

# PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

July 28, 2009 Minutes of Meeting

## *Minutes of the Regular Meeting*

The regular meeting of the Board of Supervisors for Panther Trace Community Development District was held on Tuesday, July 28, 2009, at 6:30 p.m. at the Panther Trace Clubhouse, located at 12515 Bramfield Avenue, Riverview, Florida 33579.

### 1. CALL TO ORDER/ROLL CALL

Mr. Lamb called the regular meeting of the Board of Supervisors of the Panther Trace Community Development District to order on Tuesday, July 28, 2009, at 6:45 p.m.

Board Members Present and Constituting a Quorum:

Donna Lee Burke	Chairman
Michael Staubitz	Supervisor
Kenneth Roberts	Supervisor

Staff Members Present:

Brian Lamb	District Manager, District Management Services, LLC
Tony Canorro	Assistant District Manager, District Management Services, LLC
Monica Vitale	Recreation Manager

### 2. PLEDGE OF ALLEGIANCE

Mr. Lamb led the Pledge of Allegiance.

### 3. BUSINESS ADMINISTRATION

#### A. Consideration of Minutes of Audit Committee Meeting on June 23, 2009 (Tab 1)

MOTION TO:	Approve the Minutes of the Audit Committee Meeting on June 23, 2009.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Staubitz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

#### B. Consideration of Minutes of Board of Supervisors' Meeting on June 23, 2009 (Tab 2)

MOTION TO:	Approve the Minutes of the Board of Supervisors Meeting on June 23, 2009.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Staubitz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

C. Consideration of Operation and Maintenance Expenditures July 2009 (Tab 3)

Items of discussion included:

- Cornerstone invoice from \$55 for irrigation repairs

MOTION TO:	Approve the Operation and Maintenance Expenditures for July.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Staubitz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

**4. AUDIENCE COMMENTS & SUPERVISOR REQUESTS**

Mr. Lamb stated that there were no members of the general audience present. He asked if there were any Supervisor requests.

Mr. Roberts asked questions regarding Roberts Rules related to the Chairman not making motions and seconding the motions. Ms. Burke stated that under Roberts Rules she can make a motion but chooses not to because it is in her best interest to not show a bias. She stated that when they have no reaction on something that should be placed at motion, she will step up to the plate and do what it whether or not she agrees with it or not in order to get the ball rolling. Ms. Burke stated that if the other Board members choose to not make a motion and they need a motion in order to move forward on the subject, she is going to make the motion. She stated that Roberts Rules do allow her to make a motion but it is in the best interest of the Board that she tries to avoid making motions.

There were no further Supervisor requests.

**5. STAFF REPORTS**

A. District Counsel

Not present.

B. District Engineer

Not present.

C. District Manager

1. Financial Statement May 31, 2009 (Tab 4)

Mr. Lamb presented the Financial Statements ending May 31, 2009.

2. Managers Report (4i)

Mr. Lamb presented the Manager's Report for the Board.

Mr. Canorro stated that he would like to discuss the FDOT traffic plan that he has shared with Ms. Burke at a later time.

Mr. Canorro stated that they bumped up the security patrol quite a bit due to the incidents in the clubhouse earlier this year with the same frequency/ random schedule and shorter hours.

Mr. Canorro stated the foam banding replacement at the US 301 entrance is still on hold. He also stated that due to the SWFWMD extension on the water restrictions, the interactive water feature at the pool will remain off. Mr. Canorro commended Ms. Vitale for the successful event she planned that was held this past Saturday. He stated an HOA event is coming up and he expects much positive feedback.

3. Recreation Facility Managers Report (Tab 4ii)

Ms. Vitale presented the Recreation Facility Managers report for the Board.

**6. BUSINESS ITEMS**

A. Public Hearing on Fiscal Year 2010 Budget (Tab 5)

MOTION TO:	Open Public Hearing on Fiscal Year 2010 Budget.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Staubit
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

Mr. Lamb stated there were no members of the audience present at this meeting. He presented the proposed Fiscal Year 2010 budget to the Board. Mr. Lamb reviewed the Operations and Debt Service budget with the Board. Mr. Canorro stated the Raymow Landscape & Maintenance vendor has an approaching raise of about \$14,000.00, which is automatically programmed into their contract. He stated miscellaneous line items were included in the budget in order to track this item a little more closely. Mr. Canorro stated that the Security Patrol and Clubhouse Staff line items, District Staff are looking for a maintenance man rather than a Security Patrol person while decreasing Sheriff's items. Mr. Canorro stated a new line item was created labeled "Pool Maintenance/ Other" which isolates the contract as well as all of the different pool closures so that the restroom repairs and shocking treatments can be tracked. He stated that Special Events did see a small decrease from \$12,000.00 to \$10,389.00.

B. Consideration of Resolution 2009-08, Adopting Fiscal Year 2010 Budget (Tab 6)

MOTION TO:	Approve Resolution 2009-08, Adopting Fiscal Year 2010 Budget.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Staubit
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

C. Consideration of Resolution 2009-09, Imposing Assessments

MOTION TO:	Approve Resolution 2009-09, Imposing Assessments.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Staubitz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

MOTION TO:	Close Public Hearing on Fiscal Year 2010 Budget.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Staubitz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

D. Presentation of Stroller Strides Request (Tab 7)

Mr. Lamb stated the Stroller Strides has requested a grand opening event to be held on September 8, 2009 from 9:00 a.m. until 11:00 a.m. next to the pool area. No Board action was taken at this time.

E. Presentation of Clean Playground Request (Tab 8)

Mr. Lamb stated that Marcus Roger of Clean Playground, Inc. would like to clean and sanitize the playground equipment at Panther Trace at no charge in order to utilize before and after pictures for his promotional and marketing materials. Mr. Roger has provided before pictures which show that the cleaning and sanitizing services would be beneficial to the District. In order for the District to be named as an additional insured on Clean Playground, Inc.'s liability insurance policy, there is a cost of \$106.10 that the District would incur. No Board action was taken.

F. Consideration of Resolution 2009-07, Setting the Fiscal Year 2010 Meeting Schedule (Tab 9)

MOTION TO:	Approve Resolution 2009-07, Setting the Fiscal Year 2010 Meeting Schedule for the 4 <sup>th</sup> Tuesday of the month (with the December meeting on the 3 <sup>rd</sup> Tuesday) at 6:30 p.m. at the Panther Trace Clubhouse located at 12515 Bramfield Avenue, Riverview, FL 33569.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Staubitz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

G. Discussion Regarding District Banking (Tab 10)

Mr. Lamb stated that there have been some issues surrounding the assumption of the District's revolving line of credit that has caused District Staff to revise the RFP criteria. He stated that the District Staff's intent is to present the Board with proposals for discussion at the August meeting. Mr. Lamb presented the RFP criteria to the Board.

H. General Matters of the District

There were no further general matters of the District presented.

**7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**

There were no Supervisor requests or audience comments.

**8. ADJOURNMENT**

MOTION TO:	Adjourn the regular Panther Trace Community Development District meeting.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Staubitz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

*\*These minutes were done in summary format.*

*\* Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

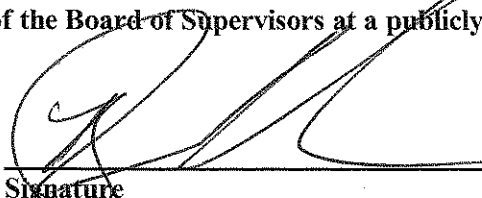
Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on August 26, 2009



Signature

Donna Lee Adams Burke

Printed Name



Signature

Brian Lamb

Printed Name

Title:

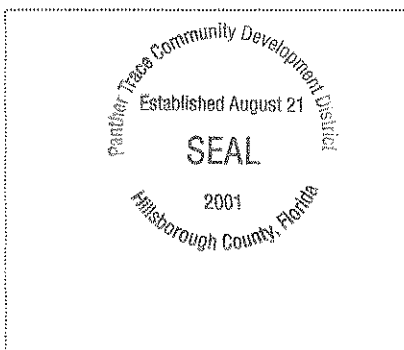
Chairman

Vice Chairman

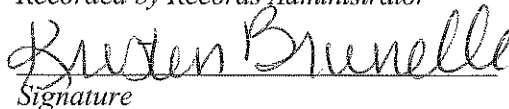
Title:

Secretary

Assistant Secretary



Recorded by Records Administrator



Signature

9-14-09  
Date