

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

November 24, 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, November 24, 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. Altman called the regular meeting of the Board of Supervisors of the Panther Trace Community Development District to order on Tuesday, November 24, 2009, at 6:30 p.m.

Board Members Present and Constituting a Quorum:

Donna Lee Burke	Chairman
Megan Jones	Vice Chairman
Michael Staubitz	Supervisor
Kenneth Roberts	Supervisor
Dennis Stevens	Supervisor

Staff Members Present:

Peter Altman	District Manager, District Management Services, LLC
Tony Canorro	Assistant District Manager, District Management Services, LLC
Monica Vitale	Recreation Manager

Audience Present:

Residents

2. PLEDGE OF ALLEGIANCE

Mr. Altman led the Board in reciting the Pledge of Allegiance.

3. BUSINESS ADMINISTRATION

- A. Consideration of Minutes of Board of Supervisors' Meeting on October 27, 2009 (Tab 1)

MOTION TO:	Approve the Minutes of the Board of Supervisors Meeting on October 27, 2009.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Stevens
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion passed unanimously

B. Consideration of Operation and Maintenance Expenditures November 2009 (Tab 2)

MOTION TO:	Approve the Operation and Maintenance Expenditures for November 2009.
MADE BY:	Supervisor Jones
SECONDED BY:	Supervisor Staubitz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion passed unanimously

4. STAFF REPORTS

A. District Counsel
Not present.

B. District Engineer
Not present.

C. District Manager
1. Recreation Facility Managers Report (Tab 4ii)

Ms. Vitale presented the Recreation Facility Managers report for the Board. Discussion ensued regarding ideas for the community newsletter and each Supervisor submitting a short article. It was determined that DMS will submit a version of the operations report as well as Remson Aquatics will submit their "From the Shed" newsletter to be included.

2. Managers Report (Tab 4i)

Mr. Canorro reviewed the Manager's Report for the Board. He reviewed the forecasted operation expenditures including repair of the bench legs in Huntington gazebo, painting of the Greystone gazebo, repairing the foam damage at clubhouse entry, and fence picket damage at the playground entry. Mr. Canorro stated that he will get all the safety hazards in the gazebo fixed immediately and have a full scale assessment done all the gazebos. Discussion ensued regarding the lava rocks around the community and the problems that they cause. Mr. Canorro stated that he will get a proposal to remove all lava rock and replace with mulch. He stated that at the next meeting, he will be presenting a year long annual forecast with the different rotations and options.

Mr. Canorro presented a slide show of pictures from the fall events in the community. He stated that if anyone else has pictures to add from the fall events, they can email them to him.

3. Financial Statements September 30, 2009 (Tab 3) and Fiscal Year 2010 Budget Review (Tab 4)

Mr. Altman and Mr. Canorro reviewed the Operational Cash Flow Analysis and the Financial Statements for the Board. Mr. Altman stated that they are continuing the work on the format of the financial statements to make them more user friendly. Ms. Burke stated that the financial statements are very hard to read as a non-accountant especially because the font is so small. Mr. Altman stated that the Fiscal Year 2010 Budget was included for the Boards reference.

5. SUPERVISOR REQUESTS

Mr. Canorro stated that Mr. Roberts sent him a letter with several requests that he in turn emailed to all of the Board members. He stated in response to the janitorial services issue, he has put together a janitorial scope of services that was included in the book for the Board's review. Ms. Burke stated that several of Mr. Roberts's points are on the agenda to be addressed and requested that they defer Supervisor Requests in order to address those items. Discussion ensued regarding the process taken to solicit proposals for various services and the level of quality of services provided by the current janitorial vendor. Ms. Burke requested clarification on how the Board members that requested that DMS solicit proposals for the various services required want the proposals presented to the Board and how the decision process will be handled. She stated that she also understood that Mr. Roberts's concern is more that the Board needs to set a limit as to amounts that can be paid to vendors without going through an informal bidding process. Ms. Burke stated that she understood that for any work over \$1,000 DMS was requesting more than one proposal for the services. Mr. Canorro stated that there is a resolution that outlines the spending authority of the District Manager. Ms. Burke stated that the cleaning contract was awarded at a Board meeting after looking at three or four proposals. She briefly reviewed the history of the cleaning vendors utilized for the District and the process taken to select the vendor. Ms. Burke stated that based on the comments made, she thinks that they are saying that they should let the rules stand that any recurring expenses/contracts with vendors under \$10,000 should be evaluated for cost benefits and solicit proposals if necessary in coordination with the Recreation Facility Manager. Mr. Altman stated that if all Board members agree, Ms. Vitale and Mr. Canorro can look at the vendor's proposals and information and bring the three most favorable vendors to the meeting to make a presentation. Ms. Burke stated that it is within the scope that Staff is able to make a decision without bringing the proposals before the Board unless there is a question. Ms. Burke asked for the Board's input on what they would like to set up for parameters for DMS to approve proposals. Ms. Burke requested that DMS clarify the amount of expense limit authorized and if there is no cap, then they need to place on the January agenda to set a maximum amount. She stated that until then, Staff needs to evaluate all the vendors including janitorial and pool services, for cost versus benefit to the residents to ensure that they are receiving the best services for the price. Mr. Canorro stated that he will clarify the spending authority prior to the next meeting. Ms. Burke stated that they should deal with the pool and janitorial contracts now and the other recurring contracts during February or March. Mr. Roberts stated that if a vendor quoted a lower price and Management thought they could provide better service to the District, he would like the vendor to come to a meeting and make a presentation so the Board could make the decision. Ms. Burke requested that it also be included in the Operation Reports.

Mr. Canorro stated that Mr. Roberts also requested that they talk about the Assistant Recreation Manager job description and wage breaks. He stated that the duties and qualifications can be found in the most recent Employee Policies that they have been working on. Ms. Burke requested that the policy be sent to all Board members so they can be considered in March as they go into policies review. Mr. Roberts indicated that he was willing to wait until the beginning of the year to review the staffing scenarios.

Mr. Stevens commented on the high number of signs throughout the community for no fishing, no parking, no trespassing, no swimming, etc. He stated that there are certain rules that should be enforced by the police department without all the signs unless they are looking to prosecute individuals that do not comply. Mr. Canorro stated that the no trespassing and no fishing signs at the ponds are a response to people trespassing, swimming, and fishing in the ponds which are District property. He stated that there is a Florida Administrative Code that requires them to have the signs every 500 feet to trespass anyone. Mr. Roberts requested that DMS contact Deputy Pulido to find out with the implementation of the signs, what the arrest and warning statistics have been.

Ms. Burke stated that they had to reduce the level of hours provided by Hillsborough County in order to make the budget work without increasing the assessments of the residents. She stated that as they have DMS evaluate all recurring vendor relationships, they may need to look at that relationship as well to determine if the cost matches the benefit. Mr. Canorro stated that they can bring the Board information about the different products available from private security agencies in the way of pattern analysis and the reporting. Ms. Burke also requested statistics from Deputy Pulido supporting the need for all the signs.

Mr. Canorro stated that there is also a request for a discussion of the newsletter advertising policy. Ms. Vitale stated that St. Pete Times handles their advertising so the Districts policies are in line with the St. Pete Times advertising policies. Mr. Roberts asked why the CDD as a government agency is advertising for the community yard sale which is sponsored by the HOA. Ms. Jones stated that there were two instances of where they advertised the community yard sale with the St. Pete Times and because of their partnership they paid a reduced nominal fee. She stated that they classified it as a community event. Ms. Jones stated that they have done away with the advertising for the recent yard sales and have noticed it on the marquee and the various free websites throughout the Tampa Bay area.

6. BUSINESS ITEMS

A. Discussion of Pool Facility Restoration

Mr. Canorro stated Lance Wood with Pool Time was in attendance at the last meeting to discuss the storage system. He stated that in doing research, he found that most of the pools that are 80,000 gallons or more (the District's pool is 125,000 gallons), have an automatic chemical control to automatically introduce the chemicals on a schedule. Discussion ensued regarding the frequency of service they are currently receiving and what is necessary to keep the pool to standards. Mr. Canorro stated that they do have pool monitors and Ms. Vitale is a certified pool operator. He stated that they have a \$5,000 allowance for Pool Maintenance Other in the budget. Mr. Canorro reviewed the costs provided by Mr. Wood for the upgrades and repair costs. After a discussion, it was determined that they would table the consideration of all pool upgrades to the February meeting and synchronize with the pool vendor assessment.

B. Review of Janitorial Scope of Services (Tab 5)

Discussed during Supervisor requests.

C. Update on District Auto Insurance (Tab 6)

Discussion ensued regarding the auto insurance savings.

D. Consideration of Church Group Repeat Reservation Request (Tab 7)

Mr. Canorro stated that they received a request to reserve the clubhouse on a recurring basis for Sundays from 9:00 a.m. to 3:00 p.m. for church meetings. He stated that the request for a one year period. Ms. Jones stated that her understanding is that the church group has utilized the clubhouse previously and it was her understanding that their duration did not extend into the afternoon time frame so they could still allow for afternoon rentals. She stated that her concern is that if a resident would like to hold a baby shower, birthday party, etc. on a Sunday they would not be able to. Ms. Jones stated that she would prefer to default to the way they did it in the recent past. Ms. Vitale stated that they reserve the clubhouse in six hour increments (10:00 a.m. to 4:00 p.m. and 5:00 p.m. to 11:00 p.m.).

Ms. Burke stated that they have had other recurring reservations similar to this request and that any time a resident requested to use the clubhouse for that time frame, it took priority. She stated that would have to continue in order for her to agree to this recurring reservation request. Ms. Burke stated that they have a lot of resident feedback about the previous recurring reservation in regards to parking issues, traffic issues, overflow parking, etc. She stated that as that group grew and flourished, the problems associated with it grew as well. Ruth Serrano, the church's representative, stated that the group had 80 people and if it grew, they would move to a larger location. Mr. Roberts asked Ms. Serrano how many of the congregation were residents of the community. Ms. Serrano stated that there were two families from the community in the congregation. Discussion ensued regarding how far ahead Ms. Vitale reserved the clubhouse for. Mr. Roberts stated that they may need to look at putting a policy into place that they can't reserve the clubhouse more than two or three months in advance. Ms. Burke stated that residents utilize the clubhouse for wedding receptions and need to be able to book it more than two or three months in advance. Mr. Altman stated that another concern is that if they have a Saturday evening event it will require an inspection and cleaning. He stated that the wear and tear on the room between the utilities and cleaning services exceed the \$50 rental fee. Ms. Burke stated that the rental rate for residents is not set up for recurring events but for special events. Mr. Altman stated that the agreement states for "private resident use" and there is a distinction between that and a public event fee structure. Ms. Serrano asked if the time period of 9:00 a.m. to 1:00 p.m. would be better. Discussion ensued. The Board directed Ms. Vitale and Mr. Canorro to work with Ms. Serrano to determine the resident to non-resident ratio in order to determine appropriate fees and allow the group to reserve the clubhouse through the end of year. It was determined that the rental falls in the category IV of the fee schedule for repeat use. Ms. Burke stated that she wants a stipulation that if a resident, up to one week prior to the reservation, requests that date and time, the resident takes priority.

7. ADJOURNMENT

MOTION TO:	Adjourn the regular Panther Trace Community Development District meeting.
MADE BY:	Supervisor Stevens
SECONDED BY:	Supervisor Jones
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - 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 January 26, 2010



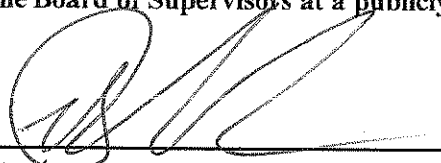
Signature

Donna Lee Adams Burk

Printed Name

Title:

- Chairman
- Vice Chairman



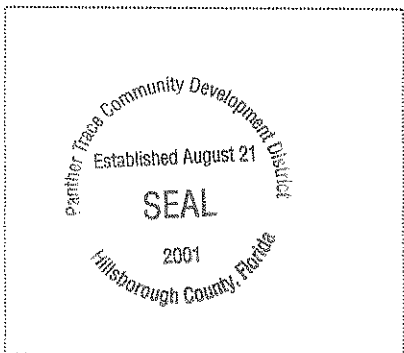
Signature

Brian Lamb

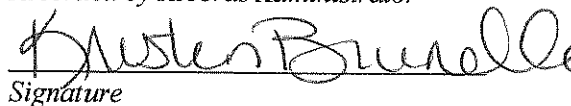
Printed Name

Title:

- Secretary
- Assistant Secretary



Recorded by Records Administrator



Signature

01/29/10

Date