



Rizzetta & Company

K-Bar Ranch Community Development District

Board of Supervisors' Meeting October 7, 2020

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

www.kbarranchcdd.com

**K-BAR RANCH
COMMUNITY DEVELOPMENT DISTRICT**

New Tampa Regional Library located at 10001 Cross Creek Blvd., Tampa, FL 33647

Board of Supervisors	Vicki Shuster Vacant John Bowersox Dr. Christiane Rinck Cynthia Gustavel	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lynn Hayes	Rizzetta & Company, Inc.
District Counsel	Vivek Babbar	Straley Robin & Vericker
District Engineer	Tonja Stewart	Stantec Consulting

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.

K-BAR RANCH COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO RD • SUITE 100 • WESLEY CHAPEL, FL
33544

WWW.KBARRANCHCDD.COM

Board of Supervisors
K-Bar Ranch Community
Development District

September 29, 2020

Dear Board Members:

The regular meeting of the Board of Supervisors of the K-Bar Ranch Community Development District will be held on **Wednesday, October 7, 2020 at 6:00 p.m.** to be conducted via teleconference call pursuant to Governor DeSantis' Executive Order if extended or in person at the Pavilion, located at 10511 Wild Tamarind Drive, Tampa, FL 33647. The following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on September 2, 2020 Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for August 2020 Tab 2
 - C. Consideration of a Board Supervisor Resignation – Craig Margelowsky..... Tab 3
- 4. STAFF REPORTS**
 - A. District Chairman
 - B. District Counsel
 - C. District Engineer
 - D. District Manager
 1. Presentation of Action Item List.....Tab 4
- 5. BUSINESS ITEMS**
 - A. Presentation of Field Inspection Report and Landscaper's Response Tab 5
 1. Consideration of Yellowstone's Proposals..... Tab 6
 - B. Consideration of Proposals to Prune Street Trees in Phases (tabled from last meeting for more proposals)..... Tab 7
 - C. Consideration of Proposals for Two New Bulletin Boards. Tab 8
 - D. Ratification of District's Insurance Renewal Tab 9
- 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,
[Lynn Hayes](#)
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.

**K-BAR RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the K-Bar Ranch Community Development District was held on **Wednesday, September 2, 2020 at 6:00 p.m.**, to be conducted by means of Communications media technology telephone pursuant to Executive Orders 20-179 as extended per Executive Order 20-193.

Present via teleconference and constituting a quorum were:

Vicki Shuster	Board Supervisor, Chairman
Craig Margelowsky	Board Supervisor, Vice Chairman
John Bowersox	Board Supervisor, Assistant Secretary
Cynthia Gustavel	Board Supervisor, Assistant Secretary
Dr. Christiane Rink	Board Supervisor, Assistant Secretary

Also present via teleconference were:

Lynn Hayes	District Manager, Rizzetta & Company, Inc.
Matthew Huber	Regional Manager, Rizzetta & Company
Vivek Babbar	District Counsel, Straley, Robin & Vericker
Tonja Stewart	District Engineer, Stantec Consulting
Bryan Schaub	Field Services Manager, Rizzetta & Company
Matt Mattos	Representative, Yellowstone Landscape

Audience

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Hayes asked if there were any audience comments. There were no audience comments put forth at this time.

46 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the**
47 **Board of Supervisors' Meeting held**
48 **on August 5, 2020**
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50 Mr. Hayes presented the August 5, 2020 meeting minutes. There were a few
51 changes made to the meeting minutes.
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On a Motion by Mr. Margelowsky, seconded by Mr. Bowersox, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on August 5, 2020 as amended for K-Bar Ranch Community Development District.

53 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
54 **Maintenance Expenditures for July**
55 **2020**
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58 Mr. Hayes presented the Operation and Maintenance Expenditures for and July
59 2020. A brief discussion ensued regarding a couple of invoices and the services they
60 represent.
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On a Motion by Mr. Margelowsky, seconded by Mr. Bowersox, with all in favor, the Board of Supervisors ratified the Operation & Maintenance Expenditures for July 2020 (\$31,076.35) as presented for K-Bar Ranch Community Development District.

62 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2020-07,**
63 **Re-Designating Officers of the**
64 **District**
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67 Mr. Hayes presented Resolution 2020-07, Re-Designating Officers of the District.
68 The Board decided to leave the officers as they are until the November 4, 2020 Board of
69 Supervisors meeting. Mr. Margelowsky informed the Board that he would be resigning
70 after today's meeting. Mr. Babbar requested a resignation letter from Mr. Margelowsky
71 and informed him of the requirement of filing a Form 1F.
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On a Motion by Mr. Margelowsky, seconded by Ms. Shuster, with all in favor, the Board of Supervisors approved Resolution 2020-07, Re-Designating Officers of the District as follows: Vicki Shuster – Chairman, Craig Margelowsky – Vice Chairman, John Bowersox, Cynthia Gustavel, and Dr. Christiane Rinck – Assistant Secretaries for K-Bar Ranch Community Development District.

73 **SIXTH ORDER OF BUSINESS** **Staff Reports**
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75 **A. District Chairman**
76 Ms. Shuster discussed the pressure washing of the sidewalks, a fountain
77 issue, bass pro-shop, and Frontier Fios Cable.
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On a Motion by Mr. Margelowsky, seconded by Ms. Shuster, with all in favor, the Board of Supervisors approved buying a game camera and installing it at the fountain for K-Bar Ranch Community Development District.

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B. District Counsel

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Mr. Babbar gave an update on Governor DeSantis' Executive Orders. He said that the most recent Executive Order extends the virtual meetings through September 30, 2020.

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C. District Engineer

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Ms. Stewart did not have a proposal to present for erosion repair of all ponds. A discussion ensued regarding the condition of all ponds. Ms. Stewart provided some recommendations for Heron Preserve and Basset Creek ponds. She entertained questions regarding permits.

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D. District Manager

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Mr. Hayes stated that the next Board of Supervisors' meeting will be held on Wednesday, October 7, 2020 at 6:00 p.m. at the New Tampa Regional Library or via telephonic conference call.

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Mr. Hayes presented and reviewed the Action Item List with the Board. A discussion ensued regarding the Securiteam proposal.

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Mr. Hayes presented a proposal from Illuminations Holiday Lighting. Attached as (Exhibit "A").

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On a Motion by Mr. Margelowsky, seconded by Ms. Shuster, with all in favor, the Board of Supervisors approved Illuminations Holiday Lighting proposal for holiday lights (\$5,750.00) for K-Bar Ranch Community Development District.

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SEVENTH ORDER OF BUSINESS

Presentation of Field Inspection Report and Landscaper's Response

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Mr. Schaub presented and reviewed the Field Inspection Report dated August 13, 2020. There were no questions.

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EIGHTH ORDER OF BUSINESS

Consideration of Proposal to Prune Street Trees in Phases

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Mr. Hayes presented Yellowstone's proposal to prune street trees in phases. He stated that the total cost from Yellowstone's proposal was \$52,675.00 A discussion ensued. The Board requested that this proposal be tabled to obtain two more bids for the project. No Board action was taken.

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On a Motion by Ms. Shuster, seconded by Mr. Bowersox, with all in favor, the Board of Supervisors approved Yellowstone Landscape's proposal #82165 to prune the street trees in phases (\$52,675.00) for K-Bar Ranch Community Development District.

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NINTH ORDER OF BUSINESS

Consideration of American Access's Proposal for Access Cards

Mr. Hayes presented the American Access's proposal for access cards. He stated that the total cost for 600 access cards is \$2,907.80. Mr. Hayes reviewed Home River and DCSI's quotes. After further discussion, the Board stated that they had no interest in these proposals.

TENTH ORDER OF BUSINESS

Consideration of Revised Proposals for Round-a-Bouts

Mr. Hayes presented the revised proposals from Yellowstone Landscape and Alvarez Lawn & Landscaping Service for the round-a-bout improvements. He reviewed the different options with the Board. A discussion ensued regarding the proposed improvements.

On a Motion by Ms. Shuster, seconded by Mr. Bowersox, with all in favor, the Board of Supervisors approved Alvarez Lawn and Landscaping's proposal for the Round-a-Bout Enhancements (\$10,000.00) with the stipulation of no additional cost for watering for K-Bar Ranch Community Development District.

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ELEVENTH ORDER OF BUSINESS

Discussion Regarding a New Message Board

Mr. Hayes stated that the cost of new bulletin boards is \$650.00/each. He stated that there was no warranty on the previous green board purchased July 19, 2019. A discussion was held regarding a new message Board. The Board requested three proposals for two bulletin boards.

TWELFTH ORDER OF BUSINESS

Consideration of Proposal for Pressure Washing Common Area Sidewalks

Mr. Hayes presented and reviewed the proposal from Under Pressure for pressure washing of the common area sidewalks.

On a Motion by Mr. Margelowsky, seconded by Mr. Bowersox, with all in favor, the Board of Supervisors approved Under Pressure's proposal for pressure washing the common area sidewalks (\$10,950.00) for K-Bar Ranch Community Development District.

Tab 2

K-BAR RANCH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · CITRUS PARK, FL 33625

Operation and Maintenance Expenditures August 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2020 through August 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$75,442.85**

Approval of Expenditures:

___ Chairperson

___ Vice Chairperson

___ Assistant Secretary

K-Bar Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Blue Water Aquatics, Inc.	001977	26895	Aquatic Service 07/20	\$ 2,055.00
Bright House Networks	2020080720-1	046395901072220	19181 Bassett Creek Dr 07/20	\$ 139.34
Christiane Rinck	001973	CR080520	Board of Supervisors Meeting 08/05/20	\$ 200.00
City of Tampa Utilities	001978	2133060 07/20	10511 Wild Tamarind Dr 07/20	\$ 86.50
City of Tampa Utilities	001978	2163299 07/20	19349 Water Maple Dr 07/20	\$ 5.50
Craig Margelowsky	001971	CM080520	Board of Supervisors Meeting 08/05/20	\$ 200.00
Cynthia Gustavel	001969	CG080520	Board of Supervisors Meeting 08/05/20	\$ 200.00
Horner Environmental Professionals, Inc.	001962	216720	10YR Wildlife Monitoring 07/20	\$ 995.00
JBW Designs, LLC dba Poop 911	001979	3557318	9 Stations Filled/Emptied 07/20	\$ 214.11
JBW Designs, LLC dba Poop 911	001979	3672885	(1) Station Installed 07/20	\$ 349.00
John C. Bowersox	001970	JB080520	Board of Supervisors Meeting 08/05/20	\$ 200.00
Nvirotect Pest Control Service, Inc	001963	212769	Pest Control Account #9822 08/20	\$ 65.00

K-Bar Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Phil Lentsch	001972	00031479	Four Books Copied 07/20	\$ 230.63
Rizzetta & Company, Inc.	001955	INV0000051760	District Management Services 08/20	\$ 4,193.34
Rizzetta Amenity Services, Inc.	001974	INV00000000007483	Amenity Management Services 05/20	\$ 1,018.61
Rizzetta Amenity Services, Inc.	001974	INV00000000007796	Amenity Management Services 08/20	\$ 1,019.84
Rizzetta Amenity Services, Inc.	001981	INV00000000007858	EE Recruiting 07/20	\$ 70.29
Rizzetta Technology Services, LLC	001956	INV0000006093	Email & Website Hosting Services 08/20	\$ 175.00
Rust Off, LLC	001975	26675	Rust Prevention 07/20	\$ 595.00
Rust Off, LLC	001982	27052	Rust Prevention 08/20	\$ 595.00
Scott C. Masucci	001980	Kbar0010	Pressure Wash Pool Deck & Furniture 08/20	\$ 470.00
Scott C. Masucci	001954	Kbar006-1	Pool Service 07/20	\$ 400.00
Securiteam, Inc.	001964	13407	Security Monitoring - Clubhouse 08/20	\$ 2,640.00
Securiteam, Inc.	001957	9360070720	Service Call - IT 07/20	\$ 591.00

K-Bar Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Signs of Tampa Bay, LLC	001958	SAR-9771	Parks & Recreation Signage 07/20	\$ 40.46
Straley Robin Vericker	001959	18683	Legal Services 07/20	\$ 1,570.00
Tampa Electric Company	001965	211004822469 06/20	Stonecreek TNHMS LD 929 06/20	\$ 612.02
Tampa Electric Company	001965	211004822469 07/20	Stonecreek TNHMS LD 929 07/20	\$ 612.02
Tampa Electric Company	001965	211004822964 06/20	Bassett Creek Drive 06/20	\$ 2,579.37
Tampa Electric Company	001965	211004822964 07/20	Bassett Creek Drive 07/20	\$ 2,579.37
Tampa Electric Company	001968	Electric Summary 07/20	Electric Summary 07/20	\$ 12,159.69
United Building Maintenance, Inc.	001960	329	Pool Cabana/Restroom Maintenance 08/20	\$ 600.00
US Bank	001961	5751033	Trustee Fees Series 2016 05/01/20-04/30/21	\$ 3,717.38
US Bank	001966	5814729	Trustee Fees Series 2014 O-1 07/01/20-06/30/21	\$ 4,089.11
US Bank	001966	5814730	Trustee Fees Series 2014Q 07/01/20 - 06/30/21	\$ 4,089.11
Victoria Shuster	001976	VS080520	Board of Supervisors Meeting 08/05/20	\$ 200.00

K-Bar Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	001967	TM 125349	Monthly Landscape Maintenance 07/20	\$ 12,357.58
Yellowstone Landscape	001983	TM 135697	Monthly Landscape Maintenance 08/20	<u>\$ 13,528.58</u>
Report Total				<u>\$ 75,442.85</u>