



Rizzetta & Company

Panther Trails Community Development District

Board of Supervisors' Meeting February 26, 2019

**Carriage Pointe Clubhouse
11796 Ekker Road
Gibsonton, FL 33534**

www.panthertrailscdd.org

PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT AGENDA

To be held at the Carriage Pointe Clubhouse, 11796 Ekker Road, Gibsonton, FL 33534

District Board of Supervisors	Carrie Macsuga Jennifer Murray Daniel Smith Jacqualyn Nelson Vacant	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Greg Cox	Rizzetta & Company, Inc.
District Attorney	Scott Steady	Burr Forman, LLP
District Engineer	Greg Woodcock	Cardno TBE

All cellular phones and pagers must be turned off during the meeting.

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.

PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 12750 Citrus Park Lane, Suite 115, Tampa, FL 33625
www.panthertrailscdd.org

February 19, 2020

Board of Supervisors
Panther Trails Community
Development District

REVISED AGENDA

Dear Board Members:

The special meeting of the Board of Supervisors of Panther Trails Community Development District will be held on **Wednesday, February 26, 2020 at 6:00 p.m.** at the Carriage Pointe Clubhouse, located at 11796 Ekker Road, Gibsonton, FL 33534. The following is the revised agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on December 12, 2019 Tab 1
 - B. Consideration of Operation & Maintenance Expenditures for November & December 2019 Tab 2
- 4. BUSINESS ITEMS**
 - A. Consideration of Supervisor Appointment to Vacant Seat Tab 3
 - B. Consideration of Resolution 2020-02; Designating Officers Tab 4
 - C. Discussion of Pool Maintenance Status
 - D. Establish Audit Committee
- 5. STAFF REPORTS**
 - A. Presentation of Monthly Maintenance Inspection Reports
 1. Pond Report..... Tab 5
 2. Field Inspection Report..... Tab 6
 - B. District Counsel
 - C. District Engineer
 1. Water Use Permit Update
 - D. Amenities Manager
 1. Clubhouse Report..... Tab 7
 - E. District Manager
 1. Action Items List Tab 8
 2. Financial Status Update
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

Greg Cox

Greg Cox
District Manager

cc: Carrie Macsuga, Chairman
Scott Steady, District Counsel

Tab 1

MINUTES OF MEETING

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

**PANTHER TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Panther Trails Community Development District was held on **Thursday, December 12, 2019 at 5:30 p.m.** at the Carriage Pointe Clubhouse, located at 11796 Ekker Road, Gibsonton, FL 33534.

Present and constituting a quorum:

Carrie Macsuga	Board Supervisor, Chairman
Jennifer Murray	Board Supervisors, Vice Chairman
Jacquelyn Nelson	Board Supervisor, Assistant Secretary
Daniel Smith	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager, Rizzetta & Co., Inc.
Greg Woodcock	District Engineer, Cardno (via conf. call)
Helena Teixeira	Amenities Manager
Will Williams	Assistant Amenities Manager
Patrick Bell	Field Services Manager, Rizzetta & Co., Inc.
Garth Rinard	Representative, LMP
Paula Means	Representative, LMP

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

Deslyn & Alton Francis addressed the Board regarding the maintenance status of pond #4 from Deslyn and Alton Francis. The Board members explained that this was a pond they were aware of the issues and were working to resolve them.

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THIRD ORDER OF BUSINESS **Staff Reports**

A. Field Inspection Report

The Board reviewed the Field Management Services reports from October, November and December that were prepared by Patrick Bell. Paula Means, with LMP, provided a landscape work update. Ms. Murray discussed the need to have landscape lighting fixed to have the lights match in color tone and also requested that LMP take action to ensure the irrigation timing was set so as to not turn on when the holiday lights at the entrances were on.

The Board reviewed a summary of irrigation proposals prepared by LMP as the result of their contract assumption irrigation audit required by the contract. Mr. Garth Rinard explained that a portion of the proposals that totaled \$9,409.76 were ones that LMP felt were needed immediately in order for the system to function in total. He explained that there were some areas found not covered by the system as needed and some zones not operating at all. He also explained that the second batch of proposals that totaled \$11,610.75 were ones that LMP recommended be accomplished in order for the system to run properly and efficiently. He noted that if the Board did not choose to approve the recommended improvements, LMP could not be held responsible for those areas supported by the unimproved areas. The Board requested that Mr. Bell accompany LMP irrigation specialists and validate the need for repairs, replacements and changes and that LMP make any adjustments in the proposals that might be needed as a result of the joint inspection. It was noted that the individual proposal amounts were in the approval range of the Chairman and that she could proceed with those repairs validated. It was also discussed that the recommended proposals would be reviewed after the validation inspection and that the Board would consider the possible phasing in of the work as the budget permitted.

Mr. Cox informed the Board of the work between the meetings where the Chairman had negotiated with those representing Duval Landscaping for the final payments of invoices that had been temporarily held from payment.

On a Motion by Mr. Smith, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved to ratified the Settlement Agreement and Release of Claims for Duval Landscape Maintenance, LLC for \$25,000 for unpaid invoices, for the Panther Trails Community Development District.

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FOURTH ORDER OF BUSINESS **Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on October 10, 2019**

Mr. Cox presented the October 10, 2019 Board of Supervisor meeting minutes which had been amended by the Chairman prior to the meeting.

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On a Motion by Mr. Smith, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the October 10, 2019 minutes of the Board of Supervisors' regular meeting, as amended, for the Panther Trails Community Development District.

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FIFTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held on November 14, 2019**

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Mr. Cox presented the November 14, 2019 Board of Supervisor meeting minutes which had been amended by the Chairman prior to the meeting.

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On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the November 14, 2019 minutes of the Board of Supervisors' regular meeting, as amended, for the Panther Trails Community Development District.

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SIXTH ORDER OF BUSINESS

**Consideration of the Operation &
Maintenance Expenditures for
September & October 2019**

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Mr. Cox presented the Operation and Maintenance expenditures for September & October 2019 for Board ratification.

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On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to ratify the payment of the invoices in the September 2019 Operations & Maintenance Expenditures report (\$50,708.38) and October 2019 Operations & Maintenance Expenditures report (\$47,210.43), for the Panther Trails Community Development District.

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SEVENTH ORDER OF BUSINESS

**Discussion of Pool Maintenance
Status**

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The Board received an update of the pool status from Mr. Cox and Mr. Woodcock. Mr. Cox explained that the proposal from A&D Pool Service was \$72,000 to fix the cracks in the pool and that it was reported by A&D Pool Service that the pool was still leaking. Mr. Cox explained that the cost to conduct engineering tests of the supporting pool structure was estimated to be in the range of \$7,500 based on the experiences of Mr. Woodcock at other Districts. Mr. Cox explained that if the tests were conducted and the finding was structural issues causing the cracks, an insurance claim would be possible to cover the costs of the testing and the repairs. The Board requested that staff put together a statement regarding the potential timeline of the pool work pending that could be sent out to the community.

On a Motion by Ms. Murray, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved, the cost to conduct engineering tests of the supporting pool structure was estimated to be a not-to-exceed amount of \$7,500.00, for the Panther Trails Community Development District.

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EIGHTH ORDER OF BUSINESS

Consideration of Pond Blank Clean-Up Proposal Renewal

The Board reviewed the renewal proposal for another year of Aquatic System's waterway maintenance agreement beginning February 1, 2020.

On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors unanimously approved to renew the Aquatic Systems waterway maintenance agreement for one year beginning February 1, 2020, for the Panther Trails Community Development District.

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NINTH ORDER OF BUSINESS

Staff Reports (Continued)

A. Monthly Aquatic Report

The Board reviewed Aquatic Systems waterway maintenance reports for November and December 2019. The Board discussed the need for continual work on pond #4.

B. District Counsel

Not present. Mr. Cox provided an update of a discussion held with District Counsel regarding the consideration of whether or not to contact Hillsborough County representatives about the status of the Pepper Tree removal requirement. The Board requested that staff not contact the County at this time.

C. District Engineer

The Board received a District Engineer update from Mr. Greg Woodcock who provided an update of the water use permit violation status. It was explained that LMP would be setting up the irrigation system and timers to function normally and then the measurements could be taken to determine the actual water use amounts.

D. Clubhouse Manager

The Board received a Clubhouse report from Helena Teixeira. The Board members discussed the need to establish or update the process for ensuring that renters who request use of the facilities have been vetted to

157 validate that they are in fact renting and that the owners have transferred
158 their use privileges to the renters and that this is properly documented.

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160 **E. District Manager**

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162 Mr. Cox reminded the Board that the January 9, 2020 meeting will most
163 likely be cancelled but had not been cancelled yet. He noted that the
164 next meeting planned to be held was on February 13, 2020.

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166 Mr. Cox also provided a review of the current action item list and
167 reviewed the financials with the Board members.

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169 The Board members requested that staff begin the process of notifying
170 the community of the vacant seat # 4 with a term ending in November
171 2020.

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173 Mr. Cox informed the Board that the newly revised and ADA accessible
174 CDD website was now up and running in its initial setup. He asked for
175 Board members to review the site and provide him with comments.

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177 **TENTH ORDER OF BUSINESS** **Supervisor Requests**

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179 Ms. Macsuga requested an update of the status of the pool equipment area and
180 also reminded the other Board members that the proposed budget meeting was now
181 set for April 9, 2020 and the final budget meeting on July 9, 2020.

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183 Mr. Smith informed the Board that he had received comments about the need to
184 make upgrades to the fitness center and suggested that they begin looking at this for
185 future budget planning.

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187 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

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189 Mr. Cox requested a motion to adjourn the meeting unless there was any further
190 business to come before the Board.

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On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved to adjourn the meeting at 7:15 p.m. for the Panther Trails Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

**PANTHER TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

**Operation and Maintenance Expenditures
November 2019
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$31,929.88**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	002419	31309	Pool Repair	\$ 469.00
A&D Pool	002419	31313	Pool Chemicals/Repairs	\$ 1,178.89
Aquatic Systems, Inc.	002438	0000459868	Aquascaping - Site 4	\$ 1,539.00
Aquatic Systems, Inc.	002438	0000461412	Monthly Lake & Wetland Services 11/19	\$ 1,400.00
BOCC	002429	6919533420 10/19	11796 Ekker Rd and Lift Station 10/19	\$ 1,511.67
Bright House Networks	002420	040845301102619	Clubhouse Phone/Internet/Cable 11/19	\$ 376.64
Clean Sweep Supply Co., Inc.	002435	00206360	Janitorial Supplies	\$ 178.20
DAD Services	002426	2078	Repaired Lights and Toilet	\$ 210.00
DCSI, Inc.	002421	26333	Monitoring Services - Quarterly Invoice	\$ 74.97
Department of Economic Opportunity	002436	74190	Special District Fee FY 19/20	\$ 175.00
Dragonfly Home Services	002422	102119DRAGON	Clubhouse Cleaning Weeks of 10/14/19- 10/21/19	\$ 245.00
Dragonfly Home Services	002430	110419DRAGON	Clubhouse Cleaning Weeks of 10/28/19- 11/04/19	\$ 245.00
Fitness Logic, Inc.	002427	92593	Repair Equipment Upholstery	\$ 404.00
Hancock Bank	002428	34723	S/A Trustee Fee 05/02/19-11/01/19	\$ 1,750.00
NVirotect Pest Control Services, Inc.	002423	187595	Acct# 6967 Pest Control 10/19	\$ 72.00
Office Dynamics	002437	00030073	Books Copied and Bound 11/19	\$ 25.79
Panther Trails CDD	CD174	Debit Card	Debit Card Replenishment	\$ 507.80

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Republic Services of Florida, LP	002424	0696-000833142	Disposal Service 11/19	\$ 277.31
Rizzetta & Company, Inc	002431	INV00000044519	District Management Fees 11/19	\$ 5,022.09
Rizzetta Amenity Services, Inc.	002425	INV0000000006803	Actual Bi-Weekly Payroll & Employee Ins Reim 11/01/19	\$ 5,224.75
Rizzetta Amenity Services, Inc.	002432	INV0000000006833	Amenity -Cell & Auto 10/19	\$ 68.44
Rizzetta Technology Services, LLC	002433	INV00000004889	Web & Email Hosting 11/19	\$ 100.00
Stahl & Associates, Inc.	002439	100419Stahl	Utility Bond FY 19/20	\$ 249.00
Tampa Electric Company	002434	Summary Bill 10/19	Summary Bill 10/19	\$ 10,625.33
Report Total				<u>\$ 31,929.88</u>

**PANTHER TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

**Operation and Maintenance Expenditures
December 2019
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$89,358.63**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	002482	31555	Monthly Pool Service 11/19	\$ 1,650.00
A&D Pool	002463	32020	Pool Pump Basket Repair	\$ 128.00
ABM Building Services, LLC	002455	14532676	A/C Maintenance Services 11/19	\$ 635.00
Accurate Drilling Solutions LLC	002452	1322	Pump Installation	\$ 18,259.66
Alvarez Plumbing Inc.	002456	3588-4652	Service Call	\$ 805.57
Blake Wanecski dba Poop 911	002477	2996790	9 Stations Emptied 10/19	\$ 213.52
Blake Wanecski dba Poop 911	002477	3052036	9 Stations Emptied 11/19	\$ 213.52
BOCC	002459	6919533420 11/19	11796 Ekker Rd and Lift Station 11/19	\$ 1,379.23
Bright House Networks	002453	040845301112619	Clubhouse Phone/Internet/Cable 11/19	\$ 376.64
Bright House Networks	002485	040845301122619	Clubhouse Phone/Internet/Cable 12/19	\$ 367.35
Burr & Forman LLP	002464	1128731	Legal Services 10/19	\$ 60.00
Carrie Jo Macsuga	002444	CM111419	Board of Supervisors Meeting 11/14/19	\$ 200.00
Carrie Jo Macsuga	002468	CM121219	Board of Supervisors Meeting 12/12/19	\$ 200.00
Damon August Cornett	002440	112719	Holiday Light Installation-Down Payment	\$ 1,650.00
Damon August Cornett	002465	120919	Reimbursement for Extra Lights	\$ 58.40
Damon August Cornett	002465	44898	Holiday Light Installation-Payment 2 of 2	\$ 1,650.00
Daniel J Smith II	002451	DS111419	Board of Supervisors Meeting 11/14/19	\$ 200.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Daniel J Smith II	002479	DS121219	Board of Supervisors Meeting 12/12/19	\$ 200.00
DCSI, Inc.	002457	26476	Service Call Cameras	\$ 105.00
Dragonfly Home Services	002443	111819DRAGON	Clubhouse Cleaning Weeks of 11/11/19-11/18/19	\$ 245.00
Dragonfly Home Services	002460	120219DRAGON	Clubhouse Cleaning Weeks of 11/25/19-12/02/19	\$ 245.00
Duval Landscape Maintenance, LLC	002454	120919	Duval Settlement	\$ 25,000.00
FAB Technologies LLC dba Fastsigns	002466	2160-2929	Pool Safety Sign	\$ 82.85
Grau and Associates	002441	18709	Audit for FYE 09/30/19	\$ 500.00
Grau and Associates	002441	S3476976P429	Audit Confirmation FYE 09/30/19	\$ 46.00
Hillsborough County Board of County Commissioners	002458	841125	False Alarm Violation	\$ 100.00
Hillsborough County Board of County Commissioners	002458	841641	False Alarm Violation	\$ 150.00
Innersync	002467	17882	Website Quarterly Service	\$ 384.38
Innersync	002442	18025	Website ADA Compliance	\$ 1,162.50
Jacquelyn Nelson	002446	JN111419	Board of Supervisors Meeting 11/14/19	\$ 200.00
Jacquelyn Nelson	002470	JN121219	Board of Supervisors Meeting 12/12/19	\$ 200.00
Jennifer L. Murray	002445	JM111419	Board of Supervisors Meeting 11/14/19	\$ 200.00
Jennifer L. Murray	002469	JM121219	Board of Supervisors Meeting 12/12/19	\$ 200.00
NVirotect Pest Control Services, Inc.	002461	190071	Acct# 6967 Pest Control 11/19	\$ 72.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Office Dynamics	002471	00030285	Books Copied and Bound 12/19	\$ 38.07
Panther Trails CDD	CD175	Debit Card	Debit Card Replenishment	\$ 633.28
Republic Services of Florida, LP	002448	0696-000839163	Disposal Service 11/19	\$ 277.14
Republic Services of Florida, LP	002483	0696-000845215	Disposal Service 12/19	\$ 277.14
Rizzetta & Company, Inc	002447	INV00000045218	District Management Fees 12/19	\$ 5,022.09
Rizzetta Amenity Services, Inc.	002449	INV0000000006860	Actual Bi-Weekly Payroll & Employee Ins Reim 11/15/19	\$ 4,178.69
Rizzetta Amenity Services, Inc.	002462	INV0000000006890	Actual Bi-Weekly Payroll & Employee Ins Reim 11/29/19	\$ 4,735.30
Rizzetta Amenity Services, Inc.	002478	INV0000000006918	Amenity -Cell & Auto 11/19	\$ 54.59
Rizzetta Amenity Services, Inc.	002478	INV0000000006945	Actual Bi-Weekly Payroll & Employee Ins Reim 12/13/19	\$ 5,824.21
Rizzetta Technology Services, LLC	002450	INV0000004973	Web & Email Hosting 12/19	\$ 100.00
Tampa Electric Company	002480	Summary Bill 11/19	Summary Bill 11/19	\$ 10,584.50
Terminix Processing Center	002481	11300541 20/21	Renewal - 02/01/20-02/29/21	\$ 384.00
Terminix Processing Center	002484	391548131	Pest Control 11/19	\$ 55.00
Terminix Processing Center	002484	392330911	Pest Control 12/19	\$ 55.00
Report Total				<u>\$ 89,358.63</u>

Tab 4

RESOLUTION 2020-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Panther Trails Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
Gregory B. Cox is appointed Assistant Secretary.
Angel Montagna is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 13th DAY OF FEBRUARY 2020.

**PANTHER TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY