



Rizzetta & Company

# Long Lake Ranch Community Development District

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## Board of Supervisors' Meeting September 5, 2019

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

[www.longlakeranchcdd.org](http://www.longlakeranchcdd.org)

# LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

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

<b>Board of Supervisors</b>	James Koford William Pellan Andrew Kimpland Michael Leonard John Twomey	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Bryan Radcliff	Rizzetta & Company, Inc.
<b>District Counsel</b>	Tucker Mackie	Hopping, Green & Sams, P.A.
<b>District Engineer</b>	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.

**LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT**  
DISTRICT OFFICE • 9428 CAMDEN FIELD PKWY • RIVERVIEW, FL 33578  
[www.LongLakeRanchCDD.org](http://www.LongLakeRanchCDD.org)

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**Board of Supervisors  
Long Lake Ranch Community  
Development District**

September 4, 2019

**REVISED AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of Long Lake Ranch Community Development District will be held on **Thursday, September 5, 2019 at 2:00 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 August 1, 2019 ..... Tab 1
  - B. Consideration of Operations & Maintenance Expenditures for July 2019..... Tab 2
  - C. Ratification of Change Orders (if any)
- 4. STAFF REPORTS**
  - A. District Counsel ..... Tab 3
  - B. District Engineer ..... Tab 4
  - C. Clubhouse Manager..... Tab 5
  - D. Field Manager ..... Tab 6
  - E. District Manager
- 5. BUSINESS ITEMS**
  - A. Consideration of Resolution 2019-11, Setting the Fiscal Year 2019-2020 Meeting Schedule ..... Tab 7
  - B. [Consideration of Insurance Policy Renewal](#) ..... Tab 8
  - C. Consideration of Fountain Cleaning Renewal ..... Tab 9
  - D. Consideration of Aquatic Services Proposals ..... Tab 10
  - E. Consideration of Dock & Sidewalk Erosion Proposals ..... Tab 11
  - F. Consideration of Sidewalk Displacement Proposals ..... Tab 12
  - G. Consideration of Pressure Washing Proposals..... Tab 13
  - H. [Consideration of Access Card Proposals](#)..... Tab 14
  - I. Discussion of Facility Rental Policies ..... Tab 15
- 6. AUDIENCE COMMENTS**
- 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 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 public hearings and regular meeting of the Long Lake Ranch Community Development District was 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.

Present and constituting a quorum:

James Koford	<b>Board Supervisor; Chair</b>
Michael Leonard	<b>Board Supervisor; Assistant Secretary</b>
John Twomey	<b>Board Supervisor; Assistant Secretary</b>

Also present were:

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Co, Inc.</b>
Sarah Sandy	<b>District Counsel; Hopping Green &amp; Sams (via phone)</b>
Phil Chang	<b>District Engineer; Johnson Engineering (via phone)</b>
Justin Lawrence	<b>Clubhouse Manager</b>
Brian Mahar	<b>Yellowstone Landscape</b>

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:

- part-time employees and what their job description entails;
- landscaping mowers leaving ruts in his lawn;
- trucks not abiding by the new traffic signs that were installed.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meeting held July 10, 2019**

Mr. Radcliff presented the July 10, 2019 draft meeting minutes to the Board for consideration. It was noted that Ms. Sandy was present in person, and the word "and" was missing between "budget" and "the reserve status" in line 97.

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On a motion by Mr. Koford, seconded by Mr. Twomey, 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.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Operations and  
Maintenance Expenditures for  
June 2019**

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On a motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for June 2019 (\$64,631.45) for the Long Lake Ranch Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Presentation of Field Inspection  
Report**

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

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**SIXTH ORDER OF BUSINESS**

**Consideration of Resident  
Generator Application**

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Mr. Radcliff presented a resident's HOA application for a generator to the Board for consideration. Discussion ensued. Ms. Sandy explained the resident was requesting the District provide TECO an easement across District property for a gas line for the generator, and recommended the Board approve staff to review the legal and environmental/engineering implications of the application. The Board agreed to table the resident's easement request until the resident agrees to cover the District's costs to review.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Air Conditioning  
Repairs Proposal**

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Mr. Radcliff presented a proposal for clubhouse air conditioning repairs to the Board for consideration.

On a motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors approved the proposal from Professor Cool for air conditioning repairs in the amount of \$750.00 for the Long Lake Ranch Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Technology  
Services Proposal**

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Mr. Radcliff presented a proposal from Rizzetta & Company for technology services to the Board for consideration.

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On a motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board of Supervisors approved the proposal for technology services from Rizzetta & Company for the Long Lake Ranch Community Development District.

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**NINTH ORDER OF BUSINESS**

**Consideration of Website ADA  
Compliance Proposals**

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Mr. Radcliff presented proposals for website ADA compliance to the Board for consideration, along with a comparison summary sheet.

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On a motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board of Supervisors approved the website ADA compliance services proposal from Campus Suite for the Long Lake Ranch Community Development District.

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**TENTH ORDER OF BUSINESS**

**Consideration of Fountain  
Cleaning Renewal**

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Mr. Radcliff presented the fountain cleaning contract renewal from Vertex to the Board for consideration. Discussion ensued. The Board chose to table consideration of the renewal pending receipt of additional proposals for comparison.

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**ELEVENTH ORDER OF BUSINESS**

**Discussion of Reserve Study**

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Mr. Radcliff presented the February 2018 reserve study to the Board for review.

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**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

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**A. District Counsel**

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On a motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board of Supervisors ratified the two updated warranty deeds for Nightshade Drive right-of-way corners for the Long Lake Ranch Community Development District.

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**ii. Consideration of District Engineer Agreement**

115 Ms. Sandy presented the agreement for District Engineer appointment to the  
116 Board for consideration.  
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On a motion by Mr. Twomey, seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the agreement appointing Johnson Engineering as the new District Engineer for the Long Lake Ranch Community Development District.

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119 *(Mr. Chang disconnected from the meeting at 7:08 PM.)*  
120

121 **B. District Engineer**

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123 **i. Presentation of Ground Leak Investigation Report**

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125 Mr. Radcliff presented the ground leak investigation report from Heidt Design  
126 to the Board for review.

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128 **C. Clubhouse Manager**

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130 Mr. Lawrence presented his clubhouse management report to the Board for  
131 review.

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133 **D. District Manager**

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135 Mr. Radcliff stated that the next regular meeting will be on Thursday,  
136 September 5, 2019 at 2:00 PM at the Long Lake Ranch Amenity Center, located at  
137 19037 Long Lake Ranch Blvd., Lutz, FL 33558.

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139 Mr. Radcliff then presented a proposal for carpet cleaning to the Board for  
140 consideration.  
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On a motion by Mr. Leonard, seconded by Mr. Twomey, with all in favor, the Board of Supervisors approved the carpet cleaning proposal from Stanley Steemer for the Long Lake Ranch Community Development District.

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143 Mr. Radcliff presented a proposal from Site Masters for sidewalk repairs to  
144 the Board. The Board tabled consideration of the proposal pending receipt of  
145 additional proposals for comparison.  
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147 **THIRTEENTH ORDER OF BUSINESS**

**Audience Comments**

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149 Residents had questions/comments on the following items including:  
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- 151 • A request for the Board chair to meet with her to review the condition of  
152 ornamental grasses;



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- Chipped paint on the interior of the clubhouse;
- The clubhouse mailbox in need of straightening.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Twomey commented on damaged landscaping at 18900 Pampas Grass.

Mr. Twomey also requested proposals for all District services in the next few months in order to compare prices.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors adjourned the meeting at 7:36 PM for the Long Lake Ranch Community Development District.

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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 July 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2019 through July 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$73,922.50**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2019 Through July 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	002483	65052101061619	Account# 0050650521-01 Clubhouse Internet 06/19	\$ 287.94
Bright House Networks	002514	065052101071619	Account# 0050650521-01 Clubhouse Internet 07/19	\$ 287.68
Bright House Networks	002500	073753101070419	Account# 0050737531-01 Pool Internet, Phone, TV 07/19	\$ 319.96
Clean Sweep Supply Co., Inc.	002515	00205037	Cleaning Supplies 07/19	\$ 128.05
Cory Carter	002506	005	Monthly Janitorial Service 07/19	\$ 660.00
County Sanitation	002496	10432495	Monthly Waste Services 06/19	\$ 80.00
Duke Energy	002484	03431 87057 06/19	0000 Sunlake Blvd Lite 06/19	\$ 434.97
Duke Energy	002516	03431 87057 07/19	0000 Sunlake Blvd Lite 07/19	\$ 434.97
Duke Energy	002507	71571 28505 06/19	0000 Sunlake Blvd-Lighting 06/19	\$ 6,147.32
Duke Energy	002501	Summary Bill 06/19	Summary Bill 06/19	\$ 9,893.87
Florida Department of Revenue	002502	61-8017823328-7 0619	Sales & Use Tax Payable Quarterly	\$ 168.00
Gaydos Hydro Services, LLC	002485	2019-344	Monthly Midge Fly Control 06/19	\$ 1,750.00

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2019 Through July 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Gaydos Hydro Services, LLC	002485	2019-365	Aquatic Maintenance Phase 1 & 2 Task 1-3 06/19	\$ 2,460.00
Gaydos Hydro Services, LLC	002517	2019-396	Aquatic Maintenance Phase 1 & 2 Task 1-3 07/19	\$ 2,460.00
Gaydos Hydro Services, LLC	002517	2019-397	Monthly Midge Fly Control 07/19	\$ 1,750.00
Grau and Associates	002486	17563	Audit Services FYE 09/30/18	\$ 500.00
Grau and Associates	002486	17999	Audit Services FYE 09/30/18	\$ 69.00
Grau and Associates	002486	18309	Audit Services FYE 09/30/18	\$ 500.00
Grau and Associates	002503	18453	Audit Services FYE 09/30/18	\$ 5,400.00
Harris Romaner Graphics	002493	19527	Install Pedestrian Sign & Repair Sign Lake Waters 06/19	\$ 330.00
Harris Romaner Graphics	002520	19541	Install (3) No Fishing Signs 07/19	\$ 720.00
Heidt Design, LLC	002487	34084	Engineering Services 06/19	\$ 210.00
James Koford	002504	JK071019	Board of Supervisors Meeting 07/10/19	\$ 200.00
Long Lake Ranch CDD	CD054	CD054	Debit Card Replenishment	\$ 202.39

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2019 Through July 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Nvirotech Pest Control Services, Inc.	002488	176391	Pest Control Account #10520 05/19	\$ 135.00
Nvirotech Pest Control Services, Inc.	002508	181023	Pest Control Account #10520 07/19	\$ 135.00
Nvirotech Pest Control Services, Inc.	002488	302215	Pest Control Account #8876 06/19	\$ 70.00
Nvirotech Pest Control Services, Inc.	002518	303974	Pest Control Account #8876 07/19	\$ 70.00
Pasco County Utilities	002489	12091688	18981 Long Lake Ranch Blvd 05/19	\$ 54.30
Pasco County Utilities	002509	12159129	0 Community Center 06/19	\$ 2,851.18
Pasco County Utilities	002509	12159130	18981 Long Lake Ranch Blvd 06/19	\$ 122.64
Pasco County Utilities	002519	12219703	18981 Long Lake Ranch Blvd 06/19	\$ 54.30
Professor-Cool, LLC	002499	000744	Service Call - Clean Drain Line & Condensate Pump 07/19	\$ 150.00
Rizzetta & Company, Inc.	002491	INV0000041551	District Management Services 07/19	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002492	INV00000000006431	Management Contract 06/19	\$ 3,286.85
Rizzetta Amenity Services, Inc.	002505	INV00000000006460	Out of Pocket Expenses 06/19	\$ 69.89

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2019 Through July 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc.	002505	INV00000000006493	Management Contract 07/19	\$ 3,469.17
Rizzetta Technology Services	002490	INV0000004563	Website Hosting Services 07/19	\$ 100.00
Securiteam, Inc.	002494	5883062019	Service Call - Replace Electromagnetic Gate Lock 06/19	\$ 455.00
Securiteam, Inc.	002494	5907062419	Service Call - Reset System 06/19	\$ 125.00
Securiteam, Inc.	002510	5990071219	Service Call - Repair Camera 5, South Pool 07/19	\$ 125.00
State of Florida Department of Health	002511	51-BID-4143086	Public Swimming Pool Permit 51-60-1745199 FY18/19	\$ 280.00
Suncoast Pool Service	002512	5414	Pool/Spa & Chemical Service 07/19	\$ 1,700.00
Tampa Line Striping Solutions, LLC	002497	1078	Repaint (17) Island Curbs 06/19	\$ 595.00
Tampa Poop 911 LLC	002498	2751258	Pet Waste Station Monthly 06/19	\$ 395.85
Times Publishing Company	002495	788861 06/20/19	Account #108665 Legal Advertising 06/19	\$ 157.18
Yellowstone Landscape	002513	TM 32513	Install Sod Long Lake Blvd. 06/19	\$ 1,517.25
Yellowstone Landscape	002513	TM 37790	Monthly Landscape Maintenance 07/19	\$ 17,327.41

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2019 Through July 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	002521	TM 39550	Install Plants Front of Mailbox 07/19	\$ 468.75
Yellowstone Landscape	002521	TM 39551	Install Plants Monument Bed 07/19	\$ 362.63
Yellowstone Landscape	002521	TM 39552	Replace Decoder Clubhouse Controller, Irrigation 07/19	\$ <u>59.28</u>
<b>Report Total</b>				<b>\$ <u>73,922.50</u></b>