

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT AGENDA

Panther Trace Clubhouse
12515 Bramfield Drive
Riverview, Florida

District Board of Supervisors	Megan Jones Michael Staubitz Dan O'Neill Michael Themar Vacant Seat	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager Facilities Director	Rebecca Rivas Monica Vitale	DPFG
District Attorney	John Vericker	Straley, Robin & Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of seven different sections:

The **first** section of the agenda is the **Roll Call** of the Board of Supervisors. The **second** section is **Audience Questions and Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The **third** section is **Administrative Matters**, approval of meeting minutes and monthly financials. The **fourth** section is the **Business Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The **fifth** section is called **Staff Reports**. This section allows the District Manager, Engineer, District Counsel and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The **sixth** section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

District: **PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, June 26, 2018

Time: 7:00 P.M.

Location: Panther Trace Clubhouse
12515 Bramfield Drive
Riverview, Florida

Dial –in Number: 515-603-4904
Guest Access Code: 434537#

Agenda

I. Roll Call

II. Audience Comments

III. Administrative Matters

- A. Consideration and Approval of Minutes of the May 22, 2018 Meeting Exhibit 1
- B. Acceptance of the May 2018 Operations & Maintenance Expenditures Exhibit 2
- C. Acceptance of the Unaudited May 2018 Financial Statements Exhibit 3

IV. Business Matters

- A. Reserve Advisors – Reserve Study Proposal \$2,050.00 Exhibit 4
- B. Resident Request – Additional Cuts at Ditch Line Exhibit 5

V. Staff Reports

- A. District Manager
- B. District Counsel
- C. District Engineer
- D. Facilities Director’s Report Exhibit 6
 - Review of the OLM Inspection Report & Grade Sheet and the LMP Landscape Weekly Summary Report Exhibit 7
 - Review of Monthly Remson Aquatics Pond Maintenance Exhibit 8
 - Preview of Updated Clubhouse Usage Agreement Exhibit 9
 - Folding Table (12) Replacement Proposals Exhibit 10
 - 1. Amazon \$767.40
 - 2. Sam’s Club \$563.76
 - 3. Global Industrial \$1,008.66

VI. Audience Comments – New Business

VII. Supervisors Requests

- A. Dissemination Disclosure Services Documentation for FY 2015-FY 2018 Exhibit 11

VIII. Adjournment