



Rizzetta & Company

Harrison Ranch Community Development District

**Board of Supervisors' Meeting
October 12, 2020**

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

www.HarrisonRanchCDD.org

**HARRISON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

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

Board of Supervisors	Richard Green Charles Parker Julianne Giella Jay Morrison Susan Walterick	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Justin Croom	Rizzetta & Company, Inc.
District Counsel	Lauren Gentry	Hopping Green & Sams, P.A.
Interim Engineer	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

Board of Supervisors
Harrison Ranch Community
Development District

October 5, 2020

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District will be held on **Monday, October 12, 2020 at 1:30 PM** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, 20-193, and 20-246 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 18, 2020, June 23, 2020, July 29, 2020, August 7, 2020, and September 30, 2020 respectively, and pursuant to Florida Statutes. To access the meeting, please use a telephone to dial 253-215-8782, and enter the ID# 8284309897. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950. The following is the 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
 - B.** Landscape Maintenance Updates
 - i. Presentation of Field Inspection ReportUSC
 - ii. Consideration of Landscape Enhancement Proposal.....Tab 2
 - C.** District Counsel
 - D.** District Engineer
 - E.** Clubhouse Staff
 - i. Presentation of Management ReportTab 3
 - F.** District Manager
- 4. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors' Regular Meeting held on September 14, 2020Tab 4
 - B.** Consideration of Operations & Maintenance Expenditures for August 2020.....Tab 5
- 5. BUSINESS ITEMS**
 - A.** Consideration of Proposals for Street Light MaintenanceTab 6
 - B.** Discussion regarding Phase 3 reopening
 - C.** Consideration of Proposals for Marquee Sign.....Tab 7
 - D.** Consideration of Revised Proposal for Pool MaintenanceTab 8
 - E.** Ratification of Tennis Programming Agreement.....USC
 - F.** Ratification of Youth Sports Programming AgreementUSC
 - G.** Consideration of Additional Holiday Decoration Proposal.....USC
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

Harrison Ranch Community Development District

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

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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 was a discussion regarding the aerators in pond 39 that need repairs as well as midge fly concerns.

B. Landscape Maintenance Update

i. Presentation of Field Inspection Report

Mr. Croom reviewed the field inspection report and answered general questions from the Board. The Board discussed several issues including the issues with the drain lids, the dead plants at the buffer zone between the new Ryan Homes, and the standing water in the trail system.

District Counsel

There was a discussion regarding a request for use of district land for pool construction that is no longer needed. The Board also discussed the gates from the main highway being left open.

C. District Engineer

The Board discussed the drainage box issues along the easement. Since it is on private property the CDD should not be involved in the cost of any repairs needed. The Board was informed that Pulte is addressing issues with SWFMD behind homes for maintenance issues.

D. Clubhouse Staff

i. Presentation of Management Report

Ms. McEvoy reviewed her management report with the Board and provided updates on street sign designs, the towing agreement, and adding additional bike racks near the bus stop. Ms. McEvoy discussed the current pool vendors and the poor service they have been receiving. The Board was informed that there will be a mobile blood drive at the clubhouse parking lot. There was a discussion regarding the repairs needed at the tennis courts. Ms. McEvoy updated the Board about the fall festival and possibly resuming clubhouse rentals as well as the increased cleaning and sanitation protocols that will need to be included in those agreements.

On a motion by Mr. Green, seconded by Mr. Parker, with all in favor, the Board of Supervisors agreed to add the chairs back at the pool as Barbara sees fit for the Harrison Ranch Community Development District.

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On a motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of Supervisors agreed to keep the pool open until 9:00 p.m. for night swimming for the Harrison Ranch Community Development District.

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District Manager

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Mr. Croom stated that the next regular meeting of the Board of Supervisors is scheduled to be held Monday, October 12, 2020 at 1:30 PM to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, and 20-193 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 18, 2020, June 23, 2020, July 29, 2020, and August 7, 2020 respectively, and pursuant to Florida Statutes.

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FOURTH ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Regular Meeting held on August 10, 2020

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On a motion by Ms. Walterick, seconded by Mr. Parker, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting, held on August 10, 2020 for the Harrison Ranch Community Development District.

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FOURTH ORDER OF BUSINESS

Consideration of Minutes of Audit Committee Meeting held on August 10, 2020

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On a motion by Mr. Parker, seconded by Ms. Walterick, with all in favor, the Board of Supervisors approved the minutes of the Audit Committee meeting, held on August 10, 2020 for the Harrison Ranch Community Development District.

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FIFTH ORDER OF BUSINESS

Consideration of Operations & Maintenance Expenditures for July 2020

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Mr. Croom presented the Operations & Maintenance Expenditures Report to the Board for consideration and answered questions regarding various invoices.

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On a motion by Mr. Parker, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved the July 2020 (\$119,139.35) Operations & Maintenance Expenditures Report for the Harrison Ranch Community Development District.

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129 **SIXTH ORDER OF BUSINESS** **Consideration of EGIS**
130 **Proposal**
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On a Motion by Ms. Walterick, seconded by Mr. Green, with all in favor, the Board opened the Public Hearing on Fiscal Year 2020-2021 Budget for Harrison Ranch Community Development District.

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133 **SEVENTH ORDER OF BUSINESS** **Consideration of Pool Services**
134 **Proposals**
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136 The Board reviewed the details of several proposals for pool services. The Board would
137 like to table these proposals for now.

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139 **EIGHTH ORDER OF BUSINESS** **Consideration of Hog Damage**
140 **Proposal**
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On a motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved the proposal from LMP for Hog damage at a total cost of \$720.00 at the Harrison Ranch Community Development District.

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143 **EIGHTH ORDER OF BUSINESS** **Update on Towing Policy**
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145 The Board discussed the issues they have been having with finding a vendor for the
146 new towing policy.

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148 **EIGHTH ORDER OF BUSINESS** **Consideration of Alternative Location**
149 **for Marquee sign**
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151 The Board discussed the new location options of the Marquee sign. Mr. Mulock spoke
152 to the landowner of the original location and stated that they are willing to work with the
153 CDD. New developments may risk the CDD having to install the sign and then having to
154 have it removed at a later date. Currently there are no new site plans.

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156 **EIGHTH ORDER OF BUSINESS** **Discussion of Proposed Youth**
157 **Outdoor Activities Program**
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160 The Board discussed how the proposed outdoor activities program would work as well
161 as the increased precautions of social distancing in regard to the current Covid-19
162 pandemic. Ms. Gentry reviewed the liability agreement with the Board.

On a motion by Mr. Morrison, seconded by Mr. Green, with all in favor, the Board of Supervisors agreed to negotiate and agreement with the vendor and review it at next months meeting at the Harrison Ranch Community Development District.

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165 **EIGHTH ORDER OF BUSINESS** **Consideration of Holiday Lighting**
166 **Proposals**
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On a Motion by Ms. Walterick, seconded by Mr. Morrison, with all in favor, the Board approved a not-to-exceed amount of \$7,400.00 for Holiday lighting subject to Ms. McEvoy for Harrison Ranch Community Development District.

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170 **NINTH ORDER OF BUSINESS**

Supervisor Requests

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172 There were no Supervisor Requests.

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174 **TENTH ORDER OF BUSINESS**

Adjournment

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On a Motion by Mr. Morrison, seconded by Ms. Giella, with all in favor, the Board of Supervisors adjourned the meeting at 8:24 PM for the Harrison Ranch Community Development District.

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Asst. Secretary

Chair / Vice Chair

HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT

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

Operation 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: **\$145,456.46**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Harrison Ranch 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>
Air Clean of Florida and Countryside Plumbing	004003	CP5755-84	Plumbing Repairs 08/20	\$ 2,000.00
Bright House Networks	003993	088053901071920	0050880539-01 - Gym 07/20	\$ 113.34
Bright House Networks	004014	088053901081920	0050880539-01 - Gym 08/20	\$ 116.58
Charles L. Parker	004009	CP081020	Board of Supervisors Meeting 08/10/20	\$ 200.00
Construction Management Services LLC	003994	2031	Maintenance 07/20	\$ 928.50
Construction Management Services LLC	004015	2037	Maintenance 08/20	\$ 1,080.00
Euphoria Pools & Spas Inc.	003989	SCC-10393	Weekly Pool Services 07/20	\$ 1,400.00
Euphoria Pools & Spas Inc.	004021	SCC-10566	Weekly Pool Services 08/20	\$ 1,400.00
Florida Department of Revenue	003995	Sales Tax 07/20	Sales Tax 07/20	\$ 6.86
Florida Power & Light Company	004016	Electric Summary 08/20	FPL Electric Summary Billing 08/20	\$ 4,307.67
FPL	004017	FPL #2 Summary 07/20	FPL #2 Summary 07/20	\$ 143.46
Frontier Florida LLC dba Frontier Communications of Florida	004018	090719-5 08/20	941-776-3095-090719-5 08/20	\$ 380.84
Guardian Protection Services, Inc.	004006	56227852	Security Services 08/03/20 - 09/02/20	\$ 46.95
Hopping Green & Sams	004019	116616	General/Monthly Legal Services 07/20	\$ 4,926.00

Harrison Ranch 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>
Jan-Pro of Manasota	003997	62006	Enviroshield Application 06/20	\$ 395.00
Jan-Pro of Manasota	004020	62110	Janitorial Services 08/20	\$ 850.00
Jan-Pro of Manasota	004020	62432	Additional Janitorial Services 08/20	\$ 2,725.00
Jan-Pro of Manasota	004020	677	Janitorial Supplies 07/20-COVID	\$ 719.83
Jan-Pro of Manasota	004020	678	Janitorial Supplies 08/20-COVID	\$ 440.95
Jay Morrison	004008	JM081020	Board of Supervisors Meeting 08/10/20	\$ 200.00
Julianne Giella	004004	JG081020	Board of Supervisors Meeting 08/10/20	\$ 200.00
Kevin & Amy Heflin	003996	080720 Heflin	Clubhouse Rental Refund	\$ 150.00
Landscape Maintenance Professionals, Inc.	004022	153920	Monthly Maintenance 08/20	\$ 30,123.00
Landscape Maintenance Professionals, Inc.	003990	154129	Viburnum Replacement 07/20	\$ 3,630.00
Landscape Maintenance Professionals, Inc.	004007	154237	Pest Control 07/20	\$ 715.00
Landscape Maintenance Professionals, Inc.	004007	154330	Irrigation Repairs 08/20	\$ 1,553.60
Landscape Maintenance Professionals, Inc.	004007	154360	Plants 08/20	\$ 17,947.50
Landscape Maintenance Professionals, Inc.	004022	154398	Irrigation Repairs 08/20	\$ 425.00

Harrison Ranch 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>
Landscape Maintenance Professionals, Inc.	004022	154400	Irrigation Repairs 08/20	\$ 230.00
Landscape Maintenance Professionals, Inc.	004022	154401	Irrigation Repairs 08/20	\$ 145.00
Landscape Maintenance Professionals, Inc.	004022	154422	Irrigation Repairs 08/20	\$ 120.00
Marlin Business Bank	004023	18293264	Copystar Copier - Account # 1613410 08/20	\$ 165.80
MCUD	003998	Water Summary Bill 07/20	MCUD Water Summary 07/20	\$ 3,044.09
Miller Recreation Equipment & Design, Inc.	003999	1995	Ramp Installation 06/20	\$ 635.00
Piper Fire Protection, Inc.	004024	69862	Emergency Exit Light Inspection	\$ 89.10
Piper Fire Protection, Inc.	004024	69863	Annual Fire Extinguisher Inspection	\$ 90.20
RB Owens Electric Inc	004000	20201900	Service Call 07/20	\$ 2,845.00
RB Owens Electric Inc	004010	20202478	Service Call 08/20	\$ 85.00
RB Owens Electric Inc	004025	20202505	Monthly Inspection 08/20	\$ 390.00
Richard Paul Green	004005	RG081020	Board of Supervisors Meeting 08/10/20	\$ 200.00
Rizzetta & Company, Inc.	004002	INV0000048192	BI-Weekly Payroll 03/20	\$ 2,718.35
Rizzetta & Company, Inc.	003991	INV0000051759	District Management Fees 08/20	\$ 6,587.50

Harrison Ranch 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>
Rizzetta & Company, Inc.	003991	INV0000051847	BI-Weekly Payroll 07/20	\$ 2,241.62
Rizzetta & Company, Inc.	004011	INV0000052318	BI-Weekly Payroll 08/20	\$ 2,180.84
Rizzetta Technology Services, LLC	003992	INV0000006092	Email & Website Hosting Services 08/20	\$ 175.00
Securiteam	004012	13405	Remote Video Monitoring 09/20 - 11/20	\$ 2,665.00
Sign A Rama	004001	INV-642	Frame Panels 07/20	\$ 205.98
Solitude Lake Management	004026	PI-A00448812	Water Quality Restoration 08/20	\$ 18,239.00
Solitude Lake Management	004026	PI-A00457108	Monthly Lake and Wetland Services 08/20	\$ 3,644.00
Solitude Lake Management	004026	PI-A00457109	Preserve Management Services 08/01/20-10/31/20	\$ 12,002.00
Solitude Lake Management	004026	PI-A00457110	Monthly Midge Fly Treatment 08/20	\$ 2,214.00
Solitude Lake Management	004026	PI-A00460018	Fish Stocking 08/20	\$ 5,253.00
Susan Walterick	004013	SW081020	Board of Supervisors Meeting 08/10/20	\$ 200.00
ZNS Engineering, L.C.	004027	139044	Engineering Services 07/20	\$ 1,675.90
ZNS Engineering, L.C.	004027	139045	Water Use Permitting 07/20	\$ 290.00
Report Total				<u>\$ 145,456.46</u>