



Rizzetta & Company

Panther Trails Community Development District

**Board of Supervisors' Meeting
December 10, 2020**

**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	Taylor Nielsen	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

December 4, 2020

Board of Supervisors
Panther Trails Community
Development District

REVISED FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Panther Trails Community Development District will be held on **Thursday, December 10, 2020 at 5:30 p.m.** at the Carriage Pointe Club House, located at 11796 Ekker Road, Gibsonton, FL 33534. To access the meeting, please use a telephone to dial 929-205-6099, and enter the ID# 3476422507. The following is the revised final agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
 - A.** Presentation of Monthly Maintenance Inspection Reports
 1. Pond Report.....Tab 1
 2. Field Inspection Report/Responses & Proposals.....Tab 2
 - B.** District Counsel
 - C.** District Engineer
 - D.** Amenities Manager
 1. Clubhouse Report.....Tab 3
 - E.** District Manager
 1. Action Items ListTab 4
 2. Financial Status Update.....Tab 5
- 4. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of the Board of Supervisors' Meeting held on October 8, 2020Tab 6
 - B.** Consideration of Minutes of the Audit Committee Meeting held on October 8, 2020Tab 7
 - C.** Consideration of Operation & Maintenance Expenditures for September & October 2020Tab 8
- 5. BUSINESS ITEMS**
 - A.** Review of Resumes Tab 9
 - B.** Appointment of Open Board Seat
 - C.** Consideration of Resolution 2021-03; Re-Designating Officers of the District.....Tab 10
 - D.** Discussion of Permitting Fishing
- 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) 553-2950.

Sincerely,

Taylor Nielsen

Taylor Nielsen

District Managercc: Carrie Macsuga, Chairman
Scott Steady, District Counsel

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, October 8, 2020 at 5:38 p.m.** and was conducted by means of communications media technology telephone pursuant to Executive Orders issued by Governor DeSantis, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

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

Also present were:

Greg Cox	Regional District Manager, Rizzetta & Co.
Taylor Nielsen	District Manager, Rizzetta & Co.
Greg Woodcock	District Engineer, Cardno
Helena Teixeira	Amenities Manager
Paula Means	Representative, LMP

Audience	Present
----------	----------------

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

The Board heard audience comments from residents about permitting fishing, and pool hours of operation.

48
49
50
51
52
53
54

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on August 13, 2020

Mr. Nielsen presented the August 13, 2020 Board of Supervisor meeting minutes to the Board.

On a Motion by Mr. Smith, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the August 13, 2020 minutes of the Board of Supervisors' regular meeting, as presented, for the Panther Trails Community Development District.

55
56
57
58
59
60
61
62

FOURTH ORDER OF BUSINESS

Consideration of the Operation & Maintenance Expenditures for June and August 2020

Mr. Nielsen presented the Operation and Maintenance expenditures for June and August 2020 for Board ratification.

On a Motion by Ms. Nelson, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved to ratify the payment of the invoices in June 2020 Operations & Maintenance Expenditures report (\$53,548.59) and August 2020 Operations & Maintenance Expenditures report (\$57,466.59) for the Panther Trails Community Development District.

63
64
65

FIFTH ORDER OF BUSINESS

Discussion of Re-Opening Amenities

On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to adjust the cleaning schedule for the pool, on a trial basis, to once during the day, and once after close, for the Panther Trails Community Development District.

66
67
68

SIXTH ORDER OF BUSINESS

Discussion of Open Board Seat

On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to declare Seats 4 and 5 as vacant as of November 17, 2020, for the Panther Trails Community Development District.

69
70
71
72
73
74
75

76 **SEVENTH ORDER OF BUSINESS** **Consideration of AD Pool Contract**
77 **Renewal**
78

On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the AD Pool Contract renewal, for the Panther Trails Community Development District.

79
80 **EIGHTH ORDER OF BUSINESS** **Ratification of EGIS Insurance**
81 **Proposal**
82

On a Motion by Ms. Nelson, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved to ratify the EGIS Insurance proposal for Fiscal Year 2020-2021, for the Panther Trails Community Development District.

83
84 **NINTH ORDER OF BUSINESS** **Consideration of Resolution 2021-01**
85 **Re-Designating Assistant Secretary**
86

On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to adopt Resolution 2021-01 Re-Designating Assistant Secretary, for the Panther Trails Community Development District.

87
88 **TENTH ORDER OF BUSINESS** **Staff Reports**
89

90 **A. Pond Maintenance Report**
91

92 The Board received a Pond Update from Jason Jaszczak. The Board requested
93 Solitude include more information regarding pond 4 and inclusion of pictures
94 showing the garbage collected in the ponds.
95

On a Motion by Ms. Murray, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved the Cypress Tree proposal from Solitude in the amount of \$1,115 for pond 4, for the Panther Trails Community Development District.

96
97
98 **B. Field Inspection Report**
99

100 Ms. Paula Means with LMP reviewed the field inspection report with the Board.
101 The Board requested Ms. Means have her team level out the hedges along the
102 white fencing, rather than let it all grow to the fence height. The Board also
103 requested the quarterly cut to be done soon.
104
105

106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131

C. District Counsel

The District Counsel was not present.

D. District Engineer

The Board received a District Engineer report from Greg Woodcock, who informed the Board that they were within the water use permit again last month.

E. Clubhouse Manager

The Board received a Clubhouse manager update from Helena Teixeira. The Board requested to begin the advertisement for the Carriage Pointe yard sale.

F. District Manager

Mr. Nielsen reminded the Board that the next meeting was scheduled for November 12, 2020 at 5:30 p.m., but this meeting would probably be canceled. He noted that the meeting date after that is December 10, 2020.

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

Mr. Nielsen presented Resolution 2021-02; Amended Budget for Fiscal Year 2019-2020 to the Board.

On a Motion by Ms. Nelson, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved to adopt Resolution 2021-02 Amended Budget for Fiscal Year 2019-2020, for the Panther Trails Community Development District.
--

132
133
134
135
136
137
138
139
140
141
142
143
144
145
146

ELEVENTH ORDER OF BUSINESS **Supervisor Requests**

Mr. Daniel Smith requested that Mr. Taylor Nielsen look into an update on the Frontier installation project with Greg Woodcock.

TWELFTH ORDER OF BUSINESS **Adjournment**

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

On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to adjourn the meeting at 6:33 p.m. for the Panther Trails Community Development District.

147
148
149
150
151

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

47 **FOURTH ORDER OF BUSINESS** **Consideration of Audit Proposal**
48 **Instructions**
49

50 On a motion from Ms. Nelson, seconded by Ms. Murray, with all in favor, the Audit
51 Committee unanimously approved the Audit Proposal Instructions, with price, for the
52 Panther Trails Community Development District.

53 **FIFTH ORDER OF BUSINESS** **Consideration of Audit Advertisement**
54
55

56 On a motion from Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Audit
57 Committee unanimously approved the Audit Advertisement, for the Panther Trails
58 Community Development District.

59 **SIXTH ORDER OF BUSINESS** **Adjournment**
60
61

62 Mr. Cox requested a motion to adjourn the meeting unless there was any further
63 business to come before the Board.
64

65 On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of
66 Supervisors approved to adjourn the meeting at 5:37 p.m. for the Panther Trails
67 Community Development District.
68

Secretary/Assistant Secretary

Chairman/Vice Chairman

**PANTHER TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

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

**Operation and Maintenance Expenditures
September 2020
For Board Approval**

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

The total items being presented: **\$52,483.02**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	002741	34675	Monthly Pool Service 08/20	\$ 1,650.00
A&D Pool	002759	35093	Monthly Pool Service 09/20	\$ 1,650.00
ABM Building Services, LLC	002742	15395184	A/C Maintenance Services 08/20	\$ 635.00
ABM Building Services, LLC	002764	15485268	A/C Maintenance Services 09/20	\$ 635.00
Blake Wanecski dba Poop 911	002761	3667577	9 Stations Emptied 08/20	\$ 213.52
BOCC	002754	6919533420 08/20	11796 Ekker Rd and Lift Station 08/20	\$ 1,440.05
Bright House Networks	002752	040845301082620	Clubhouse Phone/Internet/Cable 09/20	\$ 386.46
DCSI, Inc.	002743	27529	Access Gate Service 08/20	\$ 105.00
Dragonfly Home Services	002744	080320-DragonFly	Clubhouse Cleaning Weeks of 07/27/20-07/03/20	\$ 375.00
Dragonfly Home Services	002744	081720-DragonFly	Clubhouse Cleaning Weeks of 08/10/20-08/17/20	\$ 375.00
Dragonfly Home Services	002755	083120-DragonFly	Clubhouse Cleaning Weeks of 08/24/20-08/31/20	\$ 245.00
Dragonfly Home Services	002765	091420-DragonFly	Clubhouse Cleaning Weeks of 09/07/20-09/14/20	\$ 245.00
Florida Department of Revenue	002753	Aug 2020	Sales & Use Tax 08/20	\$ 5.88
Landscape Maintenance Professionals Inc	002760	154647	Landscape Maintenance 09/20	\$ 10,070.83
Landscape Maintenance Professionals Inc	002756	154945	Fertilization 08/20	\$ 1,570.00
Landscape Maintenance Professionals Inc	002756	154946	Pest Control 08/20	\$ 160.00
M. C. Building Services, LLC	002757	4775	Lighting Repair 07/20	\$ 150.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
NVirotect Pest Control Services, Inc.	002749	212292	Acct# 6967 Pest Control 08/20	\$ 72.00
NVirotect Pest Control Services, Inc.	002766	214749	Acct# 6967 Pest Control 09/20	\$ 72.00
Red Rhino Leak Detection	002750	172460	Replace Gutter Drain 08/20	\$ 1,480.00
Republic Services of Florida, LP	002746	0696-000893622	Disposal Service 09/20	\$ 330.94
Republic Services of Florida, LP	002767	0696-000900280	Disposal Service 10/20	\$ 331.11
Rizzetta & Company, Inc	002745	INV00000052587	District Management Fees 09/20	\$ 5,022.09
Rizzetta Amenity Services, Inc.	002751	INV0000000007870	Actual Bi-Weekly Payroll & Employee Ins Reim 08/21/20	\$ 4,934.19
Rizzetta Amenity Services, Inc.	002751	INV0000000007902	Actual Bi-Weekly Payroll & Employee Ins Reim 09/4/20	\$ 4,434.16
Rizzetta Amenity Services, Inc.	002762	INV0000000007934	Amenity -Cell & Auto 08/20	\$ 67.25
Rizzetta Amenity Services, Inc.	002768	INV0000000007962	Actual Bi-Weekly Payroll & Employee Ins Reim 09/18/20	\$ 3,898.64
Rizzetta Technology Services, LLC	002747	INV00000006225	Website Hosting Services 09/20	\$ 100.00
Solitude Lake Management	002763	PI-A00468424	Monthly Lake & Wetland Services 09/20	\$ 1,400.00
Tampa Electric Company	002758	Summary Bill 08/20	Summary Bill 08/20	\$ 10,308.90
Terminix Processing Center	002748	399490604	Pest Control 08/20	\$ 60.00
Terminix Processing Center	002769	40034517	Pest Control 09/20	\$ 60.00
Report Total				<u>\$ 52,483.02</u>

RESOLUTION 2021-03

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.
_____ is appointed Assistant Secretary.

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

PASSED AND ADOPTED THIS ____ DAY OF _____, 2020.

PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY