



Rizzetta & Company

Harrison Ranch Community Development District

**Board of Supervisors' Meeting
May 10, 2021**

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	Julianne Giella Victor Colombo Susan Walterick Tom Benton Geoffery Cordes	Assistant Secretary Assistant Secretary Assistant Secretary Assistant Secretary Assistant Secretary
Interim District Manager	Michelle George	Rizzetta & Company, Inc.
Clubhouse Manager	Barbara McEvoy	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.

Board of Supervisors
Harrison Ranch Community
Development District

May 3, 2021

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District will be held on **Monday, May 10, 2021 at 6:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, FL 34219. To access the meeting, please use a telephone to dial **253-215-8782**, and enter the ID# **4771548576**. 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 Report.....Tab 2
 - ii. Consideration of Landscape Enhancement ProposalsTab 3
 - iii. Consideration of Revision to Landscape Map Regarding Line Trimming Lots 583 & 584Tab 4
 - iv. Ratification of Irrigation ProposalsTab 5
 - C. District Counsel
 - D. District Engineer
 - E. Clubhouse Staff
 - i. Presentation of Management ReportTab 6
 - F. District Manager
 - i. Discussion regarding spending Authority for Interim District Manager
4. **BUSINESS ITEMS**
 - A. Presentation of Fiscal Year 2021-2022 Proposed BudgetUSC
 - i. Consideration of Resolution 2021-04, Approving Proposed Budget and Setting the PH for Final BudgetTab 7
 - B. Evaluation of Responses to District Engineering RFQTab 8
 - C. Consideration of Tennis Court Proposals.....Tab 9
 - D. Ratification of 2020 Financial Audit.....Tab 10
 - E. Discussion regarding Marquee Sign Update
 - F. Consideration of "Do not Park on Grass" SignageTab 11
 - G. Consideration of Manual Marquee Sign ProposalUSC

5. BUSINESS ADMINISTRATION

- A. Consideration of Minutes of Board of Supervisors'
Regular Meeting held on April 12, 2021Tab 12
- B. Ratification of Operations & Maintenance
Expenditures for March 2021Tab 13

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.

RESOLUTION 2021-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Harrison Ranch Community Development District (“**District**”) prior to June 15, 2021, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 9, 2021

HOUR: 6:30 p.m.

LOCATION: Harrison Ranch Clubhouse
5755 Harrison Ranch Boulevard
Parrish, Florida 34219

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Manatee County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed

Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **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.

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

PASSED AND ADOPTED THIS 10th DAY OF MAY, 2021.

ATTEST:

**HARRISON RANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Exhibit A: Proposed Budget for Fiscal Year 2021/2022

Exhibit A

[Attach Proposed FY 2021/2022 Budget]

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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.

**HARRISON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District was held on **Monday, April 12, 2021 at 6:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, FL 34219.

Present and constituting a quorum were:

Julianne Giella	Board Supervisor, Chairman
Sue Walterick	Board Supervisor, Vice Chairman
Victor Colombo	Board Supervisor, Asst. Secretary
Tom Benton	Board Supervisor, Asst. Secretary (via phone)
Geoffrey Cordes	Board Supervisor, Asst. Secretary

Also present were:

Barbara McEvoy	Interim District Manager/Community Manager; Rizzetta & Company
Brian Schaub	Field Service Manager; Rizzetta & Company (via phone)
Lauren Gentry	District Counsel; Hopping Green & Sams (via phone)
Jeb Mulock	ZNS Engineering, LC
Liz Rocque	Solitude Lake Management (via phone)
Patrick Bell	LMP
Scott Carlson	LMP
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Ms. McEvoy called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

The Board received audience comments regarding the catfish in pond 37 and about using solar options for street lights.

THIRD ORDER OF BUSINESS

Staff Reports

A. Pond & Mitigation Maintenance Update

i. Presentation of Waterway Inspection Report

Ms. Rocque presented the Waterway Inspection Report to the Board and answered general questions from the Board. She discussed the plantings at ponds 18-21 and pond 37.

ii. Consideration of Pond Testing Proposals

The Board reviewed the pond restoration assessment for ten ponds. Discussion ensued.

On a Motion by Ms. Walterick seconded by Mr. Colombo, with all in favor, the Board of Supervisors approved the pond restoration assessment from Solitude Lake Management at a total cost of \$9,000.00 for the Harrison Ranch Community Development District.

B. Landscape Maintenance Update

i. Presentation of Field Inspection Report

Mr. Schaub with Rizzetta Field Services presented the Field Inspection Report to the Board and answered general questions.

ii. Consideration of Landscape Enhancement Proposals

The Board reviewed the landscape enhancement proposals from LMP.

On a Motion by Ms. Walterick seconded by Ms. Giella, with all in favor, the Board of Supervisors approved the proposals from LMP for landscape enhancements at a total cost of \$18,101.75 for the Harrison Ranch Community Development District.

iii. Review of Irrigation issues

The Board received an explanation of the irrigation issues and what is causing them.

On a Motion by Ms. Walterick seconded by Mr. Colombo, with all in favor, the Board of Supervisors approved proceeding with the work previously authorized in proposals from LMP for irrigation maintenance at a total cost of not to exceed \$3,400.00 for the Harrison Ranch Community Development District.

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C. District Counsel

Ms. Gentry summarized a new law which protects the District from liability for claims related to COVID-19

D. District Engineer

Mr. Mulock discussed the hiking trail drainage inspection report. The Board would like Ms. McEvoy to get quotes for the next meeting.

E. Clubhouse Staff

i. Presentation of Clubhouse Report

Ms. McEvoy reviewed the details of her management report with the Board and answered general questions from Board Supervisors.

Ms. McEvoy reviewed the status of the LED marquee sign project. Due to County zoning restrictions, an electronic sign is not permitted.

F. District Manager

Ms. McEvoy advised the next meeting is scheduled for Monday, May 10, 2021 at 6:30 pm at the Harrison Ranch Clubhouse.

FOURTH ORDER OF BUSINESS

Consideration of Pool & Tennis Pergolas Proposals

On a motion by Ms. Giella, seconded by Mr. Cordes, with all in favor, The Board of Supervisors approved the proposal from Construction Management Services for pool and tennis pergolas at a total cost of not to exceed \$8,460.00 for the Harrison Ranch Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Bridge Repair Proposal

On a motion by Mr. Cordes, seconded by Ms. Giella, with all in favor, the Board of Supervisors approved the proposal from construction management services for bridge repair at a total cost of \$4,220.00 for the Harrison Ranch Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of Weir Painting Proposal

On a motion by Mr. Cordes, seconded by Ms. Walterick, with all in favor, the Board of Supervisors approved the proposal for Weir painting at a total cost of \$3,300.00 for the Harrison Ranch Community Development District.

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SEVENTH ORDER OF BUSINESS

Ratification of Pool Chair Repair Proposal

On a motion by Ms. Walterick, seconded by Mr. Cordes, with all in favor, the Board of Supervisors ratified the proposal from Florida patio furniture for pool chair replacement at a total cost of \$3,283.00 (not including delivery) for the Harrison Ranch Community Development District.

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EIGHTH ORDER OF BUSINESS

Consideration of Street Light Replacement Proposal

On a motion by Mr. Cordes, seconded by Mr. Giella, with all in favor, the Board of Supervisors approved the proposal from Owens Electric for street light replacement at a total cost of \$1,890.00 for the Harrison Ranch Community Development District.

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NINTH ORDER OF BUSINESS

Consideration of Parking Policy at Clubhouse

The Board discussed the parking policy at the clubhouse.

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TENTH ORDER OF BUSINESS

Consideration of New Copier Lease

On a motion by Mr. Cordes, seconded by Ms. Giella, with all in favor, the Board of Supervisors approved the copier lease in the amount of \$295.00 a month for the Harrison Ranch Community Development District.

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ELEVENTH ORDER OF BUSINESS

Consideration of "No Parking" Signs on Harrison Ranch Blvd

Ms. McEvoy will work with Mr. Mulock to ensure there are no issues with the County, and will have proposals for locations and signs at the next meeting.

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TWELFTH ORDER OF BUSINESS

Discussion Regarding Crosswalk

The Board discussed the crosswalk locations. Mr. Mulock will do research with the county to determine what actions, if any, the Board will need to take.

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THIRTEENTH ORDER OF BUSINESS

Discussion Regarding Tree Removal

The Board discussed the unauthorized removal of trees and other vegetation by non-residents and the cost of replacing the removed vegetation.

On a motion by Ms. Walterick, seconded by Ms. Giella, with all in favor, the Board of Supervisors approved the proposal from LMP for the Tree Removal on Grand Oak Preserve at a total cost of \$1,980.00 for the Harrison Ranch Community Development District for purposes of sending a demand letter to the nonresidents for payment of the replacement costs.

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FOURTEENTH ORDER OF BUSINESS **Consideration of Minutes of Board of Supervisors' Regular Meeting held on March 8, 2021**

On a motion by Ms. Walterick, seconded by Mr. Cordes, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting, as amended held on March 8, 2021, for the Harrison Ranch Community Development District.

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FIFTEENTH ORDER OF BUSINESS **Consideration of Operations & Maintenance Expenditures for February 2021**

On a motion by Ms. Walterick, seconded by Ms. Giella, with all in favor, the Board of Supervisors approved the January 2021 (\$121,084.00) Operations & Maintenance Expenditures Report for the Harrison Ranch Community Development District.

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SIXTEENTH ORDER OF BUSINESS **Supervisor Requests**

Mr. Cordes discussed the cones on Harrison Ranch Blvd and the subcontracted sidewalk work in 3 months.

Ms. Giella would like an updated reserve study

Mr. Cordes discussed the sandhill crane signs.

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SEVENTEENTH ORDER OF BUSINESS **Adjournment**

On a Motion by Mr. Cordes, seconded by Ms. Walterick, with all in favor, the Board of Supervisors adjourned the meeting at 4:02 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 March 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2021 through March 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$88,419.34**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Drainage and Hydro Inc.	04245	01062021	Erosion Repairs 01/21	\$ 1,385.00
Bright House Networks	04236	088053901021921	0050880539-01 - Gym 02/21	\$ 122.08
Childlike Productions	04250	INV8454	Easter Bunny 03/21	\$ 375.00
David Cope	04228	021521	Trap and Remove Wild Hogs 12/20-02/21	\$ 3,000.00
Fitrev, Inc	04254	22786	Service Call 03/21	\$ 80.00
Florida Department of Revenue	04238	Sales Tax 02/21	Sales Tax 02/21	\$ 6.86
Florida Patio Furniture, Inc.	04255	62225	Resling 03/21	\$ 1,715.00
Florida Power & Light Company	04256	Electric Summary 03/21	FPL Electric Summary Billing 03/21	\$ 4,959.05
FPL	04257	FPL #2 Summary 03/21	FPL #2 Summary 03/21	\$ 136.76
Frontier Florida LLC dba Frontier Communications of Florida	04246	090719-5 03/21	941-776-3095-090719-5 03/21	\$ 449.06
Geoffery Cordes	04252	GC030821	Board of Supervisors Meeting 03/08/21	\$ 200.00
Guardian Protection Services, Inc.	04259	57969105	Security Services 03/03/21 - 04/02/21	\$ 46.95
Gulf Business Systems	04229	280246	Monthly Billing Copy Machine 02/28- 03/28/2021	\$ 234.00

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Gulf Business Systems	04239	280555	Toner 03/21	\$ 8.00
Hopping Green & Sams	04230	120393	General/Monthly Legal Services 01/21	\$ 2,057.50
Hopping Green & Sams	04260	120912	General/Monthly Legal Services 02/21	\$ 1,791.50
Jan-Pro of Manasota	04261	65175	Janitorial Services 03/21	\$ 936.00
Julianne Giella	04258	JG030821	Board of Supervisors Meeting 03/08/21	\$ 200.00
Landscape Maintenance Professionals, Inc.	04231	158202	Irrigation Repairs 02/21	\$ 35.00
Landscape Maintenance Professionals, Inc.	04262	158316	Monthly Maintenance 03/21	\$ 30,123.00
Landscape Maintenance Professionals, Inc.	04240	158525	Irrigation Repairs 02/21	\$ 45.00
Landscape Maintenance Professionals, Inc.	04247	158588	Fertilization 02/21	\$ 2,790.00
Landscape Maintenance Professionals, Inc.	04247	158589	Pest Control 02/21	\$ 720.00
Manatee County Sheriff Department	04263	2459104	False Alarm 02/21	\$ 25.00
Marlin Business Bank	04264	18842512	Copystar Copier - Account # 1613410 03/21	\$ 175.48
MCUD	04241	Water Summary Bill 02/21	MCUD Water Summary 02.21	\$ 1,814.16

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pro Audio Services, Inc.	004269	19528	50% Deposit - Project #17528 - Audio for Zoon Meetings 03/21	\$ 4,166.38
RB Owens Electric Inc	04242	20211274	Monthly Inspection 02/21	\$ 390.00
RB Owens Electric Inc	04265	20211431	50% Deposit on Pool Lights 03/21	\$ 2,120.00
Rizzetta & Company, Inc.	04232	INV0000056974	District Management Fees 03/21	\$ 5,990.17
Rizzetta & Company, Inc.	04232	INV0000057064	BI-Weekly Payroll 02/21	\$ 3,653.42
Rizzetta & Company, Inc.	04248	INV0000057377	BI-Weekly Payroll 03/21	\$ 3,640.85
Rizzetta Technology Services, LLC	04233	INV0000006902	Email & Website Hosting Services 03/21	\$ 175.00
Robin Emanuel	04237	Emanuel 030321	Reimbursement - Supply Cart Purchase	\$ 50.00
Robin Emanuel	04253	Emanuel 031621	Reimbursement - Purchased Supplies 03/21	\$ 185.57
S & G Pools, LLC	04266	03321	Monthly Pool Service - Three Times Weekly 03/21	\$ 1,225.00
Securiteam	04243	10741020521	Service Call 02/21	\$ 125.00
Securiteam	04243	10758021521	Service Call 02/21	\$ 125.00
Solitude Lake Management	04234	PI-A00556382	Monthly Lake and Wetland Services 02/21	\$ 1,384.00

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Solitude Lake Management	04267	PI-A00563388	Monthly Lake and Wetland Services 03/21	\$ 3,753.32
Solitude Lake Management	04267	PI-A00563389	Monthly Lake and Wetland Services 03/21	\$ 2,214.00
Solitude Lake Management	004270	PI-A00570361	Fish Stocking 03/21	\$ 1,524.00
Susan Walterick	04268	SW030821	Board of Supervisors Meeting 03/08/21	\$ 200.00
Thomas Benton	04249	TB030821	Board of Supervisors Meeting 03/08/21	\$ 200.00
Victor G Colombo	04251	VC030821	Board of Supervisors Meeting 03/08/21	\$ 200.00
Waste Pro of Florida Inc	04235	0000292370	Commercial Recycling 07/19	\$ 46.73
ZNS Engineering, L.C.	04244	140995	Engineering Services 03/21	\$ 3,330.50
ZNS Engineering, L.C.	04244	140996	Engineering Services 01/21 WUP	\$ <u>290.00</u>
Report Total				\$ <u>88,419.34</u>