

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, April 4, 2023 at 9:00 a.m. at Residence Inn by Marriott Tampa  
6 Suncoast Parkway, NorthPointe Village, 2101 Northpoint Parkway, Lutz, Florida 33558.

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

8 Ms. Dobson called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Jennifer Whelihan (S2)	Board Supervisor, Chair
11	Jeffrey Haller (S4) <i>(via phone)</i>	Board Supervisor, Vice Chair
12	Anthony Snyder (S1)	Board Supervisor, Assistant Secretary
13	Steven Lopez (S3) <i>(via phone)</i>	Board Supervisor, Assistant Secretary
14	Jules Abercrombie (S5)	Board Supervisor, Assistant Secretary

15 Also present were:

16	Tish Dobson	District Manager, DPFPG Management & Consulting
17	Sarah Sandy <i>(via phone)</i>	District Counsel, Kutak Rock
18	Stephen Brletic	District Engineer, BDI
19	Richard Seaman	Account Manager, Cepra Landscaping
20	Rob Ferante	Cepra Landscaping
21	Lee Smith <i>(via phone)</i>	Account Manager, Steadfast Environmental
22	David Silverstein	Resident
23	Robert Howard	Resident
24	TJ Hendrick <i>(via phone)</i>	Resident
25	Kristen Percula <i>(via phone)</i>	Resident

26 *The following is a summary of the discussions and actions taken at the April 4, 2023 Preserve at South*  
27 *Branch CDD Board of Supervisors Regular Meeting.*

28 **SECOND ORDER OF BUSINESS – Audience Comments – Agenda Items** *(Limited to three minutes*  
29 *per individual)*

30 Mr. Silverstein requested permission from the CDD to install drainage leading to the front of his  
31 property. This item was addressed under Exhibit 5. Mr. Hendrick had comments on the stop signs  
32 and speed control. Ms. Dobson noted the stop signs were replacement signs or for traffic control  
33 by the crosswalk. Ms. Percula asked about the addition of flashing lights prior to the new  
34 crosswalks. Ms. Whelihan noted that the cost for flashing lights would need to be budgeted.

35 **THIRD ORDER OF BUSINESS – Consent Agenda/Administrative Items**

- 36 A. Exhibit 1: Consideration and Approval of The Minutes of the Regular Meeting Held March  
37 7, 2023
- 38 B. Exhibit 2: Consideration and Acceptance of The February 2023 Unaudited Financial  
39 Report

40 On a MOTION by Mr. Abercrombie, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board  
41 approved items A and B of the Consent Agenda as presented, for The Preserve at South Branch Community  
42 Development District.

43 **FOURTH ORDER OF BUSINESS – Business Items**

44 A. Discussion on District Engineering Services  
45 The Board will consider this item at the May meeting.

46 B. Consideration of Date Change for the July Regular Meeting

47 On a MOTION by Ms. Whelihan, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board  
48 approved changing the July meeting date to July 11<sup>th</sup> at 9:00 a.m., for The Preserve at South Branch  
49 Community Development District.

50 A. Exhibit 3: Consideration of Blue Water Aquatics Proposal for Quarterly Fountain  
51 Maintenance - \$7,138.36/yr

52 On a MOTION by Mr. Snyder, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR, the Board  
53 approved the Blue Water Aquatics quarterly fountain maintenance proposal, for The Preserve at South  
54 Branch Community Development District.

55 The Board discussed utilizing a liaison to work with the fountain vendor. Ms. Dobson will  
56 schedule meetings for the liaisons to be briefed by the vendor.

57 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR, the Board  
58 approved the assignment of Mr. Snyder as primary liaison and Mr. Abercrombie as secondary liaison to  
59 work with the fountain contractor, for The Preserve at South Branch Community Development District.

60 B. Exhibit 4: Discussion on FY 2024 Budget

61 Ms. Dobson provided the Board with a brief overview of the budget in preparation for the  
62 Budget Workshop which will be facilitated by Mr. Lotito.

63 **FIFTH ORDER OF BUSINESS – Chair Report**

64 Ms. Whelihan report covered the successful annuals give-away, the fountain map with photos and  
65 box locations that she created and directed Ms. Dobson to share that with the Board. She noted the  
66 community signage is becoming more compliant and improving communication with the public. Ms.  
67 Whelihan had created a logo that she shared with the Board and which is on the CDD website and CDD  
68 signage. The website vendor has been working closely with the CDD to ensure the ADA compliance and  
69 personalized. Ms. Whelihan reminded Board members to complete their biographies so they can be posted  
70 and provide residents with more information on the District’s Supervisors. She suggested encouraging  
71 community photographers to donate their scenic and facility photographs to further engage the community.  
72 Ms. Whelihan volunteered to create the newsletter at no cost to the District since the vendor of choice is  
73 not accepting new clients. The newsletter will be distributed quarterly or semi-annually to residents via  
74 email and posted on the website. She brought up the idea of a conservation/natural area agreement or policy  
75 that would allow residents to fund such issues as invasive vegetation on adjoining CDD property utilizing  
76 CDD-approved vendors. Ms. Dobson, with input from District Counsel and District Engineer, will present  
77 a draft policy at the May meeting for the Board to consider. Ms. Sandy added that a public hearing would  
78 be required with appropriate notice prior to passing a new policy and at the public hearing she could present

79 regarding the risks and potential liability issues for Board members to consider prior to making a decision  
80 regarding the policy.

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

82 A. District Counsel – *Sarah Sandy, Kutak Rock*

83 Ms. Sandy reported that a meeting with DR Horton was attended by Ms. Dobson, Mr.  
84 Brletic and Ms. Whelihan, and noted the discussion with DR Horton regarding the  
85 transition list is an ongoing process. She also affirmed a letter was sent to the resident  
86 regarding the oil stain. Ms. Whelihan added that a phone meeting is scheduled with DR  
87 Horton’s engineer to discuss the transition committee items completed and in progress.  
88 DR Horton has hired surveyors to review the sidewalk/drainage issue; they were given  
89 specific addresses to review and they have been sighted in the community.

90 B. District Engineer – *Stephen Brletic, BDI*

91 Mr. Brletic provided an update on the signage inventory.

92 1. Exhibit 5: Discussion on Drainage Needs for 15590 Sweet Springs Bend

93 Mr. Brletic provided his opinion on the issues affecting the waterflow at this  
94 location, and additional considerations regarding proposed solutions. He pointed  
95 out that only when a proposed project intends to encroach on an easement or CDD  
96 property does it become a CDD issue. Mr. Silverstein stated he would take the  
97 District Engineer’s recommendations and adjust his plans accordingly.

98 Ms. Whelihan stated that “Stop for Pedestrians” signs will be added at the  
99 crosswalks and that the all-way stop was an ADA compliance requirement at  
100 Storybrook Preserve and Living Coral. Mr. Brletic requested an inventory and  
101 photos corresponding to the signage maps for the certification process. It was  
102 noted that there are still a few signs missing that have not yet been replaced.

103 C. District Manger – *Tish Dobson, DPFPG*

104 1. Exhibit 6: Field Operations Report

105 Ms. Whelihan thanked Ms. Dobson for installing the padding to the basketball  
106 posts.

107 a. Exhibit 7: Aquatic Report – *Steadfast Environmental*

108 Mr. Smith reported the general condition of the ponds as good. The  
109 hydrilla is decreasing in pond 1 and treatment for algae in pond 17 is  
110 ongoing.

111 i. Exhibit 8: Consideration of Proposals

112 The following proposals were provided to the Board for  
113 consideration in the discussion of the FY 2024 budget.

114 A) Aquatic Insecticide/Larvicide - \$33,278.00

115 B) Pesticide Fogging - \$2,400.00

116 C) Bluegill and Shellcracker/Redear Sunfish Stocking (Midge  
117 Fly Control) – \$23,940.00

118 D) Gambusia Fish Stocking (Pond Insect Control) - \$7,685.00

119 Pasco County in general is reporting high numbers of insects.  
120 Mosquitoes are the insects that carry diseases and should be the  
121 primary concern. The more residents who call the county to report  
122 a mosquito issue, the more likely the County will allocate  
123 resources to address them in the community. The proposals were  
124 tabled pending the installation of a mosquito trap for testing and  
125 staff working with Steadfast to create a fish stocking policy. The  
126 County does provide free fish and any resident can go when they  
127 are giving them away and release the fish In their pond of choice.  
128 The County only provides one type of mosquito fish, whereas  
129 Steadfast’s proposals are for a variety of fish.

130 b. Landscape Report-- *Cepra*

131 Mr. Seaman reported that cinch bug activity is being treated, irrigation  
132 inspections are ongoing. The County currently has a two-day a week  
133 restriction on watering and there is chatter that may be tightened to one  
134 day a week. The spring annual change out is in progress. To protect the  
135 grass, the crew is focusing on detailing rather than mowing. An update to  
136 the landscape agreement was discussed, specifically the reduction in  
137 annuals, reducing palm tree trimming to once a year, and moving towards  
138 more Florida-friendly plantings. Cepra will forward the updated proposal  
139 for the May meeting.

140 The Board discussed irrigation and drainage during the rainy season and  
141 more care will be needed to mitigate ruts from running mowers around the  
142 ponds during the rainy season.

143 Ms. Dobson will send a Florida-friendly video clip to the Board, review  
144 the FY 2022-2023 irrigation invoices, and post a reminder on the website  
145 for residents to reduce the length of time their irrigation runs during the  
146 rainy season.

147 It was noted that the CDD does not maintain irrigation in the common  
148 areas between the townhomes.

- 149 i. Exhibit 9: Consideration of Spring Annuals Rotation Proposal -  
150 \$2,250.00

151 On a MOTION by Ms. Whelihan, SECONDED by Snyder, WITH ALL IN FAVOR, the Board approved  
152 Cepra’s Spring annuals rotation proposal in the amount of \$2,250.00, for The Preserve at South Branch  
153 Community Development District.

154 2. Update on Sign Survey

155 This item was addressed under the District Engineer’s report.

156 **SEVENTH ORDER OF BUSINESS Audience Comments – New Business/Non-Agenda Items**  
157 *(Limited to 3 minutes per individual for non-agenda items)*

158 Comments were heard regarding residents adding vegetation at the ponds, the fountain schedule  
159 and Pasco County fish stocking information. Ms. Dobson will ask Mr. Smith to present an  
160 enhancement plan for adding vegetation at the ponds at the May meeting and post the fish stocking  
161 information on the website. The fountains are scheduled to run 9 a.m. to 9 p.m. Ms. Dobson

162 notified the Board that Egis offers safety grants that may offset safety expenses and she will apply  
163 on behalf of the community.

164 **EIGHTH ORDER OF BUSINESS – Supervisors Requests** *(Includes Next Meeting Agenda Item*  
165 *Requests)*

166 A request was made for aquatics maintenance proposals. Ms. Dobson addressed a query about the  
167 basketball backboards, stating the metal backboards are more durable and less hazardous than the  
168 plexiglass backboards. The “No Trespassing” signs are included in the sign survey, the initial  
169 installation prioritized signs necessary for safety. Additional signs will be addressed with the  
170 vendor in the next few weeks. The roundabout fountain is driven by the availability of reclaimed  
171 water, when the County reduces the water supply the fountain shuts down to protect the motor.  
172 The fountain starts back up when there is sufficient water to safely run.

173 **NINTH ORDER OF BUSINESS – Action Items Summary** *(To Be Emailed to Supervisors and Staff)*

174 A copy of the distributed summary is attached to these minutes.

175 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check**

176 *Confirmation of Quorum for Next Meeting Scheduled for 9:00 a.m. on April 4, 2023, at the Residence Inn*  
177 *by Marriott Tampa Suncoast Parkway (NorthPointe Village, 2101 Northpoint Parkway, Lutz, Florida*  
178 *33558)*

179 All present Supervisors confirmed their intent to be physically present at the next meeting, which  
180 would establish a quorum.

181 **ELEVENTH ORDER OF BUSINESS – Adjournment**

182 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR, the Board  
183 adjourned the meeting at 10:49 a.m., for The Preserve at South Branch Community Development District.

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

187 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
188 **meeting held on May 2, 2023.**

189  
190 *Tish Dobson*  
\_\_\_\_\_  
**Signature**  
  
Tish Dobson  
\_\_\_\_\_  
**Printed Name**

*Jennifer Whelihan*  
\_\_\_\_\_  
**Signature**  
  
Jennifer Whelihan  
\_\_\_\_\_  
**Printed Name**

191 **Title:**  **Secretary**     **Assistant Secretary**

**Title:**  **Chair**     **Vice Chair**

### **Action Items:**

#### **Tish:**

- Contact Pasco County to install a mosquito trap for testing. – **Requested.**
- Work with Steadfast to create a sustainable fish stocking policy. – **In progress.**
- Send Florida Friendly video clip to the Board. – **Completed.**
- Review irrigation invoices from FY 2022-2023. – **Requested invoices from accounting.**
- Website reminder to dial back their irrigation during the rainy season. – **Scheduled.**
- Egis Insurance Safety Grants – **Contacted Egis for the form.**
- Request for Aquatics Maintenance Proposals. – **Requested: GHS Environmental, Lake Doctors, and Blue Water Aquatics.**

#### **Cepra:**

- Drafting an updated landscape agreement.
- Review irrigation invoices from FY 2022-2023.

#### **Steadfast:**

- Work with Tish to create a sustainable fish stocking policy.
- Attend the May meeting to address adding aquatic plants to the ponds. Create an enhancement plan.

#### **May Agenda Items:**

- Steadfast – Adding aquatic plants to the ponds discussion.