



Rizzetta & Company

# Harrison Ranch Community Development District

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**Board of Supervisors' Meeting  
December 14, 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>	Julianne Giella Jay Morrison Susan Walterick Tom Benton Geoffery Cordes	Assistant Secretary Assistant Secretary Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Justin Croom	Rizzetta & Company, Inc.
<b>District Counsel</b>	Lauren Gentry	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**  
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**Board of Supervisors  
Harrison Ranch Community  
Development District**

December 7, 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, December 14, 2020 at 1:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, FL 34219. Alternatively, anyone wishing to participate remotely may access the meeting by using a telephone to dial 253-215-8782, and enter the ID# 8284309897. Additionally, participants are strongly encouraged to submit questions and comments to the District Manager in advance by calling 813-533-2950 or e-mailing [jcroom@rizzetta.com](mailto:jcroom@rizzetta.com) to facilitate the Board's consideration of such questions and comments during the meeting. The following is the agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS I**
  - A.** Administer Oath of Office to newly appointed Supervisor .....Tab 1
    1. Consideration of Compensation
    2. Review of Chapter 190 FL Statues
    3. Review of Sunshine Laws and Code of Ethics for Public Officers and Employees
  - B.** Consideration of Resolution 2021-02, Designating Officers of the District .....Tab 2
- 4. STAFF REPORTS**
  - A.** Pond & Mitigation Maintenance Update
    - i. Presentation of Waterway Inspection Report.....Tab 3
  - B.** Landscape Maintenance Updates
    - i. Presentation of Field Inspection Report .....Tab 4
  - C.** District Counsel
  - D.** District Engineer
  - E.** Clubhouse Staff
    - i. Presentation of Management Report .....Tab 5
  - F.** District Manager
- 5. BUSINESS ADMINISTRATION**
  - A.** Consideration of Minutes of Board of Supervisors' Regular Meeting held on November 09, 2020.....Tab 6
  - B.** Ratification of Operations & Maintenance Expenditures for October 2020 .....Tab 7
- 6. BUSINESS ITEMS II**
  - A.** Presentation of Resignation Gift
  - B.** Consideration of Erosion Repair Proposal .....Tab 8
  - C.** Consideration of Pool Lighting Proposal .....Tab 9
- 7. SUPERVISOR REQUESTS**

**8. 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

**RESOLUTION 2021-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Harrison Ranch 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 Manatee County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to appoint and remove Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. \_\_\_\_\_ is appointed Chairman.

Section 2. \_\_\_\_\_ is appointed Vice Chairman.

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

Section 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice Chairman.

Section 5. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of December 2020.

**HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Chairman / Vice Chairman

**ATTEST:**

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

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2  
3 **MINUTES OF MEETING**

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

8 **HARRISON RANCH**  
9 **COMMUNITY DEVELOPMENT DISTRICT**

10  
11 The regular meeting of the Board of Supervisors of the Harrison Ranch  
12 Community Development District was held on **Monday, November 9, 2020 at 6:30 PM**  
13 at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish,  
14 FL 34219. To access the meeting, please use a telephone to dial 253-215-8782, and  
15 enter the ID# 8284309897. The following is the agenda for the meeting:

16  
17 Present and constituting a quorum were:

18  
19 Richard Green **Board Supervisor, Chairman**  
20 Jay Morrison **Board Supervisor, Asst. Secretary**  
21 Julianne Giella **Board Supervisor, Asst. Secretary**  
22 Sue Walterick **Board Supervisor, Asst. Secretary (via zoom)**

23  
24 Also present were:

25  
26 Taylor Nielsen **District Manager; Rizzetta & Company**  
27 Justin Croom **District Manager; Rizzetta & Company (via zoom)**  
28 Lauren Gentry **District Counsel; Hopping Green & Sams**  
29 Barbara McEvoy **Community Manager; Rizzetta & Company**  
30 Jeb Mulock **ZNS Engineering, LC**  
31 Jason Jaszczak **Solitude**  
32 Garth Rinard **LMP**

33  
34 Audience

35  
36 **FIRST ORDER OF BUSINESS**

**Call to Order**

37  
38 Mr. Nielsen called the meeting to order and read the roll call.

39  
40 **SECOND ORDER OF BUSINESS**

**Audience Comments**

41  
42 Mr. Nielsen opened the floor to public comment. The comments that were  
43 received from the public included: the issue of the sidewalks being too low and not  
44 properly draining, the need for a better hybrid meeting quality and pond 47 turning  
45 green.

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50 **THIRD ORDER OF BUSINESS** **Staff Reports**

51  
52 **A. Pond & Mitigation Maintenance Update**

53  
54 **i. Presentation of Waterway Inspection Report**

55  
56 Mr. Jaszczak presented the Waterway Inspection Report to the Board and  
57 answered general questions

58  
59 **B. Landscape Maintenance Update**

60  
61 **i. Presentation of Field Inspection Report**

62  
63 Mr. Rinard presented the Field Inspection Report to the Board and advised  
64 Patrick Bell is taking over Mr. Rinard's role with LMP for Harrison Ranch.

65  
66 **C. District Counsel**

67  
68 Ms. Gentry advised that she had no report.

69  
70 **D. District Engineer**

71  
72 Mr. Mulock advised that he had no report.

73  
74 **E. Clubhouse Staff**

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77 **i. Presentation of Clubhouse Report**

78  
79 The Board discussed practice of not allowing residents to be hired to work at the  
80 clubhouse. D

On a motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved the Motion to remove prohibiting residents to apply for clubhouse hiring, for the Harrison Ranch Community Development District.

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83  
On a motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved the Motion to approve Ms. McEvoy to purchase fan replacements for outside and not exceed \$1,500.00, for the Harrison Ranch Community Development District.

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85 **ii. Discussion Regarding Guest Participation in Activities**

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88 Mr. Nielsen opened the room for discussion and no comments were  
89 made.

91 **iii. Discussion Regarding Conservation Area in Normade East**

92  
93 Mr. Nielsen opened the room for discussion and no comments were  
94 made.

95  
96 **District Manager**

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98 Mr. Nielsen advised the next meeting is scheduled for Monday,  
99 December 14,2020 at 1:30pm at the Harrison Ranch Clubhouse.

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101 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of Board of  
Supervisors' Regular Meeting held on  
October 12, 2020**

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On a motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting, held on October 12, 2020, for the Harrison Ranch Community Development District.

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106 **FIFTH ORDER OF BUSINESS**

**Consideration of Operations &  
Maintenance Expenditures for  
September 2020**

107  
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109  
110 Mr. Nielsen presented the Operations & Maintenance Expenditures Report to the  
111 Board for consideration and answered questions regarding various invoices.

112  
On a motion by Mr. Green, seconded by Ms. Giella, with all in favor, the Board of Supervisors approved the September 2020 (\$102,659.64) Operations & Maintenance Expenditures Report for the Harrison Ranch Community Development District.

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115 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-01,  
Amending FY 19-20 Budget**

116  
117  
118 Mr. Nielsen presented Resolution 2021-01 to the Board, which will  
119 amend the 2019-2020 Budget

120  
On a Motion by Ms. Giella, seconded by Mr. Green, with all in favor, the Board Adopted Resolution 2021-01 for Harrison Ranch Community Development District.

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122 **SEVENTH ORDER OF BUSINESS**

**Acceptance of Second Addendum to  
Professional District Services  
Agreement**

123  
124  
125  
126 Mr. Nielsen reviewed the Second Addendum to the District Service Agreement with  
127 the Board.

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On a motion by Mr. Green, seconded by Ms. Giella, with all in favor, the Board of Supervisors accepted the second addendum to professional district services agreement for the Harrison Ranch Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Funding Agreement  
with HOA**

Ms. Gentry presented the Funding Agreement with HOA for the Marquee sign to the Board.

On a motion by Mr. Green, seconded by Ms. Giella, with all in favor, the Board of Supervisors approved the cost share funding agreement with the HOA for the Marquee sign, for the Harrison Ranch Community Development District.

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**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor Requests.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of Supervisors adjourned the meeting at 8:05 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 October 2020 For Board Approval

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

The total items being presented: **\$100,266.71**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Harrison Ranch Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	004059	088053901091920	0050880539-01 - Gym 09/20	\$ 116.58
Charles L. Parker	004081	CP101220	Board of Supervisors Meeting 10/12/20	\$ 200.00
Euphoria Pools & Spas Inc.	004086	SCC-10932	Weekly Pool Services 10/20	\$ 1,100.00
Fitrev, Inc	004073	21754	Preventative Maintenance 10/20	\$ 175.00
Florida Department of Revenue	004072	Sales Tax 09/20	Sales Tax 09/20	\$ 13.40
Florida Power & Light Company	004074	Electric Summary 10/20	FPL Electric Summary Billing 10/20	\$ 4,616.07
FPL	004085	FPL #2 Summary 09/20	FPL #2 Summary 09/20	\$ 142.30
Frontier Florida LLC dba Frontier Communications of Florida	004075	090719-5 10/20	941-776-3095-090719-5 10/20	\$ 444.87
Guardian Protection Services, Inc.	004065	56733690	Security Services 10/03/20 - 11/02/20	\$ 46.95
Gulf Business Systems	004060	271788	Monthly Billing Copy Machine 08/29/20- 09/28/20	\$ 140.07
Gulf Business Systems	004060	271789	Monthly Billing Copy Machine 09/29/20- 10/28/20	\$ 20.00
Gulf Business Systems	004060	271830	Monthly Billing Copy Machine Toner 09/20	\$ 8.00

# Harrison Ranch Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Harrison Ranch CDD	CD0321	CD0321	Debit Card Replenishment	\$ 1,081.27
Harrison Ranch CDD	CD0322	CD0322	Debit Card Replenishment	\$ 1,550.15
Hopping Green & Sams	004061	117591	General/Monthly Legal Services 08/20	\$ 4,747.67
Hopping Green & Sams	004078	117714	General/Monthly Legal Services 09/20	\$ 5,139.00
Innersync Studio LLC	004062	18843	CDD Website Services - 10/20	\$ 384.38
Jay Morrison	004080	JM101220	Board of Supervisors Meeting 10/12/20	\$ 200.00
Julianne Giella	004076	JG101220	Board of Supervisors Meeting 10/12/20	\$ 200.00
Landscape Maintenance Professionals, Inc.	004063	155077	Irrigation Repairs 09/20	\$ 192.50
Landscape Maintenance Professionals, Inc.	004063	155124	Irrigation Repairs 09/20	\$ 11.25
Landscape Maintenance Professionals, Inc.	004087	155190	Monthly Maintenance 10/20	\$ 30,123.00
Landscape Maintenance Professionals, Inc.	004066	155477	Irrigation Repairs 09/20	\$ 425.00
Landscape Maintenance Professionals, Inc.	004066	155478	Irrigation Repairs 09/20	\$ 425.00

# Harrison Ranch Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 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.	004066	155479	Irrigation Repairs 09/20	\$ 425.00
Landscape Maintenance Professionals, Inc.	004066	155480	Irrigation Repairs 09/20	\$ 425.00
Landscape Maintenance Professionals, Inc.	004066	155481	Irrigation Repairs 09/20	\$ 425.00
Landscape Maintenance Professionals, Inc.	004066	155482	Irrigation Repairs 09/20	\$ 425.00
Landscape Maintenance Professionals, Inc.	004066	155516	Pest Control 09/20	\$ 720.00
Landscape Maintenance Professionals, Inc.	004087	155610	Mulch 10/20	\$ 2,731.20
Landscape Maintenance Professionals, Inc.	004087	155611	Mulch 10/20	\$ 2,901.90
Landscape Maintenance Professionals, Inc.	004087	155699	Irrigation Repair 10/20	\$ 154.00
Landscape Maintenance Professionals, Inc.	004087	155700	Irrigation Repairs 10/20	\$ 154.00
Landscape Maintenance Professionals, Inc.	004087	155701	Irrigation Repairs 10/20	\$ 192.00
Landscape Maintenance Professionals, Inc.	004087	155702	Irrigation Repairs 10/20	\$ 230.00
Marlin Business Bank	004079	18455600	Copystar Copier - Account # 1613410 10/20	\$ 175.48

# Harrison Ranch Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
MCUD	004067	Water Summary Bill	MCUD Water Summary 09/20	\$ 2,259.91
		09/20		
RB Owens Electric Inc	004068	20202283	Monthly Repairs 07/20	\$ 6,207.50
RB Owens Electric Inc	004082	20202732	Monthly Repairs 09/20	\$ 5,071.50
RB Owens Electric Inc	004082	20202920	Service Call 10/20	\$ 883.20
Richard Paul Green	004077	RG101220	Board of Supervisors Meeting 10/12/20	\$ 200.00
Rizzetta & Company, Inc.	004064	INV0000053346	District Management Fees 10/20	\$ 5,990.17
Rizzetta & Company, Inc.	004064	INV0000053602	Assessment Roll Preparation FY 20/21	\$ 5,408.00
Rizzetta & Company, Inc.	004069	INV0000053705	BI-Weekly Payroll 10/20	\$ 1,636.91
Rizzetta & Company, Inc.	004088	INV0000054145	BI-Weekly Payroll 10/20	\$ 1,636.91
Rizzetta Technology Services, LLC	004083	INV0000006397	Email & Website Hosting Services 10/20	\$ 175.00
Solitude Lake Management	004089	PI-A00489887	Monthly Lake and Wetland Services 10/20	\$ 3,753.32
Solitude Lake Management	004089	PI-A00489888	Monthly Midge Fly Treatment 10/20	\$ 2,214.00

# Harrison Ranch Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Solitude Lake Management	004089	PI-A00489889	Aerator Maintenance Services 10/01/20 - 12/31/20	\$ 300.00
Susan Walterick	004084	SW101220	Board of Supervisors Meeting 10/12/20	\$ 200.00
Symbiont Service Corp	004070	I9475	Service Call 09/20	\$ 98.00
US Bank Corporate Trust Services	004071	5881582	Trustee Fees Series 2017 09/01/20- 08/31/21	\$ 3,771.25
<b>Report Total</b>				<b><u>\$ 100,266.71</u></b>