

**MINUTES OF MEETING  
TSR  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on June 9, 2021, at 5:00 p.m., at Cunningham Park, 12131 Rangeland Boulevard, Odessa, Florida 33556.

**Present were:**

Mike Liquori	Chair
Matt Call	Vice Chair
Mary Comella	Assistant Secretary
Jason Silber (via telephone)	Assistant Secretary
Tim Green	Assistant Secretary

**Also present were:**

Chuck Adams	District Manager
Cleo Adams	Assistant District Manager
Alyssa Willson (via telephone)	District Counsel
Brian Wilkes	District Engineer
Renee Hlebak	WTS Starkey Ranch Lifestyle Director
Alex Murphy	WTS Starkey Ranch Operations Director
Peter Soety (via telephone)	Sunscape Consulting, Inc. (SCI)
Larry Sekely	Resident
Krzysztof Rzymiski	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 5:02 p.m. Supervisors Liquori, Call, Comella and Green were present, in person. Supervisor Silber was attending via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments [3 minutes per person]**

Resident Larry Sekely expressed his appreciation to the Board and Staff for their efforts in ensuring that the storm inlets in Albritton Park in Whitfield were repaired and the lake banks were mowed back.

**THIRD ORDER OF BUSINESS**

**Landscape Updates**

This item was presented following the Fourth Order of Business.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-06, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Adams presented Resolution 2021-06. He explained the annual budget preparation, deliberation, public hearing and adoption process. The following change was made to Resolution 2021-06:

HOUR: Change "9:00 a.m." to "5:00 p.m."

Mr. Adams presented the proposed Fiscal Year 2022 budget and asked the Board to refer to the handout that was distributed, rather than the budget in the agenda packet, as several items changed since the agenda was shipped. In addition to a few minor changes that affected the assessment levels, there was a significant change in the revenue section, as the formulas did not capture the off-roll assessments for the current year. Everything would move to on-roll in 2022.

**On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, 2021-06, as amended, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law for September 8, 2021 at 5:00 p.m., at Cunningham Park, 12131 Rangeland Boulevard, Odessa, Florida 33556; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

▪ **Landscape Updates**

**This item, previously the Third Order of Business, was presented out of order.**

Mr. Soety reported the following:

- Due to the ongoing drought, hydration was the primary landscape concern. There was little rain and the water supply was not available during the day for supplemental watering. During the inspection this week, it was noted that hydration improved from prior weeks.
- Pine straw was installed throughout the community, which helps keep moisture in the soil and enhances the aesthetic.

A Board Member asked if significant plant replacement would be necessary due to the drought and if water should be brought in. Mr. Soety stated that water trucks would not be necessary since the extensive native species and shrubs in the CDD have established strong root systems and are able to withstand the drought and rainfall was forecasted for the weekend.

Resident Krzysztof Rzymiski asked about the recommended remediation of the pocket park next to 3100 Barbour and if the improvement was included in the \$200,000 budgeted for landscaping in Fiscal Year 2022. Mr. Adams stated that the Board previously discussed programming \$200,000 into the proposed Fiscal Year 2022 budget for turf and \$70,000 for plant replacement. The Board would decide whether to include those in the adopted budget.

**FIFTH ORDER OF BUSINESS**

**Discussion/Consideration: Down to Earth Landscape & Irrigation Landscape Maintenance Agreement Addendum for Exotic and Invasive Weed Management Around Bike Trail at Cunningham Park**

Mr. Adams presented the Down to Earth (DTE) Landscape Maintenance Agreement Addendum and an aerial photograph of the bike trail location. Mr. Call summarized the maintenance issues and stated he asked DTE to inspect the area and provide a proposal for a spraying program. He felt that the quote in the addendum was reasonable. Ms. Comella asked for the chemical composition of the spray and voiced her opinion that chemicals in the sprays contain carcinogens that cause cancer. She wanted the Board to know exactly what is sprayed around the ponds and wildlife. Mr. Adams stated that the contractor is State-registered and licensed to spray areas like the CDD and the product is licensed. Although the proposed spraying program would be far more efficient in the long-term because it would eradicate exotics and invasives at the roots, Staff could obtain a quote for an annual application. Asked if she wanted Staff to obtain additional information or a quote from DTE, Ms. Comella replied no; she simply wanted to voice her concerns about spraying chemicals, which is unsettling to her.

**On MOTION by Mr. Call and seconded by Mr. Green, with all in favor, the Down to Earth Landscape & Irrigation Landscape Maintenance Agreement Addendum for Exotic and Invasive Weed Management around the Bike Trail at Cunningham Park, in the amount of \$2,808 annually, equating to \$234 per month, was approved.**

Mr. Adams stated that the Addendum costs were included in the proposed Fiscal Year 2022 budget.

**SIXTH ORDER OF BUSINESS**

**Ratification of Conveyance Agreement to Turn Over Westbay Parcels A and B1 to the CDD**

This item was deferred.

**SEVENTH ORDER OF BUSINESS**

**Continued Discussion: Traffic Calming (Speed Monitoring Boards, How Data is Obtained and Used, Relocation Costs, Cost for Additional Stop Signs and Off-Duty Officer Information)**

Referencing two handouts, Mr. Adams presented the following proposals:

- Steve Gaskins Contracting Inc. (SGC): Proposal for off-duty Florida Highway Patrol (FHP) patrol services at a cost of \$350 per officer per four-hour shift.
- Radarsign LLC: Proposal for radar sign concrete form kits at a cost of \$145 each, including shipping but excluding the \$17,000 initial investment for the four radar signs. A response was pending from the County regarding radar sign relocation and how data collected by the signs would be used. The signs have a two-year warranty.

Discussion ensued regarding the FHP patrol schedule, types of tickets that would be issued, impact of the new school on bus and pedestrian traffic, FHP reports to the Board and the annual cost for off-duty patrols. Mr. Adams was asked to allot \$20,000 in the proposed Fiscal Year 2022 budget for off-duty patrols. Mr. Silber suggested commencing the FHP patrols in August, once school is in session. Mr. Adams would continue pursuing the County regarding the cost to relocate radar signs and the ability to install more stop signs.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Cleaning Service Proposals**

- A. Jayman Enterprises, LLC**
- B. Trinity HouseKeepers LLC**

Ms. Hlebak stated she was not satisfied with the current cleaning company, Jayman Enterprises, LLC, so she contacted another cleaning company. She presented the proposals. The scope of work, current cleaning contract, increasing the current three-day cleaning

schedule to four days, resident feedback, restrooms, parks, monthly costs and the Fiscal Year 2022 budget, were discussed.

**On MOTION by Mr. Call and seconded by Mr. Liquori, with all in favor, awarding the Cleaning Services Contract to Trinity HouseKeepers LLC for cleaning services three days per week plus one weekend day, at a cost of \$1,142 per month, and authorizing Staff to terminate the current vendor contract, was approved.**

Mr. Silber recommended adding maintenance of the fourth park, Albritton Park, to the Fiscal Year 2022 budget.

**NINTH ORDER OF BUSINESS**

**Discussion/Consideration: Down to Earth Landscape & Irrigation Estimate #10305 for Landscape Improvements – Long Spur West**

Mr. Wilkes presented DTE Estimate #10305 for landscape improvements at Long Spur West, in the amount of \$2,637.50. The south side of Long Spur, a highly visible area, has become unsightly. Discussion ensued regarded the target area and upcoming hurricane season.

**On MOTION by Mr. Green and seconded by Mr. Call, with all in favor, Down to Earth Landscape & Irrigation Estimate #10305 for Landscape Improvements – Long Spur West, in the amount of \$2,637.50, was approved.**

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of April 30, 2021**

Mr. Adams presented the Unaudited Financial Statements as of April 30, 2021. Discussion ensued regarding the “Assessment levy – off-roll” line item, TSR access cards, streetlights and solar technology. Mr. Adams would investigate solar options and report his findings. The financials were accepted.

**ELEVENTH ORDER OF BUSINESS**

**Approval of May 12, 2021 Regular Meeting Minutes**

Mr. Adams presented the May 12, 2021 Regular Meeting Minutes.

**On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, the May 12, 2021 Regular Meeting Minutes, as presented, were approved.**

**TWELFTH ORDER OF BUSINESS****Action & Completed Items**

Mr. Adams presented the Action & Completed Items List.

Items 6, 7, 8, 9, 11, 12, 15, 16, 17, 18, 19, 21, 22, 24, 26 and 28 were completed.

Item 2: The issues with the "Lake Blanche Avenue" sign were unresolved.

Items 5 and 14: Partially completed.

Item 28: Ms. Hlebak would pick up the dog signs tomorrow.

**THIRTEENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: *Hopping Green & Sams, P.A.***

There was nothing to report.

**B. District Engineer: *Heidt Design, LLC***

Mr. Wilkes stated that Staff would continue pursuing the County regarding signage relocation costs.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

Jason Silber voiced his preference for starting meetings at 5:00 p.m., instead of at 9:00 a.m. Mr. Adams would have the start time for all remaining Fiscal Year 2021 meetings changed to 5:00 p.m.

**On MOTION by Mr. Silber and seconded by Mr. Liquori, with all in favor, amending the Fiscal Year 2020/2021 Meeting Schedule to change the start time for all remaining meetings from 9:00 a.m., to 5:00 p.m., including the budget public hearing, was approved.**

- **NEXT MEETING DATE: July 14, 2021 at 9:00 a.m.**
  - **QUORUM CHECK**

The next meeting will be held on July 14, 2021 at 5:00 p.m., rather than at 9:00 a.m. All Supervisors confirmed their attendance at the July 14, 2021 meeting.

**D. Lifestyle Director & Amenity Manger: *WTS International***

Ms. Hlebak presented the WTS Monthly Summary Report.

Ms. Murphy reported the following:

- A few capital improvement items were forwarded to Management for inclusion in the proposed Fiscal Year 2020 budget.
- Staff received 400 responses to a recent survey. The data was being compiled for presentation at an upcoming meeting.
- Staff has been following up on several resident comments.
- Staff was obtaining quotes for a second utility vehicle and a heater for the Whitfield pool.

Ms. Murphy reviewed the park attendant hours in the WTS Report.

Discussion ensued regarding WTS items to be included in the Fiscal Year 2022 budget.

Mr. Silber asked for a very detailed breakdown of WTS expense items being proposed for the Fiscal Year 2022 budget. Ms. Murphy would provide a breakdown of all emails forwarded to Board Members and to Mr. Adams, as well as survey results for dissemination to the Board.

**E. Operations Manager: *Wrathell, Hunt and Associates, LLC***

This item was not addressed.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

In response to a question, Mr. Adams stated the Trespass Agreement is a renewal and would be executed today.

Ms. Comella stated she heard that several nonresidents would be attending the TSR July 4<sup>th</sup> fireworks, which has grown exponentially over the years. She asked about permitting, insurance and liability. Mr. Adams stated, if the District endorsed the event, it would be responsible. Since the event takes place on the lake tract and is increasing in popularity, he would investigate to see if nonresidents could be deterred from attending the event.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Liquori and seconded by Mr. Silber, with all in favor, the meeting adjourned at 6:40 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair