



Rizzetta & Company

# **Panther Trails Community Development District**

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**Board of Supervisors' Meeting  
April 14, 2022**

**Carriage Pointe Clubhouse  
11796 Ekker Road  
Gibsonton, FL 33534**

**[www.panthertrailscdd.org](http://www.panthertrailscdd.org)**

# **PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT AGENDA**

To be held at the Carriage Pointe Clubhouse, 11796 Ekker Road, Gibsonton, FL 33534

<b>District Board of Supervisors</b>	Carrie Macsuga	Chairman
	Jennifer Murray	Vice Chairman
	Daniel Smith	Assistant Secretary
	Jackie Brown	Assistant Secretary
	Vacant	Assistant Secretary
<b>District Manager</b>	Taylor Nielsen	Rizzetta & Company, Inc.
<b>District Attorney</b>	Scott Steady	Burr Forman, LLP
<b>District Engineer</b>	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](http://www.panthertrailscdd.org)**

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April 6, 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, April 14, 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 February 10, 2022 ..... Tab 1
  - B. Consideration of Operation & Maintenance Expenditures for January & February 2022 ..... Tab 2
- 4. BUSINESS ITEMS**
  - A. Consideration of Solitude Price Increase Addendum... Tab 3
  - B. Consideration of Aquatics Maintenance Proposals ..... Tab 4
  - C. Consideration of DCSI Security Proposals ..... Tab 5
- 5. STAFF REPORTS**
  - A. Presentation of Monthly Maintenance Inspection Reports
    1. Pond Report ..... Tab 6
    2. Field Inspection Report and Responses ..... Tab 7
      - A. Consideration of LMP Fuel Surcharge ..... Tab 8District Counsel
    1. District Engineer
  - B. Amenities Manager
    1. Clubhouse Report..... Tab 9
  - C. District Manager
    1. Review of District Manager Report ..... Tab 10
- 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, February 10, 2022 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	<b>Board Supervisor, Chairman</b>
Daniel Smith	<b>Board Supervisor, Vice Chairman</b>
Kevin Travis	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

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

**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 December 9, 2021**

Mr. Nielsen presented the December 9, 2021 Board of Supervisor meeting minutes to the Board.

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 December 9, 2021, for the Panther Trails Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation &  
Maintenance Expenditures for  
November & December 2021**

Mr. Nielsen presented the Operation and Maintenance Expenditures for November & December 2021.

On a Motion by Mr. Smith, seconded by Ms. Macsuga, with all in favor, the Board of Supervisors the Operation and Maintenance Expenditures for November 1-30 (\$50,314.42) and December 1-31 (\$83,462.86), for the Panther Trails Community Development District.

**FIFTH ORDER OF BUSINESS**

**Discussion on Surveillance  
Equipment**

Mr. Nielsen opened a discussion on Surveillance Equipment with the Board.

On a Motion by Ms. Macsuga, seconded by Ms. Smith, with all in favor, the Board of Supervisors approved the DCSI proposal #12033, for \$26,215.00, for security camera installations and improvements, to be in conjunction with the previously approved electrical work, in the amount of \$7,000.00, for the Panther Trails Community Development District.

**SIXTH ORDER OF BUSINESS**

**Review of LMP Letter Increase**

Mr. Nielsen presented the LMP Letter Increase for review to the Board.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the LMP Letter Increase, 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 January.

The Board requested a representative from Solitude start calling into their regular meetings.

**B. Field Inspection Report & Proposals**

Mr. Schaub presented the Field Report.

On a Motion by Mr. Smith seconded by Ms. Macsuga, with all in favor, the Board of Supervisors approved LMP proposals #75741, for dog park landscaping, in the amount \$1,388.50, and approved a Not to Exceed amount of \$1,794.88, to get work done in conjunction with #75741 and approved LMP proposal #75871, for mulch at a revised amount of \$8,000.00, for the Panther Trails Community Development District.

The Board requested the District Manager get a gate put on the dog park entrance, within the managers spending authority.

**C. District Counsel**

Not present. No report.

**D. District Engineer**

Mr. Woodcock updated the Board on water use permit.

On a Motion by Ms. Macsuga, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the District Engineer's proposal, for \$4,500.00, to conduct all required reporting for the stormwater management plan, to keep the District within compliance, for the Panther Trails Community Development District.

**E. Clubhouse Manager**

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

**F. District Manager**

Mr. Nielsen advised the Board of the next meeting held on March 10, 2022.  
The Board decided to cancel March's meeting, and will meet next on April 14, 2022.

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

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Nielsen asked if there were any Supervisor requests. There were no comments or concerns from the Board.

**NINTH 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. Smith, with all in favor, the Board of Supervisors approved to adjourn the meeting at 6:21 p.m., for the Panther Trails Community Development District.

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Secretary/Assistant Secretary

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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](http://www.panthertrailscdd.org)

## **Operation and Maintenance Expenditures January 2022 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2022 through January 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$58,427.59**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	003232	42410	Monthly Pool Service 01/22	\$ 1,650.00
Blake Wanecski dba Poop 911	003224	5035656	9 Stations Emptied 12/21	\$ 237.90
BOCC	003229	6919533420 12/21	11796 Ekker Rd and Lift Station 12/21	\$ 183.14
Bright House Networks	20220131-1	040845301122621	Clubhouse Phone/Internet/Cable 01/22	\$ 359.34
Cardno, Inc.	003219	531057	Professional Services 12/21	\$ 235.00
Clean Sweep Supply Co., Inc.	003227	1965	Janitorial Supplies 10/21	\$ 55.50
Clean Sweep Supply Co., Inc.	003227	2417	Janitorial Supplies 12/21	\$ 147.67
Conley's Drinking Fountains LLC	003228	2947	Water Fountain Install 01/22	\$ 2,107.98
CRT Services Inc.	003233	203012184	Windows 10 01/22	\$ 397.98
Innersync	003220	20065	Website Quarterly Service 01/22	\$ 384.38
Landscape Maintenance Professionals Inc	003221	164938	Tree Removal 12/21	\$ 290.00
Landscape Maintenance Professionals Inc	003234	165043	Landscape Maintenance 01/22	\$ 10,135.83

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Landscape Maintenance Professionals Inc	003234	165210	Pest Control 12/21	\$ 175.00
Landscape Maintenance Professionals Inc	003221	165250	Mulch - Pine Bark 01/22	\$ 126.05
Landscape Maintenance Professionals Inc	003234	165304	Tree Removal 01/22	\$ 325.00
Landscape Maintenance Professionals Inc	003234	165359	Sod - St Augustine 01/22	\$ 840.00
Landscape Maintenance Professionals Inc	003234	165360	Blue Daze/Mulch - Pine Bark 01/22	\$ 324.00
Landscape Maintenance Professionals Inc	003234	165368	Gold Mound - Duranta 01/22	\$ 42.00
Landscape Maintenance Professionals Inc	003234	165394	Relpace Queen Palm 01/22	\$ 490.00
M. C. Building Services, LLC	003222	5132	Electrical Repairs 12/21	\$ 850.00
Nick Knows LLC	003235	INV12	Fix Mail Kiosk Awning 01/22	\$ 750.00
Nick Knows LLC	003223	INV19	Clubhouse Cleaning 12/21	\$ 500.00
Nick Knows LLC	003230	INV20	Install of Storage Shelves 01/22	\$ 225.00
Nick Knows LLC	003235	INV21	Clubhouse Cleaning 01/22	\$ 500.00

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Outdoor Furniture Connection	003236	119224	New Umbrellas 01/22	\$ 1,715.00
Republic Services #696	003213	0696-000994148	Disposal Service 01/22	\$ 255.56
Rizzetta & Company, Inc	003212	INV00000064600	District Management Fees 01/22	\$ 5,122.09
Rizzetta & Company, Inc	003231	INV0000064736	General Management & Oversight 01/22	\$ 5,571.95
Rizzetta & Company, Inc	003237	INV0000064854	Annual Dissemination Services FY21/22	\$ 6,000.00
Rizzetta Amenity Services, Inc.	003214	INV00000000009406	Personnel 12/23/21	\$ 4,580.63
Solitude Lake Management	003238	PI-A00738606	Monthly Lake & Wetland Services 01/22	\$ 1,400.00
Speed Cleaning Services LLC	003225	007	Cleaning Services 12/21	\$ 625.00
Tampa Electric Company	003226	Summary Bill 12/21	Summary Bill 12/21	\$ 11,762.59
Terminix Processing Center	003215	415366470	Pest Control 12/21	<u>\$ 63.00</u>
<b>Report Total</b>				<b><u>\$ 58,427.59</u></b>

# **PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT**

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## **Operation and Maintenance Expenditures February 2022 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2022 through February 28, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$55,266.30**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	003261	42802	Monthly Pool Service 02/22	\$ 1,675.00
A&D Pool	003253	43119	Replaced 2 ADA Pool Lift Chairs 02/10/22	\$ 3,100.00
ABM Building Services, LLC	003239	16807459	A/C Maintenance Services 01/22	\$ 647.70
Blake Wanecski dba Poop 911	003250	5135672	9 Stations Emptied 01/22	\$ 237.90
BOCC	003245	6919533420 01/22	11796 Ekker Rd and Lift Station 01/22	\$ 184.06
Bright House Networks	202202-1	040845301012622	Clubhouse Phone/Internet/Cable 02/22	\$ 358.69
Carrie Jo Macsuga	003263	CM021022	Board of Supervisors Meeting 02/10/22	\$ 200.00
Clean Sweep Supply Co., Inc.	003244	2753	Janitorial Supplies 01/22	\$ 165.79
Daniel J Smith II	003266	DS011022	Board of Supervisors Meeting 02/10/22	\$ 200.00
DCSI, Inc.	003240	29330	Monitoring Services - Quarterly Invoice 01/22	\$ 74.97
Fitness Logic, Inc.	003241	105200	Quarterly Fitness Equip Maint 01/22	\$ 125.00
Florida Department of Revenue	003254	39-8015697991-3 01/22	Sales & Use Tax 01/22	\$ 3.49

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Kevin Travis	003269	KT021022	Board of Supervisors Meeting 02/10/22	\$ 200.00
Landscape Maintenance Professionals Inc	003262	165594	Landscape Maintenance 02/22	\$ 10,135.83
Landscape Maintenance Professionals Inc	003246	165750	Gold Mound - Duranta 01/22	\$ 42.00
Landscape Maintenance Professionals Inc	003255	165774	Irrigation Repairs 02/22	\$ 49.04
Landscape Maintenance Professionals Inc	003255	165786	Pest Control 01/22	\$ 175.00
Landscape Maintenance Professionals Inc	003255	165789	Irrigation Repairs 02/22	\$ 7.50
Nick Knows LLC	003247	INV22	Clubhouse Cleaning 01/22	\$ 500.00
Nick Knows LLC	003256	INV24	Scraping, Replacing, & Weatherstrip Sealing 02/22	\$ 585.00
Office Dynamics	003257	00034269	Books Copied and Bound 02/22	\$ 172.20
Republic Services #696	003243	0696-001000511	Disposal Service 02/22	\$ 169.00
Republic Services #696	003265	0696-001007718	Disposal Service 03/22	\$ 169.00
Rizzetta & Company, Inc	003242	INV0000065333	Personnel Reimbursement 01/22	\$ 4,273.04

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc	003242	INV0000065439	District Management Fees 02/22	\$ 5,122.09
Rizzetta & Company, Inc	003258	INV0000065631	General Management & Oversight/Personnel 02/22	\$ 5,477.59
Rizzetta & Company, Inc	003264	INV0000065935	Amenity - Cell & Auto 01/22	\$ 55.99
Rizzetta Amenity Services, Inc.	003251	INV00000000009431	Amenity - Cell & Auto 12/21	\$ 52.36
Solitude Lake Management	003267	PI-A00753101	Monthly Lake & Pond Services 02/22	\$ 1,442.00
Tampa Electric Company	003259	Summary Bill 01/22	Summary Bill 01/22	\$ 12,184.31
Terminix Processing Center	003268	11300541 22/23	Renewal - 02/01/22-02/28/23	\$ 415.00
Terminix Processing Center	003252	416402401	Pest Control 01/22	\$ 63.00
US Bank	003260	6404752	Trustee Fees Series 2018- 01/01/2022- 12/31/2022	\$ 7,003.75
Report Total				<hr/> <hr/> <hr/> \$ 55,266.30