

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

June 4, 2020

Board of Supervisors
Panther Trails Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Panther Trails Community Development District will be held on **Thursday, June 11, 2020 at 5:30 p.m.** may be conducted remotely, using communications media technology pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, as such orders may be extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The following is the 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 May 14, 2020 Tab 1
 - B. Consideration of Operation & Maintenance Expenditures for April 2020..... Tab 2
- 4. BUSINESS ITEMS**
 - A. Discussion of Pool Progress and Turnover Agreement
 - B. Update on Playground Progress
 - C. Update on Gym Progress
 - D. Update on Pond Clean-up
 - E. Update on County Drainage Ditch Maintenance
 - F. Discussion of Re-opening Plan for District Facilities
- 5. STAFF REPORTS**
 - A. Presentation of Monthly Maintenance Inspection Reports
 1. Pond Update
 2. Field Inspection Report..... Tab 3
 - B. District Counsel
 1. Update of Conservation Area Growth on Resident Properties & Counsel's Opinion
 - C. District Engineer
 1. Pond Storm Water Structure Damage Recommendations
 - D. Amenities Manager
 1. Clubhouse Report..... Tab 4

- E. District Manager
 - 1. Action Items List Tab 5
 - 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

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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, May 14, 2020 at 5:30 p.m.** and was conducted by means of communications media technology telephone pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

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 |
| Tony Altman | Board Supervisors, Assistant Secretary |

Also present were:

- | | |
|-----------------|---|
| Greg Cox | District Manager, Rizzetta & Co., Inc. |
| Bryan Radcliff | District Manager, Rizzetta & Co., Inc. |
| Greg Woodcock | District Engineer, Cardno |
| Helena Teixeira | Amenities Manager |
| Will Williams | Assistant Amenities Manager |
| Paula Means | Representative, LMP |
| Peter Simoes | Representative, Solitude Aquatic Service |
| Audience | Present |

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**

No audience members comments were received.

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THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held on March 12, 2020**

Mr. Cox presented the March 12, 2019 Board of Supervisor meeting minutes to the Board.

On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the March 12, 2019 minutes of the Board of Supervisors' regular meeting, as presented, for the Panther Trails Community Development District.

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FOURTH ORDER OF BUSINESS

**Consideration of the Operation &
Maintenance Expenditures for
February & March 2020**

Mr. Cox presented the Operation and Maintenance expenditures for February & March 2020 for Board ratification.

On a Motion by Ms. Nelson, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved to ratify the payment of the invoices in February 2020 Operations & Maintenance Expenditures report (\$56,094.99) and February 2020 Operations & Maintenance Expenditures report (\$59,986.69) for the Panther Trails Community Development District.

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FIFTH ORDER OF BUSINESS

Ratification of Pool Furniture

On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the ratification of the Chairman's approval for pool furniture in the amount of \$7,508.00, for the Panther Trails Community Development District.

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SIXTH ORDER OF BUSINESS

Consideration of Arbitrage Proposal

On a Motion by Ms. Macsuga, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved LLS Tax Solutions Arbitrage Calculation proposal, for the Panther Trails Community Development District.

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77 **SEVENTH ORDER OF BUSINESS** **Ratification of Chairman’s Approval**
78 **of Resolution 2020-03; Authorizing**
79 **Bank Signatories**
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On a Motion by Mr. Smith, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to ratify the Chairman’s approval of Resolution 2020-03; Authorizing Bank Signatories, for the Panther Trails Community Development District.

81
82 **EIGHTH ORDER OF BUSINESS** **Consideration of Resolution 2020-**
83 **04; Re-designating Secretary**
84

On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to adopt Resolution 2020-04; Designating Bob Schleifer as Secretary, for the Panther Trails Community Development District.

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86 **NINTH ORDER OF BUSINESS** **Presentation of Fiscal Year 2020-**
87 **2021 Proposed Budget**
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89 Mr. Cox presented the Fiscal Year 2020-2021 proposed budget and indicated
90 that the CDD assessment levels would remain the same if approved as presented.
91

92 **TENTH ORDER OF BUSINESS** **Consideration of Resolution 2020-**
93 **05; Approving Proposed Budget for**
94 **Fiscal Year 2020-2021 and Setting**
95 **the Public Hearing**
96

On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to adopt Resolution 2020-05; Approving Proposed Budget for Fiscal Year 2020-2021 and Setting the Public Hearing for August 13, 2020 at 5:30 p.m., for the Panther Trails Community Development District.

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98 **ELEVENTH ORDER OF BUSINESS** **Staff Reports**
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100 **A. Monthly Aquatic Report**
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102 The Board reviewed Solitude’s aquatic maintenance reports and received
103 an update from Mr. Peter Simoes with Solitude Aquatic Maintenance. The Board
104 discussed the issue of trash in the ponds and requested staff get a proposal to
105 have the storm inlets cleaned. The Board also requested staff to get a proposal to
106 have Solitude clean the trash from the ponds. The Board discussed the possible
107 acquisition of solar powered aeration for pond #4 and determined not to proceed
108 with this at that time. The Board was informed that aquatic plants were installed in
109 pond # 4 the previous day. The Board requested Solitude to perform a test install

110 of water lilies into pond #4 and Mr. Simoes, indicated the small test sample would
111 cost less than \$50.

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113 **B. Field Inspection Report**

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115 The Board reviewed the Field Service Inspection report prepared by Patrick
116 Bell and received a landscape update from Ms. Paula Mean, with LMP. The Board
117 considered an LMP proposal for landscape improvements to the CDD owned
118 vacant lot parcel. Mr. Cox opened the floor for audience comments on the
119 proposal.
120

On a Motion by Ms. Murray, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved the LMP landscape proposal for the CDD owned vacant parcel for a not-to-exceed amount of \$500.00, for the Panther Trails Community Development District.

121
122 The Board requested that staff get a proposal from LMP for mowing the
123 drainage ditch along Symmes Road. The Board also provided LMP with guidance
124 regarding installing perennials versus annuals in current beds and Ms. Mean
125 indicated she would create proposals.
126

127 **C. District Counsel**

128
129 Not present.

130
131 **D. District Engineer**

132
133 Mr. Woodcock provided an action plan for the response to the Southwest
134 Florida Water Management District's Consent Order regarding water use permit
135 violations. He noted that the readings for the last few months were within limits.
136 He also provided an update on the pool resurfacing project. He presented a
137 change order for the pool ladder anchor replacement work required by Pool
138 Doctor.
139

On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the Pool Doctor proposal for ladder anchors for \$1,000.00, for the Panther Trails Community Development District.

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141 The Board also discussed the need for Mr. Woodcock to inspect some
142 stormwater structures and drainage repairs. Ms. Macsuga confirmed that Mr.
143 Woodcock would oversee the hand-over of the completed pool back to the
144 District. He noted the completion date was still on schedule.
145

146 Mr. Cox discussed the issue of residents wanting to clear portions of their
147 private property and explained that it was the responsibility of the residents and
148 not the CDD to clear this property as long as it was not restricted from clearing.
149 Ms. Macsuga requested that Mr. Cox provide a response to the residents.
150

151 The Board discussed options to redesign the playground area to create
152 an area where the mulch does not wash out. Mr. Cox explained one plan to
153 create better drainage. Mr. Woodcock informed the Board that he would inspect
154 the area to see if a better plan could be developed, such as installing sod.
155

156 **E. Clubhouse Manager**

157
158 The Board received a Clubhouse report from Helena Teixeira. She
159 provided information regarding the amenity opening plan. She informed the
160 Board that the renovated pool furniture is completed and will mostly remain
161 wrapped during the initial opening. She noted that all fitness equipment is fixed
162 and ready to be re-installed. Mr. Altman suggested that the Board consider
163 having NO LITTERING signs installed.
164

165 **F. District Manager**

166
167 Mr. Cox reminded the Board that the next meeting will be held on June
168 11, 2020 and that the final budget will be presented at the August 13, 2020
169 meeting along with holding the budget public hearing.
170

171 Mr. Cox also provided a review of the current action item list and
172 reviewed the financials with the Board members.
173

174 Mr. Cox announced the Hillsborough County Supervisor of Elections
175 registered voter count as of April 15, 2020 is 1408. Seats 4 and 5 are up for
176 election on November 3, 2020 and the qualifying period is June 8, 2020 through
177 June 12, 2020.
178

179 **TWELFTH ORDER OF BUSINESS**

Supervisor Requests

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181 Ms. Macsuga discussed the re-opening of the clubhouse and amenities.
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183 Mr. Smith inquired about how to report issues with the TECO street lights that
184 are out in the community.
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192 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**
193

194 Mr. Cox requested a motion to adjourn the meeting unless there was any further
195 business to come before the Board.
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On a Motion by Ms. Nelson, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved to adjourn the meeting at 7:48 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
April 2020
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$68,820.15**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ABM Building Services, LLC	002605	15061412	A/C Maintenance Services 04/20	\$ 635.00
BOCC	002592	6919533420 03/20	11796 Ekker Rd and Lift Station 03/20	\$ 220.95
Bright House Networks	002585	040845301032620	Clubhouse Phone/Internet/Cable 04/20	\$ 376.14
Burr & Forman LLP	002606	1157170	Legal Services 03/31/20	\$ 750.00
Dragonfly Home Services	002594	040620-Dragon	Clubhouse Cleaning Weeks of 03/30/20-04/06/20	\$ 245.00
Fitness Logic, Inc.	002593	95422	Reupholster And Replace Seat Pad 04/20	\$ 498.00
Fitness Logic, Inc.	002593	95437	Quarterly Fitness Equip Maint 04/20	\$ 125.00
Fitness Logic, Inc.	002600	95467	Service Call 04/20	\$ 599.00
Florida Department of Revenue	002586	March 2020	Sales & Use Tax 03/20	\$ 23.50
Innersync	002587	18396	Website ADA Compliance	\$ 384.38
Landscape Maintenance Professionals Inc	002607	151240	Landscape Maintenance 04/20	\$ 10,070.83
Landscape Maintenance Professionals Inc	002588	151443	Turf Renovation 03/20	\$ 176.20
Landscape Maintenance Professionals Inc	002595	151591	Fertilizer 03/30	\$ 2,425.00
Landscape Maintenance Professionals Inc	002595	151592	Pest Control 03/20	\$ 170.00
Landscape Maintenance Professionals Inc	002595	151608	Irrigation Repairs 04/20	\$ 138.00
Landscape Maintenance Professionals Inc	002595	151609	Irrigation Repairs 04/20	\$ 130.00
Landscape Maintenance Professionals Inc	002595	151610	Irrigation Repairs 04/20	\$ 134.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Landscape Maintenance Professionals Inc	002595	151611	Irrigation Repairs 04/20	\$ 950.00
Landscape Maintenance Professionals Inc	002601	151785	Irrigation Repairs 04/20	\$ 90.00
Panther Trails CDD	002589	040320	Debit Card Funding	\$ 1,500.00
Rizzetta & Company, Inc	002583	INV00000048161	District Management Fees 04/20	\$ 5,022.09
Rizzetta Amenity Services, Inc.	002590	INV0000000007328	Actual Bi-Weekly Payroll & Employee Ins Reim 04/3/20	\$ 5,387.77
Rizzetta Amenity Services, Inc.	002602	INV0000000007405	Amenity -Cell & Auto 03/20	\$ 59.27
Rizzetta Amenity Services, Inc.	002602	INV0000000007433	Actual Bi-Weekly Payroll & Employee Ins Reim 04/17/20	\$ 4,168.97
Rizzetta Technology Services, LLC	002584	INV00000005720	Website Hosting Services 04/20	\$ 100.00
Signature Privacy Walls of Florida, Inc.	002603	748	Replace Entrance Monument 04/20	\$ 4,500.00
Solitude Lake Management	002604	PI-A00386983	Monthly Lake & Wetland Services 04/20	\$ 1,400.00
Tampa Electric Company	002599	Summary Bill 03/20	Summary Bill 03/20	\$ 9,775.05
The Pool Doctor of Central Florida, Inc.	002591	143569	Down Payment Pool Renovation 04/20	\$ 18,766.00
Report Total				<u>\$ 68,820.15</u>