



Rizzetta & Company

Panther Trails Community Development District

**Board of Supervisors' Meeting
December 9, 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 Jennifer Murray Daniel Smith Jackie Brown 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 • 9428 Camden Field Parkway, Riverview, FL 33578
MAILING ADDRESS • 3434 Colwell Ave, Suite 200, Tampa, FL 33614
www.panthertrailscdd.org

December 1, 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, December 9, 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 October 14, 2021 Tab 1
 - B.** Consideration of Operation & Maintenance Expenditures for September & October 2021 Tab 2
- 4. BUSINESS ITEMS**
 - A.** Consideration of Resume for Open Board Seat #3.....Tab 3
 - B.** Consideration of Electric Proposal for Cameras.....Tab 4
 - C.** Consideration of Security Camera Installation ProposalTab 5
 - D.** Consideration of Cleaning Contract.....Tab 6
 - E.** Ratification of Basketball Court and Parking Lot Striping.....Tab 7
 - F.** Consideration of RTS Contractual Assignment AgreementTab 8
 - G.** Consideration of RASI Contractual Assignment Agreement.....Tab 9
 - H.** Consideration of Waste Management ProposalTab 10
- 5. STAFF REPORTS**
 - A.** Presentation of Monthly Maintenance Inspection Reports
 1. Pond Report..... Tab 11
 2. Field Inspection Report and Responses.....Tab 12
 - A.** Consideration of LMP Proposals.....Tab 13
 - B.** District Counsel
 1. District Engineer
 - C.** Amenities Manager
 1. Clubhouse Report..... Tab 14

D. District Manager

1. Review of District Manager Report Tab 15

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, October 14, 2021 at 5:30 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
Jackie Brown	Board Supervisor, Assistant Secretary

Also present were:

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

The Board heard comment from resident Kevin Travis at 8139 Rothbury Hills Place regarding requesting assistance with maintenance of the developer owned common area behind his home. Mr. Travis was also interested in the open Board seat.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors Meeting held
on August 12, 2021**

Mr. Nielsen presented the August 12, 2021 Board of Supervisor meeting minutes to the Board.

On a Motion by Mr. Smith, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved the Meeting Minutes for August 12, 2021, for the Panther Trails Community Development District.

The Board requested Board Supervisor Daniel Smith put a letter together noting the issues from TECO and submit it to the District Manager to file with TECO and the District Engineer.

FOURTH ORDER OF BUSINESS

**Consideration of Operation &
Maintenance Expenditures for July
and August 2021**

Mr. Nielsen presented the Operation and Maintenance Expenditures for July and August 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 July 1-31 (\$51,663.65) and August 1-31 (\$46,810.22), for the Panther Trails Community Development District.

The Board requested a break down of pricing from the janitorial contractor.

FIFTH ORDER OF BUSINESS

**Consideration of Signet Pool
Proposal**

Mr. Nielsen presented the Signet Pool Proposal to the Board.

On a Motion by Mr. Smith, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved Signet Pool Proposal, in the amount of \$6,200.00, for ADA lift, for the Panther Trails Community Development District.

On a Motion by Ms. Murray, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the Signet Pool Proposal, in the amount of \$6,500.00, for drainage repair, for the Panther Trails Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Security Camera
Installation Proposal**

Mr. Nielsen presented the Security Camera Installation Proposals to the Board.

On a Motion by Mr. Smith, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved a Not To Exceed amount of \$25,000.00 for security improvements and additions for the District, and to be authorized by Board Supervisor Daniel Smith and the District Manager. These requests include the additional entrances and the mailbox area, for the Panther Trails Community Development District.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Pond Report

Mr. Nielsen presented the Pond Report to the Board for August and October.

The Board requested a quarterly mowing from LMP for the swales out front area.

B. Field Inspection Report & Proposals

Mr. Schaub presented the Field Report.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the LMP proposal #74318, in the amount of \$2,571.72, for the Panther Trails Community Development District.

C. District Counsel

Not present. No report.

D. District Engineer

Mr. Woodcock presented his report. There were no comments or questions from the Board.

E. Clubhouse Manager

Ms. Teixeira presented the Clubhouse report for August and September.

The Board requested to review the proposal previously provided by Paula for the dog park.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved to open the Clubhouse for rentals to residents only, at 50% capacity, for the Panther Trails Community Development District.

F. District Manager

Mr. Nielsen advised the Board of the next meeting held on November 11, 2021. The Board decided to cancel November's meeting, and will meet next on December 9, 2021.

Mr. Nielsen presented the District Manager Report to the Board.

On a Motion by Mr. Smith, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved to change the Waste Collection vendor to Waste Management at the close of the current contract on January 31, 2022, for the Panther Trails Community Development District.

TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Nielsen asked if there were any Supervisor requests.

Board Supervisor Jennifer Murray requested a proposal to clear out the cat tail growth from the middle of the pond at pond 2.

ELEVENTH 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. Macsuga, with all in favor, the Board of Supervisors approved to adjourn the meeting at 7:08 p.m. for the Panther Trails Community Development District.

148 Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

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 September 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2021 through September 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$65,582.03**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	3109	40486	Monthly Pool Service 09/21	\$ 1,650.00
A&D Pool	3100	40739	Ladder Repair 09/21	\$ 164.88
ABM Building Services, LLC	3110	16477154	A/C Maintenance Services 09/21	\$ 647.70
Albert McDaniel	3111	101021	Music for Dinner Event 10/21	\$ 350.00
Blake Wanecski dba Poop 911	3095	4650512	9 Stations Emptied 08/21	\$ 237.90
BOCC	3104	6919533420	11796 Ekker Rd and Lift Station 08/21	\$ 419.02
Bright House Networks	3112	40845301082621	Clubhouse Phone/Internet/Cable 09/21	\$ 359.75
DCSI, Inc.	3101	28980	Access Gate Service 08/21	\$ 115.00
Egis Insurance Advisors LLC	3102	13989	General/POL Liability Insurance 10/01/21 - 10/01/22	\$ 17,251.00
Fitness Logic, Inc.	3103	103223	Fitness Equipment Repair 09/21	\$ 203.38
Landscape Maintenance Professionals Inc	3113	162528	Landscape Maintenance 09/21	\$ 10,135.83
Landscape Maintenance Professionals Inc	3105	162786	St Augustine Fertilization 08/21	\$ 1,570.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Landscape Maintenance Professionals Inc	3105	162787	Pest Control 08/21	\$ 175.00
Landscape Maintenance Professionals Inc	3105	162813	Irrigation Repairs 09/21	\$ 59.00
Republic Services #696	3114	0696-000974232	Disposal Service 10/21	\$ 349.60
Rizzetta & Company, Inc	3096	INV00000061153	District Management Fees 09/21	\$ 5,022.09
Rizzetta Amenity Services, Inc.	3097	INV00000000009024	Actual Bi-Weekly Payroll & Employee Ins Reimburse 08/20/21	\$ 4,001.34
Rizzetta Amenity Services, Inc.	3107	INV00000000009048	Actual Bi-Weekly Payroll & Employee Ins Reim 09/03/21	\$ 5,136.50
Rizzetta Amenity Services, Inc.	3107	INV00000000009070	Amenity - Cell & Auto 08/21	\$ 84.79
Rizzetta Amenity Services, Inc.	3107	INV00000000009093	Actual Bi-Weekly Payroll & Employee Ins Reim 09/17/21	\$ 4,009.67
Rizzetta Technology Services, LLC	3098	INV00000007919	Website Hosting Services 09/21	\$ 100.00
Solitude Lake Management	3115	PI-A00668039	Monthly Lake & Wetland Services 09/21	\$ 1,400.00
Speed Cleaning Services LLC	3108	3	Cleaning Services 08/21	\$ 1,700.00
Tampa Electric Company	3099	Summary Bill 08/21	Summary Bill 08/21	\$ 10,376.58

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Terminix Processing Center	3116	412032442	Pest Control 09/21	\$ 63.00
Report Total				\$ 65,582.03

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 October 2021 For Board Approval

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

The total items being presented: **\$51,386.51**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	003137	40965	Monthly Pool Service 10/21	\$ 1,650.00
A&D Pool	003119	41183	Replace Acid Stenner Pump 10/21	\$ 515.00
Affordable Backflow Testing	003120	17773	Backflow Test 10/21	\$ 40.00
Affordable Catering, Inc.	003121	100821	Balance Due - Dinner Under the Stars Event 10/21	\$ 304.74
Alvarez Plumbing Inc.	003122	14492	Service Call 10/21	\$ 335.92
Blake Wanecski dba Poop 911	003128	4747515	9 Stations Emptied 09/21	\$ 237.90
BOCC	003126	6919533420 09/21	11796 Ekker Rd and Lift Station 09/21	\$ 227.79
Bright House Networks	20211031-1	040845301092621	Clubhouse Phone/Internet/Cable 10/21	\$ 359.58
Burr & Forman LLP	003123	1262639	Legal Services 08/21	\$ 150.00
Carrie Jo Macsuga	003141	CM101421	Board of Supervisors Meeting 10/14/21	\$ 200.00
Clean Sweep Supply Co., Inc.	003139	1679	Janitorial Supplies 09/21	\$ 176.70
Daniel J Smith II	003144	DS101421	Board of Supervisors Meeting 10/14/21	\$ 200.00
DCSI, Inc.	003124	29027	Reader Installed & Access Cards 09/21	\$ 933.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Fitness Logic, Inc.	003125	103603	Quarterly Fitness Equip Maintenance 10/21	\$ 125.00
Innersync	003127	19856	Website Quarterly Service 10/21	\$ 384.38
Jackie Brown	003138	JB101421	Board of Supervisors Meeting 10/14/21	\$ 200.00
Jennifer L. Murray	003142	JM101421	Board of Supervisors Meeting 10/14/21	\$ 200.00
Landscape Maintenance Professionals Inc	003140	163217	Landscape Maintenance 10/21	\$ 10,135.83
Landscape Maintenance Professionals Inc	003132	163398	Palm Fertilization 09/21	\$ 905.00
Landscape Maintenance Professionals Inc	003132	163399	Pest Control 09/21	\$ 175.00
Landscape Maintenance Professionals Inc	003132	163450	Irrigation Repairs 10/21	\$ 250.00
Landscape Maintenance Professionals Inc	003140	163567	Irrigation Repairs 10/21	\$ 225.00
Office Dynamics	003133	00033643	Books Copied and Bound 10/21	\$ 151.80
Panther Trails CDD	CD196	CD196	Debit Card Replenishment	\$ 425.98
Rizzetta & Company, Inc	003117	INV00000061883	District Management Fees 10/21	\$ 5,022.09
Rizzetta & Company, Inc	003134	INV0000062048	Assessment Roll Preparation FY 21/22	\$ 5,000.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta Amenity Services, Inc.	003129	INV00000000009117	Actual Bi-Weekly Payroll & Employee Ins Reim 10/01/21	\$ 5,091.58
Rizzetta Amenity Services, Inc.	003135	INV00000000009161	Amenity - Cell & Auto 09/21	\$ 92.64
Rizzetta Amenity Services, Inc.	003143	INV00000000009182	Actual Bi-Weekly Payroll 10/15/21	\$ 4,041.89
Rizzetta Technology Services, LLC	003118	INV000000008012	Website Hosting Services 10/21	\$ 100.00
Solitude Lake Management	003145	PI-A00686235	Monthly Lake & Wetland Services 10/21	\$ 1,400.00
Speed Cleaning Services LLC	003130	004	Cleaning Services 09/21	\$ 1,000.00
Stahl & Associates, Inc.	003146	101221	Renewal Utility Bond FY 21/22	\$ 249.00
Tampa Electric Company	003136	Summary Bill 09/21	Summary Bill 09/21	\$ 10,284.69
Times Publishing Company	003131	0000180563 09/26/21	Legal Advertising 09/21	\$ 596.00
Report Total				\$ 51,386.51