WESTCHESTER SPECIAL DEPENDENT DISTRICT

MEETING AGENDA

Monday, December 1, 2025, at 6:00 PM Meeting to be held at:

Maureen B. Gauzza Regional Library
11211 Countryway Blvd.,
Tampa, FL 33626

Prepared by:

INFRAMARK
INFRASTRUCTURE MANAGEMENT SERVICES

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

Westchester Special Dependent District

Board of Trustees Meeting Agenda

Monday, December 1, 2025 – 6:00 p.m.

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1. **Roll Call**
2. **Adoption of the Agenda**
3. **Audience Comments on Agenda Items**
4. **Staff Reports**
   - **A.** Landscape Report
   - **B.** Irrigation Report
   - **C.** District Manager Report
     1. Update on Mary Mahoney District Forms
     2. Discussion of Ethics Training
5. **Business Item**
   - **A.** Discussion of Clarification on the Requirements for a Quorum to Raise Assessment for Special Dependent District
   - **B.** Discussion of Pressure Washing Medians Proposals
   - **C.** Discussion of County Underground Leak
   - **D.** Discussion of Solitude Lake Management Pond Review
6. **Business Administration**
   - **A.** Consideration of the Meeting Minutes from October 29, 2025……Page 3
   - **B.** Review of the October 2025 Financial……………………………Page 6
7. **Audience Comments**
8. **Supervisor Requests**
9. **Adjournment**
10.

MINUTES OF MEETING
WESTCHESTER SPECIAL DEPENDENT DISTRICT

A meeting of the Governing Board of Trustees of the Westchester Special Dependent District was held on Wednesday, October 29, 2025, and called the meeting to order at 6:00 p.m. at the Maureen B. Gauzza Regional Library, located at 11211 Countryway Boulevard, Tampa, Florida 33626.

Present and constituting a quorum were:

Cyndi Moses	President
Tim Schultz	Vice President
Alain de Delva	Assistant Secretary
Emily Brushwood	Assistant Secretary
Shelley Wimbs	Assistant Secretary
Jay Juarbe	Assistant Secretary
Judy Beall	Assistant Secretary

Also present were:

Alize Aninipot	District Manager, Inframark
Mark Vega	Senior District Manager, Inframark
Andy Cohen	District Counsel

Following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS **Roll Call**

A quorum was established.

SECOND ORDER OF BUSINESS **Adoption of the agenda**

There being no amendments,

> On MOTION by Mr. De Delva, seconded by Mr. Schultz, with all in favor, the agenda was approved as presented.

THIRD ORDER OF BUSINESS **Audience Comments on Agenda Items**

There were no audience comments.

FOURTH ORDER OF BUSINESS **Special Business Items**

A. Acceptance of Resignation

> On MOTION by Ms. Wimbs, seconded by Ms. Brushwood, with all in favor, the Board accepted the Resignation of Seat 5.

B. Consideration of Board Resume

On MOTION by Ms. Moses, seconded by Mr. De Delva, with all in favor, the Board Appointed Judy Beall to Seat 5 of the Westchester Special Dependent District Board.

C. Consideration of Resolution 2026-01, Designating Officers

On MOTION by Mr. De Delva, seconded by Mr. Schultz, with all in favor, the Board Adopted Resolution 2026-01, Designating Officers.

FIFTH ORDER BUSINESS — Staff Reports

A. Landscape Report

Tabled.

B. Irrigation Report

Tabled.

C. District Manager Report

No updates at this time.

SIXTH ORDER OF BUSINESS — Business Items

A. Consideration of Audit Engagement Letter

On MOTION by Ms. Beall, seconded by Mr. Schultz, with all in favor, the Board accepted the Audit Engagement Letter.

B. Public Hearing on the Fiscal Year 2025-2026 Final Budget

On MOTION by Ms. Beall, seconded by Mr. De Delva, with all in favor, the Board Opened the Public Hearing on the Fiscal Year 2025-2026 Final Budget.

1. Consideration of Resolution 2026-02, Adopting the Final Budget

On MOTION by Ms. Wimbs, seconded by Ms. Moses, with all in favor, the Board Adopted Resolution 2026-02, Adopting the Final Budget

On MOTION by Ms. Beall, seconded by Ms. Moses, with all in favor, the Board Closed the Public Hearing on the Fiscal Year 2025-2026 Final Budget.

C. Consideration of Resolution 2026-03, Adopting the Fiscal Year 2025-2026 Meeting Schedule

The CDD meetings will be on the first Monday of every month.

On MOTION by Mr. De Delva, seconded by Ms. Brushwood, with all in favor, the Board Adopted Resolution 2026-03, Adopting the Fiscal Year 2025-2026 Meeting Schedule.

D. Consideration of High-Yield Checking

On MOTION by Mr. Schultz, seconded by Ms. Moses, with all in favor, the Board approved the High-Yield Checking.

SEVENTH ORDER OF BUSINESS Consent Agenda

A. Consideration of the Meeting Minutes from August 20, 2025

The Board requested a change to line item 45 from "honorary general" to "R&M General".

On MOTION by Ms. Moses, seconded by Ms. Beall, with all in favor, the meeting minutes from August 20, 2025, were approved as amended.

B. Review of the September 2025 Financial

On MOTION by Ms. Beall, seconded by Ms. Wimbs, with all in favor, the Board accepted the September 2025 Financial.

EIGHTH ORDER OF BUSINESS Audience Comments

There were no audience comments.

NINTH ORDER OF BUSINESS Supervisor Requests

The Board has requested three quotes for pressure washing all the medians.

Ms. Moses asked Ms. Aninipot to confirm with Mr. Cohen whether she is required to complete ethics training. Ms. Moses mentioned that she attempted to complete the training but received a message indicating that it was not necessary.

Ms. Beall noted that she will not be available for the meeting on December 1st.

Additionally, the Board seeks clarification on the requirements for a quorum to raise assessments for SDD.

TENTH ORDER OF BUSINESS Adjournment

Ms. Aninipot calls for a motion to adjourn the meeting.

On MOTION by Ms. Beall, seconded by Mr. Juarbe, with all in favor, the meeting was adjourned at 7:14 p.m.

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Secretary President

Westchester
Special Dependent District

Financial Report

October 31, 2025

INFRAMARK
INFRASTRUCTURE MANAGEMENT SERVICES

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Westchester
Special Dependent District

Financial Statements

(Unaudited)

October 31, 2025

Balance Sheet
October 31, 2025

ACCOUNT DESCRIPTION		TOTAL
ASSETS		
Cash - Checking Account	$	37,572
Accounts Receivable		50
Due From Other Gov'tl Units		481
Deposits		1,700
TOTAL ASSETS	**$**	**39,803**
LIABILITIES		
Accounts Payable	$	169
Accrued Expenses		168
TOTAL LIABILITIES		**337**
FUND BALANCES		
Nonspendable:		
Deposits		1,700
Unassigned:		37,766
TOTAL FUND BALANCES	**$**	**39,466**
TOTAL LIABILITIES & FUND BALANCES	**$**	**39,803**

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2025

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF AMENDED BUD	OCT-25 ACTUAL
REVENUES				
Interest - Investments	$ 200	$ 18	9.00%	$ 19
Special Assmnts- Tax Collector	78,028	-	0.00%	-
Special Assmnts- Discounts	(3,901)	-	0.00%	-
TOTAL REVENUES	**74,327**	**18**	**0.02%**	**19**
EXPENDITURES				
Administration				
ProfServ-Legal Services	2,600	169	6.50%	169
ProfServ-Mgmt Consulting	12,000	1,000	8.33%	1,000
Auditing Services	2,400	-	0.00%	-
Contract-Website Hosting	670	-	0.00%	-
Postage and Freight	100	-	0.00%	-
Insurance - General Liability	6,440	5,830	90.53%	5,830
Printing and Binding	50	-	0.00%	-
Legal Advertising	1,500	48	3.20%	48
Misc-Assessment Collection Cost	1,561	-	0.00%	-
Misc-Contingency	100	15	15.00%	15
Office Supplies	50	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	175
Total Administration	27,646	7,237	26.18%	7,237
Field				
Contracts-Lake and Wetland	3,483	290	8.33%	290
Contracts-Landscape	22,278	1,857	8.34%	1,857
Contracts-Irrigation	660	55	8.33%	55
Utility - Water	16,000	12	0.08%	12
R&M-General	52,457	-	0.00%	-
R&M-Fertilizer	240	20	8.33%	20
Misc-Contingency	100	17	17.00%	17
Total Field	95,218	2,251	2.36%	2,251
TOTAL EXPENDITURES	**122,864**	**9,488**	**7.72%**	**9,488**

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2025

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF AMENDED BUD	OCT-25 ACTUAL
Excess (deficiency) of revenues Over (under) expenditures	(48,537)	(9,470)	19.51%	(9,469)
Net change in fund balance	$ (48,537)	$ (9,470)	19.51%	$ (9,469)
FUND BALANCE, BEGINNING (OCT 1, 2025)	**48,936**	**48,936**		
FUND BALANCE, ENDING	**$ 399**	**$ 39,466**		

Westchester
Special Dependent District

Supporting Schedules

October 31, 2025

Cash & Investment Report
October 31, 2025

ACCOUNT NAME	BANK NAME	YIELD	BALANCE
OPERATING FUND			
Municipal Interest Checking	TD Bank	0.58%	$ 37,572
		Total	**$ 37,572**

Bank Account Statement

Westchester SDD

Bank Account No.	4104		
Statement No.	10-25	**Statement Date**	10/31/2025

G/L Account No. 101002 Balance	37,571.98	**Statement Balance**	37,746.98
		Outstanding Deposits	0.00
Positive Adjustments	0.00	**Subtotal**	37,746.98
Subtotal	37,571.98	**Outstanding Checks**	-175.00
Negative Adjustments	0.00	**Ending Balance**	37,571.98
Ending G/L Balance	37,571.98		

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Outstanding Checks							
10/23/2025	Payment	5461	FLORIDA COMMERCE	Payment of Invoice 001175			-175.00
Total Outstanding Checks							-175.00

WESTCHESTER SDD

Payment Register by Fund

For the Period from 10/01/2025 to 10/31/2025

(Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001							
CHECK # 100052							
001	10/01/25	BUSINESS OBSERVER, INC.	25-02848H	10-6-25 MEETING	Legal Advertising	548002-51301	$37.19
						Check Total	*$37.19*
CHECK # 100053							
001	10/07/25	BUSINESS OBSERVER, INC.	25-02948H	9/26/25 LEGAL AD	Legal Advertising	548002-51301	$59.06
						Check Total	*$59.06*
CHECK # 100054							
001	10/17/25	INFRAMARK LLC	160685	OCT 2025 MGMT SVCS	ProfServ-Mgmt Consulting	531027-51201	$1,000.00
001	10/17/25	INFRAMARK LLC	160685	OCT 2025 MGMT SVCS	Misc-Contingency	549900-51301	$15.00
						Check Total	*$1,015.00*
CHECK # 100055							
001	10/17/25	BUSINESS OBSERVER, INC.	25-02880H	9/19/25 LEGAL AD	Legal Advertising	548002-51301	$48.13
						Check Total	*$48.13*
CHECK # 100056							
001	10/17/25	PERSSON & COHEN, P.A	6401	SEPT 2025 SVCS	ProfServ-Legal Services	531023-51401	$82.50
						Check Total	*$82.50*
CHECK # 100057							
001	10/21/25	DAVEY TREE EXPERT COMPANY	920023307	OCT 2025 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	$1,081.50
						Check Total	*$1,081.50*
CHECK # 100058							
001	10/21/25	FLA LANDSCAPES AND LAWNS	57096	OCT 25 LANDSCAPE MAINTENANCE	Contracts-Landscape	534050-53901	$775.00
001	10/21/25	FLA LANDSCAPES AND LAWNS	57096	OCT 25 LANDSCAPE MAINTENANCE	Contracts-Irrigation	534073-53901	$55.00
001	10/21/25	FLA LANDSCAPES AND LAWNS	57096	OCT 25 LANDSCAPE MAINTENANCE	R&M-Fertilizer	546026-53901	$20.00
001	10/21/25	FLA LANDSCAPES AND LAWNS	57096	OCT 25 LANDSCAPE MAINTENANCE	Misc-Contingency	549900-53901	$17.00
						Check Total	*$867.00*
CHECK # 100059							
001	10/21/25	SOLITUDE LAKE MANAGEMENT LLC	PSI205849	OCT 2025 POND MAINTENANCE	Contracts-Lake and Wetland	534021-53901	$290.24
						Check Total	*$290.24*
CHECK # 5460							
001	10/06/25	EGIS INSURANCE ADVISORS, LLC	29492	POLICY #100125457 10/01/2025-10/01/2026	Insurance - General Liability	545002-51301	$5,830.00
						Check Total	*$5,830.00*

WESTCHESTER SDD

Payment Register by Fund

For the Period from 10/01/2025 to 10/31/2025

(Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 5461							
001	10/23/25	FLORIDA COMMERCE	92909	FY 2026 ANNUAL FILING FEE	Annual District Filing Fee	554007-51301	$175.00
						Check Total	*$175.00*
CHECK # DD167							
001	10/27/25	B.O.C.C. ACH	101425-1266-ACH	09/09-10/10/25 RECLAIMED WATER CHGS	Utility - Water	543018-53901	$11.88
						Check Total	*$11.88*
						Fund Total	**$9,497.50**

Total Checks Paid	**$9,497.50**