

1 **MINUTES OF MEETING**

2 **PANTHER TRACE II**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Panther Trace II Community Development
5 District was held on Monday, October 25, 2021 at 6:30 p.m. at Panther Trace II Clubhouse, 11518 Newgate
6 Crest Drive, Riverview, Florida 33579.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Leger called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Jeff Spiess	Board Supervisor, Chairman
11	David Steppy	Board Supervisor, Vice Chairman
12	Scott Ward (<i>joined in progress,</i>	Board Supervisor, Assistant Secretary
13	<i>via phone</i>)	
14	R. Clinton Miner	Board Supervisor, Assistant Secretary
15	Pamela Wood	Board Supervisor, Assistant Secretary

16 Also present were:

17	Jackie Leger	Assistant District Manager, DPFPG Management &
18		Consulting
19	Patricia Thibault (<i>via phone</i>)	DPFG Management & Consulting
20	Mark Straley	District Counsel, Straley Robin Vericker
21	Matthew Remson	Remson Aquatics
22	Garth Rinard	Landscape Maintenance Professionals
23	Anna Ramirez	Amenities

24 *The following is a summary of the discussions and actions taken at the October 25, 2021 Panther Trace II*
25 *CDD Board of Supervisors Regular Meeting.*

26 **SECOND ORDER OF BUSINESS – Audience Comments**

27 There being none, the next item followed.

28 **THIRD ORDER OF BUSINESS – Landscape and Pond Maintenance**

29 A. Exhibit 1: LMP Maintenance Report

30 Mr. Rinard presented his report and discussed median areas with the Board. The Board requested
31 a proposal for transplanting grasses. Mr. Ward expressed gratitude for maintenance on
32 Summerfield Boulevard, and requested removal of dead grass that had migrated into the seam of
33 the curb and roadway.

34 B. Exhibit 2: Remson Aquatics Pond Report

35 Mr. Remson presented his report, commenting on expected changes as the dry season approached.

36 **FOURTH ORDER OF BUSINESS – Administrative Matters – Consent Agenda**

37 A. Exhibit 3: Consideration and Approval of Minutes of the September 27, 2021 Meeting

38 B. Exhibit 4: Acceptance of the Unaudited September 2021 Financials

39 On a MOTION by Mr. Steppy, SECONDED by Mr. Spiess, with ALL IN FAVOR, the Board approved the
40 ratification of all items of the Consent Agenda for the Panther Trace II Community Development District.

FIFTH ORDER OF BUSINESS – Business Matters

A. New Business

1. Exhibit 5: Consideration of Resolution **2022-01**, Designating Officers

Ms. Thibault indicated that this Resolution designated Mr. McGaffney with DPFG as Assistant Treasurer for the District.

On a MOTION by Mr. Miner, SECONDED by Mr. Spiess, with ALL IN FAVOR, the Board adopted **Resolution 2022-01**, Designating Officers, for the Panther Trace II Community Development District.

2. Exhibit 6: Consideration of Holiday Lighting Proposals

- Illuminations Holiday Lighting - \$7,500.00
- Xcellent Lighting - \$7,050.00

Ms. Ramirez stated that Illuminations had been the vendor used the previous year with no issues.

On a MOTION by Mr. Steppy, SECONDED by Mr. Spiess, with ALL IN FAVOR, the Board approved the Illuminations Holiday Lighting Proposal, in the amount of \$7,500.00, for the Panther Trace II Community Development District.

3. Exhibit 7: Consideration of Palm Tree Trimming Proposals

- LMP - \$6,840.00
- Green Thumb Unlimited - \$5,450.00

The Board expressed support for the Green Thumb Unlimited palm tree trimming proposal, though requested confirmation as to the number of trees within the scope.

On a MOTION by Mr. Spiess, SECONDED by Ms. Wood, with ALL IN FAVOR, the Board approved the Green Thumb Unlimited Palm Tree Trimming Proposal, in an amount not to exceed \$5,450.00 at \$25.00 per tree, for the Panther Trace II Community Development District.

4. Exhibit 8: Consideration of Sidewalk Pressure Washing Proposals

- Riverview Pressure Cleaning - \$800.00
- Jayman Enterprises - \$875.00

This item was tabled, pending an updated proposal from Riverview Pressure Cleaning.

5. Exhibit 9: Consideration of LMP Fall Annuals Proposal - \$1,794.00

On a MOTION by Mr. Spiess, SECONDED by Mr. Miner, with ALL IN FAVOR, the Board approved the LMP Fall Annuals Proposal, in the amount of \$1,794.70, for the Panther Trace II Community Development District.

6. Exhibit 10: Presentation of Reserve Study Update Report

Ms. Thibault stated that the reserve study budget had increased by \$600 from what had been budgeted for, and that budget adjustments were necessary. Ms. Thibault additionally expressed concerns that the interest rate was inaccurate and stated that she would like to

kick the study back to the analysts. Discussion ensued, and the Board expressed support for this.

7. Exhibit 11: Discussion and Consideration of Landscape RFP

The Board discussed the review process for landscaping proposals, and in response to a Supervisor question, Ms. Thibault explained that verbiage in a contract could include a notice to cure. Ms. Thibault added that the criteria and point scoring allocation could be adjusted as the Board saw fit. The Board discussed and requested for a number of changes, including for bids to include a minimum of three references with points of contact; for the point allocation to be adjusted to 40 points for Price and 30 points for Quality of Workmanship; for Pond Bank Mowing frequency to have 28 services per year; and for language to be adjusted to include the notice to cure. Ms. Leger stated that the Board could approve the RFP in substantial form, as the Board continued to discuss the contents. Ms. Thibault asked whether the Board wished to organize a mandatory pre-proposal meeting for walkthroughs. Mr. Straley additionally commented that the RFP package needed to include the proposed contract form that the selected vendor would be expected to enter into with the District, and that he could provide a form.

On a MOTION by Mr. Spiess, SECONDED by Mr. Miner, with ALL IN FAVOR, the Board approved the RFP for Landscaping Services, in substantial form, for the Panther Trace II Community Development District.

Following the motion, Ms. Thibault clarified that the Board was approving the RFP along with the changes in the selection criteria.

8. Exhibit 12: Consideration of Waste Collection Proposals

- FCC Environmental Services - \$104.64
- Republic Services - \$160.91

On a MOTION by Mr. Spiess, SECONDED by Mr. Steppy, with ALL IN FAVOR, the Board approved the FCC Environmental Services Waste Collection Proposal, in the amount of \$104.64, for the Panther Trace II Community Development District.

SIXTH ORDER OF BUSINESS – Staff Reports

A. District Manager

There being none, the next item followed.

B. District Counsel

Mr. Straley stated that he had been filling in for Mr. Vericker at this meeting, and that he would be updating the RFP along with the District Manager.

C. District Engineer

There being none, the next item followed.

D. Exhibit 13: Amenity Manager October 2021 Operations Report

Ms. Ramirez gave an overview of her report, noting plans for an upcoming holiday event on December 19, and commented on the recent installation of security cameras. Ms. Ramirez noted that she was looking to install two additional cameras to monitor the clubhouse and the playground area, and that she had reached out to three vendors.

On a MOTION by Mr. Miner, SECONDED by Ms. Wood, with ALL IN FAVOR, the Board approved for the purchase and installation of two additional security cameras from Johnny Walker CCTV, in the amount of \$550.00, for the Panther Trace II Community Development District.

Following the motion, Ms. Ramirez commented that an additional proposal was anticipated for a potential third camera. The Board discussed modifying the motion to include the potential third camera with an updated price.

On a MOTION by Mr. Miner, SECONDED by Ms. Wood, with ALL IN FAVOR, the Board approved for the purchase and installation of two additional security cameras, with a potential third camera to be installed, from Johnny Walker CCTV, in an amount not to exceed \$1,000.00, for the Panther Trace II Community Development District.

SEVENTH ORDER OF BUSINESS – Audience Comments (*limited to three minutes*)

An audience member commented on frequency of grass cutbacks and expressed concerns with the grass ending up in the pond by his property. The Board stated that they could discuss with Mr. Rinard.

An audience member expressed appreciation for Ms. Ramirez and work performed by LMP to address the ongoing pond bank issues. The audience member asked whether residents could have any input on the RFP, and asked for an update on landscape installations on the Ballymore monument that the Board had discussed previously at the April meeting. The audience member was encouraged to submit comments and suggestions on the RFP to District Management.

EIGHTH ORDER OF BUSINESS – Supervisors Requests

Mr. Steppy commented on portable basketball hoops by properties on Belcroft Drive that had been placed improperly on CDD property for years, and asked what could be done to address them. Mr. Straley provided input as to actions that the District could take, additionally noting that the HOA would have relevant sections of their covenants that he could reference in a cease & desist letter. Mr. Steppy additionally noted an ongoing issue with roofers going door-to-door, violating “No Solicitation” signs already on property, and stated that resident comments had been made complaining about pine needles on sidewalks.

Additional Supervisor comments were made regarding a recent motorcycle accident, efforts to contact the Hillsborough County Sheriff’s Office regarding speeding data, and patrol patterns of the security monitor.

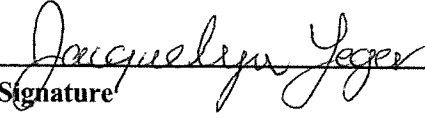
NINTH ORDER OF BUSINESS – Adjournment


Ms. Leger asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Mr. Spiess made a motion to adjourn the meeting.

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

**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.*

155 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
156 meeting held on November 15, 2021.

157
Signature 
Printed Name Jacquelyn Jeger

Signature 
Printed Name Jeffrey A. Speers

158 Title: ☐ Secretary ☒ Assistant Secretary

Title: ☒ Chairman ☐ Vice Chairman