



Rizzetta & Company

# The Preserve at South Branch Community Development District

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## Board of Supervisors' Meeting September 15, 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](http://www.thepreserveatsouthbranchcdd.org)

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

<b>Board of Supervisors</b>	John Snyder Anne Mize Hal Lutz Frank Messina Joe Burgess	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Scott Brizendine	Rizzetta & Company, Inc.
<b>District Counsel</b>	Jan Carpenter	Latham, Luna, Eden & Beaudine, LLP
<b>Interim Engineer</b>	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.

September 10, 2020

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

**REVISED 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, September 15, 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 August 18, 2020.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for August 2020.....Tab 2
- 4. BUSINESS ITEMS**
  - A. Consideration of the Resolution to Set FY 2020-2021 Meeting Schedule.....Tab 3
  - B. Ratification of Duke Energy Light Agreement.....Tab 4
  - C. Consideration of Egis Insurance Proposal and Invoice.....Tab 5
  - D. Ratification of South Branch Preserve Phases 4A, 4B and 5 Plat Map.....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

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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 **Tuesday, August 18, 2020 at 9:07 a.m.** 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, 20-179, 20-193 issued by Governor DeSantis, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum were:

Anne Mize	<b>Board Supervisor, Vice Chairman</b>
Hal Lutz	<b>Board Supervisor, Assistant Secretary</b>
Joe Burgess	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Scott Brizendine	<b>District Manager; Rizzetta &amp; Company</b>
Kristen Trucco	<b>District Counsel, Latham, Luna, Eden &amp; Beaudine, LLP</b>
Joseph Cimino	<b>District Engineer, WRA Engineering</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no comments from the Audience.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board  
of Supervisors' Meeting Held on July  
21, 2020**

Mr. Brizendine presented the Minutes from the Board of Supervisors' Meeting, held

47 on July 21, 2020, to the Board.  
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On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Minutes from the July 21, 2020 Board of Supervisors' Meeting, as presented, for The Preserve at South Branch Community Development District.

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50 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**  
51 **Maintenance Expenditures for June**  
52 **and July 2020**  
53

54 Mr. Brizendine presented the Operation and Maintenance Expenditures for  
55 June and July 2020, to the Board.  
56

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Operation and Maintenance Expenditures for June (\$45,033.44) and July (\$35,517.03) 2020, as presented, for The Preserve at South Branch Community Development District.

57  
58 **FIFTH ORDER OF BUSINESS** **Public Hearing to Approve FY 2020-**  
59 **2021 Final Budget**  
60

61 The Board approved, preliminarily, prior to Public Hearing and approved  
62 minor changes from the Proposed Budget that Mr. Zook from DR Horton worked on.  
63

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board opened the Public Hearing to Approve FY 2020-2021 Final Budget, for The Preserve at South Branch Community Development District.

64  
65 Mr. Brizendine asked the audience if there were any questions on the budget.  
66 Hearing none, Mr. Brizendine asked for a motion to close the public hearing.  
67

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board closed the Public Hearing to Approve FY 2020-2021 Final Budget, for The Preserve at South Branch Community Development District.

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69 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2020-10;**  
70 **Approving FY 2020-2021 Final Budget**  
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On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board Adopted Resolution 2020-10; Approving FY 2020-2021 Final Budget, for The Preserve at South Branch Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-11;  
Approving Levying FY 2020-2021  
Special Assessments**

Ms. Trucco reviewed the Resolution for the Board. Mr. Brizendine asked if the Board wanted to add payment terms for the direct collect assessments. The Board declined and requested to leave as-is without payment terms.

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board Adopted Resolution 2020-11; Approving Levying FY 2020-2021 Special Assessments, for The Preserve at South Branch Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Solitude Water  
Management Agreement**

Mr. Brizendine presented the new agreement to memorialize the change of the vendor to Solitude's name and to add an additional pond to the service. Ms. Trucco provided the form of the agreement.

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Solitude Water Management Agreement, for The Preserve at South Branch Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Proposals for  
Arbitrage Services**

The Arbitrage Services are for both bonds and the total matches the budgeted amount.

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Arbitrage Services Proposals from LLS Tax Solutions, Inc., for The Preserve at South Branch Community Development District.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

No report.

**B. District Engineer**

No report.

**C. District Manager**

Mr. Brizendine advised the Board that the next meeting of the Board of Supervisors' is scheduled for Tuesday, September 15, 2020 at 9:00 a.m.

110                   The gate at the basketball court has been removed. Mr. Brizendine is  
111                   working to get it replaced.

112  
113                   There are ongoing issues with the pond fountains not working consistently.

114  
115                   **TWELFTH ORDER OF BUSINESS**

115                   **Supervisor Requests**

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117                   There were no Supervisor requests.

118                   **THIRTEENTH ORDER OF BUSINESS**

118                   **Adjournment**

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On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board adjourned the meeting at 9:27 a.m., for The Preserve at South Branch Community Development District.

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\_\_\_\_\_  
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 August 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2020 through August 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:    **\$47,004.26**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# The Preserve at South Branch Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Cepra Landscape LLC	001265	17082	Complete Landscape & Fill Dirt Install of Lift Station 06.20	\$ 446.21
Cepra Landscape LLC	001265	18386	Monthly Landscape Maintenance 08/20	\$ 15,251.67
Duke Energy	001257	60473 54410 02/20	000 State Road 54 Lite 02/20	\$ 527.00
Duke Energy	001257	60473 54410 03/20	000 State Road 54 Lite 03/20	\$ 1,129.31
Duke Energy	001257	60473 54410 04/20	000 State Road 54 Lite 04/20	\$ 1,129.31
Duke Energy	001257	60473 54410 05/20	000 State Road 54 Lite 05/20	\$ 1,129.31
Duke Energy	001257	60473 54410 06/20	000 State Road 54 Lite 06/20	\$ 1,334.56
Duke Energy	001261	Duke Summ 07/20	Electric Services Summary 07/20	\$ 13,858.17
GEC Services LLC	001263	RC000165881	Cleaning Services 07/20	\$ 324.75
GEC Services LLC	001267	RC000170192	Cleaning Services 08/20	\$ 324.75
Latham, Shuker, Eden & Beaudine, LLP	001266	92683	Legal Services 06/20	\$ 1,083.50
Latham, Shuker, Eden & Beaudine, LLP	001266	93113	Legal Services 07/20	\$ 3,084.50
Pasco County Utilities	001264	Pasco Summ 07/20	Water Summary 07/20	\$ 1,190.62
Rizzetta & Company, Inc.	001258	INV0000051713	District Management Fees 08/20	\$ 3,850.00
Rizzetta Technology Services	001259	INV0000006053	Website Hosting Services 08/20	\$ 100.00
Solitude Lake Management LLC	001268	PI-A00456417	Monthly Lake & Wetland Services 08/20	\$ 929.00

**The Preserve at South Branch Community Development District**

**Paid Operation & Maintenance Expenditures**

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Suncoast Pool Service	001269	6490	Monthly Fountain Service/Maintenance 08/20	\$ 550.00
Times Publishing Company	001262	0000095684 07/29/20	Acct# 167308 Legal Advertising 07/20	\$ 145.60
Times Publishing Company	001260	0000095688 07/22/20	Acct# 167308 Legal Advertising 06/20	<u>\$ 616.00</u>
<b>Report Total</b>				<b><u>\$ 47,004.26</u></b>

## **Tab 3**

**RESOLUTION 2020-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING 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 \_\_\_\_\_ DAY OF JULY, 2020.**

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

\_\_\_\_\_  
**CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY/ASSISTANT SECRETARY**

**EXHIBIT “A”**  
**BOARD OF SUPERVISORS MEETING DATES**  
**THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT**  
**FOR REMAINDER OF FISCAL YEAR 2020/2021**

October 20, 2020  
November 17, 2020  
December 15, 2020\* 4:00 p.m.  
January 19, 2021  
February 16, 2021  
March 16, 2021  
April 20, 2021  
May 18, 2021\* 4:00 p.m.  
June 15, 2021  
July 20, 2021  
August 17, 2021\* 4:00 p.m.  
September 21, 2021

All meetings will convene at 9:00 a.m. at Residence Inn, 2101 Northpoint Parkway, Lutz FL 33558.  
Evening meetings to take place at 4:00 p.m. on the days with an asterisk.