



Rizzetta & Company

Panther Trails Community Development District

**Board of Supervisors' Meeting
February 10, 2022**

**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
	Jacquelyn Nelson	Assistant Secretary
	Vacant	Assistant Secretary
District Manager	Greg Cox	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

February 2, 2022

**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, February 10, 2022 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 December 9, 2021 Tab 1
 - B.** Consideration of Operation & Maintenance Expenditures for November & December 2021 Tab 2
- 4. BUSINESS ITEMS**
 - A.** Discussion on Surveillance Equipment
 - B.** Review of LMP Increase Letter Tab 3
- 5. STAFF REPORTS**
 - A.** Presentation of Monthly Maintenance Inspection Reports
 1. Pond Report..... Tab 4
 2. Field Inspection Report and Responses Tab 5
 - A.** Consideration of LMP Proposals Tab 6
 - B.** Consideration of Dog Park Proposals Tab 7
 - B.** District Counsel
 1. District Engineer
 - C.** Amenities Manager
 1. Clubhouse Report..... Tab 8
 - D.** District Manager
 1. Review of District Manager Report 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

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, December 9, 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
Kevin Travis	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

There were no audience comments.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors Meeting held
on October 14, 2021**

Mr. Nielsen presented the October 14, 2021 Board of Supervisor meeting minutes to the Board.

**Consideration of Operation &
Maintenance Expenditures for
September and October 2021**

Mr. Nielsen presented the Operation and Maintenance Expenditures for September and October 2021.

On a Motion by Mr. Smith, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on October 14, 2021, as amended, and the Operation and Maintenance Expenditures for September 1-30 (\$65,582.03) and October (\$52,386.51), for the Panther Trails Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Resume for Open
Board Seat #3**

Mr. Nielsen presented the Resume for Open Board Seat #3 to the Board.

On a Motion by Ms. Macsuga, seconded by Ms. Smith, with all in favor, the Board of Supervisors appointed Kevin Travis to Seat #3, for the Panther Trails Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Electric Proposal
for Cameras**

Mr. Nielsen presented the Electric Proposal for Cameras to the Board.

On a Motion by Mr. Smith, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved the Electric Proposal for Camera installation at the two entrances, 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 Ms. Macsuga, with all in favor, the Board of Supervisors approved a Not to Exceed amount of \$35,000, for Supervisor Daniel Smith to authorize the purchase security camera equipment and installation from DCSI, not to include the area in front of clubhouse, for the Panther Trails Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Cleaning
Contract**

Mr. Nielsen presented the Cleaning Contract to the Board.

On a Motion by Ms. Macsuga, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved the Janitorial contract with Nick Knows, for the Panther Trails Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of RTS Contractual
Assignment Agreement**

Mr. Nielsen presented the RTS Contractual Assignment Agreement to the Board.

On a Motion by Mr. Smith, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved the Consent to Assignment Agreement for RTS and RASI, for the Panther Trails Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Waste
Management Proposal**

Mr. Nielsen presented the Republic Waste Management Proposal to the Board.

On a Motion by Ms. Murray, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the renewal contract proposed by Republic Waste, for the Panther Trails Community Development District.

TENTH ORDER OF BUSINESS

Staff Reports

A. Pond Report

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

B. Field Inspection Report & Proposals

Mr. Schaub presented the Field Report.

i. Consideration of LMP Proposals

Ms. Means presented the LMP Proposals to the Board.

On a Motion by Mr. Smith seconded by Ms. Murray, with all in favor, the Board of Supervisors approved LMP proposals #66088 and #74398, for dog park installation to be completed in March, for the Panther Trails Community Development District.

ii. District Counsel

Not present. No report.

iii. District Engineer

Mr. Woodcock updated the Board on the water usage.

iv. Clubhouse Manager

Ms. Teixeira presented the Clubhouse report for October and November. There were no comments or questions from the Board.

v. District Manager

Mr. Nielsen advised the Board of the next meeting held on January 13, 2022. The Board decided to cancel January's meeting, and will meet next on February 10, 2022.

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

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Nielsen asked if there were any Supervisor requests.

The Board requested the District Engineer reach out to contacts at the county regarding the maintenance of the ditches around the District.

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 Mr. Smith, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved to adjourn the meeting at 6:55 p.m. for the Panther Trails Community Development District.

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 November 2021 For Board Approval

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

The total items being presented: **\$50,314.42**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	003169	41463	Monthly Pool Service 11/21	\$ 1,650.00
A&D Pool	003163	41669	Replace Auto Fill Assembly 11/21	\$ 445.00
A&D Pool	003163	41687	Refund of Sales Tax Invoice 40739 11/21	\$ (4.88)
ABM Building Services, LLC	003147	16559872	A/C Maintenance Services 10/21	\$ 647.70
Blake Wanecski dba Poop 911	003159	4842889	9 Stations Emptied 10/21	\$ 237.90
BOCC	003167	6919533420	11796 Ekker Rd and Lift Station 10/21	\$ 195.27
Bright House Networks	20211130-1	40845301102621	Clubhouse Phone/Internet/Cable 11/21	\$ 359.52
Cardno, Inc.	003148	530603	Professional Services Rendered Through 09/21	\$ 557.50
Classic Reflections Carriages	003164	1724	Balance Due - Santa & Carriages 11/21	\$ 1,700.00
Clean Sweep Supply Co., Inc.	003170	1422	Janitorial Supplies 08/21	\$ 25.95
DCSI, Inc.	003155	29116	Monitoring Services - Quarterly Invoice 10/21	\$ 74.97
Department of Economic Opportunity	003156	84892	Special District Fee FY 21/22	\$ 175.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Dove Interiors Carpet One	003157	110221	Gym & Event Room Door Shades 11/21	\$ 2,080.00
Fitness Logic, Inc.	003158	104091	Fitness Equipment Repair 11/21	\$ 139.00
Fitness Logic, Inc.	003165	104180	Service Call 11/21	\$ 212.00
Hancock Whitney Bank	003166	37974	S/A Trustee Fee Series 2016 05/02/21 - 11/01/21	\$ 1,750.00
Landscape Maintenance Professionals Inc	003149	163576	Irrigation Repairs 10/21	\$ 2,571.72
Nick Knows LLC	003150	102621	Holiday Lights Installation 10/21	\$ 2,397.54
Nick Knows LLC	003162	111221	Pressure Wash Clubhouse & Monuments 11/21	\$ 4,200.00
Panther Trails CDD	CD197	CD197	Debit Card Replenishment	\$ 902.38
Panther Trails CDD	CD198	CD198	Debit Card Replenishment	\$ 869.07
Republic Services #696	003152	0696-000980361	Disposal Service 11/21	\$ 353.97
Rizzetta & Company, Inc	003151	INV00000062574	District Management Fees 11/21	\$ 5,022.09
Rizzetta Amenity Services, Inc.	003160	INV0000000009258	Actual Bi-Weekly Payroll & Employee Ins Reim 10/29/21	\$ 4,066.10

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta Amenity Services, Inc.	003171	INV00000000009284	Amenity - Cell & Auto 10/21	\$ 101.15
Rizzetta Amenity Services, Inc.	003171	INV00000000009307	General Management & Oversight 11/21	\$ 5,458.85
Rizzetta Technology Services, LLC	003153	INV000000008194	Website Hosting Services 11/21	\$ 100.00
Site Masters of Florida, LLC	003172	111221-1	Clean Debris 7 Inlets 11/21	\$ 1,155.00
Solitude Lake Management	003173	PI-A00704392	Monthly Lake & Wetland Services 11/21	\$ 1,400.00
Speed Cleaning Services LLC	003161	5	Cleaning Services 10/21	\$ 1,000.00
Tampa Electric Company	003168	Summary Bill 10/21	Summary Bill 10/21	\$ 10,408.62
Terminix Processing Center	003154	413237486	Pest Control 10/21	\$ <u>63.00</u>
Report Total				\$ <u>50,314.42</u>

PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT



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

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Operation and Maintenance Expenditures December 2021 For Board Approval

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

The total items being presented: **\$83,462.86**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	003187	41908	Monthly Pool Service 12/21	\$ 1,650.00
A&D Pool	003180	42097	Replace Pool Lift Chair 12/21	\$ 3,100.00
A&D Pool	003187	42150	Replace Stenner Tubing 12/21	\$ 12.00
A&D Pool	003197	42182	Replace Ladder Tread 12/21	\$ 155.00
ABM Building Services, LLC	003174	16651408	A/C Maintenance Services 11/21	\$ 647.70
ABM Building Services, LLC	003210	16722247	A/C Maintenance Services 12/21	\$ 647.70
Affordable Catering, Inc.	003198	E26044	Catering 10/21	\$ 245.00
Arend Bond Visions LLC	003181	113021	Repainting of Basketball Court 11/21	\$ 1,994.00
Blake Wanecski dba Poop 911	003193	4936390	9 Stations Emptied 11/21	\$ 237.90
BOCC	003190	6919533420 11/21	11796 Ekker Rd and Lift Station 11/21	\$ 170.69
Bright House Networks	003209	040845301112621	Clubhouse Phone/Internet/Cable 12/21	\$ 359.25
BSN Sports LLC	003188	120321 BSN	Replace 2 Basketball Backboards & Rims 12/21	\$ 1,464.96
Burr & Forman LLP	003199	1276568	Legal Services 10/21	\$ 120.00
Cardno, Inc.	003182	530855	Professional Services 11/21	\$ 365.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Carrie Jo Macsuga	003202	CM120921	Board of Supervisors Meeting 12/09/21	\$ 200.00
Clean Sweep Supply Co., Inc.	003200	1020	Janitorial Supplies 07/21	\$ 69.60
Clean Sweep Supply Co., Inc.	003183	2207	Janitorial Supplies 11/21	\$ 142.28
Conley's Drinking Fountains LLC	003175	112921	Water Fountain Install 11/21	\$ 2,056.08
CRT Services Inc.	003189	120321 CRT	Computer & Printer 12/21	\$ 2,625.00
Daniel J Smith II	003207	DS120921	Board of Supervisors Meeting 12/09/21	\$ 200.00
Jennifer L. Murray	003203	JM120921	Board of Supervisors Meeting 12/09/21	\$ 200.00
Kevin Travis	003208	KT120921	Board of Supervisors Meeting 12/09/21	\$ 200.00
Landscape Maintenance Professionals Inc	003176	163812	Landscape Maintenance 11/21	\$ 10,135.83
Landscape Maintenance Professionals Inc	003176	164054	St Augustine & Bahia Fertilization 10/21	\$ 1,680.00
Landscape Maintenance Professionals Inc	003176	164055	Pest Control 10/21	\$ 175.00
Landscape Maintenance Professionals Inc	003176	164163	Landscape Maintenance - Vegetative Removal 11/21	\$ 808.35
Landscape Maintenance Professionals Inc	003191	164436	Landscape Maintenance 12/21	\$ 10,135.83
Landscape Maintenance Professionals Inc	003191	164602	Palm Fertilization 11/21	\$ 420.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Landscape Maintenance Professionals Inc	003191	164603	Pest Control 11/21	\$ 175.00
Landscape Maintenance Professionals Inc	003191	164630	Tree Removal & Replacement 12/21	\$ 341.25
Landscape Maintenance Professionals Inc	003201	164821	Removal of Holly Shrubs 12/21	\$ 216.35
Landscape Maintenance Professionals Inc	003211	164893	Loropetalums 12/21	\$ 191.75
Nick Knows LLC	003192	INV11	Tennis Court Fence Repair - 12/21	\$ 1,995.00
Nick Knows LLC	003204	INV15	Pressure Wash Sidewalks 12/21	\$ 4,500.00
Office Dynamics	003205	00033951	Books Copied and Bound 10/21	\$ 174.90
Panther Trails CDD	CD199	CD199	Debit Card Replenishment	\$ 990.34
Panther Trails CDD	CD200	CD200	Debit Card Replenishment	\$ 831.92
Republic Services #696	003178	0696-000987880	Disposal Service 12/21	\$ 356.77
Rizzetta & Company, Inc	003177	INV00000063156	District Management Fees 12/21	\$ 5,022.09
Rizzetta Amenity Services, Inc.	003184	INV0000000008978	Actual Bi-Weekly Payroll & Employee Ins Reim 08/21	\$ 5,088.99
Rizzetta Amenity Services, Inc.	003184	INV0000000009002	Amenity - Cell & Auto 07/21	\$ 133.24
Rizzetta Amenity Services, Inc.	003184	INV0000000009333	Personnel 11/21	\$ 4,025.75

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta Amenity Services, Inc.	003206	INV00000000009358	Amenity - Cell & Auto 11/21	\$ 67.21
Rizzetta Amenity Services, Inc.	003206	INV00000000009378	General Management & Oversight 12/21	\$ 5,291.48
Rizzetta Technology Services, LLC	003179	INV00000008285	Website Hosting Services 12/21	\$ 100.00
Solitude Lake Management	003194	PI-A00722774	Monthly Lake & Wetland Services 12/21	\$ 1,400.00
Speed Cleaning Services LLC	003195	005	Cleaning Services 10/21	\$ 1,000.00
Speed Cleaning Services LLC	003185	006	Cleaning Services 11/21	\$ 1,000.00
Tampa Electric Company	003196	Summary Bill 11/21	Summary Bill 11/21	\$ 10,280.65
Terminix Processing Center	003186	414447211	Pest Control 11/21	\$ <u>63.00</u>
Report Total				\$ <u>83,462.86</u>