

# 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)

July 3, 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, July 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. Consideration of Aquatic Maintenance Addendum .....Tab 1
  - B. Consideration of Resolution 2023-08; Re-Designating Secretary .....Tab 2
  - C. Ratification of FY 2022 Audit.....Tab 3
  - D. Consideration of Mulch Proposal .....Tab 4
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Regular Meeting held on June 13, 2023.....Tab 5
  - B. Consideration of Operation and Maintenance Expenditures for May 2023 .....Tab 6
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Aquatic Report (under separate cover)
  - D. Landscape and Irrigation Update
  - E. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

e 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**

**ADDENDUM #1 TO THE  
AQUATIC MANAGEMENT SERVICE AGREEMENT**

This Addendum #1 to the Aquatic Management Service Agreement (this “**Addendum**”), is made and entered into as of June 19, 2023, by and between **Mitchell Ranch Community Development District** (the “**District**”), and **Sitex Aquatics, LLC**, a Florida limited liability company (the “**Contractor**”) whose mailing address is 702 17<sup>th</sup> Street East, Palmetto, Florida 34221.

**RECITALS**

**WHEREAS**, the District and the Contractor entered into the Management and Financial Services Agreement dated May 1, 2023 (the “**Agreement**”), which is fully incorporated herein by this reference; and

**WHEREAS**, the District and the Contractor desire to add an additional service to the Scope of Work; and

**WHEREAS**, the District and the Contractor each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Contractor agree as follows:

1. The additional areas and services to be provided by the Contractor are specified as Pond 9 in **Exhibit A** attached hereto.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum effective as of the date written above.

**Sitex Aquatics, LLC**,  
a Florida Limited Liability Company,

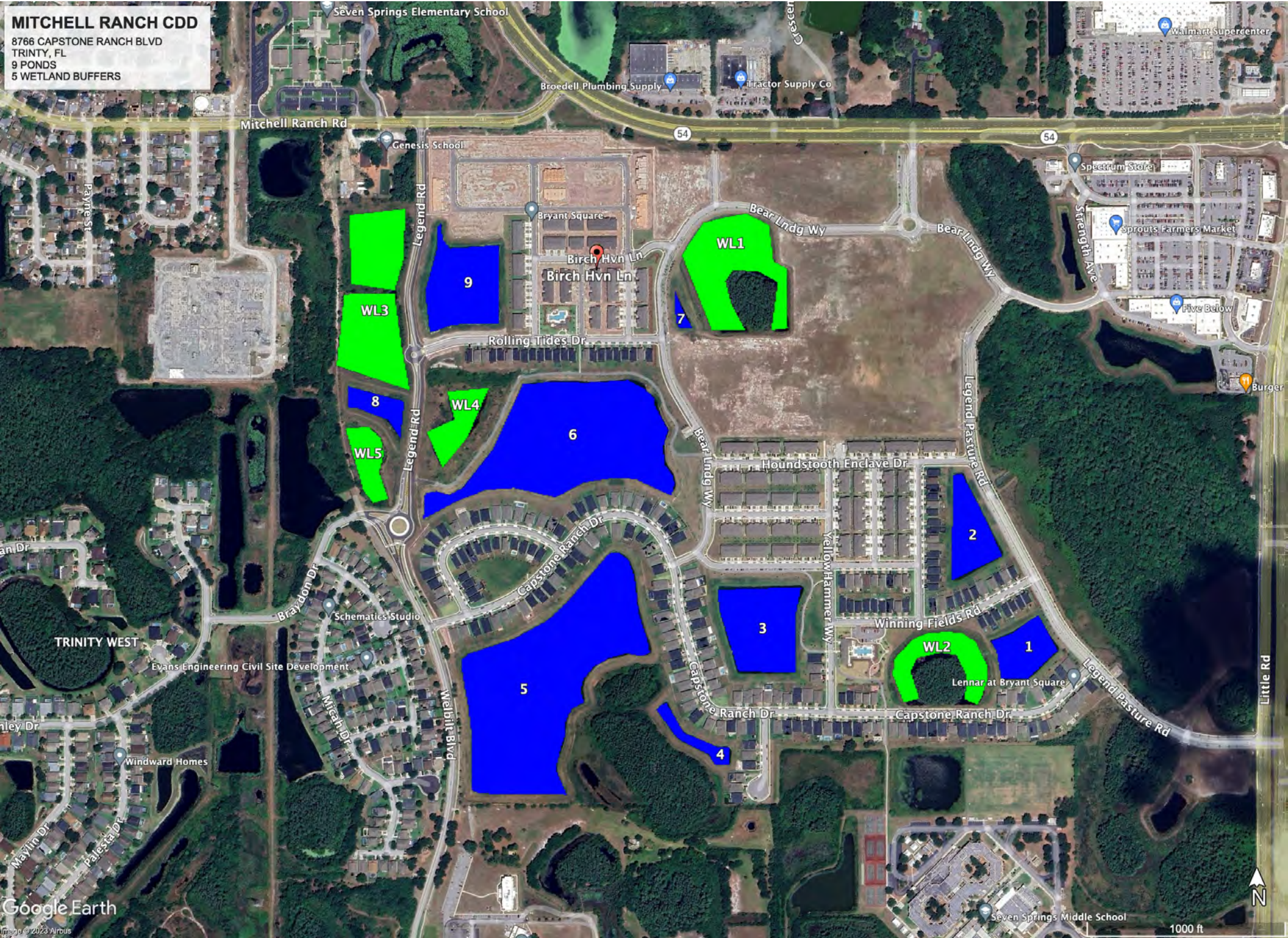
**Mitchell Ranch  
Community Development District**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Name: Kelly Evans  
Title: Chair of the Board of Supervisors



**MITCHELL RANCH CDD**  
8766 CAPSTONE RANCH BLVD  
TRINITY, FL  
9 PONDS  
5 WETLAND BUFFERS





## **Tab 2**

**RESOLUTION 2023-08**

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

WHEREAS, the Mitchell Ranch Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously designated Bob Schleifer as Secretary pursuant to Resolution 2020-04; and

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

Section 1.      Scott Brizendine is appointed Secretary

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

**PASSED AND ADOPTED THIS 11TH DAY OF JULY, 2023.**

**MITCHELL RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

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

**ATTEST:**

\_\_\_\_\_  
**ASSISTANT SECRETARY**

## **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, June 13, 2023, at 9:03 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>
Lori Campagna	<b>Board Supervisor, Vice-Chair</b>
Christopher Smith	<b>Board Supervisor, Assistant Secretary</b>
Pete Williams	<b>Board Supervisor, Assistant Secretary</b>
Paulo Beckert	<b>Board Supervisor, Assistant Secretary</b>

**Also Present were:**

Debby Wallace	<b>District Manager, Rizzetta &amp; Company, Inc.</b> <i>(via conference call)</i>
Daryl Adams	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel, Straley, Robin Vericker</b> <i>(via conference call)</i>
Brian Surak	<b>District Engineer, Clearview Land Design</b> <i>(via conference call)</i>

Audience	<b>Present</b>
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**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**

Audience comments were entertained regarding speeding concerns and the proposed budget.

Mr. Adams stated that he swore Mr. Becket into office prior to the meeting and confirmed that Mr. Beckert would like to receive the \$200 stipend for meeting attendance.

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**THIRD ORDER OF BUSINESS****Announcement of Registered Voter Count**

Mr. Adams informed the Board that as of April 15, 2023, there were 512 registered voters residing in the district.

**FOURTH ORDER OF BUSINESS****Consideration of Sign Repair Proposal**

The Board indicated that they would like Ms. Wallace to reach out to Econostripe Thermoplastic, Inc. to negotiate a price closer to \$6,000. If not possible, then the Chair will work with the District Manager to work on this proposal.

On a Motion by Ms. Campagna, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved the sign repair proposal from Econostripe and Thermoplastic, Inc., as discussed, for Mitchell Ranch Community Development District.

**FIFTH ORDER OF BUSINESS****Consideration of Landscape & Irrigations Maintenance Proposal**

Following a brief discussion, the Board decided to move forward with the yearly contract rather than the 1 time monthly one.

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved Fieldstone Landscaping proposal at an annual cost of \$178,956.06, as discussed, for Mitchell Ranch Community Development District.

**SIXTH ORDER OF BUSINESS****Consideration of Mulch Proposal**

Ms. Wallace presented this proposal for information purposes only for the FY23/24 Budget. It is a proposal based on full buildout mulch replenishment.

**SEVENTH ORDER OF BUSINESS****Presentation of Revised FY 2023/2024 Proposed Budget**

Ms. Wallace reviewed the revised budget totaling \$686,388 and a brief discussion ensued.

**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2023-06; Approving FY 2023-2024 Proposed Budget and Setting Public Hearing**

Ms. Wallace presented Resolution 2023-06 and reviewed timing for holding the public hearing.

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved Resolution 2023-06, Approving FY 2023-2024 Proposed Budget totaling \$686,388, and setting the Public Hearing for August 14, 2023, at 9:00 a.m. at Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588, for

Mitchell Ranch Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Regular Meeting held on May 9, 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 May 9, 2023, as presented for Mitchell Ranch Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of O&M Expenditures  
for April 2023**

On a Motion by Ms. Evans, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the O&M expenditures for April 2023 (\$9,491.63), for Mitchell Ranch Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

It was noted that District Counsel will work with Ms. Wallace to finalize the landscaping agreement once the revised map has been received from Fieldstone.

**B. District Engineer**

No report.

**C. Landscape and Irrigation Report**

It was noted that an irrigation inspection is scheduled for tomorrow.

**D. Aquatic Report**

The Board expressed concerns regarding Pond #5 being cloudy, pictures of wetland areas not being included in the report and mowing around the ponds. They asked that Ms. Wallace review the contract to ensure that all the areas that are supposed to be done are not being missed.

**E. District Manager**

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

Ms. Evans mentioned the possibility of residents serving on the Board in the fall.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor comments put forward.

**THIRTEENTH 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. Campagna, seconded by Ms. Evan, with all in favor, the Board of Supervisors adjourned the meeting at 9:30 a.m. for Mitchell Ranch Community Development District.
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Secretary/Assistant Secretary

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Chairman/ Vice Chairman

## **Tab 6**



# 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

[www.mitchellranchcdd.org](http://www.mitchellranchcdd.org)

## **Operations and Maintenance Expenditures**

**May 2023**

**For Board Approval**

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

The total items being presented:                      \$    **53,773.27**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Alevtina and Alexandar Polyakov	100120	052223 Polyakov	052223 Polyakov Rental Deposit	\$ 2,500.00
Christopher Smith	100114	CS050923	Board of Supervisors Meeting 05/09/23	\$ 200.00
Clearview Land Design, P.L.	100104	23-04218	Engineering Services 04/23	\$ 1,250.00
Clearview Land Design, P.L.	100121	23-04458	Engineering Services 05/23	\$ 102.50
Duke Energy	Auto Draft	9100 8922 3115 04/23	2809 Legend Pasture Rd 04/23	\$ 30.79
Duke Energy	Auto Draft	9100 8922 3264 04/23	2778 Legend Pasture Rd Lift 04/23	\$ 63.51
Duke Energy	Auto Draft	9100 8922 3446 04/23	2899 Bear Landing Way 04/23	\$ 152.00
Duke Energy	Auto Draft	9100 8922 3602 04/23	2911 Legend Pasture Rd 04/23	\$ 30.79
Duke Energy	Auto Draft	9100 8922 3793 04/23	2965 BEAR LANDING WAY 04/23	\$ 30.79
Duke Energy	Auto Draft	9100 8922 3967 04/23	00000 State Rd 54 Lite 04/23	\$ 844.73
Duke Energy	Auto Draft	9100 8922 4140 04/23	0000 Little RD 04/23	\$ 617.76
Duke Energy	Auto Draft	9100 8922 4306 04/23	0000 Little Rd Lite 04/23	\$ 3,090.16
Duke Energy	Auto Draft	9100 8922 4463 04/23	3043 Legend Pasture Rd 04/23	\$ 30.79

# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Duke Energy	Auto Draft	9100 8922 4645 04/23	2609 Legend Pasture Rd 04/23	\$ 30.79
Duke Energy	Auto Draft	9101 3841 5332 05/23 Auto Draft	8163 Rolling Tides Drive 05/23	\$ 16.45
Duke Energy	Auto Draft	9101 3841 7178 04/23 Auto Draft	3159 Bear Landing Way 04/23	\$ 16.67
Duke Energy	Auto Draft	9101 3842 0123 01/23 Auto Draft	2696 Welbilt Blvd 01/23	\$ 16.45
F Peter Williams	100115	PW050923	Board of Supervisors Meeting 05/09/23	\$ 200.00
Fieldstone Landscape Services	100105	19566	Monthly Landscaping Maintenance 04/23	\$ 14,134.33
Fieldstone Landscape Services	100118	19736	Monthly Landscaping Maintenance 05/23	\$ 14,134.34
Florida Governmental Utility Authority	100110	10518 04/23	2778 Legend Pasture Road -Reclaimed Water 04/23	\$ 162.76
Florida Governmental Utility Authority	100122	10518 05/23	2778 Legend Pasture Road -Reclaimed Water 05/23	\$ 246.19
Florida Governmental Utility Authority	100110	10000012771 3/23	8553 Houndstooth Enclave Drive 03/23	\$ 20.69
Florida Governmental Utility Authority	100122	10000012771 04/23	8553 Houndstooth Enclave Drive 05/23	\$ 90.56
Jayman Enterprises, LLC	100111	2542	Straighten Signs 05/23	\$ 125.00
Kelly Evans	100116	KE050923	Board of Supervisors Meeting 05/09/23	\$ 200.00

# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Lennar Title	100106	042623 HOA Dues	HOA Dues â€œ Next Quarter	\$ 244.00
Lori Campagna	100117	LC050923	Board of Supervisors Meeting 05/09/23	\$ 200.00
Lutz Hotel Management, LLC	100107	041923 Lutz Hotel	BOS Meeting 05/23	\$ 81.34
Lutz Hotel Management, LLC	100123	052423 Lutz Hotel	BOS Meeting 06/23	\$ 81.34
Rizzetta & Company, Inc.	100103	INV0000079676	District Management Fees 05/23	\$ 4,199.34
Sitex Aquatics, LLC	100119	7344	Monthly Lake Maintenance 05/23	\$ 1,325.00
Sitex Aquatics, LLC	100108	7631	Monthly Lake Maintenance 04/23	\$ 1,325.00
Straley Robin Vericker	100109	22958	General Legal Services 03/23	\$ 2,315.00
Straley Robin Vericker	100112	23051	General Legal Services 04/23	\$ 3,009.70
Times Publishing Company	100113	0000284938 04/23	Legal Advertising 04/23	\$ 154.50
Vanessa M and Jonathan Branche	100124	052223 Branche	052223 Branche Rental Deposit	<u>\$ 2,500.00</u>
<b>Total</b>				<b><u>\$ 53,773.27</u></b>