



Rizzetta & Company

The Preserve at South Branch Community Development District

Board of Supervisors' Meeting August 21, 2019

District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544
813-994-1001

www.thepreserveatsouthbranchcdd.org

THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

Board of Supervisors	John Snyder Anne Mize Hal Lutz Frank Messina Joe Burgess	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Counsel	Jan Carpenter	Lathan, Shuker, Eden & Beaudine
District Engineer	Joseph Cimino	WRA Engineering

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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.

**THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544**

August 13, 2019

**Board of Supervisors
The Preserve at South Branch
Community Development District**

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of The Preserve at South Branch Community Development District will be held on **Wednesday, August 21, 2019 at 4:00 p.m.** at the office of Rizzetta and Company located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544. The following is the final agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on July 17, 2019 Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for June and July Tab 2
- 4. BUSINESS ITEMS**
 - A. Consideration of Resolution 2019-08, Resetting Meeting Schedule..... Tab 3
 - B. Discussion of Bond related matters
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 6. SUPERVISOR REQUESTS**
- 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) 994-1001.

Sincerely,

Matthew Huber
District Manager

Cc: Jan Carpenter, Latham, Shuker, Eden & Beaudine, LLP.
Andrew d'Adesky, Latham, Shuker, Eden & Beaudine, LLP.

Tab 1

MINUTES OF MEETING

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

**THE PRESERVE AT SOUTH BRANCH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of The Preserve at South Branch Community Development District was held on **Wednesday, July 17, 2019 at 9:00 a.m.** at the office of Rizzetta & Company, Inc. located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544.

Present and constituting a quorum were:

Anne Mize	Board Supervisor, Vice Chairman
Hal Lutz	Board Supervisor, Assistant Secretary
Frank Messina	Board Supervisor, Assistant Secretary
Joe Burgess	Board Supervisor, Assistant Secretary

Also present were:

Matthew Huber	District Manager, Rizzetta & Co.
Andrew d'Adesky	District Counsel; Latham, Shuker, Eden & Beaudine, LLP (via conference call)

FIRST ORDER OF BUSINESS **Call to Order**

The meeting was called to order and roll call performed confirming that a quorum was present.

Mr. Huber administered the Oath of Office to Joe Burgess.

SECOND ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Meeting held on May 15,
2019**

Mr. Huber presented the Minutes of the Board of Supervisors' Meeting held on May 15, 2019.

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on May 15, 2019, for The Preserve at South Branch Community Development District.

THIRD ORDER OF BUSINESS

**Consideration of the Operation and
Maintenance Expenditures for April and
May 2019**

Mr. Huber presented the Operation and Maintenance Expenditures for April and May 2019 to the Board of Supervisors.

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Operation and Maintenance for April 2019 in the amount of \$71,163.98 and May 2019 in the amount of \$6,261.50, for The Preserve at South Branch Community Development District.

FOURTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year 2019/2020
budget**

Mr. Huber asked the Board for a Motion to Open the Public Hearing.

On a Motion by Mr. Messina, seconded by Ms. Mize, with all in favor, the Board Open the Public Hearing on Fiscal Year 2019/2020 budget, for The Preserve at South Branch Community Development District.

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board Close the Public Hearing on Fiscal Year 2019/2020 budget, for The Preserve at South Branch Community Development District.

77 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2019-05,**
78 **Approval of Fiscal Year 2019/2020 budget**
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80 Mr. Huber presented Resolution 2019-05, Approval of Fiscal Year 2019/2020 budget to
81 the Board of Supervisors.
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On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved Resolution 2019-05, Approval of Fiscal Year 2018/2020 budget, for The Preserve at South Branch Community Development District.

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84 **SIXTH ORDER OF BUSINESS** **Public Hearing on Levying Assessments**
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86 Mr. Huber asked the Board for a Motion to Open the Public Hearing on Levying
87 Assessments.
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On a Motion by Mr. Messina, seconded by Mr. Lutz, with all in favor, the Board Open the Public Hearing on Levying Assessments, for The Preserve at South Branch Community Development District.

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90 Mr. Huber asked the Board for a Motion to Close the Public Hearing on Levying
91 Assessments.
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On a Motion by Mr. Messina, seconded by Mr. Lutz, with all in favor, the Board Closed the Public Hearing on Levying Assessments, for The Preserve at South Branch Community Development District.

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94 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2019-06,**
95 **Levying Assessments**
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97 Mr. Huber presented Resolution 2019-06, Levying Assessments to the Board of
98 Supervisors.
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On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved Resolution 2019-06, Levying Assessments, for The Preserve at South Branch Community Development District.

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EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2019-07,
Setting Meeting Schedule**

Mr. Huber presented Resolution 2019-07, Setting Meeting Schedule to the Board of Supervisors.

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved Resolution 2019-07, Setting Meeting Schedule, for The Preserve at South Branch Community Development District.

NINTH ORDER OF BUSINESS

**First Addendum to Contract for
Professional District Services**

Mr. Huber presented the First Addendum to Contract for Professional District Services to the Board of Supervisors.

Mr. d'Adesky informed the Board of the changes made consultant from the prior contract.

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board Approved the First Addendum to Contract for Professional District Services, for The Preserve at South Branch Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Contract for Professional
Technology Services**

Mr. Huber presented the Contract for Professional Technology Services to the Board of Supervisors.

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board Approved Contract for Professional Technology Services, for The Preserve at South Branch Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of ADA Website
Remediation Proposals**

Mr. Huber presented the ADA Website Remediation Proposals to the Board of Supervisors.

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board chose Campus Suites' proposal, for The Preserve at South Branch Community Development District.

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TWELFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel**
District Counsel informed the Board about the upcoming Bond Issuance for Phase 2.
- B. District Engineer**
Not present and no report.
- C. District Manager**
Mr. Huber advised the Board that the next regular meeting of the Board of Supervisors' is scheduled for Wednesday, August 21, 2019 at 4:00 p.m., at the office of Rizzetta & Company located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544.

NINTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

None.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Lutz, seconded by Mr. Mize, with all in favor, the Board adjourned the meeting at 9:38 a.m., for The Preserve at South Branch Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 2

The Preserve at South Branch Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operations and Maintenance Expenditures June 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2019 through June 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$17,902.11**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

The Preserve at South Branch Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2019 Through June 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc.	001082	0000443307	Monthly Lake & Wetland Services 05/19	\$ 929.00
Capital Land Management Corporation	001083	205332	Overpayment for INV# 204500 02/19	\$ (5,510.00)
Capital Land Management Corporation	001083	205402	Monthly Landscape Maintenance 05/19	\$ 10,729.00
Capital Land Management Corporation	001083	205445	Replant Palm Trees Due to Storm 05/19	\$ 957.00
Capital Land Management Corporation	001083	205460	Irrigation Repairs 05/19	\$ 336.00
Capital Land Management Corporation	001083	205474	Irrigation Repairs 05/19	\$ 1,287.00
Duke Energy	001084	04488 79178 05/19	2539 South Branch Blvd -Fountain 05/19	\$ 728.56
Duke Energy	001084	43128 25240 05/19	16090 Secret Meadow Dr -Fountain 05/19	\$ 390.70
Duke Energy	001084	96403 52486 05/19	2069 South Branch Blvd, Entrance 05/19	\$ 325.11
Latham, Shuker, Eden & Beaudine, LLP	001080	85229	Legal Services 03/19	\$ 147.00
Latham, Shuker, Eden & Beaudine, LLP	001080	85576	Legal Services 04/19	\$ 1,543.50
Pasco County Utilities	001085	12005227	Reclaim Water Bill 15953 SR 54/South Branch RCL 04/19	\$ 989.24

The Preserve at South Branch Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2019 Through June 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	001086	INV0000040993	District Management Fees 06/19	\$ 3,850.00
Rizzetta Technology Services	001087	INV0000004406	Website Hosting Services 06/19	\$ 100.00
Suncoast Pool Service	001081	5308	Monthly Fountain Service/Maintenance 04/19	\$ 550.00
Suncoast Pool Service	001088	5309	Monthly Fountain Service/Maintenance 05/19	<u>\$ 550.00</u>
Report Total				<u>\$ 17,902.11</u>

The Preserve at South Branch Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operations and Maintenance Expenditures July 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2019 through July 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$11,372.13**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

The Preserve at South Branch Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2019 Through July 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc.	001092	0000446152	Monthly Lake & Wetland Services 06/19	\$ 929.00
Duke Energy	001093	04325 08462 06/19	15935 Deep Ravine Ln -Fountain 06/19	\$ 224.73
Duke Energy	001093	04488 79178 06/19	2539 South Branch Blvd -Fountain 06/19	\$ 927.33
Duke Energy	001093	07469 57317 06/19	2574 Storybrook Preserve Dr -Fountain 06/19	\$ 314.22
Duke Energy	001093	30146 44291 06/19	15883 Deep Ravine Ln Fountain 06/19	\$ 250.77
Duke Energy	001093	43128 25240 06/19	16090 Secret Meadow Dr -Fountain 06/19	\$ 403.30
Duke Energy	001093	96403 52486 06/19	2069 South Branch Blvd, Entrance 06/19	\$ 371.04
Rizzetta & Company, Inc.	001089	INV0000041441	District Management Fees 07/19	\$ 3,850.00
Rizzetta & Company, Inc.	001094	INV0000041724	Mass Mail 06/19	\$ 229.90
Rizzetta Technology Services	001090	INV0000004492	Website Hosting Services 07/19	\$ 100.00
Suncoast Pool Service	001095	5361	Monthly Fountain Service/Maintenance 06/19	\$ 550.00
Times Publishing Company	001091	790560 06/21/19	Acct# 167308 Legal Advertising 06/19	\$ 1,612.92
Times Publishing Company	001096	790560 06/28/19	Acct# 167308 Legal Advertising 06/19	<u>\$ 1,608.92</u>
Report Total				<u>\$ 11,372.13</u>

Tab 3

RESOLUTION 2019-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The Preserve at South Branch Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit "A".

Section 2. In accordance with Section 189.417(1), Florida Statutes, the District's Secretary is hereby directed to file annually, with Pasco County, a schedule of the District's regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21ST DAY OF AUGUST, 2019.

**THE PRESERVE AT SOUTH BRANCH
COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY

EXHIBIT "A"
BOARD OF SUPERVISORS REVISED MEETING DATES
THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT
FOR REMAINDER OF FISCAL YEAR 2019/2020

September 17, 2019
October 15, 2019
November 19, 2019
December 17, 2019*
January 14, 2020
February 18, 2020
March 17, 2020
April 14, 2020
May 19, 2020*
June 14, 2020
July 17, 2020*
August 18, 2020
September 15, 2020

All meetings will convene at 9:00 a.m. with the exception of the months of January, May and July meetings which will convene at 4:00 p.m. at the offices of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.