



Rizzetta & Company

Long Lake Ranch Community Development District

**Board of Supervisors' Meeting
October 1, 2020**

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

www.longlakeranchcdd.org

LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

Board of Supervisors	William Pellan Heidi Clawson Andrew Kimpland James Koford John Twomey	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Bryan Radcliff	Rizzetta & Company, Inc.
District Counsel	Sarah Sandy	Hopping Green & Sams, P.A.
District Engineer	Phil Chang	Johnson Engineering

All cellular phones must be placed on mute during conference, except for participating in the meeting discussion.

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 23, 2020

Board of Supervisors
Long Lake Ranch Community
Development District

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Long Lake Ranch Community Development District will be held on **Thursday, October 1, 2020 at 6:00 PM at the Long Lake Ranch Amenity Center, 19037 Long Lake Ranch Blvd, Lutz FL 33558, unless otherwise notified.** The following is the for this meeting:

1. **CALL TO ORDER / ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **STAFF REPORTS**
 - A. Landscaping & Irrigation
 - i. Presentation of September 2020 Field Inspection Report.....Tab 1
 - ii. Consideration of Yellowstone Proposals.....Tab 2
 - B. Aquatic Services
 - C. District Engineer
 - D. District Counsel
 - E. Clubhouse Manager
 - i. Presentation of Clubhouse Report.....Tab 3
 - F. District Manager
4. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Meeting held on September 3, 2020.....Tab 4
 - B. Consideration of Operations & Maintenance Expenditures for August 2020.....Tab 5
5. **BUSINESS ITEMS**
 - A. Consideration of Bike Rack Rock Install Proposal.....Tab 6
 - B. Ratification of Family First Pressure Washing Agreement.....Tab 7
 - C. Consideration of Romaner Graphics Monument Logos Proposal.....Tab 8
 - D. Consideration of Main Lake Fish Stocking Proposal.....Tab 9
 - E. Ratification of Illuminations Holiday Lighting Contract.....Tab 10
 - F. Consideration of GHS Proposal for Grass Carp.....Tab 11
 - G. Consideration of Amenity and District Management RFPs
6. **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
District Manager

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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 Board of Supervisors of the Long Lake Ranch Community Development District was held on **Wednesday, September 3, 2020 at 6:00 p.m.** conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179. Present and constituting a quorum:

Bill Pellan	Board Supervisor; Chair
Heidi Clawson	Board Supervisor; Vice Chair
James Koford	Board Supervisor; Assistant Secretary
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
Phil Chang	District Engineer; Johnson Engineering
Bryan Schaub	Field Services Mgr., Rizzetta & Co., Inc.
Brian Mahar	Representative; Yellowstone Landscaping
Chuck Burnite	Representative; GHS Aquatic Maintenance

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

There were no comments.

THIRD ORDER OF BUSINESS

Staff Reports

A. Field Services

Mr. Schaub presented the Field Inspection Report to the Board. The Board requested follow-up on the following items from Yellowstone:

1. Weeds in landscape at Foxtail
2. Proposals for sprucing up medians at Nightshade

49 3. Repair of Sprinkler at Clubhouse

50
51 B. Aquatic Services

52 Mr. Burnite presented the Aquatic Services Report to the Board. Mr.
53 Burnite reviewed the permits from Heidt and agreed to provide a proposal
54 for fish stocking the big lake at the next meeting.

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56 C. District Engineer

57 Mr. Chang reviewed the issue of sidewalk maintenance/responsibility with the
58 Board. The Board approved of Mr. Chang continuing to research this with the
59 County.

60
61 Mr. Chang reviewed the lake path drainage issue. The Board agreed to
62 reassess after the area has dried out and been pressure cleaned.

63
64 D. District Counsel

65 Ms. Sandy gave an update on the Amenity Management and District
66 Management RFPs. The Board agreed to have a special meeting on
67 September 24, 2020 at 5:00 p.m. to review/hear proposals for Amenity and
68 District Management Services.

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70 E. Clubhouse Manager

71 The Board requested emails be sent to all residents reminding them of the
72 Special Meeting on September 24, 2020 and Public Hearing on October 1,
73 2020.

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75 F. District Manager

76 Mr. Radcliff reminded the Board the next regular meeting is scheduled for
77 Thursday, October 1, 2020 at 6:00 p.m. at the Long Lake Amenity Center,
78 19037 Long Lake Ranch Blvd, Lutz FL 33558, unless otherwise instructed.

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80 The Board approved a motion for Holiday lighting from Illuminations
81 Holiday Lighting (Exhibit A).

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On a motion by Mr. Pellan, seconded by Ms. Clawson, with all in favor, the Board Approved the Illuminations Holiday Lighting proposal (\$9050.00), for the Long Lake Ranch Community Development District.
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84 **FOURTH ORDER OF BUSINESS**

85 **Consideration of Minutes of**
86 **Board of Supervisors' Meeting**
87 **held August 6, 2020**

88 Mr. Radcliff presented the Minutes of Board of Supervisors' Meeting held August
89 6, 2020 to the Board.

On a motion by Mr. Pellan, seconded by Mr. Kimpland, with all in favor, the Board approved the Minutes of Board of Supervisors' Meeting held August 6, 2020, as presented, for the Long Lake Ranch Community Development District.

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FIFTH ORDER OF BUSINESS

**Consideration of Minutes of
Board of Supervisors' Special
Meeting held on August 19,
2020**

On a motion by Mr. Pellan, seconded by Mr. Kimpland, with all in favor, the Board approved the Minutes of Board of Supervisors' Special Meeting held August 19, 2020, as presented, for the Long Lake Ranch Community Development District.

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SIXTH ORDER OF BUSINESS

**Consideration of Operations
and Maintenance Expenditures
for July 2020**

The Board requested the current Spectrum account for Internet and phone be reviewed for redundancy.

On a motion by Mr. Pellan, seconded by Mr. Koford, with all in favor, the Board Ratified the Operation and Maintenance Expenditures for July 2020, as presented, for the Long Lake Ranch Community Development District.

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SEVENTH ORDER OF BUSINESS

**Consideration of LLS Tax
Solutions, Inc. Engagement
Letter**

Mr. Radcliff presented the LLS Tax Solutions, Inc. Engagement Letter to the Board.

On a motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board Approved the LLS Tax Solutions, Inc. Engagement Letter, as presented, for the Long Lake Ranch Community Development District.

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EIGHTH ORDER OF BUSINESS

**Consideration of Securiteam
Proposal**

Mr. Radcliff presented the Securiteam Proposal to the Board.

On a motion by Ms. Clawson, seconded by Mr. Pellan, with all in favor, the Board approved the Securiteam Proposal (\$2360.00), as presented, for the Long Lake Ranch Community Development District.

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119 **NINTH ORDER OF BUSINESS**

**Consideration of Proposal for
Flagpole Purchase/Install**

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The Board approved a motion for the purchase and installation of a flagpole with a not-to-exceed amount of \$1450.00.

On a motion by Mr. Pellan, seconded by Ms. Clawson, with all in favor, the Board approved a not-to-exceed amount of \$1450.00 to purchase and install a flagpole, for the Long Lake Ranch Community Development District.

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125 **TENTH ORDER OF BUSINESS**

**Ratification of Romaner Fence
Repair Proposal**

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Mr. Radcliff presented the Romaner Fence Repair Proposal to the Board for ratification.

On a motion by Ms. Clawson, seconded by Mr. Pellan, with all in favor, the Board Ratified the Romaner Fence Repair Proposal (\$585.00), for the Long Lake Ranch Community Development District.

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132 **ELEVENTH ORDER OF BUSINESS**

**Discussion of Lake Treatment
Permits**

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This item was discussed during the District Engineer staff report.

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137 **TWELFTH ORDER OF BUSINESS**

**Updated Amended and
Restated Rules and Regulations
Regarding Recreational
Facilities and Parking**

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The Board reviewed the updated rules and regulations and a conversation ensued.

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144 **THIRTEENTH ORDER OF BUSINESS**

**Consideration of Pressure
Washing Proposals**

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The Board approved the proposal from First Family with a not-to-exceed amount of \$6540.00. Ms. Clawson will assign tasks to the vendor.

On a motion by Mr. Pellan, seconded by Mr. Kimpland, with all in favor, the Board approved the First Family proposal, with a not-to-exceed amount of \$6540.00, for the Long Lake Ranch Community Development District.

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151 **FOURTEENTH ORDER OF BUSINESS**

**Consideration of Landscape
Lighting Repairs**

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The Board tabled the proposal for Landscape Lighting Repairs pending

155 clarification of Monument count, light count, and pictures of the finished product
156 (Exhibit B).

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158 **FIFTEENTH ORDER OF BUSINESS**

**Consideration of Proposals for
Sidewalk Erosion Repair**

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161 The Board approved a proposal from Site Masters for sidewalk erosion repair
162 (Exhibit C).

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On a motion by Ms. Clawson, seconded by Mr. Koford, with all in favor, the Board approved the Site Masters proposal for sidewalk erosion repair (\$1400.00), for the Long Lake Ranch Community Development District.

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165 **SIXTEENTH ORDER OF BUSINESS**

**Consideration of Egis Insurance
Proposal and Invoice**

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168 The Board approved the Egis Insurance Proposal and Invoice.

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On a motion by Mr. Pellan, seconded by Mr. Kimpland, with all in favor, the Board approved the Egis Insurance Proposal and Invoice, for the Long Lake Ranch Community Development District.

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171 **SEVENTEENTH ORDER OF BUSINESS**

**Consideration of Yellowstone
Proposal #82788 – Foxtail Pool
Plant Replacement**

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175 The Board approved the Yellowstone Proposal #82788 – Foxtail Pool Plant
176 Replacement.

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On a motion by Mr. Twomey, seconded by Mr. Kimpland, with all in favor, the Board approved the Yellowstone Proposal #82788 – Foxtail Pool Plant Replacement (\$1282.11), for the Long Lake Ranch Community Development District.

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179 **EIGHTEENTH ORDER OF BUSINESS**

Audience Comments

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181 The Board entertained Audience comments.

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183 **NINETEENTH ORDER OF BUSINESS**

Supervisor Requests

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185 Ms. Clawson commented on posting schedules for pavilion rentals at the
186 Clubhouse.

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188 Mr. Koford discussed ending pool monitors at the Foxtail Pool. The Board
189 approved a motion to stop using pool attendants at the Foxtail Pool and resume
190 normal hours.

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On a motion by Mr. Pellan, seconded by Ms. Clawson, with all in favor, the Board approved to stop pool monitors at the Foxtail Pool and resume normal hours, for the Long Lake Ranch Community Development District.

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TWENTIETH 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 9:00 p.m., for the Long Lake Ranch Community Development District.

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Assistant Secretary

Chair / Vice Chair

Tab 5

Long Lake Ranch Community Development District

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

Operations and Maintenance Expenditures August 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2020 through August 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$78,157.87**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Austin Outdoor, LLC	002949	TM 125316	Monthly Landscape Maintenance 07/20	\$ 17,327.41
Austin Outdoor, LLC	002960	TM 135664	Monthly Landscape Maintenance 08/20	\$ 13,754.41
Bright House Networks	002950	065052101081620	Account# 0050650521-01 Clubhouse Internet 08/20	\$ 309.71
Bright House Networks	002941	073753101080420	Account# 0050737531-01 Pool Internet, Phone, TV 08/20	\$ 321.96
Clean Sweep Supply Co., Inc.	002928	00209990	Janitorial Supplies 07/20	\$ 85.40
Clean Sweep Supply Co., Inc.	002928	00210039	Janitorial Supplies 07/20	\$ 80.00
County Sanitation	002935	10472847	Monthly Waste Services 08/20	\$ 80.00
Duke Energy	002952	03431 87057 08/20	0000 Sunlake Blvd Lite 08/20	\$ 434.09
Duke Energy	002943	Summary Bill 07/20	Summary Bill 07/20	\$ 10,195.06
Florida Natives Nursery, Inc.	002929	17442	Quarterly Mitigation Maintenance 07/20	\$ 450.00
GHS Environmental	002930	2020-420	Aquatic Maintenance Phase 1 & 2 07/20	\$ 3,385.00
Harris Romaner Graphics	002948	19853	Various Signage 02/20	\$ 440.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Harris Romaner Graphics	002948	19855	Repair Street Signs 02/20	\$ 260.00
Harris Romaner Graphics	002934	20087	Install Various Signs 7/20	\$ 400.00
Heidi Clawson	002942	HC080620	Board of Supervisors Meeting 08/06/20	\$ 200.00
Heidi Clawson	002951	HC082420	Board of Supervisors Meeting 08/24/20	\$ 200.00
Hopping Green & Sams	002936	116191	General Counsel 06/20	\$ 9,756.42
James Koford	002944	JK080620	Board of Supervisors Meeting 08/06/20	\$ 200.00
James Koford	002953	JK082420	Board of Supervisors Meeting 08/24/20	\$ 200.00
Jayman Enterprises, LLC	002937	1246	Repair Drinking Fountain - Park 08/20	\$ 125.00
Johnson Engineering, Inc.	002931	11	Engineering Services 06/20	\$ 42.50
Long Lake Ranch CDD	CD070	CD070	Debit Card Replenishment	\$ 304.44
Nvirotech Pest Control Services, Inc.	002954	212886	Pest Control Account #10520 08/20	\$ 135.00
Pasco County Utilities	002932	13723951	18981 Long Lake Ranch Blvd - Fire Hydrant 06/20	\$ 54.30

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pasco County Utilities	002945	13749223	0 Community Center 07/20	\$ 1,392.95
Pasco County Utilities	002945	13749224	18981 Long Lake Ranch Blvd 07/20	\$ 136.50
Piper Fire Protection, Inc.	002938	68937	Extinguisher Follow Up 07/20	\$ 253.50
Rizzetta & Company, Inc.	002933	INV0000051814	District Management Services 08/20	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002947	INV00000000007487	Amenity Management Services 05/20	\$ 2,870.32
Rizzetta Amenity Services, Inc.	002947	INV00000000007800	Amenity Management Services 08/20	\$ 4,122.78
Rizzetta Amenity Services, Inc.	002956	INV00000000007862	Out of Pocket Expense 07/20	\$ 86.10
Securiteam, Inc.	002957	10410081120	Service Call - 08/20	\$ 717.50
Securiteam, Inc.	002940	13410	Remote Video Monitoring Quarterly - Cabana 08/20	\$ 1,275.00
Securiteam, Inc.	002940	13411	Remote Video Monitoring Quarterly-Clubhouse 08/20	\$ 1,563.00
Suncoast Pool Service	002958	6472	Pool/Spa & Chemical Service 08/20	\$ 1,700.00
Tampa Poop 911 LLC	002939	3543591	Pet Waste Station Monthly 07/20	\$ 395.85

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	002959	0000102155 08/12/20	Account #108665 Legal Advertising 08/20	\$ 112.00
William A. Pellan	002946	BP080620	Board of Supervisors Meeting 08/06/20	\$ 200.00
William A. Pellan	002955	BP082420	Board of Supervisors Meeting 08/24/20	\$ <u>200.00</u>
Report Total				\$ <u>78,157.87</u>