



Rizzetta & Company

Long Lake Reserve Community Development District

**Board of Supervisors' Meeting
March 28, 2019**

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

www.longlakecdd.org

**LONG LAKE RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

Board of Supervisors	Betty Valenti Travis Jenkins Garett Taylor Greg Crawford Lee Thompson	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Angel Montagna	Rizzetta & Company, Inc.
District Counsel	Scott Steady	Burr Forman, PA
District Engineer	Brian Surak	Clearview Land Design

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) 933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 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.

LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD• SUITE 100 • WESLEY CHAPEL, FL 33544
www.longlakecdd.org

March 20, 2019

Board of Supervisors
**Long Lake Reserve
Community
Development District**

Dear Board Members:

The audit committee meeting and the meeting of the Board of Supervisors' of the Long Lake Reserve Community Development District will be held on **Thursday, March 28, 2019 at 4:30 p.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following is the tentative agenda for this meeting:

AUDIT COMMITTEE MEETING:

- 1. CALL TO ORDER/ROLL CALL**
- 2. BUSINESS ADMINISTRATION**
 - A. Consideration of Proposals for Auditing Services
(under separate cover)
- 3. ADJOURNMENT**

BOARD OF SUPERVISORS MEETING:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on February 28, 2019.....Tab 1
 - B. Presentation of Minutes of the Audit Committee Meeting held on February 28, 2019.....Tab 2
 - C. Consideration of Operation and Maintenance Expenditures for January 2019.....Tab 3
- 4. BUSINESS ITEMS**
 - A. Consideration of Recommendation of Audit Committee Regarding Proposals for Auditing Services
 - B. Discussion Regarding ADA Website Proposal.....Tab 4
 - C. Consideration of Horner Environmental's Proposal for Morsani Site: Phase II.....Tab 5
- 5. STAFF REPORTS**
 - A. Field Manager
 1. Presentation of Field Inspection Report.....Tab 6
 - B. District Counsel
 - C. District Engineer
 - D. 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) 933-5571.

Sincerely,
Angel Montagna
District Manager

cc: Scott Steady, Burr Forman, P.A.
Brian Surak, Clearview Land Design

Tab 1

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.

**LONG LAKE RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Long Lake Reserve Community Development District was held on **Thursday, February 28, 2019 at 9:03 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present and constituting a quorum were:

Betty Valenti	Board Supervisor, Chairman
Travis Jenkins	Board Supervisor, Vice Chairman
Lee Thompson	Board Supervisor, Assistant Secretary

Also present were:

Angel Montagna	District Mgr., Rizzetta & Company, Inc.
Scott Steady	District Counsel, Burr Forman, P.A.
Brian Surak	District Engineer, Clearview Land Design

FIRST ORDER OF BUSINESS

Call to Order

Ms. Montagna called the meeting to order and conducted roll call.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the Board
of Supervisors' Meeting held on
January 24, 2019**

Ms. Montagna presented the Minutes of the Board of Supervisors' Meeting held on January 24, 2019. There were no changes made to the minutes.

On a Motion by Mr. Jenkins, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on January 24, 2019 as presented for the Long Lake Reserve Community Development District.

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46 **FOURTH ORDER OF BUSINESS**

**Consideration of Operation and
Maintenance Expenditures for
December 2018**

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50 Ms. Montagna presented the Operation and Maintenance Expenditures for
51 December 2018. There were no questions.
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On a Motion by Ms. Valenti, seconded by Mr. Jenkins, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for December 2018 (\$10,934.23) for the Long Lake Reserve Community Development District.

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54 **FIFTH ORDER OF BUSINESS**

**Ratification of Series 2018 Requisition
#CR2**

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57 Ms. Montagna presented Series 2018 Requisition #CR2.
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On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors ratified Series 2018 Requisition #CR2 for the Long Lake Reserve Community Development District.

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60 **SIXTH ORDER OF BUSINESS**

**Consideration of Recommendation of
Audit Committee Regarding Audit
Proposal Instructions and Audit
Evaluation Criteria**

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65 Ms. Montagna stated that the audit committee had met prior to the onset of the
66 Board meeting and made their recommendation for the audit proposal instructions and
67 audit evaluation criteria.
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On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the Audit Committee's recommendation for the Audit Proposal Instructions and the Audit Evaluation Criteria for Long Lake Reserve Community Development District.

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70 **SEVENTH ORDER OF BUSINESS**

**Ratification of Approval of Pasco
County Interlocal Agreement**

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73 Mr. Steady presented and reviewed the Interlocal Agreement with Pasco County.
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On a Motion by Ms. Valenti, seconded by Mr. Jenkins with all in favor, the Board of Supervisors ratified the approval of the Interlocal Agreement with Pasco County for Long Lake Reserve Community Development District.

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EIGHTH ORDER OF BUSINESS

Discussion Regarding ADA Website Proposal

Ms. Montagna gave the Board an updated on the ADA Website Compliance. She stated that the Board had until October 31st to make a decision. The Board tabled the proposal.

NINTH ORDER OF BUSINESS

Discussion Regarding Amenity Rules

A discussion ensued regarding the Amenity Rules.

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the amenity rules as amended and authorized District staff to advertise for a Public Hearing on Amenity Rules for their April meeting for the Long Lake Reserve Community Development District.

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Mr. Steady will finalize the documents for the Public Hearing on the Amenity Rules. Mr. Surak will provide a fishing and boating map showing trail access points and fishing area.

TENTH ORDER OF BUSINESS

Discussion Regarding Maintenance of Wetland Area on Pond #7

Mr. Surak gave the Board an update on the ponds. A discussion ensued regarding the ponds and erosion.

ELEVENTH ORDER OF BUSINESS

Consideration of Revised Third Amendment to Acquisition, Construction, Installation, Developer Funding & Reimbursement Agreement

Mr. Steady presented and reviewed the amendment with the Board.

On a Motion by Ms. Valenti, seconded by Mr. Jenkins, with all in favor, the Board of Supervisors approved the revised Third Amendment to the Acquisition, Construction, Installation, Developer Funding & Reimbursement Agreement for the Long Lake Reserve Community Development District.

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TWELFTH ORDER OF BUSINESS

Staff Reports

A. Field Manager

Ms. Montagna presented the Field Inspection Report dated January 9, 2019.

B. District Counsel

No report.

C. District Engineer

Mr. Surak presented the Pond Inspection Report for January 2019. Mr. Surak will provide verbiage/pictures to place on the website to educate the residents regarding the District's ponds.

Mr. Surak stated that the construction for Phase 2 is complete. He stated that construction for Phase 3 will be starting in August.

D. District Manager

Ms. Montagna informed the Board that the next regular Board meeting was scheduled for March 28, 2019 at 4:30 p.m.

A discussion ensued regarding a part-time maintenance person at a cost of \$23,000 versus a full-time maintenance person at a cost of \$44,000. Ms. Montagna stated that there would also be a \$900.00/month management fee for an approximate total of \$10,800.00.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Montagna asked if there were any Supervisor requests. There were none.

FOURTEENTH ORDER OF BUSINESS

Adjournment

Ms. Montagna stated that if there was no further business to come before the Board then a motion to adjourn was in order.

On a Motion by Mr. Thompson, seconded by Ms. Valenti with all in favor the Board of Supervisors adjourned the meeting at 10:15 a.m. for Long Lake Reserve Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 2

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.

**LONG LAKE RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The audit committee meeting of the Long Lake Reserve Community Development District was held on **Thursday, February 28, 2019 at 9:00 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Audit Committee Present:

Betty Valenti	Board Supervisor, Chairman
Travis Jenkins	Board Supervisor, Vice Chairman
Lee Thompson	Board Supervisor, Assistant Secretary

Also present were:

Angel Montagna	District Mgr., Rizzetta & Company, Inc.
Scott Steady	District Counsel, Burr Forman, P.A.
Brian Surak	District Engineer, Clearview Land Design

FIRST ORDER OF BUSINESS

Call to Order

Ms. Montagna called the meeting to order and conducted roll call.

SECOND ORDER OF BUSINESS

**Presentation of Audit Proposal
Instructions**

Ms. Montagna presented and reviewed the audit proposal instructions.

On a Motion by Mr. Thompson, seconded by Mr. Jenkins, with all in favor, the Audit Committee approved the Audit Proposal Instructions as presented for the Long Lake Reserve Community Development District.
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THIRD ORDER OF BUSINESS

**Presentation of Audit Evaluation
Criteria**

Ms. Montagna presented and reviewed the audit evaluation criteria.

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Audit Committee approved the Audit Evaluation Criteria as presented for the Long Lake Reserve Community Development District.

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FOURTH ORDER OF BUSINESS

Adjournment

Ms. Montagna stated that if there was no further business to come before the Audit Committee then a motion to adjourn was in order.

On a Motion by Mr. Thompson, seconded by Ms. Valenti with all in favor the Board of Supervisors adjourned the meeting at 9:03 a.m. for Long Lake Reserve Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

