



Rizzetta & Company

Long Lake Ranch Community Development District

**Board of Supervisors'
Regular Meeting
December 6, 2018**

**District Office:
9428 Camden Field Parkway
Riverview, FL 33578
813-533-2950**

www.longlakeranchcdd.org

LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT AGENDA

At the Long Lake Ranch Amenity Center located at 19037 Long Lake Ranch Blvd, Lutz, FL
33558

District Board of Supervisors	Lee Thompson Greg Crawford Stephen Bennett James Koford George Smith	Assistant Secretary Assistant Secretary Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Joe Roethke	Rizzetta & Company, Inc.
District Counsel	Tucker Mackie	Hopping, Green & Sams, P.A.
District Engineer	Edwin Rogers	Heidt Design, Inc.

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) 533-2950. 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.

Board of Supervisors
Long Lake Ranch Community
Development District

November 28, 2018

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Long Lake Ranch Community Development District will be held on **Thursday, December 6, 2018 at 5:30 p.m.** at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558. The following is the tentative agenda for the meeting.

CALL TO ORDER/ROLL CALL

1. AUDIENCE COMMENTS ON AGENDA ITEMS

2. BUSINESS ADMINISTRATION

- A. Administer Oath for Newly Elected Supervisors
- B. Consideration of Minutes of the Board of Supervisors' Regular Meeting held on November 1, 2018.....Tab 1
- C. Consideration of Minutes of the Board of Supervisors' Landowner Meeting held on November 1, 2018Tab 2
- D. Consideration of the Operation and Maintenance Expenditures for October 2018Tab 3
- E. Ratification of Change Order, if any

4. BUSINESS ITEMS

- A. Presentation of Field Inspection ReportTab 4
- B. Consideration of Park Bench ProposalTab 5
- C. Consideration of Proposals for Bridge SealingTab 6
- D. Review of Current Arbitrage Series
2015 A-1, A-2 ReportTab 7
- E. Discussion of Foxtail Parking and TowingTab 8
- F. Consideration of Proposal for Electric UpgradesTab 9
- G. Consideration of Golf Cart Proposals.....Tab 10

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. Clubhouse Manager
 - 1. Presentation of Operations ReportTab 11
- D. District Manager

6. AUDIENCE COMMENTS AND 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) 533-2950.

Sincerely,
Joe Roethke
Joe Roethke, District Manager

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Long Lake Ranch Community Development District was held on **Thursday, November 1, 2018 at 2:00 p.m.**, at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558.

Present and Constituting a Quorum:

Betty Valenti	Board Supervisor, Chairman
James Koford	Board Supervisor, Vice Chairman
Bill Pellan	Board Supervisor, Assistant Secretary
Stephen Bennett	Board Supervisor, Assistant Secretary

Also Present Were:

Joe Roethke	District Manager; Rizzetta & Co, Inc.
Bryan Radcliff	District Manager; Rizzetta & Co, Inc.
Tucker Mackie	District Counsel, Hopping Green & Sams
Lara Bartholomew	District Engineer, Heidt Design
Susan Cali	Clubhouse Manager
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Roethke called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

A resident had a question about landscape damage on Sunlake Blvd. from utility installation

A resident had a question about dead palm trees at the Foxtail pool; discussed a Bingo proposal

A resident asked a question about the parking issues

A resident asked about ruts at ponds from Yellowstone

A resident asked about landscape complaints

THIRD ORDER OF BUSINESS

Administer Oath of Elected Supervisors

Mr. Roethke administered Oath of office to the newly elected supervisors. Mr. Koford and Mr. Pellan replied in the affirmative. Mr. Roethke informed Mr. Koford and Mr. Pellan that

48 as Board Supervisors they are entitled to compensation of \$200 per meeting, up to an
49 annual maximum of \$4,800.00. Mr. Koford and Mr. Pellan replied in the affirmative to
50 accept compensation. Ms. Mackie reviewed Sunshine Laws, ethics laws, and public
51 records requirements with the newly elected supervisors.

52
53 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2019-04,**
54 **Canvassing and Certifying Results of**
55 **Landowner Election Meeting**
56

57 Mr. Roethke presented Resolution 2019-04 to the Board, for canvassing and certifying
58 results of the Landowner Election meeting.

59 On a motion by Ms. Valenti, seconded by Mr. Bennett, with all in favor, the Board of
Supervisors adopted Resolution 2019-04 for Long Lake Ranch Community Development
District.

60
61 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2019-05,**
62 **Re-designating Officers**
63

64 Mr. Roethke presented Resolution 2019-05 to the Board, which will re-designate the
65 officers of the District.

66 On a motion by Mr. Bennett, seconded by Mr. Pellan, with all in favor, the Board of
Supervisors adopted Resolution 2019-05 for Long Lake Ranch Community Development
District.

67
68
69 **SIXTH ORDER OF BUSINESS** **Consideration of Minutes of the Board**
70 **of Supervisors' Regular Meeting held**
71 **on October 4, 2018**
72

On a motion by Ms. Valenti, seconded by Mr. Koford, with all in favor, the Board of
Supervisors approved the meeting minutes for the Board of Supervisors' regular meeting
held on October 4, 2018, as amended for Long Lake Ranch Community Development
District.

73
74 **SEVENTH ORDER OF BUSINESS** **Consideration of the Operation and**
75 **Maintenance Expenditures for**
76 **September 2018**
77

On a motion by Ms. Valenti seconded by Mr. Bennett, with all in favor, the Board of
Supervisors approved the Operation and Maintenance Expenditures for September 2018
(\$103,056.29) for Long Lake Ranch Community Development District.

78
79

80 **EIGHTH ORDER OF BUSINESS** **Presentation of Field Inspection Report**

81
82 Mr. Roethke presented the field inspection report and reviewed the details of this report with
83 the Board. It was requested that Yellowstone attend the next meeting to respond to several
84 maintenance issues discussed.

85
86 **NINTH ORDER OF BUSINESS** **Acceptance of Modification of**
87 **Professional Field Services**
88 **Agreements**

89
90 Mr. Roethke presented an updated Field Services contract to the Board.

91
92 On a motion by Mr. Bennett seconded by Mr. Koford, with all in favor, the Board of
93 Supervisors approved the professional field services agreement with Rizzetta & Co. for
94 Long Lake Ranch Community Development District.

95
96 **TENTH ORDER OF BUSINESS** **Discussion Regarding Foxtail Towing**

97 The Board discussed options for towing enforcement in the foxtail townhome area. The
98 Board would like to start enforcing the current towing policy as of January 1st, 2019.
99 Between now and the next meeting, District Staff will work with the towing vendor to
100 ensure everything can be organized in order for them to begin towing on January 1, 2019.
101 This will be revisited at the December meeting to ensure this process is moving forward.

102
103 **ELEVENTH ORDER OF BUSINESS** **Staff Reports**

- 104 A. District Counsel
105 Ms. Mackie discussed using the District Facilities for a Bingo night. The Board
106 would like Ms. Mackie to continue research options for this.
- 107 B. District Engineer
108 Ms. Bartholomew updated the Board on soliciting proposals for sod installation
109 and street sign repairs. At the next meeting, Ms. Bartholomew will update the
110 Board on the future release of warranty bonds with the County streets within
111 the district.
- 112
113 C. Clubhouse Manager
114 Ms. Cali presented the clubhouse Management Report to the Board. A
115 discussion ensued regarding several projects and maintenance items. Mr.
116 Koford requested options for purchasing a golf cart for District Staff at a future
117 meeting. Ms. Valenti requested that an electrician review current amenities for
118 any potential issues. Ms. Valenti requested proposals for bridge sealing. Ms.
119 Bartholomew will follow up on the status of the basketball court resurfacing.

120
121
122

123 D. District Manager
124 Mr. Roethke stated that the next regular meeting will be on Thursday,
125 December 6th, 2018 at 5:30 p.m., at the Long Lake Ranch Amenity Center
126 located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558.
127 The Board discussed the meeting times and did not make any changes at this
128 time, but this will be discussed again at the next meeting.
129

130 **TWELFTH ORDER OF BUSINESS** **Audience Comments**

131
132 A resident discussed Bingo possibilities at the CDD amenity center and
133 parking/towing enforcement.
134 A resident asked a question about holiday lighting
135 A resident asked about pool furniture costs and line-of-sight issues on Weather
136 Vane Lane and Long Lake Ranch Blvd.
137 A resident requested to have benches installed around the large lake behind the
138 pool.
139 A resident asked about sealing the bridge around the lake.
140

141 **FIFTEENTH ORDER OF BUSINESS** **Supervisor Requests**

142
143 Ms. Valenti asked for a dock inspection to be conducted
144 Ms. Valenti discussed the harassment of a staff member and asked anyone to
145 bring these incidents to District Staff and the Board so that the offenders can be
146 disciplined and have their amenity access suspended/ revoked
147

148 **SIXTEENTH ORDER OF BUSINESS** **Adjournment**

149
On a motion by Mr. Bennett, seconded by Ms. Valenti, with all in favor, the Board of Supervisors adjourned the meeting at 3:58 p.m. for Long Lake Ranch Community Development District.

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154 _____
Secretary/Assistant Secretary

154 _____
Chairman/Vice-Chairman

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Tab 2

1 **MINUTES OF MEETING**

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3 Each person who decides to appeal any decision made by the Board with respect to any matter considered at the
4 meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including
5 the testimony and evidence upon which such appeal is to be based.

6
7 **LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT**

8
9 The Landowner election meeting of the Board of Supervisors of Long Lake Ranch
10 Community Development District was held on **Thursday, November 1, 2018 at 1:00 p.m.**,
11 at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz,
12 FL 33558.

13 Present and constituting a quorum were:

14
15 Betty Valenti **Board Supervisor**
16 Stephen Bennett **Board Supervisor**

17
18 Also present were:

19
20 Joseph Roethke **Regional District Manager, Rizzetta & Co.**
21 Bryan Radcliff **District Manager, Rizzetta & Co.**
22 Tucker Mackie **District Counsel, Hopping Green & Sams**

23
24 Audience

25
26 **FIRST ORDER OF BUSINESS** **Appointment of Meeting Chairman**

27
28 The Board appointed the District Manager as the meeting chairman.

29
30 **SECOND ORDER OF BUSINESS** **Announcement of Candidates/Call for**
31 **Nominations**

32
33 Mr. Roethke announced the candidates as being James Koford, William Pellan, and Andrew
34 Kimpland.

35
36 **THIRD ORDER OF BUSINESS** **Casting Ballots**

37
38 Mr. Roethke announced the votes as follows: James Koford with 40 votes, William Pellan
39 with 40 votes, and Andrew Kimpland with 38 votes.

40
41 **FOURTH ORDER OF BUSINESS** **Tabulation of Ballots**

42
43 Mr. Roethke stated that as a result of these votes both James Koford and William Pellan will
44 receive 4-year terms and Andrew Kimpland will receive a two-year term.
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THIRD ORDER OF BUSINESS

Adjournment

Mr. Roethke stated that there were no other matters to come before the Landowners and adjourned the meeting at 1:17 p.m.

DRAFT

Tab 3

Long Lake Ranch Community Development District

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

Operations and Maintenance Expenditures October 2018 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2018 through October 31, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$78,429.88**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2018 Through October 31, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Bright House Networks	002222	065052101101118	Account# 0050737531-01 Pool Internet, Phone, TV 09/18	\$ 266.12
Bright House Networks	002203	073753101092818	Account# 0050650521-01 Clubhouse Internet 10/18	\$ 319.96
Duke Energy	002204	Summary Bill 09/18	Summary Bill 09/18	\$ 3,511.37
Duke Energy	002223	Summary Bill 09/18-2	Summary Bill 09/18-2	\$ 14,407.29
First Choice Promotions	002202	10887	Lanyards 07/18	\$ 881.29
Florida Natives Nursery, Inc.	002205	15620	Semi-Annual Mitigation Maintenance 09/17	\$ 650.00
Gaydos Hydro Services, LLC	002206	2018-479	Monthly Midge Fly Control 09/18	\$ 1,750.00
Gaydos Hydro Services, LLC	002206	2018-481	Aquatic Maintenance Phase 1 & 2 Task 1-3 09/18	\$ 2,460.00
Gaydos Hydro Services, LLC	002206	2018-496	Mosquito Fish Stocking for Ponds 30 & 50A 09/18	\$ 308.00
George E. Smith Jr.	002219	GS100418	Board of Supervisors Meeting 10/04/18	\$ 200.00
Harris Romaner Graphics	002212	18978	Refurbished Medallions Weathervane Lane 04/18	\$ 1,750.00
Harris Romaner Graphics	002212	18991	HDU Medallions- Nature View Road 05/18	\$ 700.00
Harris Romaner Graphics	002212	19141	Refurbish Medallions Long Lake Ranch & Sunlake 09/18	\$ 700.00
Hopping Green & Sams	002207	102812	General Counsel 08/18	\$ 3,231.28
James Koford	002215	JK100418	Board of Supervisors Meeting 10/04/18	\$ 200.00
Lee Thompson	002220	LT100418	Board of Supervisors Meeting 10/04/18	\$ 212.46
Long Lake Ranch CDD	CD042	CD042	Debit Card Replenishment	\$ 909.09
Moz'Arts Artistic Designs, Inc.	002216	18-3573	50% Deposit - Fence Repair 10/18	\$ 1,810.00
Nvirotech Pest Control Services, Inc.	002208	159239	Pest Control Account #10520 09/18	\$ 135.00
Nvirotech Pest Control Services, Inc.	002225	161261	Pest Control Account #10520 10/18	\$ 135.00
Nvirotech Pest Control Services, Inc.	002208	286488	Pest Control Account #8876 09/18	\$ 70.00
Pasco County Utilities	002199	11009198	18981 Long Lake Ranch Blvd 09/18	\$ 54.30

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2018 Through October 31, 2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pasco County Utilities	002226	11049626	0 Community Center 09/18	\$ 529.66
Pasco County Utilities	002226	11049627	18981 Long Lake Ranch Blvd 09/18	\$ 119.20
Rizzetta & Company, Inc.	002210	INV0000035377	Assessment Roll Preparation FY 18/19	\$ 5,000.00
Rizzetta & Company, Inc.	002217	INV0000035499	District Management Services 10/18	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002201	INV0000000005408	Management Contract 09/18	\$ 3,468.21
Rizzetta Amenity Services, Inc.	002211	INV0000000005438	Management Contract 10/18	\$ 3,879.69
Rizzetta Amenity Services, Inc.	002218	INV0000000005462	Out of Pocket Expenses 09/18	\$ 89.78
Rizzetta Amenity Services, Inc.	002227	INV0000000005491	Management Contract 10/18	\$ 3,088.32
Rizzetta Technology Services	002200	INV0000003792	Website Hosting Services 10/18	\$ 100.00
Securiteam, Inc.	002213	4831091818	Emergency Service Call - Card Reader 09/18	\$ 693.32
Suncoast Pool Service	002228	4814	Pool/Spa & Chemical Service 10/18	\$ 1,700.00
Tampa Poop 911 LLC	002209	2321467	Pet Waste Station Monthly 09/18	\$ 395.85
Times Publishing Company	002214	688328 09/27/18	Legal Advertising Account #108665 09/18	\$ 112.00
Yellowstone Landscape	002229	INV-0000231307	Monthly Landscape Maintenance Addendum 1-4 10/18	\$ 17,343.41
Yellowstone Landscape	002221	INV-0000232475	Fire Ant Treatment 09/18	\$ 2,307.53
Yellowstone Landscape	002221	INV-0000232529	OTC Palm Injections 09/18	<u>\$ 550.08</u>
Report Total				<u>\$ 78,429.88</u>