

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

November 6, 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, November 14, 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. Consideration of Traffic Enforcement Proposal Tab 1
 - B. Consideration of Street Signage Proposal..... Tab 2
 - C. Accepting Drainage from M&M Property into CDD Ponds..... Tab 3
 - D. Consideration of Little Road Enhancement Sign Proposal Tab 4
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Meeting
held on October 10, 2023..... Tab 5
 - B. Consideration of Operation and Maintenance
Expenditures for September 2023..... Tab 6
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Aquatic Report Tab 7
 - D. Landscape and Irrigation Update Tab 8
 - E. District Manager Tab 9
 - i. Presentation of Website Compliance Report Tab 10
- 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

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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 **Tuesday, October 10, 2023, at 9:00 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
Christopher Smith	Board Supervisor, Assistant Secretary

Also Present were:

Debby Wallace	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley, Robin Vericker
Brian Surak	District Engineer, Clearview Land Design
	(via phone)
John Cornelius	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

A resident spoke regarding concerns with landscaping not being cut back in front of the sign on Little Road.

THIRD ORDER OF BUSINESS

**Ratification of District Services
Addendum**

Ms. Wallace presented the Third Addendum to the Contract for Professional District Services.

On a Motion by Ms. Campagna, seconded by Ms. Beckert, with all in favor, the Board of Supervisors approved the Third Addendum to the Contract for Professional District Services. for Mitchell Ranch Community Development District.

FOURTH ORDER OF BUSINESS

Ratification of FY 2023-2024 EGIS Insurance Renewal

Ms. Wallace reviewed the proposal form EGIS to renew the districts insurance coverage for the district's property, general liability, and public officials and employment practices liability at a cost of \$8,392, She asked that the Board ratified approval of the proposal as it was approved outside of a meeting due to timing constraints.

On a Motion by Ms. Campagna, seconded by Mr. Smith, with all in favor, the Board of Supervisors ratified the EGIS insurance renewal proposal for fiscal year 2023-2024, for the Mitchell Ranch Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Signage Proposal

Discussion was held regarding the proposal from Econostripe and Thermoplastic for signs that need to be repaired or replaced throughout the district. The Board asked that Ms. Wallace obtain another proposal from Signarama.

Ms. Wallace presented a change order from Clearview and the Board asked that this item be tabled, and it be updated to reflect a not-to-exceed amount.

SIXTH ORDER OF BUSINESS

Acceptance of Drainage from M & M Property into CDD Ponds

Discussion was held regarding a request from M & M Property to allow drainage into the CDD ponds. The Board asked that they provide a formal request,

On a Motion by Ms. Campagna, seconded by Ms. Beckert, with all in favor, the Board of Supervisors authorized the Chairman and Staff to work with M & M Property on the request for the next meeting agenda, for Mitchell Ranch Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of the Minutes of the Regular Meeting held on August 8, 2023

On a Motion by Mr. Smith, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved the minutes of the regular meeting held on August 8, 2023, as presented, for Mitchell Ranch Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of the Minutes of the Special Meeting held on August 14, 2023

On a Motion by Ms. Campagna, seconded by Ms. Beckert, with all in favor, the Board of Supervisors approved the minutes of the special meeting held on August 14, 2023, as presented, for Mitchell Ranch Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of O&M Expenditures
for July and August 2023**

On a Motion by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved the O&M expenditures for July 2023 (\$34,603.91) and August 2023 (\$17,891.40), for Mitchell Ranch Community Development District.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report.

B. District Engineer

No report.

C. Aquatic Report

The Board reviewed the monthly report.

D. Landscape and Irrigation Report

Mr. Cornelius reviewed the report and responded to Board questions.

E. District Manager

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

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor comments put forward, but a member of the audience did address the Board.

TWELFTH 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. Beckert, with all in favor, the Board of Supervisors adjourned the meeting at 9:49 a.m. for Mitchell Ranch Community Development District.

Secretary/Assistant Secretary

Chairman/ Vice Chairman

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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 September 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2023 through September 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$43,371.41**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Clearview Land Design, P.L.	100165	23-05224	Engineering Services 07/23	\$ 512.50
Duke Energy	ACH	9100 8922 3115 08/23	9100 8922 3115 08/23 Auto Pay	\$ 30.79
Duke Energy	ACH	9100 8922 3264 07/23	Autopay 2778 Legend Pasture Rd Lift 07/23	\$ 74.08
Duke Energy	ACH	9100 8922 3446 07/23	Autopay 2899 Bear Landing Way 07/23	\$ 177.62
Duke Energy	ACH	9100 8922 3602 08/23	Auto Draft 2911 Legend Pasture Rd. 08/23	\$ 30.79
Duke Energy	ACH	9100 8922 3967 08/23	Autopay 00000 State Rd 54 Lite 08/23	\$ 844.79
Duke Energy	ACH	9100 8922 4140 07/23	Autopay 0000 Little RD 7/23	\$ 617.77
Duke Energy	ACH	9100 8922 4463 08/23	Autopay 3043 Legend Pasture Rd 08/23	\$ 30.79
Duke Energy	ACH	9100 8922 4645 08/23	Autopay 2609 Legend Pasture Rd. 08/23	\$ 30.79
Duke Energy	ACH	9101 3841 5332 08/23	Autopay 8163 Rolling Tides Dr 08/23	\$ 16.45
Duke Energy	ACH	9101 3841 7178 08/23	Autopay 3159 Bear Landing Way MNMT Sign 08/23	\$ 17.39
Duke Energy	ACH	9101 3842 0123 08/23	Autopay 2696 Welbilt Blvd Mnmt sign 08/23	\$ 16.45
Duke Energy	ACH	9101 3958 8485 08/23	Autopay 0000 State Road 54 LITE 08/23	\$ 1,633.26
F Peter Williams	100166	PW081423	Board of Supervisors Meeting 08/14/23	\$ 200.00
Fieldstone Landscape Services	100173	20368 8/23	Monthly Landscaping Maintenance 08/23	\$ 14,134.33

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Fieldstone Landscape Services	100175	20621	Irrigation Repair & Maintenance 08/23	\$ 258.97
Fieldstone Landscape Services	100178	20695	Monthly Landscaping Maintenance 09/23	\$ 14,134.34
Florida Governmental Utility Authority	100168	10000010518 8/23	2778 Legend Pasture Road -Reclaimed Water 08/23	\$ 171.50
Florida Governmental Utility Authority	100181	10000010518 9/23	2778 Legend Pasture Road -Reclaimed Water 09/23	\$ 213.19
Florida Governmental Utility Authority	100179	10000012771 8/23	8553 HOUNDSTOOTH ENCLAVE DRIVE 08/23	\$ 101.25
Florida Governmental Utility Authority	100181	10000012771 9/23	8553 HOUNDSTOOTH ENCLAVE DRIVE 09/23	\$ 118.48
Jayman Enterprises, LLC	100169	2682	Straighten Signs 08/23	\$ 325.00
Kelly Evans	100170	KE081423	Board of Supervisors Meeting 08/14/23	\$ 200.00
Lori Campagna	100171	LC081423	Board of Supervisors Meeting 08/14/23	\$ 200.00
Lutz Hotel Management, LLC	100182	10/10/23 Lutz Hotel BOS Meeting	BOS Meeting/Banquet 10/23	\$ 81.44
Paulo Beckert	100172	PB081423	Board of Supervisors Meeting 08/14/23	\$ 200.00
Rizzetta & Company, Inc.	100174	INV0000083221	District Management Fees 09/23	\$ 4,199.34
Sitex Aquatics, LLC	100176	7660B-107	Monthly Lake Maintenance 09/23	\$ 2,070.00
Straley Robin Vericker	100177	23479	General Legal Services 08/23	\$ 2,430.00
Times Publishing Company	100180	00000305565 09/13/23	Legal Advertising 09/23	\$ 145.60

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	100183	0000304278 09/03/23	Acc#204746 Legal Advertising 09/03/2023	\$ 154.50
Report Total				<u>\$ 43,371.41</u>