

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

March 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, March 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, March 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
Monica Vitale	Recreation Manager

AUDIENCE MEMBERS:

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 February 23, 2010 (Tab 1)
Correction to line # 105 Ms. Jones stated she would like to do an *article* on "What to do in automobile accident".
Correction to line # 225 point is well taken Mr. *Stevens*...

MOTION TO:	Approve the Minutes of the Board of Supervisors Meeting on February 23, 2010 as amended.
MADE BY:	Supervisor Jones
SECONDED BY:	Supervisor Stevens
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously (0:02:45)

- B. Consideration of Operation and Maintenance Expenditures February 2010 (Tab 2)
Mr. Lamb noted the total of the expenditures for the month of February 2010 being \$27,490.23. The Wilson Miller invoice was questioned. Mr. Lamb will be responsible for investigating the Wilson Miller invoice and bringing his findings to the next Board meeting.

48	MOTION TO:	Approve the Operation and Maintenance Expenditures for
49		March 2010 with the exception of WilsonMiller.
50	MADE BY:	Supervisor Stevens
51	SECONDED BY:	Supervisor Staubitz
52	DISCUSSION:	None further
53	RESULT:	Called to Vote: Motion PASSED
54		4/0 - Motion passed unanimously (0:07:53)

55
56 C. Review of Financial Statements, January 31, 2010 (Tab 3)

57 Mr. Lamb noted the District has collected \$664,185 and put \$730,589 on the tax roll. Mr. Lamb noted the
58 District is in good shape with respect to revenues. Mr. Lamb stated the Board will need to possibly
59 cancel its line of credit with Sun Trust. Mr. Lamb also noted that operations are performing well but there
60 are several items that would need to be addressed with respect to the reallocation of funds based on the
61 Board's determination in reviewing the budget this spring. Discussion ensued regarding the annual fee for
62 the line of credit with Sun Trust. Ms. Burke wanted to know if the cost outweighed the benefit with
63 respect to maintaining the line of credit with Sun Trust. Mr. Lamb will be responsible for investigating
64 the Sun Trust account and bringing his findings to the next Board meeting. The line items for
65 miscellaneous landscape and clubhouse maintenance were questioned with respect to itemization. Mr.
66 Lamb will be responsible for compiling an itemization of the miscellaneous landscape and clubhouse
67 maintenance expenditures and e-mailing his findings to the Board members prior to the next meeting.

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69 **4. STAFF REPORTS**

70 C. District Counsel

71 Not present.

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73 D. District Engineer

74 Not present.

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76 E. District Manager

77 1. Operations Report (Tab 4)

78 The Board reviewed the Manager's Report for March 2010. Mr. Lamb highlighted the following:

79 **Landscaping:** Raymow and OLM conducted their monthly landscape inspection on February 25, 2010.

80 **Waterways:** Waterway maintenance is ongoing as scheduled. Mr. Lamb noted he is looking to ratify the
81 contract tonight.

82 **FDOT Coordination:** The FDOT continues to improve the 301 entrance

83 Maintenance Items: Management has re-solicited proposals for the US 301 entry monuments on the
84 assumption that the FDOT will complete their work at the entry close to schedule. Raymow has restored
85 the fence that was vandalized in the vicinity of Adventure Drive. Management has coordinated with the
86 District's Recreation Center Manager for the repair of the tennis court shade structure, multi-purpose field
87 benches and dumpster enclosure. Within the next month, all District amenity lighting will begin to be
88 repaired as directed by the Board at the last meeting.

89 **Security:** Off Duty Sheriff Patrols are ongoing and are three hours in duration, randomly scheduled. The
90 Deputies have started to utilize the new report form that requires them to note and categorize all contact
91 with individuals by sector throughout the community. After a full month of this statistical reporting,
92 Management will present the Board with a pattern analysis by which the Security patrols can be modified
93 to meet the documented threats/needs.
94

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

96 The Board reviewed the Recreation Facilities Manager's Report as submitted by Monica Vitale. Ms.
97 Vitale expressed concern regarding the kids climbing over the fence to get to the playground and stated
98 the fence needed to be built a little higher to deter the kids from climbing over and suggested keeping the
99 gate closed and the for the kids wanting to utilize the park to use their access gate card key for entry to the
100 park. Mr. Burke made the recommendation to keep the fence closed and for the kids to utilize their
101 access gate card key for entry to the park in an effort to protect the kids from any potential harm.

102
103 a. Discussion of Upcoming Events and Clubhouse Calendar

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105 3. Grant Employment Opportunity (Tab 4 ii)

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107 4. AUDIENCE COMMENTS & SUPERVISORS REQUESTS:

108 None at this time

109
110 5. BUSINESS ITEMS:

111 A. Discussion of 2010 Election Process (Tab 5)

112 Mr. Lamb reviewed the election process and noted that two seats are up for election, seats #4 and #5
113 (Donna Lee Burke and Megan Jones). Mr. Lamb informed the Board that an advertisement will need to
114 run to inform the community and that a link will be provided on the community site for
115 <http://votehillsborough.org/> and District Management will post the necessary documents for the CDD.
116 Ms. Burke noted the last time the District went through the election process the information was posted
117 on the community bulletin board, community website and community newsletter and requested the same
118 is done for this election process. Mr. Lamb will be responsible for ensuring the election notification is
119 posted on the community bulletin board, community website and community newsletter.

120
121 B. Budget Process and Timeline (Tab 6)

122 The Board reviewed the memo submitted by Brian Lamb regarding the "Budget Process and Timeline."
123 Mr. Lamb noted that Management is planning to introduce the budget at the May 25, 2010 meeting. At
124 the June 22, 2010 meeting Management would recommend holding a public workshop to solicit
125 comments from the community concerning levels of service and any recommended changes to the budget.
126 A formal public hearing to adopt the budget is recommended at the July 27, 2010 meeting. The setting of
127 that public hearing date is normally determined at the time of the proposed budget meeting to be held on
128 May 25, 2010.

129
130 Ms. Burke questioned whether the report from "Reserve Advisors" would be ready at the time of the budget
131 review. Mr. Lamb clarified they can typically have the report ready within 45 days which would be
132 plenty of time prior to the May 25, 2010 budget meeting.

133
134 Mr. Lamb informed the Board of the issues he was having with the live web broadcast for the Board
135 meeting and stated he would like to have it fully operational by the time of the budget meeting. Mr.
136 Lamb will be responsible for ensuring the live web broadcast is fully operational by the budget meeting.

137
138 C. Discussion of Revolving Line of Credit (Tab 7)

139 The Board reviewed the memo submitted by Anthony Canorro regarding "Revolving Line of Credit"
140 which noted several years back the District secured a credit line to provide temporary cash flow during
141 the beginning of the fiscal year as we waited for the tax collector to forward the annual assessments which
142 are collected from November forward each year. There is an annual cost of about \$1,500 to maintain the
143 access to the credit line. We do not foresee the need to keep this credit line active and are seeking Board

144 authorization to terminate the agreement and eliminate the accrual of any more fees related to the
145 preservation of the credit line. Mr. Lamb commented on the question raised earlier in the meeting by Ms.
146 Burke wanting to know if the cost out weighed the benefit with respect to maintaining the line of credit
147 with Sun Trust. Mr. Lamb stated he did have a copy of the contract with him. Ms. Burke recommended
148 tabling this discussion until the Board had a copy of the contract to review the line of credit with Sun
149 Trust while going through the budgeting process since the District has already incurred the \$1,500 cost
150 for this year. Mr. Lamb will be responsible for providing a copy of the Sun Trust contract to the Board
151 for their review.

152

153 D. Ratification of Aquatics Maintenance Contract (Tab 8)

154 The Board reviewed the memo submitted by Anthony Canorro regarding "Ratification of Aquatics and
155 Wetland Buffer Contract." At the February meeting management presented the Board with the results of
156 the Aquatics and Wetland buffer maintenance contract. The scope of service presented to the proposers
157 was enhanced from the level of service that the District is presently receiving. Specifically, the scope
158 called for monthly chemical treatment and trash removal throughout the District's 20 waterways, semi-
159 annual clearing of the two SWFWMD controlled conveyance culverts and semi-annual cutback of all the
160 District's wetland mitigation buffer areas. Under the current scope of service, only 19 of the 20
161 waterways are maintained monthly, the two culverts are only partially cleared once per year and the
162 wetland mitigation buffer areas are not maintained unless specifically requested by an out of contract
163 solicitation.

164

165 Remson Aquatics, the present vendor, was the low bidder on the proposed scope with a total annual
166 proposed cost of \$18,090. The District's annual budget for all of these services is \$16,770. Based on
167 those results, the Board directed Management to negotiate with the low bidder to modify the scope in
168 order to decrease the price, yet still deliver an enhanced level of service. Management is pleased to report
169 success in the completion of that directive.

170

171 The proposed contract with Remson Aquatics located behind this memorandum provides for monthly
172 maintenance of all 20 of the District's waterways, clearing of the SWFWMD culverts once per year and
173 maintenance and cutback of the wetland mitigation buffer areas once per year for an annual cost of
174 \$15,295. This negotiated scope and price will present the District with both a budgetary savings going
175 forward and an enhanced level of service. Management recommends review of the enclosed draft
176 contract for the purposes of a discussion on contract ratification and engagement of Remson Aquatics.

177

178 The Board reviewed/discussed the agreement between Panther Trace CDD and Remson Aquatic LLC for
179 professional services.

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181	MOTION TO:	Approved the ratification of the agreement between
182		Panther Trace CDD and Remson Aquatic LLC for
183		professional services
184	MADE BY:	Supervisor Stevens
185	SECONDED BY:	Supervisor Jones
186	DISCUSSION:	None further
187	RESULT:	Called to Vote: Motion PASSED
188		4/0 - Motion passed unanimously (0:35:41)

189

190 E. Consideration of Employee Policies (Tab 9)

191 The Board reviewed the memo submitted by Anthony Canorro regarding the "Employee Policy Update."
192 Ms. Burke clarified with each of the Supervisors if they had the opportunity to review the policies as
193 presented and asked if they had any issues with the policies as presented. Each of Supervisors noted they
194 had reviewed the policies and none had any issues with the policies as presented. Discussion ensued
195 regarding seasonal employee versus a part-time employee and bonus issues. Mr. Lamb will be
196 responsible for defining seasonal employee classification versus part-time employee classification in
197 accordance to State requirements.
198

199	MOTION TO:	Approved the policies and procedures subject to
200		Management defining season employee classification,
201		part-time employee classification in accordance with State
202		requirements.
203	MADE BY:	Supervisor Burke
204	SECONDED BY:	Supervisor Staubit
205	DISCUSSION:	None further
206	RESULT:	Called to Vote: Motion PASSED
207		4/0 - Motion passed unanimously (0:45:46)

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

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211 **8. ADJOURNMENT:**

213	MOTION TO:	Adjourn the Board of Supervisors meeting for February
214		23, 2010.
215	MADE BY:	Supervisor Burke
216	SECONDED BY:	Supervisor Steven
217	DISCUSSION:	None further
218	RESULT:	Called to Vote: Motion PASSED
219		4/0 - Motion passed unanimously (1:02:10)

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**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 _____.

Signature

Signature

Printed Name

Printed Name

Title:
 Chairman
 Vice Chairman

Title:
 Secretary
 Assistant Secretary



Recorded by Records Administrator

Signature

Date