



Rizzetta & Company

Panther Trails Community Development District

**Board of Supervisors' Meeting
April 8, 2021**

**9428 Camden Field Parkway
Riverview, FL 33578
(813) 533-2950**

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 Daniel Smith Jennifer Murray Jacqualyn Nelson Jackie Brown	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

April 5, 2021

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, April 8, 2021 at 5:30 p.m.** at the Carriage Pointe Club House, located at 11796 Ekker Road, Gibsonton, FL 33534. The following is the tentative agenda for this 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 February 11, 2021 Tab 1
 - B.** Consideration of Operation & Maintenance Expenditures for January & February 2021 Tab 2
- 4. BUSINESS ITEMS**
 - A.** Discussion of Proposed Budget for Fiscal Year 2021/2022
- 5. STAFF REPORTS**
 - A.** Presentation of Monthly Maintenance Inspection Reports
 1. Pond Report..... Tab 3
 2. Field Inspection Report & Responses Tab 4
 - A.** Consideration of LMP proposals Tab 5
 - B.** District Counsel
 1. Approval of MOU for E-Verify Tab 6
 2. Authorization of District Manager to Register the District
 - C.** District Engineer
 - D.** Amenities Manager
 1. Clubhouse Report..... Tab 7
 - E.** District Manager
 1. Action Items List Tab 8
 2. Financial Status Update..... Tab 9
- 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) 533-2950.

Sincerely,

Taylor Nielsen

Taylor Nielsen
District Manager

cc: Carrie Macsuga, Chairman
Scott Steady, District Counsel

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2 **MINUTES OF MEETING**
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4 Each person who decides to appeal any decision made by the Board with respect to
5 any matter considered at the meeting is advised that the person may need to ensure
6 that a verbatim record of the proceedings is made, including the testimony and
7 evidence upon which such appeal is to be based.
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9 **PANTHER TRAILS**
10 **COMMUNITY DEVELOPMENT DISTRICT**
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12 The regular meeting of the Board of Supervisors of the Panther Trails
13 Community Development District was held on **Thursday, February 11, 2021 at 5:33**
14 **p.m.** at the Carriage Pointe Clubhouse, located at 11796 Ekker Road, Gibsonton, FL
15 33534. The following is the agenda for the meeting:
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17 Present and constituting a quorum:

18		
19	Carrie Macsuga	Board Supervisor, Chairman
20	Daniel Smith	Board Supervisor, Vice Chairman
21	Jennifer Murray	Board Supervisor, Assistant Secretary (via phone)
22		
23	Jackie Brown	Board Supervisor, Assistant Secretary
24		

25 Also present were:

26		
27	Taylor Nielsen	District Manager, Rizzetta & Co.
28	Bryan Schaub	FSM; Rizzetta & Co. (via phone)
29	Paula Means	Representative, LMP
30	Helena Teixeira	Amenities Manager
31	Will Williams	Asst. Amenities Manager
32	Greg Woodcock	District Engineer, Cardno TBE (via phone)
33		

34 **FIRST ORDER OF BUSINESS**

Call to Order

35
36 Mr. Nielsen called the meeting to order and read the roll call.
37

38 **SECOND ORDER OF BUSINESS**

Audience Comments

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40 There were no comments.
41

42 **THIRD ORDER OF BUSINESS**

Presentation of Engineer's Report

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44 Mr. Woodcock presented this report. He advised the water use was still under
45 the mandated amount.
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47 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of the**
48 **Board of Supervisors Meeting held**
49 **on December 10, 2020**
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51

52 Mr. Nielsen presented the December 10, 2020 Board of Supervisor meeting
53 minutes to the Board.
54

On a Motion by Ms. Macsuga, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved the Meeting Minutes for December 10, 2020, for the Panther Trails Community Development District.

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57 **FIFTH ORDER OF BUSINESS** **Consideration of Minutes of the**
58 **Audit Committee Meeting held on**
59 **December 10, 2020**
60

61 Mr. Nielsen presented the December 10, 2020 Audit meeting minutes to
62 the Board.
63

On a Motion by Mr. Brown, seconded by Ms. Smith, with all in favor, the Board of Supervisors approved the Audit Committee Meeting Minutes for December 10, 2020, for the Panther Trails Community Development District.

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65 **SIXTH ORDER OF BUSINESS** **Consideration of Operation &**
66 **Maintenance Expenditures for**
67 **November and December 2020**
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69 Mr. Nielsen presented the Operation and Maintenance Expenditures
70 for November and December 2020
71

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for November 1-30 (\$50,142.10) and December 1-31 (\$57,948.55), for the Panther Trails Community Development District.

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73 **SEVENTH ORDER OF BUSINESS** **Acceptance of Audit Committee**
74 **Recommendation for Auditor**
75 **Selection (McDimit Davis)**
76

77 Mr. Nielsen asked the Board if they would accept the Audit Committee
78 Recommendation for McDimit Davis. The Board accepted.
79
80

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Pond Report

The Board requested an update from Mr. Jaszczak regarding Pond 4's health.

B. Field Inspection Report & Proposals

Mr. Schaub presented the Field Report. There were no comments from the Board.

Ms. Means presented the proposals from LMP for vegetative removal and clean-up. The Board approved proposal #69634 in the amount of \$733.75. The Board tabled proposals #66088, #69250, #69245 and #69251.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the LMP proposals #69634 in the amount of \$733.75 for the Panther Trails Community Development District.

The Board requested pricing for converting the spray irrigation to drip lines, and a proposal for clearing sand off the grass at the playgrounds.

The Board also requested information detailing if we are able to convert our irrigation to reclaimed water.

C. District Counsel

Not present. No report.

D. District Engineer

Not present. No report.

E. Clubhouse Manager

Ms. Teixeira presented the Clubhouse report. The Board requested a quote for Frontier services to replace Brighthouse at the clubhouse.

Ms. Teixeira advised that pressure washing was completed. The mulch installation in the playground was completed. New benches were installed in the playground and new sunshades over the playground structures were installed.

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F. District Manager

Mr. Nielsen advised the Board of the next meeting held on March 11, 2021. The Board decided to cancel March's meeting, and will meet next on April 8, 2021.

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

NINTH ORDER OF BUSINESS Supervisor Requests

Mr. Nielsen asked if there were any Supervisor requests. Mr. Brown requested a proposal for flood lighting to be added to the clubhouse for the parking lot area, as a safety measure.

TENTH 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. Macsuga, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved to adjourn the meeting at 6:19 p.m. for the Panther Trails Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

**PANTHER TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

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

**Operation and Maintenance Expenditures
January 2021
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2021 through January 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$52,250.96**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	002884	36748	Monthly Pool Service 01/21	\$ 1,650.00
ABM Building Services, LLC	002868	15728100	A/C Maintenance Services 12/20	\$ 635.00
Alvarez Plumbing Inc.	002885	3588-17271	Service Call 01/21	\$ 265.80
Blake Wanecski dba Poop 911	002875	3935224	9 Stations Emptied 12/20	\$ 237.90
Blake Wanecski dba Poop 911	002875	4018601	9 Stations Emptied 09/20	\$ 237.90
BOCC	002871	6919533420 12/20	11796 Ekker Rd and Lift Station 12/20	\$ 163.23
Bright House Networks	002869	040845301122620	Clubhouse Phone/Internet/Cable 01/21	\$ 386.56
Cardno, Inc.	002886	528240	Professional Services Rendered Through 1/8/21	\$ 470.00
Clean Sweep Supply Co., Inc.	002877	00211719	Janitorial Supplies 01/21	\$ 60.75
DCSI, Inc.	002862	27996	Access Gate Service 12/20	\$ 105.00
Dragonfly Home Services	002863	122120-Dragonfly	Clubhouse Cleaning Weeks of 12/14/20-12/21/20	\$ 122.50
Egis Insurance Advisors LLC	002867	12503	General/POL Liability Insurance FY 20/21	\$ 219.00
Fitness Logic, Inc.	002878	99340	Quarterly Fitness Equip Maint 01/21	\$ 125.00
Florida Department of Revenue	002870	Nov 20	Sales & Use Tax 11/20	\$ 5.88
Innersync	002872	19134	Website ADA Compliance 1/21	\$ 384.38
Landscape Maintenance Professionals Inc	002887	157095	Landscape Maintenance 01/21	\$ 10,070.83
Landscape Maintenance Professionals Inc	002873	157281	Pest Control 12/20	\$ 170.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Republic Services of Florida, LP	002888	0696-000924493	Disposal Service 02/21	\$ 335.69
Rizzetta & Company, Inc	002864	INV00000055506	District Management Fees 01/21	\$ 5,022.09
Rizzetta & Company, Inc	002880	INV0000055623	Annual Dissemination Services FY20/21	\$ 6,000.00
Rizzetta Amenity Services, Inc.	002865	INV0000000008356	One Time Additional Payroll Deposit 01/21	\$ 1,267.00
Rizzetta Amenity Services, Inc.	002865	INV0000000008362	Actual Bi-Weekly Payroll & Employee Ins Reim 12/24/20	\$ 5,182.08
Rizzetta Amenity Services, Inc.	002881	INV0000000008391	Actual Bi-Weekly Payroll & Employee Ins Reim 01/8/21	\$ 6,657.88
Rizzetta Amenity Services, Inc.	002881	INV0000000008419	Amenity -Cell & Auto 12/20	\$ 50.00
Rizzetta Technology Services, LLC	002866	INV0000006738	Website Hosting Services 01/21	\$ 100.00
Solitude Lake Management	002889	PI-A00534563	Monthly Lake & Wetland Services 01/21	\$ 1,400.00
Tampa Electric Company	002882	Summary Bill 12/20	Summary Bill 12/20	\$ 10,067.99
Terminix Processing Center	002876	403395036	Pest Control 12/20	\$ 60.00
Times Publishing Company	002883	0000107058 9/6/20	Legal Advertising 09/20	\$ 431.00
Times Publishing Company	002883	0000108982 9/16/20	Legal Advertising 09/20	\$ 367.50
Report Total				<u>\$ 52,250.96</u>

**PANTHER TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

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

**Operation and Maintenance Expenditures
February 2021
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$85,506.85**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	002913	37190	Monthly Pool Service 02/21	\$ 1,650.00
Blake Wanecski dba Poop 911	002901	4003563	9 Stations Emptied 01/21	\$ 237.90
BOCC	002899	6919533420 01/21	11796 Ekker Rd and Lift Station 01/21	\$ 142.76
Bright House Networks	002897	040845301012621	Clubhouse Phone/Internet/Cable 02/21	\$ 387.27
Burr & Forman LLP	002890	1214025	Legal Services 12/31/20	\$ 120.00
Carrie Jo Macsuga	002918	CM021121	Board of Supervisors Meeting 02/11/21	\$ 200.00
Clean Sweep Supply Co., Inc.	002904	00212069	Janitorial Supplies 01/21	\$ 259.00
Daniel J Smith II	002922	DS021121	Board of Supervisors Meeting 02/11/21	\$ 200.00
DCSI, Inc.	002891	28137	Monitoring Services - Quarterly Invoice	\$ 74.97
Dragonfly Home Services	002892	010421-Dragonfly	Clubhouse Cleaning Weeks of 12/28/20- 01/04/21	\$ 122.50
Dragonfly Home Services	002892	011821-Dragonfly	Clubhouse Cleaning Weeks of 01/11/21- 01/18/21	\$ 122.50
Dragonfly Home Services	002916	020121-Dragonfly	Clubhouse Cleaning Weeks of 01/25/21- 02/01/21	\$ 122.50
EZ Mulch, Inc.	002915	6490	Installed Playground Chips 02/21	\$ 1,080.00
Francisco Maldonado	002898	012821-Maldonado	New Bench Installation 1/21	\$ 300.00
Industrial Shadeports, Inc.	002905	3037-1	HIP Roof Design Balance Due 2/21	\$ 20,000.00
Industrial Shadeports, Inc.	002905	3122	Municipal Fees 02/21	\$ 218.89
Jackie Brown	002914	JB021121	Board of Supervisors Meeting 02/11/21	\$ 200.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Jacquelyn Nelson	002919	JN021121	Board of Supervisors Meeting 02/11/21	\$ 200.00
Landscape Maintenance Professionals Inc	002917	157748	Landscape Maintenance 02/21	\$ 10,070.83
Landscape Maintenance Professionals Inc	002906	157946	Pest Control 01/21	\$ 175.00
Landscape Maintenance Professionals Inc	002900	157986	Remove Non-Vegetative Waste 01/21	\$ 600.00
Landscape Maintenance Professionals Inc	002906	158029	Vegetative Removal & Clean-up 02/21	\$ 733.75
Office Dynamics	002920	00032405	Books Copied and Bound 02/21	\$ 79.84
RCL Direct Inc.	002902	13021-RCL	Pressure Washing 1/21	\$ 5,738.55
Rizzetta & Company, Inc	002893	INV00000056045	District Management Fees 02/21	\$ 5,022.09
Rizzetta Amenity Services, Inc.	002894	INV0000000008444	Actual Bi-Weekly Payroll & Employee Ins Reim 01/22/21	\$ 5,242.70
Rizzetta Amenity Services, Inc.	002907	INV0000000008472	Actual Bi-Weekly Payroll & Employee Ins Reim 02/5/21	\$ 6,418.74
Rizzetta Amenity Services, Inc.	002907	INV0000000008525	Amenity -Cell & Auto 01/21	\$ 55.63
Rizzetta Amenity Services, Inc.	002921	INV0000000008550	Actual Bi-Weekly Payroll & Employee Ins Reim 02/19/21	\$ 5,522.86
Rizzetta Technology Services, LLC	002895	INV00000006837	Website Hosting Services 02/21	\$ 100.00
Solitude Lake Management	002903	PI-A00544331	Debris Removal 02/21	\$ 250.00
Solitude Lake Management	002923	PI-A00547823	Monthly Lake & Wetland Services 02/21	\$ 1,400.00
Tampa Electric Company	002908	Summary Bill 01/21	Summary Bill 01/21	\$ 10,540.42
Terminix Processing Center	002896	404153795	Pest Control 01/21	\$ 60.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
US Bank	002909	6013066	Trustee Fees Series 2018- 01/01/21- 12/31/21	\$ 7,003.75
Zebra Cleaning Team, Inc.	002924	4296	Deck Grate Covers 02/21	<u>\$ 854.40</u>
Report Total				<u>\$ 85,506.85</u>