

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

October 2, 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, October 10, 2023 at 9:00 a.m.** immediately following adjournment of Connerton East 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. Ratification of District Services AddendumTab 1
 - B. Ratification of FY 2023-2024 EGIS Insurance RenewalTab 2
 - C. Updated Signage Proposal for Traffic Enforcement AgreementTab 3
 - D. Accepting Drainage from M&M Property into CDD Ponds (under separate cover)
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Meeting held on August 8, 2023Tab 4
 - B. Consideration of the Minutes of the Special Meeting held on August 14, 2023Tab 5
 - C. Consideration of Operation and Maintenance Expenditures for July & August 2023Tab 6
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Aquatic ReportTab 7
 - D. Landscape and Irrigation UpdateTab 8
 - E. District ManagerTab 9
- 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 4

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, August 08, 2023, at 10:20 a.m.** at Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

Present and constituting a quorum were:

Lori Campagna	Board Supervisor, Vice-Chair
Paulo Beckert	Board Supervisor, Assistant Secretary
Christopher Smith	Board Supervisor, Assistant Secretary
Pete Williams	Board Supervisor, Assistant Secretary

Also Present were:

Debby Wallace	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley, Robin Vericker
Scott Herman	Representative, Fieldstone

Audience **Present**

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

No audience comments.

Ms. Wallace administered the Oath of Office to Mr. Beckert before the meeting.
Mr. Beckert will accept compensation.

**THIRD ORDER OF BUSINESS Consideration of the Minutes of the
Regular Meeting held on July 11,
2023**

On a Motion by Mr. Williams, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the minutes of the regular meeting held on July 11, 2023, as presented, for Mitchell Ranch Community Development District.

**FORTH ORDER OF BUSINESS Consideration of O&M Expenditures
for June 2023**

On a Motion by Mr. Williams, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the O&M expenditures for June 2023 (\$35,340.73), for Mitchell Ranch Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report.

B. District Engineer

Not present.

C. Aquatic Report

The Board reviewed the monthly report and Mr. Williams asked that Sitex include descriptive notes above each photo.

D. Landscape and Irrigation Report

Fieldstone provided a proposal under separate cover.

On a Motion by Ms. Campagna, seconded by Mr. Williams, with all in favor, the Board of Supervisors approved a proposal not to exceed \$5,000. Fieldstone to break out the CDD area from HOA and provide an updated proposal for CDD areas only.

E. District Manager

Ms. Wallace reminded the Board of Supervisors that the next meeting is scheduled for August 14, 2023, at 9:00 a.m. at the Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588. (Public Hearing final Budget)

Ms. Wallace provided photos from her recent site visit under separate cover.

SIXTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor comments put forward.

SEVENTH 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 Mr. Williams, with all in favor, the Board of Supervisors adjourned the meeting at 10:41 a.m. for Mitchell Ranch Community Development District.

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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 **Monday, August 14, 2023, at 9:01 a.m.** at Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

Present and constituting a quorum were:

Kelly Evans	Board Supervisor, Chair
Lori Campagna	Board Supervisor, Vice-Chair
Paulo Beckert	Board Supervisor, Assistant Secretary
Pete Williams	Board Supervisor, Assistant Secretary

Also Present were:

Debby Wallace	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley, Robin Vericker

Audience **Present**

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

Audiences addressed the Board regarding speeding and safety concerns near the school drop-off areas.

THIRD ORDER OF BUSINESS

Public Hearing on Adopting FY 2023-2024 Final Budget

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors opened the public hearing on Adopting FY 2023-2024 Budget, for Mitchell Ranch Community Development District.

Ms. Wallace reviewed the purpose of the public hearing and the resolution to adopt FY 2023-2024 Budget. There were no Board questions or public comments put forward.

The Board listened to comments from audience members.

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors closed the public hearing on Adopting FY 2023-2024 Budget, for Mitchell Ranch Community Development District.

FORTH ORDER OF BUSINESS

**Consideration of Resolution 2023-09;
Adopting Fiscal Year 2023-2024
Budget**

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved Resolution 2023-09; Adopting Fiscal Year 2023-2024 Budget, for Mitchell Ranch Community Development District.

FIFTH ORDER OF BUSINESS

**Public Hearing on Adopting Levying of
Assessments for Fiscal Year 2023-2024**

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors opened the Public Hearing on Adopting Levying of Assessments for Fiscal Year 2023-2024, for Mitchell Ranch Community Development District.

Ms. Wallace reviewed the purpose of the public hearing and the resolution to adopt the assessments. There were no Board questions or public comments put forward.

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors closed the public Hearing on Adopting Levying of Assessments for Fiscal Year 2023-2024, for Mitchell Ranch Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-10;
Adopting Levy of Special Assessments**

On a Motion by Mr. Williams, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved Resolution 2023-10; Adopting Levy of Special Assessments, for Mitchell Ranch Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-11;
Setting Fiscal Year 2023-2024 Meeting
Schedule**

On a Motion by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved Resolution 2023-11; Setting Fiscal Year 2023-2024 Meeting Schedule for Mitchell Ranch Community Development District.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel
No report.

B. District Engineer

Not present.

C. Aquatic Report

The Board reviewed the aquatic report.

D. Landscape and Irrigation Report

No report

E. District Manager

Ms. Wallace reminded the Board of Supervisors that the next meeting is scheduled for September 12, 2023, at 5:00 p.m. at the Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

NINTH ORDER OF BUSINESS

Supervisor Requests

Ms. Campagna encouraged meeting participation of the residents.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors adjourned the meeting at 9:35 a.m. for Mitchell Ranch Community Development District.

Secretary/Assistant Secretary

Chairman/ Vice Chairman

Tab 6

Mitchell Ranch Community Development District

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

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

www.mitchellranchcdd.org

Operations and Maintenance Expenditures

July 2023

For Board Approval

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

The total items being presented: **\$34,603.91**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Christopher Smith	100145	CS 071123	Board of Supervisors Meeting 07/11/23	\$ 200.00
Clearview Land Design, P.L.	100146	23-04906	Engineering Services 07/23	\$ 421.29
Duke Energy	ACH	9100 8922 3115 06/23 Auto Pay	2809 Legend Pasture Rd. 06/23	\$ 30.79
Duke Energy	ACH	9100 8922 3264 05/23 autopay	2778 Legend Pasture Rd Lift 05/23	\$ 79.53
Duke Energy	ACH	9100 8922 3446 05/23 autopay	2899 Bear Landing Way 05/23	\$ 183.06
Duke Energy	ACH	9100 8922 3602 06/23 Autopay	2911 Legend Pasture Rd 06/23	\$ 30.79
Duke Energy	ACH	9100 8922 4140 05/23 autopay	0000 Little RD 05/23	\$ 617.77
Duke Energy	ACH	9100 8922 4463 06/23 Autopay	3043 Legend Pasture Rd. 06/23	\$ 30.79
Duke Energy	ACH	9100 8922 4645 06/23 Autopay	2609 Legend Pasture Rd 06/23	\$ 30.79
Duke Energy	ACH	910089223793 06/23 Autopay	2965 BEAR LANDING WAY 06/23	\$ 30.79
Duke Energy	ACH	910089223967 06/23 AutoPay	00000 State Road 54 Lite 06/23	\$ 844.74
Duke Energy	ACH	910089224306 06/23 Autopay	0000 Little Rd Lite 06/23	\$ 3,090.23
Duke Energy	ACH	9101 3841 7178 06/23 Autopay	3159 Bear Landing Way Mnmt sign 06/23	\$ 17.32
Duke Energy	ACH	9101 3842 0123 06/23 Autopay	2696 Welbilt Blvd Mnmt sign 06/23	\$ 16.45
Duke Energy	ACH	9101 3958 8485 06/23 Autopay	0000 State Road 54 LITE 06/23	\$ 1,633.26
Duke Energy	ACH	910138415332 06/23 Autopay	8163 ROLLING TIDES DR MNMT SIGN 06/23	\$ 16.45

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
F Peter Williams	100147	PW071123	Board of Supervisors Meeting 07/11/23	\$ 200.00
Fieldstone Landscape Services	100148	20158	Monthly Landscaping Maintenance 07/23	\$ 14,134.34
Florida Governmental Utility Authority	100141	10000010518 06/23	2778 Legend Pasture Road -Reclaimed Water 06/23	\$ 436.48
Florida Governmental Utility Authority	100149	10000010518 07/23	2778 Legend Pasture Road -Reclaimed Water 07/23	\$ 294.73
Kelly Evans	100150	KE 071123	Board of Supervisors Meeting 07/11/23	\$ 200.00
Lori Campagna	100151	LC 071123	Board of Supervisors Meeting 07/11/23	\$ 200.00
Lutz Hotel Management, LLC	100142	071123 Lutz Hotel	BOS Meeting 07/23	\$ 81.34
Lutz Hotel Management, LLC	100152	071723 Lutz Hotel	BOS Meeting 07/23	\$ 81.34
Lutz Hotel Management, LLC	100152	071723 Lutz Hotel BOS Meeting	BOS Meeting/Banquet 07/23	\$ 244.00
Rizzetta & Company, Inc.	100140	INV0000081374	District Management Fees 07/23	\$ 4,199.34
Rizzetta & Company, Inc.	100144	INV0000081541	Mass Mailing - Budget Notice 07/23	\$ 425.24
Sitex Aquatics, LLC	100143	7577	Monthly Lake Maintenance 07/23	\$ 2,070.00
Straley Robin Vericker	100153	23297	General Legal Services 07/23	\$ 3,713.55
Times Publishing Company	100154	0000293665 07/19/23	Acc#204746 Legal Advertising 07/19/23	\$ 1,049.50
Total				<u>\$ 34,603.91</u>

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Operations and Maintenance Expenditures

August 2023

For Board Approval

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

The total items being presented: **\$17,891.40**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Christopher J. Smith	100159	CS080823 08/23	Board of Supervisors Meeting 08/08/23	\$ 200.00
Duke Energy	ACH	9100 8922 3115 07/23	9100 8922 3115 07/23 Auto Pay	\$ 30.79
Duke Energy	ACH	9100 8922 3264 06/23	2778 Legend Pasture Rd 06/23	\$ 71.95
Duke Energy	ACH	9100 8922 3602 07/23	2911 Legend Pasture Rd. 07/23 Autopay	\$ 30.79
Duke Energy	ACH	9100 8922 3793 07/23	2965 BEAR LANDING WAY 07/23	\$ 30.79
Duke Energy	ACH	9100 8922 3967 07/23	00000 State Rd 54 Lite 07/23	\$ 844.74
Duke Energy	ACH	9100 8922 4140 06/23	0000 Little Rd 06/23	\$ 617.77
Duke Energy	ACH	9100 8922 4306 07/23	0000 Little Rd Lite 07/23	\$ 3,090.23
Duke Energy	ACH	9100 8922 4463 07/23	3043 Legend Pasture Rd 07/23	\$ 30.79
Duke Energy	ACH	9100 8922 4645 07/23	2609 Legend Pasture Rd. 07/23 Autopay	\$ 30.79
Duke Energy	ACH	910089223446 7/23	2899 Bear Landing Way 07/23	\$ 200.89
Duke Energy	ACH	9101 3841 5332 07/23	8163 Rolling Tides Dr 07/23	\$ 16.45
Duke Energy	ACH	9101 3841 7178 07/23	3159 Bear Landing Way MNMT Sign 07/23	\$ 17.30
Duke Energy	ACH	9101 3842 0123 07/23	2696 Welbilt Blvd Mnmt sign 07/23	\$ 16.45
Duke Energy	ACH	9101 3958 8485 07/23	0000 State Road 54 LITE 07/23	\$ 1,633.26
F Peter Williams	100160	PW080823	Board of Supervisors Meeting 08/08/23	\$ 200.00

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Fieldstone Landscape Services	100163	20471	Irrigation Repair & Maintenance 08/23	\$ 315.00
Fieldstone Landscape Services	100167	20160	Irrigation Repair & Maintenance 07/23	\$ 2,250.00
Fieldstone Landscape Services	100167	20270	Irrigation Repair & Maintenance 07/23	\$ 1,200.00
Florida Governmental Utility Authority	100157	10000012771 7/23	8553 HOUNDSTOOTH ENCLAVE DRIVE 07/23	\$ 115.43
Lennar Title - Northwest FL Escrow Account	100164	042622 Lennar Title	Refund to Lennar Title for HOA Dues â€“ Prorated Quaterly 01/0/22-03/31/22	\$ 47.44
Lori Campagna	100161	LC080823	Board of Supervisors Meeting 08/08/23	\$ 200.00
Paulo Beckert	100162	PB080823 08/23	Board of Supervisors Meeting 08/08/23	\$ 200.00
Rizzetta & Company, Inc.	100155	INV0000082237 08/23	District Management Fees 08/23	\$ 4,199.34
Sitex Aquatics, LLC	100158	7723B 08/23	Monthly Lake Maintenance 08/23	\$ 2,070.00
Times Publishing Company	100156	0000293669 07/26/23	Acc#204746 Legal Advertising 07/26/23	\$ 124.00
Times Publishing Company	100156	0000297325 07/26/23	Acc#204746 Legal Advertising 07/26/23	<u>\$ 107.20</u>
Report Total				<u>\$ 17,891.40</u>