



Rizzetta & Company

The Preserve at South Branch Community Development District

Board of Supervisors' Meeting August 18, 2020

To be conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150 and 20-179 issued by Governor DeSantis, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

www.thepreserveatsouthbranchcdd.org

THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT

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

All cellular phones must be placed on mute while on the conference call.

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 10, 2020

**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 **Tuesday, August 18, 2020 at 9:00 a.m. to be conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52 and 20-69, issued by Governor DeSantis on March 9, 2020, and March 20, 2020, respectively, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes.** The following is the 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 21, 2020.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for June and July 2020.....Tab 2
- 4. BUSINESS ITEMS**
 - A. Public Hearing to Approve FY 2020-2021 Final Budget
 1. Consideration of Resolution 2020-10; Approving FY 2020-2021 Final Budget.....Tab 3
 - B. Public Hearing to Approve FY 2020-2021 Imposing Assessments and Certifying an Assessment Roll
 1. Consideration of Resolution 2020-11; Approve Levying FY 2020-2021 Special Assessments.....Tab 4
 - C. Consideration of Solitude Water Management Agreement.....Tab 5
 - D. Consideration of Proposals for Arbitrage Services.....Tab 6
- 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) 933-5571.

Sincerely,
Scott Brizendine
District Manager

Tab 1

45 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of the Board**
46 **of Supervisors' Meeting Held on May**
47 **19, 2020**
48

49 Mr. Brizendine presented the Minutes from the Board of Supervisors' Meeting held
50 on May 19 2020, to the Board.
51

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Minutes from the May 19, 2020 Board of Supervisors' Meeting, as presented, for The Preserve at South Branch Community Development District.

52
53 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of the Board**
54 **of Supervisors' Continued Meeting**
55 **Held on June 3, 2020**
56

57 Mr. Brizendine presented the Minutes from the Board of Supervisors' Continued
58 Meeting held on June 3, 2020, to the Board.
59

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Minutes from the June 3, 2020 Board of Supervisors' Continued Meeting, as presented, for The Preserve at South Branch Community Development District.

60
61 **FIFTH ORDER OF BUSINESS** **Consideration of Minutes of the Board**
62 **of Supervisors' Meeting held on June**
63 **10, 2020**

64 Mr. Brizendine presented the Minutes from the Board of Supervisors' Continued
65 Meeting held on June 10, 2020, to the Board.
66

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Minutes from the June 3, 2020 Board of Supervisors' Continued Meeting, as presented, for The Preserve at South Branch Community Development District.

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68 **SIXTH ORDER OF BUSINESS** **Consideration of Operation and**
69 **Maintenance Expenditures for April**
70 **and May 2020**
71

72 Mr. Brizendine presented the Operation and Maintenance Expenditures for
73 April and May 2020, to the Board.
74

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Operation and Maintenance Expenditures for April and May 2020, as presented, for The Preserve at South Branch Community Development District.

77 **SEVENTH ORDER OF BUSINESS** **Discussion of District Management**
78 **and Consideration of Contract for New**
79 **Management Services**
80

81 Ms. Carpenter introduced the change of District Management companies to DPGF.
82 The Board agreed to terminate the contract with Rizzetta & Company with a 60-day notice.
83

On a Motion by Ms. Mize, seconded by Mr. Snyder, with all in favor, the Board approved to terminate the contract with Rizzetta & Company with a 60-day notice, for The Preserve at South Branch Community Development District.

84 **EIGHTH ORDER OF BUSINESS** **Consideration of Resolution 2020-09;**
85 **Re-Designating an Asst. Secretary**
86
87

On a Motion by Ms. Mize, seconded by Mr. Snyder, with all in favor, the Board approved the Operation and Maintenance Expenditures for April and May 2020, as presented, for The Preserve at South Branch Community Development District.

88 **NINTH ORDER OF BUSINESS** **Staff Reports**
89
90

91 **A. District Counsel**

92 HOA Easement – fence to be built in the CDD buffer. Ms. Mize motioned for the
93 Board to appoint a Board Member to work with the HOA.
94

On a Motion by Mr. Lutz, seconded by Mr. Snyder, with all in favor, the Board approved to appoint Ms. Mize to work with the HOA on the fence to be built in the CDD buffer, for The Preserve at South Branch Community Development District.

95 **B. District Engineer**

96 No report.
97

98 **C. District Manager**

99 Mr. Brizendine advised the Board that the next meeting of the Board of
100 Supervisors' is scheduled for Wednesday, August 18, 2020 at 9:00 a.m.
101

102 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**
103

104 There were no Supervisor requests.
105
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111 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

112

On a Motion by Ms. Mize, seconded by Mr. Snyder, with all in favor, the Board adjourned the meeting at 4:15 p.m., for The Preserve at South Branch Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 3

RESOLUTION 2020-10

THE ANNUAL APPROPRIATION RESOLUTION OF THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021.

WHEREAS, the Manager of The Preserve at South Branch Community Development District (the “District”) has, on or before the 15th day in June, 2020, submitted to the District’s Board of Supervisors (the “Board”) a proposed annual budget for the next ensuing budget year (the “Proposed Budget”) along with an explanatory and complete financial plan for each fund of the Preserve at South Branch Community Development District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with Pasco County, Florida, pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set August 18, 2020, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1 of each year, the District Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared the Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for unanticipated expenditures during the fiscal year.

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

Section 1. Budget

- a. That the Board of Supervisors has reviewed the District Manager’s Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. That the District Manager’s Proposed Budget as amended by the Board in the form attached hereto as Exhibit “A” (the “Adopted 2020-2021 Budget”), is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes*, and

incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2020 and/or revised projections for Fiscal Year 2021.

- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District's Records Office and identified as "The Budget for the Preserve at South Branch Community Development District for the Fiscal Year Ending September 30, 2021," as adopted by the Board of Supervisors on May 19, 2020.

Section 2. Appropriations

There is hereby appropriated out of the revenues of the Preserve at South Branch Community Development District, for the fiscal year beginning October 1, 2020, and ending September 30, 2021, the sum of \$_____ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

GENERAL FUND	\$ _____
DEBT SERVICE FUND(S)	\$ _____
TOTAL ALL FUNDS	\$ _____

Section 3. Supplemental Appropriations

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance, or portion thereof, of any appropriation item.
- b. Board may authorize an appropriation from the un-appropriated balance of any fund.
- c. Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the un-appropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpected balance of any appropriation item, or any portion thereof, provided such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred

previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

INTRODUCED, CONSIDERED FAVORABLY, AND ADOPTED THIS 18TH DAY OF AUGUST, 2020.

ATTEST:

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

Secretary/Assistant Secretary

By: _____

Name: _____

Its: _____

Exhibit "A"

The Preserve at South Branch Community Development District Budget for
Fiscal Year Ending September 30, 2021

Tab 4

RESOLUTION NO. 2020-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTER 170, 190 AND 197, FLORIDA STATUTES; PROVIDING FOR PUBLICATION; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“**Board**”) of The Preserve at South Branch Community Development District (“**District**”) prior to June 15, 2020, approved a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”); and

WHEREAS, after further consideration, it is in the best interest of the District to fund the administrative and operations services (the “**Services**”) set forth in the Proposed Budget, a current copy of which is attached as **Exhibit “A,”** by levy of special assessments pursuant to Chapters 170, 190, and 197, *Florida Statutes* (“**Assessments**”), as set forth in the preliminary roll included within the Budget; and

WHEREAS, the District hereby determines that benefits would accrue to the properties within the District, as outline within the Proposed Budget, in an amount equal to or in excess of the Assessment, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

WHEREAS, the Board has considered the Proposed Budget and desired to set the required public hearing thereon.

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

1. **DECLARING ASSESSMENTS.** The current form of the Proposed Budget, attached hereto as **Exhibit “A,”** is hereby approved for use in proceedings to levy and impose the Assessments. Pursuant to Chapters 170, 190, 197, *Florida Statutes*, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget, all of which are on file and available for public inspection at the “**District Office,**” Rizzetta & Company, 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida, 33544 or its successor, DPGF Management & Consulting, LLC, 250 International Parkway, Suite 280, Lake Mary, Florida 32746. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file for public inspection at the District’s Office. The Assessments shall be paid in one or more installments either through direct bill issued by the District pursuant to Chapter 170, *Florida Statutes*, or alternatively, pursuant to the Uniform Method, as set forth in Chapter 197, *Florida Statutes*.

2. **PUBLIC HEARING.** On the Effective Date of this Resolution, a public hearing was held in accordance with Chapter 170, 190, and 197, *Florida Statutes*.

3. **PUBLICATION OF NOTICE.** The District certifies that the appropriate notice was published in a newspaper of general circulation within Pasco County. The District Manager is hereby authorized to transmit any additional notice in any such manner prescribed by Florida law.

4. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

5. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 18th day of August, 2020.

ATTEST:

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

Print Name: _____
Secretary/Assistant Secretary

Chairperson/Vice Chairperson

EXHIBIT “A”

PROPOSED FISCAL YEAR 2020/2021 BUDGET

[ATTACHED BELOW]