



Rizzetta & Company

Lake Padgett Estates Independent Special District

Board of Supervisors Meeting June 17, 2021

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 David Hipps Justin Andrews Larry Dunleavy	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lynn Hayes	Rizzetta & Company, Inc.
District Counsel	Tim Hayes	Law offices of Timothy G. Hayes
District Engineer	John Mueller	Landis Evans & Partners

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.

LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT

District Office - Wesley Chapel, Florida (813) 944-1001

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

WWW.LAKEPADGETTISD.ORG

June 9, 2021

**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, June 17, 2021 at 6:30 p.m.** at the Lake Padgett Estates Stables Meeting Room, located at 3614 Stable Ridge Lane, Land O' Lakes, FL 34639. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. AUDIENCE COMMENTS**
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors Meeting held on May 20, 2021 Tab 1
 - B. Consideration of Operation and Expenditures for May 2021 Tab 2
- 5. STAFF REPORTS**
 - A. District Engineer Report..... Tab 3
 - B. Maintenance Supervisor
 1. Maintenance Report.....Tab 4
 - C. District Counsel
 - D. District Manager
- 6. BUSINESS ITEMS**
 - A. Consideration of Proposal for Boat Docks Tab 5
- 7. SUPERVISOR REQUESTS**
- 8. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions please do not hesitate to contact us at (407) 472-2471.

Sincerely,

Lynn Hayes

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 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 regular meeting of the Board of Supervisors of Lake Padgett Estates Independent Special District was held on **Thursday, May 20th at 6:33 p.m.** at the Lake Padgett Estates Stables Meeting Room, located at 3614 Stable Ridge Lane, Land O' Lakes, FL 34639.

Present and constituting a quorum:

Pam Carr **Board Supervisor, Vice Chair**

Appointed during the meeting:

Steve Yarbrough **Board Supervisor, Chair**
David Hipps **Board Supervisor, Assistant Secretary**
Justin Andrews **Board Supervisor, Assistant Secretary**
Larry Dunleavy **Board Supervisor, Assistant Secretary**

Also present were:

Lynn Hayes **District Manager, Rizzetta & Company, Inc.**
Timothy Hayes **District Counsel, Law Offices of Tim G. Hayes**
John Mueller **District Engineer, Sprinkle Consulting**

Audience

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

Audience comments were entertained. The Civic Association requested approval from the Board to host a kids art painting event.

50 On a Motion by Chair Yarbrough, seconded by Assistant Secretary Dunleavy, with all in favor,
51 the Board of Supervisors approved civic events, for the Lake Padgett Estates Independent
52 Special District.

53
54 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-03, Re-
Designating Officers of the District**

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56
57 Mr. Lynn Hayes presented and reviewed Resolution 2021-03, Re-Designating
58 Officers of the District.
59

On a Motion by Assistant Secretary Hipps, seconded by Vice Chair Carr, with all in favor,
the Board of Supervisors appointed Mr. Steve Yarbrough as Chair, Ms. Pam Carr as Vice
Chair, and Mr. Justin Andrews, Mr. David Hipps, Mr. Larry Dunleavy, Mr. Lynn Hayes and
Mr. Matthew Huber as Assistant Secretaries for the Lake Padgett Estates Independent
Special Development District.

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61 On a Motion by Assistant Secretary Andrews, seconded by Vice Chair Carr, with all in favor,
62 the Board of Supervisors adopted Resolution 2021-03, Re-Designating Officers of the
63 District, for the Lake Padgett Estates Independent Special District.

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65 **FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes from Board
of Supervisors Meeting Held on April 15,
2021**

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69 Mr. Lynn Hayes presented the Board of Supervisors meeting minutes from the April 15, 2021
70 meeting and asked if there were any changes or corrections. Hearing none, he asked for a
71 motion to approve.
72

On a Motion by Vice Chair Carr, seconded by Assistant Secretary Dunleavy, with all in favor,
the Board of Supervisors approved the Board of Supervisors meeting minutes from April 15,
2021, for the Lake Padgett Estates Independent Special District.

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74 **SIXTH ORDER OF BUSINESS**

**Consideration of the Operation and
Maintenance Expenditures for March and
April 2021**

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78 Mr. Lynn Hayes presented the Operation and Maintenance Expenditures for March
79 and April 2021.
80

81 On a Motion by Vice Chair Carr, seconded by Assistant Secretary Hipps, with all in favor, the
82 Board of Supervisors ratified the Operation and Maintenance Expenditures for March 2021
83 (\$26,360.71) and April 2021 (\$41,877.77), for the Lake Padgett Estates Independent Special
84 District.

85
86 **SEVENTH ORDER OF BUSINESS**

**Presentation of Capital Improvements
List**

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88 Mr. Lynn Hayes presented the list. Discussion ensued with the Board members and
89 audience.

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91 **EIGHTH ORDER OF BUSINESS** **Consideration of Resident Sea Wall**

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93 Mr. Lynn Hayes presented the documents for the resident sea wall request. District
94 Engineer and District Counsel reviewed the information with the Board and provided
95 recommendations for resident sea wall installation. On the advise of legal counsel the Board
96 does not have the legal authority to grant the construction of the seawall on the District's
97 property.

98

99 On a Motion by Assistant Secretary Dunleavy, seconded by Chair Yarbrough, with all in favor,
100 the Board of Supervisors denied the request to extend the sea wall onto district property, for
101 the Lake Padgett Estates Independent Special District.

102

103 **NINTH ORDER OF BUSINESS** **Staff Reports**

104

105 **A. District Engineer**

106 Mr. Mueller reviewed his May report. Discussion ensued about taking inventory of
107 all boat docks on the lakes. Chair Yarbrough suggested a committee be formed to
108 do this project.

109

110 **B. Maintenance Report**

111 Mr. Lynn Hayes presented Steve Rowell's (Maintenance Supervisor) report.
112 Chair Yarbrough spoke to Steve Rowell and asked him to attend the June 17, 2021
113 ISD meeting.

114

115 On a Motion by Vice Chair Carr, seconded by Assistant Secretary Hipps, with all in favor, the
116 Board of Supervisors approved the tree removal within 7 days with a not to exceed amount of
117 \$4,800, for the Lake Padgett Estates Independent Special District.

118

119 On a Motion by Assistant Secretary Hipps, seconded by Assistant Secretary Andrews, with all
120 in favor, the Board of Supervisors agreed to amend the FY 2121/2022 Budget and use
121 reserve funds not to exceed \$4,800 to cover tree removal expense, for the Lake Padgett
122 Estates Independent Special District.

123

124 **C. District Counsel**

125 Mr. Tim Hayes presented the 2017 policy for new boat docks and will provide a
126 proposal at the next meeting on June 17, 2021.

127

128 **D. District Manager**

129 Mr. Lynn Hayes informed the Board that the next scheduled meeting is June 17, 2021
130 at 6:30 p.m. at the Lake Padgett Estates Stables Meeting Room, located at 3614
131 Stable Ridge Lane, Land O' Lakes, FL 34639. He also informed the Board the final
132 budget hearing and ISD Meeting will be held on August 19, 2021 at 6:30 p.m. at the
133 Lake Padgett Estates Stables Meeting Room, located at 3614 Stable Ridge Lane,
134 Land O' Lakes, FL 34639.

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136 Mr. Lynn Hayes informed the Board that as if April 15, 2021 there were 2,138
137 registered voters in the district.

138
139 *This was done out of order. Moved to tab 9*

140
141 **TENTH ORDER OF BUSINESS** **Presentation of Fiscal Year 2021/2022**
142 **Proposed Budget**

143
144 Mr. Hayes presented the Fiscal Year 2021/2022 proposed budget to the board and
145 audience members present for their consideration.

146

On a Motion by Assistant Secretary Hipps, seconded by Vice Chair Carr, with all in favor, the Board of Supervisors approved the Proposed Budget for Fiscal Year 2021-2022, for the Lake Padgett Estates Independent Special District.

147
148 **ELEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2021-04,**
149 **Approving Fiscal Year 2021/22 Proposed**
150 **Budget and Setting the Public Hearing**
151 **on the Final Budget**
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154 On a Motion by Vice Chair Carr, seconded by Assistant Secretary Dunleavy, with all in
155 favor, the Board of Supervisors adopted Resolution 2021-04, Approving Fiscal Year 2021-
156 2022 Proposed Budget and Setting the Public Hearing for August 19, 2021 at 6:30 p.m. at
157 the Lake Padgett Estates Stables Meeting Room, located at 3614 Stable Ridge Lane, Land
O' Lakes, FL 34639, for the Lake Padgett Estates Independent Special District.

158
159 **TWELFTH ORDER OF BUSINESS**

160
161 Mr. Lynn Hayes presented the District Management Services Addendum. He
162 informed the Board this agreement was not signed by the prior Board and the auditors
163 could impose a finding because the Board has been paying this rate the entire time.

164

On a Motion by Vice Chair Carr, seconded by Assistant Secretary Hipps, with all in favor, the Board of Supervisors authorized the Chair/Vice Chair to sign the First Addendum to the District Management Services Contract to avoid a finding in their next audit, for the Lake Padgett Estates Independent Special District.

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170 **THIRTEENTH ORDER OF BUSINESS** **Supervisor Requests**

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FOURTEENTH ORDER OF BUSINESS Adjournment

Mr. Hayes adjourned the meeting at approximately 9:08 p.m.

Assistant Secretary/Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

LAKE PADGETT ESTATES ISD

District Office · Wesley Chapel, Florida · (813) 994-1001
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.lakepadgettisd.org

Operations and Maintenance Expenditures May 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2021 through May 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$28,677.69**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LAKE PADGETT ESTATES ISD

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
ADP Payroll	CD740	CD740	PR FEES PPE 04/25/21 PD 05/07/21	\$ 129.32
ADP Payroll	CD742	CD742	PR PPE 05/09/21 PPD 05/14/21	\$ 3,413.93
ADP Payroll	CD743	CD743	PR FEES PPE 05/14/21 PD 05/21/21	\$ 109.32
ADP Payroll	CD745	CD745	PR PPE 05/23/21 PPD 05/28/21	\$ 3,476.87
ADP Payroll	CD747	CD747	Time & Attendance 05/21	\$ 42.46
David E. Hipps, Jr.	004201	DH052021	Board of Supervisor Meeting 05/20/21	\$ 50.00
Duke Energy	20210514-1	08804 35076 04/21	22140 Coldstream Rd 04/21	\$ 105.88
Duke Energy	20210514-2	88667 82496 04/21	Summary Bill 04/21	\$ 622.72
Florida Blue	004189	75114716	Health Insurance 05/15/21- 06/15/21	\$ 2,547.32
Florida Department of Revenue	004190	61-8018349567-4 04/21	Sales & Use Tax 04/21	\$ 18.65
Frontier Communications of Florida	004183	210-043-0055-021920-5 04/21	210-043-0055-021920-5 04/21	\$ 755.25
Gulf Coast Tractor & Equipment	004184	200-2011922	Supplies 04/21	\$ 33.41
Justin Andrews	004198	JA052021	Board of Supervisor Meeting 05/20/21	\$ 50.00

LAKE PADGETT ESTATES ISD

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Lake Padgett ISD	CD744	CD744	Debit Card Replenishment 05/21	\$ 1,139.90
Landis, Evans and Partners, Inc	004203	1537-17-52	Engineering Services 04/21	\$ 1,356.25
Lawrence Dunleavy	004200	LD052021	Board of Supervisor Meeting 05/20/21	\$ 50.00
Lowe's	004195	99009294903 04/21	Misc. Supplies 04/21	\$ 802.84
Mike Fasano, Tax Collector	004194	FL2078PX 05/21	Vessel Registration 05/21	\$ 34.75
Pam Carr	004199	PC052021	Board of Supervisor Meeting 05/20/21	\$ 50.00
Pasco County Property Appraiser	004185	Annual Fee FY21/22	Non-Ad Valorem Assessment Annual Fee FY 21/22	\$ 150.00
Pasco Testing Lab and Sales, Inc.	004196	17119	Monthly Service 04/21	\$ 85.00
Republic Services #762	004202	0762-002839886	Waste Management Services 06/21	\$ 504.00
Rizzetta & Company	004186	INV0000058150	District Management Fees 05/21	\$ 4,362.50
Rizzetta Technology Services	004187	INV0000007473	E-Mail & Website Hosting Services 05/21	\$ 190.00
SiteOne Landscape Supply, LLC	004197	108584108-001	Ornamental Fertilizer & Insecticide 04/21	\$ 255.36
Southern Automated Access Services, LLC	004188	9344	Service Call - Rest Rooms & Walk Gate Not Locking 04/21	\$ 95.00

LAKE PADGETT ESTATES ISD

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Southern Automated Access Services, LLC	004192	9422	Gate Repair - Stable Gate 04/21	\$ 95.00
Southern Automated Access Services, LLC	004192	9429	Replaced Power Supply at Office 04/21	\$ 230.84
Southern Automated Access Services, LLC	004192	9442	Gate Repair - Stable Gate 05/21	\$ 95.00
Southern Automated Access Services, LLC	004192	9459	Quarterly Gate Maintenance & Install Exit Loop 05/21	\$ 311.50
Special Markets Insurance Consultants, Inc.	004206	12025	Annual BOS Volunteer Coverage Insurance 2021/2022	\$ 200.00
Stealth Security Consultants LLC	004193	1033RC	Monthly Security Officer 06/21	\$ 5,184.00
Steven Allen Yarbrough	004205	SY052021	Board of Supervisor Meeting 05/20/21	\$ 50.00
Timothy G. Hayes & Associates	004191	276	Legal Services 04/21	\$ 1,979.50
Verizon Wireless	004204	9879345332	842326036-00001 05/21	\$ <u>101.12</u>
Report Total				\$ <u>28,677.69</u>

Tab 3



June 7, 2021

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

RE: District Engineer Report – June 2021

Dear Mr. Hayes:

- 1) Pasco County Department of Health (DOH) Freshwater Bathing Places Monitoring

Pasco County has provided freshwater bathing water quality results for the month of May.

<u>Location</u>	<u>Organisms¹</u>
East Lake Park	24
Lake Padgett Beach	69.5

¹Number of organisms per 100 ml of water, 0-199 Good, Greater than 200 Poor

Water quality at the District's beaches continues to be very good. There has been a significant increase in the quantity of organisms found, probably due to the increases in temperature while entering the summer season. However, the water quality continues to be very good.

No other current tasks.

Sincerely,

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

Tab 4

As well as general lawn and weed maintenance janitorial duties clerical work, and meeting with residents for new decals gate keys the following maintenance repairs have been completed from 5/7/21-to date. Cut up and removed large fallen limb from lake Joyce park.

Contacted two gutter companies for gutter replacement at Kaminski Park. Treated long lake for yellow primrose and torpedo grass. Contacted frontier for phone outages at Saxon and stable ridge entrances. Cut back sections of aquatic overgrowth on long lake met with arborist at Lake Joyce and Padgett parks. At the stables dug up bathroom septic line to unblock toilets. Pressure washed cabanas and bathroom blocks at laird and Padgett parks. at Padgett Park removed rotted out deck boards and stringer off one of the two docks, And Started installing new stringers. Set gate times at Padgett Park for ski show and movie night. Met with Pam Carr for walkthrough of parks. Installed new treks decking to one of the two docks at Padgett Park Took work truck in for service and rear brakes. Raked beach areas at Padgett and laird parks.

Tab 5

Lake Padgett Estates Independent Special District

Policy for new boat docks located on LPEISD lake bottom as per adoption by LPEISD Board of Supervisors on September 19, 2017, Board meeting:

1. Applicant must have all appropriate county and state (SWFWMD or FLDEP) permits in hand prior to requesting a "Letter of Permission" from the LPEISD Board of Supervisors;
2. Applicant must submit their request to LPEISD property management company along with a copy of the dock plans and all permits obtained by Applicant;
3. Once the request has been made to the LPEISD property management company the matter shall be scheduled for review and approval at a future LPEISD monthly meeting;
4. If approved by the LPEISD Board (majority vote) Applicant shall be required to provide to LPEISD property management company "a declaration sheet insuring LPEISD as an additional insured for the dock" prior to commencing any dock construction on LPEISD property.

Additional terms for Board's consideration (5/20/2021)

5. Any requests to LPEISD for a "Letter of Permission" for dock construction must be submitted in writing thirty (30) days prior to LPEISD Board review and consideration*;
6. Applicant's request must be in writing with a complete set of dock plans and all county and state permits that have been obtained by Applicant;
7. Failure of Applicant to provide a copy of the Pasco County Building permit for the dock construction with Applicant's request shall be deemed an incomplete request and will be rejected automatically by the LPEISD property management company;
8. Any approval of the submitted dock plans by the LPEISD Board of Supervisors will be in strict compliance with County and State permits. No revisions or alterations will be approved;
9. Failure of the Applicant to construct the dock in strict compliance with approved plans shall result in the immediate withdrawal and termination of LPEISD approval;
10. Once approved, and construction of the dock completed, the Applicant, and all future owners of the benefited lot, shall be required to maintain LPEISD as a co-insured and maintain the dock in a safe condition and in conformity with the original construction permit.
11. Failure of the Applicant, or future owners of the benefited lot, to maintain the dock in good repair shall result in the automatic withdrawal of LPEISD's prior Letter of Permission and revocation of this license agreement.

12. Issuance of a “Letter of Permission” by the LPEISD Board of Supervisors shall not result, or be construed, as a grant of easement or the conveyance of a property interest from LPEISD to the Applicant. The Letter of Permission is merely a license for which LPEISD reserves the right to revoke if Applicant, or any future owners of the benefitted lot, fail to abide the terms of the Letter of Permission.

- Note: This will allow adequate time for LPEISD District Engineer and District Legal Counsel to review the plans and the permits prior to the Board’s consideration