



Rizzetta & Company

Harrison Ranch Community Development District

Board of Supervisors' Meeting June 14, 2021

District Office · Riverview, Florida · (813) 533-2950

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

www.HarrisonRanchCDD.org

**HARRISON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

Harrison Ranch Clubhouse, 5755 Harrison Ranch Boulevard, Parrish, FL 34219

Board of Supervisors	Julianne Giella	Chairman
	Victor Colombo	Assistant Secretary
	Susan Walterick	Vice Chairman
	Tom Benton	Assistant Secretary
	Geoffery Cordes	Assistant Secretary
District Manager	Barbara McEvoy	Rizzetta & Company, Inc
District Counsel	Lauren Gentry	Hopping Green & Sams, P.A.
Interim Engineer	Jeb Mulock	ZNS Engineering, LC

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT

District Office · Riverview, Florida · (813) 533-2950

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

**Board of Supervisors
Harrison Ranch Community
Development District**

June 7, 2021

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District will be held on **Monday, June 14, 2021 at 1:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, FL 34219. To access the meeting, please use a telephone to dial **253-215-8782**, and enter the ID# **4771548576**. The following is the agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A.** Pond & Mitigation Maintenance Update
 - i. Presentation of Waterway Inspection Report.....Tab 1
 - ii. Presentation of Restoration AssessmentsTab 2
 - B.** Landscape Maintenance Updates
 - i. Presentation of Field Inspection Report.....Tab 3
 - C.** District Counsel
 - D.** District Engineer
 - i. Discussion Regarding Pedestrian Crossing.....Tab 4
 - E.** Clubhouse Staff
 - i. Presentation of Management Report.....Tab 5
 - F.** District Manager
 - i. Presentation of Voter Count LetterTab 6
- 4. BUSINESS ITEMS**
 - A.** Consideration of Agreement for Professional Engineering ServicesTab 7
 - B.** Ratification of Landscape Enhancement Proposals.....Tab 8
 - C.** Consideration of Landscape Enhancement Proposals.....Tab 9
 - D.** Discussion Regarding Tennis net and Basketball Gate Damage.....Tab 10
- 5. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors' Regular Meeting held on May 10, 2021Tab 11
 - B.** Ratification of Operations & Maintenance Expenditures for April 2021Tab 12
- 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)533-2950.

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.

**HARRISON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District was held on **Monday, May 10, 2021 at 6:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, FL 34219.

Present and constituting a quorum were:

Julianne Giella	Board Supervisor, Chairman
Sue Walterick	Board Supervisor, Vice Chairman
Victor Colombo	Board Supervisor, Asst. Secretary
Tom Benton	Board Supervisor, Asst. Secretary
Geoffrey Cordes	Board Supervisor, Asst. Secretary

Also present were:

Barbara McEvoy	Interim District Manager/Community Manager; Rizzetta & Company
Brian Schaub	Field Service Manager; Rizzetta & Company (via phone)
Lauren Gentry	District Counsel; Hopping Green & Sams
Jeb Mulock	ZNS Engineering, LC
Patrick Bell	LMP
Scott Carlson	LMP
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Ms. McEvoy called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

The Board received audience comments regarding the catfish, pond planting, trail cleanup, and the current interest rates and bond refinancing.

THIRD ORDER OF BUSINESS

Staff Reports

A. Pond & Mitigation Maintenance Update

i. Presentation of Waterway Inspection Report

The Board reviewed the Waterway Inspection Report. Discussions ensued. Ms. McEvoy informed the Board that she will verify the catfish schedule with Solitude Lake Management.

B. Landscape Maintenance Update

i. Presentation of Field Inspection Report

Mr. Schaub with Rizzetta Field Services presented the Field Inspection Report to the Board and answered general questions.

ii. Consideration of Landscape Enhancement Proposals

The Board reviewed the landscape enhancement proposals from LMP.

On a Motion by Ms. Walterick seconded by Mr. Benton, with all in favor, the Board of Supervisors approved the proposals from LMP for landscape enhancements at a total cost of \$2,299.25 for the Harrison Ranch Community Development District.

iii. Consideration of Revision to Landscape Map Regarding Line Trimming

On a Motion by Mr. Colombo seconded by Mr. Benton, with all in favor, the Board of Supervisors approved the revisions to the landscape map and a corresponding amendment to the LMP contract for the Harrison Ranch Community Development District.

C. District Counsel

Ms. Gentry updated the Board regarding the grand oak demand letters. The board had no objection to a demand of ½ of the total repair cost from each homeowner, subject to reserving the District's right to recover the entire cost in a court of law if the amount is not paid.

D. District Engineer

Mr. Mulock informed the Board that the crosswalk requests have been submitted to the city. The Board discussed the storm drain issues on 58th Street Circle.

E. Clubhouse Staff

i. Presentation of Clubhouse Report

Ms. McEvoy reviewed the details of her management report with the Board and answered general questions from Board Supervisors.

Ms. McEvoy discussed the repairs needed for the bridge at 58th Street East.

On a Motion by Mr. Cordes seconded by Mr. Colombo, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$4,740.00 for bridge repairs for the Harrison Ranch Community Development District.

F. District Manager

Ms. McEvoy advised the next meeting is scheduled for Monday, June 14, 2021 at 1:30 pm at the Harrison Ranch Clubhouse.

On a Motion by Ms. Giella seconded by Mr. Cordes, with all in favor, the Board of Supervisors authorized Ms. McEvoy, in her capacity as Interim District Manager, to exercise the same spending authority as the District Manager for the Harrison Ranch Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Pool & Tennis Pergolas Proposals

On a motion by Ms. Giella, seconded by Mr. Cordes, with all in favor, The Board of Supervisors approved the proposal from Construction Management Services for pool and tennis pergolas at a total cost of not to exceed \$8,460.00 for the Harrison Ranch Community Development District.

FIFTH ORDER OF BUSINESS

Presentation of Fiscal Year 2021-2022 Proposed Budget

The Board would like to schedule a special meeting in order to review and approve the Budget.

On a motion by Mr. Cordes, seconded by Ms. Giella, with all in favor, the Board of Supervisors approved the special meeting for May 24, 2021 at 1:30 p.m. for the Harrison Ranch Community Development District.

SIXTH ORDER OF BUSINESS

Evaluation of Response to District Engineer RFQ

The Board reviewed the proposals received from the RFQ for Engineering services and ranked the responses in accordance with the evaluation criteria. Ms. Gentry will draft an agreement and provide rate information at the next meeting.

On a motion by Mr. Cordes, seconded by Ms. Walterick, with all in favor, the Board of Supervisors ranked Schappacher Engineering number 1 and JMT number 2, and authorized staff to negotiate a contract with Schappacher Engineering for the Harrison Ranch Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Tennis Court Proposals

On a motion by Ms. Giella, seconded by Mr. Cordes, with all in favor, the Board of Supervisors approved the proposal from Precision Courts at a total of \$9,500.00 for the Harrison Ranch Community Development District.

EIGHTH ORDER OF BUSINESS

Ratification of 2020 Financial Audit

On a motion by Ms. Giella, seconded by Mr. Cordes, with all in favor, the Board of Supervisors approved the 2020 financial audit report for the Harrison Ranch Community Development District.

NINTH ORDER OF BUSINESS

Consideration of “do not park on grass” Signage

On a motion by Ms. Giella, seconded by Mr. Benton, with all in favor, the Board of Supervisors approved the purchase and installation of 12 signs for the Harrison Ranch Community Development District.

TENTH ORDER OF BUSINESS

Consideration of Manual Marquee Sign Proposal

On a motion by Ms. Walterick, seconded by Mr. Cordes, with all in favor, the Board of Supervisors approved the proposal for a manual marquee sign for the Harrison Ranch Community Development District subject to negotiation of a revised cost-share agreement with the HOA.

ELEVENTH ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors’ Regular Meeting held on April 12, 2021

On a motion by Mr. Cordes, seconded by Ms. Walterick, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors’ meeting, as amended held on March 8, 2021, for the Harrison Ranch Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of Operations & Maintenance Expenditures for March 2021

On a motion by Mr. Cordes, seconded by Mr. Benton, with all in favor, the Board of Supervisors approved the March 2021 (\$88,419.34) Operations & Maintenance Expenditures Report for the Harrison Ranch Community Development District.

THIRTEENTH ORDER OF BUSINESS Supervisor Requests

Ms. Giella discussed the Gate at 301 behind Normande East.

Ms. Giella discussed unauthorized impacts to District property at the Gardens community.
Ms. Gentry will draft a letter for Ms. McEvoy to send out.

FOURTEENTH ORDER OF BUSINESS Adjournment

On a Motion by Mr. Cordes, seconded by Ms. Walterick, with all in favor, the Board of Supervisors adjourned the meeting at 9:23 PM for the Harrison Ranch Community Development District.

Asst. Secretary

Chair / Vice Chair

HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures April 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2021 through April 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$106,010.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	004271	088053901031921	0050880539-01 - Gym 03/21	\$ 123.91
Construction Management Services LLC	004272	11	Assembly Services 03/21	\$ 340.00
Construction Management Services LLC	004291	13	Maintenance 04/21	\$ 172.00
Florida Department of Revenue	004281	Sales Tax 03/21	Sales Tax 03/21	\$ 38.77
Florida Power & Light Company	004303	Electric Summary 04/21	FPL Electric Summary Billing 04/21	\$ 4,551.25
FPL	004293	FPL #2 Summary 04/21	FPL #2 Summary 04/21	\$ 140.24
Frontier Florida LLC dba Frontier Communications of Florida	004282	090719-5 04/21	941-776-3095-090719-5 04/21	\$ 450.00
Gator Air Conditioning, Inc.	004283	0002038130	Service Call-Replace Control Board 03/21	\$ 89.00
Geoffery Cordes	004292	GC041221	Board of Supervisors Meeting 04/12/2021	\$ 200.00
Grau & Company, P.A.	004284	20756	Audit Services FY 19/20	\$ 1,400.00
Guardian Protection Services, Inc.	004295	578217164	Security Services 04/03/21-05/02/2021	\$ 46.95
Gulf Business Systems	004273	282168	Monthly Billing Copy Machine 02/28/21-03/28/21	\$ 207.95
Gulf Business Systems	004273	282169	Monthly Billing Copy Machine 03/29/21-04/28/21	\$ 20.00

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Gulf Business Systems	004296	283089	Toner 04/21	\$ 8.00
Harrison Ranch CDD	CD0335	CD0335	Debit Card Replenishment	\$ 1,197.63
Hopping Green & Sams	004305	121666	General/Monthly Legal Services 03/21	\$ 2,993.27
Innersync Studio LLC	004274	19314	CDD Website Services 04/21	\$ 384.38
Julianne Giella	004294	JG041221	Board of Supervisors Meeting 04/12/2021	\$ 200.00
Landscape Maintenance Professionals, Inc.	004306	159060	Monthly Maintenance 04/21	\$ 30,123.00
Landscape Maintenance Professionals, Inc.	004275	159281	Plants 03/21	\$ 2,041.25
Landscape Maintenance Professionals, Inc.	004285	159381	Fertilization 03/21	\$ 7,715.00
Landscape Maintenance Professionals, Inc.	004285	159382	Pest Control 03/21	\$ 730.00
Landscape Maintenance Professionals, Inc.	004297	159445	Irrigation Repairs 04/21	\$ 725.00
Landscape Maintenance Professionals, Inc.	004285	159457	Irrigation Repairs 04/21	\$ 1,548.00
Landscape Maintenance Professionals, Inc.	004306	159590	Irrigation Repairs 04/21	\$ 425.00
Landscape Maintenance Professionals, Inc.	004306	159591	Irrigation Repairs 04/21	\$ 425.00

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Landscape Maintenance Professionals, Inc.	004306	159592	Irrigation Repairs 04/21	\$ 425.00
Landscape Maintenance Professionals, Inc.	004306	159605	Irrigation Repairs 04/21	\$ 425.00
Landscape Maintenance Professionals, Inc.	004306	159606	Irrigation Repairs 04/21	\$ 425.00
Landscape Maintenance Professionals, Inc.	004306	159607	Irrigation Repairs 04/21	\$ 425.00
Landscape Maintenance Professionals, Inc.	004306	159661	Irrigation Repairs 04/21	\$ 425.00
Landscape Maintenance Professionals, Inc.	004306	159662	Irrigation Repairs 04/21	\$ 425.00
Marlin Business Bank	004298	18916668	Copystar Copier - Account # 1613410 04/21	\$ 175.48
MCUD	004276	Water Summary Bill 03/21	MCUD Water Summary 03/21	\$ 1,415.93
Motion Picture Licensing Corporation	004307	504328427	MPLC Umbrella License 03/30/21-03/30/22	\$ 1,317.85
Piper Fire Protection, Inc.	004299	84503	Service Call 04/21	\$ 840.00
Presidential Electrical Services, Inc	004277	1759	Ceiling Fan Install 02/21	\$ 740.00
RB Owens Electric Inc	004278	20211275	Monthly Repairs 02/21	\$ 3,504.80
RB Owens Electric Inc	004286	20211590	Service Call 04/21	\$ 5,107.60

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
RB Owens Electric Inc	004286	20211597	Service Call 04/21	\$ 340.00
RB Owens Electric Inc	004300	20211706	Monthly Repairs 04/21	\$ 264.00
RB Owens Electric Inc	004308	20211739	Monthly Inspections 04/21	\$ 390.00
RB Owens Electric Inc	004308	20211752	Service Call 04/21	\$ 350.00
Rizzetta & Company, Inc.	004279	INV0000057592	District Management Fees 04/21	\$ 11,240.17
Rizzetta & Company, Inc.	004279	INV0000057666	BI-Weekly Payroll 03/21	\$ 3,557.18
Rizzetta & Company, Inc.	004287	INV0000057720	BI-Weekly Payroll 04/21	\$ 3,557.18
Rizzetta Technology Services, LLC	004280	INV0000007386	Email & Website Hosting Services 04/21	\$ 175.00
Robin Emanuel	004304	Emanuel 012921	Reimbursement - Activities 01/21	\$ 21.45
S & G Pools, LLC	004309	04121	Monthly Pool Service - Three Times Weekly 04/21	\$ 1,225.00
Solitude Lake Management	004310	PI-A00579871	Monthly Lake and Wetland Services 04/21	\$ 3,753.32
Solitude Lake Management	004310	PI-A00579872	Monthly Midgefly Treatment 04/21	\$ 2,214.00
Solitude Lake Management	004310	PI-A00579873	Aerator Maintenance Services 04/01/21-06/30/21	\$ 300.00
Solitude Lake Management	004310	PI-A00582221	Aerator Repair Services 04/21	\$ 202.50

Harrison Ranch Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Susan Walterick	004302	SW041221	Board of Supervisors Meeting 04/12/2021	\$ 200.00
The Villas of Harrison Ranch Homeowners	004301	Villas 041521	Cost Share - 30% Irrigation Through 12/31/20	\$ 3,237.31
The Villas of Harrison Ranch Homeowners	004301	Villas 041521B	Cost Share - 30% Irrigation 01/21-03/21	\$ 252.63
Thomas Benton	004289	TB041221	Board of Supervisors Meeting 04/12/2021	\$ 200.00
Victor G Colombo	004290	VC041221	Board of Supervisors Meeting 04/12/2021	\$ 200.00
ZNS Engineering, L.C.	004288	141393	Engineering Services 02/21	\$ 2,093.00
ZNS Engineering, L.C.	004288	141394	Engineering Services WUP 02/21	<u>\$ 290.00</u>
Report Total				<u>\$ 106,010.00</u>