



Rizzetta & Company

Mitchell Ranch Community Development District

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

**District Office:
5844 Old Pasco Road, Suite 100
Tampa, Florida 33625
813.933.5571**

**MITCHELL RANCH
COMMUNITY DEVELOPMENT DISTRICT**

5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

| | | |
|-----------------------------|--|--|
| Board of Supervisors | Kelly Evans Laura Coffey Lori Campagna Pete Williams Christopher Smith | Board Supervisor Board Supervisor Board Supervisor Board Supervisor Board Supervisor |
| District Manager | Matthew Huber | Rizzetta & Company, Inc. |
| District Counsel | John Vericker | Straley Robin & Vericker |
| District Engineer | Brian Surak | Clearview Land Design |

All cellular phones must be placed on mute while in the meeting room.

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

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.

October 5, 2020

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

AGENDA

Dear Board Members:

The regular Meeting of the Board of Supervisors of the Mitchell Ranch Community Development District will be held on Tuesday, October 13, 2020 at 10:00 a.m., or immediately following adjournment of Copperspring Community Development District, 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, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The following is the agenda for the meeting:

1. **CALL TO ORDER**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ITEMS**
 - A. Consideration of Field Stone Landscape Addendum.....Tab 1
 - B. Discussion on Landscape Maintenance
 - C. Discussion on Phase 3 Re-Opening
4. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Meeting held on July 14, 2020.....Tab 2
 - B. Consideration of Operation and Maintenance Expenditures for June, July & August 2020.....Tab 3
5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
7. **SUPERVISOR REQUESTS COMMENTS**
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) 994-1001.

Sincerely,
Matthew Huber
Matthew Huber
District Manager

Tab 1



4801 122nd Avenue North Clearwater, FL 33762
Tel. 727-822-7866 Fax 727-269-5490

August 25, 2020

Addendum submitted to: Mitchell Ranch CDD

Matthew E. Huber
District Manager

Rizzetta & Company, Inc.
12750 Citrus Park Lane
Suite 115
Tampa, Florida 33625
Phone: 813.933.5571, ext 2772
mhuber@rizzetta.com

Work to be performed and billed outside the contract:

- Pond Mowing - 24 services per year. *(Ponds in RED)**
- (24) pond mowing services

***Monthly Billing: \$989.10**

SPECIAL INSTRUCTIONS/REMARKS:

Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. This addendum is subject to acceptance within 30 days and is void thereafter at the option of the undersigned.

Owner shall agree to pay interest in the amount of 1.5% per month on all accounts not received within 45 days past due. Further, the Owner shall be responsible for any collection costs and attorney fees incurred by Fieldstone Landscape Services LLC., in collection of sums past due under this Agreement.

Authorized Signature:

*****ACCEPTANCE OF ADDENDUM*****

The above notes, specifications and conditions are hereby accepted. Fieldstone Landscape Services is authorized to do the work as specified.

ACCEPTED:

Date

Signature

Tab 2

THIRD ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for April &
May 2020**

Mr. Huber presented the Operation & Maintenance Expenditures for April & May 2020 to the Board of Supervisors.

On a Motion by Ms. Evans, seconded by Ms. Coffey, with all in favor, the Board of Supervisors, approved the operation and maintenance expenditures for April 2020 (\$7,906.14) and May 2020 (\$8,480.55) for Mitchell Ranch Community Development District.

FOURTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year
2020/2021 Final Budget**

Mr. Huber called for a motion to Open the Public Hearing.

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors opened the public hearing of the Fiscal Year 2020/2021 Final Budget for Mitchell Ranch Community Development District.

There were no public comments at this time.

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors closed the public hearing of the Fiscal Year 2020/2021 Final Budget for Mitchell Ranch Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2020-06,
Adopting the Fiscal Year 2020/2021
Final Budget**

Mr. Huber presented Resolution 2020-06, Adopting the Fiscal Year 2020/2021 Final Budget.

On a Motion by Ms. Evans seconded by Mr. Smith, with all in favor, the Board of Supervisors adopted Resolution 2020-06 approving the Fiscal Year 2020/2021 Final Budget for Mitchell Ranch Community Development District.

SIXTH ORDER OF BUSINESS

**Public Hearing on Adopting Levy of
Assessments for Fiscal Year
2020/2021**

Mr. Huber called for a motion to Open the Public Hearing.

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors opened the public hearing on Adopting Levy of Assessments for Fiscal Year 2020/2021 for Mitchell Ranch Community Development District.

76 There were no public comments at this time.
77

On a Motion by Mr. Williams, seconded by Ms. Coffey, with all in favor, the Board of Supervisors closed the public hearing on Adopting Levy of Assessments for Fiscal Year 2020/2021 for Mitchell Ranch Community Development District.

78
79 **SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-07,
Adopting Levy of Assessment for
Fiscal Year 2020/2021**

80
81
82
83 Mr. Huber presented Resolution 2020-07, Adopting Levy of Assessment for Fiscal
84 Year 2020/2021.
85

On a Motion by Mr. Williams, seconded by Ms. Coffey, with all in favor, the Board of Supervisors adopted Resolution 2020-07, Levy of Assessment for Fiscal Year 2020/2021 for Mitchell Ranch Community Development District.

86
87 **EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-08,
Adopting the Fiscal Year 2020/2021
Meeting Schedule**

88
89
90
On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors adopted Resolution 2020-08, Adopting the Fiscal Year 2020/2021 meeting schedule for Mitchell Ranch Community Development District.

91
92 **TENTH ORDER OF BUSINESS**

Staff Reports

93
94 **A. District Counsel**

95 No Report

96
97 **B. District Engineer**

98 Not present

99
100 **C. District Manager**

101 Mr. Huber reminded the Board of Supervisors of the next meeting scheduled for
102 August 11, 2020 at 10:00 a.m. or immediately following the adjournment of
103 Copperspring CDD meeting.
104

105 **ELEVENTH ORDER OF BUSINESS**

Supervisor Requests

106
107 There were no Supervisor requests put forward at this time.
108
109
110
111
112
113
114
115

116
117

TWELVETH ORDER OF BUSINESS **Adjournment**

On a Motion by Ms. Evans, seconded by Ms. Coffey, with all in favor, the Board of Supervisors adjourned the meeting at 11:07 a.m. for Mitchell Ranch Community Development District.

118
119
120

Secretary/Assistant Secretary

Chairman/ Vice Chairman

Tab 3

Mitchell Ranch Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operations and Maintenance Expenditures June 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2020 through June 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$2,119.52**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2020 Through June 30, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|--|---------------------|-----------------------|---|---------------------------|
| Clearview Land Design, P.L. | 001059 | 20-01017 | Engineering Services 04/20 | \$ 1,138.25 |
| Duke Energy Florida, LLC | 001060 | 15787 23495 05/20 | 2778 Legend Pasture Rd Lift 05/20 | \$ 18.09 |
| Florida Governmental Utility Authority | 001058 | 10000008201 05/20 | 2778 Legend Pasture Road -Reclaimed Water 05/20 | \$ 64.68 |
| Straley Robin Vericker | 001061 | 18396 | General Legal Services 05/20 | \$ <u>898.50</u> |
| Report Total | | | | \$ <u>2,119.52</u> |

BLANK

Mitchell Ranch Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operations and Maintenance Expenditures July 2020 For Board Approval

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

The total items being presented: **\$8,641.89**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|------------------------------|---------------------|-----------------------|---------------------------------------|---------------------------|
| Clearview Land Design, P.L. | 001063 | 20-01222 | Engineering Services 05/20 | \$ 524.00 |
| Duke Energy Florida, LLC | 001064 | 15787 23495 06/20 | 2778 Legend Pasture Rd Lift 06/20 | \$ 17.89 |
| F Peter Williams | 001066 | PW071420 | Board of Supervisors Meeting 07/14/20 | \$ 200.00 |
| Rizzetta & Company, Inc. | 001065 | INV0000050158 | District Management Fees 06/20 | \$ 3,850.00 |
| Rizzetta & Company, Inc. | 001065 | INV0000050765 | District Management Fees 07/20 | \$ 3,850.00 |
| Rizzetta Technology Services | 001062 | INV0000005907 | Website Hosting Services 06/20 | \$ 100.00 |
| Rizzetta Technology Services | 001062 | INV0000006008 | Website Hosting Services 07/20 | \$ <u>100.00</u> |
| Report Total | | | | \$ <u><u>8,641.89</u></u> |

BLANK

Mitchell Ranch 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: **\$10,057.13**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell 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> |
|-------------------------------|---------------------|-----------------------|---|-----------------------|
| Fieldstone Landscape Services | 001067 | 5374 | Monthly Landscaping Maintenance 06/20 | \$ 966.60 |
| Fieldstone Landscape Services | 001073 | 5375 | Pond/Slope Mowing 06/20 | \$ 1,433.83 |
| Fieldstone Landscape Services | 001074 | 5761 | Monthly Landscaping Maintenance 07/20 | \$ 966.60 |
| Rizzetta & Company, Inc. | 001068 | INV0000051776 | District Management Fees 08/20 | \$ 3,850.00 |
| Rizzetta Technology Services | 001069 | INV0000006109 | Website Hosting Services 08/20 | \$ 100.00 |
| Sitex Aquatics LLC | 001070 | 3723B | Monthly Lake Maintenance 06/20 | \$ 230.00 |
| Sitex Aquatics LLC | 001075 | 3821B | Monthly Lake Maintenance 07/20 | \$ 230.00 |
| Straley Robin Vericker | 001071 | 18519 | General Legal Services 06/20 | \$ 393.00 |
| Straley Robin Vericker | 001076 | 18662 | General Legal Services 07/20 | \$ 950.50 |
| Times Publishing Company | 001072 | 000088343 06/24/20 | Account #204746 Legal Advertising 06/20 | \$ 133.60 |
| Times Publishing Company | 001072 | 000088345 06/17/20 | Account #204746 Legal Advertising 06/20 | \$ 631.00 |
| Times Publishing Company | 001077 | 000092729 07/01/20 | Account #204746 Legal Advertising 07/20 | <u>\$ 172.00</u> |

Report Total

\$ 10,057.13