



Rizzetta & Company

# **Lake Padgett Estates Independent Special District**

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## **Board of Supervisors Meeting January 20, 2022**

**District Office:  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, FL 33544  
813-994-1001**

**[www.lakepadgettisd.org](http://www.lakepadgettisd.org)**

## **LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT**

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

**Board of Supervisors**

Steve Yarbrough  
Pam Carr  
David Hipps  
Justin Andrews  
Larry Dunleavy

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

**District Manager**

Lynn Hayes

Rizzetta & Company, Inc.

**District Counsel**

Tim Hayes

Law offices of Timothy G. Hayes

**District Engineer**

John Mueller

Landis Evans & Partners

**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) 933-5571. 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.

# LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT

District Office · Wesley Chapel, Florida (813) 944-1001

Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

[WWW.LAKEPADGETTISD.ORG](http://WWW.LAKEPADGETTISD.ORG)

January 12, 2022

**Board of Supervisors  
Lake Padgett Estates  
Independent Special District**

## FINAL AGENDA

Dear Board Members:

Welcome to the regular meeting of the Board of Supervisors of Lake Padgett Estates Independent Special District. Today is **Thursday, January 20, 2022, at 6:30 p.m.** This meeting is being held at the Lake Padgett Estates Stables Meeting Room, located at 3614 Stable Ridge Lane, Land O' Lakes, FL 34639. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. AUDIENCE COMMENTS**
- 4. STAFF REPORTS**
  - A. District Engineer Report ..... Tab 1
  - B. Maintenance Supervisor Report..... Tab 2
  - C. District Counsel
  - D. District Manager Report ..... Tab 3
- 5. BUSINESS ITEMS**
  - A. Presentation of Prior RFP District Management Criteria ... Tab 4
- 6. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors  
Meeting held on December 16, 2021 ..... Tab 5
  - B. Consideration of Operation and Expenditures for  
December 2021..... Tab 6
- 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 contact us at (813) 994-1001.

Sincerely,

*Lynn Hayes*

Lynn Hayes  
District Manager

## Tab 1



January 10, 2022

Lynn Hayes  
Lake Padgett Estates Independent Special District  
C/O Rizzetta & Company, Inc.  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, Florida 33544  
Via email: psweeney@rizzetta.com

RE: District Engineer Report – January 2022

Dear Mr. Hayes:

- 1) Pasco County Department of Health (DOH) Freshwater Bathing Places Monitoring

The latest sampling results (12/14) for the month of December are below.

<u>Location</u>	<u>Organisms<sup>1</sup></u>
East Lake Park	135
Lake Padgett Beach	6

<sup>1</sup>Number of organisms per 100 ml of water, 0-199 Good, Greater than 200 Poor

- 2) Sargent Sea Wall Replacement

No current tasks or updates.

There are no other current tasks or assignments.

Sincerely,

John J. Mueller, PE  
Landis Evans and Partners, Inc.

## Tab 2

# LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT

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DISTRICT OFFICE · WESLEY CHAPEL, FLORIDA 33544

MAILING ADDRESS · 3434 COLWELL AVENUE · SUITE 200 · TAMPA, FLORIDA 33614

- As well as general lawn and weed maintenance janitorial duties clerical work, and meeting with residents for new decals gate keys the following maintenance repairs have been completed from 12/3/21.1to date.
- Treated canal between weeks and Saxon for duck weed.
- Integrated Power management board defective on work truck .Ferman quoted \$1,396 for part plus \$250 for installation.. I ordered one on line for \$640 and installed it myself.
- Contacted well company for leaking fitting in well house at Padgett Park.
- Set gate times for golf cart and boat parades for 12/11/21.
- At Padgett park .spot treated for ants.
- Contacted tree Company to evaluate 2 trees on rail for decay.
- At Padgett Park, Removed washed up dock board from boat ramp.
- Spot treated for ant mounds at Saxon and laird parks.
- At Saxon park, trimmed back low hanging branches on trees.
- At Saxon park spot treated for ants.
- At laird park, replaced damaged bathroom entrance door lock.
- Contacted gate repair for non-working cameras at lake Saxon
- Contacted gate repair for non-working strike plate at Laird Park.
- At Lake Joyce Park, Playground perimeter fence gate latch vandalized replaced with new.
- At Padgett park Started replacing decking on boat dock

## Tab 3





Rizzetta & Company

**UPCOMING DATES TO REMEMBER**

- **Next Meeting:** February 17, 2022 @ 6:30 PM
- **FY 2020-2021 Audit Completion Deadline:** June 30, 2022

**District  
Manager's  
Report**

January 20

**2022**

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**FINANCIAL SUMMARY**

**11/30/2021**

General Fund Cash & Investment Balance:	\$346,776
Reserve Fund Cash & Investment Balance:	\$292,166
Debt Service Fund Investment Balance:	<u>\$0</u>
<b>Total Cash and Investment Balances:</b>	<b>\$638,942</b>
<b>General Fund Expense Variance: \$12,802</b>	<b>Under Budget</b>



# Quarterly Compliance Audit Report

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## Lake Padgett Estates

**Date:** December 2021 - 4th Quarter

**Prepared for:** Scott Brizendine

**Developer:** Rizzetta

**Insurance agency:**



**Preparer:**

Jason Morgan - *Campus Suite Compliance*

*ADA Website Accessibility and Florida F.S. 189.069 Requirements*

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# Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

## Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



### ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



## Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

## Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.\* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

\* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



# ADA Website Accessibility

Result: **PASSED**

## Accessibility Grading Criteria

Passed	Description
Passed	<b>Website errors*</b> 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	<b>Keyboard navigation</b> The ability to navigate website without using a mouse
Passed	<b>Website accessibility policy</b> A published policy and a vehicle to submit issues and resolve issues
Passed	<b>Color contrast</b> Colors provide enough contrast between elements
Passed	<b>Video captioning</b> Closed-captioning and detailed descriptions
Passed	<b>PDF accessibility</b> Formatting PDFs including embedded images and non-text elements
Passed	<b>Site map</b> Alternate methods of navigating the website

\*Errors represent less than 5% of the page count are considered passing

\*\*Error reporting details are available in your Campus Suite Website Accessibility dashboard



# Florida F.S. 189.069 Requirements

Result: **PASSED**

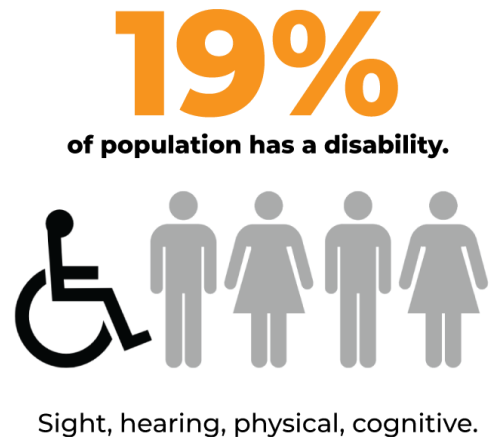
## Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

# Accessibility overview

## Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



## The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.





# ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



## Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

*Contract checker:* <http://webaim.org/resources/contrastchecker>



## Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



## Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

*Helpful article:* <http://webaim.org/techniques/alttext>



## Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

**Helpful article:** [www.nngroup.com/articles/keyboard-accessibility](http://www.nngroup.com/articles/keyboard-accessibility)

**Helpful article:** <http://webaim.org/techniques/skipnav>



## Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

**Helpful article:** <http://webaim.org/techniques/sitetools/>



## Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

**Helpful article:** <http://webaim.org/techniques/tables/data>



## **Making PDFs accessible**

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

**Helpful articles:** <http://webaim.org/techniques/acrobat/acrobat>



## **Making videos accessible**

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

**Helpful article:** <http://webaim.org/techniques/captions>



## **Making forms accessible**

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

**Helpful article:** <http://webaim.org/techniques/forms>



## **Alternate versions**

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



## Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



## Other related requirements

### ***No flashing***

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

### ***Timers***

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

### ***Fly-out menus***

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

### ***No pop-ups***

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

# Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web

## Tab 4

## **The Lake Padgett Estates Independent Special District**

WHEREAS the Lake Padgett Estates Independent Special District seeks to employ a management company for the purpose of providing non-exclusive management, financial and miscellaneous services for the Lake Padgett Estates Independent Special District ("District"), as required to meet the needs of the District during the contract period and pursuant to the services described in the Scope of Services attached hereto and incorporated herein by reference; and

WHEREAS the District seeks to solicit bids from management companies with prior experience in managing independent special districts similar to the District ,

NOW, THEREFORE, the District states the following criteria for bid submittal:

1. All bids shall include a fee schedule setting forth in detail the intended cost of services which shall be payable by the District in equal monthly installments at the beginning of each month.
2. The bid proposal shall also include a detailed outline of any intended reimbursable expenses which the management company anticipates charges during the course of employment, including but not limited to: out-of-pocket expenses for travel, express mail, computerized research, word processing charges, long distance telephone, postage, photocopying, courier and computer services.
3. The intended term of employment shall be for a period of \_\_\_\_ years renewable annually unless terminated by either party upon 60 days written notice prior to the end of each annual term.
4. Each bid shall include a list of any and all Special Districts which currently employ the management company, and the length of time that the management company has been employed by each respective District. Bidders may also include any letters of recommendation from current or former Districts that employed bidder's services
5. Each bid shall include a list of employees of the management company with a specific vita on each employee of the management company who would be assigned to work with the District should such bid be approved, and all principals of the management company, with special emphasis on their educational backgrounds, length of employment with the management company and prior experience in related matters.
6. It is intended that the successful bidder will not be hired by the District until such time as a formal written agreement has been negotiated and agreed to by both parties, and upon the signing of such agreement the management company will devote such time and resources as is necessary to complete the duties and responsibilities assigned to them under the agreement.

7. Each bidder must certify that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of its duties and services for the District as per Section 112.311, Florida Statutes.
8. Bidders shall certify and warrant they do not employ or retain any illegal aliens nor do they employ the services of any company, corporation, or firm which they know or have reason to suspect employees or retains illegal aliens.
9. Bidders shall warrant and represent that all employees of the bidder's management company are treated equally during employment without regard to race, color, physical handicap, religion, sex, age or national origin.
10. Each bidder shall be a management company in good standing and duly licensed to perform such services within the State of Florida.
11. All bids are to be received via mail or hand delivery by the District no later than the close of business (5:00 P.M.), Tuesday December 15, 2009, at which time the District will open all bids and select the top five qualified bids as determined solely by a majority vote of the District's Supervisors, at which time the top five qualified bidders shall be scheduled for an interview by the District Supervisors following which a final decision will be rendered in writing by the District.
12. The District will complete the initial bid review between December 16, 2009, and January 1, 2010, after which time the top five bidders will be contacted and interviews scheduled for the period of January 1, 2010 through January 15, 2010. After the interviews have been completed the top five bidders will be ranked accordingly.
13. The top bidder will then immediately enter into final negotiations with the District on a written agreement in conformity with the bid proposal. Should the parties fail to reach a mutually agreeable written agreement by February 1, 2010, unless extended by mutual agreement of the parties, the District will reject the bid and immediately enter into negotiations with the second place bidder. This process shall be continued in the order of ranking until a final written agreement has been accomplished.
14. Each bidder shall certify that their bid terms will remain in effect for a period of ninety (90) days from the date of bid submittal.
15. Each bid should be submitted in a sealed envelope which will not be opened by the District until the bid deadline of 5:00 P.M., December 15, 2009.
16. All bids upon receipt shall be considered as final and no amendments or supplements shall be submitted after the bid deadline of 5:00 P.M., December 15, 2009.
17. Each bid shall be signed by the President of each management company submitting a bid who shall certify that he or she has full authority to bind their respective company.



## SCOPE OF SERVICES

### I. GENERAL MANAGEMENT SERVICES

1. General Consultation, Meetings, and District Representation:
  - ▶ As the District's Manager, consult with the District Board of Supervisors and its designated representatives, and when necessary, participate in such meetings, discussions, project site visits, workshops, and hearings as may pertain to the administration, accomplishment and fulfillment of the professional services with regard to the projects and general interest of the District.
  - ▶ Consultation and representation work with pertinent public agencies and private individuals in connection with the interest of the District.
  - ▶ The service to be provided shall also include, but not be limited to, planning, scheduling, production and quality control, coordination, and administration of various professional service elements.
2. The Manager shall attend regular and special meetings of the Board of Supervisors.
3. The Manager shall prepare and submit to the District's Board of Supervisors a proposed annual budget and administer the adopted budget of the District.
4. The Manager shall consult with and advise the District on matters related to the operation and maintenance of the District's works.
5. The Manager shall be responsible for the appointment, supervision, and removal of all District personnel, with Board approval.
6. The Manager shall implement the policies established by the District, in connection with the operation of the District.
7. The Manager shall coordinate the activities and advise any advisory boards of the District, with Board approval.
8. The Manager shall provide all other services necessary to effectively manage the operations of the District, with Board approval.

9. Define and implement a system of records management for the District, including a concise and accurate record of the official actions of the Board of Supervisors, and any appointed boards or committees. These responsibilities include such items as:
  - ▶ Custody of the District's seal.
  - ▶ Records custodian and records management liaison with the State of Florida, overseeing the storage of inactive files and destruction of obsolete files.
  - ▶ Maintaining and safeguarding the minutes of public meetings, resolutions, contracts and agreements.
  - ▶ Responding to public records requests.

## II. ACCOUNTING SERVICES

The Manager shall define and implement an accounting system that will allow the District to represent fairly and with full disclosure the financial position of the District.

1. *Budget Management*  
Provide for the accounting, reporting, and control of revenues and expenditures in accordance with the District's needs.
2. *General Ledger*  
Prepare and implement a chart of accounts for all District funds. Ensure that all transactions are recorded in accordance with Federal, State, and local requirements. Ensure payments to vendors, staff, and contractors are in accordance with District policies.
3. *Reports*  
Provide information in accordance with Regulatory and District management requirements.
4. *Cash Management*  
Allow for monthly annual reporting of cash balances by fund.
5. *Revenue and Expenditure Reporting*  
Account for all revenues and expenditures of the District. Financial information by fund and project, including revenue sources and expense categories, is shown in a budget versus actual format. Revenues and Expenditures are recorded in compliance with GASB and Governmental GAAP, and are recorded using the appropriate basis of accounting; cash, full accrual or modified accrual.

### III. ANCILLARY SERVICES

1. *Website Design*

Create a website for the District that includes areas for publishing public information regarding community events, policies, procedures, and items of interest to the general public.

2. *Website Maintenance*

Provide for adding and removing items regarding community events, policies, procedures and items of interest to the general public.

3. *Field Manager*

Coordinate and provide contact administration for any services provided to the District by outside vendors, provide day-to-day management of in-house operations, coordinate with Residents to determine the services and levels of service to be provided, prepare and bid services and commodities, ensure compliance with all operating permits, prepare and implement field-operating budgets, provide information/education to public regarding District program.

### IV. OFFICERS

The Manager will provide staff to act as Secretary and Treasurer of the District.

## **Tab 5**

**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 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.

**LAKE PADGETT INDEPENDENT SPECIAL DISTRICT**

The regular meeting of the Board of Supervisors of Lake Padgett Estates Independent Special District was held on **Thursday, December 16, 2021, at 6:30 p.m.** at the Lake Padgett Estates Stables Meeting Room, located at 3614 Stable Ridge Lane, Land O' Lakes, FL 34639.

Present and constituting a quorum:

Steve Yarbrough	<b>Board Supervisor, Chair</b>
Pam Carr	<b>Board Supervisor, Vice Chair</b>
David Hipps	<b>Board Supervisor, Assistant Secretary</b>
Justin Andrews	<b>Board Supervisor, Assistant Secretary</b>
Larry Dunleavy	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lynn Hayes	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Timothy Hayes	<b>District Counsel, Law Offices of Tim G. Hayes</b>
Steve Rowell	<b>Maintenance Supervisor</b>

Audience	Present
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**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Lynn Hayes performed roll call and confirmed that a quorum was met.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

A discussion ensued between the Board and audience members wanting an update and the details of the special events insurance policy coverage for the December 11<sup>th</sup> golf cart parade and the December 18<sup>th</sup> boat parade secured by the District staff and LPE ISD Board. There were questions about the insurance needs for the Civic Association sponsored events from the information they provided and reviewed by the District Staff the insurance carrier. The Insurance carrier stated after review of the information, no additional insurance was needed for these Civic Association sponsored events taking place with an LPE ISD park unless a bounce house or other equipment warranted additional insurance. The Civic Association President stated that she would provide a list of equipment desired for events at

least 30 or more days prior to the event date to District Staff, the District Insurance Carrier, and the LPE ISD Board for review.

#### **FOURTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. District Engineer**

Mr. Lynn Hayes provided the District Engineer's report.

##### **B. Maintenance Supervisor**

Mr. Lynn Hayes provided the Maintenance Supervisor's report.

##### **C. District Counsel**

No report.

##### **D. District Manager**

Mr. Lynn Hayes presented his report to the Board and announced that the next regularly scheduled meeting is January 20, 2022, at 6:30 p.m. at the Lake Padgett Estates Stables Meeting Room, located at 3614 Stable Ridge Lane, Land O' Lakes, FL 34639.

#### **FIFTH ORDER OF BUSINESS**

#### **Discussion of Committee Report and Property Management Options**

A discussion ensued and the fact-finding committee asked the Board if they had any questions on the information they provided in the fact finding committee book. Mr. Tim Hayes and Mr. Lynn Hayes asked if pricing is listed in the table of contents of the Inframark and Vesta Properties proposals, why the pricing information and pages were missing as this would be considered public record. The committee responded that they asked all vendors to not provide pricing. The committee did not tell the Board if the committee had a meeting since the last Lake Padgett Estates Independent Special District meeting held on November 18, 2021. There were no fact-finding committee meeting minutes provided although they were requested with emails by the Mr. Lynn Hayes and his Administrative Assistant. Assistant Secretary Dunleavy stated that he would like to obtain quotes with pricing for property management options and asked District Counsel what the next steps would the Board need to take if they wanted to pursue getting quotes. Mr. Tim Hayes suggested that the Board should put together criteria that all Board members could agree upon before deciding to pursue getting quotes and explained some requirements of the formal RFP process and this would require a motion. The Board did not make a motion. Vice Chair Carr stated that she would like more time to review the fact-finding committee book and Assistant Secretary David Hipps, and Justin Andrews did not have any further comment on pursuing quotes with pricing. The Board requested Mr. Tim Hayes provide criteria that he used 12 years ago when the District last did an RFP for District Management and this must be provided to Mr. Lynn Hayes by or before January 10, 2022 so this can be included in the January 20, 2022 meeting agenda package.

**SIXTH ORDER OF BUSINESS**

**Consideration of Playground  
Equipment Proposals**

On a Motion by Assistant Secretary Andrews, seconded by Assistant Secretary Hipps, with all in favor, the Board of Supervisors approved the Beyond Your Ordinary #2 playground equipment proposal for Lake Saxon Park in the amount of \$20,183, for the Lake Padgett Estates Independent Special District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-01,  
Adopting Prompt Payment Policies**

On a Motion by Assistant Secretary Hipps, seconded by Vice Chair Carr, with all in favor, the Board of Supervisors adopted the Resolution 2022-01, Adopting Prompt Payment Policies, for the Lake Padgett Estates Independent Special District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of the Minutes from Board  
of Supervisors Meeting Held on  
November 18, 2021**

Mr. Lynn Hayes presented the Board of Supervisors meeting minutes from the November 18, 2021, meeting and asked if there were any changes or corrections. There was a change regarding holiday cash bonus amounts given to the Lake Padgett Estates Independent Special District staff.

On a Motion by Vice Chair Carr, seconded by Assistant Secretary Dunleavy, with all in favor, the Board of Supervisors approved the Board of Supervisors meeting minutes, as amended, from November 18, 2021, for the Lake Padgett Estates Independent Special District.

**NINTH ORDER OF BUSINESS**

**Consideration of the Operation and  
Maintenance Expenditures for November 2021**

Mr. Lynn Hayes presented the Operation and Maintenance Expenditures for November 2021.

On a Motion by Assistant Secretary Hipps, seconded by Vice Chair Carr, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for November 2021 (\$32,784.50), for the Lake Padgett Estates Independent Special District.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

None.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Lynn Hayes adjourned the meeting at approximately 7:38 p.m.

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Assistant Secretary/Secretary

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Chair/Vice Chair

DRAFT



## Tab 6

# LAKE PADGETT ESTATES ISD

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District Office · Wesley Chapel, Florida · (813) 994-1001  
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.lakepadgettisd.org](http://www.lakepadgettisd.org)

## **Operations and Maintenance Expenditures December 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2021 through December 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$50,100.94**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# LAKE PADGETT ESTATES ISD

## Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

Vendor Name	Check Number	Invoice Number	Transaction Description	Check Amount
ADP Payroll	CD785	CD785	PR FEES PPE 11/21/21 PD 12/03/21	\$ 114.79
ADP Payroll	CD786	CD786	PR PPE 12/05/21 PPD 12/10/21	\$ 6,475.31
ADP Payroll	CD790	CD790	PR FEES PPE 12/05/21 PD 12/17/21	\$ 114.79
ADP Payroll	CD791	CD791	PR PPE 12/19/21 PPD 12/23/21	\$ 3,499.04
ADP Payroll	CD792	CD792	PR FEES PPE 12/19/21 PD 12/31/21	\$ 114.79
ADP Payroll	CD793	CD793	Time & Attendance 12/21	\$ 42.46
BYO Recreation, Inc.	004373	121721-BYO	New Lake Saxon Playground Equipment 12.21	\$ 14,400.00
David E. Hipps, Jr.	004351	DH111821	Board of Supervisor Meeting 11/18/21	\$ 50.00
David E. Hipps, Jr.	004370	DH121621	Board of Supervisor Meeting 12/16/21	\$ 50.00
Duke Energy	20211228-1	9100 8816 3760 11/21	22140 Coldstream Rd 11/21	\$ 42.63
Duke Energy	2021206-1	9300 0001 2893 10/21	Summary Bill 10/21	\$ 677.19
EGIS Insurance Advisors LLC	004362	15109	Policy #KHH000496 12/11/2021- 12/18/2021 Special Events	\$ 405.00
Florida Blue	004358	75486046	Health Insurance 12/15/21- 01/15/22	\$ 2,547.32
Florida Department of Revenue	004363	61-8018349567-4 11/21	Sales & Use Tax 11/21	\$ 17.66

# LAKE PADGETT ESTATES ISD

## Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

Vendor Name	Check Number	Invoice Number	Transaction Description	Check Amount
Frontier Communications of Florida	004350	813-995-2205-041420-5 11/21	813-995-2205-041420-5 11/21	\$ 81.68
Frontier Communications of Florida	004359	210-043-0055-021920-5 12/21	210-043-0055-021920-5 12/21	\$ 779.92
Justin Andrews	004347	JA111821	Board of Supervisor Meeting 11/18/21	\$ 50.00
Justin Andrews	004367	JA121621	Board of Supervisor Meeting 12/16/21	\$ 50.00
Lake Padgett ISD	CD789	CD789	Debit Card Replenishment	\$ 1,686.67
Landis, Evans and Partners, Inc	004355	1537-17-59	Engineering Services 10/21	\$ 393.75
Landis, Evans and Partners, Inc	004371	1537-17-60	Engineering Services 11/21	\$ 481.25
Lawrence Dunleavy	004349	LD111821	Board of Supervisor Meeting 11/18/21	\$ 50.00
Lawrence Dunleavy	004369	LD121621	Board of Supervisor Meeting 12/16/21	\$ 50.00
Lowe's	004364	99009294903 11/21	Misc Supplies 11/21	\$ 1,934.36
National Playground Construction, Inc.	004374	121721-National	50% Deposit New Lake Saxon Playground Equipment 12/21	\$ 3,316.50
Pam Carr	004348	PC111821	Board of Supervisor Meeting 11/18/21	\$ 50.00
Pam Carr	004368	PC121621	Board of Supervisor Meeting 12/16/21	\$ 50.00
Pasco County Utilities	004360	15841204	#0361035 Civic Center Pkwy 11/21	\$ 40.07

## LAKE PADGETT ESTATES ISD

### Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

Vendor Name	Check Number	Invoice Number	Transaction Description	Check Amount
Pasco Testing Lab and Sales, Inc.	004365	17740	Monthly Service 11/21	\$ 85.00
Peggy Crowley	004357	112321-Crowley	Reimburse Cost of Supplies & Printing for Committee 11/21	\$ 193.95
Republic Services #762	20211203-1	0762-002952916	Waste Management Services 12/21	\$ 344.00
Rizzetta & Company	004352	INV0000063108	District Management Fees 12/21	\$ 4,362.50
Rizzetta Technology Services	004353	INV0000008247	E-Mail & Website Hosting Services 12/21	\$ 190.00
Southern Automated Access Services, LLC	004354	10301	Gate Repair - Lake Saxon 11/21	\$ 322.50
Southern Automated Access Services, LLC	004354	10307	Gate Repair - Lake Saxon 11/21	\$ 544.89
Southern Automated Access Services, LLC	004361	10376	Service Call - Rest Rooms Not Locking Lake Saxon 11/21	\$ 105.00
Stealth Security Consultants LLC	004366	1040RC	Monthly Security Officer 01/22	\$ 6,237.00
Steven Allen Yarbrough	004356	SY111821	Board of Supervisor Meeting 11/18/21	\$ 50.00
Verizon Wireless	004372	9894610372	842326036-00001 12/21	\$ 100.92
<b>Report Total</b>				<b><u>\$ 50,100.94</u></b>