

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

January 26, 2010 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, January 26, 2010 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, January 26, 2010 at 6:30 p.m.

Board Members Present and Constituting a Quorum:

| | |
|------------------|------------|
| Donna Lee Burke | Chairman |
| Michael Staubitz | Supervisor |
| Kenneth Roberts | Supervisor |
| Dennis Stevens | 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 |

Audience Present:

Residents

2. PLEDGE OF ALLEGIANCE

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

3. BUSINESS ADMINISTRATION

A. Consideration of Minutes of Board of Supervisors' Meeting on November 2, 2009 (Tab 1)

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| MOTION TO: | Approve the Minutes of the Board of Supervisors Meeting on November 24, 2009. |
| MADE BY: | Supervisor Staubitz |
| SECONDED BY: | Supervisor Stevens |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 4/0 - Motion passed unanimously (0:01:36) |

49 B. Consideration of Operation and Maintenance Expenditures December 2009 (Tab 2) and
50 January 2010 (Tab 3)
51

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| MOTION TO: | Approve the Operation and Maintenance Expenditures for December 2009 and January 2010. |
| MADE BY: | Supervisor Jones |
| SECONDED BY: | Supervisor Staubitz |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED 5/0 - Motion passed unanimously (0:02:34) |

59
60 D. Review of Financial Statements, November 30, 2009 (Tab 4)
61

62 Mr. Lamb informed the Board there are some items that will be discussed for Fiscal Year 2010 and
63 possible positive news with respect to forecasts/predictions for fund accounting towards the end of Fiscal
64 Year 2009.
65

66 **4. STAFF REPORTS**

67 A. District Counsel
68 Not present.
69

70 B. District Engineer
71 Not present.
72

73 Mr. Lamb informed the Board that District Counsel and District Engineer are not present due to lack of
74 business items to discuss and if the Board had any issues for District Counsel or District Engineer to
75 forward their inquiries to DMS and they would invite them to attend the Board meetings as needed.
76

77 Ms. Burke questioned the expenditure to the District Engineer for SWFWMD annual services. Mr.
78 Canorro clarified the expenditure is for the District Engineer compiling an inspection report which is
79 required every 18 months. Mr. Canorro stated he will send a copy of the report to the Board members for
80 their review.
81

82 C. District Manager
83 1. Operations Report (Tab 5)
84

85 Mr. Lamb reviewed the Manager's Report as outlined for landscaping, waterways, FDOT coordination,
86 hardscape and maintenance items and security. Mr. Lamb informed the Board that DMS has been
87 working with OLM and Raymow on a landscape inspection regarding the damages incurred to the District
88 common areas as a result of the frost. He stated that DMS, Raymow and OLM will be identifying the
89 budget needs and establishing a plan to revitalize the landscape that was damaged. Mr. Canorro
90 reiterated that OLM recommends to not cut back any frost damaged materials because there maybe
91 another frost.
92

93 Mr. Lamb updated the Board regarding the FDOT coordination. He stated they have not forgotten about
94 the hole that exists due to an oak tree that used to be present. Mr. Lamb stated the timeline from the
95 FDOT is within a couple of weeks.

96 2. Recreation Facility Manager's Report (Tab 5i)
97

98 Ms. Vitale reviewed the Facilities Manager's Report to the Board. She thanked the Board for their
99 contributions to the newsletter and stating she is seeking additional articles for the next newsletter.
100

101 3. Grant Employment Opportunity (Tab 5 ii)
102

103 Mr. Lamb informed the Board of the Florida Back to Work Program. He stated the Florida Back to Work
104 Program is a work initiative program that was announced December 17, 2009 as part of the economic
105 recovery efforts that has been placed on a very fast track in order to fuel the struggling economy. Mr.
106 Lamb stated for that reason Mr. Lamb was unable to advise the Board of his action on behalf of the
107 District to request the benefits offered. Mr. Lamb informed the Board that he has submitted an
108 application on behalf of Panther Trace for two positions; Community Attendant and General
109 Maintenance. He informed the Board the term of employment would be from March 1, 2010 through
110 September 1, 2010 and the District is not obligated to retain the employees beyond that point. Mr. Lamb
111 stated the cost to the District for over \$46,000 worth of payroll will equate to a contribution of
112 approximately \$1,680 for a six month period. Mr. Lamb informed the Board the Community Attendant
113 position could be tasked with the development of organizing youth activities and additional supervision
114 during the summer break and the General Maintenance position could allow the District to identify some
115 of the extra efforts in the area of general repairs and maintenance throughout the District. Mr. Lamb
116 distributed a copy of the Florida Back to Work Program overview and informed the Board it would be
117 posted on the website for review. Discussion ensued regarding the utilization of the positions and the
118 criteria of the eligibility of the employees. Mr. Lamb recommended to the Board to proceed with the
119 request and approve the matching funds as outlined.
120

121 MOTION TO: Approve and ratify the action of the District Manager to
122 proceed with the application process for the Florida Back
123 to Work Program.
124 MADE BY: Supervisor Roberts
125 SECONDED BY: Supervisor Staubitz
126 DISCUSSION: None further
127 RESULT: Called to Vote: Motion PASSED
128 4/0 - Motion passed unanimously (0: 18:38)

129
130 MOTION TO: Authorize the District Manager and Chairman to enter into
131 an agreement for the Florida Back to Work Program for
132 subsidized labor application with an approximate expense
133 of \$1,680 for term (March 1 through September 1, 2010).
134 MADE BY: Supervisor Roberts
135 SECONDED BY: Supervisor Staubitz
136 DISCUSSION: None further
137 RESULT: Called to Vote: Motion PASSED
138 4/0 - Motion passed unanimously (0:19:42)

141 **5. AUDIENCE COMMENTS & SUPERVISORS REQUESTS**

142 There were no audience comments or Supervisor requests.

143

144 **6. BUSINESS ITEMS:**

145 A. Discussion of Capital Reserve Analysis Proposal (Tab 6)

146

147 Mr. Canorro reviewed the Precision 20/20 Full Study Proposal for the District in an effort to schedule a
148 program forecast to aid in the budget process. Mr. Lamb pointed out to the Board they are not required
149 set up a reserve; it's a policy decision and option the Board can utilize. Mr. Lamb stated there are other
150 options available to the Board such as planning for financing mechanisms to identify peak needs and issue
151 bonds or another type of tax exempt instrument to finance any endeavors the Board identifies.

152

153 The Board questioned the administrative cost for the reserve analysis. Mr. Canorro clarified the cost is
154 approximately \$4,500 to engage the firm to do the reserve analysis and the retainer amount is \$2,300.
155 Discussion ensued regarding components of the proposal and saving money in other areas to
156 accommodate the expenditure for reserve study.

157

| | | |
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| 158 | MOTION TO: | Authorize DMS to engage a firm to conduct a reserve |
| 159 | | analysis as presented not to exceed \$4,500. |
| 160 | MADE BY: | Supervisor Roberts |
| 161 | SECONDED BY: | Supervisor Staubitz |
| 162 | DISCUSSION: | Directed DMS to check price provided with two |
| 163 | | competing firms. |
| 164 | RESULT: | Called to Vote: Motion PASSED |
| 165 | | 4/0 - Motion passed unanimously (0:30:30) |

166

167 B. Results of Pool Maintenance Request for Proposals (Tab 7)

168

169 Mr. Canorro addressed the Board regarding the pool maintenance Request for Proposals (RFP). He stated
170 that Management received multiple proposals and elected to re-engage Pool Time for \$780 per month
171 from December to February and \$900 per month from March to November and stated the District will
172 realize \$2,160 cost savings for the year. Discussion ensued regarding the other proposals with respect to
173 maintenance services. Mr. Canorro stated they will bring new the maintenance agreement to the Board
174 for ratification at the next meeting.

175

176 C. Results of Janitorial Services Request for Proposals (Tab 8)

177

178 Mr. Canorro addressed the Board regarding the janitorial RFP stating all the proposers provided bids that
179 met the specifications of the cleaning requirements. He stated that based on the District's satisfaction
180 with the current vendor, the competitive price and the Board's guidance to select vendors in the best
181 interests of the District, Management elected to continue service with Suzanna Kimball. Discussion
182 ensued regarding the other proposals with respect to janitorial services. Mr. Canorro stated they will
183 bring the new janitorial agreement to the Board for ratification at the next meeting.

184

185

186

187

188 D. Consideration of Resolution 2010-01, Authorized Spending (Tab 9)

189
190 Mr. Lamb stated Resolution 2010-01 authorizes the disbursement of funds for payment of certain
191 continuing expenses without prior approval of the Board of Supervisor; authorizes the disbursement of
192 funds for payment of certain non-continuing expenses without prior approval of the Board of Supervisors;
193 and providing for a monetary threshold.
194

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| 195 | MOTION TO: | Approve Resolution 2010-01, Authorized Spending. |
| 196 | MADE BY: | Supervisor Roberts |
| 197 | SECONDED BY: | Supervisor Stevens |
| 198 | DISCUSSION: | None further |
| 199 | RESULT: | Called to Vote: Motion PASSED |
| 200 | | 4/0 - Motion passed unanimously (0:41:09) |

201
202 E. Discussion of Security Services (Tab 10)

203
204 The issue of security services was tabled due to a lack of information. It was suggested for Mr. Canorro
205 to talk to each Board member to get their thoughts on revising the security program. Discussion ensued
206 regarding the report form being utilized by the current security personnel. It was suggested for Mr.
207 Canorro to speak with Deputy Pulido about using a new form. It was the consensus of the Board to
208 continue this discussion at the March Board meeting while going through the budgeting process.
209

210 F. Discussion of Aquatics Maintenance Services (Tab 11)

211
212 Mr. Lamb stated that Management is in the process of conducting a price check for aquatics maintenance
213 services throughout the District. Mr. Lamb stated there is a special project with respect to the ditch; when
214 they come in and “bush hog” it and they do this twice. Mr. Lamb will make sure this is standardized and
215 when it will occur so they can translate this to some of the residents that live adjacent so they’ll know
216 exactly when the schedule will take place. Mr. Canorro reiterated that based on the bid proposals the
217 District can hopefully to see a cost savings of 10% to 15%.
218

219 G. Discussion of Employee Policies (Tab 12)

220
221 Mr. Canorro stated that Management and the Receptions Facilities Manager have continued to modify
222 the employee policies of the District in advance of their final review March. Mr. Lamb stated he will
223 have the policy reviewed by District Counsel. He would also like to add issues created by site staff and
224 asked the Board if they had any additions to the policy to please forward to DMS.
225

226 Chairman Burke noted that there were instances in the policies that referenced the Panther Trace Civic
227 Association and that the Civic Association no longer exists. Mr. Canorro stated that he would correct
228 those sections.
229

230 **7. AUDIENCE COMMENTS & SUPERVISOR REQUESTS:**

231 Ms. Burke requested to find new ways to make the Board more accessible to the residents. She suggested
232 exploring video streaming or a webcast of the meetings on the website. Mr. Lamb informed the Board
233 that DMS is working on the tracking of tasks for residential services so the Board will be able to receive a

234 monthly report. Mr. Canorro stated he will contact MHD to do a maintenance ticket log of websites like
235 Longleaf.

236
237 Brian Sudak suggested that Supervisors should solicit community for suggestions in the newsletter.
238

239 **8. ADJOURNMENT**
240

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| 241 | MOTION TO: | Adjourn the regular Panther Trace Community |
| 242 | | Development District meeting. |
| 243 | MADE BY: | Supervisor Roberts |
| 244 | SECONDED BY: | Supervisor Stevens |
| 245 | DISCUSSION: | None further |
| 246 | RESULT: | Called to Vote: Motion PASSED |
| 247 | | 5/0 - Motion passed unanimously |

248
249 **These minutes were done in summary format.*

250 ** Each person who decides to appeal any decision made by the Board with respect to any matter*
251 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
252 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

253 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
254 **meeting held on _____.**

255
256 _____
257 **Signature**

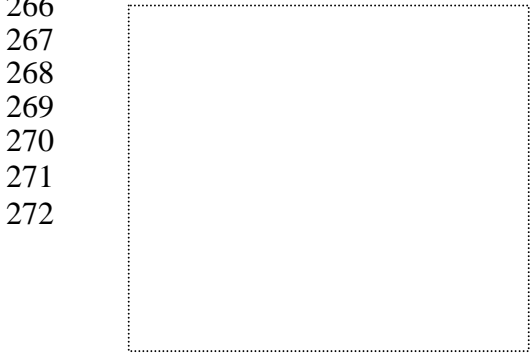
256 _____
257 **Signature**

258
259 _____
260 **Printed Name**

258
259 _____
260 **Printed Name**

261
262 **Title:**
263 **Chairman**
264 **Vice Chairman**

261
262 **Title:**
263 **Secretary**
264 **Assistant Secretary**



Recorded by Records Administrator

Signature

Date