

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

February 23, 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, February 23, 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, February 23, 2010 at 6:30 p.m.

Board Members Present and Constituting a Quorum:

Donna Lee Burke	Chairman
Megan Jones	Vice-Chairman
Michael Staubitz	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

Live Video Broadcast

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 January 26, 2010 (Tab 1)

MOTION TO:	Approve the Minutes of the Board of Supervisors Meeting on January 26, 2010.
MADE BY:	Supervisor Staubitz
SECONDED BY:	Supervisor Stevens
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously (0:02:56)

B. Consideration of Operation and Maintenance Expenditures February 2010 (Tab 2)

The Board reviewed the operations and maintenance expenditures for February 2010. Mr. Lamb noted the total expenditures to be \$61,323.64. Mr. Canorro noted the janitorial services invoice reflect the previous fee structure.

MOTION TO:	Approve the Operation and Maintenance Expenditures for February 2010.
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MADE BY:	Supervisor Stevens
SECONDED BY:	Supervisor Jones
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously (0:04:19)

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D. Review of Financial Statements, November 30, 2009 (Tab 4)
The Board reviewed the financial statements for November 30, 2009. Mr. Lamb noted the District has received the majority of its operations & maintenance assessments from the tax roll. The annual budget of \$730,589; the current period actual \$647,769; budget to actual variance \$82,820 and budget percent remaining 11.33%. Mr. Lamb also reviewed the District's projected funds needs, revenue stream and variance revenues to expenses.

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MOTION TO:	Accept the Financial Statement for November 30, 2009.
MADE BY:	Supervisor Jones
SECONDED BY:	Supervisor Staubitz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously (0:08:14)

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4. STAFF REPORTS

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A. District Counsel
Not present.

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B. District Engineer
Not present.

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C. District Manager

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1. Operations Report (Tab 5)

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Mr. Canorro highlighted the following from his presentation:

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- Raymow passed their most recent inspection with a 93% score.
- Raymow and Management are currently resolving a power outage affecting a clock at the US 301 Entry of Panther Trace
- Raymow has removed all infected pine trees
- All Lava rock has been removed from District common areas
- Management is re-bidding out the restoration of the US-301 Entry Monuments for work to begin immediately following the FDOT's construction work that began February 22nd.
- FDOT will begin switching the signalization on February 22.
- FDOT will begin milling and resurfacing the turn lanes during night-time hours on February 24th.
- The nose of the median will be pulled back approximately 4 feet.

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90 Mr. Canorro reiterated the FDOT should be completed by the end of March. The question of the FDOT
91 putting in a bus stop was raised. DMS will be responsible for following-up to see if the FDOT is going
92 forth with the installation of a bus stop.

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94 2. Recreation Facility Manager's Report (Tab 4i)

- 95 • The Board reviewed the Recreation Manager's report submitted by Ms. Vitale which highlighted:
- 96 • I will be working with DMS to hire our seasonal employees for the spring and summer
- 97 • We have several activities and community groups utilizing the clubhouse in the evening during
- 98 the week.
- 99 • We are utilizing the new fee schedule for the activities and new classes
- 100 • General maintenance will continue throughout the community
- 101 • Our next scheduled event is on April 3rd. It is the Spring Egg Hunt
- 102 • Reservations continue to increase. The approximate revenue for February is \$500.
- 103 • *(the complete Manager's report can be found under Tab 4i of the meeting book)*

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105 Ms. Jones stated she would like to do a presentation on 'What to do in Automobile Accident'. *(The rest*
106 *of Ms. Vitale's comments were inaudible).*

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108 3. Grant Employment Opportunity (Tab 4 ii)

109 Mr. Lamb updated the Board regarding the Grant Employment Opportunity. Mr. Lamb stated, we have
110 not had confirmation from Hillsborough County as of yet but when that does come through typically they
111 will provide us with a listing of individuals who qualify for the program. The job descriptions have been
112 posted with the workforce board and I think we will be getting some good candidates to choose from.

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114 **5. AUDIENCE COMMENTS & SUPERVISORS REQUESTS:**

115 Ms. Burke stated I received a telephone call from Maurice Pelaez, the Chairman for Panther Trace II. He
116 asks that I send his regards to the Board and the Community. They have a broker event that will be taking
117 place on March 11th, 2010. They will also be hosting a spring event that will be hosted by Phase II.

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119 Mr. Stevens noted on the Raymow efficiency report it is at 93%; I noticed they not been doing any edge
120 trimming near the fence and we have some houses that are vacant and its beginning to look a little "ratty".
121 Mr. Canorro will be responsible for contacting Raymow regarding trimming around the fence.

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123 It was questioned if Ms. Vitale keeps a monitoring sheet of how many people are in attendance at the
124 various community events. Ms. Vitale stated, it depends on the event, with children's events there tends
125 to be a much higher turnout; the Field Day event grew by 300% and the Christmas event grew by 25%

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127 **6. BUSINESS ITEMS:**

128 A. Ratification of Revised Janitorial and Pool Maintenance Contracts (Tab 5)

- 129 1. Janitorial Services Contract (5i)
- 130 2. Maintenance Contract (5ii)

131 The Board reviewed the new janitorial contract submitted by Suzanna Kimball, Cleaning Specialist and
132 the pool contract submitted by Pool Time. Mr. Canorro informed the Board the vendors (janitorial and
133 pool) are operating at a new rate. Per Mr. Canorro's memo re: ratification of pool and janitorial services
134 contract. The new janitorial contract represents an annual savings of \$2,600. The new pool maintenance
135 contract represents an annual savings of \$2,160. Management recommends ratification of the janitorial
136 and pool contracts. Discussion ensued regarding the parameters/terms of the contracts.

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MOTION TO:	Ratify the janitorial and pool contracts.
MADE BY:	Supervisor Stevens
SECONDED BY:	Supervisor Jones
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously (0:33:10)

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B. Review of Aquatics and Wetland Maintenance RFT (Tab 6)

The Board reviewed the memo and presentation prepared by Mr. Canorro regarding District Aquatics Management. Mr. Canorro informed the Board that management bid out the aquatics maintenance for the District. Mr. Canorro bid out an expansion of the scope of services with the idea we can negotiate back some of the services there are not being performed currently. Mr. Canorro developed a scope of service that included the pool maintenance of the two wetland ditches as well semi annual culvert maintenance on two SWFWMD controlled ditches that run through the District. He also mentioned that pond #5 was not receiving the same level of maintenance as the other ponds and this was included in the scope of service for routine maintenance. Mr. Canorro reviewed the bids submitted which are as follows:

Current Service Levels			
Vendor		Pond Maintenance (less #5) and Ditch Maintenance	
Remson Aquatics		\$15,135	
Submitted Proposals			
Vendor	Pond Maintenance	Ditch & Buffer Maintenance	Annual Total
Remson Aquatics	\$12,300	\$5,790	\$18, 090
Lakemasters	\$13,200	\$6,000	\$19,200
Entrix	\$27,900	\$4,400	\$32,300
Cornerstone	Included	Included	\$32,200 1 st yr.
Cornerstone	Included	Included	\$19,000 2 nd yr.
Budget		Waterway Management System Maintenance	
		\$16,770	

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Mr. Lamb stated management recommends that that Board allow us either to work with the low bidders in an effort to identify areas of “over-maintenance” in the proposed scope of service in order to bring the proposed pricing within budget or to increase the FY 2011 budget allotment to accommodate the enhanced scope of services used in this request for proposals. It was questioned how much was spent for ditch maintenance last year. Mr. Canorro responded \$3,400.

It was recommended that Mr. Canorro have a finalized scope of services for the pond and ditch maintenance by the beginning of the budget season (beginning of April or May). Discussion ensued regarding the current services being provided for the ditch and pond maintenance and revisions/amendments to the new scope of services required by the District. Mr. Lamb informed the Board as a condition of the water management permit we are required to keep the system in working order and to monitor and maintain evasive species. Mr. Canorro will be responsible for forwarding a summary of the scope of services for the pond and ditch maintenance to the Board for their review. Mr. Lamb will be responsible for informing the Board of the outcome of the contract negotiation for pond and ditch maintenance.

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MOTION TO:	Authorize District Management and the Chairman to negotiate the contract for pond and ditch maintenance with the vendor NTE \$18,090.
MADE BY:	Supervisor Stevens
SECONDED BY:	Supervisor Staubitz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously (0:47:45)

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C. Update on Employee Policy Revision (Tab 7)

The Board reviewed the update on employee policy revisions. Mr. Canorro informed the Board the only change with the policy is he included a section for “code of conduct”. Mr. Canorro will be responsible for forwarding a copy of the “code of conduct” to the Board for their review. Mr. Canorro will have a finalized version of the employee policy revisions in March for the Board to approve. The Board will be responsible for reviewing the employee policy revisions and submitting their suggestions to Mr. Canorro prior to the next Board meeting.

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D. Discussion of Amenity Lighting Upgrades and Repairs (Tab 8)

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The Board reviewed the memo submitted by Mr. Canorro regarding renovation and repair of amenity lighting which stated; recent inspection has revealed that numerous amenity lights are in need of repair or upgrade around the clubhouse. There are two sets of proposals solicited by District Management for the repair of “well lights”, pole lights, multiple lamps and bulbs and two sets of ballasts and fixtures. The FY 2010 budget line item for decorative light maintenance is \$3,000 and would not be sufficient to cover the entirety of these proposals. While it is possible to utilize other line items, District Management recommends that the Board discuss these options and prioritize these repairs in comparison to other projects currently underway or forecasted. Ms. Burke questioned, “don’t we have \$15,000 budgeted for other repairs and can we allocate some of those funds”? Mr. Lamb responded there are a couple of different ways we can approach this issue. Some of the repairs are specific to the amenity facility and others are more specific to the entry wall there are a couple of different categories that would apply for this expenditure. What we would ask is a separation of those areas so we could accurately report those line items in the budget. As it relates to the clubhouse facility we do have \$13,000 in that budget which we would have to take a look at because it might not be a condition of policy with kiddy play area. Discussion ensued regarding various line items that could be utilized to encompass the expense and the proposals submitted for the amenity lighting upgrades and repairs.

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MOTION TO:	Authorize District Management to enter into a contract with the most favorable vendor NTE \$5,580 and for District Management to allocate a line item in the budget.
MADE BY:	Supervisor Staubitz
SECONDED BY:	Supervisor Jones
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously (0:55:58)

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218 **7. AUDIENCE COMMENTS & SUPERVISORY REQUESTS**

219 Mr. Stevens made a comment regarding the trespassing signs posted by security. Ms. Burke responded
220 we were working on the specifics for your signs the deputies were directed to use the more complex
221 reporting, the one that Tony had developed and presentation is scheduled for the March meeting. Mr.
222 Stevens questioned the conviction rates. Mr. Canorro responded there have been no stats provided to
223 date, having gone back through we have no arrests for trespassing in the last 90 days. Mr. Canorro stated
224 when we put up those signs, the guidance that we received was the signs were to be every 500 feet; your
225 point is well taken Mr. Staubitz, if we are not going to cite people or arrest people what is the purpose of
226 the signs. We will continue to speak with Deputy Pulido.

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228 **8. ADJOURNMENT:**

230	MOTION TO:	Adjourn the Board of Supervisors meeting for February
231		23, 2010.
232	MADE BY:	Supervisor Burke
233	SECONDED BY:	Supervisor Steven
234	DISCUSSION:	None further
235	RESULT:	Called to Vote: Motion PASSED
236		4/0 - Motion passed unanimously (1:02:10)

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

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

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

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246 **Signature**

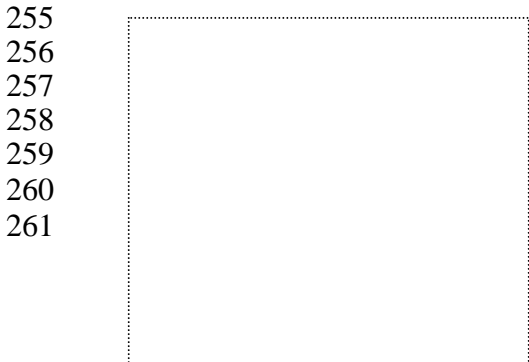
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246 **Signature**

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251 **Title:**
252 **Chairman**
253 **Vice Chairman**

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251 **Title:**
252 **Secretary**
253 **Assistant Secretary**



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255 *Recorded by Records Administrator*

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257 _____
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