

***PANTHER TRACE II  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package  
Regular Meeting***

***Monday  
December 17, 2018***

***6:30 p.m.***

***Panther Trace II Clubhouse  
11518 Newgate Crest Drive  
Riverview, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Panther Trace II Community Development District

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DPFG Management & Consulting, LLC  
15310 Amberly Drive, Suite 175, Tampa, Florida 33647  
Phone: 813-374-9105

Board of Supervisors  
**Panther Trace II Community  
Development District**

Dear Board Members:

A Regular Meeting of the Board of Supervisors of the Panther Trace II Community Development District is scheduled for **Monday, December 17, 2018 at 6:30 p.m.** at the **Panther Trace II Clubhouse**, 11518 Newgate Crest Drive, Riverview, Florida.

*The advanced copy of the agenda for the meeting is attached along with associated documentation. Any additional support material will be distributed at the meeting.*

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

Ray Lotito  
District Manager

cc: Attorney, Straley Robin  
Engineer, Stantec  
Clubhouse Manager  
District Files

**EXHIBIT 1.**

**EXHIBIT 2.**

**EXHIBIT 3.**

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**MINUTES OF MEETING  
PANTHER TRACE II  
COMMUNITY DEVELOPMENT DISTRICT**

9 The Regular Meeting of the Board of Supervisors of the Panther Trace II Community  
10 Development District was held on Monday, November 26, 2018 at 6:30 p.m. at the Panther Trace II  
11 Clubhouse, 11518 Newgate Crest Drive, Riverview, Florida 33579.

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**FIRST ORDER OF BUSINESS – Roll Call**

16 Mr. Lotito called the meeting to order and conducted roll call.

17 Present and constituting a quorum were:

18	Jeff Spiess	Board Supervisor, Chairman ( <i>joined in progress</i> )
19	David Steppy	Board Supervisor, Vice Chairman
20	Pamela Wood	Board Supervisor, Assistant Secretary
21	Scott Ward	Board Supervisor, Assistant Secretary

22 Also present were:

23	Raymond Lotito	District Manager, DPFM Management & Consulting
24	LLC	
25	Garth Rinard	Landscape Maintenance Professionals, Inc.
26	Keith Remson	Remson Aquatics LLC
27	Tonja Stewart	District Engineer, Stantec Consulting Services Inc. ( <i>via phone</i> )
28	Kristin Schlater	District Counsel, Straley Robin Vericker ( <i>via phone</i> )
29	Anna Ramirez	Amenity Manager

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*The following is a summary of the discussions and actions taken at the November 26, 2018 Panther Trace II CDD Board of Supervisors meeting.*

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**SECOND ORDER OF BUSINESS – Audience Comments**

Mr. Lotito opened the floor for the audience to ask questions and to make comments on the agenda items being presented. A resident asked the Board for an update in reference to the storm drain pipe that runs through her property. Discussion ensued. A resident asked for the Board's direction in reference to vendor fees associated with her private event being held at the amenity center. Discussion ensued.

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On a MOTION by Mr. Steppy, SECONDED by Mr. Spiess, WITH ALL IN FAVOR, the Board approved the event and waived all fees, excluding the \$75.00 rental fee, subject to the resident signing the vendor rental contract for the Panther Trace II Community Development District.

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**THIRD ORDER OF BUSINESS – Organizational Matters**

**A. Exhibit 1: Oath of Office of Newly Elected Supervisors**

Mr. Lotito distributed the Oath of Office for Supervisors to the newly elected Board Supervisors to recite and sign.

➤ **Seat #2: Mr. David Steppy** recited and signed the Oath of Office.

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47           ➤ **Seat #3: Mr. Jeffrey Spiess** recited and signed the Oath of Office.

48           B. **Exhibit 2:** Form 1 and Supervisor Information Sheet

49           C. **Exhibit 3:** Acceptance of Letter of Resignation from Supervisor Anthony Cunha Seat #1

50           On a MOTION by Mr. Ward, SECONDED by Mr. Steppy, WITH ALL IN FAVOR, the Board accepted  
51           the resignation letter from Supervisor Anthony Cunha for Seat #1 for the Panther Trace II Community  
52           Development District.

53           D. Board Nomination to Fill Vacant Board Seat #1

54           On a MOTION by Ms. Wood, SECONDED by Mr. Spiess, WITH ALL IN FAVOR, the Board approved  
55           the motion to solicit resumes for the vacant Board seat #1 for the Panther Trace II Community  
56           Development District.

57           E. Acceptance or Waiver of Compensation

58           Mr. Lotito advised the newly elected supervisors that they are entitled to compensation of  
59           \$200.00 per meeting and asked whether they would like to receive or waive compensation. Mr. Spiess  
60           and Mr. Steppy accepted compensation.

61           F. Review of Sunshine Law and Supervisor Duties

62           Ms. Schlater reviewed the Guide to Sunshine Amendment & Code of Ethics for Public Officers &  
63           Employees.

64           G. **Exhibit 4:** Consideration and Approval of Resolution 2019-01; Designation of Officers

65           On a MOTION by Mr. Ward, SECONDED by Mr. Steppy, WITH ALL IN FAVOR, the Board adopted  
66           Resolution **2019-01**, Designating the officers of the district as follows: **Mr. Jeffrey Spiess** to serve as  
67           Chairman, **Mr. David Steppy** to serve as Vice Chairman, and **Mr. Scott Ward** and **Ms. Pamela Wood**  
68           to serve as Assistant Secretaries; District staffing as follows: **Mr. Raymond Lotito** as Secretary, **Ms.**  
69           **Patricia Comings-Thibault** as Treasurer, **Mr. Maik Aagaard** as Assistant Treasurer; and **Ms. Janet**  
70           **Johns** as Assistant Secretary for the Panther Trace II Community Development District.

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72           **FOURTH ORDER OF BUSINESS – Landscape & Pond Maintenance**

73           Mr. Rinard presented and reviewed the items of the Landscape Maintenance Professionals, Inc.  
74           (“LMP”) Maintenance Report (**Exhibit 5**) and asked for questions or comments. Discussion ensued. After  
75           the discussion, Mr. Remson presented and reviewed the items of the Remson Aquatics Pond Maintenance  
76           Report (**Exhibit 6**) and asked for questions or comments. Discussion ensued.

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78           **FIFTH ORDER OF BUSINESS – Administrative Matters**

79           Mr. Lotito presented the minutes of the Board of Supervisors regular meeting held on October 22,  
80           2018 (**Exhibit 7**), the Unaudited October 2018 Financial Statement (**Exhibit 8**), and the Operations &  
81           Maintenance Expenditures for October 2018 (**Exhibit 9**) to the Board for their consideration and  
82           acceptance. Discussion ensued.

83           A. **Exhibit 7:** Consideration and Approval of the October 22, 2018 Meeting Minutes

84           On a MOTION by Ms. Wood, SECONDED by Mr. Steppy, WITH ALL IN FAVOR, the Board approved  
85           the minutes of the Board of Supervisors regular meeting held on **October 22, 2018** for the Panther Trace  
86           II Community Development District.

87           B. **Exhibit 8:** Acceptance of the Unaudited October 2018 Financials Statements

88 On a MOTION by Mr. Spiess, SECONDED by Ms. Wood, WITH ALL IN FAVOR, the Board accepted  
89 the Unaudited **October 2018** Financial Statement for the Panther Trace II Community Development  
90 District.

91 C. **Exhibit 9:** Acceptance of the Operations & Maintenance Expenditures October 2018

92 On a MOTION by Mr. Steppy, SECONDED by Mr. Spiess, WITH ALL IN FAVOR, the Board accepted  
93 the Operations & Maintenance Expenditures for **October 2018** for the Panther Trace II Community  
94 Development District.

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96 **SIXTH ORDER OF BUSINESS – Business Matters**

97 Mr. Lotito presented the solicited proposals for district audit services from Grau & Associates,  
98 CPA (**Exhibit 10**), DiBartolomeo, McBee, Hartley & Barnes, P.A. CPA (**Exhibit 11**) and reviewed the  
99 summary or pricing (**Exhibit 12**). Mr. Lotito noted that proposals were solicited from both firms after  
100 receiving no responses from the Audit Committee’s solicitation. The Board reviewed the proposals and  
101 summary of pricing. After reviewing the proposals, Mr. Ward made a motion to approve the proposal  
102 from DiBartolomeo, McBee, Hartley & Barnes, P.A. CPA. Motion carries. After the approval, Mr. Lotito  
103 presented the engagement letter from LLS Tax Solutions, Inc. (**Exhibit 13**) to the Board for their review  
104 and acceptance.

105 A. Consideration of Solicited Proposals for District Audit Services

- 106 ➤ **Exhibit 10:** Grau & Associates, CPA - \$3,600.00 (2018)
- 107 ➤ **Exhibit 11:** DiBartolomeo, McBee, Hartley & Barnes, P.A. CPA - \$3,200.00 (2018)
- 108 ➤ **Exhibit 12:** Summary

109 On a MOTION by Mr. Ward, SECONDED by Mr. Steppy, WITH ALL IN FAVOR, the Board approved  
110 the proposal from DiBartolomeo, McBee, Hartley & Barnes, P.A. CPA in the amount of **\$3,200.00** for the  
111 Panther Trace II Community Development District.

112 B. **Exhibit 13:** Acceptance of the LLS Tax Solutions, Inc. Engagement Letter for Bond Arbitrage  
113 Services

114 On a MOTION by Mr. Steppy, SECONDED by Mr. Spiess, WITH ALL IN FAVOR, the Board approved  
115 the LLS Tax Solutions, Inc. Engagement Letter for Bond Arbitrage Services for the Panther Trace II  
116 Community Development District.

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118 **SEVENTH ORDER OF BUSINESS – Staff Reports**

119 Mr. Lotito opened the floor for the district staff to present and review the items of their staff  
120 reports. Ms. Ramirez presented and reviewed the items of the Amenity Manager November 2018  
121 Operations Report (**Exhibit 14**) and presented the proposal from DAD Services for power washing and  
122 sanitizing playground equipment. Discussion ensued. After the discussion, Mr. Steppy made a motion to  
123 approve the proposal inclusive of the fences NTE (not to exceed) \$375.00. Motion carries.

124 On a MOTION by Mr. Steppy, SECONDED by Ms. Wood, WITH ALL IN FAVOR, the Board approved  
125 the proposal from DAD Services for power washing and sanitizing playground equipment inclusive of the  
126 fences **NTE \$375.00** for the Panther Trace II Community Development District.

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128 **EIGHTH ORDER OF BUSINESS – Audience Comments**



129 Mr. Lotito opened the floor for the audience to ask questions and to make comments on the  
130 agenda items that were presented. There being none, next item followed.

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132 **NINTH ORDER OF BUSINESS – Supervisors Requests**

133 Mr. Lotito opened the floor for the supervisors to present their requests. There being none, next  
134 item followed.

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136 **TENTH ORDER OF BUSINESS – Adjournment**

137 Mr. Lotito asked for final questions, comments, or corrections before adjourning the meeting.  
138 There being none, Mr. Steppy made a motion to adjourn the meeting.

139 On a MOTION by Mr. Spiess, SECONDED by Ms. Wood, WITH ALL IN FAVOR, the Board adjourned  
140 the meeting for the Panther Trace II Community Development District.

141 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
142 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*  
143 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

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145 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
146 **meeting held on \_\_\_\_\_.**

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

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\_\_\_\_\_  
**Printed Name**

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**Printed Name**

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150 **Title:**  **Secretary**     **Assistant Secretary**

**Title:**  **Chairman**     **Vice Chairman**

**EXHIBIT 4.**

**EXHIBIT 5.**

**EXHIBIT 6.**