

**EPPERSON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

Advanced Meeting Package

**Board of Supervisors
Regular Meeting**

**Tuesday
July 2, 2019**

6:15 p.m.

**Hampton Inn
2740 Cypress Ridge Blvd.
Wesley Chapel FL**

*Note: The Advanced Meeting Package is a working document and thus all materials are considered **DRAFTS** prior to presentation and Board acceptance, approval or adoption.*

EPPERSON RANCH COMMUNITY DEVELOPMENT DISTRICT AGENDA

District Board of Supervisors	Mike Lawson Doug Draper Lori Price Christie Ray	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano	DPFG
District Attorney	John Vericker	Straley Robin Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of six different sections:

The first section which is called **Audience Questions and Comments**. 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 MANAGER OUTSIDE THE CONTEXT

OF THIS MEETING. The second section is called **Administrative Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 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 **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

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) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, 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.

EPPERSON RANCH COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: **Tuesday, July 2, 2019**
Time: 6:15 p.m.
Location: Hampton Inn
2740 Cypress Ridge Blvd.
Wesley Chapel FL

Conference Call No.: (563) 999-2090
Code: 686859#

I. Roll Call

II. Business Matters

- A. Consideration and Adoption of Resolution 2019-08
Authorizing the Contraction of District Boundaries **Exhibit 1**

- B. Review of the FY 2020 Proposed Budget **Exhibit 2**

IV. Audience Questions and Comments on Other Items

V. Adjournment

EXHIBIT 1.

RESOLUTION NO. 2019-08

A RESOLUTION AUTHORIZING THE BOUNDARY AMENDMENT OF THE EPPERSON RANCH COMMUNITY DEVELOPMENT DISTRICT AND AUTHORIZING THE SUBMITTAL OF A PETITION TO AMEND THE BOUNDARIES OF THE DISTRICT TO THE BOARD OF COUNTY COMMISSIONERS OF PASCO COUNTY, FLORIDA, UNDER SECTION 190.046, FLORIDA STATUTES.

WHEREAS, the Epperson Ranch Community Development District ("**District**") is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, as amended, Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District ("**Board**") desires to amend the boundaries of the District and to submit a Petition to Amend the Boundaries of the Epperson Ranch Community Development District ("**Petition**") to amend the boundaries in the areas shown in **Exhibit "A"** attached hereto, and incorporated herein, ("**Property**") from the District.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board hereby authorizes and approves of the boundary amendment of the District, and the Board hereby authorizes and directs the Chair or Vice Chair to sign and submit the Petition to Pasco County, Florida.
2. The Board hereby authorizes and directs the Chair, the Vice Chair or any member of the Board, the District Manager, District Counsel, and District Engineer to take any action or to offer testimony in any proceeding held in connection with obtaining approval of the Petition from Pasco County, Florida.
3. This Resolution shall be effective as of July 2, 2019.

PASSED AND ADOPTED THIS 2ND DAY OF JULY, 2019.

ATTEST:

**EPPERSON RANCH COMMUNITY
DEVELOPMENT DISTRICT**

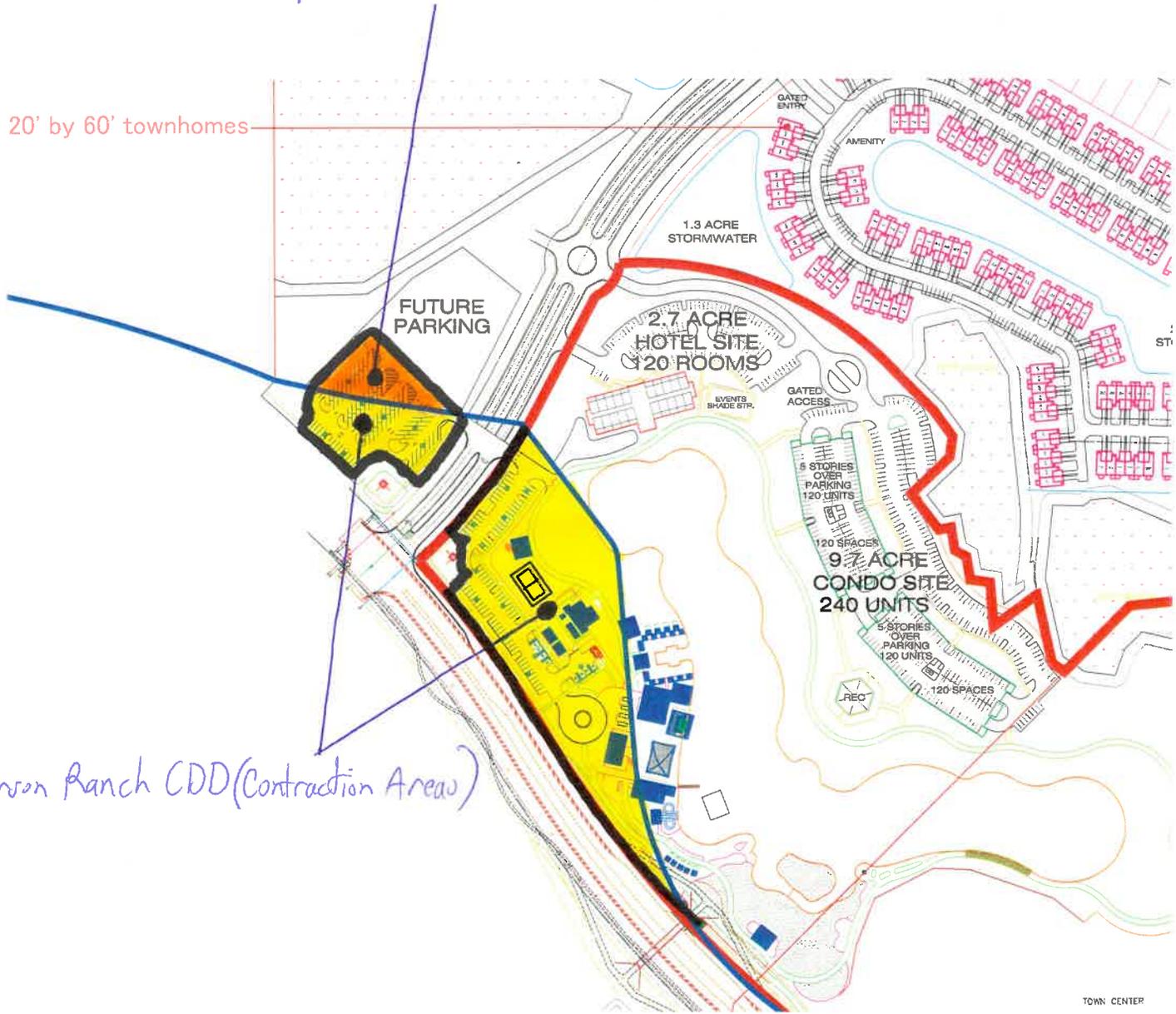
Name: _____
Secretary/Assistant Secretary

Michael Lawson
Chair of the Board of Supervisors

EXHIBIT A

Exhibit "A"

● Epperson Ranch II CDD (Construction Area)



● Epperson Ranch CDD (Construction Areas)

EXHIBIT 2.

STATEMENT 1
EPPELSON RANCH CDD
FY 2020 PROPOSED GENERAL FUND (O&M) BUDGET

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED BUDGET	FY 2019 YTD- MARCH	FY 2020 PROPOSED BUDGET	VARIANCE FY 2019-2020
REVENUE							
GENERAL FUND REVENUE /(1)	\$ 139,145	\$ 86,315	\$ 526,274	\$ 924,267	\$ 648,778	\$ 1,034,108	\$ 109,841
MISCELLANEOUS FUNDING - NON BUDGETED /(1)	131	209,268	14,181	-	-	-	-
MISCELLANEOUS (GATE ACCESS, FOBS, ETC.)	-	-	470	-	72	-	-
TOTAL REVENUE	139,276	295,583	540,925	924,267	648,850	1,034,108	109,841
EXPENDITURES							
ADMINISTRATIVE							
SUPERVISORS COMPENSATION	5,600	5,000	5,400	12,000	1,800	12,000	-
PAYROLL TAXES	429	386	413	918	138	918	-
PAYROLL SERVICE FEES	481	384	550	673	221	673	-
MANAGEMENT CONSULTING SERVICES	21,000	21,000	21,000	21,000	10,500	21,000	-
PLANNING, COORDINATING & CONTRACT SERVICES	36,000	36,000	36,000	36,000	18,000	36,000	-
TRAVEL PER DIEM	10	43	38	100	21	100	-
CONSTRUCTION ACCOUNTING SERVICES	-	-	1,350	1,350	-	1,000	(350)
MEETING ROOM RENTAL	1,620	1,635	2,160	2,160	540	2,160	-
BANK FEES	101	30	248	200	-	200	-
AUDITING SERVICES	2,200	3,869	3,969	4,200	-	3,250	(950)
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	2,096	1,431	784	1,500	830	1,500	-
ENGINEERING SERVICES	7,140	5,361	9,985	10,000	3,493	10,000	-
LEGAL SERVICES	8,420	9,905	13,107	12,000	9,199	12,000	-
ASSESSMENT COLLECTION FEE	-	150	150	-	150	150	150
WEBSITE DEVELOPMENT & HOSTING	978	737	760	720	360	2,265	1,545
MISCELLANEOUS	-	-	1,151	1,000	100	1,000	-
TOTAL ADMINISTRATIVE	86,250	86,106	97,240	103,996	45,527	104,391	395
INSURANCE							
INSURANCE (PO, Liability, Property & Casualty)	2,363	2,410	5,300	22,198	11,552	17,136	(5,062)
TOTAL INSURANCE	2,363	2,410	5,300	22,198	11,552	17,136	(5,062)
DEBT SERVICE ADMINISTRATION							
BOND DISSIMINATION FEES	-	-	-	6,500	6,500	6,500	-
TRUSTEE FEES	-	8,081	5,388	11,798	11,798	11,799	1
ARBITRAGE REPORTING	-	-	1,300	500	1,300	1,300	800
TOTAL DEBT SERVICE ADMINISTRATION	-	8,081	6,688	18,798	19,598	19,599	801
FIELD OPERATIONS							
COMPREHENSIVE FIELD TECH SERVICES	-	-	5,000	16,200	2,500	13,896	(2,304)
FIELD SERVICE TECH	-	-	364	-	1,158	-	-
FIELD TRAVEL	-	-	1,575	-	-	-	-
UTILITY - ELECTRICITY	-	2,644	14,418	15,000	3,063	16,800	1,800
UTILITY - STREETLIGHTS	-	-	-	268,800	-	283,200	14,400
UTILITY - WATER	3,431	291	1,274	5,500	1,754	10,200	4,700
PET WASTE REMOVAL	-	-	1,344	2,689	1,542	5,060	2,371
LAKE/POND MAINTENANCE	-	6,447	32,887	45,000	15,024	45,000	(0)
LANDSCAPE MAINTENANCE - PHASE 1 Overpass	-	67,295	78,000	129,200	77,478	129,200	-
LANDSCAPE REPLACEMENT - PHASE 1 Overpass	-	5,860	4,807	12,000	-	12,000	-
LANDSCAPE MISC. - PHASE 1 Overpass (removal & inject)	20,031	7,750	5,005	3,150	-	3,150	-
BUSH HOG MOWING	-	43,145	40,400	-	-	-	-
IRRIGATION & REPAIR - PHASE 1 Overpass	-	2,000	-	3,000	3,715	4,000	1,000
LANDSCAPE MAINTENANCE - PHASE 1, 2 & 3	-	-	65,824	86,807	60,374	279,933	193,126
LANDSCAPE REPLACEMENT - PHASE 1, 2 & 3	-	-	4,887	9,540	-	9,540	-
LANDSCAPE MISC. - PHASE 1, 2 & 3 - Palm pruning	-	-	819	1,404	-	1,404	-
POND MOWINGS	-	10,000	16,668	50,800	45,831	-	(50,800)
IRRIGATION & REPAIR - PHASE 2	-	-	330	-	-	4,000	4,000
LANDSCAPE MAINTENANCE - PHASE 4	-	-	-	-	-	-	-
LANDSCAPE MAINTENANCE FOR 2G - 2H AND 2J	-	-	-	77,600	-	-	(77,600)
MANUAL IRRIGATION	-	16,590	-	-	-	-	-
FIELD MISCELLANEOUS	-	420	10,900	10,485	7,355	10,000	(485)

STATEMENT 1
 EPPERSON RANCH CDD
 FY 2020 PROPOSED GENERAL FUND (O&M) BUDGET

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED BUDGET	FY 2019 YTD- MARCH	FY 2020 PROPOSED BUDGET	VARIANCE FY 2019-2020
HOLIDAY LIGHTING	-	-	-	-	5,000	5,000	5,000
WATER FEATURE CLEANING & MAINTENANCE	-	-	-	18,000	10,060	18,000	-
GATE MAINTENANCE & REPAIRS	-	-	605	3,000	16,750	10,000	7,000
POWER SWEEP	-	-	-	-	540	-	-
CONTINGENCY	-	-	5,474	4,000	4,310	-	(4,000)
NON-BUDGETED FUNDED EXPENDITURES	-	14,180	106,735	-	17,050	-	-
TOTAL FIELD OPERATIONS	23,462	176,622	397,316	762,175	273,504	860,382	98,207
AMENITY OPERATIONS							
AMENITY MANAGER	-	-	3,000	4,500	2,250	4,500	-
AMENITY CLEANING & MAINTENANCE	-	-	-	-	-	10,000	10,000
LANDSCAPE REPLACEMENT - INFILL	-	-	-	-	-	-	-
MISCELLANEOUS AMENITY REPAIRS & MAIN.	-	-	-	-	-	10,000	10,000
SECURITY MONITORING	-	-	-	600	-	600	-
SECURITY FOBS, CLICKERS AND PEDESTRIAN GATE	-	-	-	12,000	-	7,500	(4,500)
TOTAL AMENITY CENTER OPERATIONS	-	-	3,000	17,100	2,250	32,600	15,500
CAPITAL IMPROVEMENTS							
OTHER (TEMPORARY LIGHTING IN FY 2018)	-	21,682	15,801	-	-	-	-
TOTAL CAPITAL IMPROVEMENTS	-	21,682	15,801	-	-	-	-
TOTAL EXPENDITURES	112,075	294,901	525,345	924,267	352,431	1,034,108	109,841
EXCESS OF REVENUE OVER (UNDER) EXPEND.	27,201	682	15,580	-	296,419	-	-
FUND BALANCE - BEGINNING	(27,882)	(681)	1	15,581	15,581	15,581	-
FUND BALANCE - ENDING	\$ (681)	\$ 1	\$ 15,581	\$ 15,581	\$ 312,000	\$ 15,581	\$ -

Footnotes:

(1) Revenue collections from County tax collector and/or budget funding agreement as needed only based on actual expenditures. Draws upon budget funding agreement can only be based on actual expenditures.

FUND BALANCE ANALYSIS	
Two Months Operating	\$ 172,351
Projected Reserves	(15,581)
Under (Over) Funded	\$ 156,770

**SUPPLEMENT STATEMENT 3
EPPERSON RANCH CDD
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDER)	ANNUAL AMOUNT OF CONTRACT		COMMENTS (SCOPE OF SERVICE)
ADMINISTRATIVE:				
SUPERVISORS COMPENSATION		12,000		Estimated 5 Supervisors to be in attendance for 12 meetings. Chapter 190 of the Florida Statute allows for \$200 per meeting
PAYROLL TAXES		918		Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL SERVICE FEES		673		Approximately \$54 per payroll and 1x yearly fee of \$25
MANAGEMENT CONSULTING SERVICES	DPFG	21,000		The District receives Management & Accounting services as part of the agreement
PLANNING & COORDINATION SERVICES	DPFG	36,000		Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure
TRAVEL PER DIEM		100		Reimbursement to board supervisors for travel to board meetings.
CONSTRUCTION ACCOUNTING SERVICES		1,000		It is estimated that about 10% of the construction funds will be requisitioned in FY 2019
MEETING ROOM RENTAL	RESIDENCE INN	2,160		Room rental in Pasco County for Board of Supervisor meetings
BANK FEES	BANK UNITED	200		Bank fees associated with maintaining the District's bank accounts
AUDITING SERVICES	GRAU	3,250		State law requires the District to undertake an annual independent audit. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter
REGULATORY AND PERMIT FEES	FLORIDA DEO	175		The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity
LEGAL ADVERTISEMENTS	TIMES PUBLISHING	1,500		The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.
ENGINEERING SERVICES		10,000		Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments
LEGAL SERVICES	STRALEY, ROBIN, VERICKER	12,000		Provides general legal services, review of contracts, agreements and other research assigned and directed by the Board and District Manager
ASSESSMENT COLLECTION FEE		150		Fee to county appraiser and tax collector.
WEBISTE DEVELOPMENT & HOSTING	Campus Suite	2,265		ADA Compliance for District website and remediation of 750 document pages supplied by Campus Suite for \$1,515. An additional \$250 for unknown, DPFG is \$500 for mitigation remediation
MISCELLANEOUS		1,000		Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
INSURANCE (PO, LIABILITY, PROPERTY & CASULTY)	EGIS INSURANCE	17,136		Annual, for general liability, property and officer and director insurance. Est 5% increase
DEBT SERVICE ADMINISTRATION:				
BOND DISSIMINATION FEES	LERNER SERVICES	6,500		Dissemination to facilitate District compliance with Securities & Exchange Commission continuing disclosure FOR Series 2015 and 2017
TRUSTEE FEES	US BANK	11,799		Confirmed amount with Trustee to maintain the District's bond funds that are on deposit for the Series 2015 and 2017
ARBITRAGE REPORTING	LLS	1,300		The District is required to calculate interest earned from bond proceeds each year pursuant to the Internal Revenue Code for the two series, 2015 and 2017
FIELD OPERATIONS:				
COMPREHENSIVE FIELD TECH SERVICES	DPFG	13,896		Directs day to day operations of District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security hardware, manage RFP process for ongoing maintenance and repairs, prepare monthly written reports to the Board, including estimated for mileage for Field Service Tech.
UTILITY-ELECTRICITY	WITHLACOOCHEE	16,800		Meters located at 7851 Curley Road and 31650 Epperson Blvd. and the addition of 7315 Yale Harbor Dr. in FY 2019. Average monthly expenditure based on actual is \$1,400 for the three meters
UTILITY-STREETLIGHTS		283,200		Expected 150 lights at \$600/light per year. Assumes 1 light every 150'. Add an additional 65 lights at \$840 yearly.
UTILITY-WATER	PASCO COUNTY	10,200		Estimated based on current usage for four meters at Curley Road , Overpass , Yale Harbor Fountain, Epperson Blvd. fountain. Approximates \$850 per month
PET WASTE REMOVAL	POOP 911	5,060	OM-EP-034	Removal of pet waste, replacement of can liners, and check of bags for the 6 pet waste stations in the District
LAKE/POND MAINTENANCE & INSPECTION	Aquatic Systems	45,000	OM-EP-041	Waterway inspection and maintenance for sites #s 9, 12 thru 38, 40, and 41. (total of thirty waterways, 40,379 linear foot perimeter). Add an additional \$15,000 for new ponds to be added
LANDSCAPE MAINTENANCE - PHASE 1 Overpass	GRANDVIEW	129,200	OM-EP-040	Includes basic services for \$84,000 and fert/chem of \$27,000 annually and bedding plants of \$18,200. (Phase 1 means Overpass Rd from Curley to Epperson Blvd south entrance)
LANDSCAPE REPLACEMENT - PHASE 1 Overpass	GRANDVIEW	12,000		Estimated as needed for replacement (Epperson south entrance)
LANDSCAPE MISCELLANEOUS - PHASE 1 Overpass	GRANDVIEW	3,150		Estimated as needed for injection for the Oak trees to help establishment (on Overpass Rd)
IRRIGATION & REPAIR - PHASE 1 Overpass	GRANDVIEW	4,000		As needed repairs and maintenance
LANDSCAPE MAINTENANCE - PHASE 1, 2, and 3	BRIGHTVIEW	279,933	OM-EP-DPFG-029	Base Management Service of \$23,328 monthly, including irrigation and pond mowing (Epperson Blvd to Curley Rd thru Phase 3)
LANDSCAPE REPLACEMENT - PHASE 1, 2, and 3	BRIGHTVIEW	9,540	OM-EP-DPFG-029	Pine Straw - 400 bales - 1 application yearly & 250 Annuals Replaces 4x yearly
LANDSCAPE MISCELLANEOUS - PHASE 1, 2, and 3 - Palm Pruning	BRIGHTVIEW	1,404	OM-EP-DPFG-029	Palm Prunings
POND MOWINGS	BRIGHTVIEW	-	OM-EP-DPFG-029	Approx. 16 cuts per year for all pond banks, now part of overall landscaping costs.
IRRIGATION & REPAIR - PHASE 1, 2 and 3	BRIGHTVIEW	4,000		As needed repairs and maintenance
LANDSCAPE MAINTENANCE - PHASE 4	BRIGHTVIEW	-	OM-EP-DPFG-029	Base management Services, Irrigation Inspection, and 100 bales of pine straw, now part of overall landscaping costs.
LANDSCAPE MAINTENANCE FOR 2G - 2H AND 2J		-		Included in OM-EP-DPFG-029 Complete landscape maintenance along Phase 2 section collector road (mowing, fertilizing, irrigation, etc.)

**SUPPLEMENT STATEMENT 3
EPPERSON RANCH CDD
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDER)	ANNUAL AMOUNT OF CONTRACT		COMMENTS (SCOPE OF SERVICE)
MANUAL IRRIGATION		-		
FIELD MISCELLANEOUS		10,000		Maintenance of general hardscape (benches, walls, other common areas) as may come up from time to time.
HOLIDAY LIGHTING		5,000		Holiday Lights
WATER FEATURE CLEANING & MAINTENANCE	H2 POOL SERVICES	18,000	OM-EP-030	Water feature cleaning and chemical balancing for the fountain located in the gated area on Overpass Road
GATE MAINTENANCE & REPAIRS	GATE PROS	10,000		As needed for damaged gates and repairs
POWER SWEEP	USA SERVICES	-		Sweep trackouts on designated roads and boulevards
CONTINGENCY		-		Miscellaneous
AMENITY MANAGER	DPFG	4,500		Track & handle facility access keys, coordination of janitorial services, track & coordinate facility rental activities, and implement general operation rules for the amenity
AMENITY CLEANING & MAINTENANCE		10,000		Upkeep of tot lot, dog park, equipment fence, benches, etc.
LANDSCAPE REPLACEMENT - INFILL		-		
MISCELLANEOUS AMENITY REPAIRS & MAIN.		10,000		Maintain all hardscape items including towers, walls, etc.
Gate Cell Service	DOOR KING	600	OM-EP-DPFG-003	Cell System
SECURITY FOBS, CLICKERS AND PEDESTRIAN GATE		7,500		Gate clickers for Overpass Entrance and Curley Road Gate 250 @ \$30.