



Rizzetta & Company

Mitchell Ranch Community Development District

**Board of Supervisors' Meeting
March 9, 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

Board of Supervisors	Kelly Evans Laura Coffey Lori Campagna Pete Williams Christopher Smith	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
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.

March 1, 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, March 9, 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 Resolution 2021-01, Designating an Assistant Secretary.....Tab 1
 - B. Consideration of Acceptance of Conveyance of Wall From Developer (tabled from last meeting).....Tab 2
 - C. Consideration of Documents for District's New Phases (USC)
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Meeting held on January 12, 2021.....Tab 3
 - B. Consideration of Operation and Maintenance Expenditures for December 2020 and January 2021.....Tab 4
- 5. STAFF REPORTS**
 - A. District Counsel
 1. Presentation of E-Verify Legislative Memo.....Tab 5
 - 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) 933-5571.

Sincerely,
Matthew Huber
Regional District Manager

Tab 1

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING AN ASSISTANT SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Mitchell Ranch Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Pasco County, Florida; and

WHEREAS, the District’s Board of Supervisors (the “Board”) previously appointed certain Assistant Secretaries of the District in order to facilitate the carrying out of District business; and

WHEREAS, the Board now desires to designate a new Assistant Secretary of the District.

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

Section 1. _____ Debby Wallace _____ is hereby appointed Assistant Secretary.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2021.

**MITCHELL RANCH COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN

ATTEST:

ASSISTANT SECRETARY

Tab 2

Consideration; \$10.00
Documentary Stamp Tax: \$0.70

**Prepared by and
when recorded return to:**
Dana Crosby Collier, Esq.
Straley Robin Vericker
1510 W. Cleveland Street
Tampa, Florida 33606

QUITCLAIM DEED

THIS QUIT-CLAIM DEED is made as of the ____ day of _____, 2021, by **Lennar Homes, LLC** a Florida limited liability company ("**Grantor**"), whose address is 4600 W. Cypress Street, Suite 200, Tampa, Florida 33607, in favor of **Mitchell Ranch Community Development District**, a unit of special purpose local government organized and existing under Chapter 190, Florida Statutes ("**Grantee**"), whose address is 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625. All references to the parties herein shall include their heirs, personal representatives, successors and assigns.

WITNESSETH, that Grantor, for and in consideration of the sum of Ten and 00/100 Dollars (\$10.00), and other valuable consideration, lawful money of the United States of America, to it in hand paid by Grantee, the receipt whereof is hereby acknowledged, has remised, released and quit-claimed and does hereby remise, release and quitclaim to Grantee, its successors and assigns, forever, all right, title, interest, claim, and demand which Grantor has in and to the real property described as follows in Pasco County, Florida ("**Property**"):

Tract A-1, Tract B-1, Tract B-6, Tract B-6A, Tract L-9, Tract L-10, and Tract P-1 of Mitchell 54 West Phase 3 Residential, according to the plat thereof, as recorded in Plat Book 83, Pages 125-130 of the Public Records of Pasco County, Florida.

TOGETHER, with all appurtenances thereunto appertaining, and all fixtures and improvements located thereon and all easements, reservations and other rights whatsoever related thereto, reserved unto Grantor on the aforesaid plat.

TO HAVE AND TO HOLD all of said right, title, interest, claim, and demand of Grantor in said land, and all improvements thereon, unto Grantee for its use and benefit forever.

(This Deed was prepared at the request of the parties without the benefit of a title search.)

THIS IS A CONVEYANCE OF PROPERTY BY GRANTOR, A DEVELOPER, TO THE GRANTEE, A COMMUNITY DEVELOPMENT DISTRICT. NO CONSIDERATION HAS BEEN DELIVERED FOR THIS TRANSFER; THEREFORE, ONLY MINIMUM DOCUMENTARY STAMP TAXES ARE DUE.

IN WITNESS WHEREOF, Grantor has executed this deed as of the date first above written.

Witnesses:

Lennar Homes, LLC
a Florida limited liability company

Name: _____

By: _____
Its: _____

Name: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2021, by _____, as _____ of Lennar Homes LLC, a Florida limited liability company, on behalf of the company, who is personally known to me or has produced _____ as identification.

[Notary Seal]

Notary Public

Name typed, printed or stamped
My Commission Expires: _____

Tab 3

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 was held on **Tuesday, January 12, 2021 at 9:22 a.m.**, at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present and constituting a quorum were:

Kelly Evans	Board Supervisor, Chairman
Chris Smith	Board Supervisor, Assistant Secretary
Pete Williams	Board Supervisor, Assistant Secretary
Lori Campagna	Board Supervisor, Assistant Secretary

Also Present were:

Laura Coffey	Board Supervisor, Vice Chairman <i>(via conference call)</i>
Matthew Huber	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley, Robin Vericker <i>(via conference call)</i>
Brian Surak	District Engineer, Clearview Land Design <i>(via conference call)</i>

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience members present.

THIRD ORDER OF BUSINESS

**Consideration of Acceptance of
Conveyance of Wall Addition from
Developer**

The Board decided to table this item until their next meeting.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Regular Meeting held on October 13,
2020**

49
50 Mr. Huber presented the minutes of the regular meeting held on October 13,
51 2020 to the Board of Supervisors.
52

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 October 12, 2020 as presented for Mitchell Ranch Community Development District.

53
54 **FIFTH ORDER OF BUSINESS** **Consideration of Operation and**
55 **Maintenance Expenditures for**
56 **September, October and November**
57 **2020**
58

59 Mr. Huber presented the Operation & Maintenance Expenditures for September,
60 October, and November 2020 to the Board of Supervisors.
61

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 September (\$20,751.86), October (\$12,276.40) and November 2020 (\$22,726.42) for Mitchell Ranch Community Development District.

62
63 **SIXTH ORDER OF BUSINESS** **Staff Reports**
64

65 **A. District Counsel**
66 No report.

67
68 **B. District Engineer**
69 No report.

70
71 **C. District Manager**
72 Mr. Huber reminded the Board of Supervisors of the next meeting scheduled for
73 February 9, 2021 at 10:00 a.m. or immediately following the adjournment of
74 Copperspring CDD meeting.
75

76 **SEVENTH ORDER OF BUSINESS** **Supervisor Requests**
77

78 Mr. Huber asked if there were any Supervisor requests. Mr. Smith informed the
79 Board that the Phase 3 plat was on the Pasco County BOCC meeting agenda.
80

81
82
83 **EIGHTH ORDER OF BUSINESS** **Adjournment**
84

On a Motion by Ms. Campagna, seconded by Mr. Williams, with all in favor, the Board of Supervisors adjourned the meeting at 9:29 a.m. for Mitchell Ranch Community Development District.

88 Secretary/Assistant Secretary

Chairman/ Vice Chairman

DRAFT

Tab 4

Mitchell Ranch Community Development District

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

Operations and Maintenance Expenditures December 2020 For Board Approval

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

The total items being presented: **\$23,459.26**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AMTEC	001107	6394-11-20	Arbitrage Rebate Calculation Series 2019 11/20	\$ 450.00
Copperspring CDD	001114	120920	Refund Balance of Duke Deposit	\$ 696.95
Duke Energy Florida, LLC	001115	07787 47327 11/20	0000 Little Rd Lite 11/20	\$ 3,203.96
Duke Energy Florida, LLC	001115	15787 23495 11/2020	2778 Legend Pasture Rd Lift 12/20	\$ 16.71
Fieldstone Landscape Services	001108	7384	Monthly Landscaping Maintenance 11/20	\$ 966.60
Fieldstone Landscape Services	001108	7385	Roadway Addendum Maintenance 11/20	\$ 1,433.82
Fieldstone Landscape Services	001108	7386	New Area Addendum Maintenance 11/20	\$ 3,021.97
Fieldstone Landscape Services	001108	7387	Red Pond Addendum Maintenance 11/20	\$ 989.10
Fieldstone Landscape Services	001108	7606	Restake Trees Due to Storm 11/20	\$ 750.00
Fieldstone Landscape Services	001116	7858	Monthly Landscaping Maintenance 12/20	\$ 966.60
Fieldstone Landscape Services	001116	7859	Roadway Addendum Maintenance 12/20	\$ 1,433.83
Fieldstone Landscape Services	001116	7860	New Area Addendum Maintenance 12/20	\$ 3,021.97
Fieldstone Landscape Services	001116	7861	Red Pond Addendum Maintenance 12/20	\$ 989.10
Florida Governmental Utility Authority	001109	10000010518 11/20	2778 Legend Pasture Road -Reclaimed Water 11/20	\$ 33.76
Florida Governmental Utility Authority	001118	10000010518 12/20	2778 Legend Pasture Road -Reclaimed Water 12/20	\$ 452.73
Grau & Associates	001119	20290	Audit FYE 09/30/20 12/20	\$ 500.00
Rizzetta & Company, Inc.	001110	INV0000054708	District Management Fees 12/20	\$ 3,941.66

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services	001111	INV0000006620	Website Hosting Services 12/20	\$ 100.00
Sitex Aquatics LLC	001112	4217B	Monthly Lake Maintenance 11/20	\$ 230.00
Sitex Aquatics LLC	001117	4314B	Monthly Lake Maintenance 12/20	\$ 230.00
Straley Robin Vericker	001113	19149	General Legal Services 11/20	\$ <u>30.50</u>
Report Total				\$ <u>23,459.26</u>

BLANK

Mitchell Ranch Community Development District

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

Operations and Maintenance Expenditures January 2021 For Board Approval

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

The total items being presented: **\$20,567.08**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<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.	001129	21-00165	Engineering Services 12/20	\$ 717.50
Duke Energy Florida, LLC	001123	07787 47327 12/20	0000 Little Rd Lite 12/20	\$ 3,188.79
Duke Energy Florida, LLC	001120	13733 70507 12/20	2809 Legend Pasture Rd 12/20	\$ 38.15
Duke Energy Florida, LLC	001130	15787 23495 12/20	2778 Legend Pasture Rd Lift 12/20	\$ 17.69
Duke Energy Florida, LLC	001123	19123 99388 11/20	2899 Bear Landing Way 11/20	\$ 36.91
Duke Energy Florida, LLC	001130	19123 99388 12/20	2899 Bear Landing Way 12/20	\$ 20.16
Duke Energy Florida, LLC	001120	92269 61252 12/20	3043 Legend Pasture Rd 12/20	\$ 37.52
F Peter Williams	001128	PW011221	Board of Supervisors Meeting 01/12/21	\$ 200.00
Fieldstone Landscape Services	001125	8226	Monthly Landscaping Maintenance 01/21	\$ 966.60
Fieldstone Landscape Services	001125	8227	Roadway Addendum Maintenance 01/21	\$ 1,433.82
Fieldstone Landscape Services	001125	8228	New Area Addendum Maintenance 01/21	\$ 3,021.97
Fieldstone Landscape Services	001125	8229	Red Pond Addendum Maintenance 01/21	\$ 989.10
Florida Governmental Utility Authority	001131	10000010518 01/21	2778 Legend Pasture Road -Reclaimed Water 01/21	\$ 474.71

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	1121	INV0000055485	District Management Fees 01/21	\$ 3,941.66
Rizzetta & Company, Inc.	001126	INV0000055611	Annual Dissemination Services 20/21	\$ 5,000.00
Rizzetta Technology Services	001122	INV0000006719	Website Hosting Services 01/21	\$ 100.00
Sitex Aquatics LLC	001127	4418B	Monthly Lake Maintenance 01/21	\$ 230.00
Straley Robin Vericker	001124	19256	General Legal Services 12/20	<u>\$ 152.50</u>
Report Total				<u>\$ 20,567.08</u>