

**MINUTES OF MEETING
TSR
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting and Audit Committee Meeting on November 8, 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 (via telephone)	Assistant Secretary

Also present:

Chuck Adams	District Manager
Antonio Shaw	Wrathell, Hunt and Associates, LLC (WHA)
Alyssa Willson (via telephone)	District Counsel
Barry Mazzoni	Operations Manager
Rene Hlebak	WTS Starkey Ranch Lifestyle Director
Gary Hawkins	Landscape Management Professionals
Mark Yahn	SunScape Consulting, Inc. (SCI)

FIRST ORDER OF BUSINESS

Call to Order/Roll Call/Pledge of Allegiance

Mr. Adams called the meeting to order at 6:01 p.m.

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

All present recited the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

No members of the public spoke.

THIRD ORDER OF BUSINESS

Discussion/Consideration of Rangeland Blvd. West Extension Landscape Plans

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

Mr. Yahn distributed and presented the Rangeland Boulevard West Extension Landscape Plans Pricing Sheet totaling \$348,127.12, which includes allowances for irrigation and SCI's 5% Management Fee. He noted the following:

- Rangeland West: The landscape plan is similar to other parkways throughout Starkey Ranch and reflects a 40% conversion of sod space to landscape space, not 25% as originally planned, which increases price.
- The proposal excludes costs for Rangeland East.
- The options include proceeding with the overall project, reducing planting to a lower percentage or cutting out dead space and not laying the sod or installing some plants now and others later.
- Maintenance costs will increase, such as for the use of pine straw.
- Converting irrigation system/heads to accommodate both instead of splitting it up in zones is recommended.

Regarding watering, Mr. Mazzoni stated that LMP provided a memorandum from Pasco County indicating that the reclaimed wells are dry; hopefully a wet winter will help recover the deficit. Mr. Yahn suggests commencing the project in the first quarter of 2024, subject to a successful winter water supply but, if not, then commencing it in October 2024.

Discussion ensued regarding the change in scope affecting the budget and it excluding Rangeland East, which was in the original plan. It was noted that the higher percentage will result in an increase in savings on water usage and whatever other changes they decide on will result in changes to irrigation, pine straw and maintenance costs and turf conditions.

Scheduling a workshop in January was suggested and negotiating the price with LMP, subject to watering conditions, to present at the workshop

Mr. Szelest voiced his opinion that LMP has done a great job on the property, specifically with irrigation, and the Board agreed to proceed with LMP instead of bidding the irrigation project.

On MOTION by Mr. Deenihan and seconded by Ms. Comella, with all in favor, authorizing SunScape to negotiate a hard proposal with LMP for 25% and 40% of planting, with an anticipated start date of January 2024, subject to water conditions, and for Staff to schedule a workshop on January 10, 2024 at 4:00 p.m., prior to the regular 6:00 p.m. meeting, was approved.

FOURTH ORDER OF BUSINESS**Continued Discussion: Night Star Trail
Speed Limit Change**

Mr. Deenihan distributed and presented proposals for 25 mile-per-hour (mph) speed limit signs for Night Start Trail. He was told by several agencies that the CDD can reduce the speed limit since it is a private road. Mr. Adams stated that the records indicate that the Pasco County Facilities Management Department owns the road. Ms. Willson stated, since the CDD does not have traffic control authority, there is liability associated with the CDD picking a speed limit, without having any input from the County or Traffic Engineer. Mr. Adams agreed with Ms. Willson. He thinks that discussions with the County should continue, since this road will be conveyed to the County in the future. He suggested the District Engineer review the Uniform Traffic Code, if the Board wants to change the speed limit during the bond period. Mr. Deenihan was asked to email the supporting documents to Mr. Adams to distribute to everyone.

FIFTH ORDER OF BUSINESS**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

Mr. Adams recessed the Regular Meeting at 6:47 p.m., and the Audit Selection Committee Meeting commenced.

SIXTH ORDER OF BUSINESS**Review of Responses to Request for
Proposals (RFP) for Annual Audit Services**

Mr. Adams stated that the RFP was initiated because the Auditor filed the CDD's Audit with the State late.

A. Affidavit of Publication**B. RFP Package**

These items were included for informational purposes.

C. Respondent(s): to be provided under separate cover

Mr. Adams distributed and presented responses to the RFP from Grau & Associates and Berger, Toombs, Elam, Gaines & Frank (BTEGF). He stated that the Audit Selection Committee can exclude price from the ranking form. Regarding the incumbent, BTEGF, he thinks the audit was filed late due to staffing issues; if the Board decides to award the contract to BTEGF, he

suggests including a clause in the engagement with a fixed deadline to submit the Audit to the CDD earlier than the State’s June 30, 2023 filing due date.

Discussion ensued regarding BTEGF staff possibly not being knowledgeable enough to answer questions about the Audit and the impression that the actual Audit itself is a “boiler plate” version.

The consensus was to exclude price from the scoring process.

Mr. Stalzer voiced his personal opinion that it is time for the CDD to engage new District Counsel.

D. Auditor Evaluation Matrix/Ranking

The Audit Selection Committee Members ranked the responses individually and gave them to Mr. Adams. Mr. Szelest stated that he ranked Grau & Associates 100 points and BTEGF 90 points; he will email his form to Mr. Adams.

Mr. Adams recapped the overall scores and ranking, as follows:

#1	Grau & Associates	350 points
#2	Berger, Toombs, Elam, Gaines & Frank	295 points

Mr. Adams stated that the overall scores reflect three Committee Members in favor of Grau & Associates and one in favor of BTEGF.

SEVENTH ORDER OF BUSINESS

Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting

Mr. Adams terminated the Audit Selection Committee meeting and reconvened the Regular meeting at 7:03 p.m.

EIGHTH ORDER OF BUSINESS

Consider Recommendation of Audit Selection Committee

• **Award of Contract**

Mr. Adams recapped the Audit Selection Committee overall scores and ranking, as follows:

#1	Grau & Associates	350 points
#2	Berger, Toombs, Elam, Gaines & Frank	295 points

Mr. Adams stated that the overall scores reflect three Committee Members in favor of Grau & Associates and one was in favor of BTEGF.

Mr. Adams was asked to codify the results, after which Ms. Comella noted a correction to her ranking form, causing Mr. Adams to recalculate the Audit Selection Committee’s individual scores.

Mr. Adams presented the revised Audit Selection Committee overall score and ranking, as follows:

#1	Grau & Associates	355 points
#2	Berger, Toombs, Elam, Gaines & Frank	290 points

Mr. Adams stated that the overall scores now show that the Committee Members selected Grau & Associates, unanimously.

On MOTION by Mr. Stalzer and seconded by Ms. Comella, with all in favor, accepting the Audit Committee scores, rankings and recommendation, ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, and the Audit Selection Committee’s recommendation to engage Grau & Associates for annual audit services and authorizing Staff to engage and finalize an agreement/contract with Grau & Associates, was approved.

Ms. Willson stated she will provide Mr. Adams’ office with the Notice of Intent to Award letters.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Reports as of September 30, 2023

Mr. Adams presented the Unaudited Financial Reports as of September 30, 2023. Asked why the \$53,000 still has not been written off, Mr. Adams stated he will follow up with the Controller regarding this request.

The financials were accepted.

TENTH ORDER OF BUSINESS

Approval of October 11, 2023 Regular Meeting Minutes

The following changes were made:

Line 232: Insert "Federal" after "The" and insert "5.75%, resulting in an earning rate of" after "to"

On MOTION by Mr. Stalzer and seconded by Mr. Deenihan, with all in favor, the October 11, 2023 Regular Meeting Minutes, as amended to incorporate the edits made and edits submitted to Management, were approved.

ELEVENTH ORDER OF BUSINESS

Action & Completed Items

Items 3, 4, 5, 6, 8, 10, 11, 12, 14, 16, 17, 18, 19, 21 and 22 were completed.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock, LLP

Ms. Willson stated the Letter Agreement with West Bay Homes regarding Parcels B1 and B2 will be circulated soon.

B. District Engineer: Johnson Engineering, Inc.

Mr. Adams stated that the District Engineer is working with the County on completing the Roadway Turnover Reconciliation Report and home inspections and he is obtaining proposals to repair small erosion deficiencies.

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

- **NEXT MEETING DATE: December 13, 2023 at 6:00 PM**
 - **QUORUM CHECK**

The December 13, 2023 meeting was cancelled. Staff will distribute December’s regular reports to the Board.

D. Lifestyle Director & Amenity Manager: Arch Amenities Group

Ms. Hlebak presented the Monthly Summary Report. She discussed recent meetings and events held at the Welcome Center and will e-blast information about scheduling meetings and events.

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

Mr. Mazzoni presented the Monthly Field Operations Report and noted the following:

- SOLitude: The contract expires August 31, 2024. He suggests going out to bid and adding services to dye the ponds to the scope and RFP.

➤ Pond Bank Erosion: The District Engineer is inspecting all the ponds. He was asked to email copies of the letters to the homeowners to the Board. He asked direction on what percentage to charge each homeowner, if any, to reimburse the CDD for the repair costs.

Discussion ensued regarding the CDD initiating the same policy as in the Declaration document such that homeowners are responsible for the costs to repair damaged CDD property caused by the homeowner.

The consensus was for Ms. Willson to work with CDD Staff to insert concise language in future letters to homeowners about the homeowner personally incurring the costs or reimbursing the CDD for damaging CDD property.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Requests

Ms. Comella expressed concern about the pond conditions and asked if the Board can impose restrictions on the fertilizers that landscapers and homeowners use. Mr. Adams advised her to contact the County. He will email Lee County's Fertilizer Ordinance to the Board so the Board can consider implementing similar best management practices within the CDD's own specifications. Ms. Willson stated that the Board can adopt a non-enforceable policy of best management practices and e-blast it to the community.

Mr. Stalzer asked for the topic "Reconsideration of the Slate of Officers" to be on the January agenda.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Szelest and seconded by Mr. Deenihan, with all in favor, the meeting adjourned at 8:00 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

COPSAI
Secretary/Assistant Secretary

Mary Ellen Cornella
Chair/Vice Chair