

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
5 Community Development District was held on Tuesday, November 7, 2023 at 9:00 a.m. at
6 Residence Inn by Marriott Tampa Suncoast Parkway, NorthPointe Village, 2101 Northpoint
7 Parkway, Lutz, Florida 33558. The actions taken are summarized as follows:

8 **FIRST ORDER OF BUSINESS: Roll Call**

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

10 Present and constituting a quorum were:

11 Jennifer Whelihan (S2)	Board Supervisor, Chair
12 Jeffrey Haller (S4)	Board Supervisor, Vice Chair
13 Anthony Snyder (S1)	Board Supervisor, Assistant Secretary
14 David Silverstein (S3)	Board Supervisor, Assistant Secretary
15 Jules Abercrombie (S5)	Board Supervisor, Assistant Secretary

16 Also present were:

17 Tish Dobson	District Manager, Vesta District Services
18 Lindsay Moczynski	Succeeding District Counsel, DSK Law
19 Stephen Brletic	District Engineer, BDI
20 Chris Thompson	Blue Water Aquatics
21 Chuck Burnite	GHS Environmental
22 Harris Romaner	Romaner Graphics

23 **SECOND ORDER OF BUSINESS: Audience Comments – Agenda Items**
24 **(Non-Policy Public Hearings Comments)**
25 *(Limited to 3 Minutes Per Individual)*

26 Comments were heard on fountains and policies.

27 **THIRD ORDER OF BUSINESS: New Policy Adoptions**

28 A. **CDD Common Areas and Community Facilities Usage Policy Public Hearing**

29 1. Open Public Hearing

30 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board
31 approved opening the CDD Common Areas and Community Facilities Usage Policy Public
32 Hearing, for The Preserve at South Branch Community Development District.

33 2. Exhibit 1: Presentation of CDD Common Areas and Community
34 Facilities Usage Policy

35 3. Public Comments

36 There being none the next item followed.

37 4. Close Public Hearing

38 On a MOTION by Mr. Snyder, SECONDED by Dr. Silverstein, WITH ALL IN FAVOR, the
39 Board approved closing the CDD Common Areas and Community Facilities Usage Policy Public
40 Hearing, for The Preserve at South Branch Community Development District.

41 B. Exhibit 2: Consideration and Adoption of **Resolution 2024-01, Adopting a CDD**
42 **Common Areas and Community Facilities Usage Policy**

43 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,
44 the Board adopted Resolution 2024-01, Adopting a CDD Common Areas and Community
45 Facilities Usage Policy, for The Preserve at South Branch Community Development District.

46 C. **Parking and Towing Enforcement Policy Public Hearing**

47 1. Open Public Hearing

48 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,
49 the Board approved opening the Parking and Towing Enforcement Policy Public Hearing, for The
50 Preserve at South Branch Community Development District.

51 2. Exhibit 3: Presentation of Parking and Towing Enforcement Policy

52 3. Public Comments

53 Comments were heard on the proposed parking and towing enforcement
54 policy.

55 4. Close Public Hearing

56 On a MOTION by Mr. Abercrombie, SECONDED by Mr. Whelihan, WITH ALL IN FAVOR,
57 the Board approved closing the Parking and Towing Enforcement Policy Public Hearing, for The
58 Preserve at South Branch Community Development District.

59 D. Exhibit 4: Consideration and Adoption of **Resolution 2024-02, Adopting a**
60 **Parking and Towing Enforcement Policy**

61 On a MOTION by Mr. Snyder, SECONDED by Dr. Silverstein, WITH ALL IN FAVOR, the
62 Board adopted Resolution 2024-02, Adopting a Parking and Towing Enforcement Policy, for The
63 Preserve at South Branch Community Development District.

64 **FOURTH ORDER OF BUSINESS: Wetland/Conservation Areas**

65 A. Exhibit 5: Consideration and Adoption of **Resolution 2024-03, Rescinding**
66 **Approval of Mitigation Credit Agreement Resolution (2023-03)**

67 The Board discussed the District's status in complying with the wetland
68 mitigation reporting requirements.

69 On a MOTION by Mr. Haller, SECONDED by Ms. Whelihan, WITH ALL IN FAVOR, the Board
70 adopted Resolution 2024-03, Rescinding Approval of Mitigation Credit Agreement Resolution
71 (2023-03), for The Preserve at South Branch Community Development District.

72 B. Exhibit 6: Consideration of Wetland Mitigation Maintenance and Monitoring
73 Plan

74 1. Blue Water Aquatic Proposal

75 2. GHS Environmental Proposal

76 A presentation on a Wetland Mitigation Action Plan was provided by Mr.
77 Burnite, explaining the maps and the focus on resolving the compliance
78 issues on fifty-seven acres that have specific requirements, specifically no
79 monitoring report has been filed since January 2022 and the prescribed
80 burn was not completed.

81 The Board discussed the proposed plans and credits mentioned in the
82 report. The next steps are:

- 83 • Submit the Monitoring Report
- 84 • Complete the permit modification.
- 85 • Find out if there are any other requirements.
- 86 • Fund the locating of access to the mitigated areas and what
87 remediation needs to be completed.
- 88 • Draft a routine maintenance plan (Reduction of nuisance
89 vegetation within the mitigated area to 5% is the goal)
- 90 • Implement an annual monitoring program.
- 91 • Collect data twice a year and submit an annual report. It was noted
92 that an 80-85% success rate was needed on the monitoring
93 obligations.

94 The reports will be reviewed by District Counsel, District Manager and
95 Mr. Burnite for clarification on completed/outstanding items. It was noted
96 that the District may have 7.54 credits that went to the Developer (1
97 UMAM credit is worth 150k – 200k).

98 Mr. Brletic will contact Steadfast. There may be Federal/State herbaceous
99 and forested credits available. The focus will be on the fifty-seven acres
100 initially.

101 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,
102 the Board approved GHS Environmental as the vendor to provide wetland mitigation and
103 monitoring services, for The Preserve at South Branch Community Development District.

104 GHS will submit pricing for monitoring the mitigated areas for
105 consideration at the December meeting.

106 *Vendor Reports item E: Signage was discussed at this point in the meeting.*

107 **FIFTH ORDER OF BUSINESS:** **Chair Report – Jennifer Whelihan**

108 Ms. Whelihan discussed the front monument painting, the flower giveaway and the
109 photography contest.

110 **SIXTH ORDER OF BUSINESS: Vendor Reports**

111 A. Exhibit 7: Aquatic – *Chuck Burnite, GHS Environmental*

112 Mr. Burnite discussed the progress being made on the pond maintenance.
113 Vegetation growth was noted in pond 7.

114 B. Fountain - Decorative – *Suncoast Pool Service*

115 The reclaimed water is regulated by Pasco County resulting in the decorative
116 monument fountain being off until further notice.

117 C. Exhibit 8: Fountains - Pond – *Chris Thompson, Blue Water Aquatics*

118 Mr. Thompson reviewed the status of the fountains. The goal is to lower the costs
119 of maintenance and repairs to the District and create more up-time of the
120 fountains for the community.

121 The costs to replace the 7-HP motors with 5-HP motors, the cost and effectiveness
122 of installing aerators to oxygenate the water, the budget sustainability, and the
123 scheduling of a workshop to discuss the fountains were discussed.

124 Supervisors will send available dates and topics to Ms. Dobson for a February
125 workshop.

126 Blue Water Aquatics will check the timers for the fountain lights.

127 1. Aerator, Fans, and Mooring Proposals

128 This item was placed on hold.

129 D. Landscape – *Richard Seaman, Cepra*

130 Mr. Seaman was not present. Irrigation was discussed.

131 E. Signage – *Harris Romaner, Romaner Graphics*

132 *This item was discussed out of order, after Wetland Conservation Areas business had*
133 *concluded and prior to the Chair's Report.*

134 Mr. Harris discussed remediated signage for compliance and will send photos of
135 the repairs to the Mr. Brletic.

136 **SEVENTH ORDER OF BUSINESS: Staff Reports**

137 A. District Counsel – *Lindsay Moczynski, DSK Law Group*

138 Ms. Moczynski discussed the mitigation credits, transition list, the Touch Point
139 pond owned by the POA, the District's responsibility to maintain the fountain in
140 front of Touch Point. She provided an explanation on BRS and the POA.
141 Discussion followed on the cost-share agreement with the POA and the pond
142 behind the apartments.

143 Ms. Moczynski will collaborate with Ms. Dobson on the cost-share for the
144 apartment pond and fountain.

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

- 146 1. Update on Ownership/Maintenance Map
- 147 Mr. Brletic presented the maintenance map and noted the conveyance of
- 148 the wall parcel was not completed.
- 149 Supervisors will forward their comments on the map to Ms. Dobson to
- 150 share with the District Engineer.

151 C. District Manager – *Tish Dobson, Vesta District Services*

- 152 1. Exhibit 9: Field Operations Report
- 153 Ms. Dobson presented the field operations report and discussed speed
- 154 bumps, dog park complaints, and midge flies. She advised that Office
- 155 Pride will incorporate the cleaning of the wash station in the dog park in
- 156 their weekly services.
- 157 The Board discussed card access and security for the dog park.

158 **EIGHTH ORDER OF BUSINESS: Business Items**

- 159 A. Exhibit 10: Consideration of Dog Park and Basketball Court Access Control
- 160 Proposal
- 161 1. DCSI – Basketball Court Access

162 On a MOTION by Mr. Snyder, SECONDED by Dr. Silverstein, with Mr. Haller opposed, the
 163 Board approved DCSI’s access control proposal for the basketball court in an amount not to exceed
 164 \$2,500.00, for The Preserve at South Branch Community Development District.

165 **NINTH ORDER OF BUSINESS: Consent Agenda**

- 166 A. Exhibit 11: Consideration and Approval of the Minutes of the Regular Meeting
- 167 Held October 3, 2023
- 168 B. Exhibit 12: Consideration and Acceptance of the September 2023 Unaudited
- 169 Financial Report
- 170 C. Exhibit 13: Ratification of Rومانer Graphics Invoice for Entry Monument
- 171 Cleaning, Painting and Repair - \$2,150.00
- 172 The Board discussed the need for a lift to finish painting the upper level of the
- 173 lighthouse.

174 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,
 175 the Board approved the Consent Agenda – Items A-C – with the inclusion of a not to exceed of
 176 \$750.00 for Rومانer Graphics to complete the painting of the upper level of the lighthouse
 177 monument, for The Preserve at South Branch Community Development District.

178 **TENTH ORDER OF BUSINESS: Audience Comments – New Business/Non-**
 179 **Agenda Items (Limited to 3 Minutes Per**
 180 **Individual)**

181 Comments were heard on the website, Tower Road extension, stormwater drain cleanout,
 182 the County Engineer assessing the possibility of adding a dirt road and the associated

183 barrier removal, the towing and parking policy enforcement, surge protectors on the
184 fountains, adding agenda exhibits to the website, the frequency of communication, and
185 Frontier.

186 **ELEVENTH ORDER OF BUSINESS: Supervisor Requests** *(Includes Next Meeting*
187 *Agenda Item Requests)*

188 Ms. Whelihan asked about the fountain light schedule be checked, the sheriff's
189 agreement, midge fly/mosquito control, and signage for the basketball court, dog park
190 and Balboa Mist Park.

191 Mr. Abercrombie asked about the reserve study and bike rack proposal.

192 *District Counsel left the meeting at 1:07 p.m.*

193 A. Exhibit 14: Discussion on Photography Contest (Whelihan)

194 Supervisors will review the photos for the announcement.

195 **TWELFTH ORDER OF BUSINESS: Action Item Summary**

196 **Board:**

- 197 • Board to send dates and topics to Tish for a Workshop in February.
- 198 • Board members to send comments on maps to Tish for the Engineer.

199 **District Counsel:**

- 200 • Review the reports for clarification on completed/outstanding items with
201 District Manager and GHS.
- 202 • Collaborate with Tish on the Cost Share/apartment pond/Touch Point
203 fountain.

204 **District Engineer:**

- 205 • Secure the permits from ACOE (Army Corp of Engineers & Pasco
206 County)
- 207 • Contact Steadfast regarding the Mitigation Report.

208 **District Manager:**

- 209 • Review the reports for clarification on completed/outstanding items with
210 District Counsel and GHS.
- 211 • Contact Duke Energy for surge protection on the fountains.

212 **Blue Water Aquatics:**

- 213 • Check the timing of the lights.

214 **GHS Environmental:**

- 215 • Review the reports for clarification on completed/outstanding items with
216 District Counsel and District Counsel.

217 **Romaner Graphics:**

- 218 • Send photos of the signage repairs to the Tish/Engineer.

219 **December Agenda:**

- 220 • Mitigation Area monitoring proposal
- 221 • Reserve Study
- 222 • Bike Rack proposal

223 **THIRTEENTH ORDER OF BUSINESS: Next Meeting Quorum Confirmation**

224 *9 a.m. on December 5, 2023 at the Residence Inn by Marriott Tampa, Suncoast Parkway*
225 *at NorthPointe Village, 2101 Northpoint Parkway, Lutz, FL 33558*

226 All Supervisors confirmed their intent to attend the next meeting in person.

227 **FOURTEENTH ORDER OF BUSINESS: Adjournment**

228 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,
229 the Board adjourned at 1:09 p.m., for The Preserve at South Branch Community Development
230 District.

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

234 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
235 **noticed meeting held on December 5, 2023.**

Tish Dobson

Jennifer Whelihan

236 _____
237 **Signature**

Signature

238 Tish Dobson, Secretary

238 Jennifer Whelihan, Chair

239 Tish Dobson _____, Assistant Secretary

239 Jeffrey Haller, Vice Chair