



Rizzetta & Company

# Harrison Ranch Community Development District

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**Board of Supervisors' Meeting  
January 13, 2020**

**District Office:  
9428 Camden Field Parkway  
Riverview, Florida 33578  
813-533-2950**

[www.HarrisonRanchCDD.org](http://www.HarrisonRanchCDD.org)

**HARRISON RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

Harrison Ranch Clubhouse, 5755 Harrison Ranch Boulevard, Parrish, FL 34219

<b>Board of Supervisors</b>	Richard Green Charles Parker Julianne Giella Jay Morrison Susan Walterick	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Justin Croom	Rizzetta & Company, Inc.
<b>District Counsel</b>	Jere Earlywine	Hopping Green & Sams, P.A.
<b>Interim Engineer</b>	Jeb Mulock	ZNS Engineering, LC

**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) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 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.

**HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 9428 CAMDEN FIELD PKWY • RIVERVIEW, FLORIDA 33578**  
[www.HarrisonRanchCDD.org](http://www.HarrisonRanchCDD.org)

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**Board of Supervisors  
Harrison Ranch Community  
Development District**

January 7, 2020

**REVISED AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District will be held on **Monday, January 13, 2020 at 6:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, FL 34219. The following is the revised agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
  - A. Pond & Mitigation Maintenance Update**
    - i. Presentation of Waterway Inspection Report.....Tab 1
    - ii. Consideration of Water Quality Testing Proposal .....Tab 2
  - B. Landscape Maintenance Updates**
    - i. Presentation of Field Inspection Report.....Tab 3**
    - ii. Consideration of Irrigation System Zone Mapping Proposals .....Tab 4
    - iii. Consideration of Landscape & Irrigation Proposals .....Tab 5
  - C. District Counsel**
    - i. Discussion of Willow Bend Request
  - D. District Engineer**
  - E. Clubhouse Staff**
    - i. Presentation of December 2019 Management Report.....Tab 6
    - ii. Discussion of Normande East Entry Landscaping .....Tab 7
    - iii. Consideration of Lighting Proposals .....Tab 8
  - F. District Manager**
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on December 9, 2019.....Tab 9**
  - B. Consideration of Operations & Maintenance Expenditures for November 2019.....Tab 10**
- 5. BUSINESS ITEMS**
  - A. Consideration of Monument Repairs.....Tab 11**
  - B. Consideration of Storm Drain Repairs.....Tab 12**
- 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)533-2950.

Sincerely,

*Justin Croom*

Justin Croom, District Manager

**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.*

**HARRISON RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District was held on **Monday, December 9, 2019 at 1:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, Florida 34219.

Present and constituting a quorum were:

Richard Green	<b>Board Supervisor, Chair</b>
Charles Parker	<b>Board Supervisor, Vice Chair</b>
Jay Morrison	<b>Board Supervisor, Asst. Secretary</b>
Julianne Giella	<b>Board Supervisor, Asst. Secretary</b>
Sue Walterick	<b>Board Supervisor, Asst. Secretary</b>

Also present were:

Justin Croom	<b>District Manager; Rizzetta &amp; Company</b>
Bridget Murphy	<b>Administrative Assistant; Rizzetta &amp; Company</b>
Lauren Gentry	<b>District Counsel; Hopping Green &amp; Sams</b>
Jeb Mulock	<b>District Engineer; ZNS Engineering</b>
Barbara McEvoy	<b>HOA Manager; Rizzetta &amp; Company</b>
Logan Bell	<b>Aquatic Systems</b>
John Toborg	<b>Field Services Manager; Rizzetta &amp; Company</b>
	<i>(Via Phone)</i>
Scott Carlson	<b>LMP</b>
Peter Simoes	<b>Solitude</b>
Liz Rock	<b>Solitude</b>
Jason Jackzack	<b>Solitude</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Croom called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience comments

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatics Update**

**i. Presentation of Waterway Inspection Report**

Mr. Croom presented the Waterway Inspection Report to the Board. There were no comments on the report.

**ii. Discussion of Aquatic Systems Fish Stock, Plantings and Restoration**

Liz. Rock reviewed details of the proposals from Solitude Lake Management with the Board. A discussion ensued regarding stocking fish. The direction from the Board was to wait until after aeration to determine the health of the ponds. The Board would like to budget for pond testing over the next few years (possible 10 ponds a year). The Board would like to get proposals at the net meeting for the 10 worst ponds.

**B. Landscape Maintenance Update**

**i. Review of Field Inspection Report**

Mr. Toborg reviewed the field inspection report, and answered general questions from the Board. There was a discussion regarding Down-to-Earth remaining work that has yet to be completed.

On a motion by Mr. Green, seconded by Mr. Parker, with all in favor, the Board of Supervisors agreed to have Mr. Toborg notify Down-to-Earth to stop all remaining landscape & Irrigation work for the Harrison Ranch Community Development District.

Mr. Carlson provided his responses to the field inspection report.

On a motion by Mr. Morrison, seconded by Mr. Parker, with all in favor, the Board of Supervisors granted chairman Richard Green authority to approve proposals from LMP for palm fertilization for the Harrison Ranch Community Development District.

Mr. Carlson presented a field service schedule under separate, and answered general questions from the Board. He also presented several proposals from LMP in response to their irrigation audit under separate cover. The Board would like some time to review the irrigation repairs proposals. A discussion ensued regarding the irrigation leak at Normandy East.

**C. District Counsel**

Ms. Gentry had nothing new to report.

92 **D. District Engineer**

93  
94 Mr. Mulock gave an update on where the contractor cut the utility line. There  
95 was a direction from the Board to register an application with sunshine dig.  
96 Mr. Mulock informed the Board of a low lying area with standing water. The  
97 Board would like a proposal from LMP.  
98

99 **E. Clubhouse Staff**

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101 **i. Presentation of November 2019 Management Report**

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103 Ms. McEvoy informed the Board of an area between two homes where there  
104 was a storm pipe separation causing silt moving down. Ms. McEvoy will  
105 reach out to companies for proposals on this repair. Discussion ensued. Ms.  
106 McEvoy reviewed her November 2019 management report with the Board.  
107

108 **ii. Fitness Equipment Recommendations**

109  
110 Ms. McEvoy presented several proposals for fitness equipment to the Board  
111 for consideration. The Board discussed the proposal options presented in  
112 the agenda.  
113

On a motion by Mr. Morrison, seconded by Ms. Giella, with Mr. Parker opposed, the Board of Supervisors approved the proposal from FitRev for new fitness equipment at a total cost of \$62,323.00 for the Harrison Ranch Community Development District.

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115 **iii. Consideration of Pool Heater Repair proposals**

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117 Ms. McEvoy presented proposals for pool heater repairs under separate  
118 cover to the Board for consideration.  
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On a motion by Mr. Parker, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved a not to exceed amount of \$6,000.00 subject to chairman's approval for pool heater repairs for the Harrison Ranch Community Development District.

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121 **F. District Manager**

122  
123 Mr. Croom stated that the next regular meeting of the Board of Supervisors  
124 is scheduled to be held Monday, January 13, 2019 at 6:30 PM at the  
125 Harrison Ranch Clubhouse.  
126

127 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of Board of  
Supervisors' Special Meeting held on  
October 28, 2019**

On a motion by Ms. Walterick, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' special meeting, as presented, held on October 28, 2019 for the Harrison Ranch Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of Board of Supervisors' Regular Meeting held on November 11, 2019**

On a motion by Ms. Walterick, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting, as amended, held on November 11, 2019 for the Harrison Ranch Community Development District.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Operations & Maintenance Expenditures for October 2019**

Mr. Croom presented the Operations & Maintenance Expenditures Report to the Board for consideration.

On a motion by Mr. Morrison, seconded by Mr. Parker, with all in favor, the Board of Supervisors approved the October 2019 (\$188,750.36) Operations & Maintenance Expenditures Report for the Harrison Ranch Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Discussion Regarding Website Agendas**

Mr. Croom informed the Board of the ADA changes to the District website and asked for direction from the Board on what they would like include on agendas that get posted to website.

On a Motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved removing O&M invoices and reports from the agendas posted to the website for the Harrison Ranch Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Discussion of Old Furniture Removal**

Ms. Gentry presented Resolution 2020-04, which classifies surplus tangible property and authorizes the disposal of surplus personal property.

On a Motion by Mr. Green, seconded by Ms. Walterick, with all in favor, the Board adopted Resolution 2020-04 for the Harrison Ranch Community Development District.

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161 **EIGHTH ORDER OF BUSINESS** **Consideration of Irrigation System Zone**  
162 **Mapping Proposal**

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164 Mr. Croom reviewed proposal options for site investigation and zone mapping of  
165 landscape irrigation systems. The Board tabled this proposal. Mr. Croom will reach out to  
166 LMP to see if they offer similar services.

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168 **NINTH ORDER OF BUSINESS** **Supervisor Requests**

169  
170 There were no supervisor requests.

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172 **TENTH ORDER OF BUSINESS** **Adjournment**

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On a Motion by Mr. Green, seconded by Mr. Parker, with all in favor, the Board of Supervisors adjourned the meeting at 3:10 PM for the Harrison Ranch Community Development District.

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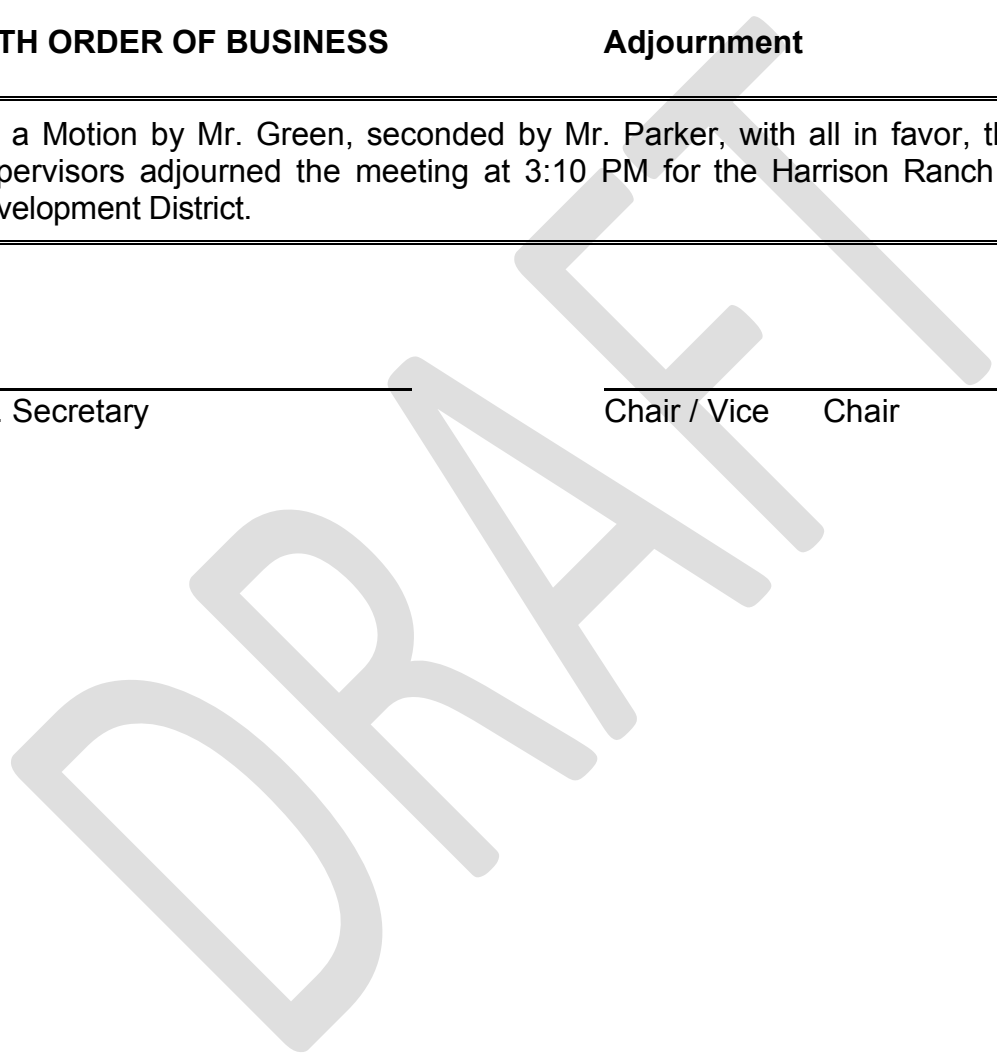
Asst. Secretary

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Chair / Vice

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Chair





# HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

## Operation and Maintenance Expenditures November 2019 For Board Approval

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

The total items being presented: **\$121,701.34**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Harrison Ranch Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 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	003662	0000460376	Monthly Midge Fly Treatment 11/19	\$ 2,214.00
Aquatic Systems, Inc	003662	0000461261	Monthly Lake and Wetland Serivces 11/19	\$ 3,644.00
Atlas Professional Services, Inc.	003634	64899	On-Site Labor 09/19	\$ 734.60
Atlas Professional Services, Inc.	003637	66037	On-Site Labor 11/19	\$ 270.00
Atlas Professional Services, Inc.	003637	66040	On-Site Labor 11/19	\$ 1,012.50
Belson Outdoors, LLC	003633	110819 Belson	Purchase of Picnic Tables - 5	\$ 3,672.49
Bright House Networks	003660	0034030991-01 11/19	Clubhouse TV 11/19	\$ 47.79
Charles L. Parker	003630	CP102819	Board of Supervisors Meeting 10/28/19	\$ 200.00
Charles L. Parker	003653	CP111119	Board of Supervisors Meeting 11/11/19	\$ 200.00
Commercial Fitness Products, Inc	003624	C910211	E3x Matrix Elliptical 10/19	\$ 337.56
Construction Management Services LLC	003638	HR1079	Deposit - Clubhouse Floor Repair	\$ 6,000.00
Department of Economic Opportunity	003644	74390	Special District Fee FY 19/20	\$ 175.00
Down to Earth Landscape LLC	003645	49163	Irrigation Repairs 10/19	\$ 110.37

# Harrison Ranch Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Down to Earth Landscape LLC	003663	50130	Monthly Landscaping 11/19	\$ 16,075.95
Down to Earth Landscape LLC	003639	50506	Irrigation Repairs 10/19	\$ 600.00
Down to Earth Landscape LLC	003639	50508	Irrigation Repairs 10/19	\$ 667.50
Down to Earth Landscape LLC	003639	50516	Plant Install & Tree Removal 10/19	\$ 1,840.50
Down to Earth Landscape LLC	003639	50519	Plant Install 10/19	\$ 4,655.00
Down to Earth Landscape LLC	003639	50525	Irrigation Repairs 10/19	\$ 7,661.00
Down to Earth Landscape LLC	003639	50571	Plant Install 10/19	\$ 1,076.50
Down to Earth Landscape LLC	003639	50580	Irrigation Repairs 10/19	\$ 2,430.00
Down to Earth Landscape LLC	003639	50587	Annual Installation 10/19	\$ 11,785.95
Down to Earth Landscape LLC	003639	50594	Irrigation Repairs 10/19	\$ 280.00
Down to Earth Landscape LLC	003645	50601	Irrigation Repairs 10/19	\$ 5,835.00
Down to Earth Landscape LLC	003639	50604	Plant Install 10/19	\$ 3,195.00
Down to Earth Landscape LLC	003639	50768	Irrigation Repairs 10/19	\$ 780.00

# Harrison Ranch Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Euphoria Pools & Spas Inc.	003628	SCC-8916	Floor Coverings/Temp Gauge 10/19	\$ 150.00
Euphoria Pools & Spas Inc.	003628	SCC-8999	Weekly Pool Services 11/19	\$ 1,400.00
Florida Department of Revenue	003643	Sales Tax 10/19	51-8015668220-6 Sales Tax 10/19	\$ 6.86
Florida Power & Light Company	003646	Electric Summary 11/19	FPL Electric Summary Billing 11/19	\$ 4,201.89
FPL	003661	29678-78196 11/19	10202 57th CT East 11/19	\$ 18.69
FPL	003661	77871-91514-11/19	10609 48th Street East 11/19	\$ 16.35
Gate Pros Inc	003647	3117	Service Call 10/19	\$ 200.00
Guardian Protection Services, Inc.	003640	53749490	Security Services 11/03/19-12/02/19	\$ 44.95
Gulf Business Systems	003650	253177	Shipping 11/19	\$ 8.00
Harrison Ranch CDD	CD0290	Debit Card Replenishment	Debit Card Replenishment	\$ 1,165.57
Harrison Ranch CDD	CD0288	Debit Card Replenishment	Debit Card Replenishment	\$ 1,087.74
Hopping Green & Sams	003627	110832	General/Monthly Legal Services 09/19	\$ 5,699.14
Jay Morrison	003629	JM102819	Board of Supervisors Meeting 10/28/19	\$ 200.00

# Harrison Ranch Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jay Morrison	003652	JM111119	Board of Supervisors Meeting 11/11/19	\$ 200.00
Julianne Giella	003625	JG102819	Board of Supervisors Meeting 10/28/19	\$ 200.00
Julianne Giella	003648	JG111119	Board of Supervisors Meeting 11/11/19	\$ 200.00
Marlin Business Bank	003651	17514108	Copystar Copier - Account # 1613410 11/19	\$ 182.31
MCUD	003641	Water Summary Bill 10/19	MCUD Water Summary 10/19	\$ 3,438.69
RB Owens Electric Inc	003635	20192880	Street Light Repairs 09/19	\$ 310.00
RB Owens Electric Inc	003654	20193108	Monthly Inspection 10/19	\$ 2,518.10
RB Owens Electric Inc	003631	20193244	Parking Lot Light Repairs 10/19	\$ 213.00
RB Owens Electric Inc	003631	20193245	Light Poles 10/19	\$ 2,160.00
Richard Paul Green	003626	RG102819	Board of Supervisors Meeting 10/28/19	\$ 200.00
Richard Paul Green	003649	RG111119	Board of Supervisors Meeting 11/11/19	\$ 200.00
Rizzetta & Company, Inc.	003655	INV0000044235	EE Recruiting 10/15/19	\$ 8,100.00
Rizzetta & Company, Inc.	003636	INV0000044482	District Management Fees 11/19	\$ 6,587.50
Rizzetta & Company, Inc.	003636	INV0000044598	BI-Weekly Payroll 11/08/19	\$ 2,586.84

# Harrison Ranch Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 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.	003655	INV0000044603	Cell Phone 10/19	\$ 100.00
Rizzetta Technology Services, LLC	003642	INV0000004862	Email & Website Hosting Services 11/19	\$ 175.00
Securiteam	003656	12558	Quartly Monitoring 12/19-02/20	\$ 2,665.00
Securiteam	003656	6521110419	Service Call 11/19	\$ 220.00
Sign A Rama	003657	18727	Changeable Copy Set 10/19	\$ 125.00
Sign A Rama	003657	18804	Vinyl Graphics 10/19	\$ 120.00
Southwest Maintenance Services, Inc.	003658	1151	Cleaning and Maintenance Services 11/19	\$ 1,100.00
Susan Walterick	003632	SW102819	Board of Supervisors Meeting 10/28/19	\$ 200.00
Susan Walterick	003659	SW111119	Board of Supervisors Meeting 11/11/19	\$ <u>200.00</u>
Report Total				\$ <u>121,701.34</u>