

# THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT

Meeting Date: Tuesday, February 7, 2023  
Time: 9:00 a.m.  
Location: Residence Inn  
2101 Northpoint Parkway  
Lutz FL 33558

## Agenda

*For the full agenda package, please contact [sconley@dpgmc.com](mailto:sconley@dpgmc.com)*

### I. Roll Call

*S1: Vacant*

*S2: Jennifer Whelihan  
(Chair)*

*S3: Vacant*

*S4: Jeffrey Haller  
(Vice)*

*S5: Jules Abercrombie*

### II. Audience Comments – Agenda Items

*(Limited to 3 Minutes Per Individual)*

### III. Vendor Introductions

- A. Cepra (Landscape Maintenance): Rob Ferrante, Account Manager
- B. Florida Fountains (Pond Fountain Maintenance): Sean Helmstetter, Operations Manager
- C. Steadfast Environmental (Aquatic Maintenance): Joe Hamilton, Co-Owner

### IV. Staff Reports

- A. District Counsel – *Sarah Sandy, Kutak Rock*
- B. District Engineer – *Stephen Brletic, JMT*
- C. District Manager – *Raymond J. Lotito, DPGF*
  - 1. Presentation of JMT Resignation
  - 2. Consideration of Interim 90-day District Engineering Agreement with BDI

[Exhibit 1](#)

[Exhibit 2](#)

**IV. Staff Reports (Continued)**

**C. District Manager (Continued)**

3. Authorization of Staff to Proceed with District Engineering Services Request for Qualifications [Exhibit 3](#)
  
4. Field Operations Report [Exhibit 4](#)
  - a. Landscape Report – *Cepra*
  
  - b. Pond Reports – *Steadfast Environmental* [Exhibit 5](#)
    - i. Recommendation on Erosion Found on Ponds 9 and 10
  
  - c. Discussion on CDD Property Encroachment at 3004 Pink Peacock Lane

**V. Consent Agenda**

- A. Consideration and Approval of The Minutes of the Regular Meeting Held January 3, 2023 [Exhibit 6](#)
  
- B. Consideration and Acceptance of The December 2022 Unaudited Financial Report [Exhibit 7](#)
  
- C. Ratification of Proposals and Invoices [Exhibit 8](#)

**VI. Administrative Items**

- A. Acceptance of Supervisor Resignations Vacating Seats 1 and 3 [Exhibit 9](#)
  
- B. Ratification of Candidate Resume Submission Deadline Extension to February 28, 2023. [Exhibit 10](#)

**VII. Business Items**

A. Review of Developer Transition

B. Consideration of Proposals

1. Florida Fountains – Fountain #3 Repair - \$2,249.00 [Exhibit 11](#)
  
2. Romaner Graphics Sign Repairs - \$13,529.00 [Exhibit 12](#)
  
3. Cepra Landscape [Exhibit 13](#)
  - a. Winter Annuals Change Out - \$2,197.25
  
  - b. Good Hearted Road Plant Replacements - \$14,054.78
  
  - c. Mulch Installation - \$18,570.50
  
4. Steadfast Environmental [Exhibit 14](#)
  - a. Fountain Maintenance
    - i. Option 1: Semi-annual - \$23,840.00/yr
  
    - ii. Options 2: Quarterly - \$47,600.00/yr
  
    - iii. Options 3: Add Monthly Visual Inspections - \$3,600.00/yr
  
  - b. 2023 Wetland Mitigation Quarterly Treatments (\$3,770/Event) Plus Semi-Annual Monitoring (\$3,800/Event) - \$22,680.00/yr
  
  - c. Pond 4 and Pond 8 Erosion Repair - \$12,194.00
  
  - d. Cattail Removal Along the East Side of South Branch Blvd. - \$1,500.00

**VII. Business Items (Continued)**

B. Consideration of Proposals (Continued)

5. Update on Proposals for Lights at Living Coral Mail Kiosk

C. Discussion on Authorizing Staff to Proceed With Soliciting District Attorney  
Legal Services Proposals [Exhibit 15](#)

D. Review of Landscape and Irrigation Maintenance Bid and Scope and  
Authorization of Staff to Proceed With Request For Proposals [Exhibit 16](#)

E. Discussion on Soliciting Maintenance Proposals

F. Discussion on Parking and Traffic Enforcement Policy [Exhibit 17](#)

G. Discussion on Budget Workshop and FY 2023 Budget Review [Exhibit 18](#)

H. Discussion of Newsletter Publication

**VIII. Audience Comments – New Business/Non-Agenda Items**

*(Limited to 3 Minutes Per Individual)*

**IX. Supervisor Requests**  
*(Includes Next Meeting Agenda Item Requests)*

**X. Next Meeting Quorum Confirmation**

March 7, 2023 at 9 a.m.  
Residence Inn by Marriott Tampa Suncoast Parkway at NorthPointe Village  
2101 Northpoint Parkway, Lutz, FL 33558

	Yes	No
<i>S1:</i>		
<i>S2: Jennifer Whelihan</i>		
<i>S3:</i>		
<i>S4: Jeffrey Haller</i>		
<i>S5: Jules Abercrombie</i>		

**XI. Adjournment**