

***EPPERSON RANCH  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Board of Supervisors  
Business Meeting***

***Tuesday  
May 5, 2015***

***6:00 p.m.***

***At:***

***Residence Inn  
2101 Northpointe Parkway  
Lutz, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# **Epperson Ranch Community Development District**

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Development Planning and Financing Group  
15310 Amberly Drive, Suite 175, Tampa, Florida 33647  
Phone: 813-374-9105

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

Dear Board Members:

The Regular Meeting of the Board of Supervisors of Epperson Ranch Community Development District is scheduled for Tuesday, **May 5, 2015 at 6:00 p.m.** at the Residence Inn 2101 Northpointe Parkway, Lutz Florida

*The advanced copy of the agenda for the meeting is attached along with associated documentation for your consideration. Any additional support material will be forward to you under separate cover or distributed at the meeting.*

The balance of the agenda is routine in nature and staff will present their reports at the meeting. In the meantime if you have any questions, please contact me.

Sincerely,

***Bruce St. Denis***

Bruce St. Denis  
District Manager

## **EPPERSON RANCH COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday May 5 , 2015  
Time: 6:00 p.m.  
Location: Residence Inn  
2101 Northpoint Pkwy.  
Lutz, Florida  
Conference Call No: 712.432.1500  
Code: 434537#

### ***Business Meeting Agenda***

	<b>Exhibit(s)</b>
<b>I.</b> Roll Call	
<b>II.</b> Audience Comments	
<b>III.</b> Administrative Matters	
<b>a.</b> Approval of Minutes of April 7, 2014 Meeting	<b>1</b>
<b>b.</b> Approval of Financial Statement	<b>2</b>
<b>IV.</b> Business Matters	
<b>a.</b> Pasco County Supervisor of Elections Report on Number of Registered Voters - 0	
<b>V.</b> Staff Reports	
<b>a.</b> Manager	
<b>b.</b> Attorney – Report on Corp Permit	
<b>c.</b> Engineer	
<b>VI.</b> Public Comments	
<b>VII.</b> Supervisor Requests	
<b>VIII.</b> Adjournment	

**EXHIBIT 1.**

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**MINUTES OF MEETING  
EPPERSON RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

10 The Regular Meeting of the Board of Supervisors of the Epperson Ranch Community  
11 Development District was held on Tuesday, April 7, 2015 at 9:00 a.m. at the Residence Inn, 2101  
12 Northpointe Parkway, Lutz, Florida.

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**FIRST ORDER OF BUSINESS – Roll Call**

21 Mr. St. Denis called the meeting to order.

22 Present and establishing a quorum were:

23 Mike Lawson	Board Supervisor, Chairman
24 Doug Draper	Board Supervisor, Vice Chairman
25 Lori Price	Board Supervisor, Assistant Secretary
26 Tony Brannan	Board Supervisor, Assistant Secretary

27 Also present were:

28 Bruce St. Denis	District Manager
29 Patricia Comings-Thibault	District Treasurer (via telephone)
30 Mark Straley	District Counsel (via telephone)
31 Tonja Stewart	District Engineer (via telephone)

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**SECOND ORDER OF BUSINESS - Audience Comments on Agenda Items**

42 There being none, the next item followed.

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**THIRD ORDER OF BUSINESS - Administrative Matters**

**A. Approval of Minutes of March 3, 2015 Meeting**

48 Mr. St. Denis presented the Minutes of the March 3, 2015 meeting and asked for comments and  
49 questions.

50 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board  
51 approved the minutes of the Board of Supervisors' meeting held on March 3, 2015 for the Epperson  
52 Ranch Community Development District.

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**B. Acceptance of the Unaudited Financial Statements**

63 Ms. Comings-Thibault presented the Unaudited Financial Statement and asked for comments or  
64 questions.

65 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board accepted  
66 the Unaudited Financial Statement as of February 28, 2015 for the Epperson Ranch Community  
67 Development District.

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**FOURTH ORDER OF BUSINESS- Business Matters:**

**A. Rules of Procedure Public Hearing**

**1. Open Public Hearing**

78 On a MOTION by Mr. Lawson, SECONDED by Mr. Brannan, WITH ALL IN FAVOR, the Board  
79 opened the Public Hearing on the Rules of Procedure for the Epperson Ranch Community Development  
80 District.

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**2. Discussion**

Mr. Straley gave an overview of the required Rules of Procedure for the District and asked for comments and questions.

**3. Close Public Hearing**

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board closed the Public Hearing on the Rules of Procedure for the Epperson Ranch Community Development District.

**4. Adoption of Resolution 2015-15, Acceptance of the Rules of Procedure**

Mr. St. Denis presented Resolution 2015-15, Acceptance of the Rules of Procedure and asked for comments or questions.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted **Resolution 2015-15**, Acceptance of the Rules of Procedure for the Epperson Ranch Community Development District.

**B. Acceptance of the Interlocal Agreement with Pasco County Tax Collector for Collection of Non-Ad Valorem Assessments**

On a MOTION by Mr. Lawson, SECONDED by Mr. Brannan, WITH ALL IN FAVOR, the Board accepted the Interlocal Agreement with Pasco County Tax Collector for collection of Non-Ad Valorem Assessments for the Epperson Ranch Community Development District.

**C. Resolution 2015-16, Approving Bank United as Public Depository.**

Mr. St. Denis presented Resolution 2015-16, approving Bank United as Public Depository and asked for any comments and questions.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted **Resolution 2015-16**, approving Bank United as Public Depository for the Epperson Ranch Community Development District.

**D. Additional Matters.**

There being none, the next item followed.

**FIFTH ORDER OF BUSINESS- Staff Reports**

**A. Manager**

There being none, the next item followed.

**B. Attorney**

There being none, the next item followed.

**C. Engineer**

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS-Public Comments**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS- Supervisors Requests**

There being none, the next item followed.

1 **EIGHTH ORDER OF BUSINESS- Adjournment**  
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3 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board  
4 adjourned the meeting for the Epperson Ranch Community Development District.  
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6 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
7 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*  
8 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*  
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10 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
11 **meeting held on \_\_\_\_\_.**  
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14 \_\_\_\_\_  
15 **Signature**

\_\_\_\_\_ **Signature**

16 \_\_\_\_\_  
17 **Printed Name**

18 **Title:**  Secretary  Assistant Secretary

\_\_\_\_\_ **Printed Name**

18 **Title:**  Chairman  Vice Chairman  
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**EXHIBIT 2.**



**EPPERSON RANCH**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**UNAUDITED FINANCIAL STATEMENTS**  
**AS OF**  
**MARCH 31, 2015**

**EPPERSON RANCH CDD**  
**BALANCE SHEET - UNAUDITED**  
**Preliminary**  
**MARCH 31, 2015**

	<u>GENERAL FUND</u>
<b><u>ASSETS:</u></b>	
CASH	\$ 8,652
DEVELOPER FUNDING RECEIVABLE	5,914
<b>TOTAL ASSETS</b>	<b><u>\$ 14,565</u></b>
<b><u>LIABILITIES:</u></b>	
ACCTS PAYABLE/ACCRUED EXPENSES	\$ 13,669
<b><u>FUND BALANCE:</u></b>	
NONSPENDABLE:	-
RESTRICTED FOR:	-
UNASSIGNED:	896
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 14,565</u></b>

**EPPERSON RANCH CDD**  
**GENERAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FOR THE PERIOD ENDING MARCH 31, 2015**  
**Preliminary**

	<b>FY2015 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUES</b>				
DEVELOPER FUNDING	\$ 104,091	\$ 48,233	\$ 48,138	\$ (95)
INTEREST REVENUE	-	-	-	-
<b>TOTAL REVENUES</b>	<b>104,091</b>	<b>48,233</b>	<b>48,138</b>	<b>(95)</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
BOARD OF SUPERVISORS	12,000	6,000	2,400	3,600
PAYROLL TAXES	916	458	263	195
PAYROLL SERVICES FEE	600	300	122	178
TRAVEL PER DIEM	500	250	72	178
DISTRICT MANAGER	21,000	10,500	10,500	-
ACCOUNTING SERVICES	9,000	-	-	-
AUDITING SERVICES	3,200	-	-	-
LEGAL ADVERTISING	1,500	750	4,919	(4,169)
BANK FEES	300	150	148	2
DUES, LICENSES & FEES	175	175	175	-
ENGINEERING SERVICES	4,000	2,000	2,400	(400)
LEGAL SERVICES	7,500	3,750	6,361	(2,611)
WEBSITE DEVELOPMENT & HOSTING	2,500	1,250	-	1,250
MISCELLANEOUS	500	250	540	(290)
<b>TOTAL ADMINISTRATIVE</b>	<b>63,691</b>	<b>25,833</b>	<b>27,900</b>	<b>(2,067)</b>
<b>INSURANCE:</b>				
INSURANCE (PO, Liability, Property & Casualty)	4,400	4,400	2,250	2,150
<b>TOTAL INSURANCE</b>	<b>4,400</b>	<b>4,400</b>	<b>2,250</b>	<b>2,150</b>
<b>FIELD OPERATIONS</b>				
FIELD - PLANNING & COORDINATION SVC	36,000	18,000	18,000	-
FIELD MISCELLANEOUS	-	-	-	-
<b>TOTAL FIELD OPERATIONS</b>	<b>36,000</b>	<b>18,000</b>	<b>18,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>104,091</b>	<b>48,233</b>	<b>48,150</b>	<b>83</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>-</b>	<b>(12)</b>	<b>(12)</b>
<b>OTHER SOURCES AND (USES )</b>				
DEVELOPER FUNDING FOR CONSTR	-	-	21,110	(21,110)
CONSTRUCTION EXPENSES PAID	-	-	(21,110)	21,110
<b>TOTAL OTHER SOURCES AND (USES )</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE - BEGINNING</b>			<b>908</b>	908
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 896</b>	<b>\$ 896</b>

**EPPERSON RANCH CDD**  
**Check Register**  
**FY 2015**

Date	Num	Name	Memo	Deposits	Disbursements	Balance
			<b>Beginning cash balance</b>			<b>932.98</b>
10/17/2014	10	ADP	ADP Fee		25.00	907.98
11/17/2014	11	Epperson Ranch	Epperson Ranch - Funding	14,065.82		14,973.80
11/17/2014	1006	DPFG	Planning & Coordination- 8/5-8/31/14		4,137.32	10,836.48
11/17/2014	1007	Straley & Robin	Legal Svcs thru 9/15/14		428.50	10,407.98
11/17/2014	1008	DPFG	CDD/Field Mgmt		9,500.00	907.98
11/30/2014		Chase Bank	Service Charge		12.00	895.98
12/01/2014	1009	FLORIDA DEPT OF ECON OPP	Annual filing Fee FY 2015		175.00	720.98
12/11/2014	1010	DOUG DRAPER	Travel Meeting- Nov - 13 Mi		7.21	713.77
12/12/2014		Deposit	Metro Development	7,877.11		8,590.88
12/11/2014	1011	DPFG	CDD/Field Mgmt - Dec		4,750.00	3,840.88
12/11/2014	1012	Straley & Robin	Legal Svcs thru 11/15/14		579.35	3,261.53
12/11/2014	1013	TIMES PUBLISHING COMPANY	Legal Ads		1,607.76	1,653.77
12/24/2014	31	BOS	Payroll - BOS mtg 11-04-2014		724.15	929.62
12/24/2014	31	ADP	ADP fee - BOS mtg 11-04-2014		86.25	843.37
12/24/2014	31	Lori Price - BOS	Lori Price -BOS mtg 11-04-2014		163.45	679.92
12/31/2014		Chase Bank	Service Charge		12.00	667.92
01/15/2015		Deposit	Metro Development	7,698.06		8,365.98
01/15/2015	1014	DPFG	CDD/Field Mgmt - Jan		4,750.00	3,615.98
01/15/2015	1015	Egis Insurance & Risk Advisors	Insurance FY 2015		2,250.00	1,365.98
01/15/2015	1016	Straley & Robin	Legal Svcs thru 12/15/2014		345.40	1,020.58
01/15/2015	1017	TIMES PUBLISHING COMPANY	Legal Ad		352.66	667.92
01/30/2015	40	ADP	ADP Fee - EOY		25.00	642.92
01/30/2015	40	ADP	ADP Fee - Y/E W2		10.50	632.42
01/31/2015		Chase Bank	Service Charge		12.00	620.42
02/04/2015	1018	TIMES PUBLISHING COMPANY	Legal Ad		352.56	267.86
02/04/2015	1019	Residence Inn	Meeting Room		180.00	87.86
02/28/2015		Chase Bank	Service Charge		12.00	75.86
03/02/2015	1021	Epperson Ranch CDD	open new account		100.00	-24.14
03/19/2015		Deposit	Deposit	264.93		240.79
03/02/2015	1020	RESIDENCE INN TAMPA NORTH	Meeting Room - 3-3-2015		180.00	60.79
03/02/2015		Deposit	Transfer from Old account	100.00		160.79
03/03/2015		Deposit	GTIS Metro Dev	10,310.39		10,471.18
03/18/2015		Deposit	Epperson Ranch LLC	6,560.00		17,031.18
03/18/2015		Deposit	Epperson Ranch	14,550.00		31,581.18
03/18/2015	2008	Epperson Ranch CDD	balance out old acc't		264.93	31,316.25
03/19/2015	2001	DOUG DRAPER	Mileage - Mtg - 2-13-15 (40 Mi)		22.20	31,294.05
03/19/2015	2002	DPFG	CDD/Field Mgmt - Feb		4,750.00	26,544.05
03/19/2015	2003	Florida Design Consultants	Constr Project expense		6,560.00	19,984.05
03/19/2015	2004	QGS Development	Silt Fence		14,550.00	5,434.05
03/19/2015	2005	Stantec Consulting Services, Inc	Engineering Svcs thru 1/16/15		2,400.00	3,034.05
03/19/2015	2006	Straley & Robin	Legal Svcs thru 1/15/15		52.75	2,981.30
03/19/2015	2007	TIMES PUBLISHING COMPANY	Legal Ad - Dec		280.44	2,700.86
03/27/2015	6000	BOS	BOS Mtg 2/3/2015		887.50	1,813.36
03/30/2015		Deposit	Deposit	6,838.50		8,651.86
		<b>EOM Balance</b>				<b>8,651.86</b>

**EPPERSON RANCH CDD**  
**Accounts Payable**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Open Balance</u>
02/12/2015	02122015	BOS	887.60
03/02/2015	03022013	Epperson Ranch CDD	100.00
03/21/2015	94257	TIMES PUBLISHING COMPANY	1,036.45
03/21/2015	94257-2	TIMES PUBLISHING COMPANY	1,034.45
03/24/2015	11985	Straley & Robin	4,676.39
03/30/2015	02032015	ANTHONY BRANNAN	21.09
04/01/2015	61429	DPFG	4,750.00
04/21/2015	12085	Straley & Robin	1,311.96
<b>Total Accounts Payable 3-31-2015</b>			<b><u><u>\$ 13,817.94</u></u></b>



### **Real Estate Consulting Services:**

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CDD Management Services  
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