



Rizzetta & Company

Long Lake Ranch Community Development District

**Board of Supervisors' Meeting
Aug. 1, 2019**

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

www.longlakeranchcdd.org

LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

Long Lake Ranch Amenity Center, 19037 Long Lake Ranch Blvd., Lutz, FL 33558

Board of Supervisors	James Koford William Pellan Andrew Kimpland Michael Leonard John Twomey	Chair Vice Chair Assistant Secretary 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

July 29, 2019

REVISED AGENDA

Dear Board Members:

The public hearing and regular meeting of the Board of Supervisors of Long Lake Ranch Community Development District will be held on **Thursday, August 1, 2019 at 5:30 PM** at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558. The following is the revised agenda for the meeting:

1. **CALL TO ORDER / ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on July 10, 2019.....Tab 1
 - B. Consideration of Operations & Maintenance Expenditures for June 2019Tab 2
 - C. Ratification of Change Orders (if any)
4. **BUSINESS ITEMS**
 - A. [Presentation of Field Inspection Report](#)Tab 3
 - B. Consideration of Resident Generator ApplicationTab 4
 - C. Consideration of Air Conditioning Repairs ProposalTab 5
 - D. Consideration of Technology Services Proposal.....Tab 6
 - E. [Consideration of Website ADA Compliance Proposals](#)Tab 7
 - F. [Consideration of Fountain Cleaning Renewal](#)Tab 8
 - G. Discussion of Reserve StudyTab 9
5. **STAFF REPORTS**
 - A. District Counsel
 - i. [Ratification of Updated Deeds to County for Nightshade Drive Right of Way Corners](#)Tab 10
 - ii. [Consideration of District Engineer Agreement](#).....Tab 11
 - B. District Engineer
 - iii. Presentation of Ground Leak Investigation ReportTab 12
 - C. Clubhouse Manager
 - i. 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) 933-5571.

Sincerely,

Bryan Radcliff

Bryan Radcliff, 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, July 10, 2019 at 6:00 PM** 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; Chair
Andrew Kimpland	Board Supervisor; Assistant Secretary
Michael Leonard	Board Supervisor; Assistant Secretary
John Twomey	Board Supervisor; Assistant Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Co, Inc.
Sarah Sandy	District Counsel; Hopping Green & Sams (via phone)
Justin Lawrence	Clubhouse Manager
Brian Mahar	Yellowstone Landscape

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

Residents commented on items including infrequent grass mowing and excessive legal fees. The request to have a Pokemon card trading day at the clubhouse was made.

On a motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors approved the request to hold a Pokemon card trading day at the clubhouse for the Long Lake Ranch Community Development District.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting held June 6, 2019

43 Mr. Radcliff presented the June 6, 2019 draft meeting minutes to the Board for
44 consideration. Ms. Sandy stated that the resignations were out of order. It was also noted
45 that "Yellowstone" should be one word in lines 95, 96, and 97 (ninth order of business).
46

On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held June 6, 2019 as corrected for the Long Lake Ranch Community Development District.

47
48 **FOURTH ORDER OF BUSINESS** **Consideration of Operations and**
49 **Maintenance Expenditures for**
50 **May 2019**
51

On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for May 2019 (\$94,168.42) for the Long Lake Ranch Community Development District.

52
53 **FIFTH ORDER OF BUSINESS** **Presentation of Field Inspection**
54 **Report**
55

56 Mr. Radcliff presented the latest field inspection report to the Board for review.

57
58 **SIXTH ORDER OF BUSINESS** **Consideration of Landscaping**
59 **Proposals**
60

61 Mr. Radcliff presented several landscape proposals to the Board for review.
62 Discussion ensued. The Board made a motion to approve all eight proposals.
63

On a motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors approved eight proposals from Yellowstone Landscape (#s 13842, 20328, 20336, 20348, 20360, 20380, 20384, and 20387) for the Long Lake Ranch Community Development District.

64
65 **SEVENTH ORDER OF BUSINESS** **Consideration of Clubhouse**
66 **Repair Proposals**
67

68 Mr. Radcliff presented proposals for clubhouse flooring repairs to the Board. The
69 Board tabled consideration of these proposals until further notice.
70

71 **EIGHTH ORDER OF BUSINESS** **Ratification of Deed to County**
72 **for Nightshade Drive ROW**
73 **Corners**
74

75 Ms. Sandy discussed the deed to the County for Nightshade Drive right-of-way
76 corners.
77

On a motion by Mr. Kimpland, seconded by Mr. Koford, with all in favor, the Board of Supervisors ratified the deed to Pasco County for Nightshade Drive right-of-way corners for the Long Lake Ranch Community Development District.

78
79 **NINTH ORDER OF BUSINESS** **Consideration of Resident**
80 **Generator Application**
81

82 Mr. Radcliff presented a resident's generator application to the Board for
83 consideration. Discussion ensued. The Board agreed to table the resident's generator
84 application until further research regarding TECO's easement agreement impact can be
85 done.

86
87 *(Mr. Mahar left the meeting at 6:41 PM.)*
88

89 **TENTH ORDER OF BUSINESS** **Public Hearing on Fiscal Year**
90 **2019-2020 Budget**
91

92 Mr. Radcliff presented the Fiscal Year 2019-2020 approved proposed budget to the
93 Board for consideration and asked for a motion to open the public hearing.
94

On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors opened the public hearing on adoption of the Fiscal Year 2019-2020 Approved Proposed Budget for the Long Lake Ranch Community Development District.

95
96 Mr. Radcliff asked if there were any comments from the public on the proposed
97 budget. Residents present spoke about the budget the reserve status. Board discussion
98 ensued regarding line items for website hosting and holiday decorations.
99

On a motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors closed the public hearing on adoption of the Fiscal Year 2019-2020 Approved Proposed Budget for the Long Lake Ranch Community Development District.

100
101 **ELEVENTH ORDER OF BUSINESS** **Consideration of Resolution**
102 **2019-09, Adopting Fiscal Year**
103 **2019-2020 Final Budget**
104

105 Mr. Radcliff presented Resolution 2019-09 to the Board for consideration.
106

On a motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board of Supervisors adopted Resolution 2019-09, Adopting the Fiscal Year 2019-2020 Final Budget, for the Long Lake Ranch Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of Resolution
2019-10, Imposing Special
Assessments and Certifying
Assessment Roll**

Mr. Radcliff presented Resolution 2019-10 to the Board for consideration and asked for a motion to open the public hearing.

On a motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors opened the public hearing on imposing special assessments and certifying the assessment roll for the Long Lake Ranch Community Development District.

As there were no public comments, Mr. Radcliff asked for a motion to close the public hearing.

On a motion by Mr. Twomey, seconded by Mr. Leonard, with all in favor, the Board of Supervisors closed the public hearing on imposing special assessments and certifying the assessment roll for the Long Lake Ranch Community Development District.

On a motion by Mr. Kimpland, seconded by Mr. Koford, with all in favor, the Board of Supervisors adopted Resolution 2019-10, Imposing Special Assessments and Certifying the Assessment Roll, for the Long Lake Ranch Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Presentation of Fiscal Year 2017-
2018 Final Audit Report**

Mr. Radcliff presented the final audit report for Fiscal Year 2017-2018 to the Board for review. Ms. Sandy updated the Board on some corrections to the audit that will be made going forward.

On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors accepted the final audit report for Fiscal Year 2017-2018 for the Long Lake Ranch Community Development District.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

133
134 Ms. Sandy had no additional information to report.

135
136 **B. District Engineer**

137
138 i. Consideration of Engineering Services Proposals

139
140 Mr. Radcliff presented the RFQ for District engineering services to the Board.
141 The Board scored Johnson Engineering a total of 95 points and Genesis Halff a total of 80
142 points. The Board approved the selection of Johnson Engineering as District Engineer and
143 authorized District Counsel to enter into negotiations with that firm.

On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the selection of Johnson Engineering to provide engineering services for the District and authorized District Counsel to enter into negotiations with the same for the Long Lake Ranch Community Development District.

145
146 **C. Clubhouse Manager**

147
148 Mr. Lawrence presented his clubhouse management report to the Board for
149 review and discussed items including the status of the current janitorial service, pool
150 access, pool parties, and food and beverages at the pool.

151
152 **D. District Manager**

153
154 Mr. Radcliff stated that the next regular meeting will be on Thursday, August
155 1, 2019 at 5:30 PM at the Long Lake Ranch Amenity Center, located at 19037 Long
156 Lake Ranch Blvd., Lutz, FL 33558.

157
158 **FIFTEENTH ORDER OF BUSINESS** **Audience Comments**

159
160 Residents commented on the following items including:

- 161
162
- 163 • The monument at Sunlake and SR 54, regarding who owns the land and possible relocation in the future;
 - 164
 - 165 • Advertising meeting times via the newsletter and emails in addition to the newspaper.
 - 166

167
168 **SIXTEENTH ORDER OF BUSINESS** **Supervisor Requests**

169
170 Mr. Twomey commented on legal fees, as well as the failing magnolias and who
171 is responsible for it.

172
173 Mr. Kimpland requested new proposals for pond and pool maintenance.

174
175
176
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Mr. Leonard presented a proposal for a Key Club event to be held at the Long Lake Ranch clubhouse.

SEVENTEENTH ORDER OF BUSINESS

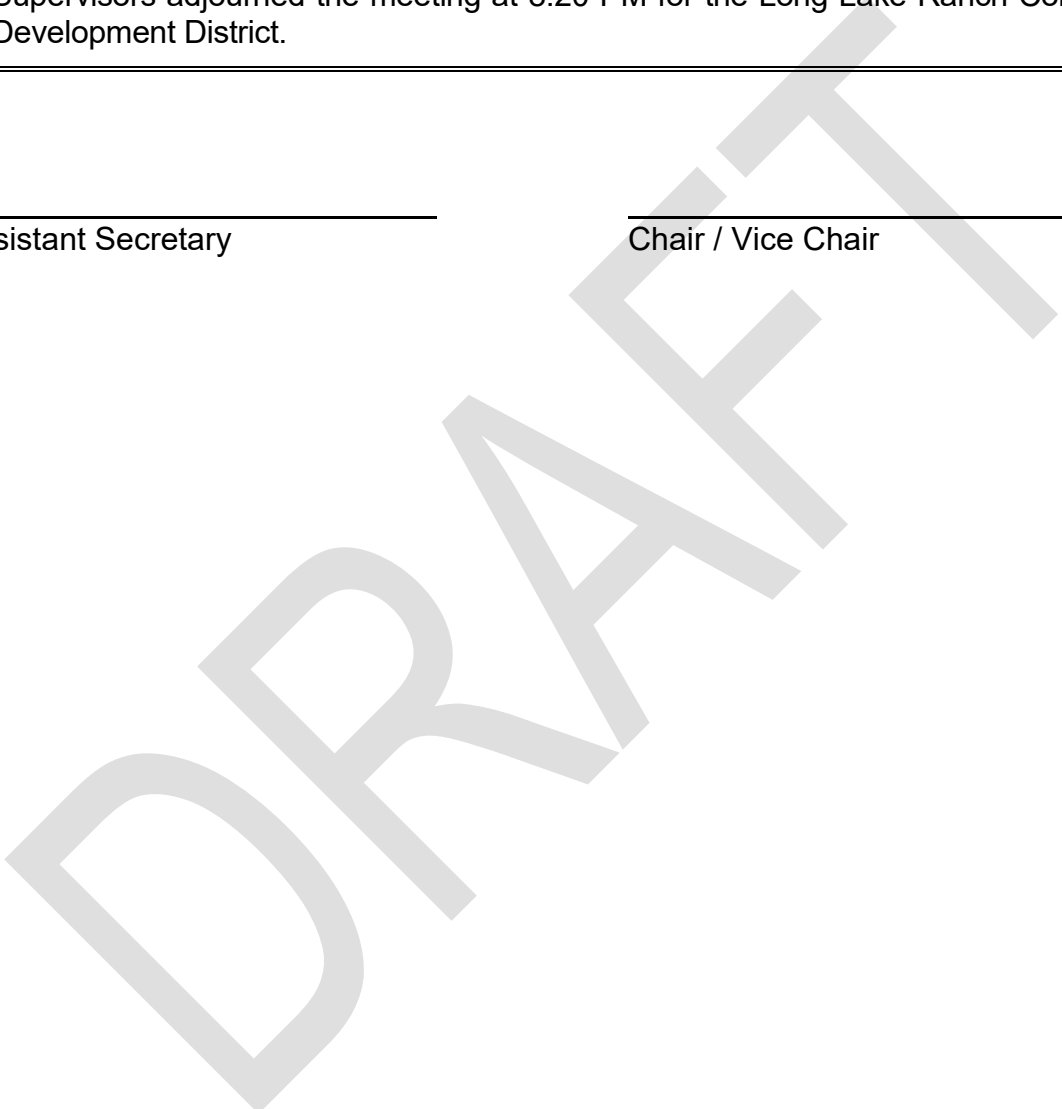
Adjournment

On a motion by Mr. Kimpland, seconded by Mr. Twomey, with all in favor, the Board of Supervisors adjourned the meeting at 8:20 PM for the Long Lake Ranch Community Development District.

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185

Assistant Secretary

Chair / Vice Chair



Tab 2

Long Lake Ranch Community Development District

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

Operations and Maintenance Expenditures June 2019 For Board Approval

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

The total items being presented: **\$64,631.45**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2019 Through June 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	002466	073753101060419	Account# 0050737531-01 Pool Internet, Phone, TV 06/19	\$ 319.96
Clean Sweep Supply Co., Inc.	002462	00204667	Cleaning Supplies 05/19	\$ 106.90
Cory Carter	002476	004	Monthly Janitorial Service 06/19	\$ 660.00
Duke Energy	002467	20791 66280 05/19	0000 Nature View Drive Lite 05/19	\$ 3,927.28
Duke Energy	002467	41836 63563 05/19	0 Sunlake Blvd Lite V1A&B 05/19	\$ 2,039.42
Duke Energy	002467	71571 28505 05/19	0000 Sunlake Blvd-Lighting 05/19	\$ 6,979.81
Duke Energy	002463	Summary Bill 05/19	Summary Bill 05/19	\$ 3,821.68
Gaydos Hydro Services, LLC	002453	2019-292	Aquatic Maintenance Phase 1 & 2 Task 1-3 05/19	\$ 2,455.00
Gaydos Hydro Services, LLC	002453	2019-293	Monthly Midge Fly Control 05/19	\$ 1,750.00
Heidt Design, LLC	002469	33923	Engineering Services 05/19	\$ 3,168.75
James Koford	002470	JK060619	Board of Supervisors Meeting 06/06/19	\$ 200.00
Lee Electric, Inc.	002471	19232	Install (3) Photo Cells - Streetlights 04/19	\$ 1,521.00
Long Lake Ranch CDD	CD053	CD053	Debit Card Replenishment	\$ 393.65
Nvirotech Pest Control Services, Inc.	002477	178699	Pest Control Account #10520 06/19	\$ 135.00
Onsight, Inc.	002478	006-19-248185-1	Balance Due on Residents Only Sign 06/19	\$ 315.82

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2019 Through June 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pasco County Utilities Services Branch	002454	11968461	18981 Long Lake Ranch Blvd 04/19	\$ 54.30
Pasco County Utilities Services Branch	002472	12032248	0 Community Center 05/19	\$ 2,907.81
Pasco County Utilities Services Branch	002472	12032249	18981 Long Lake Ranch Blvd 05/19	\$ 115.21
Rizzetta & Company, Inc.	002456	INV0000041102	District Management Services 06/19	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002457	INV00000000006334	Management Contract 05/19	\$ 2,933.47
Rizzetta Amenity Services, Inc.	002465	INV00000000006365	Out of Pocket Expenses 05/19	\$ 106.61
Rizzetta Amenity Services, Inc.	002474	INV00000000006398	Management Contract 06/19	\$ 3,562.10
Rizzetta Technology Services	002455	INV0000004477	Website Hosting Services 06/19	\$ 100.00
Securiteam, Inc.	002458	5629042519	Service Call - Gate Repair, Natureway 4/19	\$ 455.00
Securiteam, Inc.	002479	5754052319	Service Call - Rear Pool Camera 05/19	\$ 125.00
Securiteam, Inc.	002479	5762052419	Service Call - Setup ACC Mobile 05/19	\$ 125.00
State of Florida Department of Health	002459	51-60-1576070 19/20	Zero Entry Pool Permit 51-60-1576070 FY19/20	\$ 280.00
Suncoast Pool Service	002480	5344	Pool/Spa & Chemical Service 06/19	\$ 1,700.00
Tampa Poop 911 LLC	002464	2692239	Pet Waste Station Monthly 05/19	\$ 395.85
Times Publishing Company	002460	781959 05/24/19	Account #108665 Legal Advertising 05/19	\$ 109.60

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2019 Through June 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	002481	788863 06/14/19	Account #108665 Legal Advertising 06/19	\$ 174.40
Vertex Water Features	002461	5000	Fountain Repair 05/19	\$ 108.75
William A. Pellan	002473	BP060619	Board of Supervisors Meeting 06/06/19	\$ 200.00
Yellowstone Landscape	002475	TM 26856	Replace Coleus Throughout Community 05/19	\$ 5,238.00
Yellowstone Landscape	002482	TM 31408	Monthly Landscape Maintenance 06/19	\$ 13,754.41
Report Total				<u>\$ 64,631.45</u>