

**TOUCHSTONE  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
SPECIAL MEETING  
JUNE 30, 2022**

**TOUCHSTONE  
COMMUNITY DEVELOPMENT DISTRICT  
AGENDA**

**June 30, 2022, at 9:00 a.m.**

The offices of Inframark, LLC

Located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607

<b>District Board of Supervisors</b>	Chairman Vice-Chair Assistant Secretary Assistant Secretary Assistant Secretary	Kelly Evans Laura Coffey Gregory Elliot Becky Wilson Lori Campagna
<b>District Manager</b>	Inframark, LLC	Gene Roberts
<b>District Attorney</b>	Straley Robin Vericker	Vivek Babbar
<b>District Engineer</b>	Landmark Engineering	Todd C. Amaden

***All cellular phones and pagers must be turned off while in the meeting room***

The special meeting will begin on 9:00 am with the third section called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Vendor/Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final sections are called **Board of Supervisors Request and Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

June 30, 2022

Board of Supervisors  
**Touchstone Community Development District**

Dear Board Members:

The Special Meeting of Touchstone Community Development District will be held on **June 30, 2022, at 9:00 a.m. at the offices of Inframark, LLC located at 2005 Pan Am Circle Suite 300, Tampa, FL 33607**. Please let us know 24 hours before the meeting if you wish to call in for the meeting. Following is the agenda for the meeting:

**Call in Number: 1-866-906-9330**

**Access Code: 7979718#**

**1. CALL TO ORDER/ROLL CALL**

**2. PUBLIC COMMENTS ON AGENDA ITEMS**

**3. BUSINESS ITEMS**

- A. Discussion on Resident Resumes.....Tab 01
- B. Consideration of District Engineer's Report 2022.....*Under Separate Cover*
- C. Consideration of Special Assessment Methodology Report.....*Under Separate Cover*
- D. Consideration of Resolution 2022-04; Declaring Preliminary Special Assessments  
for Recreational Project.....Tab 02
- E. Consideration of Resolution 2022-05; Setting a Public Hearing on  
Special Assessments for Recreational Project.....Tab 03

**4.VENDOR/STAFF REPORTS**

- A. District Counsel
- B. District Engineer
- C. District Manager

**5.BOARD OF SUPERVISORS REQUESTS AND COMMENTS**

**6.PUBLIC COMMENTS**

**7.ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,  
Gene Roberts  
District Manager

CANDIDATE INFORMATION SHEET

NAME: *Bruce Wells*

ADDRESS: *3608 Catmint St.*

PERSONAL BACKGROUND:

*I have over 30 years of management experience from Retail Management as well as hotel management with up to 40 employees. With that amount of experience comes the knowledge of how to communicate as well as listen to understand concerns.*

PRIOR HOA EXPERIENCE:

COMMENTS ABOUT BOARD CANDIDACY:

*I have a vested interest in what goes on in my community as I am a homeowner.*

This form is provided for your convenience. You are under no obligation to follow its format. All submissions must be on one side of an 8 1/2" by 11" sheet and it will be photocopied as submitted.

Please return your candidate intent form and information sheet by May 27, 2022 to [kperkins@homeriver.com](mailto:kperkins@homeriver.com). You can also mail it to Touchstone Community Association 12906 Tampa Oaks Blvd Suite 100 Temple Terrace, FL 33637.

## **PROGRAM MANAGEMENT | SECURITY OPERATIONS**

Military Veteran with a Secret Security Clearance and over 20 years of proven experience in organizational leadership, logistics, and human capital development. Utilized innovative strategies to direct strategic organizational oversight while managing multiple large-scale projects in complex, fast-paced environments. Exceptional cross-functional partner, consensus builder, and thought leader in driving transformation and scaling operations; reputation for establishing cultures of excellence and inspiring diversified groups.

- Supply Chain Management
- Quality Assurance
- Data Analysis
- Safety & Compliance
- Interagency Coordination
- Policy Implementation
- Equipment Management
- Inspections & Auditing
- Workflow Adaptation

## **OVERVIEW OF KEY CONTRIBUTIONS**

- **Program Management**– Proven track record for leading multi-dimensional teams in high pressure, high tempo environments producing deliverables on schedule and within required parameters. Created plans by adapting technology and best practices that aligned with the scope and vision of the organization to promote schedule, budget, and task completion.
- **Operations Management** – Demonstrated leadership in numerous multinational operations by creating support plans, logistical coordination, supply analysis, and personnel oversight.
- **Training and Development** – A versatile and innovative management individual who is skilled at seeing the “big picture” while able to focus on the details through the entire process. Demonstrated ability to assimilate to new ideas, concepts, methods, and technologies. Dedicated and innovative team builder with a superior work ethic.

## **PROFESSIONAL EXPERIENCE**

### **United States Army Personnel Manager**

### **Various Locations**

**July 2016 – Present**

Coordinated resolution of complex problems with supervisor, member, and appropriate support agencies. Performed quality performance reviews and ensured timely processing of performance reports, awards, promotions, demotions, quality control actions, and disciplinary actions.

- Supervised use of and maintenance of department property valued over \$2M
- Oversaw headquarters Organization Inspection Program (OIP) and department inspections resulting in 100% passing rates
- Managed return of more than 40K items and ensured accountability for \$2M in government equipment with zero losses
- Assisted and supervised organization’s administrative, logistic, training, and security requirements; provided timely, accurate, and predictive intelligence to Senior Leadership

### **Clinical Operations Manager | Senior Medical Manager**

**September 2011 – July 2016**

Analyzed, developed, and implemented a comprehensive, effective clinical / medical readiness program for a multi-component supply, maintenance, support, and training. Planned, coordinated for assets, and oversaw movement of department to establish operations without hinderance to team mission.

- Streamlined logistical operations, interagency communication, and set efficient and sustainable standards for future executive leaders
- Monitored, evaluated, and recorded training activities; tracked program effectiveness ensuring critical information was available to senior level leadership
- Strictly and consistently enforced safety, ethical, moral, equal employment opportunity standards setting the example for other employees to follow resulting in a non-hostile workplace and zero safety related incidents
- Coached, mentored and professionally developed 20 adaptable, agile, balanced and innovative leaders responsible for executing organizational objectives and enhancing team proficiency
- Maintained strict accountability and security for 100% of section equipment valued over \$80K
- Ensured more than \$300M worth of equipment was maintained and properly utilized

**RESOLUTION NO. 2022-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT DECLARING NON-AD VALOREM SPECIAL ASSESSMENTS; INDICATING THE LOCATION, NATURE AND ESTIMATED COST OF THE PUBLIC IMPROVEMENTS WHICH COST IS TO BE DEFRAYED IN WHOLE OR IN PART BY SUCH DEBT ASSESSMENTS; PROVIDING THE PORTION OF THE ESTIMATED COST OF THE PUBLIC IMPROVEMENTS TO BE DEFRAYED IN WHOLE OR IN PART BY SUCH DEBT ASSESSMENTS; PROVIDING THE MANNER IN WHICH SUCH DEBT ASSESSMENTS SHALL BE MADE; PROVIDING WHEN SUCH DEBT ASSESSMENTS SHALL BE MADE; DESIGNATING LANDS UPON WHICH SUCH DEBT ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT; AUTHORIZING THE PREPARATION OF A PRELIMINARY ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (the "**Board**") of the Touchstone Community Development District (the "**District**") has determined to acquire and construct certain public improvements (the "**Recreational Project**") set forth in the plans and specifications described in the *Report of the District Engineer dated January 2022* (the "**Engineer's Report**"), incorporated by reference as part of this Resolution and which is available for review at the office of Inframark, located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607 (the "**District Office**"); and

**WHEREAS**, the Board finds that it is in the best interest of the District to pay the cost of the Recreational Project by imposing, levying, and collecting non-ad valorem special assessments pursuant to Chapter 190, the Uniform Community Development District Act, Chapter 170, the Supplemental Alternative Method of Making Local and Municipal Improvements, and Chapter 197, Florida Statutes (the "**Debt Assessments**"); and

**WHEREAS**, the District is empowered by Chapters 190, 170, and 197, Florida Statutes, to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain the Recreational Project and to impose, levy, and collect the Debt Assessments; and

**WHEREAS**, the District hereby determines that benefits will accrue to the property improved, the amount of those benefits, and that the Debt Assessments will be made in proportion to the benefits received as set forth in the *Master Assessment Methodology Report dated June 30, 2022*, (the "**Assessment Report**") incorporated by reference as part of this Resolution and on file in the District Office; and

**WHEREAS**, the District hereby determines that the Debt Assessments to be levied will not exceed the benefits to the property improved.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE DISTRICT THAT:**

1. The foregoing recitals are hereby incorporated as the findings of fact of the Board.
2. The Debt Assessments shall be levied to defray all of the costs of the Recreational Project.
3. The nature of the Recreational Project generally consists of public improvements consisting of a 3.24-acre tract of land together with an existing clubhouse building, pool, parking lot, green space, landscaping/hardscaping, fixtures and personal property, all located within Parcel L of the Touchstone Phase 1 plat, all as described more particularly in the plans and specifications on file at the District Office, which are by specific reference incorporated herein and made part hereof.

4. The general locations of the Recreational Project are as shown on the plans and specifications referred to above.
5. As stated in the Engineer's Report, the estimated cost of the Recreational Project is approximately **\$6,900,000** (hereinafter referred to as the "**Estimated Cost**").
6. As stated in the Assessment Report, the Debt Assessments will defray approximately \$\_\_\_\_\_ of the expenses, which includes the Estimated Cost, plus financing related costs, capitalized interest, a debt service reserve and contingency, all of which may be financed by the District's proposed special assessment bonds.
7. As provided in further detail in the Assessment Report, the lands within the District are currently fully platted and the Debt Assessments will be levied on an equalized basis across all residential units as they will all benefit equally from the ability to enjoy and use the Recreational Project regardless of product type or front footage.
8. In the event the actual cost of the Recreational Project exceeds the Estimated Cost, such excess may be paid by the District from additional assessments or contributions from other entities. No such excess shall be required to be paid from the District's general revenues.
9. The Debt Assessments shall be levied in accordance with the Assessment Report referenced above on all lots, within the District, which are adjoining and contiguous or bounding and abutting upon the Recreational Project or specially benefited thereby and further designated by the assessment plat hereinafter provided for.
10. There is on file at the District Office, an assessment plat showing the area to be assessed, with the plans and specifications describing the Recreational Project and the Estimated Cost, all of which shall be open to inspection by the public.
11. The Chair of the Board has caused the District Manager to prepare a preliminary assessment roll which shows the lots assessed, the amount of benefit to and the assessment against each lot and the number of annual installments into which the assessment is divided. The preliminary assessment roll is part of the Assessment Report which is on file at the District Office.
12. In accordance with the Assessment Report and commencing with the year in which the District is obligated to make payment of a portion of the Estimated Cost acquired by the District, the Debt Assessments shall be paid in not more than 30 annual installments payable at the same time and in the same manner as are ad valorem taxes and as prescribed by Chapter 197, Florida Statutes; provided, however, that in the event the uniform method for the collection of non-ad valorem assessments is not available to the District in any year, or the District determines not to utilize the provision of Chapter 197, Florida Statutes, the Debt Assessments may be collected as is otherwise permitted by law.

**Passed and Adopted on June 30, 2022.**

**Attest:**

**Touchstone  
Community Development District**

\_\_\_\_\_  
Brian Lamb  
Secretary

\_\_\_\_\_  
Kelly Evans  
Chair of the Board of Supervisors

**RESOLUTION NO. 2022-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE Touchstone COMMUNITY DEVELOPMENT DISTRICT SETTING A PUBLIC HEARING TO BE HELD ON WEDNESDAY AUGUST 31, 2022 AT 6 P.M. AT THE HILTON GARDEN INN, 4328 GARDEN VISTA DRIVE, RIVERVIEW, FLORIDA 33578, FOR THE PURPOSE OF HEARING PUBLIC COMMENT ON IMPOSING NON-AD VALOREM SPECIAL ASSESSMENTS ON CERTAIN PROPERTY WITHIN THE DISTRICT IN ACCORDANCE WITH CHAPTERS 170, 190, AND 197, FLORIDA STATUTES.**

**WHEREAS**, the Board of Supervisors (the "**Board**") of the Touchstone Community Development District (the "**District**") has previously adopted Resolution No. 2022-04 entitled

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT DECLARING NON-AD VALOREM SPECIAL ASSESSMENTS; INDICATING THE LOCATION, NATURE AND ESTIMATED COST OF THE PUBLIC IMPROVEMENTS WHICH COST IS TO BE DEFRAIDED IN WHOLE OR IN PART BY SUCH DEBT ASSESSMENTS; PROVIDING THE PORTION OF THE ESTIMATED COST OF THE PUBLIC IMPROVEMENTS TO BE DEFRAIDED IN WHOLE OR IN PART BY SUCH DEBT ASSESSMENTS; PROVIDING THE MANNER IN WHICH SUCH DEBT ASSESSMENTS SHALL BE MADE; PROVIDING WHEN SUCH DEBT ASSESSMENTS SHALL BE MADE; DESIGNATING LANDS UPON WHICH SUCH DEBT ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT; AUTHORIZING THE PREPARATION OF A PRELIMINARY ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in accordance with Resolution No. 2022-04, a preliminary assessment roll has been prepared and all other conditions precedent set forth in Chapters 170, 190, and 197, Florida Statutes; to the holding of the aforementioned public hearing have been satisfied, and the preliminary assessment roll and related documents are available for public inspection at the office of Inframark, located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607 (the "**District Office**").

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DISTRICT THAT:**

1. There is hereby declared a public hearing to be held on **Wednesday August 31, 2022, at 6 p.m. at the Hilton Garden Inn, 4328 Garden Vista Drive, Riverview, Florida 33578**, for the purpose of hearing comment and objection to the proposed non-ad valorem special assessments for District public improvements as identified in the preliminary assessment roll, a copy of which is on file at the District Office. Affected parties may appear at that hearing or submit their comments in writing prior to the meeting to the District Manager at the District Office at the address listed above.
2. Notice of said hearing shall be advertised in accordance with Chapters 170, 190, and 197 Florida Statutes, and the District Manager is hereby authorized to place said notice in a newspaper of general circulation within Hillsborough County (by 2 publications 1 week apart with the first publication at least 20 days prior to the date of the hearing established herein). The District Manager shall file a publisher's affidavit with the District Secretary verifying such publication of notice. The District Manager is further authorized and directed to give 30 days written notice by first class United States mail of the time and place of this hearing to the owners of all property to be assessed and include in such notice the amount of the assessment for each such property owner, a description of the areas to be improved and notice that information concerning all assessments may be ascertained at the District Office. The District Manager shall file proof of such mailing by affidavit with the District Secretary.



3. This Resolution shall become effective upon its passage.

**Passed and Adopted** on June 30, 2022.

**Attest:**

**Touchstone  
Community Development District**

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Brian Lamb  
Secretary

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Kelly Evans  
Chair of the Board of Supervisors