

**MINUTES OF MEETING
TSR
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on July 12, 2023, at 6:00 p.m., at Cunningham Park, 12131 Rangeland Boulevard, Odessa, Florida 33556.

Present were:

Mary Comella	Vice Chair
David Deenihan	Assistant Secretary
Frank Stalzer	Assistant Secretary
Ray Szelest	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Alyssa Willson (via telephone)	District Counsel
Pete Soety (via telephone)	SunScape Consulting, Inc. (SCI)
Rene Hlebak	WTS Starkey Ranch Lifestyle Director
Illiana Santiago	WTS Starkey Ranch Lifestyle Activities Director Coordinator
Gary Hawkins	Landscape Management Professionals (LMP)

Residents present were:

Greg Best John Balika Bill Schummer Bill Butler Other Residents

FIRST ORDER OF BUSINESS

Call to Order/Roll Call/Pledge of Allegiance

Mr. Adams called the meeting to order at 6:00 p.m.

Supervisors Comella, Deenihan, Stalzer and Szelest were present. Supervisor Silber was not present.

All present recited the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

***Disclaimer:** These summary minutes are intended to only highlight the topics discussed, items being considered and actions taken. The audio is available upon request.*

Resident Greg Best posed and Mr. Adams addressed questions pertaining to plant removal in the wetland area and wildlife removal and costs, which is an upcoming agenda item. Ask how residents should report issues, Mr. Adams stated they should complete the Request for Service form on the CDD website.

Resident John Balika asked about the CDD's bid process. Mr. Adams discussed the Request for Proposals (RFP) process and stated that anything over the \$195,000 threshold requires the sealed bid process.

A resident asked if residents vote on the budget and if assessments will increase. Mr. Adams stated assessments are not increasing. He explained that the Board will adopt the Fiscal Year 2024 budget at the August 9, 2023 Public Hearing. The resident thanked the Board Members for their service.

Discussion ensued regarding efforts to keep the community and costs affordable to the residents, conducting budget workshops, the Rangeland wooden bridge and related repair costs and issuing bonds.

Resident Bill Schummer thanked the Board for adding the pledge of allegiance as an ongoing agenda item. He expressed concern about traffic flow on Long Spur heading to Publix. Ms. Comella stated it is being addressed; two stop signs will be added on Fencepost Drive.

Resident Bill Butler stated he owns a holiday decorating company and wants to submit a proposal for the upcoming holiday season. He was advised to send a proposal to Ms. Hlebak. It was noted that protocol is for Staff to present three quotes to the Board.

THIRD ORDER OF BUSINESS

Update: Welcome Center Lease Agreement

Mr. Adams stated that there is no additional update other than the Developer has given the CDD another free month.

Some Board Members voiced concern that not exploring its options while waiting for the Developer to execute the lease might be a detriment to the CDD since the Developer might be considering selling the building.

Ms. Willson stated that the Developer's verbal responses are not binding.

The suggestion of scheduling a workshop will be decided later in the meeting.

▪ **Consideration of Landscaping Maintenance Professionals, Inc., Estimates**

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

Mr. Soety and Mr. Hawkins presented the following:

A. #84106 Drainage at Lake Blanche and Whitfield Park

B. #84139 Dog Park Sod Replacement

Mr. Soety asked to defer this so he can re-evaluate the area, as conditions improved due to the recent rainfall. Regarding exposed drip lines, Mr. Soety stated he will contact the vendor and provide an update at the next meeting as to when they expect to finalize the project and install pine straw.

Mr. Szelest asked Mr. Soety to issue a 30-day notice to WST-TSR to complete the irrigation project at Albritton Park.

On MOTION by Mr. Stalzer and seconded by Ms. Comella, with all in favor, Landscaping Maintenance Professionals, Inc., Estimate #84106 to install French drains at Lake Blanche and Witfield Park, in the amount of \$3,081.57, subject to clarification of labor costs, was approved.

FOURTH ORDER OF BUSINESS

Continued Discussion: Starkey Ranch Food and Wine Festival

This item was tabled until Mr. Engel is prepared to make a presentation.

FIFTH ORDER OF BUSINESS

Update: Pond Embankment Damage to CDD Property by Homeowner [3898 Barbour Trail]

Mr. Adams stated Staff confirmed that the homeowner made the appropriate repairs. This item is deemed closed.

SIXTH ORDER OF BUSINESS

Update: Frontier Damage Assessment Report

The TSR CDD Frontier Damage Assessment Summary for June 2023 was included for informational purposes.

Mr. Adams stated that a proposal to remove and install zoysia and perennials will be presented at the next meeting. It will be necessary to add funds to the budget.

On MOTION by Mr. Stalzer and seconded by Ms. Comella, with all in favor, authorizing Mr. Adams to finalize the total cost to repair all damaged CDD property and forward it to Frontier for reimbursement to the CDD, was approved.

Mr. Stalzer asked why the irrigation repairs have already exceeded the annual budget, Mr. Adams stated it was due to irrigation issues and insufficient water supply but, with the change in vendor, it will no longer be an issue.

- **Update/Status: MI Homes Plan C in Albritton**
This item was an addition to the agenda.

Ms. Szelest participated in a recent walkthrough of Plan C in Albritton with MI Homes and District Staff. He asked Mr. Soety to provide options. Mr. Soety stated the builder committed to addressing all landscape deficiencies by the end of the month and is waiting on a bid to repair broken concrete in several areas. He will email the project schedule upon receipt.

SEVENTH ORDER OF BUSINESS

Consideration of Landscaping Maintenance Professionals, Inc, Estimates

- A. **#84106 Drainage at Lake Blanche and Whitfield Park**
- B. **#84139 Dog Park Sod Replacement**

These items were presented following the Third Order of Business.

EIGHTH ORDER OF BUSINESS

Consideration of Reel Graphix Printing, No Trespassing/No Watercraft Signage Proposal

Mr. Stalzer requested approval to install just two signs at Pond B-1, instead of the six on the proposal. Mr. Szelest proposed re-examining the installation locations and language and obtaining bids from other vendors.

Ms. Willson discussed issues with violating the CDD's Non-User Fee Agreement and being able to insert alternate language and explained that it is complicated to enforce trespassing violations. Two Board Members want to install signs and two do not.

This item will be revisited at the next meeting when we have 5 members present.

NINTH ORDER OF BUSINESS

Consideration of Southern Wildlife Removal, LLC, Hog Removal Proposal

Mr. Szelest presented the Southern Wildlife Removal, LLC proposal for hog removal that originally was at no cost to the Developer and now, by Ms. Willson's suggestion, requires obtaining commercial insurance. He read the CDD's letter to the Southwest Florida Water Management District (SWFWMD) and their response to consider the Fiscal Year 2024 budget and to install hog wire fencing bordering the CDD property and the preserve; they are currently clearing along the fence line and think it will most likely not occur until Fiscal Year 2025.

Mr. Szelest stated that other long-term solutions need to be found, as this contract is for hog removal only, not other wildlife. Mr. Stalzer stated that Mr. Mazzoni's Report stated he is finding alternate providers.

This item was deferred to the next meeting.

TENTH ORDER OF BUSINESS

Continued Discussion: Adding AEDs to CDD Parks

Emails from Egis Insurance & Risk Advisors providing guidance on adding Automated External Defibrillators (AEDs) on CDD property was included for informational purposes.

Discussion ensued regarding use, concerns about vandalism, potential liability, calling 911 since the CDD is not statutorily required to have AEDs on site and CPR certified WTS staff.

The consensus was to not proceed and to remove this item from future agendas.

ELEVENTH ORDER OF BUSINESS

**Continued Discussion: Fiscal Year 2024
Proposed Budget**

Mr. Adams recalled requests at the last meeting for assessment levels to remain unchanged and assign \$55,000 to the “Contingency” line item.

Discussion ensued regarding the need for building up the surplus fund balance to address such items as the first three months working capital needs and unforeseen emergencies such as storm event recovery. An explanation was discussed as to why the CDD had assessment increases each of the last three years as three years ago the CDD was dependent upon Developer contributions and was operating with \$0 at the start of the Fiscal Year. The CDD now has 20-25% of it's annual budget amount in surplus fund balance, is no longer dependent upon developer contributions or off roll/direct bill assessment. The CDD is on strong financial footing.

Ms. Willson stated that the Board can continue discussions and make changes up until adopting the budget in August, since assessments are not increasing so sending Truth in Millage (TRIM) notices is not necessary.

Discussion ensued regarding the strong possibility that some of the Fiscal Year 2023 budgeted amounts will not be utilized and the balances of those being carried into 2024 as an increase to fund balance thus reducing the potential need for assessment increases going into the next couple of years as excess surplus fund balance can be utilized as an additional revenue source to offset increases in expenditures.

Mr. Szelest stated he will be out of town and will attend the next meeting via telephone. Ms. Comella might be out of town. Mr. Adams stated the CDD will reimburse travel costs for her to attend in person, to ensure a quorum.

This item will remain on the agenda.

TWELFTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial Reports
as of May 31, 2023**

Discussion ensued regarding West Bay’s payments and reminder notices that were sent to the shared commercial property owners.

The financials were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of Minutes

A. June 14, 2023 Budget Workshop

On MOTION by Mr. Stalzer and seconded by Mr. Deenihan, with all in favor, the June 14, 2023 Budget Workshop Minutes, as presented, were approved.

B. June 14, 2023 Regular Meeting

The following change was made:

Lines 190 through 191: Delete “He is in favor of the request if the County lock the access to the trails.”

Line 192: Delete “Ms. Comella is also in favor.”

On MOTION by Mr. Szelest and seconded by Mr. Stalzer, with all in favor, the June 14, 2023 Regular Meeting, as amended, were approved.

Ms. Comella voiced her opinion that Christmas decoration budget should be increased.

Discussion ensued regarding if Christmas lights should be installed at the pool when the pool closes earlier, residents requesting adding electrical outlets to the entrances to increase lighting and the trees along Rangeland Boulevard.

FOURTEENTH ORDER OF BUSINESS

Action & Completed Items

Items 11, 17, 18, 20, 21, 22 and 23 were completed.

Items 1 and 5: Mr. Adams will obtain a progress update from Mr. Chang. Ms. Stalzer stated that the County informed him that it will not accept conveyance of the roadway until the CDD or Developer restripes the crosswalks.

Mr. Adams will update the Action & Completed Items list after the meeting.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock, LLP

There was no report.

B. District Engineer: Johnson Engineering, Inc.

The Roadway Turnover Reconciliation Report will be presented at the next meeting.

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

- **NEXT MEETING DATE: August 9, 2023 at 6:00 PM [Fiscal Year 2024 Budget Adoption Hearing]**

- **QUORUM CHECK**

Mr. Deenihan, Mr. Stalzer and Ms. Comella confirmed their attendance at the August 9, 2023 meeting.

D. Lifestyle Director & Amenity Manager: WTS International

The Monthly Summary Report was included for informational purposes.

- **Consideration of Quotes for Extra Seating at the Community Pools**

Ms. Hlebak presented proposals to purchase additional loungers and/or tables and chairs for the pools. She noted that the quantity is based on the permit. She explained the current situation at the three pools and recommended purchasing loungers instead of tables and chairs.

On MOTION by Mr. Szelest and seconded by Mr. Stalzer, with all in favor, leisurerecreatons Quote Nos. 80561, to purchase 30 chaise lounges, in the amount of \$13,004.26, was approved.

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

The Monthly Field Operations Report was included for informational purposes.

Board Members spoke about Mr. Mazzoni working on outstanding items related to West Bay Homes, damaged endcap and sod, sidewalk depressions, having the wires removed from CDD trees and installing a welcome sign at Lake Branch entrance.

SIXTEENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Stalzer referred to outstanding items in Mr. Mazzoni's Report. Mr. Adams stated that Mr. Mazzoni will review them at the next meeting.

A resident asked about the CDD's no fireworks policy. Mr. Adams stated that residents were provided a copy of this at the last Board meeting. The resident was advised to bring this up at the next meeting.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Deenihan and seconded by Mr. Szelest, with all in favor, the meeting adjourned at 9:30 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair