



Rizzetta & Company

Long Lake Ranch Community Development District

**Board of Supervisors'
Regular Meeting
June 6, 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 William Pellan Andrew Kimpland	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Bryan Radcliff	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

May 29, 2019

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Long Lake Ranch Community Development District will be held on **Thursday, June 6, 2019 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 agenda for the meeting.

CALL TO ORDER/ROLL CALL

1. AUDIENCE COMMENTS ON AGENDA ITEMS

2. BUSINESS ADMINISTRATION

- A. Consideration of Steven Bennett's ResignationTab 1
- B. Consideration of Resumes for Vacant SeatTab 2
- C. Administer Oath of Appointed Supervisors
- D. Consideration of Resolution 2019-08, Re-designating Officers of the District.....Tab 3
- E. Consideration of Minutes of the Board of Supervisors' Regular Meeting held on May 2, 2019Tab 4
- F. Consideration of the Operation and Maintenance Expenditures for April 2019.....Tab 5
- G. Ratification of Change Order, if any

4. BUSINESS ITEMS

- A. Presentation of Field Inspection ReportTab 6
- B. Consideration of Landscape Proposals.....Tab 7
- B. Review of 2018 Reserve Study.....Tab 8
- C. Consideration of Clubhouse Flooring ProposalsTab 9
- D. Consideration of Safety Curbs ProposalTab 10
- E. Consideration of Pressure Washing Proposal.....Tab 11
- F. Discussion of Debt Service Reserve Fund

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
 - 1. Consideration of Resignation Letter.....Tab 12
- C. Clubhouse Manager
 - 1. Presentation of Operations ReportTab 13
- 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,
Bryan Radcliff
Bryan Radcliff
District Manager

Tab 4

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, May 2, 2019 at 5:30 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:

Grant Phillips	District Manager; Rizzetta & Co, Inc.
Joe Roethke	District Manager; Rizzetta & Co, Inc. (phone)
Sarah Sandy	District Counsel, Hopping Green & Sams (phone)
Justin Lawrence	Clubhouse Manager
Patrick Bell	Field Service Manager; Rizzetta & Co, Inc.
Audience	

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

A resident asked a question about a neighborhood running club.

A resident would like to know if there is a carry over balance in the budget and if it will be used for storm repairs.

A resident requested further landscape maintenance at 18184 Roseate Drive.

A resident asked a question about a summer community art camp and the possibility of playground equipment and additional basketball signage

THIRD ORDER OF BUSINESS

**Consideration of Minutes of The
Board of Supervisors' Regular
Meeting held on April 4, 2019**

On a motion by Mr. Koford, seconded by Ms. Pellan, with all in favor, the Board of Supervisors approved the meeting minutes for the Board of Supervisors' regular meeting held on April 4, 2019, as amended for Long Lake Ranch Community Development District.

47 **FOURTH ORDER OF BUSINESS** **Consideration of the Operation and**
48 **Maintenance Expenditures for March**
49 **2019**
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On a motion by Mr. Koford seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for March 2019 (\$109,471.52) for Long Lake Ranch Community Development District.

51 **FIFTH ORDER OF BUSINESS** **Presentation of Field Inspection Report**
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54 Mr. Bell presented his report and answered general questions from the Board.
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56 **SIXTH ORDER OF BUSINESS** **Consideration of Landscape Proposals**
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58 Mr. Phillips presented several landscape proposals to the Board for review. The Board decided to
59 table these proposals. There was general discussion over landscape items as well as a discussion
60 of the RFP process.
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On a motion by Ms. Valenti seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved a not to exceed amount of \$5454.00 for coleus landscape at the median for Long Lake Ranch Community Development District.

62 **SEVENTH ORDER OF BUSINESS** **Consideration of Golf Cart Rental**
63 **Proposal**
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65 Board discussed having a golf cart for on-site staff to utilize for their daily work use. General
66 discussion on the subject ensued.
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On a motion by Mr. Koford seconded by Kimpland, with all in favor, the Board of Supervisors approved for the golf cart rental to begin immediately and a long-term purchase solution including storage for the vehicle to be included in the next meeting agenda for Long Lake Ranch Community Development District.

69 **EIGHTH ORDER OF BUSINESS** **Ratification of Signage Proposals**
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72 Mr. Phillips presented a proposal for signage from On Sight Industries to the Board.
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On a motion by Mr. Kimpland seconded by Mr. Koford, with all in favor, the Board of Supervisors ratified the proposal from On Sight Industries in the amount of \$685.34 for Long Lake Ranch Community Development District.

75 **NINTH ORDER OF BUSINESS** **Presentation of Proposed Budget for**
76 **Fiscal Year 2019/2020**
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78 Mr. Philips presented the proposed budget for the fiscal year 2019/2020 to the Board for
79 review. General discussion ensued.
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82 **TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-07,
Approving Proposed Budget and
Setting Public Hearing**

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Mr. Phillips presented Resolution 2019-07, approving the proposed budget and set the public hearing for the final budget for July 10, 2019.

On a motion by Mr. Kimpland seconded by Mr. Koford, with all in favor, the Board of Supervisors adopted Resolution 2019-07 for Long Lake Ranch Community Development District.

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91 **ELEVENTH ORDER OF BUSINESS**

Staff Reports

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- A. District Counsel
- B. District Engineer
No report.
- C. Clubhouse Manager
Mr. Lawrence presented the clubhouse Management Report and answered general questions from the Board.
(Mr. Koford left the meeting at joined via phone at 3:34 p.m.)
- D. District Manager
Mr. Radcliff stated that the next regular meeting will be on Thursday, June 6th, 2019 at 5:30 p.m., at the Long Lake Ranch Amenity Center located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558.

109 **TWELFTH ORDER OF BUSINESS**

Audience Comments

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Audience members commented on signage within the community. General discussion ensured.

113 **THIRTEENTH ORDER OF BUSINESS**

Supervisor Requests

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Mr. Koford expressed his concerns with the way residents have treated staff. General discussion ensued.

Board requested pricing for basketball court fencing including an access control mechanism.

Board also requested staff to reach out to see what neighboring CDD's landscape contracts values are for the next meeting.

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FOURTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Pellan, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors adjourned the meeting at 4:49 p.m. for Long Lake Ranch Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice-Chairman

DRAFT

Tab 5

Long Lake Ranch Community Development District

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

Operations and Maintenance Expenditures April 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2019 through April 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$57,124.33**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	002399	073753101040419	Account# 0050737531-01 Pool Internet, Phone, TV 04/19	\$ 319.96
Cory Carter	002400	001	Monthly Janitorial Service 03/19	\$ 660.00
County Sanitation	002401	10421680	Monthly Waste Services 04/19	\$ 80.00
Disclosure Services, LLC	002402	4	Amortization Schedule Series 2014A-1 05/01/19	\$ 100.00
Duke Energy	002410	71571 28505 03/19	0000 Sunlake Blvd-Lighting 03/19	\$ 6,979.81
Duke Energy	002403	Summary Bill 03/19	Summary Bill 03/19	\$ 9,935.19
Hopping Green & Sams	002404	106340	General Counsel 02/19	\$ 3,173.00
James Koford	002397	JK030719	Board of Supervisors Meeting 03/07/19	\$ 200.00
James Koford	002397	JK040419	Board of Supervisors Meeting 04/04/19	\$ 200.00
Long Lake Ranch CDD	CD050	CD050	Debit Card Replenishment	\$ 546.05
Long Lake Ranch CDD	CD051	CD051	Debit Card Replenishment	\$ 429.63

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Moz'Arts Artistic Designs, Inc.	002411	19-4093BD	Balance Due on Gate & Chain Link Repair 04/19	\$ 1,000.00
Nvirotech Pest Control Services, Inc.	002405	174034	Pest Control Account #10520 04/19	\$ 135.00
Nvirotech Pest Control Services, Inc.	002405	297023	Pest Control Account #8876 03/19	\$ 70.00
Pasco County Utilities	002394	11717454	18981 Long Lake Ranch Blvd 02/19	\$ 54.30
Pasco County Utilities	002412	11773022	0 Community Center 03/19	\$ 2,616.57
Pasco County Utilities	002412	11773023	18981 Long Lake Ranch Blvd 03/19	\$ 122.64
Rizzetta & Company, Inc.	002396	INV0000039784	District Management Services 04/19	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002407	INV00000000006113	Management Contract 04/19	\$ 3,616.43
Rizzetta Amenity Services, Inc.	002407	INV00000000006141	Out of Pocket Expenses 03/19	\$ 77.03
Rizzetta Technology Services	002395	INV0000004308	Website Hosting Services 04/19	\$ 100.00
Securiteam, Inc.	002408	11724	Repair Vandalized Gate 03/19	\$ 220.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2019 Through April 30, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Securiteam, Inc.	002413	5565041119	Install Rack Mount 04/19	\$ 481.28
Suncoast Pool Service	002414	5200	Pool/Spa & Chemical Service 04/19	\$ 1,700.00
Tampa Poop 911 LLC	002406	2582465	Pet Waste Station Monthly 03/19	\$ 395.85
Times Publishing Company	002409	759368 03/22/19	Account #108665 Legal Advertising 03/19	\$ 109.60
William A. Pellan	002398	BP030719	Board of Supervisors Meeting 03/07/19	\$ 200.00
William A. Pellan	002398	BP040419	Board of Supervisors Meeting 04/04/19	\$ 200.00
Yellowstone Landscape	002415	TM 10340	Replace Maple Tree, Amenity Center 03/19	\$ 484.50
Yellowstone Landscape	002415	TM 12898	Fertilize/Chemical Bahia, Trees, Palms 03/19	\$ 3,573.00
Yellowstone Landscape	002415	TM 12959	Install Shrubs - Playground, Dog Park, Tennis Court 03/19	\$ 1,198.40
Yellowstone Landscape	002415	TM 8828	Monthly Landscape Maintenance 03/19	<u>\$ 13,754.42</u>
Report Total				<u>\$ 57,124.33</u>