

# 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](http://mitchellranchcdd.org)

April 4, 2023

**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, April 11, 2023 at 9:00 a.m.** immediately following adjournment of Copperspring Community Development District, at the Residence Inn by Marriott Tampa located at 2101 Northpointe Parkway, Lutz, Florida 33588. The following is the agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
  - A. Acceptance of Resignation of Laura Coffey
  - B. Appointment of New Board Supervisors
  - C. Consideration of Resolution 2023-04; Designating Officers of the District.....Tab 1
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Regular Meeting held on March 14, 2023 .....Tab 2
  - B. Consideration of Operation and Maintenance Expenditures for January & February 2023.....Tab 3
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Aquatic Report (under separate cover)
  - D. Landscape and Irrigation Update
  - E. District Manager .....Tab 4
- 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) 933-5571.

Sincerely,

*Debby Wallace*

Debby Wallace  
Regional District Manager

## **Tab 1**

**RESOLUTION 2023-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Mitchell Ranch Community Development District (hereinafter 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 Board of Supervisors of the District desires to designate the Officers of the District.

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

Section 1. \_\_\_\_\_ is appointed Chairman.

Section 2. \_\_\_\_\_ is appointed Vice Chairman.

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
Debby Wallace \_\_\_\_\_ is appointed Assistant Secretary.  
Matthew Huber \_\_\_\_\_ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 11TH DAY OF APRIL 2023.**

**MITCHELL RANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY/ASST. SECRETARY**

## **Tab 2**

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 14, 2023, at 10:13 a.m.** at Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

**Present and constituting a quorum were:**

Kelly Evans	<b>Board Supervisor, Chair</b>
Laura Coffey	<b>Board Supervisor, Vice-Chair</b>
Lori Campagna	<b>Board Supervisor, Assistant Secretary</b>
Christopher Smith	<b>Board Supervisor, Assistant Secretary</b> <i>(via conference call)</i>
Pete Williams	<b>Board Supervisor, Assistant Secretary</b>

**Also Present were:**

Debby Wallace	<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> <i>(via conference call)</i>
Scott Herman	<b>Representative, Fieldstone</b>
Lidia Sandova	<b>Representative, Fieldstone</b>
Audience	<b>Present</b>

**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**

An audience member addressed the Board regarding speeding along Legend Pasture Road and the community.

An audience member addressed the Board regarding sidewalk repairs by common area by 8694 Winning Fields Road.

An audience member addressed the Board about pond maintenance.

**THIRD ORDER OF BUSINESS**

**Consideration of Top Choice Mulch Proposal**

The Board directed Ms. Wallace to add to the budget for next year.

**FOURTH ORDER OF BUSINESS**

**Ratification of DeCort Proposal**

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors ratified the DeCort proposal for landscape lighting in the amount of \$2,500.00, for the Mitchell Ranch Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of DeCort Electrical On-Going Maintenance Agreement**

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the DeCort Electrical On-Going Maintenance Agreement, for Mitchell Ranch Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Traffic Enforcement Proposal**

On a Motion by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved the Clearview Land Design Traffic Enforcement proposal in the amount of \$2,500.00, for Mitchell Ranch Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Regular Meeting held on January 10, 2023**

On a Motion by Ms. Evans, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the minutes of the regular meeting held on January 10, 2023, as presented for Mitchell Ranch Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of O&M Expenditures for November and December 2022**

On a Motion by Ms. Evans, seconded by Ms. Coffey, with all in favor, the Board of Supervisors approved the O&M expenditures for November 2022 (\$71,321.84) and December 2022 (\$18,045.27) for Mitchell Ranch Community Development District.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Vericker discussed the Traffic Enforcement Agreement. Mr. Surak will send to Ms. Wallace inspection report to be sent to Pasco County with check for fee.

**B. District Engineer**

No report.

**C. Landscape & Irrigation Update**

Mr. Herman provided an update to the Board.

**D. District Manager**

Ms. Wallace reminded the Board of Supervisors that the next meeting is scheduled for April 11, 2023 at 9:00 a.m. at the Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

Ms. Wallace reviewed her most recent site visit report.

Ms. Wallace provided the following updates:

- \* The erosion behind 8750 Capstone Ranch was repaired.
  - \* The recent landscape lighting repairs were completed.
  - \* The sidewalk repairs by path along Capstone Ranch were completed.
  - \* The No Trespass signs were installed around the area behind Burger King.
- The HOA completed trespass forms to Pasco Sheriff's Department to trespass people in that area.
- \* Recently updated property insurance to include 3 new entry monuments on CDD property.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Williams asked about the wetland along Capstone Ranch Dr. He asked District Manager to reach out to Sitex and ask if there is a littoral shelf and if Sitex has a copy of the stormwater plan.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

On a Motion by Ms. Evans, seconded by Ms. Coffey, with all in favor, the Board of Supervisors adjourned the meeting at 10:41 a.m. for Mitchell Ranch Community Development District.

Secretary/Assistant Secretary

Chairman/ Vice Chairman



## **Tab 3**

# Mitchell Ranch Community Development District

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District Office · Tampa, Florida - (813) 994-1001

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa Florida 33614

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## **Operations and Maintenance Expenditures January 2023 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2023 through January 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:       **\$34,131.83**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Duke Energy	01252023-5	9100 8922 3115 12/22	2809 Legend Pasture Rd 12/22	\$ 30.44
Duke Energy	1/6/2023	9100 8922 3264 11/22	2778 Legend Pasture Rd Lift 12/22	\$ 57.15
Duke Energy	104023	9100 8922 3446 12/22	2899 Bear Landing Way 12/22	\$ 104.62
Duke Energy	1252023	9100 8922 3602 12/22	2911 Legend Pasture Rd 12/22	\$ 30.42
Duke Energy	01272023-3	9100 8922 3793 12/22	2965 BEAR LANDING WAY 12/22	\$ 30.42
Duke Energy	01272023-4	9100 8922 3967 12/22	00000 State Rd 54 Lite 12/22	\$ 842.20
Duke Energy	01062023-1	9100 8922 4140 12/22	0000 Little RD 12/22	\$ 593.05
Duke Energy	01272023-2	9100 8922 4306 12/22	0000 Little Rd Lite 12/22	\$ 3,073.67
Duke Energy	01252023-2	9100 8922 4463 12/22	3043 Legend Pasture Rd 12/22	\$ 30.43
Duke Energy	1252023	9100 8922 4645 12/22	2609 Legend Pasture Rd 12/22	\$ 30.57
Fieldstone Landscape Services	100064	18630	Monthly Landscaping Maintenance 01/23	\$ 14,134.34
Fieldstone Landscape Services	100063	18631	Irrigation Repair & Maintenance 12/22	\$ 229.90
Kelly Evans	100065	KE011023	Board of Supervisors Meeting 01/10/23	\$ 200.00
Laura Coffey	100066	LC011023	Board of Supervisors Meeting 01/10/23	\$ 200.00
Lori Campagna	100067	LCP011023	Board of Supervisors Meeting 01/10/23	\$ 200.00
Rizzetta & Company, Inc.	100059	INV0000074689	District Management Fees 01/23	\$ 4,199.34

# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100060	INV0000074890	Annual Dissemination Services 01/23	\$ 5,000.00
Straley Robin Vericker	100061	22518	General Legal Services 12/22	\$ 1,104.65
U.S. Bank	100062	6770644	Trustees Fees 12/01/22-11/30/23	<u>\$ 4,040.63</u>
<b>Total</b>				<b><u>\$ 34,131.83</u></b>

# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
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# Mitchell Ranch Community Development District

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## **Operations and Maintenance Expenditures**

**February 2023**

**For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2023 through February 28, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:                      \$    **47,726.81**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## Mitchell Ranch Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
AMTEC	100071	1641424	Annual Arbitrage Rebate Report - Series 2019 01/23	\$ 450.00
Clearview Land Design, P.L.	12/25/2173	22-03431	Engineering Services 01/23	\$ 410.00
Decort Electrical Solutions, Inc.	100082	MR02232023	Electrical Services 02/23	\$ 2,350.00
Duke Energy	02272023-3	9100 8922 3115 01/23	2809 Legend Pasture Rd 01/23	\$ 30.45
Duke Energy	02092023-1	9100 8922 3264 01/23	2778 Legend Pasture Rd Lift 01/23	\$ 65.79
Duke Energy	2032023	9100 8922 3446 01/23	2899 Bear Landing Way 01/23	\$ 145.70
Duke Energy	2232023	9100 8922 3602 01/23	2911 Legend Pasture Rd 01/23	\$ 30.44
Duke Energy	02272023-2	9100 8922 3793 01/23	2965 BEAR LANDING WAY 01/23	\$ 30.42
Duke Energy	02272023-1	9100 8922 3967 01/23	00000 State Rd 54 Lite 01/23	\$ 842.20
Duke Energy	2092023	9100 8922 4140 01/23	0000 Little RD 01/23	\$ 611.51
Duke Energy	2272023	9100 8922 4306 01/23	0000 Little Rd Lite 01/23	\$ 3,073.67
Duke Energy	02232023-1	9100 8922 4463 01/23	3043 Legend Pasture Rd 01/23	\$ 30.43
Duke Energy	02232023-3	9100 8922 4645 01/23	2609 Legend Pasture Rd 01/23	\$ 30.49
Egis Insurance Advisors, LLC	100073	17869	Policy #100122431 10/01/2022-10/01/2023 Added Signs	\$ 209.00
F Peter Williams	100074	PW011023	Board of Supervisors Meeting 01/10/23	\$ 200.00
Fieldstone Landscape Services	100070	18392	Monthly Landscaping Maintenance 12/22	\$ 14,134.34
Fieldstone Landscape Services	100070	18393	Irrigation Repair & Maintenance 12/22	\$ 65.00
Fieldstone Landscape Services	100069	18854	Leaning Tree Staking 01/23	\$ 500.00



## Mitchell Ranch Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Fieldstone Landscape Services	100078	19110	Monthly Landscaping Maintenance 02/23	\$ 14,134.34
Florida Governmental Utility Authority	100081	10000010518	2778 Legend Pasture Road -Reclaimed Water 01/23	\$ 136.73
Florida Governmental Utility Authority	100083	10000010518	2778 Legend Pasture Road -Reclaimed Water 01/23	\$ 42.16
Florida Governmental Utility Authority	100081	10000012771	8553 Houndstooth Enclave Drive 01/23	\$ 15.98
Florida Governmental Utility Authority	100083	10000012771	8553 Houndstooth Enclave Drive 02/23	\$ 20.98
Jayman Enterprises, LLC	100079	2417	Light Service Repair 02/23	\$ 125.00
Lutz Hotel Management, LLC	100084	021623 Mitchell Ranch	BOS Meeting 03/14/23	\$ 81.34
Rizzetta & Company, Inc.	100068	INV0000075324	District Management Fees 02/23	\$ 4,199.34
Sitex Aquatics, LLC	100076	6983B	Monthly Lake Maintenance 12/22	\$ 1,355.00
Sitex Aquatics, LLC	100075	7103B	Monthly Lake Maintenance 01/23	\$ 1,920.00
Sitex Aquatics, LLC	100075	7218B	Monthly Lake Maintenance 02/23	\$ 1,325.00
Straley Robin Vericker	100077	22622	General Legal Services 01/23	<u>\$ 1,161.50</u>
<b>Total</b>				<b><u>\$ 47,726.81</u></b>