



Rizzetta & Company

Long Lake Ranch Community Development District

**Board of Supervisors'
Regular Meeting
January 3, 2019**

**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	James Koford Betty Valenti Stephen Bennett William Pellan Andrew Kimpland	Chairman Vice Chairman 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

December 27, 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, January 3, 2019 at 2:00 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. Consideration of Minutes of the Board of Supervisors' Regular Meeting held on December 6, 2018.....Tab 1
- B. Consideration of the Operation and Maintenance Expenditures for November 2018.....Tab 2
- C. Ratification of Change Order, if any

4. BUSINESS ITEMS

- A. Presentation of Field Inspection ReportTab 3
- B. Consideration of Landscape ProposalsTab 4
- B. Consideration of Resolution 2019-06, Designating Assistant SecretaryTab 5
- C. Consideration of Engineering Services Amendment.....Tab 6
- D. Consideration of Park Bench ProposalTab 7
- E. Consideration of Proposal for Electric WorkTab 8
- F. Consideration of Idea Lab Vendor AgreementTab 9
- G. Consideration of Pest Control ProposalTab 10
- H. Consideration of Deck Sealing ProposalTab 11

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. Clubhouse Manager
 - 1. Presentation of Operations ReportTab 12
- 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, December 6, 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:

James Koford	Board Supervisor, Chairman
Betty Valenti	Board Supervisor, Vice Chairman
Bill Pellan	Board Supervisor, Assistant Secretary
Andrew Kimpland	Board Supervisor, Assistant Secretary

Also Present Were:

Joe Roethke	Regional 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
Scott Green	Field Services Manager, Rizzetta & Co, Inc.
Brian Mahar	Yellowstone
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 asked questions about work on Sunlake Blvd. including sod install, sidewalk damage, and monitoring of conditions.

A resident asked a question about bingo and ornamental grass sightline issue.

A resident asked about holiday lighting.

A resident asked about holiday light issues.

A resident asked about wind damage to landscaping.

THIRD ORDER OF BUSINESS

Administer Oath of Elected Supervisors

47 Mr. Roethke administered Oath of office to Mr. Kimpland. Mr. Roethke informed Mr.
48 Kimpland that as a Board Supervisor he is entitled to compensation of \$200 per meeting, up
49 to an annual maximum of \$4,800.00. Mr. Kimpland denied compensation. Ms. Mackie
50 reviewed Sunshine Laws, ethics laws, and public records requirements with Mr. Kimpland.

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FOURTH ORDER OF BUSINESS

**Consideration of Minutes of The Board
of Supervisors' Regular Meeting held on
November 1, 2018**

On a motion by Ms. Valenti, seconded by Mr. Pellan, with all in favor, the Board of Supervisors approved the meeting minutes for the Board of Supervisors' regular meeting held on November 1, 2018, as amended for Long Lake Ranch Community Development District.

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FIFTH ORDER OF BUSINESS

**Consideration of Minutes of the board of
Supervisors' Landowner Meeting held
on November 1, 2018**

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' Landowner meeting held on November 1, 2018 for Long Lake Ranch Community Development District.

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SIXTH ORDER OF BUSINESS

**Consideration of the Operation and
Maintenance Expenditures for October
2018**

On a motion by Mr. Koford seconded by Mr. Pellan, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for October 2018 (\$78,429.88) for Long Lake Ranch Community Development District.

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SEVENTH ORDER OF BUSINESS

Presentation of Field Inspection Report

Mr. Green reviewed the field inspection report with the Board. Mr. Mahar provided responses on several items within the report. Ms. Bartholomew discussed line-of-sight issues in several locations. The Board would like options for plant removals and replacements in these areas. Mr. Mahar will provide some proposals for this at the next meeting. There were questions about dead palms at Foxtail and pond ruts. Mr. Mahar will look into these issues.

(Mr. Green and Mr. Mahar left at 6:20 p.m.)

EIGHTH ORDER OF BUSINESS

Consideration of Park Bench Proposal

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83 Mr. Roethke Presented park Bench proposals and Ms. Cali reviewed the details of these
84 proposals with the Board. The Board tabled these proposals and would like to see costs for
85 installing these benches on concrete slabs. Ms. Cali will work on this for the next meeting.

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87 **NINTH ORDER OF BUSINESS** **Consideration of Bridge Sealing**

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89 Mr. Radcliff presented proposals for bridge sealing to the Board. The Board would also like to
90 see a quote for sealing the dock on the large lake behind the clubhouse. Mr. Radcliff will
91 request an updated proposal for this.

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On a motion by Ms. Valenti seconded by Mr. Koford, with all in favor, the Board of
Supervisors approved the proposal from Munyan for Bridge sealing at a not-to-exceed
amount of \$7,500.00 which includes dock sealing for Long Lake Ranch Community
Development District.

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94 **TENTH ORDER OF BUSINESS** **Review of Current Arbitrage Series 2015**
95 **A-1, A-2 Report**

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97 Mr. Roethke presented the Arbitrage report for series 2015 a-1 and 2015 A-2 and noted
98 that there is no arbitrage liability at this time.

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100 **ELEVENTH ORDER OF BUSINESS** **Foxtail Parking and Towing**

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102 Mr. Radcliff presented a towing agreement and signage to the Board. A discussion
103 ensued. The Board requested that the Foxtail Neighborhood Committee should provide a
104 recommendation as to how they would like the parking and towing issues in Foxtail to be
105 handled by the CDD. The Board would like to move forward with towing enforcement at the
106 main amenity area starting on January 1st, 2019.

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On a motion by Mr. Koford seconded by Mr. Pellan, with all in favor, the Board of
Supervisors approved towing agreement with Crockett's Towing and Transport, pending
addendum to be drafted by district counsel and notification be given to the residents via
blast email and snipe signage for Long Lake Ranch Community Development District.

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109 **TWELFTH ORDER OF BUSINESS** **Consideration of Proposal for Electric**
110 **Upgrades**

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112 Mr. Radcliff presented a proposal for electric upgrades and Ms. Cali reviewed the details of
113 this proposal with the Board. There are some questions that need to be clarified by the
114 vendor, so this proposal will be revised and brought back to the next meeting.

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118 **THIRTEENTH ORDER OF BUSINESS** **Consideration of Golf Cart Proposals**

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120 Mr. Roethke presented proposals for golf carts and Ms. Cali reviewed the details of these
121 proposals with the Board. The Board discussed possible locations to store the golf cart,
122 which included the pavilion and the dumpster area. Ms. Bartholomew will look into these
123 options. The Board also requested to see options for golf cart leases.
124

125 **FOURTEENTH ORDER OF BUSINESS** **Staff Reports**

- 126
- 127 A. District Counsel
128 Ms. Mackie updated the Board on the possibility of allowing a bingo game to take
129 place on CDD property. This could be a possibility if there is a 501c not-for-profit
130 entity that the District could lease the space to in order to hold the bingo events
131 at the CDD clubhouse. The HOA will be working on this item.
132
- 133 B. District Engineer
134 Ms. Bartholomew updated the Board on the status of the sod install behind
135 Roseate Dr., which is in process. Mr. Bartholomew also updated the Board on
136 sign installation, basketball court resurfacing, and the bond releases of certain
137 roadways to the county.
138
- 139 C. Clubhouse Manager
140 Ms. Cali presented the clubhouse Management Report to the Board.
141
- 142 D. District Manager
143 Mr. Roethke stated that the next regular meeting will be on Thursday, January
144 3rd, 2018 at 2:00 p.m., at the Long Lake Ranch Amenity Center located at
145 19037 Long Lake Ranch Blvd., Lutz, FL 33558.
146 Mr. Roethke informed the Board that Mr. Bryan Radcliff will be transitioning in
147 as the District Manager for Long Lake Ranch over the next few months. The
148 board discussed meeting times moving forward. There will be no changes made
149 to the meeting schedule as currently approved.
150

151 **TWELFTH ORDER OF BUSINESS** **Audience Comments**

- 152
- 153 A resident asked a question about top choice treatments
154 A resident asked a question about park benches around the lake
155 A resident asked a question about the purpose of having a golf cart.
156

157 **FIFTEENTH ORDER OF BUSINESS** **Supervisor Requests**

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- 159 Ms. Valenti asked about a conference phone
160 Mr. Koford asked about painting mailbox pavilions
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164 **SIXTEENTH ORDER OF BUSINESS** **Adjournment**

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On a motion by Mr. Pellan, seconded by Ms. Valenti, with all in favor, the Board of Supervisors adjourned the meeting at 7:45 p.m. for Long Lake Ranch Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice-Chairman

DRAFT

Tab 2

Long Lake Ranch Community Development District

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

Operations and Maintenance Expenditures November 2018 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2018 through November 30, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$66,034.45**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2018 Through November 30, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Bright House Networks	002252	065052101110918	Account# 0050650521-01 Clubhouse Internet 11/18	266.35
Bright House Networks	002239	073753101102818	Account# 0050737531-01 Pool Internet/Phone/TV 11/18	319.96
County Sanitation	002243	10405133	Monthly Waste Services 11/18	106.67
Duke Energy	002230	03431 87057 10/18	0000 Sunlake Blvd Lite 10/18	465.37
Duke Energy	002258	03431 87057 11/18	0000 Sunlake Blvd Lite 11/18	465.37
Duke Energy	002253	71571 28505 10/18	0000 Sunlake Blvd-Lighting 10/18	7,459.49
Duke Energy	002245	Summary Bill 10/18	Summary Bill 10/18	10,306.62
Florida Dept of Economic Opportunity	002244	72813	Special District Fee FY 18/19	175.00
Florida Natives Nursery, Inc.	002254	15658	Quarterly Mitigation Maintenance 10/18	450.00
Gaydos Hydro Services, LLC	002231	2018-524	Aquatic Maintenance Phase 1 & 2 Task 1-3 10/18	2,460.00
Gaydos Hydro Services, LLC	002231	2018-525	Monthly Midge Fly Control 10/18	1,750.00
Heidt Design, LLC	002232	30454	Engineering Services- Public Facilities Report 09/18	450.00
Heidt Design, LLC	002232	30509	Engineering Services 09/18	1,913.75
Heidt Design, LLC	002259	30982	Engineering Services 10/18	247.58
Hopping Green & Sams	002246	103564	General Counsel 09/18	4,170.50
James Koford	002247	JK110118	Board of Supervisors Meeting 11/01/18	200.00
Lee Electric, Inc.	002255	18576	Replace (2) GFCI Receptacles at Clubhouse 10/18	198.00
Lee Electric, Inc.	002248	18576A	Install Light Fixture at Pepper Grass Entrance 11/18	119.00
Long Lake Ranch CDD	CD043	CD043	Debit Card Replenishment	594.27
Nvirotech Pest Control Services, Inc.	002260	163511	Pest Control Account #10520 11/18	135.00
Nvirotech Pest Control Services, Inc.	002240	287968	Pest Control Account #8876 10/18	70.00
Pasco County Utilities Services Branch	002233	11115268	18981 Long Lake Ranch Blvd 10/18	54.30
Pasco County Utilities Services Branch	002256	11168788	0 Community Center 10/18	68.58
Pasco County Utilities Services Branch	002256	11168789	18981 Long Lake Ranch Blvd 10/18	115.21
Pasco County Utilities Services Branch	002249	33-26-18-0030 11/18	Solid Waste Assessment 11/18	62.40

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2018 Through November 30, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	002235	INV0000036061	District Management Services 11/18	4,391.67
Rizzetta Amenity Services, Inc.	002250	INV00000000005520	Management Contract 11/18	3,953.50
Rizzetta Amenity Services, Inc.	002257	INV00000000005576	Out of Pocket Expenses 10/18	107.63
Rizzetta Amenity Services, Inc.	002261	INV00000000005607	Management Contract 11/18	3,445.29
Rizzetta Technology Services	002234	INV0000003878	Website Hosting Services 11/18	100.00
Securiteam, Inc.	002242	11285	Remote Video Monitoring 12/18-02/19 Cabana	1,275.00
Securiteam, Inc.	002242	11286	Remote Video Monitoring 12/18-02/19 Clubhouse	1,563.00
Securiteam, Inc.	002236	4785092818	Service Call - Repair High Speed Dome Camera 09/18	921.75
Suncoast Pool Service	002262	4873	Pool/Spa & Chemical Service 11/18	1,700.00
Tampa Poop 911 LLC	002241	2360469	Pet Waste Station Monthly 10/18	395.85
The Daily Group, Inc	002263	111218	Pressure Washing/Painting Project 11/18	4,650.00
Times Publishing Company	002237	696412 10/19/18	Account #108665 Legal Advertising 10/18	265.96
US Bank	002251	5160196	Trustee Fees Series 2015 10/01/18 - 09/30/19	3,717.38
Yellowstone Landscape	002238	INV-0000234661	Install Fall Annuals 10/18	5,675.25
Yellowstone Landscape	002238	INV-0000234680	Install Sod- Roseate Cul De Sac 10/18	<u>1,248.75</u>
Report Total				<u>\$ 66,034.45</u>