



Rizzetta & Company

Lake Padgett Estates Independent Special District

Board of Supervisors Meeting March 17, 2022

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

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) 994-1001

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

WWW.LAKEPADGETTISD.ORG

March 9, 2022

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

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Lake Padgett Estates Independent Special District will be held on **Thursday, March 17, 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. 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
 1. Background and Overview for Newly Elected Board Supervisors..... Tab 3
 - D.** District Manager Report..... Tab 4
 2. Special Events Insurance
- 5. BUSINESS ITEMS**
 - A.** Presentation of Committee Meeting Minutes Tab 5
 - B.** Discussion of Capital Improvement Plan/Ranking Sheets.....Tab 6
 - C.** Consideration of Resolution 2022-02, Board terms/Supervisor of Elections.....Tab 7
 - D.** Consideration of Policy for Food Trucks.....Tab 8
 - E.** Consideration of Resident Installation of Floating Dock.....Tab 9
- 6. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of the Board of Supervisors Meeting held on February 17, 2022..... Tab 10
 - B.** Consideration of Operation and Expenditures for February 2022..... Tab 11
- 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



March 8, 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 – March 2022

Dear Mr. Hayes:

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

The latest sampling results for the month of February have not been received as of this date.

| <u>Location</u> | <u>Organisms¹</u> |
|--------------------|------------------------------|
| East Lake Park | No results |
| Lake Padgett Beach | No results |

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

- 2) Sargent Sea Wall Replacement

No current tasks or updates.

- 3) Lake Saxon Park Playground Replacement

Anticipated delivery of the survey has been updated to March 11.

- 4) Beach Testing Costs

I have inquired to the FDOH about seasonal openings of the beaches as well as the back charge for the current testing. We misunderstood the billing. The invoices were for the continuation of the testing to the end of the normal term. FDOH did say we can do a seasonal opening of the beaches. We would need to post signs that no swimming is allowed when the beaches are closed and also notify the FDOH the months we plan to have them open so they are aware when we would need to provide testing results.

- 5) Cravens Floating Dock

I reviewed some information regarding this, however, per Tim Hayes, approvals and permitting from the District is not required for a floating dock

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

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · 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 2/3/22. to date
 - Treated swim area at Padgett for submersed weeds.
 - Treated canal between weeks and Saxon drive for duck weed.
 - Treated shoreline at small east lake for torpedo grasses.
 - Treated shoreline at Lake Joyce for torpedo grass.
 - Pressure washed play equipment at Lake Joyce.
 - Pressure washed section of fencing at Kaminski Park.
 - Treated section of long lake for duck weed.
 - Removed washed up eel grasses from shoreline at Laird Park.
 - Replaced basketball hoop net at Padgett Park.
 - Ordered new tennis court net.
 - Pressure washed sidewalks at Laird Park.
 - Pressure washed sidewalks at Padgett Park.
 - Pressure washed large cabana at Laird Park.
 - Replaced sections of play area land scape timber at Padgett Park.
 - Replaced damaged tennis court net at tennis courts.
 - Ordered starter motor from advance auto and replaced the starter motor on the work truck.
 - Topped off a/c on work truck.
 - Painted BBQ grills at padgett park.
 - Cut back low limbs off trees around perimeter fencing at stables.
 - Treated meeting room with bug foggers
 - Contacted electric contractor for motion sensor lights out in tack rooms at stables.
 - Contacted gate repair company for bad strike lock on bathrooms at laird park.
 - Supplies from Lowes.
 - Replaced bad gfci breaker to gate electrics at Saxon Park.
 - Refixed loose roof insulation in meeting room.

Tab 3

The following is an outline of documents that each newly elected LPEISD Supervisor should review and familiarize themselves with once elected to office.

BACKGROUND & OVERVIEW INFORMATION REGARDING
LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT (LPEISD)

1. What is an “independent special district”?

a. Florida Department of Economic Opportunity (following documents located at www.FloridaJobs.org/SpecialDistricts).

1.) Introduction to Special Districts;

2.) Florida Special District Handbook Online.

b. Chapter 189, Florida Statutes – “Uniform Special District Accountability Act”.

2. The Code of Ethics for Public Officers and Employees - adopted by the Legislature as Part III of Chapter 112, Florida Statutes, contains standards of ethical conduct and disclosures applicable to public officers.

3. The "Sunshine Amendment" - adopted by Florida voters through a constitutional initiative in 1976 as Article II, Section 8, Florida Constitution, contains standards of ethical conduct and disclosures applicable to public officers and employees; it also requires the Legislature to adopt the code of ethics described above. (Note: LPEISD District Counsel will provide you with an abbreviated handbook regarding the Sunshine Amendment for you to keep for future reference.)

4. Lake Padgett Independent Special District (LPEISD) established in 2006 (following documents located at www.lakepadgettisd.org) :

a. Review “Independent Special District Overview”;

b. Enacting Legislation – Florida Senate Bill 1316 & House Bill 479 (2005-2006);

c. Lake Padgett Estates Independent Special District Map Boundary;

d. List of Parks and recreational facilities in LPEISD – Public Facilities Report 2019;

- e. LPEISD Meeting Schedule;
 - f. LPEISD Annual Budget and Monthly Financial Reports;
 - g. LPEISD Annual Audit Report;
 - h. LPEISD Amended Rules and Regulations, July 2020;
 - i. "Contacts" information regarding Board members and staff (meet with District staff to introduce yourself and familiarize yourself with each person's job and responsibilities):
 - 1.) District Manager Lynn Hayes;
 - 2.) District Counsel Tim Hayes;
 - 3.) District Engineer John Mueller;
 - 4.) District Staff – Maintenance Supervisor Steve Rowell.
 - a.) Maintenance schedule;
 - b.) Vehicle registration procedures;
 - c.) Park reservation procedures.
 - j. Review "Questions About ISDs" on LPEISD website.
- 5. Review current contract with LPEISD Property Management Company – Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Tampa, FL 33544 www.rizzetta.com.
 - 6. Review current lease with Lake Padgett Estates Riding Club.
 - 7. Review schedule of events to be held on LPEISD property and sponsored by Lake Padgett Estates Civic Association.

Tab 4



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** April 21, 2022 @ 6:30 PM Budget Workshop & Regular Meeting
- **FY 2020-2021 Audit Completion Deadline:** June 30, 2022
- **Next Election (Seat 1 Steve Yarbrough, Seat 2 Pam Carr, Seat 3 David Hipps, Seat 4 Justin Andrews, Seat 5 Larry Dunleavy) All Board Member Terms Expire:** November 8, 2022
- **General Election Qualifying Period:** Noon, June 13, 2022 – Noon, June 17, 2022 to submit your paperwork to the Pasco County Supervisors Elections Office

District Manager's Report

March 17

2022

FINANCIAL SUMMARY

1/31/2022

General Fund Cash & Investment Balance: \$619,514

Reserve Fund Cash & Investment Balance: \$342,171

Debt Service Fund Investment Balance: \$0

Total Cash and Investment Balances: \$961,685

General Fund Expense Variance: \$8,677 Under Budget

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Tab 5

February 23, 2019
Updated April 2021

[illegible]

Lake Padgett Estates Independent Special District
Capital Improvement Planning Estimates

February 21, 2019

| Estiamtes | Estimated cost | Totals | Notes/Comments |
|---|-------------------|---------------------|---|
| Concrete Barn Drainage Improvements per Plan 4/17/2018 | | | Estimates per RS Means Estimating Book |
| Grading for drainage | \$ 2,193.00 | | |
| Pipe for drainage | \$ 360.00 | | |
| Pipe Excavation and Backfill | \$ 500.00 | | |
| Total | | \$ 3,053.00 | |
| Concrete Barn Roof Repair (3056 sq ft) | | \$ 13,752.00 | Estimated at \$4.50/SF of roof area per online research for averages |
| Concrete Barn Add'l Roof Extension (approx 20'x130') | | | Estimates per RS Means Estimating Book |
| Sixteen 4"x4" Columns on 10 foot centers | \$ 933.00 | | |
| Plywood (\$85/ sheet installed) | \$ 6,970.00 | | |
| Trusses | \$ 12,480.00 | | |
| Asphalt Felt Paper | \$ 377.00 | | |
| Shingles | \$ 4,862.00 | | |
| Total | | \$ 25,622.00 | |
| Stables Septic Tank/Drainfield | | | Estimates per RS Means Estimating Book |
| Septic Tank Replacement | | | |
| 1000 Gallon Setpic Tank | \$ 1,350.00 | | |
| Risers for tank | \$ 360.00 | | |
| Tank Excavation | \$ 750.00 | | |
| Drainfield (24'x24' est.) | | | |
| Excavation | \$ 780.00 | | |
| Chambers | \$ 2,880.00 | | |
| Total | | \$ 6,120.00 | |
| Stables Restroom remodel | | \$ 8,900.00 | Per estimate provided by Pam Carr |
| Laird Park Womens Restroom rebuild | | \$ 35,000.00 | Construction only ball park estimate, does not include drawings or permitting |
| Lake Padgett Pavilion Roof Repair | | | Estimated at \$4.50/SF of roof area per online research for |
| Six pavilions, 400 sq ft each | \$ 11,475.00 | \$ 11,475.00 | Costs will increase if roof mods are proposed |
| | | | |

Lake Padgett Estates Independent Special District
Capital Improvement Planning Estimates

February 21, 2019

| Estiamtes | Estimated cost | Totals | Notes/Comments |
|---|-------------------|---------------------|--|
| Kaminski Park Community Room | | | |
| Roof Repair , 1500 sq ft, | \$ 12,750.00 | | Estimates per RS Means Estimating Book |
| Drywall Ceiling | \$ 3,200.00 | | |
| Total | | \$ 15,950.00 | |
| Boat Ramp Repair | | | |
| Lake Padgett | | | This is very difficult to estimate. Not much info available and outside of my scope of knowledge Assumes 62.5 cubic ft of grout at \$69.50/cf A new 10'x25'x6" concrete ramp slab is appr \$4300 |
| Pressure Grouting | \$ 4,350.00 | | |
| Additional Slab | \$ 4,300.00 | | |
| Contingency | \$ 1,730.00 | | |
| Lake Saxon | | | |
| Remove/replace existing 2 slabs | \$ 12,600.00 | | |
| Additonal Slab | \$ 4,300.00 | | |
| Contingency | \$ 3,380.00 | | |
| East Lake | | | |
| Remove/replace existing slabs | \$ 12,600.00 | | |
| Additonal Slab | \$ 4,300.00 | | |
| Contingency | \$ 3,380.00 | | |
| Total | | \$ 50,940.00 | |
| Lake Saxon Playground Improvements | | | |
| Playground Equipment | \$ 25,000.00 | | Base cost for comparable equipment installed at Laird Approximate cost for those installed at Laird |
| Shades | \$ 1,000.00 | | |
| Total | | \$ 26,000.00 | |
| Gutters for Bathrooms at Laird | | \$ 559.00 | Assuming gutters to be installed on two sides adjacent to walkways, 86 lineal feet, \$6.5/LF ave cost per online research for galvanized or aluminum, vinyl options approximately 1/2 the cost of metal |
| Trees (average size 25") each tree | | \$ 540.00 | Price est ranges from \$480 to \$600 depending on size of tree, total price based on quantity and sizes |
| | | | |

Lake Padget Estates Independent Special District
Capital Improvement Planning Estimates

February 21, 2019

| Estimates | Estimated cost | Totals | Notes/Comments |
|--|----------------|---------------------|---|
| Security Cameras | | | |
| Security Cameras (Ave cost for a long range, wireless, low light camera, price for each) | \$ 75.00 | | Need to consider providing power at each camera install, location and means of storage, and quantity |
| Security Camera Installation per unit | \$ 155.00 | | |
| Total per Camera | | \$ 230.00 | |
| Stainless Steel Fish Grates | | | Very custom item, unable to price with out dimensions and specs |
| Caps on dock pilings (\$20 ea) | | \$ 920.00 | approximately 46 piles, PVC caps, copper or aluminum caps are approx double |
| Dog Park at Roach | | | |
| Survey | \$ 4,800.00 | | Assumes entire parcel is the project area. |
| Wetland Delineation | \$ 2,000.00 | | |
| Floodplain Modeling | \$ 5,000.00 | | Does not include any mitigation costs for impacted wetlands Survey cost is based on quote from EBI Surveying |
| Design Plans | \$ 8,000.00 | | |
| Permitting Assistance | \$ 4,750.00 | | |
| Construction Cost | | | |
| Mobilization | \$ 1,500.00 | | |
| Erosion Control | \$ 2,500.00 | | |
| Clearing | \$ 5,300.00 | | |
| Rough Grading | \$ 3,775.00 | | |
| Fine Grading | \$ 12,623.00 | | |
| Landscaping | \$ 4,765.00 | | 1.38 acres seed and mulch, 15 trees @ \$250 |
| Furniture | \$ 2,300.00 | | 3 benches, waste station |
| Fencing | \$ 5,400.00 | | 4' tall, galvanized |
| Total | | \$ 62,713.00 | |
| Locks on Community Room (2) | | \$ 200.00 | Price varies greatly, cost is for lock only, no installation or mods/repairs to doors included |
| ADA Mulch (20 lb bag) \$5.50 each | | \$ 616.00 | Each bag covers approximately 12 sq ft at 2 inches deep, the new play ground equipment at Laird would require 112 bags. |

Lake Padget Estates Independent Special District
Capital Improvement Planning Estimates

February 21, 2019

| Estiamtes | Estimated cost | Totals | Notes/Comments |
|--|-------------------|----------------------|--|
| | | | |
| Little East Park Cabanas - QTY 2 | | | Cost depends on material, brick vs wood. Power provided? |
| Approximate Cost 400 square foot | \$ 22,400.00 | | Does not include permitting costs |
| Approximate Cost 400 square foot | \$ 22,400.00 | | Average cost per square foot appears to be about \$56/sf |
| | Total | \$ 44,800.00 | |
| Surveys | | | |
| Laird Park | \$ 6,800.00 | | Estimates based on quotes from EBI suveying. For |
| Lake Saxon | \$ 2,800.00 | | any future major improvements, we should consider |
| Lake Padgett | \$ 6,980.00 | | obtaining updated and complete surveys |
| Kaminski Park | \$ 10,800.00 | | |
| Lake Joyce | \$ 1,280.00 | | Survey for Roach included in dog park estimate |
| | Total | \$ 28,660.00 | |
| Basketball Court Expansion at Laird | | \$ 10,000.00 | Estimates per RS Means Estimating Book |
| Lake Saxon Boat Ramp Drive Improvements | | | Estimates per RS Means and info online |
| Excavate and remove top six inches of soil | \$ 2,000.00 | | Based on concept plan prepared by District Engineer |
| Gravel Stone for Drive | \$ 2,600.00 | | Assumes that project will be exempt from permitting |
| | Total | \$ 4,600.00 | |
| Aquatic Lake Maintenance | | \$ 89,000.00 | Based on prior proposal, annual cost? |
| | | \$ 439,650.00 | |

The above estimates are for planning purposes only. Actual costs may be subject to change based on changes in scope and the economic climate.

Lake Padgett Estates Independent Special District
Capital Improvement Planning Estimates

April 28, 2021

| Item | Estimated cost | Totals | Notes/Comments |
|---|----------------|---------------------|---|
| Concrete Barn Drainage Improvements per Plan 4/17/2018 | | | Estimates per RS Means Estimating Book |
| Grading for drainage | \$ 2,193.00 | | some improvements already done, work may be able to be done by Steve and/or Tony |
| Pipe for drainage | | | |
| Pipe Excavation and Backfill | | | |
| Total | | \$ 2,193.00 | |
| Concrete Barn Roof Repair (3056 sq ft) | | \$ 13,625.00 | Estimate based on bids obtained by staff for shingled roof. Metal roof quotes range \$27,185 - \$32,000 |
| Concrete Barn Add'l Roof Extension (approx 20'x130') | | | Estimates per RS Means Estimating Book from 2019 with inflation factors |
| Sixteen 4"x4" Columns on 10 foot centers | \$ 993.00 | | |
| Plywood (\$85/ sheet installed) | \$ 7,380.00 | | |
| Trusses | \$ 13,282.00 | | |
| Asphalt Felt Paper | \$ 401.00 | | |
| Shingles | \$ 5,175.00 | | |
| Total | | \$ 27,231.00 | |
| Kaminski Park Community Room | | | |
| Roof Repair , 1500 sq ft, | \$ 13,570.00 | | Estimates per RS Means Estimating Book from 2019 with inflation factors |
| Drywall Ceiling | \$ 3,405.00 | | |
| Total | | \$ 16,975.00 | |
| Boat Ramp Repair | | | This is very difficult to estimate. Not much info available and outside of my scope of knowledge |
| Lake Padgett | | | Assumes 62.5 cubic ft of grout at \$69.50/cf |
| Pressure Grouting | \$ 4,630.00 | | A new 10'x25'x6" concrete ramp slab is appr \$4300 |
| Additional Slab | \$ 4,575.00 | | |
| Contingency | \$ 1,841.00 | | |
| Lake Saxon | | | Inflation factors applied 2019 estiamtes |
| Remove/replace existing 2 slabs | \$ 13,410.00 | | |
| Additonal Slab | \$ 4,575.00 | | |
| Contingency | \$ 3,597.00 | | |
| East Lake | | | |
| Remove/replace existing slabs | \$ 13,410.00 | | |
| Additonal Slab | \$ 4,575.00 | | |

Lake Padget Estates Independent Special District
Capital Improvement Planning Estimates

April 28, 2021

| Item | Estimated cost | Totals | Notes/Comments |
|--|----------------|---------------------|---|
| Contingency | \$ 3,597.00 | | |
| Total | | \$ 54,210.00 | |
| Lake Saxon Playground Improvements | | | |
| Playground Equipment | \$ 25,000.00 | | Base cost for comparable equipment installed at Laird |
| Shades | \$ 1,000.00 | | Approximate cost for those installed at Laird |
| Total | | \$ 26,000.00 | (no change to 2019 estimate) |
| Gutters for Bathrooms at Laird | | \$ 559.00 | Assuming gutters to be installed on two sides adjacent to walkways, 86 lineal feet, \$6.5/LF ave cost per online research for galvanized or aluminum, vinyl options approximately 1/2 the cost of metal (no change to cost) |
| Trees (average size 25") each tree | | \$ 540.00 | Price est ranges from \$480 to \$600 depending on size of tree, total price based on quantity and sizes (no change to cost) |
| Security Cameras | | | |
| Security Cameras (Ave cost for a long range, wireless, low light camera, price for each) | \$ 75.00 | | Need to consider providing power at each camera install, location and means of storage, and quantity |
| Security Camera Installation per unit | \$ 155.00 | | (no change to estimate, costs of cameras vary widely based on features) |
| Total per Camera | | \$ 230.00 | |
| Stainless Steel Fish Grates | | | Very custom item, unable to price with out dimensions and specs |
| Dog Park at Roach | | | |
| Survey | \$ 5,016.00 | | Assumes entire parcel is the project area. |
| Wetland Delineation | \$ 2,500.00 | | Does not include any mitigation costs for impacted wetlands |
| Floodplain Modeling | \$ 5,000.00 | | Survey cost is based on quote from EBI Surveying |
| Design Plans | \$ 9,000.00 | | |
| Permitting Assistance | \$ 4,750.00 | | (no change from previous estimate) |
| Construction Cost | | | |
| Mobilization | \$ 2,250.00 | | |
| Erosion Control | \$ 2,500.00 | | |
| Clearing | \$ 5,538.50 | | |
| Rough Grading | \$ 3,944.88 | | |
| Fine Grading | \$ 13,191.04 | | |

Lake Padget Estates Independent Special District
Capital Improvement Planning Estimates

April 28, 2021

| Item | Estimated cost | Totals | Notes/Comments |
|--|----------------|----------------------|---|
| Landscaping | \$ 4,765.00 | | 1.38 acres seed and mulch, 15 trees @ \$250 |
| Furniture | \$ 2,403.50 | | 3 benches, waste station |
| Fencing | \$ 5,643.00 | | 4' tall, galvanized |
| | Total | \$ 66,501.91 | |
| Little East Park Cabanas - QTY 2 | | | Cost depends on material, brick vs wood. Power provided? |
| Approximate Cost 400 square foot | \$ 22,400.00 | | Does not include permitting costs |
| Approximate Cost 400 square foot | \$ 22,400.00 | | Average cost per square foot appears to be about \$56/sf |
| | Total | \$ 44,800.00 | (updated with inflation estimates to \$58/ft) |
| Surveys | | | |
| Laird Park | \$ 6,800.00 | | Estimates based on quotes from EBI suveying. For |
| Lake Saxon | \$ 2,800.00 | | any future major improvements, we should consider |
| Lake Padgett | \$ 6,980.00 | | obtaining updated and complete surveys |
| Kaminski Park | \$ 10,800.00 | | |
| Lake Joyce | \$ 1,280.00 | | Survey for Roach included in dog park estimate |
| | Total | \$ 29,806.40 | |
| Basketball Court Expansion at Laird | | \$ 20,000.00 | Estimates per RS Means Estimating Book (updated using inflation estimate) |
| Fences | | | Dependent on type of fence and length |
| | | | Chain link - \$9.5/ft average cost |
| | | | Vinyl Fence - \$32.5/ft average cost |
| | | | Removal of existing - \$4.5/ft average cost |
| | | \$ 300,478.31 | |

The above estimates are for planning purposes only. Actual costs may be subject to change based on changes in scope and the economic climate.

Tab 7

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT (hereinafter the “District”) REQUESTING THE FLORIDA LEGISLATURE TO EXPAND THE TERM OF OFFICE FROM TWO TO FOUR YEARS AND STAGGER THE TERMS OF THE BOARD OF SUPERVISORS OF THE DISTRICT.

WHEREAS, the District is a local unit of special-purpose government created and existing pursuant to Chapter 189, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District (hereinafter the “Board”), consists of five (5) elected officials who all serve two year terms which expire in November of every even numbered year; and

WHEREAS, on two separate occasions, one in 2012 and again in 2020, insufficient numbers of candidates failed to register in time to run for the five open Board positions in order to constitute a quorum (3) as required for the District to function; and

WHEREAS, in 2012 to resolve this matter then Florida Governor Scott was required to re-open the registration period; and

WHEREAS, in 2020 to resolve this matter Florida Governor DeSantis was required to call for a special election; and

WHEREAS, the Board finds that it is in the best interest of the District and its residents to request that the Florida Legislature consider amending the District’s enacting legislation (Florida Senate Bill 1316 & House Bill 479 (2005-2006).) to allow for four year staggered terms for Board members.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LAKE PADGETT ESTATES INDEPENDENT SPECIAL DISTRICT TO REQUEST THAT THE PASCO COUNTY LEGISLATIVE DELEGATION CONSIDER SUPPORTING THE FOLLOWING PROPOSED CHANGES TO THE TERMS OF OFFICE OF THE DISTRICT’S BOARD:

1. Effective November 2024 candidates seeking to run for the District’s Board will be elected in the following manner and terms:
 - A. Two of five Board positions shall be elected on a one time basis for an initial term of two years, after which these two seats on the Board will be expanded to four year terms commencing in 2026.

- B. Three of five Board positions shall be elected for a term of four years.
2. This will result in staggered terms for District Board members with two Board members being elected on one even numbered year and the other three Board members being elected on the subsequent even numbered year.

PASSED AND ADOPTED this _____ of _____, 2022.

ATTEST:

**LAKE PADGETT ESTATES INDEPENDENT
SPECIAL DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Tab 8

LPEISD Food Truck Policies:

March 17, 2022

(The following options are to be voted on as part of the Food Truck policy to be adopted by the LPEISD Board of Supervisors.)

- _____ Food trucks operating in LPEISD parks are limited to no more than ____ food trucks at any one time per park, unless specifically approved otherwise by the LPEISD Board of Supervisors.
- _____ Food trucks may only operate in LPEISD property if pre-approved by the LPEISD Board of Supervisors and are part of a pre-approved community or private resident event.
- _____ Food trucks operating on LPEISD property as part of an approved community event
 - _____ shall
 - _____ shall notbe required to pay LPEISD a daily fee as approved from time to time by the LPEISD Board of Supervisors.

NOTE: Current residential zoning for LPEISD parks and recreational facilities prohibits commercial uses on residential zoned property, as such food trucks may not operate in an ongoing basis on LPEISD property; they may only operate temporarily as part of an approved community or private event.

A. INTENT AND PURPOSE:

1. It is the intent of this Section to establish regulations related to the location and operation of mobile food operations within LPEISD property.
2. The purpose of this Section is to promote the general health, safety, and welfare of the residents and their guests of LPEISD by establishing reasonable regulations and review procedures to allow for mobile food operations in a safe and sanitary manner.
3. It is not the intent of this Section to regulate food delivery. It is not the intent of this Section to regulate food preparation by individuals for private consumption, such as "tailgating" parties, where food is not offered for public consumption.
4. Mobile non-food operations are not authorized by this Section.

B. DEFINITIONS:

1. Mobile food truck means a vehicle which is used to vend food and beverage products and is classified as one of the following:

- a. **Class I - Mobile Kitchens.** In addition to the vending of products allowed for Class II and Class III mobile food trucks, these vehicles may cook, prepare and assemble food items on or in the unit and serve a full menu. Customers may be notified of the vehicle's location by social media or other forms of advertising.
- b. **Class II - Canteen Trucks.** These vehicles vend fruits, vegetables, hot dogs, pre-cooked foods, pre-packaged foods and pre-packaged drinks. No preparation or assembly of foods or beverages may take place on or in the vehicle, however, the heating of pre-cooked foods is allowed. A cooking apparatus or grill top for the heating of pre-cooked foods is permitted so long as it complies with state regulations. These vehicles are limited to providing catering services to employees at a specific location and do not advertise for customers.
- c. **Class III - Ice Cream Trucks.** These vehicles vend only prepackaged frozen dairy or frozen water-based food products, soft serve or hand-dipped frozen dairy products or frozen water-based food products and pre-packaged beverages.

C. All Food Trucks operating within LPEISD property must abide by the following:

- 1. A completed application from Lake Padgett Independent Special District.
- 2. Mobile food trucks shall not sell alcoholic beverages within LPEISD facilities.
- 3. The mobile food truck shall not be placed in any location that impedes the ingress or egress of LPEISD parks or building entrances or emergency exits.
- 4. The mobile food truck shall be licensed in accordance with the rules and regulations of any local, state and federal agency having jurisdiction over the mobile food truck or products sold therein.
- 5. Proof of General and Automotive Liability with a policy number (no binders) that shows an expiration date that has not yet occurred. The permittee, owner or operator shall notify the LPEISD within three (3) business days of any changes in the insurance coverage. Upon the cancellation or lapse of any policy of insurance as required by this section, the permit shall be immediately revoked unless, prior to the expiration or cancellation date of the insurance policy, another insurance policy meeting all the requirements of LPEISD is obtained and a new certificate of insurance is provided to the LPEISD.
- 6. A copy of the truck's State of Florida, Department of Business Regulations, Division of Hotels and Restaurants license. (Must be current).
- 7. A copy of the truck's Business Tax documentation. This may be from any City or County within the State of Florida. (Must be current).
- 8. A copy of the truck owners Food Safety/Professional Manager Certification from the State of Florida.
- 9. Approval from Land Development and Zoning (see Zoning requirements below) if the truck plans to operate on private property during a LPEISD approved Special Event and

the private property from which they will operate is immediately adjacent to the LPEISD park.

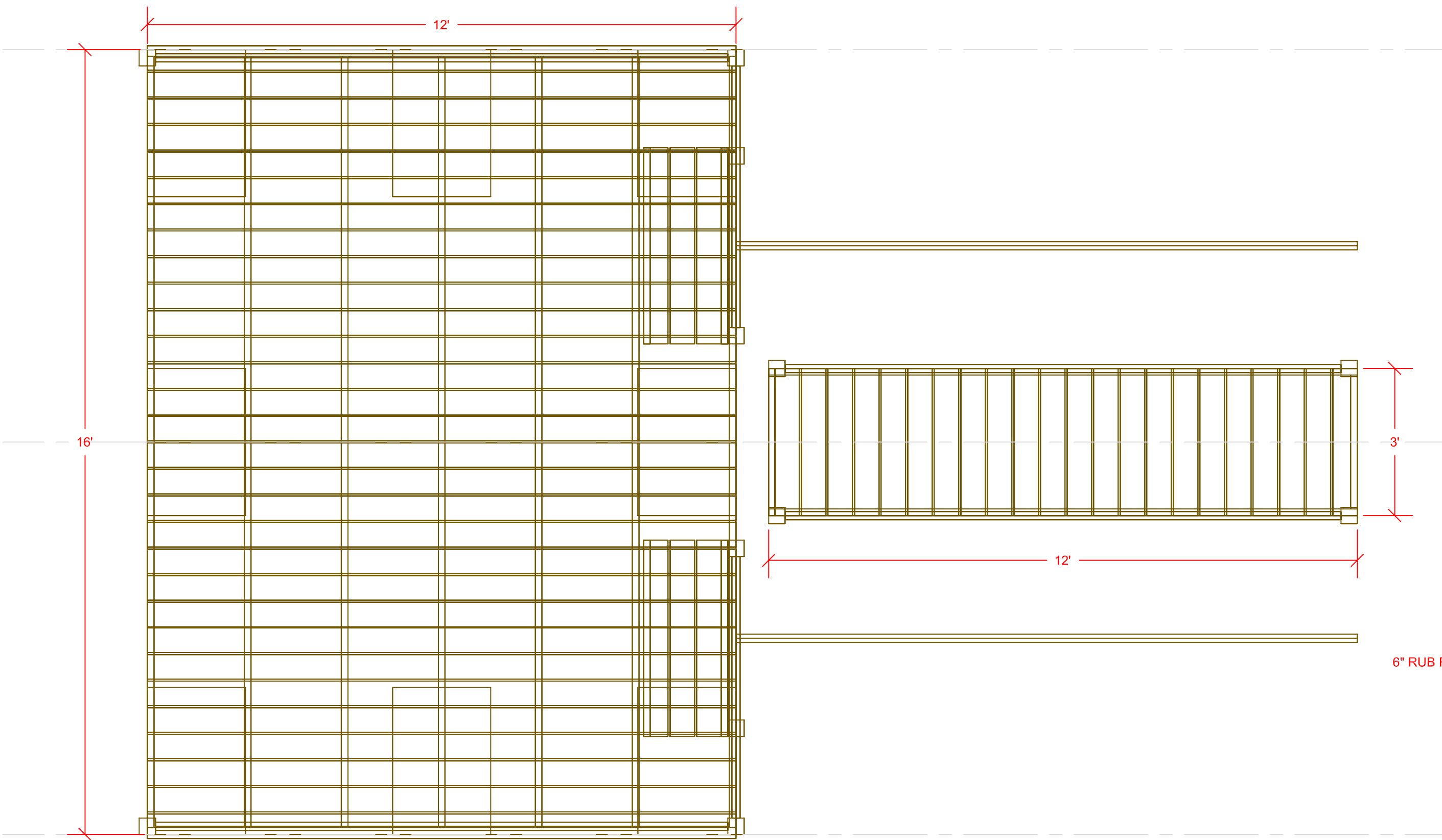
10. Food trucks shall not set-up and operate in public roadways and right-of-ways immediately adjacent to LPEISD property.
11. If using for cooking, a commercial hood is required along with a fire suppression system.
12. If cooking or using a heat source, must provide 2A-10BC, tagged, extinguisher.
13. If cooking produces grease laden vapors, must provide tagged and serviced Class K extinguisher.
14. Trash and recyclable receptacles shall be provided by the food truck operator and, at a minimum, emptied daily. All trash is to be removed from the site daily. Dumpsters of LPEISD shall not be used without permission of LPEISD. Every food truck operator shall be responsible for properly disposing of their trash and waste, and that of their customers; all such trash and waste must be removed and hauled away by the food truck operator.
15. Minimum distance between individual mobile food service operations and between mobile food service operations and any structure constructed of combustible material shall be 20 feet.
16. Seating areas, if provided, shall be a minimum of 20 feet from the mobile food service operations and a safe distance from any customer parking and ingress/egress points.
17. In addition to any advertising/signage adhered to the mobile food operation itself, one sandwich sign not to exceed a maximum height of 3 1/2 feet and a sign structure width of 2 feet shall be allowed within five feet of the operation.
18. Every food truck operator shall sign an indemnification and hold harmless agreement in a form approved by LPEISD at the time of application submittal to LPEISD.
19. Food trucks may only operate in LPEISD parks during normal park hours of operation; no food trucks may be parked on LPEISD property overnight.

NOTE: Food trucks are subject to a safety inspection from the Pasco County Fire Marshal's office and health and safety inspections by the Pasco County Health Department at any time during their operation. Trucks must be able to show current inspection and licensing from the State of Florida, Department of Business Regulations, Division of Hotels and Restaurants and proof of an association to an approved Commissary (food provider).

D. Violations:

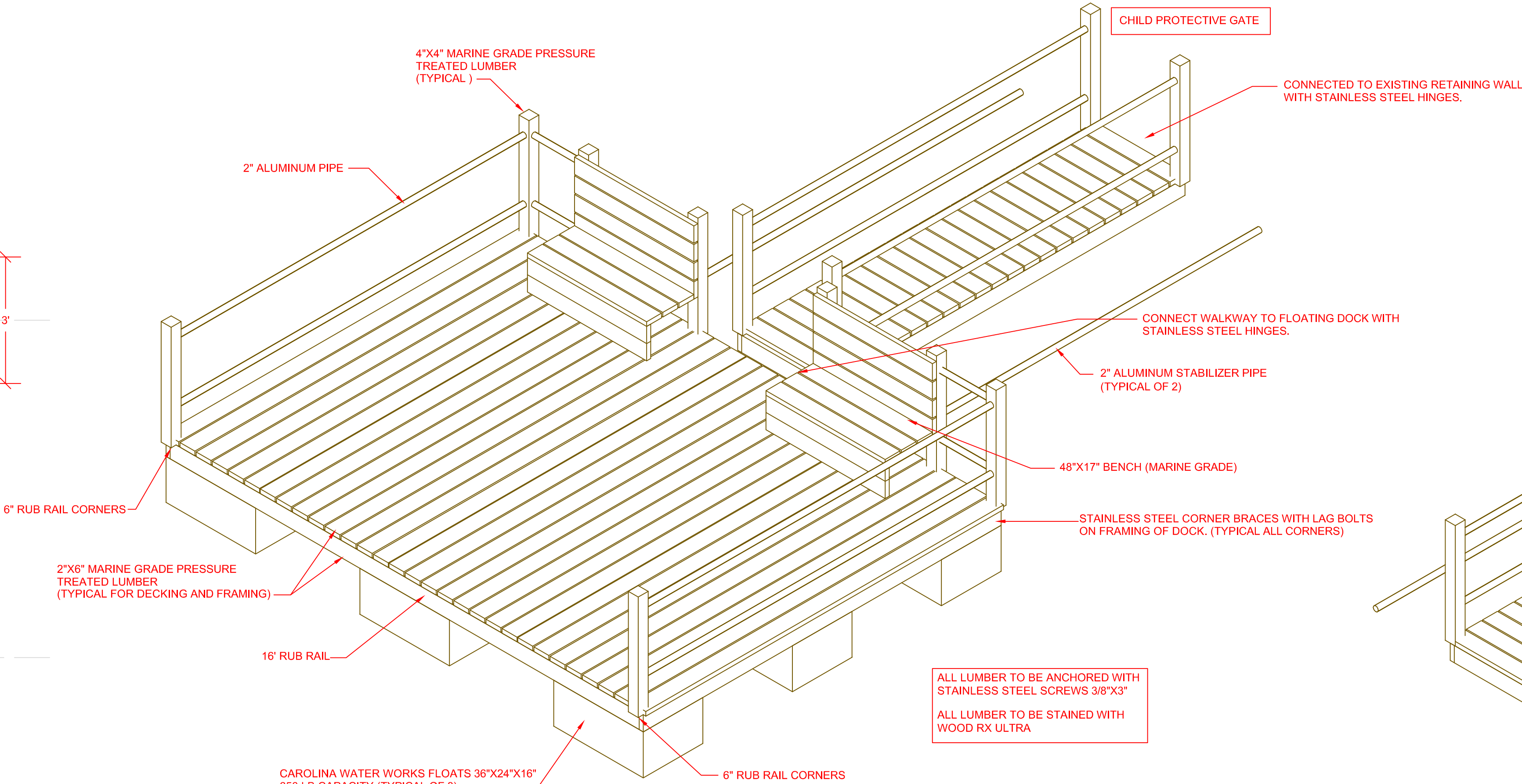
Any violations of these provisions by a food truck operator shall result in the immediate removal of the food truck from LPEISD property. Food Truck operators may appeal such actions to the next regularly scheduled monthly meeting of the LPEISD Board of Supervisors (third Thursday of each month at 6:30 PM.)

Tab 9



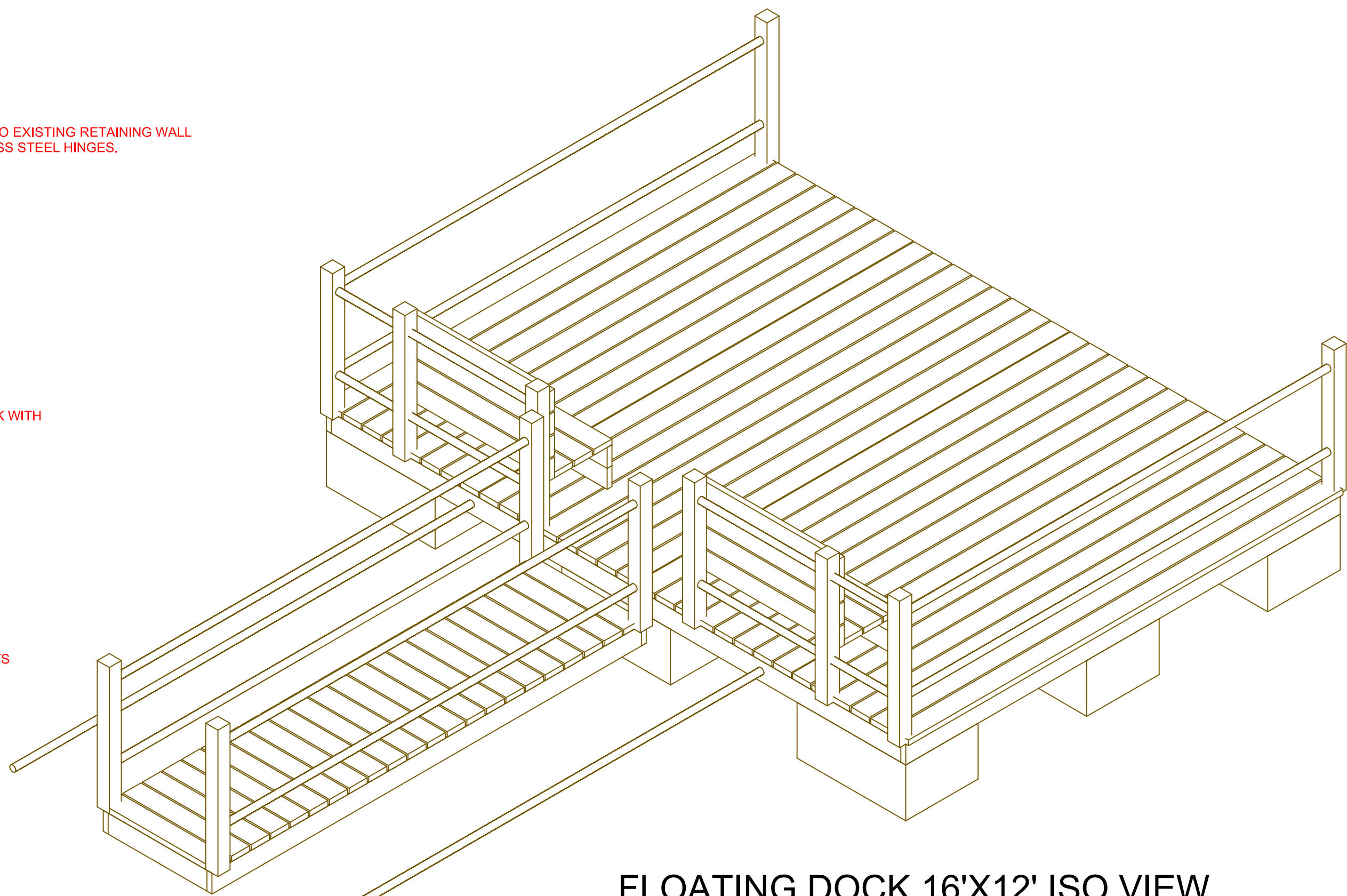
FLOATING DOCK 16'X12' TOP VIEW

1/2" 0 1 2 4'



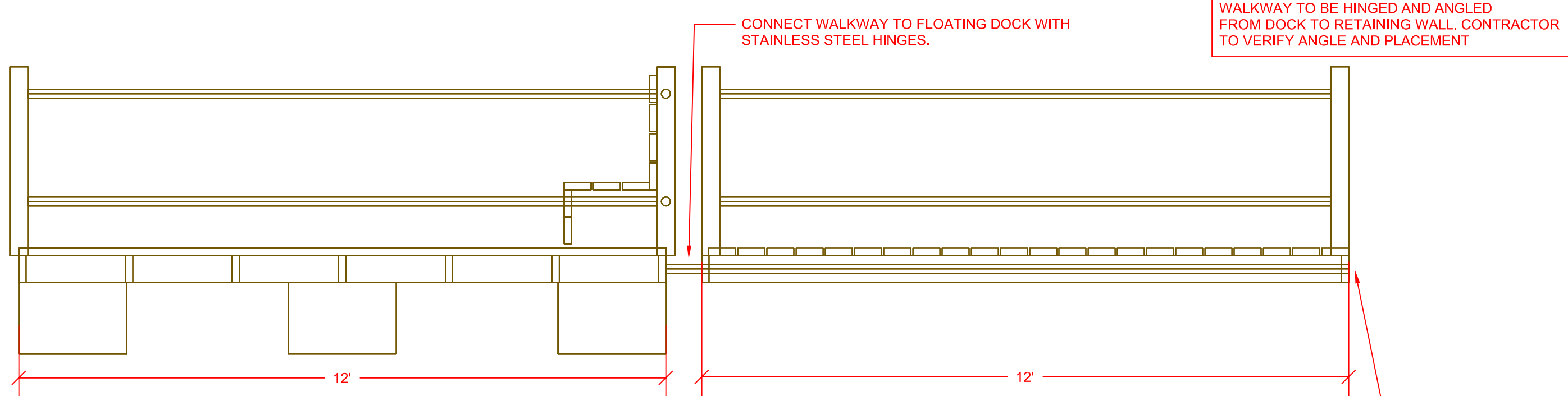
FLOATING DOCK 16'X12' ISO VIEW

1/2" 0 1 2 4'



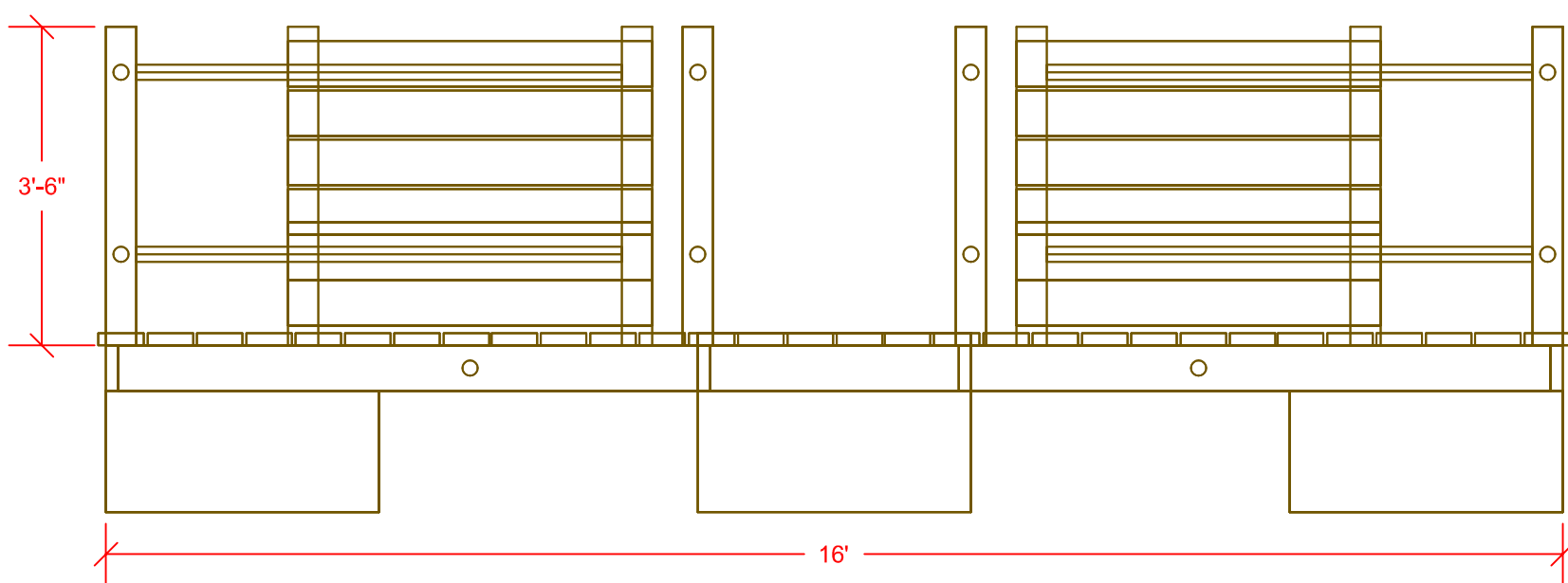
FLOATING DOCK 16'X12' ISO VIEW

1/2" 0 1 2 4'



FLOATING DOCK 16'X12' SIDE VIEW

1/2" 0 1 2 4'



FLOATING DOCK 16'X12' FRONT VIEW

1/2" 0 1 2 4'



DOCK STYLE SAMPLE - 1

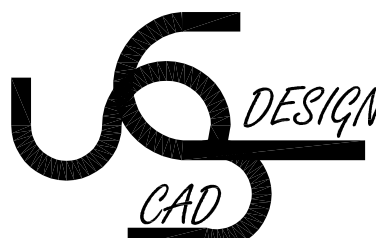


DOCK STYLE SAMPLE - 2



FLOATING DOCK 16'X12' FRONT VIEW ON ACTUAL PHOTO

1/4" 0 2 4 8'



22921 SOUTHWEST DRIVE
DOCK PROPOSAL

LAND O' LAKES, FL 34639

| REV. | DATE | DESCRIPTION |
|------|------|-------------|
| | | |
| | | |
| | | |
| | | |

| |
|--|
| DRAWING TITLE: |
| FLOATING DOCK WITH RAMP TO SEA WALL PROPOSAL |

| | |
|-------------------------------|---------------|
| DRAWN BY: | JAC |
| CHECKED BY: | JCC |
| JOB NUMBER: | 2022-JAC-0001 |
| ISSUED FOR CONSTRUCTION DATE: | XX/XX/XXXX |

| |
|---------------|
| SHEET NUMBER: |
| DOCK - D1.1 |

FOR REVIEW ONLY
THIS DRAWING IS NOT A CERTIFIED DOCUMENT
FOR CONSTRUCTION. TO BE USED FOR REVIEW ONLY.
ISSUED: 3/2/22

Tab 10

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, February 17, 2022, at 6:31 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 | Board Supervisor, Chair |
| Pam Carr | Board Supervisor, Vice Chair |
| Justin Andrews | Board Supervisor, Assistant Secretary |
| Larry Dunleavy | Board Supervisor, Assistant Secretary |

Also present were:

| | |
|------------------|---|
| Lynn Hayes | District Manager, Rizzetta & Company, Inc. |
| Nick Shaffery | Client Relations, Rizzetta & Company, Inc. |
| Scott Brizendine | VP Operations, Rizzetta & Company, Inc. |
| Timothy Hayes | District Counsel, Law Offices of Tim G. Hayes <i>(via conf. call)</i> |
| John Mueller | District Engineer, Landis Evans & Partner |
| Steve Rowell | Maintenance Supervisor |

Audience Present

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

The Civic Association announced that they are planning a March 9, 2022, easter egg hunt and May 7, 2022, annual Civic Association Day/water ski show and are planning to have a band and outside vendors. The Civic Association will provide details to the District Manager so he can find out about special event insurance needs.

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

Mr. John Mueller provided his District Engineer's report. A lengthy discussion ensued about Florida Department of Health (FLDOH) water sampling cost increase for the Lake Padgett and East Lake beaches. The lab that the FLDOH uses increased the annual charge for the beach water sampling tests for fecal coliform test from \$1,200 to \$4,944. The District Engineer found Pasco Testing Lab as an alternative to complete and process the same tests at a cost of \$2,400 annually. The Board requested to research the back charge to June 2021 at the prorated cost and report back to the FLDOH's response at the March 17, 2022, meeting. The Board also requested that the District Manager ensure this expense was in the FY 2022/2023 Budget. The Board had continued discussion and requested that the District Engineer find out more about opening the beaches seasonally. The District Engineer informed the Board that he anticipates that he will receive the Lake Saxon Park survey from EBI by March 4, 2022, and then it would be a week later before his Lake Saxon Park site plan would be completed. The District Manager told the Board once he receives this survey from EBI he can FedEx the permit application, notice of commencement, and the survey to Donna Saunders so she can begin working on getting the permit from Pasco County for the Lake Saxon Park playground equipment project.

B. Maintenance Supervisor

Mr. Lynn Hayes provided the Maintenance Supervisor's report and asked if there were any questions. There were none. The Board complimented the Maintenance Supervisor for replacing the current truck seat for now and for the repairs at the Lake Padgett boat ramp/dock. The Board discussed a new truck purchase and whether to finance the purchase or buy the truck outright and trade the current Dodge Ram. The Board requested the District Manager and Maintenance Supervisor continue to work on obtaining price quotes and find out when the Pasco County fleet department will be purchasing trucks. The Board would like the purchase cost in the Fiscal Year 2022/2023 budget as a line item for consideration.

C. District Counsel

Mr. Tim Hayes presented documents that were enacted by the Lake Padgett Estates Independent Special District history from 2015 through 2020. He provided his memo regarding Board Legislative changes/Board terms/Supervisor Elections and heard the Boards requests to revise Board member terms from all two-year terms staggered to 3/2 split of Board member terms of 2 year and 4-year terms. A discussion ensued and the Board is interested in having more discussion about this at the March 17, 2022 meeting. Residents Ms. Peggy Crowley and Ms. Christine Zimmer could provide input about this. District Counsel told the Board he would review enacting legislation to put together a presentation for staggered Board terms to present to the legislative delegation to sell the idea. The Board mentioned some items they would like to consider if they do any further revisions to the park rules and regulations policies. The Board asked that the District Manager add a Fiscal Year budget line item for park sign replacement for \$2,000 because the Civic Association owns the signs and are paying for the replacement/maintenance in the

Lake Padgett Estates Independent Special District parks. All entry way signs are owned by the residents/Civic Association. The Lake Padgett Estates Independent Special District could consider expanding their rules/authority to take ownership of these entry signs and park signs through enacting legislation. District Counsel presented Food Truck Policies to be considered. A lengthy discussion ensued concerning resident or outside vendors and stipulations for just allowing food truck access for events only, or a policy for charging a flat fee for park use/access. The Board will need to determine the fee. The Civic Association will send the District Manager event details involving food trucks. The Board requested District Counsel prepare Food Truck Policies/Procedures draft with this information and provide it to include in the March 17th agenda.

D. District Manager

Mr. Lynn Hayes presented his report to the Board and announced that the next regularly scheduled meeting is on March 17, 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. Mr. Lynn Hayes informed the Board the results of the 4th quarter ADA website compliance audit report passed all areas of ADA Website Accessibility & Florida F.S. 189.069 requirements. He informed the Board the Next General Election for all Board Members terms expire: November 8, 2022. He also indicated the General Election Qualifying Period is Noon, June 13, 2022 – Noon, June 17, 2022, to submit paperwork to the Pasco County Supervisors Elections Office. The District Manager asked the Board if they wanted to have a budget workshop on April 21, 2022, and they all said yes. He asked the Board members to review their ranking sheets for the capital improvement plan and rank them in order of importance and to add any item they wish to be considered prior to that meeting so he can incorporate their requests into the FY 2022/2023 budget. The District Manager and Vice President of Operations addressed all follow up items from the January 29, 2022, Board of Supervisors meeting and a discussion ensued with the Board. The items addressed were the website updates requested for the home page of the ISD website. The Board was informed that the website contract no longer restricts the number of pages that can be posted. The Board requested that the monthly financial statements be posted on the website. Additional items shared were that there will be advertisement notices that will need to be published in the Laker for the General Election qualifying period and if the Board decides to send out a newsletter to residents that Rizzetta & Company has a bulk discount rate, and the Rizzetta & Company Vice President would assist to get a cost together and explained the process. Mr. Nick Shaffery, the Client Relations Manager was introduced to everyone as this is a new department within our company and he can assist with communication and will be providing a survey soon to the Board to complete.

FIFTH ORDER OF BUSINESS

**Continued Discussion of District
Management**

The Board thanked the fact-finding committee for their efforts in gathering documents and information about Community District Management. The Board tabled any further actions and discussion about District Management companies. District Counsel offered the Board free

of charge that he would work with Ms. Peggy Crowley and Vice Chair Carr to create an On Boarding book with information for new Board members to include Sunshine and Ethics laws.

SIXTH ORDER OF BUSINESS

**Consideration of the Minutes from Board
of Supervisors Meeting Held on January
20, 2022**

Mr. Lynn Hayes presented the Board of Supervisors meeting minutes from the January 20, 2022, meeting and asked if there were any changes or corrections.

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 presented, from January 20, 2022, for the Lake Padgett Estates Independent Special District.

NINTH ORDER OF BUSINESS

**Consideration of the Operation and
Maintenance Expenditures for January
2022**

Mr. Lynn Hayes presented the Operation and Maintenance Expenditures for January 2022.

On a Motion by Vice Chair Carr, seconded by Assistant Secretary Andrews, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for January 2022 (\$36,877.38), for the Lake Padgett Estates Independent Special District.

TENTH ORDER OF BUSINESS

Supervisor Requests

None.

ELEVENTH ORDER OF BUSINESS

Adjournment

Mr. Lynn Hayes stated that if there was no further business to come before the Board then a motion to adjourn would be in order.

On a Motion by Vice Chair Carr, seconded by Assistant Secretary Dunleavy, with all in favor, the Board of Supervisors adjourned the meeting at 9:06 p.m., for the Lake Padgett Estates Independent Special District.

Assistant Secretary/Secretary

Chair/Vice Chair

Tab 11

LAKE PADGETT ESTATES ISD COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures February 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2022 through February 28, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$26,830.66**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LAKE PADGETT ESTATES ISD Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---------------------------------|---------------------|---------------------------------|--|-----------------------|
| ADP Payroll | CD801 | CD801 | PR PPE 01/30/22 PPD 02/02/22 | \$ 3,519.75 |
| ADP Payroll | CD802 | CD802 | PR FEES PPE 01/30/22 PD 02/11/22 | \$ 114.79 |
| ADP Payroll | CD803 | CD803 | PR PPE 02/13/22 PPD 02/18/22 | \$ 3,517.12 |
| ADP Payroll | CD804 | CD804 | PR FEES PPE 02/12/22 PD 02/25/22 | \$ 114.79 |
| ADP Payroll | CD805 | CD805 | Time & Attendance 02/22 | \$ 42.46 |
| Duke Energy | 20220209-1 | 9300 0001 2893 12/21 | Summary Bill 12/21 | \$ 1,554.23 |
| Duke Energy | 20220225-1 | 9100 8816 3760 01/22 | 22140 Coldstream Rd 01/22 | \$ 39.56 |
| Florida Blue | 004396 | 75595545 | Health Insurance 02/15/22-03/15/22 | \$ 2,547.32 |
| Florida Department of Revenue | 004397 | 61-8018349567-4 01/22 | Sales & Use Tax 01/22 | \$ 17.34 |
| Florida Dept of Health in Pasco | 004401 | 51-60-00007 51-BID- 5776042 | Water Sampling of Lake Padgett Beach 22/23 | \$ 1,872.00 |
| Florida Dept of Health in Pasco | 004401 | 51-60-00012-51-BID- 5776045 | Water Sampling East Lake Rec Area 2 Beach 22/23 | \$ 1,872.00 |
| Frontier Communications of Flo | 004394 | 210-043-0055- 021920-5 02/22 | 210-043-0055-021920-5 02/22 | \$ 776.61 |

LAKE PADGETT ESTATES ISD Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|----------------------------------|---------------------|-----------------------------|----------------------------------|----------------------------|
| Frontier Communications of Flo | 20220207-1 | 813-995-2205-041420-5 01/22 | 813-995-2205-041420-5 01/22 | \$ 81.68 |
| Lowe's | 004402 | 99009294903 01/22 | Misc Supplies 01/22 | \$ 786.40 |
| Pasco County Utilities | 004398 | 16104853 | #0361035 Civic Center Pkwy 01/22 | \$ 40.07 |
| Pasco Testing Lab and Sales, Inc | 004399 | 17982 | Monthly Service 01/22 | \$ 85.00 |
| Republic Services #762 | 20220206-1 | 0762-003002375 | Waste Management Services 02/22 | \$ 444.20 |
| Rizzetta & Company | 004395 | INV0000065392 | District Management Fees 02/22 | \$ 4,552.50 |
| Stealth Security Consultants LLC | 004403 | 1042-RC | Monthly Security Officer 03/22 | \$ 4,752.00 |
| Verizon Wireless | 004404 | 9899093641 | 842326036-00001 02/22 | <u>\$ 100.84</u> |
| Report Total | | | | <u>\$ 26,830.66</u> |