



Rizzetta & Company

The Preserve at South Branch Community Development District

Board of Supervisors' Meeting June 20, 2018

District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544
813-994-1001

www.thepreserveatsouthbranchcdd.org

THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT AGENDA June 20, 2018 at 9:00 a.m.

Office of Rizzetta & Company, located at 5844 Old Pasco Road, Wesley Chapel, Florida 33544

District Board of Supervisors	John Snyder Anne Mize Hal Lutz Frank Messina Andy Richardson	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Counsel	Jan Carpenter	Latham, Shuker, Eden & Beaudine
Interim District Engineer	Joseph Cimino	WRA Engineering

All Cellular phones and pagers must be turned off while in the meeting room.

The District Agenda is comprised of four different sections:

The meeting will begin promptly at **9:00 a.m.** with the first section which is called **Audience Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fourth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 533-2950 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

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

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.

**THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544**

June 12, 2018

**Board of Supervisors
The Preserve at South Branch
Community Development District**

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of The Preserve at South Branch Community Development District will be held on **Thursday, June 20, 2018 at 9:00 a.m.** at the office of Rizzetta and Company located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544. The following is the final agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Operation and Maintenance for May 2018Tab 1
- 4. BUSINESS ITEMS**
 - A. Ratification of Resolution 2018-34, Approving Fiscal Year 2018/2019 Proposed Budget and Setting Public Hearing on the Final BudgetTab 2
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. Interim Engineer
 - C. District Manager
- 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) 994-1001.

Sincerely,

Matthew Hubert

Matthew Hubert
District Manager

Cc: Jan Carpenter, Latham, Shuker, Eden & Beaudine, LLP.
Andrew d'Adesky, Latham, Shuker, Eden & Beaudine, LLP.

Tab 1

The Preserve at South Branch Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operations and Maintenance Expenditures May 2018 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2018 through May 31, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$11,007.50**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

The Preserve at South Branch Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2018 Through May 31, 2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Latham, Shuker, Eden & Beaudine, LLP	001019	80460	Legal Services 03/18	\$ 4,357.50
Rizzetta & Company, Inc.	001020	INV0000031209	District Management Fees 04/18	\$ 3,275.00
Rizzetta & Company, Inc.	001020	INV0000031933	District Management Fees 05/18	\$ 3,275.00
Rizzetta Technology Services	001021	INV0000003280	Website Hosting Services 05/18	\$ 100.00
Report Total				<u>\$ 11,007.50</u>

LATHAM, SHUKER, EDEN & BEAUDINE, LLP
ATTORNEYS AT LAW

111 N. MAGNOLIA AVE, STE 1400
ORLANDO, FLORIDA 32801
POST OFFICE BOX 3353
ORLANDO, FLORIDA 32802
TELEPHONE: (407) 481-5800
FACSIMILE: (407) 481-5801



April 13, 2018

Preserve at South Branch CDD
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544

BY:

INVOICE

Matter ID: 7479-001
General

Invoice # 80460
Federal ID # 59-3366512

For Professional Services Rendered:

02/12/2018	ACD	Continue revisions and updates to Cost Sharing Agreement, review updated conservation land and sign parcel info; review information for upcoming agenda and audit meeting; review and transmit acquisition agreement.	3.80 hr	\$931.00
03/02/2018	ACD	Prepare for and attend conference call on various issues (commercial cost sharing agreement, billboard lease); transmit follow up emails.	1.40 hr	\$343.00
03/05/2018	ACD	Review conveyance information and title relating to conservation area, review and revise form of deed, contact developer.	1.90 hr	\$465.50
03/05/2018	JAC	multiple emails regarding deeds and conservation land issues and documents	0.30 hr	\$103.50
03/06/2018	ACD	Review upcoming agenda, Advise Manager on agenda, schedule conference call on methodology revision.	0.40 hr	\$98.00
03/06/2018	JAC	Emails with District Manager regarding upcoming meeting agenda; emails with DR Horton regarding easements and deed issues	0.40 hr	\$138.00
03/08/2018	ACD	Call with Manager regarding assessments on billboard lease parcel; follow up with developer.	0.80 hr	\$196.00
03/09/2018	ACD	Review funding agreement as related to wetland mitigation expenses.	0.60 hr	\$147.00
03/09/2018	ACD	Follow up with Developer and Manager re: budget and cost-sharing agreement.	0.50 hr	\$122.50
03/13/2018	ACD	Respond to Manager regarding proposed meeting items.	0.10 hr	\$24.50
03/19/2018	ACD	Finalize and transmit forms of temporary drainage easement and access easement.	2.80 hr	\$686.00
03/21/2018	ACD	Review minutes and prepare for upcoming CDD meeting.	0.50 hr	\$122.50
03/22/2018	ACD	Review updated title and parcel information related to mitigation property.	1.40 hr	\$343.00
03/27/2018	ACD	Transmit copies of latest cost-sharing agreement; correspond with developer and manager; Prepare for and attend conference call on cost sharing agreement; review draft budget.	1.60 hr	\$392.00
03/28/2018	ACD	Prepare for and attend CDD meeting by phone; follow up on action items.	0.70 hr	\$171.50
03/29/2018	ACD	Review finalized version of drainage easements.	0.30 hr	\$73.50

Total Professional Services: \$4,357.50

April 13, 2018

Matter ID: 7479-001

Invoice # 80460

Federal ID # 59-3366512

INVOICE SUMMARY

For Professional Services:	17.50 Hours	\$4,357.50
New Charges this Invoice:		<u>\$4,357.50</u>
<hr/>		
Previous Balance:		\$3,561.00
Less Payment and Credits Received:		<u>\$3,561.00</u>
Outstanding Balance:		\$0.00
Plus New Charges this Invoice:		<u>\$4,357.50</u>
Total Due:		<u>\$4,357.50</u>

Billed Through: March 31, 2018

Date Rec'd Rizzetta & Co., Inc. 4/23
D/M approval mdh Date 4/23
APR 19 2018
Date entered _____
Fund 001 GL 51400 OC 3107
Check # _____

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
4/1/2018	INV0000031209

Bill To:

Preserve at South Branch CDD
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
April	Upon Receipt	00174

Description	Qty	Rate	Amount
District Management Services	1.00	\$1,675.00	\$1,675.00
Administrative Services	1.00	\$300.00	\$300.00
Accounting Services	1.00	\$1,000.00	\$1,000.00
Financial & Revenue Collections	1.00	\$300.00	\$300.00

*
 3101
 3100
 3201
 3111

MAR 27 2018
 Date Rec'd Rizzetta & Co., Inc. 4/2
 D/M approval meh Date 4/2
 Date entered MAR 27 2018
 Fund 001 GL 51300 OC *
 Check # _____

Subtotal	\$3,275.00
Total	\$3,275.00

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
5/1/2018	INV0000031933

Bill To:

Preserve at South Branch CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614
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Services for the month of	Terms	Client Number
May	Upon Receipt	00174

Description	Qty	Rate	Amount
District Management Services	3101	1.00	\$1,675.00
Administrative Services	3100	1.00	\$300.00
Accounting Services	3201	1.00	\$1,000.00
Financial & Revenue Collections	3111	1.00	\$300.00
Subtotal			\$3,275.00
Total			\$3,275.00

Date Rec'd Rizzetta & Co., Inc. APR 27 2018
 D/M approval *Mh* Date 4/30
 Date entered APR 27 2018
 Fund 001 GL 51300 OC *
 Check # _____

Rizzetta Technology Services

3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
5/1/2018	INV0000003280

Bill To:

Preserve at South Branch CDD
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
May	Net 20	00174

Description	Qty	Rate	Amount
EEmail Hosting	0	\$15.00	\$0.00
Website Hosting Services	1	\$100.00	\$100.00

Date Rec'd Rizzetta & Co., Inc. APR 24 2018
 D/M approval meb Date 4/30
 Date entered APR 27 2018
 Fund 001 GL 51300 OC 5103
 Check # _____

Subtotal	\$100.00
Total	\$100.00

Tab 2

RESOLUTION 2018-34

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2018/2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of The Preserve at South Branch Community Development District (“**District**”) prior to June 15, 2018, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2018 and ending September 30, 2019 (“**Fiscal Year 2018/2019**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2018/2019 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 15, 2018

HOUR: 4:00 p.m.

LOCATION: Rizzetta & Co.
5844 Old Pasco Rd., Suite 100
Wesley Chapel, FL 33544

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2018.

ATTEST:

**THE PRESERVE AT SOUTH BRANCH
COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

By: _____
Its: _____

Exhibit A: Approved Proposed Budgets for Fiscal Year 2018/2019

Exhibit A:

Approved Proposed Budgets for Fiscal Year 2018/2019