



Rizzetta & Company

Lake Padgett Estates Independent Special District

Board of Supervisors' Meeting July 16, 2020

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

www.lakepadgettisd.org

**LAKE PADGETT ESTATES
INDEPENDENT SPECIAL DISTRICT**

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

Board of Supervisors	Steve Yarbrough Pam Carr Linda Hutchinson Keith Crockett David Hipps	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lynn Hayes	Rizzetta & Company, Inc.
District Counsel	Tim Hayes	Law offices of Timothy G, Hayes, P.A.
District Engineer	John Mueller	Sprinkle 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) 994-1001. 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.

July 8, 2020

**Board of Supervisors
Lake Padgett Estates
Independent Special District**

FINAL AGENDA

Dear Board Members:

The Regular meeting of the Board of Supervisors' of Lake Padgett Estates Independent Special District will be held on **Thursday, July 16, 2020 at 6:30 p.m.** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, and 20-123 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, and May 14, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The following is the final agenda for this meeting:

- 1. CALL TO ORDER / ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
 - A. Discussion of Disabled Access Cards and Decals
 1. Setting Weekend Registration Dates
 - B. Discussion of update Regarding the General Election of ISD Board Supervisors... Tab 1
 - C. Consideration of Revised Rules and Regulations.....Tab 2
 - D. Consideration of Resolution 2020-05- Re-Designating Assistant Secretary..... Tab 3
- 4. STAFF REPORTS**
 - A. District Engineer
 1. July Report..... Tab 4
 - B. District Counsel
 - C. District Manager
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Audit Committee Meeting held on June 18, 2020..... Tab 5
 - B. Consideration of the Minutes of the Board of Supervisors' Meeting held on June 18, 2020..... Tab 6
 - C. Consideration of the Operation and Maintenance Expenditures for May 2020 Tab 7
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 994-1001.

Sincerely,
[Lynn Hayes](#)
District Manager

Tab 1

LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

July 9, 2020

Honorable Ron DeSantis, Governor
Office of the Governor
The Capitol
400 S. Monroe Street
Tallahassee, FL 32399-001

**RE: Additional Qualifying Period for candidates
Lake Padgett Estates Independent Special District (Pasco County)
General Election: November 3, 2020**

Dear Governor DeSantis:

On behalf of the Board of Supervisors of the Lake Padgett Independent Special District (the "District"), we respectfully request an additional qualifying period for five (5) seats on the Board of Supervisors for the Lake Padgett Independent Special District which are open for election on the November 3, 2020, General Election cycle.

Pursuant to Chapter 2006-317, Laws of Florida, (HB - 479), the act which created the District, the District is to be governed by a duly elected board of supervisors consisting of five members all of whom are to be elected every two (2) years during the General Election in November of that year. The purpose of the District is to maintain and operate the recreational amenities and associated infrastructure of the District, which consists of several lakefront parks and facilities (picnic areas, boat ramps, tennis courts, stables, trails, . . . etc.) within Lake Padgett Estates for the benefit of the residents of Lake Padgett Estates.

During the qualifying period for the 2020 general election, and due to Covid-19 related matters, only one individual timely qualified to run for the five positions available on the District's board. A majority of the board (3) is required to constitute a quorum for the purpose of conducting the business of the District "and exercising its powers and for all other purposes". With only one elected supervisor the District would be unable to legally function and carry on the business of the District.

Several residents of the District have subsequently expressed strong interest in running for the District's board if an additional qualifying period is granted. For this reason, we are therefore respectfully requesting that a second qualifying period be designated.

LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

I have spoken with Mr. Brian Corley, Pasco County Supervisor of Elections, and he has informed us that August 5-7, 2020, would be acceptable to his office as a revised qualifying period in order to insure adequate time to deal with the Primary Election and to post ballots for the November 3, 2020, General Election.

Thank you for your cooperation in this matter. If you, or your staff, have any questions, please feel free to contact me at my law office via telephone (813-949-6525) or email (tghayes@mindspring.com) .

Sincerely Yours,

Tim Hayes

TIMOTHY G. HAYES

District Counsel

Lake Padgett Estates Independent Special District

TGH/mj

cc: General Counsel, Department of State
R.R. Gray Building, Room 316
500 South Bronough Street
Tallahassee, Florida

Brian Corley, Supervisor of Elections
Pasco County, Florida .
P.O. Box 300 .
Dade City, FL 33526

Steve Yarborough, Chairman
Lake Padgett Estates ISD
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544

Tab 2

LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT

PARK RULES & REGULATIONS

Adopted by Resolution 2008-1 on October 17, 2007
and as amended on October 19, 2010

Article I. Administrative Provisions; Definitions; Exemptions.

Section 1. Purpose: The Lake Padgett Estates ISD is committed to serving its residents and guests with integrity, fairness, and respect. These rules are intended to provide for the safe enjoyment of Lake Padgett ISD facilities, while also fostering stewardship and the protection of natural resources and recreational facilities within the District.

Section 2. Applicability: The following rules apply to conduct of all District residents and guests within all areas owned or maintained by the Lake Padgett Estates ISD.

Section 3. Administrative Authority: The provisions promulgated herein shall be administered, interpreted and enforced by the Lake Padgett ISD District Manager.

Section 4. Definitions: For the purpose of administering, enforcing or interpreting these regulations the following definitions shall apply. When consistent with the context, the present tense includes the futures tense: the plural shall include the singular number and the singular number shall include the plural number. Any item not herein referenced shall be defined by its ordinary common meaning:

- (a) Lake Padgett Estates ISD (LPE) shall refer to the Lake Padgett Estates Independent Special District, Pasco County, Florida
- (b) Park shall refer to any property or facilities owned, leased or maintained by the Lake Padgett Estates ISD.
- (c) Express Permission shall refer to a special allowance granted (Temporary Permit), in writing, by the Lake Padgett Estates ISD Board of Supervisors on a case-by-case basis to conduct a specific event or activity in exception to these regulations.
- (d) Law Enforcement Officer shall mean any local, state or federal law enforcement officer(s), and includes the Pasco County Sheriff's Office and his or her deputies.
- (e) Resident shall mean all owners of real property within the Lake Padgett Estates ISD, family members living with the resident within the District and guests of the resident.
- (f) Qualified Non- Resident shall mean any person or persons, their guests and family members living with the Qualified Non-Resident within the District, whom are renting or leasing property within the Lake Padgett Estates ISD and have a valid and current rental or lease agreement.

(g) Interlocal Agreement - means an agreement between the Lake Padgett Estates ISD and another governmental entity entered into pursuant to Florida Statute, Chapter 163.

(h) Guests- Those individuals temporarily accessing District park property, while at all times with a resident or Qualified Non-Resident who possesses a valid access code, card, and key to District facilities.

(h) Guests - Non-Residents of the District temporarily accessing District park property, while at all times with a District resident or Qualified Non-Resident who possesses a valid access code and properly issued card and/or key to District facilities.

Article II. Park Rules and Regulations

Section 5. Facilities –Children: Facilities are reserved for the use of LPE Residents and Qualified Non-Residents. Children under the age of 12 years must be accompanied by an adult at all times.

Section 6. Admission to Facilities: Access Codes; Access Decals; Parking: Boat Trailers; Temporary Permit.

(a) Motor Vehicles: All motor vehicles, including but not limited to automobiles, golf carts, motorcycles and ATV's, entering or parked in the facilities shall have a prominently displayed valid and current LPE access decal or valid and current temporary access permit.

(b) Pedestrian Access: All pedestrians entering the facilities shall have proper identification.

(c) Access Codes: Access codes, cards and keys to the facilities are for use by LPE staff, law enforcement officers, emergency services providers, Residents and Qualified Non-Residents only and may not be loaned out, transferred or sold to anyone.

(d) Access Decals, Parking and Temporary Permits: Access Decals and Temporary Permits shall be issued by the District Manager, his (or her) designee or any member of the Board of Supervisors. Access Decals and temporary Permits are for the use of LPE staff, local, state and federal law enforcement officers, emergency services providers, Residents and Qualified Non-Residents or any person or organization having written consent of the District Manager.

(e) Parking:

(1.) **Motor Vehicles**: Parking is allowed in designated parking areas only. All motor vehicles parking in the designated handicapped parking must visually display the legal handicap parking signage.

(2.) **Boat Trailers**: Boat Trailers must be parked in the designated trailer parking area.

- (3.) **Violations:** Any vehicle or boat trailer parked outside designated parking areas is subject to be towed at owner's expense.
- (f) **Parking and Overnight Parking:** No person shall park a motor vehicle in areas of the park other than those designated by the LPE as parking areas. Motor vehicles may not be parked overnight in a park without the express written permission of the District. Motor vehicles left overnight in violation of this regulation may be ticketed and/or towed **at owner's expense.**
- (g) **Commercial Vehicles:** No person shall park or stand a commercial vehicle in LPE facilities without Express Permission. The prohibition on commercial vehicles contained in this sections shall not apply to such vehicles when they are delivering services, merchandise, or materials to the facility. Commercial vehicle shall mean any vehicle with a gross vehicle weight of 10,000 or more pounds.
- (h) **Temporary Permit:** Any person, or organization in good standing with the State of Florida, may petition the LPE **Board of Supervisors** for a temporary permit to use the facilities, provided, however, said petition is submitted in writing, **is approved by a majority of at least three (3) members of LPE Board of Supervisors at a regular monthly meeting of the Board of Supervisors** and identifies the time, date, location, and purpose of the event and proof of insurance is provided, naming LPE as an additional insured, as follows.
- (1) **General Liability Insurance:** Each petitioner shall effect and maintain during the period of the permit insurance with companies authorized to do business in Florida, with an A.M. Best rating of B+ (or better), Class VI (or higher) Commercial General Liability Insurance with a minimum limit of coverage no less than one million dollars (\$1,000,000.00) for each occurrence, which shall include the following coverages:
- a. Premises/ Operations Liability
 - b. Products/ Complete Operations
 - c. Personal/ Advertising Injury
 - d. Contractual Liability
 - e. Independent Contractors Liability
 - f. Medical Payments Five Thousand Dollars (\$5,000) coverage limit.
- (2) **Additional Endorsements:** As may be applicable to a particular event, one (1) or more of the following endorsement(s) shall be required:
- a. Hazardous Materials Endorsement: A hazardous materials endorsement shall be required for any activities involving the use of hazardous materials. Said endorsement shall provide a coverage limit of no less than two million dollars (\$2,000,000.00) combined single limit occurrence and annual aggregate with no deductible.

- b. **Animal Endorsement:** An animal endorsement shall be required for any activities involving pony rides, petting zoos and other related activities with non-domestic household pets. Said endorsement shall provide a coverage limit of no less than two million dollars (\$2,000,000.00) for each occurrence and annual aggregate with no deductible.
- c. **Carnival Endorsement:** A carnival endorsement shall be obtained for activities involving carnival type rides, bungee jumps, trampolines, orbital rides and related rides and attractions commonly associated with a fair or carnival. Said endorsement shall provide a coverage limit of no less than five million dollars (\$5,000,000.00) for each occurrence and annual aggregate with no deductible.
- d. **Boats and Planes Endorsement:** A boats and plane endorsement shall be obtained for events involving the use of motorcycles, powered model cars, boats, planes, non-standard personal cars and jet or inducted fan propulsion watercraft. Said endorsement shall provide a coverage limit of no less than two million dollars (\$2,000,000.00) for each occurrence and annual aggregate with no deductible.
- e. **Garage Keepers Liability Endorsement:** A garage keepers and liability endorsement shall be obtained for events that include valet parking service. Said endorsement shall provide a coverage limit of no less than five hundred thousand dollars (\$500,000.00) per occurrence and per location for ACV comprehension and collision.

Section 7. Park Hours of Operation: All facilities are deemed closed at sunset and open no more than 1 hour before sunrise. Vehicles in the park after dark are subject to towing, at owner's expense. Individuals in the park after dark are subject to trespassing laws and arrest by the Pasco County Sheriff's Department.

Section 8. Guests: Residents and Qualified Non-Residents are responsible for the activities of their guests and must remain on park property with their guests.

Section 9. Gated Facilities: All gates are to be locked after entering or exiting the park. Gates will remain open only when a security guard, LPE park operator, or LPE Board member, are present.

Section 10. Alcohol: Alcoholic beverages of any kind are prohibited within LPE parks, unless authorized by Express Permission.

Section 11. Glass Containers: Glass containers of any kind are prohibited within LPE parks, unless authorized by Express Permission.

Section 12. Fires: No person shall start or use a fire within a park except within facilities provided or approved by the LPE for this purpose.

Section 13. Dangerous Devices, Fireworks: No person shall operate in **any LPE** park any device or undertake any activity which will cause a projectile to be loosed or propelled which could injure a person or animal or damage property unless the person is operating the device or engaging in the activity in accordance with established park practices as part of an LPE expressly permitted activity. Activities and devices restricted under this provision include but are not limited to: fireworks, the hitting of golf balls, and the operation of a bow and arrow, crossbow, taser, spear, slingshot, dart device, or other **similar** device designed for high-speed missile projection. Fireworks of any kind are prohibited, unless authorized by Express Permission.

Section 14. Domestic Animals: Service Animals Exemption. No person shall have in his or her custody within **any LPE** park any animal, **leashed or otherwise**. **Properly permitted** service animals are exempt from this regulation (i.e. seeing eye-dog).

Section 15. Business Activities, Soliciting and Advertising:

- (a) Business Activities: No person shall sell or make an offer to sell goods or services or conduct business activities within a park without the express permission of the LPE.
- (b) Solicitation: No person shall solicit monetary valuable contributions from others **in any LPE** park without the express written permission of the District Manager.
- (c) Advertisements: No person shall advertise goods, services or events within a park without the Express Permission of the Lake Padgett Estates ISD. For the purposes of this regulation, advertisements include, but are not limited to: the distribution or posting of handbills, flyers, coupons or public announcements or signs mounted on vehicles.

Section 16. Park Pavilions: Pavilions are available for use at all times on a first-come firstserve basis. Reservations for the pavilions can be obtained by completing a Reservation Request Form. Forms may be obtained on the LPE Website or by contacting the District Manager or PE Staff at one of the park guard shacks during hours of operation. A party or event of 25 or more persons desiring to use a pavilion must secure an advance reservation.

Section 17. Boats:

- (a) 3 Boats per Party: A total of three (3) boats are allowed per party, two of which can be guest boats. Each personal watercraft (PWC) shall count as one boat. All violators will be asked to leave.
- (b) Boat and Watercraft Safety: All boaters must operate their craft in a safe manner and shall comply with all Coast Guard, Marine Patrol, Wildlife Game and Commission regulations. The operation of any boat or personal watercraft

(PWC) within the designated swim areas is prohibited. Water skiers must maintain a 75 foot clearance of the designated swim areas at all times. Launching boats or PWC's from areas other than the designated boat ramp area is prohibited. For safety reasons, all watercraft shall circle in counter clockwise rotation.

- (c) Power Loading: Power loading of boats on Lake Padgett Estates ISD ramps is prohibited.
- (d) Boat Trailers: Boat trailers must be parked in the designated trailer parking areas only.

Section 18. Swimming: Swimming is allowed in designated swim areas only. Boat launch and water ski areas are off limits to swimmers. Scuba Diving is prohibited.

Section 19. Motor Vehicles and Traffic:

- (a) Speed Limit Where None is Posted: Where no speed limit is posted, no person shall operate a motor vehicle within a park at a speed greater than 10 miles per hour.
- (b) Prohibited Vehicles: No person shall operate within a park a motorized vehicle not licensed for regular use upon public highways, excluding motorized carts furnished, approved and operated by LPE Staff.
- (c) No person shall operate within a park a farm tractor or other farm machinery or a type of vehicle used primarily for earth-moving operations, whether or not licensed for regular use upon public highways, without the Express Permission of the LPE.
- (d) Motorized Wheelchairs and Assistive Devices: Motorized wheelchairs and other motorized assistive devices for mobility impaired persons are permitted in all areas where pedestrian access is permitted, unless otherwise posted by the LPE.
- (e) Off-Road Vehicle Operation: No person shall operate any type of motorized vehicle in areas of a park other than established paved roadways, parking areas and boat ramps without the Express Permission of the LPE.

Section 20. Public Gathering: No person shall organize or engage in a public gathering of more than fifty (50) persons in a park without the Express Permission of the LPE. For the purposes of these regulations, "public gathering" shall be defined as demonstrations, picketing, speeches, vigils, parades, ceremonies, meetings, rallies, entertainment, games, shows, concerts, picnics, weddings and all other forms of public assembly.

Section 21. Rest Rooms and Facilities: Prohibited Activity

- (a) Harassment and Intimidation: No person shall loiter in the vicinity of a rest room, dressing room, or pavilion or park facility with the intent to harass, intimidate or solicit users of such facility.
- (b) Inappropriate Behavior: No person shall engage in inappropriate behavior in rest rooms, changing rooms, pavilions or park facilities. For the purpose of these regulations, inappropriate behavior includes, but is not limited to: vandalism, graffiti, destruction of property, sexual activity, use of controlled substances, sleeping, loitering, washing clothes, bathing in fountains or washbasins – or any activities prohibited by law.

Article III. Rules Enforcement

Section 22. Compliance: Any person not in compliance with the rules set forth herein shall be in violation and subject to the following enforcement procedures.

- (a) Resident, Qualified Non- Resident First Incident Violation: The District Manager shall cause a “Park Rules Violation Warning Letter” to be delivered to the address of record, by certified mail/return receipt of the Resident or Qualified Non-Resident that violated the park rule(s). Said letter shall at minimum, identify the person whom violated the rules, date, time, location and nature of violation by the Resident or Qualified Non-Resident or their guest and advise that a subsequent violation of any rule within one (1) year will result in the automatic suspension or park privileges. Said letter shall be in a form approved by District Counsel. In the event of a criminal act on District property or destruction of District property by a resident or Qualified Non-Resident, which results in a legal conviction of said Resident or Qualified Non-Resident, park privileges will immediately be suspended and notice sent pursuant to Paragraph (b) below.
- (b) Resident, Qualified Non-Resident Subsequent Incident Violation: In the event that a Resident or Qualified Non-Resident or their guests violate any park rules after having been issued a warning letter within one (1) year after receipt of such warning letter, the District Manager shall cause a “Park Rules Violation and Suspension of Privileges Notice: to be delivered to the address of record, by certified mail/return receipt of the Resident or Qualified NonResident that violated the park rule(s). If the Notice of Violation is not accepted by the Resident or Qualified Non-Resident, it shall be deemed served on the date of mailing when mailed to the address of record for owner of the property.

Said Notice shall identify the violator, date, time, location and nature of violation by the Resident or Qualified Non-Resident or their guest and shall further advise that all park privileges or said Resident or Qualified NonResident are suspended for a period of up to one (1) year from the date of receipt of the Notice of Violation as follows: The first violation will result in a 3-month

suspension, the second violation within a year will result in a 6month suspension; a third violation within a year will result in a 1-year suspension. It shall further state that said Resident or Qualified NonResident may request a hearing before the Board of Supervisors for the purpose of contesting the Notice of Violation and seeking reinstatement of park privileges.

A request for Hearing must be filed with the District Manager in writing no later than 15 days after the date the Notice of Violation was received, together with payment of the appropriate administration fee. Upon receipt of a Request for Hearing, the District Manager shall schedule the matter for hearing at the next regular meeting of the Board of Supervisors, provided, however, that the suspension of park privileges shall remain in effect during the appeal period. At said meeting the Board of Supervisors shall take testimony from the party subject of the Notice and review the matter de novo. The Board may reinstate park privileges upon a showing of good cause.

Section 23. Reinstatement of Park Privileges: Any resident or Qualified Non-Resident may petition the Lake Padgett Estates ISD Board of Supervisors for reinstatement of park privileges at any time and shall pay the appropriate administrative fee. A petition for reinstatement shall be submitted to the District Manager, whom, upon receipt, shall schedule the matter for the Board of Supervisors review at the next regularly scheduled meeting of the Board. Said petition shall at minimum, identify the name of the Petitioner, their agent-o-record, if any; the date when the suspension was effective; and a statement explaining why park privileges should be reinstated. Each petitioner shall appear before the board to present their request for reinstatement. The Board may reinstate park privileges upon a showing of good cause.

Section 24. Fees: The LPE Board of Supervisors shall establish the fees prescribed herein by Resolution in such manner as prescribed in F.S. Chapter 190.

End of Rules

Tab 3

RESOLUTION 2020-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT REDESIGNATING AN ASSISTANT SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The Lake Padgett Estates Independent Special 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 Board of Supervisors (hereinafter the “Board”) previously designated Matthew Huber as an Assistant Secretary pursuant to Resolution 2019-001; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT:

Section 1. Lynn Hayes is appointed Assistant Secretary.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 16TH DAY OF JULY, 2020.

**LAKE PADGETT ESTATES
INDEPENDENT SPECIAL DISTRICT**

CHAIRMAN

ATTEST:

ASSISTANT SECRETARY

Tab 4



July 2, 2020

Steve Yarborough
Chairman
Lake Padgett Estates Independent Special District
C/O Rizzetta & Company, Inc.
5844 Old Pasco Road, Suite 100
Wesley Chapel, Florida 33544
Via email: LCanton@rizzetta.com

RE: District Engineer Report – July 2020

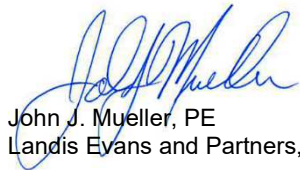
Dear Mr. Yarborough:

Please find the below status updates on the current active tasks.

1) Trail Encroachments

The report is currently being reviewed and finalized. Additionally, I am investigating and confirming additional encroachments that I have observed in the field. I plan to review aerial photographs that are available online and then confirm the additional encroachments in the field. I plan to provide the final draft version to District Counsel prior to the next board meeting.

Sincerely,



John J. Mueller, PE
Landis Evans and Partners, Inc.

Tab 5

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 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.

LAKE PADGETT INDEPENDENT SPECIAL DISTRICT

The Meeting of the Audit Committee of the Lake Padgett Independent Special District was held on **Thursday, June 18, 2020 at 6:33 p.m.** conducted by means of communications media technology telephone pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Steven Yarbrough	Board Supervisor, Chairman
Pam Carr	Board Supervisor, Vice Chairman
Keith Crockett	Board Supervisor, Assistant Secretary
David Hipps	Board Supervisor, Assistant Secretary

Also present were:

Matthew Huber	District Manager, Rizzetta & Company, Inc.
Lynn Hayes	District Manager, Rizzetta & Company, Inc.
Timothy Hayes	District Council
John Mueller	District Engineer
Audience	Present

FIRST ORDER OF BUSINESS

Roll Call

Mr. Huber performed roll call and confirmed that a quorum was met.

SECOND ORDER OF BUSINESS

**Presentation of Audit Proposal
Instructions, Evaluation Criteria and
Advertisement**

Mr. Huber stated that the district received one proposal from Grau & Associates for auditing services for fiscal year 2020-2022. The Board has the option to go out to bid to try to obtain additional proposals or accept the one received.

On a Motion by Ms. Carr, seconded by Mr. Hipps, with all in favor, the audit committee recommended that the Board approve the proposal for auditing services form Grau & Associates for Lake Padgett Estates Independent Special District.
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46 **THIRD ORDER OF BUSINESS**

Adjournment

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Mr. Huber asked for a motion from the Board to adjourn the meeting.

On a Motion by Mr. Yarborough, seconded by Ms. Carr, with all in favor, the Board of Supervisors adjourned the audit committee meeting at 6:45 p.m. for the Lake Padgett Estates Independent Special District.

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Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 6

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 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.

LAKE PADGETT INDEPENDENT SPECIAL DISTRICT

The Meeting of the Board of Supervisors' of the Lake Padgett Independent Special District was held on **Thursday, June 18, 2020 at 6:47 p.m.** conducted by means of communications media technology telephone pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Steven Yarbrough	Board Supervisor, Chairman
Pam Carr	Board Supervisor, Vice Chairman
Keith Crockett	Board Supervisor, Assistant Secretary
David Hipps	Board Supervisor, Assistant Secretary

Also present were:

Matthew Huber	District Manager, Rizzetta & Company, Inc.
Lynn Hayes	District Manager, Rizzetta & Company, Inc.
Timothy Hayes	District Counsel
John Mueller	District Engineer
Audience	Present

FIRST ORDER OF BUSINESS

Roll Call

Mr. Lynn Hayes performed roll call and confirmed that a quorum was met.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Audience comments were entertained regarding general matters. No Board action was required.

THIRD ORDER OF BUSINESS

Discussion of 4th of July Party/Parade

Discussion ensued regarding getting a staging area for the golf cart parade and having guards at the park during the parade. Board inquired with District Council to check with ISD insurance.

FOURTH ORDER OF BUSINESS

Consideration of Audit Committee Recommendation

Mr. Lynn Hayes stated that the Audit Committee recommended Grau & Associates to complete the financial audits for fiscal years 2020-2022.

On a Motion by Vice Chairman Carr, seconded by Assistant Secretary Crockett, with all in favor, the Board awarded Grau & Associates the contract to complete the district's financial audits for fiscal year 2020-2022 for Lake Padgett Estates Independent Special District.

FIFTH ORDER OF BUSINESS

Consideration of the minutes of the Board of Supervisors' Meeting held on May 21, 2020

Mr. Lynn Hayes presented the minutes from the May 21st meeting and a spelling error was noted on line 48. A brief discussion was held regarding the status of the dunk boat.

On a Motion by Assistant Secretary Crockett, seconded by Chairman Yarbrough, with all in favor, the Board approved the minutes of the Board of Supervisors meeting, held on May 21, 2020, as amended for Lake Padgett Estates Independent Special District.

SIXTH ORDER OF BUSINESS

Consideration of the Operation and Maintenance Expenditures for April 2020

Mr. Lynn Hayes presented the Operation and Maintenance Expenditures April 2020 to the Board of Supervisors.

On a Motion by Assistant Secretary Hipps, seconded by Vice Chair Carr, with all in favor, the Board approved the Operation and Maintenance Expenditures for April 2020 (\$64,211.34) for Lake Padgett Estates Independent Special District.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

Mr. Mueller stated that concrete apron around yard drains at stables and stalls need to be monitored for potential dirt clogs.

Encroachment notices have been sent relative to the trails.

B. District Counsel

A brief discussion was held regarding the requested information from Ms Gulio Chairman Yarborough stated that the receive the information but is turning over to Vice Chair Carr for further research. A request was made that the information be forwarded to the entire Board.

The Board asked that Mr. Tim Hayes to contact the owner of the sunken boat again and asked that it be put on the July agenda for possible legal action.

Mr. Tim Hayes informed the Board that to his knowledge only one Board Supervisor completed the paperwork to run for the General Election in November. He explained that according to the statues this creates a major issue for the district as it is required to have five Board Supervisors, therefore a special election will need to be requested. A brief discussion ensued.

C. District Manager

Mr. Hayes informed the Board that the next scheduled meeting is July 16, 2020 at 6:30 p.m.

EIGHTH ORDER OF BUSINESS

**Supervisor Requests/Audience
Comments**

Board supervisor expressed concerns regarding insuring that only residence are allowed access to boat ramps. And a request from staff that park reservations not be accepted while pandemic restrictions are recommended. It was decided to ensure that signage is posted throughout the community stating CDC recommendations and the following Board action was taken.

On a Motion by Vice Chair Carr, seconded by Assistant Secretary Higgs, with all in favor, the Board of Supervisors authorized a first come first served policy for use of park cabanas for the Lake Padgett Estates Independent Special District.

A lengthy discussion was held regarding decals and the possibility of scheduling a specific day to encourage residence to obtain the required permits and key cards. A request was made that a letter be mailed out to residents regarding pertinent information as well as a copy of current rules and policies. District Council recommended that the Board consider amending its rules and policies since it has been 10 years since they have been last updated. Mr. Tim Hayes recommended specifically tightening up definitions to alleviate potential loopholes. The Board agreed to discuss the matter further during the July 16th meeting but did move to make one change now.

On a Motion by Assistant Secretary Higgs, seconded by Vice Chair Carr, with all in favor, the Board of Supervisors amended the definition of a guest to include a statement that a resident cannot be considered a (guests of another resident) for the Lake Padgett Estates Independent Special District.

Further discussion ensued regarding the number of boats residents/guests can launch, the possibility of designating stealth security authorization to issue temporary passes for guests of residents in possession of access cards etc., and what constitutes a vehicle.

On a Motion by Assistant Secretary Crockett, seconded by Assistant Secretary Hipps, with all in favor, the Board of Supervisors authorized District Management to designate stealth security the ability to issue temporary passes as per community rules and policies for the Lake Padgett Estates Independent Special District.

NINETH ORDER OF BUSINESS

Adjournment

Mr. Lynn Hayes asked for a motion from the Board to adjourn the meeting.

On a Motion by Assistant Secretary Hipps, seconded by Assistant Secretary Crockett, with all in favor, the Board of Supervisors adjourned the meeting at 9:34 p.m. for the Lake Padgett Estates Independent Special District.

Assistant Secretary

Chairman/Vice Chairman

Tab 7

Lake Padgett Estates ISD

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operations and Maintenance Expenditures May 2020 For Board Approval

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

The total items being presented: **\$69,946.21**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Lake Padgett Estates ISD

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
ADP Payroll	CD656	CD656	PR PPE 04/26/20 PPD 05/01/20	\$ 3,608.47
ADP Payroll	CD657	CD657	Time & Attendance 04/20	\$ 42.46
ADP Payroll	CD658	CD658	PR FEES PPE 04/26/20 PD 05/08/20	\$ 104.12
ADP Payroll	CD659	CD659	PR PPE 05/10/20 PPD 05/15/20	\$ 3,629.10
ADP Payroll	CD661	CD661	PR FEES PPE 05/10/20 PD 05/22/20	\$ 104.12
ADP Payroll	CD662	CD662	Time & Attendance 05/20	\$ 42.46
ADP Payroll	CD663	CD663	PR PPE 05/24/20 PPD 05/29/20	\$ 3,644.51
CMH Exteriors LLC	001021	104591	General Clean Up of Canal - Area of Lakeshore Drive 04/20	\$ 4,900.00
CMH Exteriors LLC	001021	104592	General Clean Up of Canal - Grapple Truck 04/20	\$ 700.00
Duke Energy	001004	88667 82496 03/20	Summary Bill 03/20	\$ 658.26
Duke Energy	001008	08804 35076 04/20	22140 Coldstream Rd 04/20	\$ 100.10
Duke Energy	001028	88667 82496 04/20	Summary Bill 04/20	\$ 572.16
Florida Blue	001009	74497971	Health Insurance 05/15/20- 06/15/20	\$ 1,862.14
Florida Department of Revenue	001010	39-8015577725-1 04/20	Sales & Use Tax 04/20	\$ 35.98

Lake Padgett Estates ISD

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Frontier Communications of Florida	001005	210-043-0055-021920-5 05/20	210-043-0055-021920-5 05/20	\$ 717.68
Frontier Communications of Florida	001005	813-995-2205-041420-5 04/20	813-995-2205-041420-5 04/20	\$ 80.98
Frontier Communications of Florida	001029	210-043-0055-021920-5 06/20	210-043-0055-021920-5 06/20	\$ 717.68
Frontier Communications of Florida	001029	813-995-2205-041420-5 05/20	813-995-2205-041420-5 05/20	\$ 60.98
Greater Bay, Inc.	001030	2006-229	Final Draw - Laird Park Remodel Project 05/20	\$ 26,846.20
Gulf Coast Tractor & Equipment	001022	200-2004736	Supplies 04/20	\$ 57.39
Jimmy's Sanitary Service Inc	001012	30758	Monthly Service 04/20	\$ 85.00
Lake Padgett ISD	CD660	CD660	Debit Card Replenishment 05/20	\$ 916.41
Landis, Evans and Partners, Inc	001019	1537-17-40	Engineering Services 04/20	\$ 470.00
Lowe's	001013	99009294903 04/20	Miscellaneous Supplies 04/20	\$ 1,368.04
Mike Fasano, Tax Collector	001026	FL2078PX 05/20	Vessel Registration 05/20	\$ 34.75
Pasco County Property Appraiser	001014	Annual Fee FY20/21	Non-Ad Valorem Assessment Annual Fee FY 20/21	\$ 150.00
Pasco County Utilities	001006	13359582	#0361035 Civic Center Pkwy 04/20	\$ 38.90
Pasco County Utilities	001031	13479997	#0361035 Civic Center Pkwy 05/20	\$ 38.90

Lake Padgett Estates ISD

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Pasco Testing Lab and Sales, Inc.	001015	15854	Monthly Service 04/20	\$ 85.00
Pope's Water Systems, Inc.	001016	65759	Repairs Pump - Horse Stables 04/20	\$ 1,449.50
Republic Services #762	001007	0762-002583771	Waste Management Services 05/20	\$ 505.00
Rizzetta & Company	001017	INV0000049250	District Management Fees 05/20	\$ 4,295.00
Rizzetta Technology Services	001018	INV0000005781	E-Mail & Website Hosting Services 05/20	\$ 190.00
SiteOne Landscape Supply, LLC	001023	98860173-001	Non Selective Liquid Herbicide 04/20	\$ 150.01
SiteOne Landscape Supply, LLC	001023	99355937-001	Non Selective Liquid Herbicide 05/20	\$ 367.11
Southern Automated Access Services, LLC	001024	7847	HID Proximity Clamshell Cards (50) 05/20	\$ 245.00
Southern Automated Access Services, LLC	001024	7848	Gate Repairs - LPP Shed Gate 05/20	\$ 668.00
Southern Automated Access Services, LLC	001024	7849	Replaced Entrance Photo Eyes - Boat Ramp 05/20	\$ 347.80
Southern Automated Access Services, LLC	001024	7855	Change Settings - Networked Cameras Viewable Online 05/20	\$ 85.00
Special Markets Insurance Consultants, Inc.	001027	45282A	Annual BOS Volunteer Coverage Insurance 2020/21	\$ 200.00
Stealth Security Consultants LLC	001025	1020RC	Monthly Security Officer 06/20	\$ 5,184.00
Stealth Security Consultants LLC	001032	1021RC	Memorial Day Holiday Security Officers 05/20	\$ 972.00

Lake Padgett Estates ISD

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Stellar Electrical Services LLC	001020	05012020001	Balance Due 125 Amp Main Circuit Breaker Job 05/20	\$ 1,098.54
Times Publishing Company	001033	0000082626 05/13/20	Legal Advertising Acct #125118 05/20	\$ 172.00
Timothy G. Hayes & Associates	001011	194	Legal Services 04/20	\$ 2,294.00
Verizon Wireless	001034	9854183152	842326036-00001 05/20	\$ <u>51.46</u>
Report Total				<u>\$69,946.21</u>