

**BERRY BAY II
COMMUNITY DEVELOPMENT
DISTRICT**

OCTOBER 03, 2024

REGULAR MEETING

AGENDA PACKAGE



2005 PAN AM CIRCLE, SUITE 300
TAMPA. FL 33067

Berry Bay II Community Development District

Board of Supervisors

Carlos de la Ossa, Chair
Nicholas Dister, Vice-Chairman
Ryan Motko, Assistant Secretary
Albert Viera, Assistant Secretary
Kyle Smith, Assistant Secretary

District Staff

Brian Lamb, District Secretary
Bryan Radcliff, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda

Thursday, October 03, 2024, at 2:00 p.m.

The Regular Meeting of the **Berry Bay II Community Development District** will be held on October 03, 2024 at **2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607**. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

[Join the meeting now](#)

Meeting ID: 215 817 490 035 **Passcode:** 45UmMF
Dial-in by phone +1 646-838-1601 **Pin:** 227 773 399#

REGULAR MEETING OF BOARD OF SUPERVISORS

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ITEMS**
 - A. Consideration of Change Order for District Engineer Contract
4. **CONSENT AGENDA**
 - A. Approval of Minutes of the September 05, 2024 Regular Meeting
 - B. Acceptance of the Financials and Approval of the Check Register for August 2024
5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
6. **BOARD OF SUPERVISORS REQUESTS AND COMMENTS**
7. **PUBLIC COMMENTS**
8. **ADJOURNMENT**

*Next regularly scheduled meeting is **November 07, 2024 at 2:00 p.m.**



PROFESSIONAL SERVICES AGREEMENT CHANGE ORDER

Change Order # 200-1 Date 10 September 2024

"Stantec" Stantec Consulting Services, Inc.

Stantec Project # 238201896

777 S. Harbour Island Blvd., Suite 600

Tampa, FL 33602

Ph: (813) 223-9500

email: tonja.stewart@stantec.com

Client Berry Bay II CDD

Client Project #

210 N. University Drive, Suite 702, Coral Springs, FL 33071

Ph: (813) 873-7300

email: angie.grunwald@inframark.com

Project Name and Location: Berry Bay II CDD

In accordance with the original Professional Services Agreement dated 15 December 2023 and Change Orders thereto, the Agreement changes as detailed below are hereby authorized.

Change Order #200-1 to be added to Task 200 (Bond Validation and First Bond Issue Engineer's Report).

Total fees on Change Order	200-1	\$	7,500.00
Original agreement amount		\$	10,000.00

Total Agreement	\$	17,500.00
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Effect on Schedule: None

Payments shall be made in accordance with the original agreement terms. All other items and conditions of the original Agreement shall remain in full force and effect.

Stantec Consulting Services, Inc.

Berry Bay II CDD

Hamid Sahebkar, P.E.

Print Name and Title

Print Name and Title

Signature

Signature

Date Signed:

Date Signed:

**MINUTES OF REGULAR MEETING
BERRY BAY II
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Berry Bay II Community Development District was held on Thursday, September 5, 2024, and called to order at 3:18 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

Present were:

Carlos de la Ossa	Chairperson
Nicholas Dister	Vice Chairperson <i>(via phone)</i>
Ryan Motko	Assistant Secretary <i>(via phone)</i>
Albert Viera	Assistant Secretary
Kyle Smith	Assistant Secretary

Also present were:

Bryan Radcliff	District Manager
Jayna Cooper	District Manager
Kathryn Hopkinson	District Counsel
John Vericker	District Counsel

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Radcliff called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comment on Agenda Items

There being none, the next order of business followed.

THIRD ORDER OF BUSINESS

Business Items

A. Ratification of Developer Budget Funding Agreement for Fiscal Year 2025

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor, Developer Budget Funding Agreement for Fiscal Year 2025, in substantial form, was ratified. 5-0

B. Consideration of Resolution 2024-38, Redesignation of Officers

The following persons were elected to the offices:

• Carlos de la Ossa	Chairperson
• Nicholas Dister	Vice Chairperson
• Brian Lamb	Secretary
• Eric Davidson	Treasurer
• Leah Popelka	Assistant Treasurer

September 5, 2024

BERRY BAY II CDD

- Bryan Radcliff Assistant Secretary
- Ryan Motko Assistant Secretary
- Albert Viera Assistant Secretary
- Kyle Smith Assistant Secretary

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor, Resolution 2024-38, Redesignation of Officers, adding Leah Popelka as Assistant Treasurer, as detailed above, was adopted. 5-0

C. Consideration of Resolution 2024-39, Special Districts Performance Measures & Standards-HB7013

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor, Resolution 2024-39, Special Districts Performance Measures and Standards - HB7013, was adopted. 5-0

D. General Matters of the District

There being none, the next order of business followed.

FOURTH ORDER OF BUSINESS

Consent Agenda

A. Approval of Minutes of the August 01, 2024, Regular Meeting

B. Consideration of Operation and Maintenance Expenditures July 2024

C. Acceptance of the Financials and Approval of the Check Register for July 2024

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor, the Consent Agenda, was approved. 5-0

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

B. District Engineer

C. District Manager

There being no reports, the next order of business followed.

SIXTH ORDER OF BUSINESS

Board of Supervisors' Requests and Comments

There being none, the next order of business followed.

SEVENTH ORDER OF BUSINESS

Public Comments

There being none, the next order of business followed.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business,

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Bryan Radcliff
District Manager

Carlos de la Ossa
Chairperson

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all
in favor the meeting was adjourned at 3:19 pm. 5-0

Berry Bay II Community Development District

Financial Statements
(Unaudited)

Period Ending
August 31, 2024

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

BERRY BAY II
Balance Sheet
As of August 31, 2024
(In Whole Numbers)

ACCOUNT DESCRIPTION	TOTAL
<u>ASSETS</u>	
Cash In Bank	\$ 6,277
TOTAL ASSETS	\$ 6,277
<u>LIABILITIES</u>	
Accounts Payable	\$ 7,036
TOTAL LIABILITIES	7,036
<u>FUND BALANCES</u>	
Unassigned:	(759)
TOTAL FUND BALANCES	(759)
TOTAL LIABILITIES & FUND BALANCES	\$ 6,277

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2024
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Special Assmnts- CDD Collected	\$ 118,425	\$ -	\$ (118,425)	0.00%
Developer Contribution	-	78,264	78,264	0.00%
TOTAL REVENUES	118,425	78,264	(40,161)	66.09%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	3,000	6,000	(3,000)	200.00%
ProfServ-Construction	9,000	-	9,000	0.00%
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ-Info Technology	600	-	600	0.00%
ProfServ-Recording Secretary	2,400	-	2,400	0.00%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	17,665	(8,165)	185.95%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	-	4,500	0.00%
District Manager	25,000	20,667	4,333	82.67%
Accounting Services	9,000	8,000	1,000	88.89%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	2,900	(1,100)	161.11%
Postage, Phone, Faxes, Copies	500	2	498	0.40%
Rentals & Leases	600	-	600	0.00%
Insurance - General Liability	3,200	2,057	1,143	64.28%
Public Officials Insurance	2,500	1,683	817	67.32%
Legal Advertising	3,500	15,550	(12,050)	444.29%
Misc-Admin Fee (%)	250	-	250	0.00%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	1,200	-	1,200	0.00%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	1,200	4,500	(3,300)	375.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	-	175	0.00%
Reserve	10,000	-	10,000	0.00%
Total Administration	118,425	79,024	39,401	66.73%
TOTAL EXPENDITURES	118,425	79,024	39,401	66.73%

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2024
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Excess (deficiency) of revenues				
Over (under) expenditures	-	(760)	(760)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		1		
FUND BALANCE, ENDING		<u><u>\$ (759)</u></u>		

