



Rizzetta & Company

Long Lake Ranch Community Development District

**Board of Supervisors' Meeting
October 3, 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.

September 30, 2019

Board of Supervisors
Long Lake Ranch Community
Development District

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, October 3, 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 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 Sep. 5, 2019](#).....Tab 1
 - B. Consideration of Operations & Maintenance Expenditures for August 2019.....Tab 2
 - C. Ratification of Change Orders (if any)
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - i. Discussion of TECO Gas Generator Application
 - C. [Clubhouse Manager](#).....Tab 3
 - D. Field Manager.....Tab 4
 - i. Consideration of Landscaping ProposalsTab 5
 - E. District Manager
 - i. Discussion of Website Compliance Items.....Tab 6
5. **BUSINESS ITEMS**
 - A. Consideration of Dock & Sidewalk Erosion ProposalsTab 7
 - B. Consideration of Aquatic Services ProposalsTab 8
 - C. Consideration of Satellite Radio Renewal.....Tab 9
 - D. Consideration of Dog Waste Service Proposals.....Tab 10
 - E. Discussion Regarding Construction TrafficTab 11
 - F. Discussion Regarding Golf Cart IncidentTab 12
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, September 5, 2019 at 2:01 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
Bill Pellan	Board Supervisor; Vice 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)
Phil Chang	District Engineer; Johnson Engineering
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, confirming a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

One resident commented on a mold issue with the gates.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting held August 1, 2019

Mr. Radcliff presented the August 1, 2019 draft meeting minutes to the Board for consideration.

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 August 1, 2019 as presented for the Long Lake Ranch Community Development District.

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47 **FOURTH ORDER OF BUSINESS**

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

On a motion by Mr. Pellan, seconded by Mr. Leonard, with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for July 2019 (\$73,922.50) for the Long Lake Ranch Community Development District.

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52 **FIFTH ORDER OF BUSINESS**

Staff Reports

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54 **A. District Counsel**

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56 Ms. Sandy presented a memo regarding updated Rules of Procedure and
57 reviewed it with the Board. The Board agreed to hold a public hearing at its meeting
58 on November 7th.

On a motion by Mr. Leonard, seconded by Mr. Koford, with all in favor, the Board of Supervisors approved a public hearing on updated Rules of Procedure at the Board of Supervisors' meeting scheduled to be held at 6:00 PM on November 7, 2019 for the Long Lake Ranch Community Development District.

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61 **B. District Engineer**

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63 Mr. Chang reviewed an update memo with the Board regarding a parking lot
64 ground leak, roads and future repaving, and standing water in storm drains. Mr.
65 Chang and Ms. Sandy also reviewed the gas generator application with TECO.

On a motion by Mr. Koford, seconded by Mr. Pellan, with all in favor, the Board of Supervisors granted an easement to TECO pending the homeowner's completion of a survey with the District Engineer and agreement between the homeowner and the District regarding future relocation, for the Long Lake Ranch Community Development District.

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68 **C. Clubhouse Manager**

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

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73 **D. Field Manager**

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

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78 *(Mr. Mahar left the meeting at 3:40 PM.)*

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80 **E. District Manager**

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82 Mr. Radcliff stated that the next regular meeting will be on Thursday, October
83 3, 2019 at the Long Lake Ranch Amenity Center, located at 19037 Long Lake
84 Ranch Blvd., Lutz, FL 33558.

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86 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution
2019-11, Fiscal Year 2019-2020
Meeting Schedule**

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90 Mr. Radcliff presented Resolution 2019-11 to the Board for consideration. Discussion
91 ensued. The Board agreed to begin all meetings going forward at 6:00 PM; also, in
92 considering the holidays, the Board moved the January meeting from the 2nd to the 9th, and
93 the July meeting from the 2nd to the 9th.

94

On a motion by Mr. Twomey, seconded by Mr. Leonard, with all in favor, the Board of Supervisors adopted Resolution 2019-11, Fiscal Year 2019-2020 Meeting Schedule, for the Long Lake Ranch Community Development District.

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96 **SEVENTH ORDER OF BUSINESS**

**Consideration of Insurance Policy
Renewal**

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99 Mr. Radcliff presented the annual insurance policy renewal to the Board for
100 consideration.

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On a motion by Mr. Pellan, seconded by Mr. Leonard, with all in favor, the Board of Supervisors approved the annual insurance policy renewal for the Long Lake Ranch Community Development District.

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103 **EIGHTH ORDER OF BUSINESS**

**Consideration of Fountain
Cleaning Renewal**

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106 Mr. Radcliff presented the Vertex fountain cleaning contract renewal to the Board for
107 consideration. The Board agreed to let the contract auto-renew as of October 1, 2019.

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109 **NINTH ORDER OF BUSINESS**

**Consideration of Aquatic
Services Proposals**

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112 Mr. Radcliff presented two aquatic services proposals to the Board for consideration.
113 The Board requested that the proposals be resubmitted with the correct scope of ponds.

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115 **TENTH ORDER OF BUSINESS** **Consideration of Dock &**
116 **Sidewalk Erosion Proposals**

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118 Mr. Radcliff presented three proposals for dock and sidewalk erosion repairs to the
119 Board for consideration. Discussion ensued. The Board requested further research and a
120 findings report from the District Engineer.

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122 *(Mr. Koford left the meeting at 3:50 PM and rejoined by phone.)*

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124 **ELEVENTH ORDER OF BUSINESS** **Consideration of Sidewalk**
125 **Displacement Proposal**

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127 Mr. Radcliff presented a proposal for sidewalk displacement repairs to the Board for
128 consideration. Discussion ensued.

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On a motion by Mr. Pellan, seconded by Mr. Twomey, with all in favor, the Board of Supervisors approved the proposal for sidewalk displacement repairs from APD Advanced Stabilization in the amount of \$400.00 for the Long Lake Ranch Community Development District.

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131 *(Mr. Koford returned in person to the meeting at 4:21 PM.)*

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133 **TWELFTH ORDER OF BUSINESS** **Consideration of Pressure**
134 **Washing Proposals**

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136 Mr. Radcliff presented pressure washing proposals to the Board for consideration.
137 Discussion ensued.

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On a motion by Mr. Leonard, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the proposal for pressure washing from Xtreme FL Pressure Washing in the amount of \$370.00 for the Long Lake Ranch Community Development District.

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140 **THIRTEENTH ORDER OF BUSINESS** **Consideration of Access Card**
141 **Proposals**

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143 Mr. Radcliff presented a proposal for access card controller board installations to the
144 Board for consideration. Discussion ensued.

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On a motion by Mr. Pellan, seconded by Mr. Leonard, with all in favor, the Board of Supervisors approved the controller board proposal from Commercial Fire & Communications and authorized the Chair to negotiate a more complete service for an amount not to exceed \$7,400.00 for the Long Lake Ranch Community Development District.

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FOURTEENTH ORDER OF BUSINESS

Discussion of Rental Facility Policies

Mr. Radcliff introduced the topic for discussion and presented an example of a facility rental policies document to the Board for review. Discussion ensued. The Board approved the creation of a separate document outlining the treatment of holidays and closures as pertaining to the clubhouse.

On a motion by Mr. Leonard, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved a holiday closure policy for the amenity facilities consisting of closing the facilities to private events on the following holidays: New Year's Eve, New Year's Day, Easter Sunday, Memorial Day, Independence Day, Thanksgiving, Labor Day, Christmas Eve, and Christmas Day, for the Long Lake Ranch Community Development District.

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FIFTEENTH ORDER OF BUSINESS

Audience Comments

There were no additional audience questions or comments.

SIXTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Twomey commented on faded "Yield" signs throughout the District.

Mr. Kimpland requested an update on the installation of a crosswalk at Primrose and Peppergrass.

Mr. Pellan commented on access cards and how they are issued.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Koford, seconded by Mr. Pellan, with all in favor, the Board of Supervisors adjourned the meeting at 4:56 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 August 2019 For Board Approval

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

The total items being presented: **\$80,976.03**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2019 Through August 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	002545	065052101081619	Account# 0050650521-01 Clubhouse Internet 08/19	\$ 287.68
Bright House Networks	002536	073753101080419	Account# 0050737531-01 Pool Internet, Phone, TV 08/19	\$ 319.96
Clean Sweep Supply Co., Inc.	002522	00204524	Cleaning Supplies 05/19	\$ 123.00
Clean Sweep Supply Co., Inc.	002522	00205072	Cleaning Supplies 07/19	\$ 27.50
Clean Sweep Supply Co., Inc.	002522	00205160	Cleaning Supplies 07/19	\$ 87.45
Clean Sweep Supply Co., Inc.	002547	00205446	Cleaning Supplies 08/19	\$ 95.68
Cory Carter	002546	006	Monthly Janitorial Service 08/19	\$ 660.00
County Sanitation	002529	10433062	Monthly Waste Services 07/19 & 08/19	\$ 160.00
Duke Energy	002548	03431 87057 08/19	0000 Sunlake Blvd Lite 08/19	\$ 434.97
Duke Energy	002537	71571 28505 07/19	0000 Sunlake Blvd-Lighting 07/19	\$ 6,979.81
Duke Energy	002530	Summary Bill 07/19	Summary Bill 07/19	\$ 10,091.07
Gaydos Hydro Services, LLC	002549	2019-436	Aquatic Maintenance Phase 1 & 2 Task 1-3 08/19	\$ 2,460.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2019 Through August 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	002549	2019-437	Monthly Midge Fly Control 08/19	\$ 1,750.00
Harris Romaner Graphics	002552	19352	Repair Storm Damaged Signs 03/19	\$ 6,505.00
Harris Romaner Graphics	002552	19620	Repair Street Sign on Serona 08/19	\$ 90.00
Hopping Green & Sams	002538	108373	General Counsel 05/19	\$ 4,623.50
Hopping Green & Sams	002531	109098	General Counsel 06/19	\$ 2,838.11
Innersync Studio, LTD	002539	17633	Implement ADA Compliant Website 08/19	\$ 2,325.00
James Koford	002540	JK080119	Board of Supervisors Meeting 08/01/19	\$ 200.00
PC Consultants	002542	106902	IT Maintenance for Clubhouse Manager 08/19	\$ 72.00
PC Consultants	002542	106906	IT Maintenance - Upgrade 08/19	\$ 422.00
Long Lake Ranch CDD	CD055	CD055	Debit Card Replenishment	\$ 203.89
Long Lake Ranch CDD	CD056	CD056	Debit Card Replenishment	\$ 643.40
Nvirotech Pest Control Services, Inc.	002550	183442	Pest Control Account #10520 08/19	\$ 135.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2019 Through August 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.	002550	305602	Pest Control Account #8876 08/19	\$ 70.00
Pasco County Utilities	002541	12266504	0 Community Center 07/19	\$ 2,988.71
Pasco County Utilities	002541	12266505	18981 Long Lake Ranch Blvd 07/19	\$ 115.21
Professor-Cool, LLC	002543	871	Replaced TXV & Filter Drier 08/19	\$ 750.00
Rizzetta & Company, Inc.	002525	INV0000042347	District Management Services 08/19	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002526	INV0000000006524	Management Contract 07/19	\$ 2,927.66
Rizzetta Amenity Services, Inc.	002532	INV0000000006553	Out of Pocket Expenses 07/19	\$ 65.81
Rizzetta Amenity Services, Inc.	002532	INV0000000006584	Management Contract 08/19	\$ 3,545.55
Rizzetta Amenity Services, Inc.	002551	INV0000000006615	Management Contract 08/19	\$ 2,779.87
Rizzetta Technology Services	002524	INV0000004648	Website Hosting Services 08/19	\$ 100.00
Rizzetta Technology Services	002544	INV0000004652	Email Set Up 08/19	\$ 545.60
Solitude Lake Management, LLC	002527	PI-A00280536	Lake & Pond Management Services 07/01/19-09/30/19	\$ 600.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2019 Through August 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Suncoast Pool Service	002553	5498	Pool/Spa & Chemical Service 08/19	\$ 1,700.00
Tampa Poop 911 LLC	002523	2803907	Pet Waste Station Monthly 07/19	\$ 395.85
US Bank	002533	5404249	Trustee Fees Series 2014 A-1 06/01/19 - 05/31/20	\$ 3,407.59
Xtreme Florida Pressure Washing, Inc.	002534	9542636623	Pressure Wash 08/19	\$ 150.00
Yellowstone Landscape	002528	TM 40003	Replace Wet Check System, Irrigation 07/19	\$ 603.00
Yellowstone Landscape	002528	TM 40167	OTC Palm Injections 07/19	\$ 550.08
Yellowstone Landscape	002554	TM 45428	Monthly Landscape Maintenance 08/19	<u>\$ 13,754.41</u>
Report Total				<u>\$ 80,976.03</u>