

1 **MINUTES OF MEETING**
2 **THE PRESERVE AT SOUTH BRANCH**
3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Preserve at South Branch Community
5 Development District was held on Tuesday, August 16, 2022 at 4:02 p.m. at the Residence Inn, 2101
6 Northpoint Parkway, Lutz, FL 33558.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. Krause called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 John Snyder	Board Supervisor, Chairman
11 Joe Burgess	Board Supervisor, Assistant Secretary
12 Ryan Zook	Board Supervisor, Assistant Secretary

13 Also present were:

14 Larry Krause	District Manager, DPGF Management & Consulting
15 Tish Dobson	Field Operations, DPGF Management & Consulting
16 Shirley Conley (<i>via phone</i>)	DPGF Management & Consulting
17 Sarah Sandy (<i>via phone</i>)	District Counsel, Kutak Rock LLP
18 Stephen Brletic (<i>via phone</i>)	Johnson, Mirmiran & Thompson, Inc.
19 Julio Delgado	Resident
20 Kristen Percoloa	Resident

21 *The following is a summary of the discussions and actions taken at the August 16, 2022 Preserve at South*
22 *Branch CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public*
23 *records request.*

24 **SECOND ORDER OF BUSINESS – Audience Comments – Agenda Items (limited to 3 minutes per**
25 **individuals for agenda items)**

26 There being none, the next item followed.

27 **THIRD ORDER OF BUSINESS – FY 2022-2023 Budget Adopting**

28 **A. FY 2022-2023 Budget Public Hearing**

29 1. Open Public Hearing

30 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board recessed
31 the Regular Meeting and opened the **FY 2022-2023 Budget Public Hearing** for the Preserve at South
32 Branch Community Development District.

33 2. Exhibit 1: Presentation of FY 2022-2023 Budget

34 Mr. Krause reviewed the variances between the FY 2022 budget and the proposed FY 2023
35 budget, including an increase to Administrative Services and Engineering Services.

36 3. Public Comments

37 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board opened for
38 Public Comments for the Preserve at South Branch Community Development District.

39 Ms. Percoloa stated that she had heard that the fountains may not be wired properly and
40 that the company who had installed the fountains would not honor the warranty. Mr. Krause

41 clarified that the warranties were being honored. He stated that the District was in the
42 process of looking into installing surge protectors for the fountains to reduce issues. Ms.
43 Dobson explained that quarterly maintenance should help reduce problems with the
44 fountains as well.

45 Ms. Percoloa inquired about the increase for homeowners. Mr. Krause clarified that Ms.
46 Percoloa would experience a 5% increase, not an 11% increase. Ms. Percoloa asked what
47 would happen with unused funds. Mr. Krause explained that additional funds would roll
48 over to the next year's budget. In response to an additional question from Ms. Percoloa,
49 Mr. Zook explained that the increase for the O&M assessment was due to inflation and
50 increased costs of services. He additionally explained that the \$12,000.00 for Supervisor
51 Fees had been included, as the new Board may choose to accept compensation when the
52 District was turned over to resident control.

53 Mr. Delgado inquired about road resurfacing. Mr. Zook indicated that the Reserve Study
54 would be used to plan for this. Mr. Delgado asked why the County would not be responsible
55 for resurfacing the roads. Mr. Snyder clarified that the CDD owned the roads. In response
56 to an additional comment from Mr. Delgado, Mr. Zook explained that the District was
57 making an effort to line itemize every item. Ms. Dobson discussed the resurfacing of the
58 roads and the Reserve Fund. She clarified that the County did not collect taxes for the
59 roads' resurfacing.

60 A resident inquired about the budget to install speed bumps. Mr. Zook stated that this could
61 be considered under a resident Board.

62 4. Close Public Hearing

63 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board closed the
64 **FY 2022-2023 Budget Public Hearing** and reconvened the Regular Meeting for the Preserve at South
65 Branch Community Development District.

66 B. Exhibit 2: Consideration and Adoption of **Resolution 2022-08, Adopting FY 2022-2023 Budget**

67 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board adopted
68 **Resolution 2022-08, Adopting FY 2022-2023 Budget**, for the Preserve at South Branch Community
69 Development District.

70 C. **FY 2022-2023 Assessment Public Hearing**

71 1. Open Public Hearing

72 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board recessed
73 the Regular Meeting and opened the **FY 2022-2023 Assessment Public Hearing** for the Preserve at South
74 Branch Community Development District.

75 2. Exhibit 3: Presentation of FY 2022-2023 Assessment Analysis

76 Mr. Krause reviewed the proposed assessment increases.

77 3. Public Comments

78 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board opened for
79 Public Comments for the Preserve at South Branch Community Development District.

80 There being none, the next item followed.

81 4. Close Public Hearing

82 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board closed the
83 **FY 2022-2023 Assessment Public Hearing** and reconvened the Regular Meeting for the Preserve at South
84 Branch Community Development District.

85 D. Exhibit 4: Consideration and Adoption of **Resolution 2022-09, Providing for the Collection and**
86 **Enforcement of Special Assessments for FY 2022-2023**

87 On a MOTION by Mr. Zook, SECONDED by Mr. Burgess, WITH ALL IN FAVOR, the Board adopted
88 **Resolution 2022-09, Providing for the Collection and Enforcement of Special Assessments for FY**
89 **2022-2023**, for the Preserve at South Branch Community Development District.

90 **FOURTH ORDER OF BUSINESS – Consent Agenda**

- 91 A. Exhibit 5: Consideration for Approval – The Minutes of the Regular Meeting Held May 17, 2022
92 B. Exhibit 6: Consideration for Acceptance – The July 2022 Unaudited Financial Reports
93 C. Exhibit 7: Ratification of Proposals and Expenditures

94 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board approved
95 all items on the Consent Agenda for the Preserve at South Branch Community Development District.

96 **FIFTH ORDER OF BUSINESS – Business Matters**

- 97 A. Exhibit 8: Acceptance of JMT’s Stormwater Needs Analysis Report Submitted to County
98 Mr. Brletic provided background information on the new legislation that required the Stormwater
99 Needs Analysis Report and presented the report.

100 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board accepted
101 the JMT Stormwater Needs Analysis Report for the Preserve at South Branch Community Development
102 District.

- 103 B. Exhibit 9: Consideration of Engineer RFQ Responses

104 Mr. Krause reviewed the evaluation criteria to rank the responses and distributed grade sheets to
105 the Board. Johnson, Mirmiran & Thompson received 290 points and Lighthouse Engineering
106 received 263 points.

107 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board approved
108 the number one ranking of JMT at 290 points and directed Staff to negotiate an agreement for the Preserve
109 at South Branch Community Development District.

- 110 1. Exhibit 10: Johnson, Mirmiran & Thompson, Inc.
111 2. Lighthouse Engineering Inc.

- 112 C. Consideration of Assignment of Excess Wetland Mitigation Credits and Wetland Access
113 Agreement

114 Ms. Sandy stated that she was in the process of working on this item and indicated that this would
115 be brought back to the Board at a later date.

- 116 D. Exhibit 12: Consideration of Bayhead Ecological Wetland Maintenance Agreement

117 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board accepted
118 the Bayhead Ecological Wetland Maintenance Agreement for the Preserve at South Branch Community
119 Development District.

120 E. Discussion on Adoption of a Parking Policy

121 Mr. Krause walked on a towing Resolution. Ms. Sandy noted that a Public Hearing would need to
122 be held before this Resolution could be adopted. Discussion ensued regarding areas with parking
123 issues. This item was tabled.

124 F. Exhibit 13: Consideration and Adoption of **Resolution 2022-10, Adopting FY 2022-2023 Meeting**
125 **Schedule**

126 Mr. Krause suggested moving the May meeting time to 4 p.m. and the June meeting time to 9 a.m.,
127 to which there were no objections.

128 On a MOTION by Mr. Zook, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board adopted
129 **Resolution 2022-10, Adopting FY 2022-2023 Meeting Schedule**, as amended, for the Preserve at South
130 Branch Community Development District.

131 **SIXTH ORDER OF BUSINESS – Staff Reports**

132 A. District Attorney

133 Ms. Sandy stated that she had nothing to report.

134 B. District Engineer

135 The District Engineer was not present.

136 C. District Manager

137 1. DPFPG Field Operations Report

138 Mr. Krause informed the Board that the front entry monument fountain had been fixed and
139 noted that chlorine may be the cause of staining on the new paint. He stated that the front
140 fountain at the Amenity Center was experiencing filter and pump issues and mentioned
141 that the Dog Park had been repaired by CEPRA. He indicated that the French drain may be
142 an issue at the Dog Park.

143 Mr. Krause introduced Ms. Dobson to the Board. He stated that Sign Solutions and Mr.
144 Henman had straightened 26 signs and noted that he was waiting to hear back on a proposal
145 to replace missing signs. He indicated that the basketball gate would be replaced later that
146 day or tomorrow. He additionally mentioned that he had reached out to Steadfast to address
147 a duckweed issue in some of the ponds.

148 i. Steadfast Environmental Pond Report

149 Mr. Krause asked for any questions on the report, to which there were none.

150 ii. Cepra Landscape Report

151 Mr. Krause stated that Cepra had not provided a report in time for the meeting.

152 **SEVENTH ORDER OF BUSINESS – Audience Comments – New Business – (limited to 3 minutes per**
153 **individual for non-agenda items)**

154 A resident commented on a drain and frog issue. He noted that he had submitted a warranty ticket.
155 Mr. Zook stated that he would take the name and address of the resident and look into the matter.

156 Ms. Percoloa asked when a new Board would be chosen. Mr. Krause explained that landowners
157 could vote in November to put residents in seats that were up for reelection. He stated that he would
158 anticipate having a full residential Board by the end of the year. He noted that a request for resumes
159 would be sent out, in addition to being posted on the CDD website.

160 **EIGHTH ORDER OF BUSINESS – Supervisors Requests** (Includes Next Meeting Agenda Item
161 Requests)

162 There being none, the next item followed.

163 **NINTH ORDER OF BUSINESS – Action Items Summary**

164 Mr. Krause indicated that he would email the Action Items Summary to the Board.

165 **TENTH ORDER OF BUSINESS – Next Meeting**

166 *Confirmation of Quorum for Next Meeting Scheduled for 9 a.m. on September 20, 2022 at*
167 *Residence Inn by Marriot Tampa Suncoast Parkway at NorthPointe Village (2101 Northpoint*
168 *Parkway, Lutz, FL)*

169 Mr. Krause reminded the Board of the date, time, and location of the next meeting.

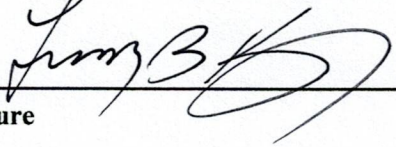
170 **ELEVENTH ORDER OF BUSINESS – Adjournment**

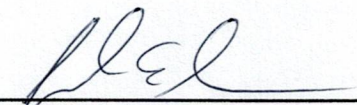
171 Mr. Krause asked for final questions, comments, or corrections before requesting a motion to
172 adjourn the meeting. There being none, Mr. Burgess made a motion to adjourn the meeting.

173 On a MOTION by Mr. Burgess, SECONDED by Mr. Zook, WITH ALL IN FAVOR, the Board adjourned
174 the meeting for the Preserve at South Branch Community Development District.

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

178 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
179 meeting held on OCTOBER 4, 2022.

180 
Signature


Signature

181 Larry B. Krause Sr.
Printed Name

John E Sogard
Printed Name

182 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman