



Rizzetta & Company

Long Lake Ranch Community Development District

**Board of Supervisors' Meeting
November 7, 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.

November 4, 2019

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

REVISED AGENDA

Dear Board Members:

The public hearing and regular meeting of the Board of Supervisors of the Long Lake Ranch Community Development District will be held on **Thursday, November 7, 2019 at 6:00 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 this 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 October 3, 2019Tab 1
 - B. Consideration of Operations & Maintenance Expenditures for September 2019.....Tab 2
 - C. Ratification of Change Orders (if any)
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - i. Sunlake Blvd. Streetlight DiscussionTab 3
 - C. Clubhouse Manager.....Tab 4
 - D. Field ManagerTab 5
 - i. Consideration of Landscaping Proposal(s)Tab 6
 - E. District Manager
- 5. BUSINESS ITEMS**
 - A. Consideration of Event ProposalsTab 7
 - i. Bike Parade
 - ii. Fireworks
 - iii. Fountain-Style Fireworks
 - iv. Hot Air Balloon Rides
 - v. Remote-Controlled Boats
 - vi. Slingshot Helicopter
 - vii. Slingshot Water Balloons
 - B. Establishment of Audit Review Committee
 - C. Consideration of Suspension of Amenities Privileges

- D. Public Hearing on Amended & Restated Rules of Procedure
 - i. Public Comments
 - ii. Presentation of Rules of ProcedureTab 8
 - iii. Consideration of Resolution 2020-01, Adopting the Amended & Restated Rules of ProcedureTab 9
- E. Ratification of Amendment to Landscape Services Agreement.....Tab 10
- F. Consideration of Aquatic Services ProposalsTab 11
- G. Consideration of Midge Fly Treatment ProposalsTab 12
- H. Consideration of Extended Service ProposalTab 13
- I. Consideration of Holiday Decorations ProposalTab 14
- J. Consideration of Gate Repairs Proposal.....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 regular meeting of the Long Lake Ranch Community Development District was held on **Thursday, October 3, 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:

Bill Pellan	Board Supervisor; Vice Chair
Andrew Kimpland	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)
Phil Chang	District Engineer; Johnson Engineering
Justin Lawrence	Clubhouse Manager
Brian Mahar	Yellowstone Landscape
Jimmy Taylor	Aquatic Systems

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Radcliff called the meeting to order and called the roll, confirming a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

One resident presented a PowerPoint presentation on crosswalks, bond refinancing, and exceptions to rules and procedures.

A second resident commented on repairs needed to the arbors at the Foxtail pond.

A third resident commented on the need for crosswalks within the community and for additional children's amenities.

A fourth resident proposed that a dance class be held at the clubhouse.

(Mr. Mahar joined the meeting at 6:08 PM.)

THIRD ORDER OF BUSINESS

Staff Reports – Part I

A. Field Manager

Mr. Radcliff presented the latest field inspection report to the Board for review. The Board discussed the timing of shutting off the irrigation to coincide with the District Engineer's need to research.

i. Consideration of Landscaping Proposals

Mr. Radcliff presented three landscaping proposals to the Board for consideration. Discussion ensued. The Board approved the first proposal, for installation of fall flowers but using perennials in place of annuals; tabled the second proposal, for mulch installation, pending receipt of additional proposal for consideration; and chose not to approve the third proposal, for pine straw installation.

On a motion by Mr. Pellán, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the installation of perennials by Yellowstone for an amount not to exceed \$9,000.00 and authorized the Chair to finalize the selection of the type of perennials for the Long Lake Ranch Community Development District.

(Mr. Mahar left the meeting at 6:39 PM.)

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors' Meeting
held September 5, 2019**

Mr. Radcliff presented the September 5, 2019 draft meeting minutes to the Board for consideration.

On a motion by Mr. Pellán, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held September 5, 2019 as presented for the Long Lake Ranch Community Development District.

FIFTH ORDER OF BUSINESS

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

Mr. Radcliff presented the August 2019 O&M expenditures to the Board for consideration. Discussion ensued. The Board requested that email services with RTS be

82 removed and the District reimbursed. The Board also requested that District Counsel and
83 the District Engineer research the lighting agreement with TECO along Sunlake
84 Boulevard and on Nightshade, north along State Road 54.
85

On a motion by Mr. Pellan, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for August 2019 (\$80,976.03) for the Long Lake Ranch Community Development District.

86
87 **SIXTH ORDER OF BUSINESS** **Staff Reports – Part II**
88

89 **B. District Counsel**
90

91 Ms. Sandy presented her District Counsel report to the Board. Items
92 discussed included the timelines for refinancing the bond issuances for the District
93 and renewal of the current landscape maintenance contract with Yellowstone.
94

95 **C. District Engineer**
96

97 **i. Discussion of TECO Gas Generator Application**
98

99 Mr. Chang presented his District Engineer's report to the Board. Items
100 discussed included the TECO gas generator application and how to proceed. The
101 Board directed Ms. Sandy to reach out to the resident and ask her to contact TECO.
102 Discussion regarding dock and sidewalk repairs ensued.
103

104 **i. Consideration of Dock & Sidewalk Erosion Proposals**
105

106 Mr. Radcliff presented the dock and sidewalk proposals to the Board for
107 consideration. Discussion ensued. Mr. Chang contributed insight to the discussion as well.
108

On a motion by Mr. Kimpland, seconded by Mr. Twomey, with all in favor, the Board of Supervisors approved the proposal from PolyLift for dock and sidewalk erosion repairs in the amount of \$1,950.00 for the Long Lake Ranch Community Development District.

109 **ii. Consideration of Aquatic Services Proposals**
110

111 Discussion regarding aquatic services ensued. Mr. Radcliff presented the proposals
112 to the Board for consideration; discussion continued. Mr. Taylor addressed and answered
113 the Board's questions regarding his firm's proposal. The Board requested clarification of
114 Aquatic Systems, Inc.'s proposal and inclusion of midge fly treatments before making a
115 decision.
116
117

(Mr. Chang and Mr. Taylor left the meeting at 7:16 PM.)

D. Clubhouse Manager

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

E. District Manager

i. Discussion of Website Compliance Items

Mr. Radcliff presented the list of state-required District website items to the Board for review. Brief discussion ensued.

Mr. Radcliff stated that the public hearing and next regular meeting will be on Thursday, November 7, 2019 at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558.

He also advised that he has a schedule conflict with the December 5th meeting date and asked the Board if they could reschedule the meeting. Discussion ensued. The Board agreed upon December 3rd as a date suitable for all.

On a motion by Mr. Kimpland, seconded by Mr. Twomey, with all in favor, the Board of Supervisors agreed to move the December 5th scheduled meeting date to December 3, 2019 at 6:00 PM for the Long Lake Ranch Community Development District.

General discussion ensued. The Board requested proposals for the repair and cleaning of the concrete around the mailbox pavilion. The Board also tabled a proposal for holiday lights installation until the next scheduled meeting.

SEVENTH ORDER OF BUSINESS

**Consideration of Satellite Radio
Renewal**

Mr. Radcliff presented a proposal for satellite radio service renewal at the amenity center to the Board for consideration. The Board chose to table the proposal indefinitely.

EIGHTH ORDER OF BUSINESS

**Consideration of Dog Waste
Service Proposals**

Mr. Radcliff presented dog waste service proposals to the Board for consideration.

On a motion by Mr. Kimpland, seconded by Mr. Pellan, with all in favor, the Board of Supervisors approved the updated dog waste services proposal from Poop 911 for the Long Lake Ranch Community Development District.

156
157 **NINTH ORDER OF BUSINESS** **Discussion Regarding Construction**
158 **Traffic**
159

160 Mr. Radcliff updated the Board on a recent conversation with Greg Crawford of MI
161 Homes regarding construction traffic within the community.

162
163 **TENTH ORDER OF BUSINESS** **Discussion Regarding Golf Cart**
164 **Incident**
165

166 Mr. Radcliff presented an incident report involving a golf cart to the Board for
167 consideration. Discussion ensued. The District Manager suspended the resident's amenity
168 privileges until the next Board meeting effective immediately, and the Board directed staff to
169 send a letter to the resident notifying him of an amenity suspension hearing to be held at the
170 next scheduled Board meeting.

171
172 **ELEVENTH ORDER OF BUSINESS** **Audience Comments**
173

174 One resident requested a copy of the pond maintenance map be emailed to her.

175
176 A second resident commented on the cleanliness of the clubhouse chairs.

177
178 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**
179

180 Mr. Pellan commented on a resident's prior thoughts on the crosswalks, bonds,
181 and spirit committee.

182
183 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**
184

On a motion by Mr. Pellan, seconded by Mr. Twomey, with all in favor, the Board of Supervisors adjourned the meeting at 8:05 PM for the Long Lake Ranch Community Development District.

185
186
187
188
189 _____
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 September 2019 For Board Approval

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

The total items being presented: **\$66,086.13**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Affordable Golf Carts, Inc.	002555	47424	Rental Extension 08/08/19-09/08/19	\$ 305.00
Affordable Golf Carts, Inc.	002560	47690	Rental Extension 09/08/19-10/08/19	\$ 305.00
Bright House Networks	002569	073753101090419	Account# 0050737531-01 Pool Internet, Phone, TV 09/19	\$ 319.96
Cory Carter	002578	007	Monthly Janitorial Service 09/19	\$ 660.00
County Sanitation	002561	10434962	Monthly Waste Services 09/19	\$ 80.00
Duke Energy	002570	71571 28505 08/19	0000 Sunlake Blvd-Lighting 08/19	\$ 6,980.24
Duke Energy	002579	76346 94560 08/19	18402 Roseate Dr - Fountain 08/19	\$ 346.84
Duke Energy	002562	Summary Bill 08/19	Summary Bill 08/19	\$ 9,248.51
Egis Insurance Advisors LLC	002563	9332	General/Property/POL Liability Insurance 10/01/19- 10/01/20	\$ 16,801.00
Harris Romaner Graphics	002567	19642	Various Fence Replacement & Repair 09/19	\$ 1,165.00
Heidt Design, LLC	002564	34915	Engineering Services 08/19	\$ 925.00
Hopping Green & Sams	002571	109686	General Counsel 07/19	\$ 3,242.30
James Koford	002572	JK090519	Board of Supervisors Meeting 09/05/19	\$ 200.00
Lee Electric, Inc.	002580	19528	Replace Timer on Fountain 09/19	\$ 297.00
LLS Tax Solutions, Inc.	002573	001762	Arbitrage Rebate Calculation Series 2014A-1&2 PE 06/05/19	\$ 500.00
Long Lake Ranch CDD	CD057	CD057	Debit Card Replenishment	\$ 517.55

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 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.	002581	185860	Pest Control Account #10520 09/19	\$ 135.00
Pasco County Utilities	002556	12344144	18981 Long Lake Ranch Blvd 07/19	\$ 54.30
Pasco County Utilities	002574	12409925	0 Community Center 08/19	\$ 3,069.61
Pasco County Utilities	002574	12409926	18981 Long Lake Ranch Blvd 08/19	\$ 122.64
Rizzetta & Company, Inc.	002558	INV0000043178	District Management Services 09/19	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002566	INV00000000006648	Management Contract 09/19	\$ 3,420.55
Rizzetta Amenity Services, Inc.	002582	INV00000000006674	Out of Pocket Expenses 08/19	\$ 143.29
Rizzetta Amenity Services, Inc.	002582	INV00000000006705	Management Contract 09/19	\$ 2,896.19
Rizzetta Technology Services	002557	INV0000004733	Website Hosting Services 09/19	\$ 175.00
Securiteam, Inc.	002559	12228	Remote Video Monitoring Quarterly - Cabana 09/19	\$ 1,275.00
Securiteam, Inc.	002559	12229	Remote Video Monitoring Quarterly - Clubhouse 09/19	\$ 1,563.00
Securiteam, Inc.	002568	6074073019	Service Call - Network Hard Drive Failed 08/19	\$ 172.50
Securiteam, Inc.	002576	6276090619	Service Call - Troubleshoot Cameras 09/19	\$ 125.00
Securiteam, Inc.	002583	6320091619	Service Call - Replace Maglock on Gate 09/19	\$ 333.00
Suncoast Pool Service	002584	5569	Pool/Spa & Chemical Service 09/19	\$ 1,700.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Tampa Poop 911 LLC	002565	2870688	Pet Waste Station Monthly 08/19	\$ 395.85
William A. Pellan	002575	BP090519	Board of Supervisors Meeting 09/05/19	\$ 200.00
Xtreme Florida Pressure Washing, Inc.	002585	9542636623 09/19	Pressure Wash 09/19	\$ 370.00
Yellowstone Landscape	002577	TM 46519	Install Maple Tree, Long Lake Ranch Blvd. 08/19	\$ 631.50
Yellowstone Landscape	002577	TM 46520	Install Plants along Fence Line 08/19	\$ 616.25
Yellowstone Landscape	002577	TM 46521	Install Plants at Well 08/19	\$ 489.13
Yellowstone Landscape	002577	TM 46522	Install Plants at Hedge 08/19	\$ 1,379.75
Yellowstone Landscape	002577	TM 46523	Install Maple Tree along Serenoa 08/19	<u>\$ 533.50</u>
Report Total				<u>\$ 66,086.13</u>