Financial Statements for Month Ending November 30, 2022

The Board reviewed the consent agenda items.

MOTION TO: Approve Consent Agenda Items A through C.
MADE BY: Supervisor Dister
SECONDED BY: Supervisor Luce
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

6. SUPERVISOR REQUESTS AND COMMENTS

Supervisor Dister questioned the performance bond at the intersection. The District Counsel Mr. Vericker requested a motion for the District to be authorized to sign the identification agreement for performance or maintenance Bond for improvements.

MOTION TO: Authorize the District to sign the Indemnification Agreement for performance or maintenance Bond for public improvement of the District.
MADE BY: Supervisor Dister
SECONDED BY: Supervisor Luce
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

7. AUDIENCE COMMENTS

There were no audience comments.

8. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Spence
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

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

**These minutes were done in summary format.*

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

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

Signature

Printed Name

Title:

- ☐ Secretary
☐ Assistant Secretary

Signature

Printed Name

Title:

- ☐ Chairman
☐ Vice Chairman

Recorded by Records Administrator

Signature

Date

Official District Seal

TWO RIVERS WEST CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
INFRAMARK LLC	80919	\$2,008.59		JULY 2022 DISTRICT MANAGEMENT
INFRAMARK LLC	82017	\$3,713.01		AUGUST 2022 DISTRICT MANAGEMENT
INFRAMARK LLC	86286	\$3,719.22		NOVEMBER 2022 DISTRICT MANAGEMENT
INFRAMARK LLC	87625	\$3,709.47	\$13,150.29	DECEMBER 2022 DISTRICT MANAGEMENT
Monthly Contract Subtotal		\$13,150.29		
Variable Contract				
STRALEY ROBIN VERICKER	22407	\$33.00		PROFESSIONAL SERVICES THRU - 11/15/22
STRALEY ROBIN VERICKER	22533	\$179.85	\$212.85	PROFESSIONAL SERVICES THROUGH 12.15.2022
Variable Contract Subtotal		\$212.85		
Utilities		\$0.00		
Utilities Subtotal		\$0.00		
Regular Services				
ADA SITE COMPLIANCE	2546	\$1,500.00		WEBSITE COMPLIANCE
RYAN MOTKO	RM 122022	\$200.00		BOS MEETING 12.20.2022
STEVEN K. LUCE	SL 122022	\$200.00		BOS MEETING 12.20.2022
THOMAS R. SPENCE	TS 122022	\$200.00		BOS MEETING 12.20.2022
Regular Services Subtotal		\$2,100.00		
Additional Services		\$0.00		
Additional Services Subtotal		\$0.00		
TOTAL		\$15,463.14		

TWO RIVERS WEST CDD Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description

Approved (with any necessary revisions noted):

Signature:

Title (Check one):

☐ Chariman ☐ Vice Chariman ☐ Assistant Secretary



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

#80919

CUSTOMER ID

C2411

PO#

INVOICE

DATE

7/31/2022

NET TERMS

Net 30

DUE DATE

8/30/2022

BILL TO

Two Rivers West CDD
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: July 2022

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Postage- June	6	Ea	0.53		3.18
B/W Copies- June	27	Ea	0.20		5.40
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
Administration	1	Ea	166.67		166.67
Accounting Services	1	Ea	375.00		375.00
District Management	1	Ea	1,166.67		1,166.67
Subtotal					2,008.59

Subtotal

\$2,008.59

Tax

\$0.00

Total Due

\$2,008.59

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

INVOICE

INVOICE#

#82017

DATE

8/25/2022

CUSTOMER ID

C2411

NET TERMS

Net 30

PO#**DUE DATE**

9/24/2022

BILL TO

Two Rivers West CDD
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: August 2022

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Postage - Postage- July	4	Ea	0.57		2.28
Copies - B/W Copies- July	12	Ea	0.20		2.40
Technology Services - Technology/Data Storage	1	Ea	50.00		50.00
Record Storage Fee - Rental & Leases	1	Ea	50.00		50.00
Recording Svcs - Financial & Revenue Collection	1	Ea	100.00		100.00
Website Maintenance - Website Maintenance / Admin	1	Ea	100.00		100.00
Recording Svcs - Recording Secretary	1	Ea	200.00		200.00
District Management Services - Administration	1	Ea	375.00		375.00
Accounting Services - Accounting Services	1	Ea	750.00		750.00
District Management Services - District Management	1	Ea	2,083.33		2,083.33
Subtotal					3,713.01

Subtotal

\$3,713.01

Tax

\$0.00

Total Due

\$3,713.01

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

INVOICE

INVOICE#

#86286

DATE

11/30/2022

CUSTOMER ID

C2411

NET TERMS

Net 30

PO#**DUE DATE**

12/30/2022

BILL TO

Two Rivers West CDD
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: November 2022

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
District Management Services - District Management	1	Ea	2,083.33		2,083.33
Accounting Services - Accounting Services	1	Ea	750.00		750.00
District Management Services - Administration	1	Ea	375.00		375.00
Recording Svcs - Recording Secretary	1	Ea	200.00		200.00
Recording Svcs - Financial & Revenue Collection	1	Ea	100.00		100.00
Website Maintenance - Website Maintenance / Admin	1	Ea	100.00		100.00
Technology Services - Technology/Data Storage	1	Ea	50.00		50.00
Record Storage Fee - Rental & Leases	1	Ea	50.00		50.00
Postage - Postage- September	17	Ea	0.57		9.69
Copies - B/W Copies- September	6	Ea	0.20		1.20
Subtotal					3,719.22

Subtotal

\$3,719.22

Tax

\$0.00

Total Due

\$3,719.22

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

INVOICE#

#87625

CUSTOMER ID

C2411

PO#

INVOICE

DATE

12/21/2022

NET TERMS

Net 30

DUE DATE

1/20/2023

BILL TO

Two Rivers West CDD
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: December 2022

DESCRIPTION	QTY	UOM	RATE	MARKUPP	AMOUNT
District Management Services - District Management	1	Ea	2,083.33		2,083.33
Accounting Services - Accounting Services	1	Ea	750.00		750.00
District Management Services - Administration	1	Ea	375.00		375.00
Recording Svcs - Recording Secretary	1	Ea	200.00		200.00
Recording Svcs - Financial & Revenue Collection	1	Ea	100.00		100.00
Website Maintenance - Website Maintenance / Admin	1	Ea	100.00		100.00
Technology Services - Technology/Data Storage	1	Ea	50.00		50.00
Record Storage Fee - Rental & Leases	1	Ea	50.00		50.00
Postage - Postage- September	2	Ea	0.57		1.14
Subtotal					3,709.47

Subtotal

\$3,709.47

Tax

\$0.00

Total Due

\$3,709.47

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 West Community Development District
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

December 01, 2022
Client: 001578
Matter: 000001
Invoice #: 22407

Page: 1

RE: General

For Professional Services Rendered Through November 15, 2022

SERVICES

Date	Person	Description of Services	Hours	Amount
10/25/2022	LB	FINALIZE QUARTERLY REPORT TO DISSEMINATION AGENT RE PERIOD ENDED SEPTEMBER 30, 2022; PREPARE CORRESPONDENCE TO DISSEMINATION TRANSMITTING SAME.	0.2	\$33.00
Total Professional Services			0.2	\$33.00
Total Services			\$33.00	
Total Disbursements			\$0.00	
Total Current Charges				\$33.00
Previous Balance				\$139.50
PAY THIS AMOUNT				\$172.50

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
22258	October 27, 2022	\$139.50	\$0.00	\$0.00	\$0.00	\$172.50
Total Remaining Balance Due						\$172.50

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$33.00	\$139.50	\$0.00	\$0.00

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Two Rivers West Community Development District
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

December 29, 2022

Client: 001578

Matter: 000001

Invoice #: 22533

Page: 1

RE: General

For Professional Services Rendered Through December 15, 2022

SERVICES

Date	Person	Description of Services	Hours	Amount
12/13/2022	LB	PREPARE DRAFT RESOLUTION ADOPTING SUPPLEMENTAL ASSESSMENTS/FINAL TERMS.	1.0	\$165.00
Total Professional Services			1.0	\$165.00

DISBURSEMENTS

Date	Description of Disbursements	Amount
12/15/2022	Photocopies	\$14.85
Total Disbursements		\$14.85

December 29, 2022
Client: 001578
Matter: 000001
Invoice #: 22533

Page: 2

Total Services	\$165.00	
Total Disbursements	\$14.85	
Total Current Charges		\$179.85
Previous Balance		\$172.50
Less Payments		(\$139.50)
PAY THIS AMOUNT		\$212.85

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
22407	December 01, 2022	\$33.00	\$0.00	\$0.00	\$0.00	\$212.85
Total Remaining Balance Due						\$212.85

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$212.85	\$0.00	\$0.00	\$0.00

ADA Site Compliance
 6400 Boynton Beach Blvd 742721
 Boynton Beach, FL 33474
 accounting@adasitecompliance.com



Invoice

BILL TO

Billing Meritus
 Meritus Districts

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2546	12/23/2022	\$1,500.00	01/06/2023	14	

DESCRIPTION	QTY	RATE	AMOUNT
For Two Rivers West CDD: compliant and accessible website, quarterly software-based audits, customized accessibility policy, Compliance Shield, and two hours of annual support.	1	1,500.00	1,500.00

BALANCE DUE

\$1,500.00

TWO RIVERS WEST CDD

MEETING DATE: December 20, 2022

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister		Accept	\$200
Thomas Spence	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Steve Luce	✓	Accept	\$200
Jeffrey S. Hills		Accept	\$200

DMS Staff Signature Brian Lamb

Rm 122022

TWO RIVERS WEST CDD

MEETING DATE: December 20, 2022

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister		Accept	\$200
Thomas Spence	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Steve Luce	✓	Accept	\$200
Jeffrey S. Hills		Accept	\$200

DMS Staff Signature Brian Lamb

SL122022

TWO RIVERS WEST CDD

MEETING DATE: December 20, 2022

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister		Accept	\$200
Thomas Spence	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Steve Luce	✓	Accept	\$200
Jeffrey S. Hills		Accept	\$200

DMS Staff Signature Brian Lamb

TS 122022

TWO RIVERS WEST CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract		\$0.00		
Monthly Contract Subtotal		\$0.00		
Variable Contract				
JEFFERY S. HILLS	JH 081622	\$200.00		SUPERVISOR FEE 08/16/22
STEVEN K. LUCE	SL 011723	\$200.00		SUPERVISOR FEE 01/17/23
THOMAS R. SPENCE	TS 011723	\$200.00		SUPERVISOR FEE 01/17/23
Variable Contract Subtotal		\$600.00		
Utilities		\$0.00		
Utilities Subtotal		\$0.00		
Regular Services				
STANTEC CONSULTING	2030146	\$456.00		GENERAL CONSULTING - PROFESSIONAL SERVICES THRU - 12/30/22
Regular Services Subtotal		\$456.00		
Additional Services		\$0.00		
Additional Services Subtotal		\$0.00		
TOTAL		\$1,056.00		

Approved (with any necessary revisions noted):

Signature: _____

Title (Check one):

☐ Chariman ☐ Vice Chariman ☐ Assistant Secretary

TWO RIVERS WEST CDD

MEETING DATE: August 16, 2022

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister	☒	Accept	\$200
Thomas Spence	☐	Accept	\$200
Ryan Motko	☒	Accept	\$200
Steve Luce	☐	Accept	\$200
Jeffrey S. Hills	☒	Accept	\$200

DMS Staff Signature Brian Lamb

JH 081622

TWO RIVERS WEST CDD

MEETING DATE: January 17, 2023

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister Vice Chair	✓	Accept	\$200
Thomas Spence	✓	Accept	\$200
Ryan Motko		Accept	\$200
Steve Luce	✓	Accept	\$200
Carlos de la Ossa Chair		Accept	\$200

DMS Staff Signature Brian Lamb

SL 011723

TWO RIVERS WEST CDD

MEETING DATE: January 17, 2023

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister Vice Chair	✓	Accept	\$200
Thomas Spence	✓	Accept	\$200
Ryan Motko		Accept	\$200
Steve Luce	✓	Accept	\$200
Carlos de la Ossa Chair		Accept	\$200

DMS Staff Signature Brian Lamb

TS 01/17/23

Invoice Number	2030146
Invoice Date	January 12, 2023
Purchase Order	215616742
Customer Number	175060
Project Number	215616742

Bill To

Two Rivers West CDD
Accounts Payable
c/o Inframark
210 North University Drive, Suite 702
Coral Springs FL 33071
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States

Project	Two Rivers West CDD			
	Project Manager	Stewart, Tonja L	For Period Ending	December 30, 2022
	Current Invoice Total (USD)	456.00		

Process requisitions

Top Task **2023** **2023 FY General Consulting**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Nurse, Vanessa M	1.00	144.00	144.00
Stewart, Tonja L	1.50	208.00	312.00
Subtotal Professional Services	<u>2.50</u>		<u>456.00</u>

Top Task Subtotal	2023 FY General Consulting	456.00
	Total Fees & Disbursements	<u>456.00</u>
	INVOICE TOTAL (USD)	456.00

Due upon receipt or in accordance with terms of the contract

Please contact Summer Fillinger if you have any questions concerning this invoice.

Phone: (262) 241-8222 [E-mail: Summer.Fillinger@Stantec.com](mailto:Summer.Fillinger@Stantec.com)

**** PLEASE SEND AN INVOICE # WITH PAYMENT ****

Thank you.

TWO RIVERS WEST CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract		\$0.00		
Monthly Contract Subtotal		\$0.00		
Variable Contract				
NICHOLAS J. DISTER	ND 011723	\$200.00		SUPERVISOR FEE 01/17/23
STRALEY ROBIN VERICKER	22640	\$624.85		GENERAL CONSULTING - PROFESSIONAL SERVICES THRU - 01/15/23
Variable Contract Subtotal		\$824.85		
Utilities		\$0.00		
Utilities Subtotal		\$0.00		
Regular Services				
STANTEC CONSULTING	2041286	\$628.00		PROJECT MANAGER SERVICES THRU - 01/27/23
Regular Services Subtotal		\$628.00		
Additional Services		\$0.00		
Additional Services Subtotal		\$0.00		
TOTAL		\$1,452.85		

Approved (with any necessary revisions noted):

Signature: _____

Title (Check one):

☐ Chariman ☐ Vice Chariman ☐ Assistant Secretary

TWO RIVERS WEST CDD

MEETING DATE: January 17, 2023

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dişter Vice Chair	✓	Accept	\$200
Thomas Spence	✓	Accept	\$200
Ryan Motko		Accept	\$200
Steve Luce	✓	Accept	\$200
Carlos de la Ossa Chair		Accept	\$200

DMS Staff Signature Brian Lamb

ND 011723

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Two Rivers West Community Development District
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

January 27, 2023

Client: 001578

Matter: 000001

Invoice #: 22640

Page: 1

RE: General

For Professional Services Rendered Through January 15, 2023

SERVICES

Date	Person	Description of Services	Hours	Amount
12/16/2022	JMV	PREPARE RESOLUTION FOR CDD BOARD MEETING.	0.3	\$106.50
12/19/2022	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING.	0.3	\$106.50
12/19/2022	MS	REVIEW STATUS OF DISTRICTS ROADWAYS RE: PASCO COUNTY PAVING ASSESSMENT UPDATES AND MAKE UPDATES TO DISTRICT LIST.	0.2	\$33.00
12/20/2022	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.5	\$177.50
1/6/2023	LB	PREPARE QUARTERLY REPORT TO DISSEMINATION AGENT FOR PERIOD ENDED DECEMBER 31, 2022.	0.2	\$33.00
1/10/2023	JMV	REVIEW DRAFT MAINTENANCE AGREEMENT; TELEPHONE CALL WITH R. TER DOEST.	1.3	\$461.50
1/15/2023	JMV	PREPARE DISTRICT COUNSEL QUARTERLY UPDATE TO CDD BOND DISSEMINATION AGENT.	0.3	\$106.50
Total Professional Services			3.1	\$1,024.50

DISBURSEMENTS

Date	Description of Disbursements	Amount
1/15/2023	Photocopies	\$6.15
Total Disbursements		\$6.15

January 27, 2023
Client: 001578
Matter: 000001
Invoice #: 22640

Page: 2

Total Services	\$1,024.50	
Total Disbursements	\$6.15	
Total Current Charges		\$1,030.65
Previous Balance		\$212.85
Less Trust Applied		(\$618.65)
PAY THIS AMOUNT		\$624.85

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
22407	December 01, 2022	\$33.00	\$0.00	\$0.00	\$0.00	\$1,063.65
22533	December 29, 2022	\$165.00	\$14.85	\$0.00	\$0.00	\$1,210.50
Total Remaining Balance Due						\$1,243.50

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$1,210.50	\$33.00	\$0.00	\$0.00

Invoice Number	2041286
Invoice Date	February 10, 2023
Purchase Order	215616742
Customer Number	175060
Project Number	215616742

Bill To

Two Rivers West CDD
Accounts Payable
c/o Inframark
210 North University Drive, Suite 702
Coral Springs FL 33071
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States

Project	Two Rivers West CDD			
	Project Manager	Stewart, Tonja L	For Period Ending	January 27, 2023
	Current Invoice Total (USD)	628.00		

Process requisitions

Top Task **2023** **2023 FY General Consulting**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Nurse, Vanessa M	1.25	152.00	190.00
Stewart, Tonja L	2.00	219.00	438.00
Subtotal Professional Services	<u>3.25</u>		<u>628.00</u>

Top Task Subtotal	2023 FY General Consulting	628.00
Total Fees & Disbursements		<u>628.00</u>
INVOICE TOTAL (USD)		628.00

Due upon receipt or in accordance with terms of the contract

Please contact Summer Fillinger if you have any questions concerning this invoice.

Phone: (262) 241-8222 [E-mail: Summer.Fillinger@Stantec.com](mailto:Summer.Fillinger@Stantec.com)

**** PLEASE SEND AN INVOICE # WITH PAYMENT ****

Thank you.

Two Rivers West Community Development District

Financial Statements
(Unaudited)

Period Ending
February 28, 2023

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of February 28, 2023

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2022 DEBT SERVICE FUND	SERIES 2022 CAPITAL PROJECTS FUND	TOTAL
<u>ASSETS</u>				
Cash - Operating Account	\$ 849	\$ -	\$ -	\$ 849
Investments:				
Acq. & Const. (Offsite Project)	-	-	3,183,601	3,183,601
Acquisition & Construction Account	-	-	872	872
Principal & Interest Account	-	5,080	-	5,080
Reserve Fund	-	100,000	-	100,000
Revenue Fund	-	970	-	970
TOTAL ASSETS	\$ 849	\$ 106,050	\$ 3,184,473	\$ 3,291,372
<u>LIABILITIES</u>				
Accounts Payable	\$ 47,697	\$ -	\$ -	\$ 47,697
TOTAL LIABILITIES	47,697	-	-	47,697
<u>FUND BALANCES</u>				
Restricted for:				
Debt Service	-	106,050	-	106,050
Capital Projects	-	-	3,184,473	3,184,473
Unassigned:	(46,848)	-	-	(46,848)
TOTAL FUND BALANCES	(46,848)	106,050	3,184,473	3,243,675
TOTAL LIABILITIES & FUND BALANCES	\$ 849	\$ 106,050	\$ 3,184,473	\$ 3,291,372

TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2023
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
REVENUES				
Special Assmnts- Tax Collector	\$ 684,517	\$ -	\$ (684,517)	0.00%
Developer Contribution	-	5,700	5,700	0.00%
TOTAL REVENUES	684,517	5,700	(678,817)	0.83%
EXPENDITURES				
<u>Administration</u>				
Supervisor Fees	-	1,000	(1,000)	0.00%
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ-Info Technology	500	250	250	50.00%
ProfServ-Recording Secretary	2,000	1,100	900	55.00%
ProfServ-Tax Collector	2,625	400	2,225	15.24%
District Counsel	9,500	1,922	7,578	20.23%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	3,750	1,875	1,875	50.00%
Management & Accounting Services	9,000	100	8,900	1.11%
District Manager	20,834	10,417	10,417	50.00%
Accounting Services	10,000	3,750	6,250	37.50%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	1,500	300	83.33%
Postage, Phone, Faxes, Copies	500	16	484	3.20%
Rentals & Leases	500	150	350	30.00%
Public Officials Insurance	2,500	2,250	250	90.00%
Legal Advertising	3,500	348	3,152	9.94%
Bank Fees	200	123	77	61.50%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	2,000	500	1,500	25.00%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
Total Administration	93,434	25,876	67,558	27.69%
<u>Electric Utility Services</u>				
Utility - Electric	6,000	-	6,000	0.00%
Utility - Street Lights	135,000	-	135,000	0.00%
Total Electric Utility Services	141,000	-	141,000	0.00%

TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2023
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>Stormwater Control</u>				
Aquatic Maintenance	30,000	-	30,000	0.00%
Aquatic Plant Replacement	500	-	500	0.00%
Total Stormwater Control	30,500	-	30,500	0.00%
<u>Other Physical Environment</u>				
Contracts - Landscape	30,000	-	30,000	0.00%
Insurance - General Liability	3,200	2,750	450	85.94%
Insurance -Property & Casualty	22,500	-	22,500	0.00%
R&M-Other Landscape	5,000	-	5,000	0.00%
Landscape - Mulch	40,000	-	40,000	0.00%
Landscape Maintenance	277,383	-	277,383	0.00%
Entry/Gate/Walls Maintenance	2,500	-	2,500	0.00%
Plant Replacement Program	15,000	-	15,000	0.00%
Irrigation Maintenance	5,000	-	5,000	0.00%
Total Other Physical Environment	400,583	2,750	397,833	0.69%
<u>Road and Street Facilities</u>				
Sidewalk & Pavement Repair	1,500	-	1,500	0.00%
Total Road and Street Facilities	1,500	-	1,500	0.00%
<u>Parks and Recreation</u>				
Field Services	12,000	-	12,000	0.00%
Playground Equipment and Maintenance	1,000	-	1,000	0.00%
Special Events	500	-	500	0.00%
Dog Waste Station Service & Supplies	1,500	-	1,500	0.00%
Total Parks and Recreation	15,000	-	15,000	0.00%
<u>Contingency</u>				
Misc-Contingency	2,500	-	2,500	0.00%
Total Contingency	2,500	-	2,500	0.00%
TOTAL EXPENDITURES	684,517	28,626	655,891	4.18%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(22,926)	(22,926)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)		(23,922)		
FUND BALANCE, ENDING		\$ (46,848)		

TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2023
Series 2022 Debt Service Fund (200)
(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	\$ -	\$ 684	\$ 684	0.00%
TOTAL REVENUES	-	684	684	0.00%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	11,700,000	-	11,700,000	0.00%
Interest Expense	342,225	-	342,225	0.00%
Total Debt Service	12,042,225	-	12,042,225	0.00%
TOTAL EXPENDITURES	12,042,225	-	12,042,225	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	(12,042,225)	684	12,042,909	-0.01%
<u>OTHER FINANCING SOURCES (USES)</u>				
Debt Proceeds	12,042,225	-	(12,042,225)	0.00%
TOTAL FINANCING SOURCES (USES)	12,042,225	-	(12,042,225)	0.00%
Net change in fund balance	\$ -	\$ 684	\$ 684	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)		105,366		
FUND BALANCE, ENDING		\$ 106,050		

TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2023
Series 2022 Capital Projects Fund (300)
(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	\$ -	\$ 24,643	\$ 24,643	0.00%
TOTAL REVENUES	-	24,643	24,643	0.00%
<u>EXPENDITURES</u>				
<u>Construction In Progress</u>				
Construction in Progress	-	1,592,346	(1,592,346)	0.00%
Total Construction In Progress	-	1,592,346	(1,592,346)	0.00%
TOTAL EXPENDITURES	-	1,592,346	(1,592,346)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(1,567,703)	(1,567,703)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)		4,752,176		
FUND BALANCE, ENDING		<u>\$ 3,184,473</u>		

TWO RIVERS WEST CDD

Bank Reconciliation

Bank Account No. 5637 TRUIST - GF Operating
Statement No. 02-23
Statement Date 2/28/2023

G/L Balance (LCY)	849.25	Statement Balance	849.25
G/L Balance	849.25	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	849.25
Subtotal	849.25	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	849.25	Ending Balance	849.25
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Checks						
2/28/2023		JE000017	Service Charges - PriorPeriod	20.89	20.89	0.00
Total Checks				20.89	20.89	0.00