

MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida (813) 944-1001
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
mitchellranchcdd.org

May 3, 2021

**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, May 11, 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 agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
 - A. Presentation of FY September 30,2020 AuditTab 1
 - B. Consideration of Landscape First AddendumTab 2
 - C. Presentation of Fiscal Year 2021-2022 Proposed BudgetTab 3
 - D. Consideration of Resolution 2021-02; Approving
Fiscal Year 2021-2022 Proposed Budget and
Set Public HearingTab 4
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Meeting
held on March 9, 2021Tab 5
 - B. Consideration of Operation and Maintenance
Expenditures for February & March 2021Tab 6
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape and Irrigation Report (under separate cover)
 - D. District Manager
 - i. Announcement Regarding Number of Registered Voters...Tab 7
- 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,

Debby Wallace

Debby Wallace

Regional District Manager

Tab 2

**FIRST AMENDMENT TO
LANDSCAPE MAINTENANCE AGREEMENT**

THIS FIRST AMENDMENT TO LANDSCAPE MAINTENANCE AGREEMENT (the “**First Amendment**”) is made and entered into as of the ____ day of _____, 2021, by and between the Mitchell Ranch Community Development District, a local unit of special-purpose government established pursuant to chapter 190, Florida Statutes, Florida (the “**District**”), whose address is c/o Rizzetta & Company, 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625, and Fieldstone Landscape Services, LLC, a Florida limited liability company (the “**Contractor**”), whose address is 4801 122nd Avenue North, Clearwater, Florida 33762.

RECITALS

WHEREAS, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including surface water management systems, roadways, landscaping, and other infrastructure; and

WHEREAS, the District and Contractor entered into a Landscape Maintenance Agreement, which was signed by the second of two parties on January 28, 2020 (the “**Agreement**”); and

WHEREAS, the District and Contractor executed that certain First Addendum to the Agreement, dated April 27, 2020, to include in the Scope of Services in the Agreement the specific services described in Contractor’s addendum dated April 16, 2020, for an additional monthly billing rate of \$1,433.82 (the “**First Addendum**”); and

WHEREAS, since September 1, 2020, the Contractor has performed additional services as described in Contractor’s addendum to the Agreement dated August 15, 2020, for an additional monthly billing rate of \$3,021.97 (the “**8-15-20 Addendum**”); and

WHEREAS, on October 13, 2020, the District approved and, since September 1, 2020, Contractor has performed additional services as described in Contractor’s addendum to the Agreement dated August 25, 2020, for an additional monthly billing rate of \$989.20 (the “**8-25-20 Addendum**”); and

WHEREAS, the Contractor has submitted to the District an addendum dated April 1, 2021, describing additional services to be performed as described in the Contractor’s addendum to Agreement for an additional monthly billing rate of \$5,222.87 (the “**4-1-21 Addendum**”); and

WHEREAS, the Parties desire to consolidate the First Addendum, the 8-15-20 Addendum, the 8- 25-20 Addendum, and the 4-1-21 Addendum into this First Amendment to the Agreement.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the District and Contractor (collectively, referred to as the “**Parties**”), the receipt of which and sufficiency of which is hereby acknowledged, the Parties agree as follows:

SECTION 1. RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this First Amendment.

SECTION 2. SCOPE OF SERVICES. The Contractor shall add the services described in **Exhibit "A"** to the Scope of Services in the Agreement and shall perform such services for the costs listed in **Exhibit "A"**, which is attached hereto and incorporated herein by this reference. Commencing on the Effective Date of this First Amendment, the total monthly billing rate for all Services, as provided in the Agreement and this First Amendment thereto, will be Eleven Thousand Six Hundred Thirty-Four and 35/100 dollars (\$11,634.35) per month.

SECTION 3. TERMINATION. Either party may terminate the Agreement with thirty (30) days written notice to the other party at the address listed on page 1.

SECTION 4. RATIFICATION. Except as modified by this First Amendment, all terms and conditions set forth in the Agreement, as amended, are hereby ratified and confirmed.

SECTION 5. EFFECTIVE DATE. The Effective Date of this First Amendment shall be the date the second party affixes its signature hereto.

SECTION 6. COUNTERPARTS. This First Amendment may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

IN WITNESS WHEREOF, the parties execute this First Amendment the day and year first written above.

Fieldstone Landscape Services, LLC

**Mitchell Ranch
Community Development District**

By: _____

Name: _____

Title: _____

By: _____

Kelly Evans

Chair of the Board of Supervisors



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

April 1, 2021

Addendum submitted to Mitchell Ranch CDD CDD

Note: All new areas except the original contract.

Deborah Wallace
District Manager
Rizzetta & Company
12750 Citrus Park Lane
Suite 115
Tampa, FL 33625
Phone: 813-793-8814

Work to be performed and billed monthly as per contract:

Landscape Management Services - 42 Services per Year

- Mow, Edge, Line-Trim all turf areas
- Prune, Trim, Weed, cultivate all shrubs and shrub beds to maintain proper plant size and shape.
- Blow off hard surfaces.
- Renewal Prune as needed
- Trim trees below 12 feet in height, elevating the bottoms to a minimum of 8 feet for clearance.
- (24) Pond Mows

Fertilization, Insect & Disease Control Management - 12 Services per Year

- Ornamental Shrubs - As specified (2) times per year.
- St Augustine - As specified (4) times per year.
- Integrated Pest Management - As specified (6) times per year.
- Visual Inspections completed during IPM Services.

Irrigation System Management - 12 Services per Year

- Run and Inspect all Irrigation Zones (12) times per year.
- Adjust Irrigation Heads for to ensure maximum coverage.
- Remove debris from Irrigation Nozzles.
- Visual inspections for dry spots, malfunctioning, broken heads, leaks, staining during normal irrigation inspections.

***Monthly Billing: \$10,667.75**

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 _____

⊕ Included
 ↑ Bot need (ix) bush hog

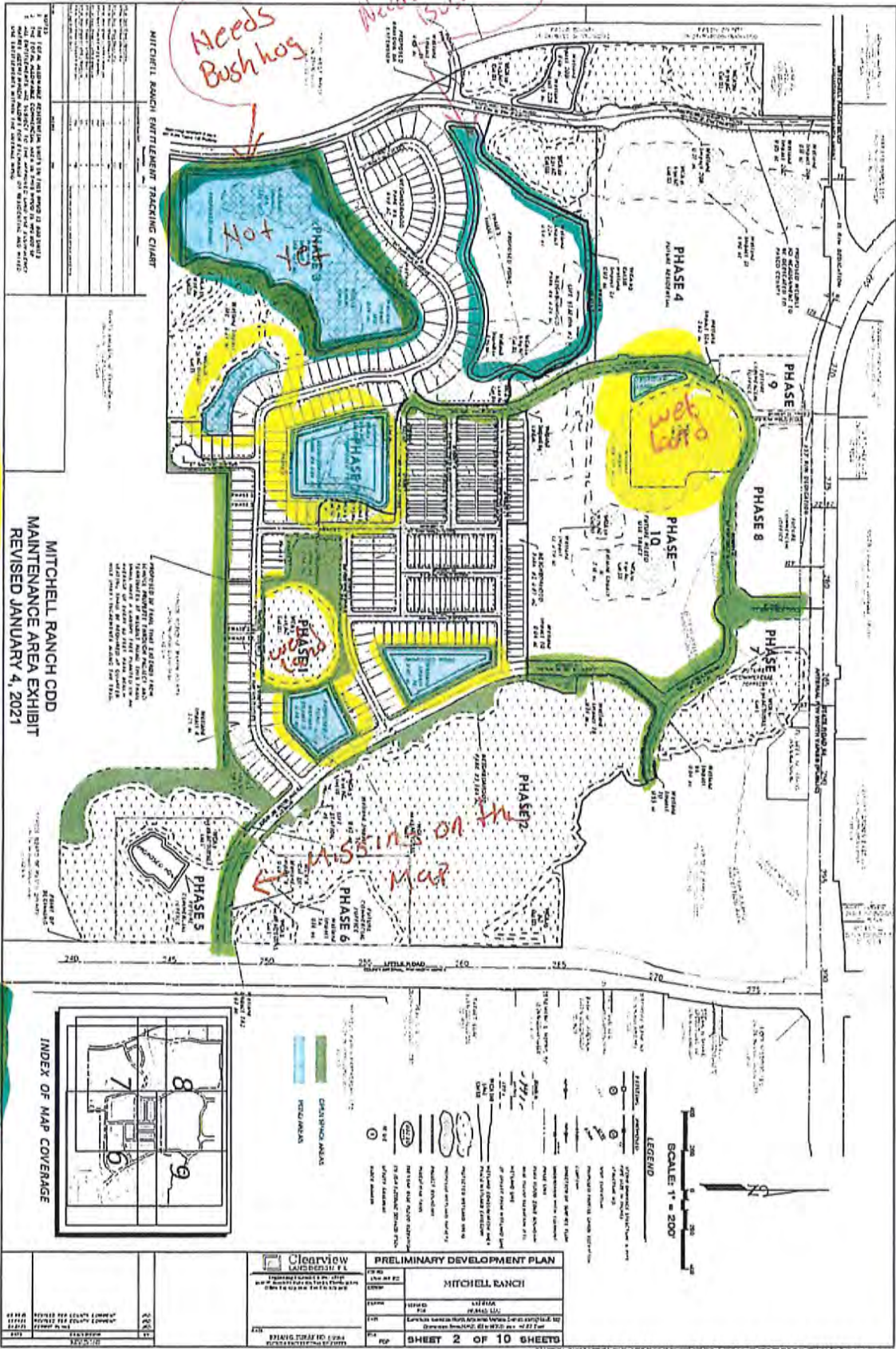
Needs
 Bush hog

Needs
 bush hog

we are
 mowing red

Every thing
 is new sod

Needs
 Bush hog



Tab 4

RESOLUTION 2021-02

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

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Mitchell Ranch Community Development District (“**District**”) prior to June 15, 2021 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Proposed Budget**”); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, 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.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: July 13, 2021

HOUR: 10:00 a.m.

LOCATION: _____

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 Pasco 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 Proposed Budget on the District’s website at least 2 days before the budget hearing date 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 by Florida law.

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

PASSED AND ADOPTED ON MAY 11, 2021.

Attest:

**Mitchell Ranch Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

Print Name: _____
Chair/Vice Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2021/2022

Tab 5

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, March 9, 2021 at 9:19 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

Also Present were:

Matthew Huber	Regional District Manager, Rizzetta & Company, Inc.
Debby Wallace	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley, Robin Vericker <i>(via conference call)</i>

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Wallace 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 Resolution 2021-01,
Designating an Assistant Secretary**

Ms. Wallace presented and reviewed Resolution 2021-01, Designating an Assistant Secretary. She stated that the resolution would be adding Debby Wallace as an Assistant Secretary for signature purposes.

On a Motion by Mr. Williams, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved Resolution 2021-01, Designating an Assistant Secretary (Debby Wallace) for Mitchell Ranch Community Development District.

THIRD ORDER OF BUSINESS

Quick Claim Deed

Ms. Wallace presented and reviewed the Quit Claim Deed for Conveyance of Property from the Developer to the District.

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the Quit Claim Deed for the Conveyance of Property from the Developer to the District as presented for Mitchell Ranch Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Regular Meeting held on January 12, 2021

Ms. Wallace presented the minutes of the regular meeting held on January 12, 2021 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 January 12, 2021 as presented for Mitchell Ranch Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for December 2020 and January 2021

Ms. Wallace presented the Operation & Maintenance Expenditures for December 2020 and January 2021 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 December 2020 (\$23,459.26) and January 2021 (\$20,567.08) for Mitchell Ranch Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Vericker presented and reviewed the E-Verify Legislative Memo. A discussion ensued.

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved the E-Verify Legislative Memo as presented for Mitchell Ranch Community Development District.

B. District Engineer

Not present.

79 **C. District Manager**

80 Ms. Wallace reminded the Board of Supervisors of the next meeting scheduled
81 for April 13, 2021 at 10:00 a.m. or immediately following the adjournment of
82 Copperspring CDD meeting.

83
84 Ms. Wallace will work with Ms. Evans on the upcoming budget. The Board
85 requested the May 11, 2021 meeting for the proposed budget to be presented
86 and the final budget and public hearing to be held during the July 13, 2021
87 meeting.

88

89 **SEVENTH ORDER OF BUSINESS**

Supervisor Requests

90

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors authorized the Chairman to sign documents presented by FGUA, for Mitchell Ranch Community Development District.

91

92 Ms. Evans requested that Ms. Wallace to confirm the map for the pond bank
93 mowing.

94

95 **EIGHTH ORDER OF BUSINESS**

Adjournment

96

97 Ms. Wallace stated that there were no other matters to come before the Board of
98 Supervisors at this time.

99

On a Motion by Mr. Smith, seconded by Mr. Williams, with all in favor, the Board of Supervisors adjourned the meeting at 9:28 a.m. for Mitchell Ranch Community Development District.

100

101

102

103 _____
Secretary/Assistant Secretary

Chairman/ Vice Chairman

Tab 6

Mitchell Ranch Community Development District

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

Operations and Maintenance Expenditures February 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$21,756.35**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 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.	001138	21-00402	Engineering Services 01/21	\$ 333.82
Duke Energy Florida, LLC	001137	05479 75066 01/21	2911 Legend Pasture Rd 01/21	\$ 38.43
Duke Energy Florida, LLC	001139	07787 47327 01/21	0000 Little Rd Lite 01/21	\$ 3,188.79
Duke Energy Florida, LLC	001137	13733 70507 01/21	2809 Legend Pasture Rd 01/21	\$ 17.07
Duke Energy Florida, LLC	001139	15787 23495 01/21	2778 Legend Pasture Rd Lift 01/21	\$ 50.77
Duke Energy Florida, LLC	001139	19123 99388 01/21	2899 Bear Landing Way 01/21	\$ 28.62
Duke Energy Florida, LLC	001137	35391 50156 01/21	2609 Legend Pasture Rd. 01/21	\$ 19.76
Duke Energy Florida, LLC	001137	92269 61252 01/21	3043 Legend Pasture Rd 01/21	\$ 16.08
Fieldstone Landscape Services	001140	8744	Roadway Addendum Maintenance 02/21	\$ 1,433.83
Fieldstone Landscape Services	001140	8745	New Area Addendum Maintenance 02/21	\$ 3,021.97
Fieldstone Landscape Services	001140	8746	Red Pond Addendum Maintenance 02/21	\$ 989.10
Fieldstone Landscape Services	001140	8747	Monthly Landscaping Maintenance 02/21	\$ 967.00
Fieldstone Landscape Services	001140	8931	Irrigation Repair & Maintenance 02/21	\$ 138.32

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Grau & Associates	001135	20474	Audit FYE 09/30/20 02/21	\$ 2,500.00
Rizzetta & Company, Inc.	001132	INV0000056022	District Management Fees 02/21	\$ 3,941.66
Rizzetta Technology Services	001133	INV0000006818	Website Hosting Services 02/21	\$ 100.00
Sitex Aquatics LLC	001141	4526B	Monthly Lake Maintenance 02/21	\$ 230.00
Straley Robin Vericker	001134	19361	General Legal Services 01/21	\$ 700.50
US Bank	001136	5979637	US Bank Admin Fees 12/1/20-11/30/21	<u>\$ 4,040.63</u>
Report Total				<u>\$ 21,756.35</u>

Mitchell Ranch Community Development District

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

Operations 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: **\$19,077.82**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell 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>
Duke Energy Florida, LLC	001146	05479 75066 02/21	2911 Legend Pasture Rd 02/21	\$ 17.35
Duke Energy Florida, LLC	001149	07787 47327 02/21	0000 Little Rd Lite 02/21	\$ 3,188.69
Duke Energy Florida, LLC	001146	13733 70507 02/21	2809 Legend Pasture Rd 02/21	\$ 17.07
Duke Energy Florida, LLC	001149	15787 23495 02/21	2778 Legend Pasture Rd Lift 02/21	\$ 23.07
Duke Energy Florida, LLC	001149	19123 99388 02/21	2899 Bear Landing Way 02/21	\$ 26.49
Duke Energy Florida, LLC	001146	92269 61252 02/21	3043 Legend Pasture Rd 02/21	\$ 16.08
Duke Energy Florida, LLC	001146	93841 00420 02/21	2609 Legend Pasture Rd 02/21	\$ 38.75
F Peter Williams	001148	PW031921	Board of Supervisors Meeting 03/19/21	\$ 200.00
Fieldstone Landscape Services	001151	9125	Roadway Addendum Maintenance 03/21	\$ 1,433.82
Fieldstone Landscape Services	001151	9126	New Area Addendum Maintenance 03/21	\$ 3,021.97
Fieldstone Landscape Services	001151	9127	Red Pond Addendum Maintenance 03/21	\$ 989.10
Fieldstone Landscape Services	001151	9128	Monthly Landscaping Maintenance 03/21	\$ 967.00
Fieldstone Landscape Services	001151	9352	Irrigation Repair & Maintenance 03/21	\$ 184.56

Mitchell 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>
Florida Governmental Utility Authority	001142	10000010518 02/21	2778 Legend Pasture Road -Reclaimed Water 02/21	\$ 306.20
Florida Governmental Utility Authority	001152	10000010518 03/21	2778 Legend Pasture Road -Reclaimed Water 03/21	\$ 732.56
Grau & Associates	001150	20618	Audit FYE 09/30/20 03/21	\$ 1,400.00
Rizzetta & Company, Inc.	001143	INV0000056989	District Management Fees 03/21	\$ 3,941.66
Rizzetta Technology Services	001144	INV0000006917	Website Hosting Services 03/21	\$ 100.00
Sitex Aquatics LLC	001153	4632B	Monthly Lake Maintenance 03/21	\$ 230.00
Straley Robin Vericker	001145	19471	General Legal Services 02/21	\$ 787.45
Straley Robin Vericker	001154	19600	General Legal Services 03/21	\$ <u>1,456.00</u>
Report Total				\$ <u>19,077.82</u>