



Rizzetta & Company

Long Lake Reserve Community Development District

Board of Supervisors' Meeting August 27, 2020

To be conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, 20-193 issued by Governor DeSantis, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

www.longlakecdd.org

**LONG LAKE RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

Board of Supervisors	Betty Valenti Chloe Firebaugh Stephen Bennett Greg Crawford Lee Thompson	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Bryan Radcliff	Rizzetta & Company, Inc.
District Counsel	Scott Steady	Burr Forman, PA
District Engineer	Tonja Stewart	Stantec Consulting

All cellular phones must be placed on mute during the conference, except for participation in the meeting discussion.

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

August 19, 2020

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

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors' of the Long Lake Reserve Community Development District will be held on **Thursday, August 27, 2020 at 9:00 a.m.**, to be conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, 20-193 issued by Governor DeSantis, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meetings Held on July 23, 2020.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for July 2020.....Tab 2
- 4. BUSINESS ITEMS**
 - A. Clubhouse Re-Opening Discussion.....Tab 3
 - B. Ratification of Yellowstone Proposal #800460.....Tab 4
 - B. Public Hearing on Adopting Final Budget
 1. Consideration of Resolution 2020-07 Adopting FY 2020-2021 Budget.....Tab 5
 - C. Public Hearing on Imposing Special Assessments
 1. Consideration of Resolution 2020-08; Imposing FY 2020-2021 Special Assessments.....Tab 6
 - D. Consideration of Resolution 2020-03; FY 2020-2021 Meeting Schedule.....Tab 7
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Presentation of Aquatic Service Report.....Tab 8
 2. Discussion of District Engineer's Report.....Tab 9
 - C. Clubhouse Manager
 1. Presentation of July Clubhouse Report.....Tab 10
 - 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,
Bryan Radcliff
District Manager

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 Special Meeting of the Long Lake Reserve Community Development District was held on **Wednesday, July 23, 2020 at 6:00 p.m.** conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52 and 20-69, issued by Governor DeSantis on March 9, 2020, and March 20, 2020, respectively, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum were:

Betty Valenti	Board Supervisor, Chairman
Chloe Firebaugh	Board Supervisor, Vice Chairman
Lee Thompson	Board Supervisor, Assistant Secretary
Steven Bennett	Board Supervisor, Assistant Secretary

Also present were:

Bryan Radcliff	District Manager, Rizzetta & Company
Tonja Stewart	District Engineer, Stantec Consulting

No Audience present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Radcliff called the meeting to order and conducted roll call.

SECOND ORDER OF BUSINESS

Audience Comments

There was no Audience present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the
Board of supervisors' Meeting Held
on June 10, 2020**

Mr. Radcliff presented the Minutes from the June 10, 2020, meeting to the Board.

On a Motion by Ms. Valenti, seconded by Ms. Firebaugh, with all in favor, the Board of Supervisors approved the Board of Supervisors' Meeting Held on June 10, 2020, as presented, for the Long Lake Reserve Community Development District.

50 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
51 **Maintenance Expenditures for April,**
52 **May and June 2020**
53

54 Mr. Radcliff presented the Operation and Maintenance Expenditures for April, May
55 and June 2020 to the Board.
56

On a Motion by Mr. Thompson, seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for April, May, and June 2020, as presented, for the Long Lake Reserve Community Development District.

57
58 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2020-06;**
59 **Re-Designating an Assistant Secretary**
60

61 Mr. Radcliff presented Resolution 2020-06; Re-Designating an Assistant
62 Secretary.
63

On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors adopted Resolution 2020-06; Re-Designating an Assistant Secretary, for the Long Lake Reserve Community Development District.

64
65 **SIXTH ORDER OF BUSINESS** **Discussion of “No Fishing” Sign**
66

67 The Board reviewed a resident’s concern regarding the placement of a “No Fishing”
68 sign at the pond in the rear of his home. The Board agreed to keep the sign at the pond
69 but move it to an area where it is less visible and/or not in the Resident’s line of sight.
70

71 **SEVENTH ORDER OF BUSINESS** **Disussion of Amenities Reopening**
72

73 The Board reviewed the status of the recently opened amenities at the District. The
74 Board requested Mr. Radcliff obtain information/guidance on opening the Clubhouse in
75 the future.
76

77 **EIGHTH ORDER OF BUSINESS** **Staff Reports**
78

79 **A. District Counsel**

80 No report, not in attendance.
81

82 **B. District Engineer**

83 Mr. Radcliff presented the Aquatic Services Report to the Board.
84 The Board requested follow-up on erosion on pond A and damage to the
85 surrounding sod on Pond F.
86

87 **C. Clubhouse Manager**

88 Mr. Radcliff presented the Clubhouse Report to the Board. Ms. Valenti
89 updated the Board on a potential new hire for the position of Clubhouse
90 Manager.
91
92
93

94 **D. District Manager:**
95 Mr. Radcliff announced that the next regularly scheduled meeting is
96 scheduled for August 27, 2020 at 9:00 a.m.

97

98 **FIFTH ORDER OF BUSINESS**

Supervisors Request

99

100 Mr. Bennett commented on maintenance issues in 3B by Yellowstone.

101

102 **SIXTH ORDER OF BUSINESS**

Adjournment

103

104 Mr. Radcliff stated that if there was no further business to come before the Board
105 then a motion to adjourn was in order.

106

On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor the Board of Supervisors adjourned the meeting at 6:27 p.m., for the Long Lake Reserve Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 5

RESOLUTION 2020-07

THE ANNUAL APPROPRIATION RESOLUTION OF THE LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2020, submitted to the Board of Supervisors (“**Board**”) of the Long Lake Reserve Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Long Lake Reserve Community Development District for the Fiscal Year Ending September 30, 2021.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2020/2021, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND	\$_____
TOTAL ALL FUNDS	\$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2019/2020 or within 60 days following the end of the Fiscal Year 2020/2021 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.

- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS ___ DAY OF _____, 2020.

ATTEST:

**LONG LAKE RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2020/2021 Budget

Tab 6

RESOLUTION 2020-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Long Lake Reserve Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Pasco County, Florida (“**County**”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”), attached hereto as **Exhibit “A;”** and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2020/2021; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector

(“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B,”** and to certify the portion of the Assessment Roll related to certain developed property (“**Tax Roll Property**”) to the County Tax Collector pursuant to the Uniform Method, all as set forth in **Exhibit “B;”** and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits “A” and “B,”** and is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapter 190, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits “A” and “B.”**

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this ___ day of _____, 2020.

ATTEST:

**LONG LAKE RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairman, Board of Supervisors

- Exhibit A:** Budget
- Exhibit B:** Assessment Roll (Uniform Method)
Assessment Roll (Direct Collect)

Tab 7

RESOLUTION 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Long Lake Reserve Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit "A".

Section 2. In accordance with Section 189.417(1), Florida Statutes, the District's Secretary is hereby directed to file annually, with Pasco County, a schedule of the District's regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2020.

**LONG LAKE RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY

EXHIBIT “A”
BOARD OF SUPERVISORS MEETING DATES
LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT
FOR FISCAL YEAR 2020/2021

October 22, 2020
November 19, 2020 (date adjusted due to the Holiday)
December 17, 2020 (date adjusted due to the Holiday)
January 28, 2021* 6:00 p.m.
February 25, 2021
March 25, 2021* 6:00 p.m.
April 22, 2021
May 27, 2021* 6:00 p.m.
June 24, 2021
July 22, 2021* 6:00 p.m.
August 26, 2021
September 23, 2021

All meetings will convene at 9:00 a.m., with the exception of January, March, May and July meetings will convene at 6:00 p.m., at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558.

Please note that due to the ongoing nature of the COVID-19 public health emergency, it may be necessary to hold the above referenced meetings utilizing communications media technology in order to protect the health and safety of the public or at an alternative physical location other than the location indicated above. To that end, anyone wishing to participate in such meetings should contact the District Manager’s Office prior to each meeting to confirm the applicable meeting access and/or location information. Additionally, interested parties may refer to the District’s website for the latest information: <https://www.longlakecdd.org/>.