

Board of Supervisors' Meeting February 11, 2021

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

www.panthertrailscdd.org

Professionals in Community Management

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 District Office at least forty-eight (48) hours before the 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 3, 2021

Board of Supervisors Panther Trails Community Development District

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Panther Trails Community Development District will be held on **Thursday, February 11, 2021 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 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 December 10, 2020..... Tab 1
 - B. Consideration of Minutes of the Audit Committee Meeting held on December 10, 2020...... Tab 2
 C. Consideration of Operation & Maintenance

4. BUSINESS ITEMS

A. Acceptance of Audit Committee Recommendation for Auditor Selection (McDirmit Davis)

5. STAFF REPORTS4

- **A.** Presentation of Monthly Maintenance Inspection Reports

 - A. Consideration of LMP proposals Tab 6
- B. District Counsel
- **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

District Manager

cc: Carrie Macsuga, Chairman Scott Steady, District Counsel Tab 1

1 2 2	MINUTE	ES OF MEETING
3 4 5 6 7 8	any matter considered at the meeting	ny decision made by the Board with respect to is advised that the person may need to ensure edings is made, including the testimony and be based.
9 10		THER TRAILS EVELOPMENT DISTRICT
11 12 13 14 15 16	Community Development District was I	Board of Supervisors of the Panther Trails held on Thursday, December 10, 2020 at 5:35 e, located at 11796 Ekker Road, Gibsonton, FL the meeting:
17 18 19	Present and constituting a quoru Carrie Macsuga	Im: Board Supervisor, Chairman
20 21	Jacqualyn Nelson Daniel Smith	Board Supervisor, Assistant Secretary Board Supervisor, Assistant Secretary
22 23 24	Also present were:	
25 26 27 28 29	Taylor Nielsen Bryan Schaub Paula Means Helena Teixeira Will Williams	District Manager, Rizzetta & Co. FSM; Rizzetta & Co. Representative, LMP Amenities Manager Asst. Amenities Manager
30 31 32	FIRST ORDER OF BUSINESS	Call to Order
33 34	Mr. Nielsen called the meeting to	order and read the roll call.
35 36	SECOND ORDER OF BUSINESS	Audience Comments
37 38 39	The Board heard audience command fitness center hours of operation.	ments from residents about the no fishing policy,
39 40 41	THIRD ORDER OF BUSINESS	Staff Reports
42 43	A. Pond Report	
43 44 45 46	The Board requested that Mr. No cypress tree from Solitude.	ielsen obtain a further update on pond 4 and the

- **B.** Field Inspection Report & Proposals 47 48 Mr. Schaub presented the Field Report. There were no comments from the 49 50 Board. 51 52 Ms. Means presented the proposals from LMP for turf plugs. The Board approved proposal #67665 in the amount of \$3,300.00, but not to install until 53 watering restrictions are lifted. 54 55 On a Motion by Mr. Smith, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the LMP proposals #67665 in the amount of \$3,300.00 for the Panther Trails Community Development District. 56 C. District Counsel 57 58 59 Not present. No report. 60 **D.** District Engineer 61 62 Not present. No report. 63 64 65 E. Clubhouse Manager 66 Ms. Teixeira presented the Clubhouse report. There were no comments from 67 the Board. 68 69 On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the RCL pressure washing proposal in the amount of \$5,738.55, for the Panther Trails Community Development District. 70 Ms. Teixeria presented the EZ Mulch proposal to the Board in the amount of 71 72 \$1,080.00. 73 On a Motion by Ms. Nelson, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the EZ Mulch proposal in the amount of \$1,080.00, for the Panther Trails Community Development District. 74 75 76
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81 82	Ms. Teixeria presented the bench proposals to the Board.						
	On a Motion by Mr. Smith, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved one 8ft Bench from The Park Catalog, for the Panther Trails Community Development District.						
83 84 85	Ms. Klukowski presented the RASI proposal.						
	On a Motion by Ms. Nelson, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the renewal of the RASI contract, for the Panther Trails Community Development District.						
86 87 88 89	F. District Manager						
90 91 92	Mr. Nielsen advised the Board of the next meeting held on January 14, 2021. The Board decided to cancel January's meeting, and will meet next on February 11, 2021.						
93 94 95 96	Mr. Nielsen provided a review of the current action item list and reviewed the financials with the Board members.						
97 98 99	Mr. Nielsen led a discussion regarding adding the monuments to the insurance policy in the amount of \$75,000.00.						
	On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to add the monuments to the insurance policy in the amount of \$75,000.00, for the Panther Trails Community Development District.						
100 101 102 103	Mr. Nielsen led a discussion regarding the cancellation of Nvirotech pest control contract.						
	On a Motion by Mr. Smith, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the cancellation of Nvirotech pest control contract, for the Panther Trails Community Development District.						
104 105 106 107 108	Mr. Nielsen presented the Dragonfly cleaning contract to the Board. The Board approved to change the frequency of cleaning from Dragonfly Services from twice a week, to once a week.						
109 110	FOURTH ORDER OF BUSINESS Consideration of Minutes of the						

	Board of Supervisors Meeting held on October 8, 2020
Mr. Nielsen presented the October 8, to the Board.	2020 Board of Supervisor meeting minutes
	Ms. Nelson, with all in favor, the Board of for October 8, 2020, for the Panther Trails
FIFTH ORDER OF BUSINESS	Consideration of Minutes of the Audit Committee Meeting held on October 8, 2020
Mr. Nielsen presented the Oct Board.	tober 8, 2020 Audit meeting minutes to the
	by Mr. Smith, with all in favor, the Board of e Meeting Minutes for October 8, 2020, for District.
SIXTH ORDER OF BUSINESS	Consideration of Operation & Maintenance Expenditures for September and October 2020
Mr. Nielsen presented the Op for September and October 2020	eration and Maintenance Expenditures
Supervisors approved the Operation and M	Ms. Macsuga, with all in favor, the Board of Maintenance Expenditures for September 1- 15.57), for the Panther Trails Community
SEVENTH ORDER OF BUSNIESS	Presentation of Resumes for Board Supervisor Vacant Seat #4
audience (or Resume), as a car	onsider Jackie Brown, a member of the ndidate for the Vacant seat on the Board. Juestions from the present Board members.
EIGHTH ORDER OF BUSINESS	Appointment of Open Board Seats

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On a Motion by Ms. Macsuga, seconded by Mr. Nelson, with all in favor, the Board of Supervisors accepted Jackie Brown as the newly elected supervisor for open seat #4, for the Panther Trails Community Development District.

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Mr. Nielsen administered the Oath of Office to Mr. Jackie Brown and Mr. Jackie Brown responded to the affirmative. Mr. Nielsen informed Mr. Jackie Brown that as a Board Supervisor they are entitled to compensation of \$200.00 per meeting, up to an annual maximum of \$4,800.00. Mr. Jackie Brown accepted compensation. District Counsel reviewed Sunshine Laws and Public record Laws with Mr. Jackie Brown.

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On a Motion by Ms. Macsuga, seconded by Mr. Nelson, with all in favor, the Board of Supervisors re-appointed Daniel Smith as the newly elected supervisor for open seat #5, for the Panther Trails Community Development District.

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Mr. Nielsen administered the Oath of Office to Mr. Daniel Smith and Mr. Daniel Smith responded to the affirmative. Mr. Nielsen informed Mr. Daniel Smith that as a Board Supervisor they are entitled to compensation of \$200.00 per meeting, up to an annual maximum of \$4,800.00. Mr. Daniel Smith accepted compensation. District Counsel reviewed Sunshine Laws and Public record Laws with Mr. Daniel Smith.

160 NINTH ORDER OF BUSINESS

Consideration of Resolution 2021-03; Re-Designating Officers of the District

Mr. Nielsen presented Resolution 2021-03 to the Board, which will redesignate officers of the District. The Board named Ms. Carrie Macsuga as Chairman, Mr. Daniel Smith as Vice Chairman, and Ms. Jennifer Murray, Ms. Jacqualyn Nelson and Mr. Jackie Brown as Assistant Secretaries.

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On a Motion by Ms. Nelson, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors adopted Resolution 2021-03; Re-Designating Officers of the District, for the Panther Trails Community Development District.

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 TENTH ORDER OF BUSINESS

 Discussion of Permitting Fishing

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The Board approved to keep in place, the "No- Fishing" policy. 180 181 On a Motion by Ms. Nelson, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the "No-Fishing" policy, for the Panther Trails Community Development District. 182 183 ELEVENTH ORDER OF BUSINESS Supervisor Requests 184 185 Mr. Nielsen asked if there were any Supervisor requests. There were none. 186 187 **TWELFTH ORDER OF BUSINESS** Adjournment 188 189 Mr. Nielsen requested a motion to adjourn the meeting unless there was any 190 further business to come before the Board. 191 192 On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to adjourn the meeting at 6:53 p.m. for the Panther Trails Community Development District. 193 194 195 196 Secretary/Assistant Secretary Chairman/Vice Chairman 197

Tab 2

1 2	MINUTES OF MEETING							
3 4 5 6 7 8	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.							
9 10	PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT							
11 12 13 14 15 16 17	The Audit Committee meeting of the Panther Trails Community Development District was held on Thursday , December 10 , 2020 at 5:31 p.m. at the Carriage Pointe Clubhouse, located at 11796 Ekker Road, Gibsonton, FL 33534. The following is the agenda for the meeting: Present and constituting a quorum:							
18 19 20 21 22	Carrie MacsugaBoard Supervisor, Committee MemberJacqualyn NelsonBoard Supervisor, Committee MemberDaniel SmithBoard Supervisor, Committee Member							
22 23 24	Also present were:							
25	Taylor NielsenDistrict Manager, Rizzetta & Co.							
26 27	FIRST ORDER OF BUSINESS Call to Order							
28 29	Mr. Nielsen called the meeting to order and conducted roll call.							
30 31	SECOND ORDER OF BUSINESS Audience Comments							
32 33	No audience members present, no comments.							
34 35	THIRD ORDER OF BUSINESS Consideration of Audit Proposals							
36 37 38 39 40 41 42	Mr. Nielsen presented the proposals received for the annual audit services to the Audit Committee and collected a master scoring sheet from the committee. McDirmit Davis was the highest- ranked bidder with a total of 261 points. Grau & Associates received a total of 255 points and Berger, Toombs, Elam, Gains & Frank received a total of 256 points and therefore was the lowest-ranked bidder.							
42 43 44 45	On a motion from Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Audit Committee ranked McDirmit Davis as the #1 Proposal/Auditor for Fiscal Years ending 2020, 2021, 2022, for the Panther Trails Community Development District.							

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47 FOURTH ORDER OF BUSINESS48

Adjournment

49 Mr. Nielsen requested a motion to adjourn the meeting unless there was any 50 further business to come before the Board.

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On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to adjourn the meeting at 5:35 p.m. for the Panther Trails Community Development District.

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- 55 Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 3

PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures November 2020 For Board Approval

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

The total items being presented: \$50,142.10

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Paid Operation & Maintenance Expenditures November 1, 2020 Through November 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amoun	
A&D Pool	002823	35911	Monthly Pool Service 11/20	\$	1,650.00
A&D Pool	002815	36074	Replace Pump Lid 11/20	\$	279.32
ABM Building Services, LLC	002801	15582894	A/C Maintenance Services 10/20	\$	635.00
Blake Wanecski dba Poop 911	002825	3800391	9 Stations Emptied 10/20	\$	237.90
BOCC	002813	6919533420 09/20	11796 Ekker Rd and Lift Station 09/20	\$	880.41
Bright House Networks	002808	040845301102620	Clubhouse Phone/Internet/Cable 11/20	\$	386.56
Clean Sweep Supply Co., Inc.	002802	00210926	Janitorial Supplies 10/20	\$	250.00
Clean Sweep Supply Co.,	002816	00211020	Janitorial Supplies 10/20	\$	133.80
Inc. DCSI, Inc.	002803	27770	Monitoring Services - Quarterly Invoice	\$	74.97
Department of Economic Opportunity	002817	83068	Special District Fee FY 20/21	\$	175.00
Fitness Logic, Inc.	002824	98420	Service Call 11/20	\$	113.99
Florida Department of	002809	Oct 20	Sales & Use Tax 10/20	\$	1.96
Revenue Francisco Maldonado	002810	110220-Maldonado	Holiday Lighting 11/20	\$	1,800.00
Grass Roots Services	002818	2020-105	Remove And Reinstall Gate Closure 10/20	\$	525.00
Grau and Associates	002811	M42502539R85	Audit for FYE 09/30/20	\$	52.00
Hancock Bank	002812	36419	S/A Trustee Fee 05/02/20-11/01/20	\$	1,750.00
Landscape Maintenance Professionals Inc	002804	155242	Landscape Maintenance 10/20	\$	10,070.83

Paid Operation & Maintenance Expenditures November 1, 2020 Through November 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	pice Amount
Landscape Maintenance Professionals Inc	002819	156011	One Time Clean Out Ditches 10/20	\$	684.00
Landscape Maintenance	002819	156103	Fertilization 10/20	\$	2,780.00
Professionals Inc Landscape Maintenance Professionals Inc	002819	156104	Pest Control 10/20	\$	170.00
NVirotect Pest Control	002820	217121	Acct# 6967 Pest Control 10/20	\$	72.00
Services, Inc. Republic Services of	002806	0696-000906524	Disposal Service 11/20	\$	330.33
Florida, LP Rizzetta & Company, Inc	002805	INV00000054253	District Management Fees 11/20	\$	5,022.09
Rizzetta Amenity Services,	002814	INV0000000008084	Actual Bi-Weekly Payroll & Employee Ins Reim 10/30/20	\$	3,809.92
Inc. Rizzetta Amenity Services, Inc.	002826	INV0000000008115	Amenity -Cell & Auto 10/20	\$	86.22
Rizzetta Amenity Services,	002826	INV0000000008141	Actual Bi-Weekly Payroll & Employee Ins	\$	5,506.69
Inc. Rizzetta Technology	002807	INV0000006537	Reim 11/13/20 Website Hosting Services 11/20	\$	100.00
Services, LLC Solitude Lake Management	002827	PI-A0004137	Monthly Lake & Wetland Services 11/20	\$	1,400.00
Solitude Lake Management	002827	SMOR-408884	Cypress Tree Planting 50% Deposit 11/20	\$	557.50
Stahl & Associates, Inc.	002821	101520-Stahl	Renewal of Utility Bond LPM09065963	\$	249.00
Tampa Electric Company	002822	Summary Bill 10/20	10/20 Summary Bill 10/20	\$	10,357.61

Report Total

\$ 50,142.10

PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures December 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2020 through December 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: \$57,948.55

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Paid Operation & Maintenance Expenditures December 1, 2020 Through December 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	pice Amount
A&D Pool	002849	36354	Monthly Pool Service 12/20	\$	1,650.00
ABM Building Services,	002837	15653558	A/C Maintenance Services 11/20	\$	635.00
LLC Blake Wanecski dba Poop	002855	3950457	9 Stations Emptied 11/20	\$	237.90
911 BOCC	002838	6919533420 11/20	11796 Ekker Rd and Lift Station 11/20	\$	447.59
Bright House Networks	002828	040845301112620	Clubhouse Phone/Internet/Cable 12/20	\$	386.56
Burr & Forman LLP	002829	1201232	Legal Services 10/31/20	\$	60.00
Carrie Jo Macsuga	002853	CM121020	Board of Supervisors Meeting 12/10/20	\$	200.00
Daniel J Smith II	002857	DS121020	Board of Supervisors Meeting 12/10/20	\$	200.00
DCSI, Inc.	002830	27883	Access Cards 11/20	\$	569.00
Dragonfly Home Services	002851	101220-DragonFly	Clubhouse Cleaning Weeks of 10/05/20- 10/12/20	\$	245.00
Dragonfly Home Services	002851	102620-DragonFly	Clubhouse Cleaning Weeks of 10/19/20- 10/26/20	\$	245.00
Dragonfly Home Services	002851	11092020-Dragonfly	Clubhouse Cleaning Weeks of 11/02/20- 11/09/20	\$	122.50
Dragonfly Home Services	002851	112320-Dragonfly	Clubhouse Cleaning Weeks of 11/16/20- 11/23/20	\$	245.00
Dragonfly Home Services	002851	120720-Dragonfly	Clubhouse Cleaning Weeks of 11/30/20- 12/07/20	\$	122.50
Egis Insurance Advisors LLC	002850	12595	General/POL Liability Insurance FY 20/21	\$	392.00
Jacqualyn Nelson	002860	JN121020	Board of Supervisors Meeting 12/10/20	\$	200.00
Landscape Maintenance Professionals Inc	002831	155865	Landscape Maintenance 11/20	\$	10,070.83

Paid Operation & Maintenance Expenditures December 1, 2020 Through December 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Inve	pice Amount
Landscape Maintenance	002831	156305	Irrigation Repairs 11/20	\$	33.75
Professionals Inc Landscape Maintenance	002831	156354	Irrigation Repairs 11/20	\$	205.00
Professionals Inc Landscape Maintenance	002852	156515	Landscape Maintenance 12/20	\$	10,070.83
Professionals Inc Landscape Maintenance	002840	156746	Fertilization 10/20	\$	905.00
Professionals Inc Landscape Maintenance	002840	156747	Pest Control 11/20	\$	175.00
Professionals Inc NVirotect Pest Control	002841	219596	Acct# 6967 Pest Control 12/20	\$	72.00
Services, Inc. Office Dynamics	002842	00032090	Books Copied and Bound 12/20	\$	56.71
Republic Services of	002861	0696-000912672	Disposal Service 12/20	\$	330.12
Florida, LP Republic Services of	002861	0696-000918562	Disposal Service 01/21	\$	337.92
Florida, LP Rizzetta & Company, Inc	002832	INV00000054729	District Management Fees 12/20	\$	5,022.09
Rizzetta Amenity Services,	002833	INV0000000008173	Actual Bi-Weekly Payroll & Employee Ins	\$	5,061.00
Inc. Rizzetta Amenity Services,	002856	INV0000000008306	Reim 11/27/20 Amenity -Cell & Auto 11/20	\$	70.55
Inc. Rizzetta Amenity Services,	002856	INV0000000008332	Actual Bi-Weekly Payroll & Employee Ins	\$	6,428.15
Inc. Rizzetta Technology	002834	INV0000006639	Reim 12/11/20 Website Hosting Services 12/20	\$	100.00
Services, LLC Solitude Lake Management	002835	PI-A00513890	Cypress Tree Planting 11/20	\$	557.50
Solitude Lake Management	002858	PI-A00519070	Monthly Lake & Wetland Services 12/20	\$	1,400.00
Tampa Electric Company	002847	Summary Bill 11/20	Summary Bill 11/20	\$	10,255.05

Paid Operation & Maintenance Expenditures December 1, 2020 Through December 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Inv	oice Amount
Terminix Processing Center	002859	11300541 21/22	Renewal - 02/01/21-02/28/22	\$	403.00
Terminix Processing	002848	402762738	Pest Control 11/20	\$	60.00
Center Times Publishing Compan	/ 002836	0000123894	Legal Advertising 11/18/20	<u></u> \$	376.00

Report Total

\$ 57,948.55