



Rizzetta & Company

# **Mitchell Ranch Community Development District**

---

## **Board of Supervisors' Meeting January 12, 2021**

**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

<b>Board of Supervisors</b>	Kelly Evans Laura Coffey Lori Campagna Pete Williams Christopher Smith	Board Supervisor Board Supervisor Board Supervisor Board Supervisor Board Supervisor
<b>District Manager</b>	Matthew Huber	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley Robin & Vericker
<b>District Engineer</b>	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.

January 5, 2021

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

Dear Board Members:

The regular meeting of the Board of Supervisors of the Mitchell Ranch Community Development District will be held on **Tuesday, January 12, 2021 at 10:00 a.m.**, or immediately following adjournment of Copperspring Community Development District, at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following is the tentative agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
  - A. Consideration of Acceptance of Conveyance of Wall from Developer (under separate cover)
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Regular Meeting held on October 13, 2020.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for September, October and November 2020 ...Tab 2
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS COMMENTS**
- 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) 994-1001.

Sincerely,  
*Matthew Huber*  
Matthew Huber  
District Manager

# Tab 1

**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.

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT**

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, conducted by telephonic or video conferencing 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, and pursuant to Section 120.54(5)(b)2., Florida Statutes

**Present and constituting a quorum were:**

Kelly Evans	<b>Board Supervisor, Chairman</b>
Chris Smith	<b>Board Supervisor, Assistant Secretary</b>
Pete Williams	<b>Board Supervisor, Assistant Secretary</b>

**Also Present were:**

Matthew Huber	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel, Straley, Robin Vericker</b>
Brian Surak	<b>District Engineer, Clearview Land Design</b>

**FIRST ORDER OF BUSINESS**                      **Call to Order and Roll Call**

Mr. Huber called the meeting to order and confirmed a quorum.  
Supervisor meetings.

**SECOND ORDER OF BUSINESS**                      **Consideration of Field Stone  
Landscape Addendum**

Mr. Huber presented the Field Stone Landscape Addendum to the Board.

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the Field Stone Landscape Addendum for Mitchell Ranch Community Development District.

**SECOND ORDER OF BUSINESS**                      **Consideration of the Minutes of the  
Regular Meeting held on July 14,  
2020**

Mr. Huber presented the Minutes of the regular meeting held July 14, 2020 to the Board of Supervisors.

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved the Minutes of the regular meeting held on July 14, 2020 for Mitchell Ranch Community Development District.

**THIRD ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for June,  
July and August 2020**

Mr. Huber presented the Operation & Maintenance Expenditures for June, July and August 2020 to the Board of Supervisors.

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors, approved the operation and maintenance expenditures for June 2020 (\$2,119.52), July 2020 (\$8,641.89) and August 2020 (\$10,057.13) for Mitchell Ranch Community Development District.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

No Update

**B. District Engineer**

No Update

**C. District Manager**

Mr. Huber reminded the Board of Supervisors of the next meeting scheduled for November 10, 2020 at 10:00 a.m. or immediately following the adjournment of Copperspring CDD meeting.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor requests put forward at this time.

**TWELVETH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors adjourned the meeting at 9:30 a.m. for Mitchell Ranch Community Development District.

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

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

## **Tab 2**

# Mitchell Ranch Community Development District

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

## Operations and Maintenance Expenditures September 2020 For Board Approval

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

The total items being presented: **\$20,751.86**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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



# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Duke Energy Florida, LLC	001082	15787 23495 09/20	2778 Legend Pasture Rd Lift 09/20	\$ 25.01
Egis Insurance Advisors LLC	001083	11382	Policy #100118431 10/01/20-10/01/21	\$ 5,251.00
Fieldstone Landscape Services	001080	5762	Pond/Slope Mowing 07/20	\$ 1,433.82
Fieldstone Landscape Services	001084	6146	Monthly Landscaping Maintenance 08/20	\$ 966.60
Fieldstone Landscape Services	001084	6147	Pond/Slope Mowing 08/20	\$ 1,433.83
Fieldstone Landscape Services	001084	6575	Monthly Landscaping Maintenance 09/20	\$ 966.60
Fieldstone Landscape Services	001084	6576	Pond/Slope Mowing 09/20	\$ 1,433.82
Fieldstone Landscape Services	001084	6577	Pond/Slope Mowing- New Area Addendum 09/20	\$ 3,021.97
Fieldstone Landscape Services	001084	6578	Pond/Slope Mowing- Red Pond Addendum 09/20	\$ 989.10
Florida Governmental Utility Authority	001078	10000010518 8/20	2778 Legend Pasture Road -Reclaimed Water 08/20	\$ 48.62
Florida Governmental Utility Authority	001085	10000010518 9/20	2778 Legend Pasture Road -Reclaimed Water 09/20	\$ 435.69
Rizzetta & Company, Inc.	001086	INV0000052566	District Management Fees 09/20	\$ 3,850.00
Rizzetta Technology Services	001087	INV0000006208	Website Hosting Services 09/20	\$ 100.00
Sitex Aquatics LLC	001088	3916B	Monthly Lake Maintenance 08/20	\$ 230.00

## Mitchell Ranch Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Sitex Aquatics LLC	001088	4015B	Monthly Lake Maintenance 09/20	\$ 230.00
Straley Robin Vericker	001079	18764	General Legal Services 08/20	\$ 61.00
Straley Robin Vericker	001089	18929	General Legal Services 09/20	\$ 122.00
Times Publishing Company	001081	0000101209 09/09/20	Account #204746 Legal Advertising 09/20	<u>\$ 152.80</u>
<b>Report Total</b>				<b><u><u>\$ 20,751.86</u></u></b>

**BLANK**

# Mitchell Ranch Community Development District

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

## Operations 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: **\$12,276.40**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Mitchell 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>
Duke Energy Florida, LLC	001092	15787 23495 10/20	2778 Legend Pasture Rd Lift 10/20	\$ 16.45
Duke Energy Florida, LLC	001092	97196 39576 09/20	0000 Little Rd Lite 09/20	\$ 1,430.79
F Peter Williams	001093	PW101320	Board of Supervisors Meeting 10/13/20	\$ 200.00
Innersynce Studio, Ltd DBA Campus Suite	001090	18892	Annual Website Services/ADA Compliance 20/21	\$ 1,537.50
Rizzetta & Company, Inc.	001091	INV0000053363	District Management Fees 10/20	\$ 3,941.66
Rizzetta & Company, Inc.	001091	INV0000053619	Assessment Roll Preparation FY20/21	\$ <u>5,150.00</u>
<b>Report Total</b>				<b>\$ <u>12,276.40</u></b>

**BLANK**

# Mitchell Ranch Community Development District

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

## Operations and Maintenance Expenditures November 2020 For Board Approval

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

The total items being presented: **\$22,726.42**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## Mitchell Ranch Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 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.	001098	20-02190	Engineering Services 10/20	\$ 1,230.00
Copperspring CDD	001099	OMR1020-1	Electric Lighting Reimbursement 10/20	\$ 6,279.14
Department of Economic Opportunity	001100	83663	Special District Fee FY 20/21	\$ 175.00
Duke Energy Florida, LLC	001097	07787 47327 10/20	0000 Little Rd Lite 10/20	\$ 1,238.23
Duke Energy Florida, LLC	001097	07787 47327 Deposit 10/20	0000 Little Rd Lite Deposit 10/20	\$ 1,345.00
Duke Energy Florida, LLC	001101	15787 23495 11/20	2778 Legend Pasture Rd Lift 11/20	\$ 16.45
Duke Energy Florida, LLC	001097	97196 39576 10/20	0000 Little Rd Lite 10/20	\$ 782.74
Fieldstone Landscape Services	001102	6940	Monthly Landscaping Maintenance 10/20	\$ 966.60
Fieldstone Landscape Services	001102	6941	Roadway Addendum Maintenance 10/20	\$ 1,433.83
Fieldstone Landscape Services	001102	6942	New Area Addendum Maintenance 10/20	\$ 3,021.97
Fieldstone Landscape Services	001102	6943	Red Pond Addendum Maintenance 10/20	\$ 989.10
Florida Governmental Utility Authority	001094	10000010518 10/20	2778 Legend Pasture Road -Reclaimed Water 10/20	\$ 318.70
Grau & Associates	001096	PR #J42502476V94	Audit FYE 09/30/20 Confirmation.com Fees 11/20	\$ 26.00
Rizzetta & Company, Inc.	001103	INV0000054232	District Management Fees 11/20	\$ 3,941.66
Rizzetta Technology Services	001104	INV0000006413	Website Hosting Services 10/20	\$ 100.00
Rizzetta Technology Services	001095	INV0000006518	Website Hosting Services 11/20	\$ 100.00
Sitex Aquatics LLC	001105	4115B	Monthly Lake Maintenance 10/20	\$ 230.00



**Mitchell Ranch Community Development District**

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley Robin Vericker	001106	19014	General Legal Services 10/20	<u>\$ 532.00</u>
<b>Report Total</b>				<b><u>\$ 22,726.42</u></b>