



Rizzetta & Company

K-Bar Ranch Community Development District

Board of Supervisors' Meeting November 4, 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

October 27, 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, November 4, 2020 at 6:00 p.m.** to be held at the **K-Bar Ranch II Amenity Center, located at 10820 Mistflower Lane, 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 October 7, 2020..... Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for September 2020..... Tab 2
 - C. Consideration of a Board Supervisor Replacement..... Tab 3
 1. Administer Oath of Office to Newly Appointed Supervisor..... Tab 4
 2. Review of Form 1 and Sunshine Amendment
 - D. Consideration of Resolution 2020-01, Designating Officers of the District..... Tab 5
- 4. STAFF REPORTS**
 - A. District Chairman
 - B. District Counsel
 - C. District Engineer
 - D. District Manager
 1. Presentation of Action Item List..... Tab 6
- 5. BUSINESS ITEMS**
 - A. Presentation of Field Inspection Report and Landscaper's Response..... Tab 7
 - B. Consideration of Yellowstone Landscape's Amendment No. 1 to the Master Agreement..... Tab 8
 - C. Discussion Regarding Aquatics Workshop in December
 - D. Discussion Regarding Installing Basketball Hoops
 - E. Consideration of Revised Proposals to Prune Street Trees in Phases..... 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, October 7, 2020 at 6:03 p.m.**, to be conducted by means of communications media technology telephone pursuant to Executive Orders 20-193 as extended per Executive Order 20-246.

Present via teleconference and constituting a quorum were:

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

Also present via teleconference were:

Lynn Hayes	District Manager, Rizzetta & Company, Inc.
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. Audience comments were entertained regarding the Board meetings after the Governor DeSantis' Executive Orders for zoom meetings expire. Mr. Morales reviewed his power point list of items that he sent to the Board.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Meeting held on September 2, 2020

Mr. Hayes presented the September 2, 2020 meeting minutes. There was a change made to the motion box on line #118.

On a Motion by Dr. Rink, seconded by Ms. Gustavel, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on September 2, 2020 as amended for K-Bar Ranch Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for August 2020

Mr. Hayes presented the Operation and Maintenance Expenditures for August 2020. The Board requested two meeting agenda books for their November meeting for John Bowersox and Vicki Shuster. Ms. Gustavel and Dr. Rink will use tablets that were purchased for them. The Board requested that three agenda books be made for the December meeting as there will be a new Board Supervisor at that meeting.

On a Motion by Ms. Shuster, seconded by Mr. Bowersox, with all in favor, the Board of Supervisors ratified the Operation & Maintenance Expenditures for August 2020 (\$75,442.85) as presented for K-Bar Ranch Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of a Board Supervisor Resignation

Mr. Hayes presented the resignation letter from Craig Margelowsky and asked the Board for a motion to accept Mr. Margelowsky's resignation letter.

On a Motion by Ms. Gustavel, seconded by Ms. Shuster, with all in favor, the Board of Supervisors accepted Craig Margelowsky's letter of resignation for K-Bar Ranch Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Chairman

Ms. Shuster would like to disconnect service for the camera at 19181 Basset Creek Drive location.

The Board would like to schedule an Aquatics Maintenance workshop in December once they have a full Board. They would like District Engineer and the pond vendor to be present.

81 The Board will discuss possible dates for the workshop at their November
82 meeting.
83

On a Motion by Ms. Shuster, seconded by Ms. Gustavel, with all in favor, the Board of Supervisors approved disconnecting Spectrum Service for the camera located at 19181 Basset Creek Drive for K-Bar Ranch Community Development District.

84
85 **B. District Counsel**
86 Mr. Babbar gave an update on Governor DeSantis' Executive Orders. He
87 stated that we are on Phase 3 now. He said that the most recent Executive
88 Order extends the virtual meetings through October 31, 2020. Mr. Babbar
89 stated that if the Governor does not extend his Executive Orders that the
90 Board will be meeting in person. He reminded the Board that 3 Board
91 members must be present in person to fulfill the quorum requirement to hold
92 the meeting. A discussion ensued regarding meeting locations if the library
93 has not opened back up for their November 4th meeting. Mr. Hayes will
94 check to see if K-Bar Ranch II's Amenity Center will be open.
95

96 The Board would like an in-person meeting and zoom/conference call
97 capability (hybrid meeting) for residents to participate. Mr. Babbar stated that
98 he was opposed to hybrid meetings but stated that it was okay for the Board
99 to do so. A discussion ensued. Ms. Gustavel volunteered to run Mr. Hayes
100 laptop for zoom for resident participation.
101

102 **C. District Engineer**
103 Ms. Stewart stated that she is working with Brett from Yellowstone to draft
104 an Interlocal Agreement/Invoice to reimburse K-Bar Ranch II CDD. Ms.
105 Stewart stated that she will provide revised map after working with Brett. She
106 spoke about the replacement of the sidewalk at the clubhouse. The work is
107 finished, and the Board is not happy with it. Harris to address the issue and
108 fix properly.
109

110 Ms. Stewart stated that she was okay with the open water in the middle of
111 the ponds. She will discuss this with Virgil, and they will attend the Aquatics
112 Workshop in December.
113

114 **D. District Manager**
115 Mr. Hayes stated that the next Board of Supervisors' meeting will be held on
116 Wednesday, November 4, 2020 at 6:00 p.m. at the New Tampa Regional
117 Library or via telephonic conference call.
118

119 Mr. Hayes presented and reviewed the Action Item List with the Board. A
120 discussion ensued regarding the layout of the Action Item List in the meeting
121 agenda.
122

123 A discussion ensued regarding the following items:
124

- 125 • Pressure Washing of sidewalk completed at Wild Tamarind
- 126 • Spectrum Upgrade to internet speeds
- 127 • Board would like to revisit the installation of Basketball Hoops and
- 128 Open Courts – will need Covid-19 signage like the Amenity Center
- 129 has
- 130 • Would like community pressure washing scheduled twice a
- 131 year/every six months (October and April rotation).
- 132

133 **SEVENTH ORDER OF BUSINESS**

**Presentation of Field Inspection
Report and Landscaper's Response**

134
135
136 Mr. Schaub presented and reviewed the Field Inspection Report dated
137 September 15, 2020 and the landscaper's responses. He entertained the Board
138 members' questions. Dr. Rinck wants the ponds accessed when the water level is
139 lower. She is unhappy and would like some vegetation removed from the middle of
140 some ponds.

141
142 **EIGHTH ORDER OF BUSINESS**

**Consideration of Yellowstone's
Proposals**

143
144
145 Mr. Schaub presented Yellowstone's proposals to the Board for their
146 consideration. He entertained the Board members' questions.

147

On a Motion by Ms. Shuster, seconded by Dr. Gustavel, with all in favor, the Board of Supervisors approved Yellowstone Landscape's proposal #87829 for community mulching (\$10,465.00) for K-Bar Ranch Community Development District.

148
149 **NINTH ORDER OF BUSINESS**

**Consideration of Proposals to Prune
Street Trees in Phases**

150
151
152 Mr. Hayes presented the proposals from Arbor Bay and Yellowstone Landscape
153 for pruning the street trees. A discussion ensued. The Board would like a revised
154 proposal to include 256 trees in the common areas. Yellowstone agreed to revise their
155 price. The Board also requested a proposal from Alvarez for their November meeting.
156 The Board tabled the proposals to prune the street trees and would like revised
157 proposals at their November 4th meeting.

158
159 **TENTH ORDER OF BUSINESS**

**Consideration of Proposals for Two
New Bulletin Boards**

160
161
162 Mr. Hayes presented the proposals from Park Warehouse, Worthington Direct
163 and Beacon Athletics for the two new bulletin boards. A discussion ensued.
164

165 The Board would like Park Warehouse to provide a proposal for 2 signs and 4
166 posts with an upgrade for the back.
167

On a Motion by Ms. Shuster, seconded by Mr. Bowersox, with all in favor, the Board of Supervisors approved Park Warehouse to provide the revised replacement bulletin boards (not-to-exceed \$3,000.00) for K-Bar Ranch Community Development District.

168
169 **ELEVENTH ORDER OF BUSINESS** **Ratification of District's Insurance**
170 **Renewal**

171
172 Mr. Hayes presented the Egis's proposal for the District's insurance renewal.
173

On a Motion by Mr. Bowersox, seconded by Ms. Shuster, with all in favor, the Board of Supervisors ratified the approval of Egis' proposal for the District's insurance renewal for K-Bar Ranch Development District.

174
175 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**
176

177 Mr. Hayes asked if there were any Supervisor requests. Dr. Rinck wants an onsite
178 visit with Ms. Stewart or Virgil from Blue Water Aquatics to walk the ponds and get an
179 understanding of pond maintenance. The Board would like Virgil to provide monthly/6-
180 month reports for the ponds The Board would like District management to send the Blue
181 Water Aquatics contract and any candidate info for the vacant seat sent to them.
182

183 Ms. Gustavel spoke about the tree on Paddock View in Heron Preserve which she
184 stated has a broken sprinkler at the edge of the mulch.
185

186 Mr. Bowersox would like the Stone Creek Monument displayed on the District's
187 website.
188

189 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**
190

191 Mr. Hayes stated that if there was no further business to come before the Board
192 then a motion to adjourn would be in order.
193

On a Motion by Mr. Bowersox, seconded by Ms. Shuster, with all in favor, the Board of Supervisors adjourned the meeting at 8:00 p.m. for K-Bar Ranch Community Development District.

194
195
196
197
198 _____ Chairman / Vice Chairman
199 Secretary / Assistant Secretary

Tab 2

K-BAR RANCH COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures September 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$81,107.75**

Approval of Expenditures:

___ Chairperson

___ Vice Chairperson

___ Assistant Secretary

K-Bar Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Weed Control, Inc.	002001	51257	Wetland/Upland Maintenance - Semi-Annual 09/20	\$ 4,393.00
Bass Pro Shops	001999	091720-2	Game Camera 09/20	\$ 79.97
Best Buy	002000	091720	I Pad Tablet 09/20	\$ 535.98
Blue Water Aquatics, Inc.	001991	26940	Aquatic Service 08/20	\$ 2,055.00
Christiane Rinck	002013	CR090220	Board of Supervisors Meeting 09/02/20	\$ 200.00
City of Tampa Utilities	002002	2133060 08/20	10511 Wild Tamarind Dr 08/20	\$ 94.10
City of Tampa Utilities	002002	2163299 08/20	19349 Water Maple Dr 08/20	\$ 5.50
Craig Margelowsky	002011	CM090220	Board of Supervisors Meeting 09/02/20	\$ 200.00
Cynthia Gustavel	002008	CG090220	Board of Supervisors Meeting 09/02/20	\$ 200.00
Egis Insurance Advisors LLC	002003	11967	General Liability/Prop/POL Insurance FY 20/21	\$ 8,913.00
Illuminations Holiday Lighting, LLC	002009	112920	50% Deposit - Holiday Lighting 09/20	\$ 3,918.75
JBW Designs, LLC dba Poop 911	002004	3626722	9 Stations Filled/Emptied 08/20	\$ 214.11
Jeremy T. Crawford	001992	1074	Replace Old Community Board & Install Lock Fountain 03/20	\$ 260.00
Jeremy T. Crawford	001992	1085	Install Backboard & Tennis Net 03/20	\$ 3,192.95

K-Bar Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jeremy T. Crawford	001992	1217	Install Drain 07/20	\$ 1,200.00
Jeremy T. Crawford	001992	1254	Replace Shower Head - Pool Deck 08/20	\$ 85.00
John C. Bowersox	002010	JB090220	Board of Supervisors Meeting 09/02/20	\$ 200.00
Lynn Hayes	002007	092420 Hayes	(2) Apple I-Pad Tables for BOS Meetings 09/20	\$ 535.98
Nvirotect Pest Control Service, Inc	001993	215223	Pest Control Account #9822 09/20	\$ 65.00
Phil Lentsch	001994	00031586	Three Books Copied 08/20	\$ 138.23
Republic Services #696	001985	0696-000888684	Disposal Service 08/20	\$ 158.12
Republic Services #696	001985	0696-000894756	Disposal Service 09/20	\$ 158.05
Rizzetta & Company, Inc.	001986	INV0000052550	District Management Services 09/20	\$ 4,193.34
Rizzetta Amenity Services, Inc.	001990	INV00000000007890	Amenity Management Services 08/20	\$ 708.62
Rizzetta Amenity Services, Inc.	001995	INV00000000007922	Amenity Management Services 09/20	\$ 1,007.79
Rizzetta Amenity Services, Inc.	002014	INV00000000007982	Amenity Management Services 09/20	\$ 1,007.79
Rizzetta Technology Services, LLC	001987	INV0000006193	Email & Website Hosting Services 09/20	\$ 175.00
Rust Off, LLC	002005	27435	Rust Prevention 09/20	\$ 595.00

K-Bar Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Scott C. Masucci	001984	Kbar0011	Replace Vacuum Pump 08/20	\$ 530.00
Scott C. Masucci	001984	Kbar011	Pool Service 08/20	\$ 400.00
Scott C. Masucci	002012	kbar011-3	Pool Service 09/20	\$ 420.00
Securiteam, Inc.	001996	10047	50% Deposit - Security Cameras & Equipment 09/20	\$ 10,833.00
Solitude Lake Management, LLC	001997	PI-A00467445	Quarterly Fountain Service 09/20	\$ 154.00
Straley Robin Vericker	001988	18789	Legal Services 08/20	\$ 1,228.40
Straley Robin Vericker	002016	18855	Legal Services 09/20	\$ 1,430.00
Tampa Electric Company	001998	211004822469 08/20	Stonecreek TNHMS LD 929 08/20	\$ 612.02
Tampa Electric Company	001998	211004822964 08/20	Bassett Creek Drive 08/20	\$ 2,564.75
Tampa Electric Company	001998	Electric Summary 08/20	Electric Summary 08/20	\$ 12,151.80
United Building Maintenance, Inc.	001989	330	Pool Cabana/Restroom Maintenance 09/20	\$ 600.00
United Building Maintenance, Inc.	001989	331	Janitorial Supplies 09/20	\$ 15.91
Victoria Shuster	002015	VS090220	Board of Supervisors Meeting 09/02/20	\$ 200.00
Yellowstone Landscape	002006	TM 130262	Install Sod Oak Tree - K Bar Ranch Pkwy 07/20	\$ 116.50

K-Bar Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	002006	TM 139390	Install & Relocate Trees - Mistflower 08/20	\$ 3,105.50
Yellowstone Landscape	002006	TM 140648	Irrigation Inspection Repair 08/20	\$ 96.71
Yellowstone Landscape	002006	TM 141052	Install Summer Annuals 08/20	\$ 864.00
Yellowstone Landscape	002006	TM 141053	Remove Cypress Tree Bassett Creek Entrance 08/20	\$ 225.00
Yellowstone Landscape	002006	TM 149374	Monthly Landscape Maintenance 09/20	\$ <u>11,307.58</u>
Report Total				\$ <u>81,107.75</u>

Tab 3

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE K-BAR RANCH COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the K-Bar Ranch 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 Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to re-designate the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF K-BAR RANCH COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairperson.

Section 2. _____ is appointed Vice Chairperson.

Section 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Section 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2020.

**K-BAR RANCH COMMUNITY
DEVELOPMENT DISTRICT**

Chair/Vice Chair

Attest:

Secretary/Assistant Secretary