



Rizzetta & Company

Panther Trails Community Development District

**Board of Supervisors' Meeting
October 14 2021**

**Carriage Pointe Clubhouse
11796 Ekker Road
Gibson, 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	Chairman
	Jennifer Murray	Vice Chairman
	Daniel Smith	Assistant Secretary
	Jackie Brown	Assistant Secretary
	Vacant	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 • 9428 Camden Field Parkway, Riverview, FL 33578
MAILING ADDRESS • 3434 Colwell Ave, Suite 200, Tampa, FL 33614
www.panthertrailscdd.org

October 6, 2021

**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, October 14, 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 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 August 12, 2021..... Tab 1
 - B.** Consideration of Operation & Maintenance Expenditures for July & August 2021 Tab 2
- 4. BUSINESS ITEMS**
 - A.** Consideration of Signet Pool ProposalTab 3
 - B.** Consideration of Security Camera Installation ProposalTab 4
- 5. STAFF REPORTS**
 - A.** Presentation of Monthly Maintenance Inspection Reports
 1. Pond Report..... Tab 5
 2. Field Inspection Report & Responses..... Tab 6
 - B.** District Counsel
 1. District Engineer
 - C.** Amenities Manager
 1. Clubhouse Report..... Tab 7
 - D.** District Manager
 1. Review of District Manager Report Tab 8
- 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

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, August 12, 2021 at 6:30 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:

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

Also present were:

Taylor Nielsen	District Manager, Rizzetta & Co.
Bryan Schaub	FSM; Rizzetta & Co.
Paula Means	Representative, LMP
Helena Teixeira	Amenities Manager
Greg Woodcock	District Engineer, Cardno TBE (via phone)

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

There were no audience members present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors Meeting held
on June 10, 2021**

Mr. Nielsen presented the June 10, 2021 Board of Supervisor meeting minutes to the Board.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the Meeting Minutes for June 10, 2021, for the Panther Trails Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation &
Maintenance Expenditures for May
and June 2021**

Mr. Nielsen presented the Operation and Maintenance Expenditures for May and June 2021.

On a Motion by Mr. Smith, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for May 1-31 (\$36,976.84) and June 1-30 (\$68,572.38), for the Panther Trails Community Development District.

FIFTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year
2021/2022 Budget and Levying O&M
Assessments**

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved to open the Public Hearing on Fiscal Year 2021/2022 Budget and Levying O&M Assessments, for the Panther Trails Community Development District.

Mr. Nielsen presented Resolution 2021-06, Adopting Fiscal Year 2021-2022 Budget to the Board.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors adopted Resolution 2021-06, Adopting Fiscal Year 2021/2022 Budget, for the Panther Trails Community Development District.

76
77 Mr. Nielsen presented Resolution 2021-07, Levying O&M Assessments for
78 Fiscal Year 2021/2022 to the Board.
79

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors adopted Resolution 2021-07, Levying O&M Assessment for Fiscal Year 2021/2022, for the Panther Trails Community Development District.

80
On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved to close the Public Hearing on Fiscal Year 2021/2022 Budget and Levying O&M Assessments, for the Panther Trails Community Development District.

81
82 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-08,
Setting the Meeting Schedule for
Fiscal Year 2021/2022**

83
84
85
86 Mr. Nielsen presented Resolution 2021-08, Setting the Meeting
87 Schedule for Fiscal Year 2021/2022 to the Board.
88

On a Motion by Mr. Smith, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors adopted Resolution 2021-08, Setting the Meeting Schedule for Fiscal Year 2021/2022, for the Panther Trails Community Development District.

89
90
91 **SEVENTH ORDER OF BUSINESS**

Ratification of FY 19-20 Audit

92 Mr. Nielsen presented the Fiscal Year 19-20 Audit to the Board.
93
94

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved Fiscal Year 19-20 Audit, for the Panther Trails Community Development District.

EIGHTH ORDER OF BUSINESS

Ratification of Dove Interiors Blind Proposals

Mr. Nielsen presented the Dove Interior Blind Proposal to the Board.

On a Motion by Mr. Smith, seconded by Ms. Murray, with all in favor, the Board of Supervisors ratified the Dove Interior Blind Proposal, for the Panther Trails Community Development District.

NINTH ORDER OF BUSINESS

Staff Reports

A. Pond Report

Mr. Nielsen presented the Pond Report to the Board. There were no comments or questions.

B. Field Inspection Report & Proposals

Mr. Schaub presented the Field Report.

The Board requested to repair the landscape lighting on the Ekker Rd. entrance monuments.

The Board requested to repair the irrigation leak in the median at the entrance.

i. Consideration of LMP Proposals

Mr. Nielsen presented the LMP Proposals to the Board.

On a Motion by Ms. Macsuga, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved the LMP proposal for Addendum 1, adding an area to the maintenance contract at a cost of \$780 a year, for the Panther Trails Community Development District.

C. District Counsel

Not present. No report.

D. District Engineer

Mr. Woodcock presented his report.

The Board requested the District Engineer continue to follow up with TECO on the district power outages.

E. Clubhouse Manager

Ms. Teixeira presented the Clubhouse report.

On a Motion by Ms. Macsuga, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved to reinstate the mask mandates in the clubhouse due to recent COVID surges, as well as social distancing, and discontinuing any clubhouse events or rentals, to be reviewed again at the October meeting, for the Panther Trails Community Development District.

F. District Manager

Mr. Nielsen advised the Board of the next meeting held on September 9, 2021. The Board decided to cancel September's meeting, and will meet next on October 14, 2021.

Mr. Nielsen reviewed the financials with the Board members.

TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Nielsen asked if there were any Supervisor requests.

The Board requested the District Manager contact ADT to reconfirm authorizations for the clubhouse staff on the account.

The Board requested the Clubhouse Manager advertise the open Board seat, and for the District Manager to provide notice to publish.

The Board requested the Clubhouse Manager have the security vendor propose pricing for camera additions at the entrance.

ELEVENTH ORDER OF BUSINESS

**Consideration of Jacquelyn Nelson
Resignation**

186
187 Mr. Nielsen presented Jacquelyn Nelson's Resignation to the Board.
188

On a Motion by Ms. Murray, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved Jacquelyn Nelson's Resignation, for the Panther Trails Community Development District.

189
190
191 **TWELFTH ORDER OF BUSINESS**

Adjournment

192
193 Mr. Nielsen requested a motion to adjourn the meeting unless there was any
194 further business to come before the Board.
195

On a Motion by Ms. Murray, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved to adjourn the meeting at 6:14 p.m. for the Panther Trails Community Development District.

196
197
198
199 _____
200 Secretary/Assistant Secretary

Chairman/Vice Chairman

PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT



District Office · Riverview, Florida · 813-994-1001

Mailing Address - 3434 Colwell Ave, Suite 200, Tampa Florida 33614

www.panthertrailscdd.org

Operation and Maintenance Expenditures July 2021 For Board Approval

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

The total items being presented: **\$51,663.65**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	3060	39555	Monthly Pool Service 07/21	\$ 1,650.00
ABM Building Services, LLC	3045	16130712	A/C Maintenance Services 06/21	\$ 647.70
ABM Building Services, LLC	3045	16194407	A/C Maintenance Services 06/21	\$ 647.70
Blake Wanecski dba Poop 911	3054	4455782	9 Stations Emptied 06/21	\$ 237.90
Dove Interiors Carpet One	3058	71321	Repairs & Renovation 07/21	\$ 2,255.00
Fence Inlet LLC	3059	72621	Repairs & Renovations 07/21	\$ 1,798.31
Florida Department of Revenue	3049	39-8015697991-3 06/21	Sales & Use Tax 06/21	\$ 34.89
Innersync	3046	19604	Website Quarterly Service 07/21	\$ 384.38
Landscape Maintenance Professionals Inc	3061	161163	Landscape Maintenance 07/21	\$ 10,070.83
Landscape Maintenance Professionals Inc	3050	161363	Irrigation Repairs 06/21	\$ 92.50
Landscape Maintenance Professionals Inc	3061	161402	Mulch - Pine Bark	\$ 7,965.00
Landscape Maintenance Professionals Inc	3050	161423	Bahia/Ornamental/Palm Fertilization 06/21	\$ 2,425.00
Landscape Maintenance Professionals Inc	3050	161424	Pest Control 06/21	\$ 175.00
Landscape Maintenance Professionals Inc	3061	161432	Irrigation Repairs 07/21	\$ 350.00
Landscape Maintenance Professionals Inc	3061	161433	Irrigation Repairs 07/21	\$ 125.00
Rizzetta & Company, Inc	3047	INV00000059419	District Management Fees 07/21	\$ 5,022.09

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta Amenity Services, Inc.	3055	INV00000000008910	Amenity - Cell & Auto 06/21	\$ 65.24
Rizzetta Amenity Services, Inc.	3055	INV00000000008931	Actual Bi-Weekly Payroll & Employee Ins Reimburse 07/09/21	\$ 5,072.33
Rizzetta Technology Services, LLC	3048	INV000000007741	Website Hosting Services 07/21	\$ 100.00
Solitude Lake Management	3062	PI-A00628326	Monthly Lake & Wetland Services 07/21	\$ 1,400.00
Solitude Lake Management	3062	PI-A00638021	Pond Planting 07/21	\$ 96.00
Speed Cleaning Services LLC	3056	1	Cleaning Services 06/21	\$ 850.00
Tampa Electric Company	3057	Summary Bill 06/21	Summary Bill 06/21	<u>\$ 10,198.78</u>
Report Total				<u>\$ 51,663.65</u>

PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT



District Office · Riverview, Florida · 813-994-1001

Mailing Address - 3434 Colwell Ave, Suite 200, Tampa Florida 33614

www.panthertrailscdd.org

Operation and Maintenance Expenditures August 2021 For Board Approval

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

The total items being presented: **\$46,810.22**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	3084	40030	Monthly Pool Service 08/21	\$ 1,650.00
ABM Building Services, LLC	3091	16336315	A/C Maintenance Services 07/21	\$ 911.79
ABM Building Services, LLC	3063	16339213	A/C Maintenance Services 07/21	\$ 647.70
ABM Building Services, LLC	3091	16397385	A/C Maintenance Services 08/21	\$ 647.70
Affordable Catering, Inc.	3064	80221	Dinner at the Library 09/21	\$ 1,696.47
Blake Wanecski dba Poop 911	3072	4553229	9 Stations Emptied 07/21	\$ 237.90
BOCC	3070	6919533420	11796 Ekker Rd and Lift Station 07/21	\$ 156.11
Bright House Networks	3065	40845301072621	Clubhouse Phone/Internet/Cable 08/21	\$ 359.74
Burr & Forman LLP	3066	1251431	Legal Services 06/21	\$ 660.00
Cardno, Inc.	3067	529895	Professional Services Rendered Through 07/21	\$ 365.00
Cardno, Inc.	3092	530116	Professional Services Rendered Through 08/21	\$ 462.50
Carrie Jo Macsuga	3086	CM081221	Board of Supervisors Meeting 08/12/21	\$ 200.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Daniel J Smith II	3089	DS081221	Board of Supervisors Meeting 08/12/21	\$ 200.00
DCSI, Inc.	3068	28812	Monitoring Services - Quarterly Invoice 07/21	\$ 74.97
Fitness Logic, Inc.	3069	102464	Quarterly Fitness Equip Maintenance 07/21	\$ 125.00
Florida Department of Revenue	3083	39-8015697991-3 07/21	Sales & Use Tax 07/21	\$ 105.35
Jennifer L. Murray	3087	JM081221	Board of Supervisors Meeting 08/12/21	\$ 200.00
Landscape Maintenance Professionals Inc	3085	161847	Landscape Maintenance 08/21	\$ 10,070.83
Landscape Maintenance Professionals Inc	3071	162084	Irrigation Repairs 07/21	\$ 325.00
Landscape Maintenance Professionals Inc	3071	162138	St Augustine Fertilization 07/21	\$ 504.00
Landscape Maintenance Professionals Inc	3071	162139	Pest Control 07/21	\$ 175.00
Landscape Maintenance Professionals Inc	3085	162228	Landscape Maintenance Addendum 08/21	\$ 65.00
Landscape Maintenance Professionals Inc	3085	162302	Irrigation Repairs 08/21	\$ 225.00
Office Dynamics	3088	33276	Books Copied and Bound 08/21	\$ 169.80

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Pye-Barker Fire & Safety Inc	3073	PSI369158	Fire Safety Inspection	\$ 66.00
Republic Services #696	3075	0696-000961864	Disposal Service 08/21	\$ 349.01
Republic Services #696	3093	0696-000968014	Disposal Service 09/21	\$ 349.60
Rizzetta & Company, Inc	3074	INV00000060353	District Management Fees 08/21	\$ 5,022.09
Rizzetta Amenity Services, Inc.	3076	INV00000000008954	Actual Bi-Weekly Payroll & Employee Ins Reimburse 07/23/21	\$ 4,009.94
Rizzetta Technology Services, LLC	3077	INV00000007827	Website Hosting Services 08/21	\$ 100.00
Solitude Lake Management	3078	PI-A00638000	Balance Due - Pond Planting 07/21	\$ 997.50
Solitude Lake Management	3090	PI-A00650138	Monthly Lake & Wetland Services 08/21	\$ 1,400.00
Speed Cleaning Services LLC	3079	2	Cleaning Services 07/21	\$ 1,700.00
Tampa Electric Company	3080	Summary Bill 07/21	Summary Bill 07/21	\$ 10,182.47
Terminix Processing Center	3081	409827874	Pest Control 07/21	\$ 63.00
Terminix Processing Center	3094	411062276	Pest Control 08/21	\$ 63.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	3082	0000167261 07/11/21	Legal Advertising 07/21	\$ 1,355.00
Times Publishing Company	3082	0000167358 07/18/21	Legal Advertising 07/21	\$ 917.75
Report Total				<u>\$ 46,810.22</u>