

PTC

**COMMUNITY DEVELOPMENT
DISTRICT**

July 22, 2022

**BOARD OF SUPERVISORS
PUBLIC HEARINGS AND
REGULAR MEETING
AGENDA**

PTC Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

July 15, 2022

Board of Supervisors
PTC Community Development District

Dear Board Members:

The Board of Supervisors of the PTC Community Development District will hold multiple Public Hearings and a Regular Meeting on July 22, 2022 at 11:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Elected Board of Supervisors (*the following will be provided in a separate package*)
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - D. Form 8B: Memorandum of Voting Conflict
4. Consideration of Resolution 2022-31, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date
5. Consideration of Resolution 2022-32, Designating Certain Officers of the District, and Providing for an Effective Date
6. Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

- A. Affidavit/Proof of Publication
 - B. Consideration of Resolution 2022-33, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the PTC Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date
7. Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements
- *Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.*
 - *Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.*
- A. Affidavit/Proof of Publication
 - B. Mailed Notice to Property Owner(s)
 - C. Master Engineer's Report *(for informational purposes)*
 - D. Master Special Assessment Methodology Report *(for informational purposes)*
 - E. Consideration of Resolution 2022-34, Authorizing District Projects for Construction and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by Such Projects to Pay the Cost Thereof; Providing for the Payment and the Collection Of Such Special Assessments by the Methods Provided for by Chapters 170, 190, and 197, Florida Statutes; Confirming the District's Intention to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date
8. Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes
- A. Affidavits of Publication

- B. Consideration of Resolution 2022-35, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date
9. Public Hearing on Adoption of Fiscal Year 2021/2022 Budget
- A. Affidavit of Publication
 - B. Consideration of Resolution 2022-36, Relating to the Annual Appropriations and Adopting the Budget for the Remainder of the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date
10. Public Hearing on Adoption of Fiscal Year 2022/2023 Budget
- A. Affidavit of Publication
 - B. Consideration of Resolution 2022-37, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date
11. Consideration Resolution 2022-38, Adopting the Annual Meeting Schedule for Fiscal Year 2022/2023; and Providing for an Effective Date
12. Consideration of Resolution 2022-08, Designating the Location of the Local District Records Office and Providing an Effective Date
13. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
- A. Affidavit of Publication
 - B. RFQ Package
 - C. Respondent(s): *Heidt Design, LLC*
 - D. Competitive Selection Criteria/Ranking
 - E. Award of Contract
14. Acceptance of Unaudited Financial Statements as of May 31, 2022
15. Approval of Minutes
- A. May 13, 2022 Organizational Meeting
 - B. June 24, 2022 Landowners' Meeting

16. Staff Reports

- A. District Counsel: *KE Law Group, PLLC*
- B. District Engineer (Interim): *Heidt Design, LLC*
- C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: TBD

- QUORUM CHECK

SEAT 1	Michael Wolf	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 2	Ryan Sampson	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 2	Bob Tankel	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 4	Clifton Fischer	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 5	Jacob Essman	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO

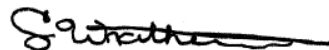
17. Board Members' Comments/Requests

18. Public Comments

19. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Kristen Suit at (410) 207-1802.

Sincerely,



Craig Wrathell
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 943 865 3730

PTC

COMMUNITY DEVELOPMENT DISTRICT

4

RESOLUTION 2022-31

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS' ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), *FLORIDA STATUTES*, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the PTC Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within unincorporated Pasco County, Florida; and

WHEREAS, pursuant to Section 190.006(2), *Florida Statutes*, a landowners meeting is required to be held within ninety (90) days of the District's creation and every two (2) years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held at which the below recited persons were duly elected by virtue of the votes cast in their favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT:

1. **ELECTION RESULTS.** The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown:

Michael Wolf	Seat 1	Votes 954
Ryan Sampson	Seat 2	Votes 954
Bob Tankle	Seat 3	Votes 952
Clifton Fischer	Seat 4	Votes 952
Jacob Essman	Seat 5	Votes 952

2. **TERMS.** In accordance with Section 190.006(2), *Florida Statutes*, and by virtue of the number of votes cast for the Supervisors, the above-named persons are declared to have been elected for the following term of office:

Michael Wolf	4 Year Term
Ryan Sampson	4 Year Term
Bob Tankle	2 Year Term
Clifton Fischer	2 Year Term
Jacob Essman	2 Year Term

3. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 22nd day of July, 2022.

ATTEST:

**PTC COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

PTC

COMMUNITY DEVELOPMENT DISTRICT

5

RESOLUTION 2022-32

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the PTC Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within unincorporated Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) desires to elect the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Secretary	Craig Wrathell
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	Kristen Suit

SECTION 2. This Resolution supersedes any prior appointments made by the Board for Chair, Vice Chair, Secretary and Assistant Secretaries; however, prior appointments by the Board for Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

PASSED AND ADOPTED this 22nd day of July, 2022.

ATTEST:

PTC COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

PTC

COMMUNITY DEVELOPMENT DISTRICT

6A

**Tampa Bay Times
Published Daily**

STATE OF FLORIDA
COUNTY OF Pasco

Before the undersigned authority personally appeared **Judy Allen** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of Uniform Method Hearing** was published in said newspaper by print in the issues of: **6/19/22, 6/26/22, 7/ 3/22, 7/10/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco County, Florida** and that the said newspaper has heretofore been continuously published in said **Pasco County, Florida** each day and has been entered as a second class mail matter at the post office in said **Pasco County, Florida** for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

} ss

**PTC COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF THE DISTRICT'S INTENT TO USE THE
UNIFORM METHOD OF COLLECTION OF NON-AD
VALOREM SPECIAL ASSESSMENTS**

Notice is hereby given that the PTC Community Development District ("District") intends to use the uniform method of collecting non-ad valorem special assessments to be levied by the District pursuant to Section 197.3632, Florida Statutes. The Board of Supervisors of the District will conduct a public hearing on **Friday, July 22, 2022, at 11:00 a.m., at the Hampton Inn & Suites by Hilton, 2740 Cypress Ridge Boulevard, Wesley Chapel, Florida 33544.**

The purpose of the public hearing is to consider the adoption of a resolution authorizing the District to use the uniform method of collecting non-ad valorem special assessments ("Uniform Method") to be levied by the District on properties located on land included within the District.

The District may levy non-ad valorem special assessments for the purpose of financing, acquiring, maintaining and/or operating community development facilities, services and improvements within and without the boundaries of the District, which may consist of, among other things, recreational facilities, stormwater management improvements, irrigation, landscape, roadways, and other lawful improvements or services within or without the boundaries of the District.

Owners of the properties to be assessed and other interested parties may appear at the public hearing and be heard regarding the use of the Uniform Method. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing may be continued to a date, time, and location to be specified on the record at the hearing.

There may be occasions when Supervisors or District Staff may participate by speaker telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office, c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010, at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the hearing with respect to any matter considered at the hearing is advised that 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 such appeal is to be based.

District Manager

June 19, June 26, July 3, July 10, 2022

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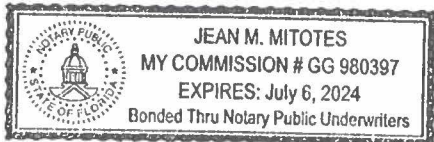
Judy Allen
Signature Affiant

Sworn to and subscribed before me this .07/10/2022

Jean M. Mitotes
Signature of Notary Public

Personally known _____ X _____ or produced identification

Type of identification produced _____



PTC

COMMUNITY DEVELOPMENT DISTRICT

6B

RESOLUTION 2022-33

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT EXPRESSING ITS INTENT TO UTILIZE THE UNIFORM METHOD OF LEVYING, COLLECTING, AND ENFORCING NON-AD VALOREM ASSESSMENTS WHICH MAY BE LEVIED BY THE PTC COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH SECTION 197.3632, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the PTC Community Development District (“District”) was established pursuant to the provisions of Chapter 190, *Florida Statutes*, which authorizes the District to levy certain assessments which include benefit and maintenance assessments and further authorizes the District to levy special assessments pursuant to Chapters 170 and 197, *Florida Statutes*, for the acquisition, maintenance, construction, or reconstruction of assessable improvements authorized by Chapter 190, *Florida Statutes*; and

WHEREAS, the above referenced assessments are non-ad valorem in nature and, therefore, may be levied and collected under the provisions of Section 197.3632, *Florida Statutes*, in which the State of Florida has provided a uniform method for the levying, collecting, and enforcing such non-ad valorem assessments (“Uniform Method”); and

WHEREAS, the Board has previously adopted Resolution 2022-28 declaring the intent to use the Uniform Method for the levy, collection and enforcement of non-ad valorem special assessments authorized by Section 197.3632, *Florida Statutes*, over certain lands within the District as described therein; and

WHEREAS, pursuant to Section 197.3632, *Florida Statutes*, the District has caused notice of a public hearing on the District’s intent to use the Uniform Method to be advertised weekly in a newspaper of general circulation within Pasco County for four (4) consecutive weeks prior to such hearing; and

WHEREAS, the District has held a public hearing pursuant to Section 197.3632, *Florida Statutes*, where public and landowners were allowed to give testimony regarding the use of the Uniform Method; and

WHEREAS, the District desires to use the Uniform Method for the levy, collection and enforcement of non-ad valorem special assessments authorized by Section 197.3632, *Florida Statutes*, for special assessments, including benefit and maintenance assessments, over all the lands in the District as further described in **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The PTC Community Development District, upon conducting its public hearing as required by Section 197.3632, *Florida Statutes*, hereby expresses its need and intent to use the Uniform Method of collecting assessments imposed by the District over the lands described in **Exhibit A**, as provided in Chapters 170 and 190, *Florida Statutes*, each of which are non-ad valorem assessments which may be collected annually pursuant to the provisions of Chapter 190, *Florida Statutes*, for the purpose of paying principal and interest on any and all of its indebtedness and for the purpose of paying the cost of operating and maintaining its assessable improvements. The legal description of the boundaries of the real property subject to a levy of assessments is attached and made a part of this Resolution as **Exhibit A**. The non-ad valorem assessments and the District's use of the uniform method of collecting its non-ad valorem assessment(s) may continue in any given year when the Board of Supervisors determines that use of the uniform method for that year is in the best interests of the District.

SECTION 2. The District's Secretary is authorized to provide the Property Appraiser and Tax Collector of Pasco County and the Department of Revenue of the State of Florida with a copy of this Resolution and enter into any agreements with the Property Appraiser and/or Tax Collector necessary to carry out the provisions of this Resolution.

SECTION 3. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 22nd day of July, 2022.

ATTEST:

PTC COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Legal Description of the Property

Exhibit A

Legal Description of the Property

LEGAL DESCRIPTION

A portion Sections 8, 9, 16, 17, 20 and 21, Township 25 South, Range 20 East, Pasco County, Florida, lying South of State Road 52 and East of Interstate 75 (State Road 93), being more particularly described as follows:

COMMENCE at the Northeast corner of the Northwest 1/4 of said Section 16; thence S.89°57'20"W., 26.11 feet along the Northerly boundary line of the Northwest 1/4 of said Section 16 to the Westerly maintained right-of-way line of MCKENDREE ROAD, per Pasco County Project "X88640.00" (dated 11/02/06) and the POINT OF BEGINNING; thence along said Westerly maintained right-of-way line the following four courses: S.00°23'21"W., 522.24 feet; thence S.00°18'23"W., 968.23 feet; thence S.00°20'33"W., 855.96 feet; thence S.00°08'11"W., 296.67 feet to the Southerly boundary line of the Northwest 1/4 of said Section 16, said line also being the Northerly boundary line of property described in Official Records Book 3649, Page 624, of the Public Records of Pasco County, Florida; thence departing said Northerly and Southerly boundary lines and continuing along said Westerly maintained right-of-way line: S.00°08'11"W., 168.51 feet; S.00°16'51"W., 314.99 feet to the Northerly boundary line of property described in Official Records Book 10233, Page 2884; thence departing said Westerly maintained right-of-way line run the S.89°19'07"W., 503.43 feet along the said Northerly boundary line to the Northwest corner of said Property described in Official Records Book 10233, Page 2884; thence S.00°41'07"W., 837.22 feet along the Westerly boundary line of said parcel of land to the southwest corner of said parcel of land; thence S.,89°32'51" E., 508.17 feet along the South line of said parcel of land described in Official Records Book 10233, Page 2884 to said Westerly right-of-way line of MCKENDREE ROAD; thence the following courses along said Westerly right-of-way line of MCKENDREE ROAD: S.00°24'04"W., 6.02 feet; S.00°23'36"W., 786.05 feet; thence S.00°26'48"W., 537.95 feet; S.00°31'15"W., 0.69 feet to the south line of said property described in Official Records Book 4549, Page 223; thence continuing along said Westerly right-of-way line of MCKENDREE ROAD run the following courses S.00°31'15"W., 685.49 feet; thence S.00°15'29"W., 714.47 feet; S.00°14'49"W., 1244.36 feet; N.89°10'20"W., 8.20 feet; thence S.00°33'36"E., 0.34 feet to the Southerly boundary line of the Northwest 1/4 of said Section 21 and the Westerly right-of-way line of said MCKENDREE ROAD, as recorded in Official Records Book 9011, Page 3143 of the Public Records of Pasco County, Florida; thence along said Westerly right-of-way line, recorded in Official Records Book 9011, Page 3143 the following three courses: S.89°49'24"W., 34.19 feet; thence S.00°14'13"W., 189.62 feet; thence S.25°06'43"W., 8.82 feet; to the Northerly boundary line of property described in Official Records Book 5010, Page 524, of the Public Records of Pasco County, Florida; thence S.89°49'24"W., 409.26 feet along said Northerly boundary line to the Northwest corner of said property described in Official Records Book 5010, Page 524; thence S.00°00'10"E., 394.23 feet along the Westerly boundary line of said property described in Official Records Book 5010, Page 524 to the Northwesterly right-of-way line of said MCKENDREE ROAD; thence S.42°35'20"W., 345.54 feet along said Northwesterly right-of-way line to the Northerly boundary line of the property described in Official Records Book 8929, Page 3844, of the Public Records of Pasco County, Florida; thence S.89°49'24"W., 1828.27 feet along said Northerly

boundary line to the Westerly boundary line of the Northwest 1/4 of the Southwest 1/4 of said Section 21, said line also being the Easterly boundary line of the Northeast 1/4 of the Southeast 1/4 of said Section 20; thence S.00°00'17"E., 482.42 feet along said Westerly and Easterly boundary lines to the Southeast corner of the Northeast 1/4 of the Southeast 1/4 of said Section 20 said point also being the Southwest corner of the Northwest 1/4 of the Southwest 1/4 of said Section 21; thence S.89°55'32"W., 854.44 feet along the Southerly boundary line of the Northeast 1/4 of the Southeast 1/4 of said Section 20 to the Southeast corner of Parcel 107 Part A, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Easterly and Northerly boundary lines of said Parcel 107 Part A, said lines also being the Easterly right-of-way line of said Interstate 75 (State Road 93), the following ten courses: N.34°10'19"E., 110.65 feet; thence N.03°51'34"E., 44.42 feet; thence N.77°32'45"W., 97.41 feet; thence N.38°02'01"W., 66.31 feet; thence N.08°31'23"W., 323.07 feet; thence N.36°50'41"W., 151.97 feet; thence N.21°06'15"E., 111.18 feet; thence N.50°16'57"E., 43.34 feet; thence N.07°59'54"E., 1236.12 feet; thence N.87°41'03"W., 377.59 feet to the Northwest corner of said Parcel 107 Part A; thence continue along said Easterly right-of-way line of said Interstate 75 (State Road 93), Northeastly, 388.37 feet along a non-tangent curve concave to the West having a radius of 11609.16 feet, through a central angle of 01°55'00" (chord bears N.01°21'26"E., 388.35 feet) to the Southwest corner of Parcel 107 Part B, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Easterly boundary line of said Parcel 107 Part B and along said Easterly right-of-way line of said Interstate 75 (State Road 93), the following eight courses and one curve: N.56°03'43"E., 462.46 feet; thence N.25°08'46"E., 124.22 feet; thence N.00°34'55"W., 97.40 feet; thence N.74°47'54"W., 190.20 feet; thence N.37°06'30"W., 422.56 feet to the beginning of a tangent curve concave to the East having a radius of 15.00 feet; thence Northeastly, 23.07 feet along said curve through a central angle of 88°08'24" (chord bears N.06°57'42"E., 20.87 feet); thence N.51°01'54"E., 38.33 feet; thence N.09°01'30"W., 37.01 feet; thence N.64°01'26"W., 63.26 feet; thence continue along said Easterly right-of-way line of said Interstate 75 (State Road 93), Northwestly, 20.70 feet along a non-tangent curve concave to the West having a radius of 11609.17 feet, through a central angle of 00°06'08" (chord bears N.04°24'50"W., 20.70 feet); thence N.04°27'54"W., 2393.84 feet along said Easterly right-of-way line of said Interstate 75 (State Road 93) to the Southwest corner of Parcel 107 Part C, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Easterly and Northerly boundary lines of said Parcel 107 Part C also being the said Easterly right-of-way line of said Interstate 75 (State Road 93), the following thirteen courses and one curve: N.85°32'06"E., 450.00 feet; thence N.04°27'54"W., 555.26 feet to the beginning of a tangent curve concave to the East having a radius of 10859.11 feet; thence Northerly, 1279.02 feet along said curve through a central angle of 06°44'55" (chord bears N.01°05'27"W., 1278.28 feet); thence N.87°42'59"W., 58.20 feet; thence S.20°04'21"W., 157.32 feet; thence N.88°25'14"W., 26.18 feet; thence N.13°44'33"W., 67.76 feet; thence N.02°47'02"E., 121.11 feet; thence N.15°59'17"W., 58.81 feet; thence S.47°00'11"W., 127.29 feet; thence S.17°34'15"W., 134.55 feet; thence S.26°21'37"W., 69.48 feet; thence S.64°31'22"W., 44.34 feet; thence S.84°51'21"W., 87.37 feet; thence

continue along said Easterly right-of-way line of said Interstate 75 (State Road 93) the following one curve and two courses, Northeasterly, 544.81 feet along a non-tangent curve concave to the East having a radius of 11309.11 feet, through a central angle of $02^{\circ}45'33''$ (chord bears $N.02^{\circ}31'48''E.$, 544.56 feet); thence $N.03^{\circ}54'34''E.$, 1833.87 feet; thence $N.07^{\circ}54'34''E.$, 888.15 feet to the Southwest corner of Parcel 107 Part D, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Southerly, Easterly and Northerly boundary lines of said Parcel 107 Part D said lines also being the said Easterly right-of-way line of said Interstate 75 (State Road 93) the following nine courses and one curve: thence $S.86^{\circ}05'26''E.$, 1116.20 feet; thence $N.15^{\circ}49'42''W.$, 391.67 feet; thence $N.09^{\circ}18'32''W.$, 296.19 feet to the beginning of a non-tangent curve concave to the Southeast having a radius of 38.00 feet; thence Southwesterly, 45.95 feet along said curve through a central angle of $69^{\circ}16'49''$ (chord bears $S.87^{\circ}01'54''W.$, 43.20 feet); thence $S.52^{\circ}23'31''W.$, 8.02 feet; thence $S.09^{\circ}18'32''E.$, 25.06 feet; thence $S.52^{\circ}25'27''W.$, 73.35 feet; thence $N.87^{\circ}46'44''W.$, 659.32 feet; thence $S.86^{\circ}53'12''W.$, 49.74 feet; thence $N.87^{\circ}53'16''W.$, 77.79 feet; thence $N.07^{\circ}54'34''E.$, 364.71 feet along said Easterly right-of-way line of Interstate 75 (State Road 93) to the Southerly boundary line of property described in Official Records Book 1584, Page 465 of the Public Records of Pasco County, Florida; thence $N.84^{\circ}23'26''E.$, 1072.74 feet along said Southerly boundary line to the Southeast corner of said property described in Official Records Book 1584, Page 465; thence along the Easterly boundary line of said property described in Official Records Book 1584, Page 465 the following two courses: $N.02^{\circ}05'59''E.$, 249.58 feet; thence $N.02^{\circ}22'00''E.$, 274.72 feet to the Southerly right-of-way line of said State Road 52 and the beginning of a non-tangent curve concave to the Southeast having a radius of 10,026.00 feet; thence along said Southerly right-of-way line the following two curves and two courses: Northeasterly, 35.69 feet along said curve through a central angle of $00^{\circ}12'14''$ (chord bears $N.84^{\circ}29'30''E.$, 35.69 feet); thence $N.84^{\circ}23'30''E.$, 175.50 feet to the beginning of a non-tangent curve concave to the South, having a radius of 5485.00 feet; thence Southeasterly, 1294.33 feet along said curve through a central angle of $13^{\circ}31'14''$ (chord bears $S.88^{\circ}50'53''E.$, 1291.33 feet); thence $S.82^{\circ}05'17''E.$, 1091.94 feet to said Westerly maintained right-of-way line of McKENDREE ROAD; thence along said Westerly maintained right-of-way line the following four courses: $S.00^{\circ}23'51''W.$, 822.82 feet; thence $S.00^{\circ}24'32''W.$, 693.73 feet; thence $S.00^{\circ}16'01''W.$, 850.08 feet; thence $S.00^{\circ}23'21''W.$, 402.14 feet to the POINT OF BEGINNING.

Containing 966.87 Acres, more or less.

PTC

COMMUNITY DEVELOPMENT DISTRICT

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Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Pasco

}ss

Before the undersigned authority personally appeared **Judy Allen** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of Debt Assessment Hearing** was published in said newspaper by print in the issues of: **6/26/22, 7/ 3/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco** County, Florida and that the said newspaper has heretofore been continuously published in said **Pasco** County, Florida each day and has been entered as a second class mail matter at the post office in said **Pasco** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

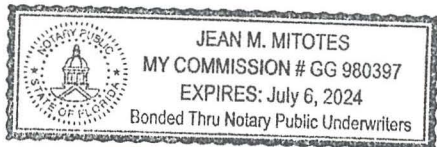
Sworn to and subscribed before me this **.07/03/2022**



Signature of Notary Public

Personally known _____ X _____ or produced identification

Type of identification produced _____



NOTICE OF PUBLIC HEARING TO CONSIDER IMPOSITION OF SPECIAL ASSESSMENTS PURSUANT TO SECTION 170.07, FLORIDA STATUTES, BY THE PTC COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER ADOPTION OF ASSESSMENT ROLL PURSUANT TO SECTION 197.3632(4)(b), FLORIDA STATUTES, BY THE PTC COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF REGULAR MEETING OF THE PTC COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors ("Board") of the PTC Community Development District ("District") will hold a public hearing on July 22, 2022, at 11:00 a.m., at Hampton Inn & Suites, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544, to consider the adoption of an assessment roll, the imposition of special assessments to secure proposed bonds on benefited lands within the District, a depiction of which lands is shown below, and to provide for the levy, collection and enforcement of the special assessments. The streets and areas to be improved are geographically depicted below and are described in the District's Engineer's Report for the PTC Community Development District ("Master Engineer's Report"). The public hearing is being conducted pursuant to Chapters 170, 190 and 197, Florida Statutes. A description of the property to be assessed and the amount to be assessed to each piece or parcel of property may be ascertained at the office of the District Manager located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District Manager's Office").

The District is a unit of special-purpose local government responsible for providing infrastructure improvements for lands within the District. The infrastructure improvements expected to be funded by the District ("Improvements") are described in the Master Engineer's Report, and are currently expected to include, but are not limited to, road rights-of-way and improvements, water and wastewater utilities, stormwater systems, hardscape, landscape, irrigation, recreational improvements and other improvements, together with associated soft costs, all as more specifically described in the Master Engineer's Report, on file and available during normal business hours at the District Manager's Office. According to the Master Engineer's Report, the estimated cost of the Improvements is \$104,660,000.

The District intends to impose assessments on benefited lands within the District in the manner set forth in the District's Master Special Assessment Methodology Report ("Assessment Report"), which is also on file and available during normal business hours at the District Manager's Office. The purpose of any such assessment is to secure the bonds issued to fund the Improvements.

As described in more detail in the Assessment Report, the District's assessments will be levied against all benefited lands within the District. The Assessment Report identifies maximum assessment amounts for each land use category that is currently expected to be assessed. The method of allocating assessments for the Improvements to be funded by the District will initially be determined on an equal assessment per gross acre basis, and will be allocated on an equivalent residential unit ("ERU") basis at the time that such property is platted or subject to a site plan. Please consult the Assessment Report for a more detailed explanation of the methodology.

The annual principal assessment levied against each parcel will be based on repayment over thirty (30) years of the total debt allocated to each parcel. The District expects to collect sufficient revenues to retire no more than \$133,245,000 in debt to be assessed by the District, exclusive of fees and costs of collection or enforcement, discounts for early payment and interest. The proposed annual schedule of assessments is as follows:

Land Use	Total# of Units / Acres	ERU Factor	Proposed Maximum Annual Principal Per Unit	Proposed Maximum Annual Assessment Per Unit
Industrial	1,000,000	.25	\$7.19	\$0.52
Distribution/High Usage	3,000,000	.50	\$14.39	\$1.05
Multifamily	2,400	1.00	\$28,778.62	\$2,090.74
Retail	200,000	.90	\$25.90	\$1.88
Office	200,000	.90	\$25.90	\$1.88
Hotel	240	.90	\$14,389.31	\$1,045.37
Undeveloped Property	966.87	N/A		

All amounts stated herein are subject to change and/or final determination at the public hearings and meeting identified above. Specific maximum amounts expected per parcel or product type are as set forth in the Assessment Report.

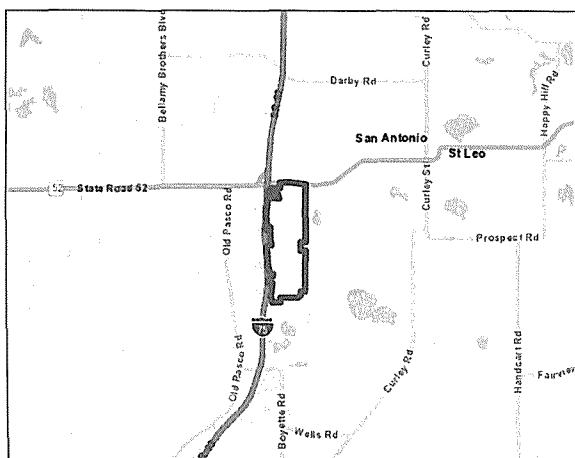
The assessments may be prepaid in whole at any time, or in some instances in part, or may be paid in not more than thirty (30) annual installments subsequent to the issuance of debt to finance the improvements. These annual assessments are anticipated to be collected on the Pasco County tax roll by the Tax Collector. Alternatively, when permitted by law, the District may choose to directly collect and enforce these assessments. All affected property owners have the right to appear at the public hearings and the right to file written objections with the District within twenty (20) days of the publication of this notice. Notwithstanding the description of the Maximum Assessments herein, landowners will not have a payment obligation until the issuance of bonds, at which time the fixed assessment amounts securing those bonds, as well as a collection protocol, will be determined. The fixed assessment amounts will be determined at a public meeting, pursuant to a supplemental assessment resolution, engineer's report and assessment methodology, but will in no event exceed the Maximum Assessments noticed herein. Please note that the preceding statement only applies to capital (debt) assessments, and shall have no effect on the ability of the District to levy assessments and collect payments related to the operation and maintenance of the District.

At the same date, time, and place, the Board will hold a regular public meeting to consider any other business that may lawfully be considered by the District. The Board meeting and hearings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Board meeting and/or the public hearings may be continued in progress to a date and time certain announced at the meeting and/or hearings.

If anyone chooses to appeal any decision of the Board with respect to any matter considered at the meeting or hearings, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which such appeal is to be based.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office, c/o Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, or by calling (877) 276-0889, at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

PTC COMMUNITY DEVELOPMENT DISTRICT



RESOLUTION 2022-30

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; DESIGNATING THE NATURE AND LOCATION OF THE PROPOSED IMPROVEMENTS; DECLARING THE TOTAL ESTIMATED COST OF THE IMPROVEMENTS, THE PORTION TO BE PAID BY ASSESSMENTS, AND THE MANNER AND TIMING IN WHICH THE ASSESSMENTS ARE TO BE PAID; DESIGNATING THE LANDS UPON WHICH THE ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT AND A PRELIMINARY ASSESSMENT ROLL; ADDRESSING THE SETTING OF PUBLIC HEARINGS; PROVIDING FOR PUBLICATION OF THIS RESOLUTION; AND ADDRESSING CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the PTC Community Development District ("District") was established by Ordinance No. 22-18 as adopted by the Board of County Commissioners for Pasco County, Florida, effective April 11, 2022, and is a local unit of special-purpose government organized and existing under and pursuant to Chapter 190, Florida Statutes, as amended, located entirely within Pasco County, Florida; and

WHEREAS, the District is authorized by Chapter 190, Florida Statutes, to finance, fund, plan, establish, acquire, install, equip, operate, extend, or construct certain improvements, including but not limited to: transportation facilities, utility facilities, recreational facilities, and other

infrastructure projects, and services necessitated by the development of, and serving lands within, the District; and

WHEREAS, the Board of Supervisors ("Board") of the District hereby determines to undertake, install, plan, establish, construct or reconstruct, enlarge or extend, equip, acquire, operate, and/or maintain the infrastructure improvements described in the District's Master Engineer's Report, dated May 13, 2022, attached hereto as Exhibit A and incorporated herein by reference ("CIP" and the improvements described therein, the "Improvements"); and

WHEREAS, it is in the best interest of the District to pay all or a portion of the cost of the Improvements by special assessments levied on benefited lands within the District pursuant to Chapters 170, 190 and 197, Florida Statutes ("Assessments"); and

WHEREAS, the District is empowered by Chapters 170, 190, and 197, Florida Statutes, to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain the Improvements and to impose, levy and collect the Assessments; and

WHEREAS, this Resolution shall serve as the "resolution required to declare special assessments" contemplated by Section 170.03, Florida Statutes, for the assessment lien(s) levied against the property as described in Exhibits A and B that secure the Assessments.

WHEREAS, as set forth in the Master Special Assessment Methodology Report, dated May 13, 2022, attached hereto as Exhibit B and incorporated herein by reference ("Assessment Report"), and on file at Wrathell, Hunt and Associates, LLC, 2300 Glades Road, suite 410W, Boca Raton, Florida 33431 ("District Records Office"), the District hereby finds and determines that:

- (i) benefits from the Improvements will accrue to the property improved,
- (ii) the amount of those benefits will exceed the amount of the Assessments, and
- (iii) the Assessments are fairly and reasonably allocated.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT:

1. **AUTHORITY FOR THIS RESOLUTION; INCORPORATION OF RECITALS.** This Resolution is adopted pursuant to the provisions of Florida law, including without limitation Chapters 170, 190, and 197, Florida Statutes. The recitals stated above are incorporated herein and are adopted by the Board as true and correct statements.

2. **DECLARATION OF ASSESSMENTS.** The Board hereby declares that it has determined to undertake all or a portion of the Improvements and to defray all or a portion of the cost thereof by the Assessments and is as set forth in the Assessment Report attached as Exhibit B.

3. **DESIGNATING THE NATURE AND LOCATION OF IMPROVEMENTS.** The nature and general location of, and plans and specifications for, the Improvements are described in Exhibit A and as set forth in the CIP, which is on file at the District Records Office. Exhibit Bis also on file and available for public inspection at the same location.

4. **DECLARING THE TOTAL ESTIMATED COST OF THE IMPROVEMENTS, THE PORTION TO BE PAID BY ASSESSMENTS, AND THE MANNER AND TIMING IN WHICH THE ASSESSMENTS ARE TO BE PAID.**

A. The total estimated construction cost of the Improvements is \$104,660,000 ("Estimated Cost").

B. The Assessments will defray approximately \$133,245,000, which is the anticipated maximum par value of any bonds and which includes all or a portion of the Estimated Cost, as well as other financing-related costs, capitalized interest, and a debt service reserve as set forth in Exhibit B.

C. The manner in which the Assessments shall be apportioned and paid is set forth in the Assessment Report attached as Exhibit B, as may be modified by supplemental assessment resolutions. Commencing with the years in which the Assessments are certified for collection, the Assessments shall each be paid in not more than thirty (30) annual installments. The Assessments may be payable at the same time and in the same manner as are ad valorem taxes and collected pursuant to Chapter 197, Florida Statutes; provided, however, that in the event the uniform non-ad valorem assessment method of collecting the Assessments is not available to the District in any year, or if determined by the District to be in its best interest, the Assessments may be collected as is otherwise permitted by law, including but not limited to by direct bill. The decision to collect Assessments by any particular method - e.g., on the tax roll or by direct bill - does not mean that such method will be used to collect Assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

5. **DESIGNATING THE LANDS UPON WHICH THE ASSESSMENTS SHALL BE LEVIED.** The Assessments shall be levied, within the District, on all lots and lands adjoining and contiguous or bounding and abutting upon such Improvements or specially benefited thereby and further designated by the assessment plat hereinafter provided for.

6. **ASSESSMENT PLAT.** Pursuant to Section 170.04, Florida Statutes, there is on file, at the District Records Office, an assessment plat showing the area to be assessed, with certain plans and specifications describing the Improvements and the estimated cost of the Improvements, all of which are open to inspection by the public.

7. **PRELIMINARY ASSESSMENT ROLL.** Pursuant to Section 170.06, Florida Statutes, the District Manager has caused to be made a preliminary assessment roll, in accordance with the method of assessment described in Exhibit B hereto, which shows the lots and lands assessed, the amount of benefit to and the maximum assessment against each lot or parcel of land and the number of annual installments into which the assessment may be divided, which assessment roll is hereby adopted and approved as the District's preliminary assessment roll.

8. **PUBLIC HEARINGS DECLARED; DIRECTION TO PROVIDE NOTICE OF THE HEARINGS.** Pursuant to Sections 170.07 and 197.3632(4)(b), Florida Statutes, among other provisions of Florida law, there are hereby declared two (2) public hearings to be held as follows:

NOTICE OF PUBLIC HEARINGS

DATE: July 22, 2022
 TIME: 11:00 a.m.
 LOCATION: Hampton Inn & Suites by Hilton
 2740 Cypress Ridge Boulevard
 Wesley Chapel, Florida 33544

The purpose of the public hearings is to hear comment and objections to the proposed special assessment program for District Improvements as identified in the CIP and the preliminary assessment roll, a copy of which is on file at the District Records Office. Interested parties may appear at that hearing or submit their comments in writing prior to the hearings at the District Records Office.

Notice of said hearings shall be advertised in accordance with Chapters 170 and 197, Florida Statutes, and the District Manager is hereby authorized and directed to place said notice in a newspaper of general circulation within Pasco County (by two (2) publications one (1) week apart with the first publication at least twenty (20) days prior to the date of the hearing established herein). The District Manager shall file a publisher's affidavit with the District Secretary verifying such publication of notice. The District Manager is further authorized and directed to give thirty (30) days written notice by mail of the time and place of the hearing to the owners of all property to be assessed and include in such notice the amount of the assessment for each such property owner, a description of the areas to be improved and notice that information concerning all assessments may be ascertained at the District Records Office. The District Manager shall file proof of such mailing by affidavit with the District Secretary.

9. **PUBLICATION OF RESOLUTION.** Pursuant to Section 170.05, Florida Statutes, the

District Manager is hereby directed to cause this Resolution to be published twice (once a week for two (2) weeks) in a newspaper of general circulation within Pasco County and to provide such other notice as may be required by law or desired in the best interests of the District.

10. **CONFLICTS.** All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

11. **SEVERABILITY.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force, and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

12. **EFFECTIVE DATE.** This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 13th day of May, 2022.

ATTEST: PTC COMMUNITY DEVELOPMENT DISTRICT

/s/ Craig Wrathell
 Secretary

/s/ Michael Wolf
 Chairperson, Board of Supervisors

Exhibit A: Master Engineer's Report, dated May 13, 2022
 Exhibit B: Master Special Assessment Methodology, dated May 13, 2022

PTC

COMMUNITY DEVELOPMENT DISTRICT

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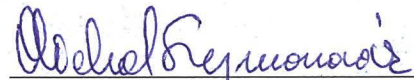
STATE OF FLORIDA)
COUNTY OF PALM BEACH)

AFFIDAVIT OF MAILING

BEFORE ME, the undersigned authority, this day personally appeared Michal Szymonowicz, who by me first being duly sworn and deposed says:

1. I am over eighteen (18) years of age and am competent to testify as to the matters contained herein. I have personal knowledge of the matters stated herein.
2. I, Michal Szymonowicz, am employed by Wrathell, Hunt and Associates, LLC, and, in the course of that employment, serve as Assessment Roll Coordinator for the PTC Community Development District.
3. Among other things, my duties include preparing and transmitting correspondence relating to the PTC Community Development District.
4. I do hereby certify that on June 22, 2022 and in the regular course of business, I caused the letter, in the form attached hereto as Exhibit A, to be sent notifying affected landowners in the PTC Community Development District of their rights under Chapters 170, 190 and 197, *Florida Statutes*, with respect to the District's anticipated imposition of assessments.
5. I have personal knowledge of having sent the letters to the addressees, and those records are kept in the course of the regular business activity for my office.

FURTHER AFFIANT SAYETH NOT.




Michal Szymonowicz

SWORN TO (OR AFFIRMED) AND SUBSCRIBED before me by means of physical presence or online notarization, this 22nd day of June, 2022, by Michal Szymonowicz, for Wrathell, Hunt and Associates, LLC, who is personally known to me or has provided _____ as identification, and who did ___ / did not take an oath.

NOTARY PUBLIC



DAPHNE GILLYARD
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG327647
Expires 8/20/2023



Print Name: Daphne Gillyard
Notary Public, State of Florida
Commission No.: GG327647
My Commission Expires: 8/20/2023

EXHIBIT A: Mailed Notice

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Street and		
City, State		

PTC BOYETTE LLC
3879 MAPLE AVE STE 300
DALLAS, TX 75219

7018 1830 0001 6817 2272

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City, State

HALL PATSY S REVOC LIVING TR
HALL PATSY S TRUSTEE
10451 MCKENDREE RD
SAN ANTONIO, FL 33576-8032

7018 1830 0001 6817 2456

EXHIBIT A

PTC Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

Via First Class U.S. Mail and Email

June 22, 2022

PTC BOYETTE LLC
3879 MAPLE AVE STE 300
DALLAS, TX 75219

Parcel ID:

08-25-20-0000-00500-0000, 08-25-20-0000-00500-0060, 08-25-20-0000-00500-0061, 08-25-20-0000-00500-0062, 08-25-20-0000-00500-0070, 09-25-20-0000-00100-0050, 16-25-20-0000-00200-0000, 16-25-20-0000-00400-0000, 16-25-20-0000-00400-0020, 16-25-20-0000-00700-0000, 17-25-20-0000-00100-0010, 17-25-20-0000-00100-0090, 20-25-20-0000-00100-0000, 21-25-20-0000-00200-0000, 21-25-20-0000-00200-0010, 21-25-20-0000-00600-0070, 21-25-20-0000-00600-0090, 21-25-20-0000-00600-0100, 21-25-20-0000-00600-0110

**RE: *PTC Community Development District
Notice of Hearing on Assessments to Property
See attached Legal Description (Exhibit A)***

Dear Property Owner:

You are receiving this notice because Pasco County records indicate that you are a property owner within the PTC Community Development District ("**District**"). The District is a special-purpose unit of local government that was established pursuant to Chapter 190, *Florida Statutes*. The property that you own that is the subject of this notice is identified in the description attached as **Exhibit A**.

At the May 13, 2022, meeting of the District's Board of Supervisors ("**Board**"), the District approved the *Master Engineer's Report*, dated May 13, 2022 ("**Engineer's Report**"). A copy of the Engineer's Report is attached hereto as **Exhibit B**. The Engineer's Report describes various infrastructure improvements being considered by the Board which may be built or acquired by the District that benefit lands within the District, including but not limited to storm water management/ drainage, offsite and onsite roadways, intersection improvements (offsite signalization), water distribution, sanitary sewer collection and transmission, reclaimed water distribution, wetland mitigation, entry features, landscaping, hardscaping and irrigation improvements as more specifically described in the Engineer's Report ("**Improvements**"). The Engineer's Report estimates that the total cost of the Improvements for the District's entire CIP is **\$104,660,000**.

As a property owner of assessable land within the District, the District is considering assessing your property to fund the Improvements in the manner set forth in the District's *Master*

Special Assessment Methodology Report, dated May 13, 2022, a copy of which is attached hereto as **Exhibit C (“Assessment Report”)**. The Assessments will defray up to approximately \$133,245,000, which includes the cost of the Improvements, plus financing-related costs, capitalized interest and a debt service reserve.

The purpose of any such assessment is to secure the bonds anticipated to be issued to finance the Improvements. As described in more detail in the Assessment Report, the District’s assessments will ultimately be levied against all benefitted lands within the District. The Assessment Report identifies the physical area contained within the District and assessment for the property that is expected to be assessed. Initially, the allocation of assessments for the Improvements to be funded by the District will be determined on an equal pro-rata gross acre basis. As land is platted, the allocation of assessments will be determined on a first-platted, first-assessed basis within the District, which will be assigned to those properties at the per-unit amounts as follows, based on each property type’s Equivalent Residential Unit (“**ERU**”) factor, and as explained in more detail in the Assessment Report (“**Maximum Assessments**”):

Land Use	Total # of Units/Acres	ERU Factor	Proposed Maximum Principal Per Unit/Acre	Proposed Maximum Annual Assessment Per Unit/Acre
Industrial	1,000,000	0.25	\$7.19	\$0.52
Distribution/High Usage	3,000,000	0.50	\$14.39	\$1.05
Multifamily	2,400	1.00	\$28,778.62	\$2,090.74
Retail	200,000	0.90	\$25.90	\$1.88
Office	200,000	0.90	\$25.90	\$1.88
Hotel	240	0.50	\$14,389.31	\$1,045.37
Undeveloped Property	966.87	N/A	\$137,810.67	\$10,011.79

**When the Assessments are collected by the District utilizing the Pasco County Tax Collector’s annual real estate tax notice (tax bill), the amounts will also include additional costs of collection estimated at 2% and early payment discount allowance estimated at 4%. All amounts stated herein are subject to change and/or final determination at the public hearings and meeting identified above. Specific maximum amounts expected per parcel or product type are as set forth in the Assessment Report.*

The total maximum assessment amount to be levied against each parcel, and the number of units contained within each parcel, is detailed in the Assessment Report, as such Assessment Report may be amended at the below referenced hearing. The total revenue that the District will collect by these assessments is anticipated to be **\$133,245,000**, exclusive of anticipated fees and costs of collection and enforcement, discounts for early payment, and the annual interest costs of the debt issued to finance the Improvements. The maximum annual revenue that the District will collect by these assessments is anticipated to be \$10,297,983.20, inclusive of anticipated fees and costs of collection and enforcement, discounts for early payment, and the annual interest costs, to be collected in not more than thirty (30) annual installments. The total assessment amount to be levied against property that you own is reflected on the preliminary assessment roll attached to the Assessment Report.

The assessments may appear on your regular tax bill issued by the Pasco County Tax Collector. However, the District may in its discretion at any time choose instead to directly collect these assessments. As provided in the Assessment Report, the assessments will constitute a lien

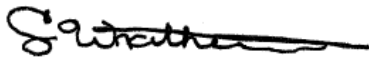
against your property that may be prepaid in accordance with Chapter 170, *Florida Statutes*, or may be paid in not more than thirty (30) annual installments. The failure to pay any assessments collected on the tax roll will cause a tax certificate to be issued against your property within the District which may result in a loss of title. Alternatively, if the assessments are directly collected, the failure to pay such direct bill invoice may result in the District pursuing a foreclosure action, which may result in a loss of title.

Notwithstanding the description of the Maximum Assessments herein, landowners will not have a payment obligation until the issuance of bonds, at which time the fixed assessment amounts securing those bonds, as well as a collection protocol, will be determined. The fixed assessment amounts will be determined at a public meeting, pursuant to a supplemental assessment resolution, engineer's report and methodology but will in no event exceed the Maximum Assessments noticed herein. Please note that the preceding statement only applies to capital (debt) assessments and shall have no effect on the ability of the District to levy assessments and collect payments related to the operation and maintenance of the District.

In accordance with Chapters 170, 190 and 197, *Florida Statutes*, this letter is to notify you that a public hearing for the above-mentioned assessments will be held on **July 22, 2022, at 11:00 a.m., at Hampton Inn & Suites, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544**. At this hearing, the Board will sit as an equalizing board to hear and consider testimony from any interested property owners as to the propriety and advisability of making the Improvements, or some phase thereof, as to the cost thereof, as to the manner of payment thereof, and as to the amount thereof to be assessed against each property so improved. All affected property owners have a right to appear at the hearing and to file written objections with the Board within twenty (20) days of this notice.

Information concerning the assessments and copies of applicable documents are on file and available during normal business hours at the District Manager's Office located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (877) 276-0889. You may appear at the hearing or submit your comments in advance to the attention of the District Manager at its address above.

Sincerely,



Craig Wrathell
District Manager

Enclosures

Exhibit A: Legal description of the Property

Exhibit B: *Engineer's Report*, dated May 13, 2022

Exhibit C: *Master Special Assessment Methodology Report*, dated May 13, 2022

PTC Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

Via First Class U.S. Mail and Email

June 22, 2022

HALL PATSY S REVOC LIVING TR
HALL PATSY S TRUSTEE
10451 MCKENDREE RD
SAN ANTONIO, FL 33576-8032

Parcel ID: 16-25-20-0000-00400-0010

**RE: PTC Community Development District
Notice of Hearing on Assessments to Property
See attached Legal Description (Exhibit A)**

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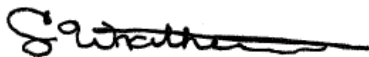
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Sincerely,



Craig Wrathell
District Manager

Enclosures

Exhibit A: Legal description of the Property

Exhibit B: *Engineer's Report*, dated May 13, 2022

Exhibit C: *Master Special Assessment Methodology Report*, dated May 13, 2022

PTC

COMMUNITY DEVELOPMENT DISTRICT

7C



HEIDT
DESIGN

P: (813) 253-5311 | F: (813) 464-7629
5904-A Hampton Oaks Pkwy.
Tampa, FL 33610
www.heidtdesign.com

May 13, 2022

Craig Wrathell, District Manager
Wrathell, Hunt & Associates
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

**RE: PTC Community Development District
Master Engineer's Report**

Board of Supervisors, PTC Community Development District:

Heidt Design, LLC is pleased to submit this Master Engineer's Report. This report has been prepared on behalf of the District and in connection with the financing for the proposed improvements as outlined herein. A detailed description of the improvements and their corresponding estimates of costs are outlined in the following report.

Thank you for this opportunity to be of professional service.

Sincerely,

HEIDT DESIGN, LLC

Boyan V. Pargov, P.E.
District Engineer

cc: e-File

**PTC COMMUNITY DEVELOPMENT DISTRICT
MASTER ENGINEER'S REPORT**

Prepared for:

**Board of Supervisors
PTC Community Development District**

Prepared by:

**Heidt Design, LLC
5904-A Hampton Oaks Parkway
Tampa, Florida 33610
813-253-5311**

May 13, 2022

TABLE OF CONTENTS

	<i>Page #</i>
TRANSMITTAL LETTER	1
INTRODUCTION	4
INFRASTRUCTURE IMPROVEMENTS	5
SUMMARY OF COSTS	6
OWNERSHIP AND MAINTENANCE	8
PERMIT STATUS	9
ENGINEER'S OPINION	10
EXHIBITS	
A. District Location Map	
B. District Legal Description	
C. Master Plan - PTC	
TABLES	
1. Full Development Area Breakdown	
2. Unit Type/Totals for the CIP	
3. Opinion of Probable Cost	
4. Ownership & Maintenance	
5. Permit Status	

INTRODUCTION

The PTC Community Development District (“District”) is a 966.87 +/- acre community development district located in Pasco County, Florida (see **Exhibit A**, Location Map). The land within the District is currently an undeveloped parcel known as the “Pasco Town Center” which will provide infrastructure for the Pasco Town Center development (the “Development”). The Development is a mixed use planned development generally located south of SR 52/Clinton Avenue, east of I-75, north of Overpass Road and west of Boyette Road.

The District was established by Pasco County Ordinance No. 22-18, which became effective April 11, 2022. The District anticipated land uses consist of commercial, industrial, and multifamily development. The land uses currently anticipated within the District’s boundaries, which is subject to change based on a number of factors, is as depicted in **Table 1**.

TABLE 1

Type	Area (Acres)
Industrial	281
Multi-family	450
Retail	75
Office	60
Hotel	10
Wetlands	59.5
Upland Buffer/Preservations	31.37
TOTALS	966.87

The District’s legal description is provided at **Exhibit B**. The currently proposed development program for the District is presented below. The current proposed Master Plan is depicted in **Exhibit C**.

TABLE 2

Unit Type	Entitlements	Current Development Plan
Industrial	4,000,000 sq/ft	4,000,000 sq/ft
Multi-family	3,500 units	2,400 units
Retail	400,000 sq/ft	200,000 sq/ft
Office	725,000 sq/ft	200,000 sq/ft
Hotel	300 Room	240 Room

To serve the landowners and residents of the District, the District has developed this Capital Improvement Plan (“CIP”) to allow it to finance and construct certain stormwater management/drainage, offsite and onsite roadway, intersection improvements (offsite signalization), water distribution, sanitary sewer collection and transmission, reclaimed water distribution, wetland mitigation, entry features and landscape/hardscape/irrigation, and professional consultant fees all associated therewith. Summaries of the proposed CIP and corresponding cost estimates follow in **Table 3**. A description and basis of costs for each improvement is contained within this report.

The CIP contained in this report reflects the current intentions of the District. However, the CIP may be subject to modification in the future. The implementation of any improvements outlined herein requires final approval by the District's Board of Supervisors.

Cost estimates contained in this report are based upon year 2022 dollars and have been prepared based upon the best available information, but in some cases without benefit of final engineering design and environmental permitting. Heidt Design, Inc. believes the estimates to be accurate based upon the available information, however, actual costs will vary based on final engineering, planning and approvals from regulatory agencies.

Overview: Capital Improvement Plan

The overall CIP is anticipated to be built in a series of phases. The phasing of the project allows the clearing, earthwork, stormwater management systems, roadways, utilities, etc. to be constructed as needed throughout the build-out of the District. Any public improvements or facilities acquired by the District will be at the lesser of cost or fair market value.

The CIP consists of public infrastructure improvements necessary to support the development of the various unit types and uses within the Development. The primary portions of the CIP will entail master stormwater management facility construction in the mass grading, roadways built to an "urban" typical section, water and sewer facilities, and off-site improvements required by development approvals to support development of the Development (including, but not necessarily limited to, roadway improvements, signalization, and transportation fees). The CIP also includes stormwater management structures which will outfall into an on-site stormwater management retention pond. These stormwater management structures, and retention pond areas comprise the overall stormwater facilities of the CIP.

Installation of the water distribution and wastewater collection system will occur as needed. Below ground installation of telecommunications and cable TV will occur but will not be funded by the District. Installation of streetlights and power conduits within the right of way or easements is anticipated to be funded by the District. Only undergrounding of wire within right-of-way areas and on District land is included.

TABLE 3

Improvement Description	Estimated Cost
Stormwater Management/Drainage	\$23,800,000
Offsite and Onsite Roadway	\$46,670,000
Intersection Improvements (Offsite Signalization)	\$2,250,000
Water Distribution	\$4,480,000
Sanitary Sewer Collection and Transmission	\$6,320,000
Reclaimed Water Distribution	\$3,840,000
Wetland Mitigation	\$6,200,000
Entry Features, Landscaping, Hardscape, and Irrigation	\$6,400,000
Subtotal	\$99,960,000
Professional Consultant Fees	\$4,700,000
Subtotal	\$4,700,000
Grand Total	\$104,660,000

Capital Improvement Infrastructure Components

Stormwater management cost estimates included in the infrastructure improvements provide for the attenuation and treatment of stormwater runoff from the project in accordance with Southwest Florida Water Management District and Pasco County standards. Costs include detention pond construction, outfall control structures, and any site fill required to provide a complete stormwater management system.

The cost estimate for the roadways included for the infrastructure improvements is based upon curb and gutter section roadways with variable pavement widths, within variable width rights-of-way. The clearing, grubbing and earthwork estimates include all work necessary for the complete right-of-way area and include utility easements for underground electrical conduit for roadway street lighting. Disturbed areas within the rights-of-way, which are outside of the paved areas, will be sodded and/or seeded and grassed in order to provide erosion and sediment control in accordance with Pasco County standards. The cost estimate for roadways also includes offsite transportation improvements and signalization required by the development agreement for the Development. At this time, there are anticipated to be impact fee credits associated with the off-site improvements and the credits will be remitted to the District as may be required by the County and the bond documents.

Water, sewer, and reuse cost estimates included in the master infrastructure improvements consist of the underground water and reuse transmission systems and wastewater (sewer) collection system serving the development. Costs include piping, manholes, valves, services, and all appurtenances required to construct the system in accordance with Florida Department of Environmental Protection standards and Pasco County Utilities. The infrastructure improvements shall be designed and constructed to Pasco County and Florida Department of Environmental Protection standards. As represented by the Pasco County Utilities, water and sewer capacity for this project is available. The cost of delivering sanitary sewer throughout the District includes costs incurred by the Developer that may be used by the Developer towards impact fee credit by the

County. The cost of delivering potable water throughout the District includes costs incurred by the Developer that may be used by the Developer towards impact fee credit by the County.

Wetland impacts within the District currently require 85 +/- acres of wetlands and uplands to be preserved via a conservation easement as set forth in the application for the SWFWMD permit for the Development. Final approval of the wetland mitigation plan by the SWFWMD and the FDEP may require modification to the mitigation plan.

Landscaping, irrigation, and hardscaping, including entry features and walls at the entrances and along the outside boundary of the Development are planned to be provided by the District. The irrigation system will connect to the potable water system. The irrigation watermain to the various phases of the Development are anticipated to be financed and constructed or acquired by the District and to be operated and maintained by the District. Landscaping for the roadways will consist of sod, annual flowers, shrubs, ground cover and trees for the internal roadways within the Development. Hardscaping improvements are anticipated in roundabouts and other common areas. These items are also anticipated to be funded, owned, and maintained by the District.

Roadways shall be owned and maintained by the County unless otherwise indicated. Water, reuse, and sewer facilities shall be owned and maintained by Pasco County Utilities. The District is anticipated to own and maintain stormwater management improvements. The construction and maintenance of the proposed improvements are necessary and will benefit the property within the District.

The infrastructure, as outlined above, is necessary for the functional development of the District as required by the applicable independent unit of local government. The planning and design of the infrastructure is in accordance with current governmental regulatory requirements. The infrastructure will provide its intended function so long as the construction is in substantial compliance with the design and permits.

OWNERSHIP & MAINTENANCE

Ownership and maintenance of the improvements is generally anticipated as set forth in Table 4.

TABLE 4

<u>Proposed Infrastructure Improvement</u>	<u>Ownership</u>	<u>Operation & Maintenance</u>
Stormwater Management/Drainage	CDD	CDD
Offsite and Onsite Roadway	County	County
Intersection Improvements	County	County
Water Distribution	County	County
Sanitary Sewer Collection and Transmission	County	County
Reclaimed Water Distribution	County	County
Wetland Mitigation	CDD	CDD
Entry Features, Landscaping, Hardscape, and Irrigation	CDD	CDD

It is anticipated that, in addition to the annual non-ad valorem assessments to be levied and collected by the District to pay debt service on its bonds, the District will levy and collect an annual “Maintenance Assessment” to be determined, assessed, and levied by the District’s Board of Supervisors upon the assessable real property within the District for the purpose of defraying the cost and expenses of maintaining the improvements.

PERMITTING

Design and permitting for the improvements described in this CIP is ongoing, and a tentative schedule is provided below in **Table 5** below:

TABLE 5

ITEM	ESTIMATED AGENCY APPROVAL DATE
1. Wildlife surveys	Effort is underway and completed report is anticipated in June 2022
2. Development Review/MPUD	Construction plan approvals from Pasco County will be obtained for development of the property by phases, the first of which has not yet been applied for as of this report. The property is currently in for MPUD zoning, which includes the entirety of the subject site. Zoning approval is expected by September 2022. Mass Grading for Phase 1 followed by full infrastructure submittal for Phases 1, 2, and 3 to follow, but have not been applied for at this time.
3. SWFWMD Construction ERP	A Mass Grading permit for the Phase 1 will be pursued through the SWFWMD but has not been applied for. Subsequent EPR Permits will be submitted for the full Phase 1 infrastructures, followed by the same for Phases 2 and 3. Full infrastructure submittals have not been applied for.
4. Pasco County Utility Authority	Utility permits from Pasco County will be obtained for development of the property by phases, the first of which has not yet been applied for at this time.
5. FDEP Permits	FDEP 404 permitting for Phase 1 of this development will not be required. Phase 2 and 3 will be evaluated as design progresses and if required, the appropriate permits will be submitted for approval. Nothing has been applied for as of this report. FDEP Utility applications will also be required for all phases of Utility development. Nothing has been applied for as of this report.

There is a reasonable expectation that the remaining required permits for the District improvements are obtainable, however, all permits are subject to final agency action.


ENGINEER'S OPINION

It is my professional opinion that these infrastructure improvements will benefit and add value to the assessable lands within the District. Such assessable property within the District will receive a special benefit from the improvements provided by the CIP, which benefit will be at least equal to the cost of such improvements. Infrastructure costs are for public improvements or community facilities as set forth in section 190.012(1) and (2) of the Florida Statutes.

The estimate of infrastructure construction costs, listed in **Table 3**, is only an estimate and not a guaranteed maximum price. The estimated cost is based on unit prices currently being experienced for ongoing and similar items of work in Pasco County. In no event will the District pay more than the actual cost or fair market value of the public improvements constituting the CIP, whichever is the least.

All of the foregoing improvements are required by applicable development approvals. Note that there are impact fee credits available from the construction of any roadway and utility improvements which will be remitted to the District as is required by the County and bond documents associated with financing of those improvements by the District.

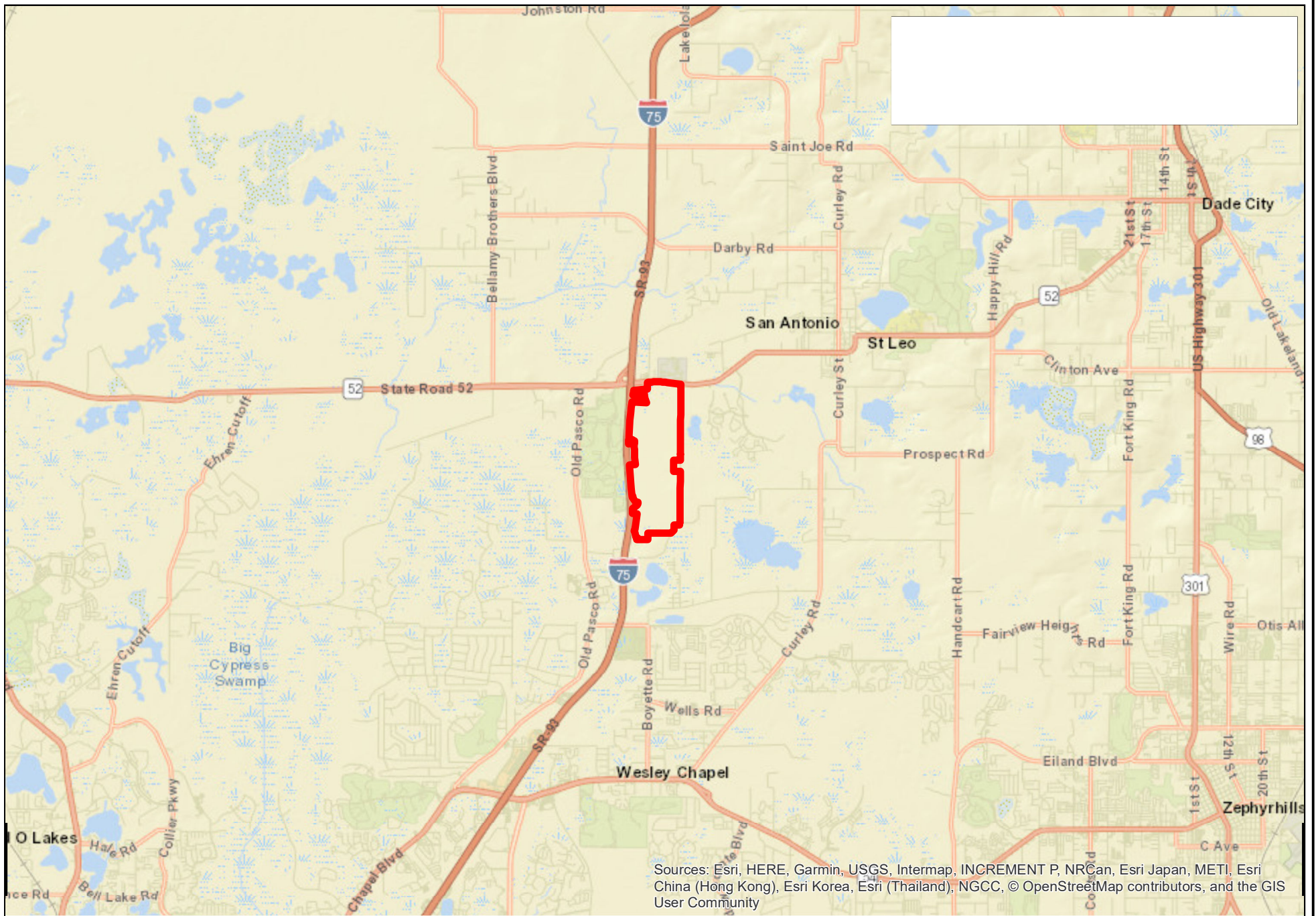
Assuming project construction continues in a timely manner, it is our opinion that the proposed improvements, if constructed and built in substantial accordance with the approved plans and specifications, can be completed and meets their intended functions. Where necessary, historical costs, and information from other professional or utility consultants and contractors have been used in preparation of this report. Consultants and contractors who have contributed to providing the cost data included in this report are from reputable entities in the Pasco County area. It is therefore our opinion that the construction of the proposed project can be completed at the cost stated.



Boyan V Pargov, P.E.

Florida Registered Engineer No. 67706

Exhibit A

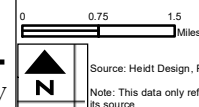


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

Pasco Town Centre Community Development District

Location

Pasco County



Source: Heidt Design, Pasco County
 Note: This data only reflects the accuracy of its source.



Exhibit B

LEGAL DESCRIPTION

A portion Sections 8, 9, 16, 17, 20 and 21, Township 25 South, Range 20 East, Pasco County, Florida, lying South of State Road 52 and East of Interstate 75 (State Road 93), being more particularly described as follows:

COMMENCE at the Northeast corner of the Northwest 1/4 of said Section 16; thence S.89°57'20"W., 26.11 feet along the Northerly boundary line of the Northwest 1/4 of said Section 16 to the Westerly maintained right-of-way line of MCKENDREE ROAD, per Pasco County Project "X88640.00" (dated 11/02/06) and the POINT OF BEGINNING; thence along said Westerly maintained right-of-way line the following four courses: S.00°23'21"W., 522.24 feet; thence S.00°18'23"W., 968.23 feet; thence S.00°20'33"W., 855.96 feet; thence S.00°08'11"W., 296.67 feet to the Southerly boundary line of the Northwest 1/4 of said Section 16, said line also being the Northerly boundary line of property described in Official Records Book 3649, Page 624, of the Public Records of Pasco County, Florida; thence departing said Northerly and Southerly boundary lines and continuing along said Westerly maintained right-of-way line: S.00°08'11"W., 168.51 feet; S.00°16'51"W., 314.99 feet to the Northerly boundary line of property described in Official Records Book 10233, Page 2884; thence departing said Westerly maintained right-of-way line run the S.89°19'07"W., 503.43 feet along the said Northerly boundary line to the Northwest corner of said Property described in Official Records Book 10233, Page 2884; thence S.00°41'07"W., 837.22 feet along the Westerly boundary line of said parcel of land to the southwest corner of said parcel of land; thence S.,89°32'51" E., 508.17 feet along the South line of said parcel of land described in Official Records Book 10233, Page 2884 to said Westerly right-of-way line of MCKENDREE ROAD; thence the following courses along said Westerly right-of-way line of MCKENDREE ROAD: S.00°24'04"W., 6.02 feet; S.00°23'36"W., 786.05 feet; thence S.00°26'48"W., 537.95 feet; S.00°31'15"W., 0.69 feet to the south line of said property described in Official Records Book 4549, Page 223; thence continuing along said Westerly right-of-way line of MCKENDREE ROAD run the following courses S.00°31'15"W., 685.49 feet; thence S.00°15'29"W., 714.47 feet; S.00°14'49"W., 1244.36 feet; N.89°10'20"W., 8.20 feet; thence S.00°33'36"E., 0.34 feet to the Southerly boundary line of the Northwest 1/4 of said Section 21 and the Westerly right-of-way line of said MCKENDREE ROAD, as recorded in Official Records Book 9011, Page 3143 of the Public Records of Pasco County, Florida; thence along said Westerly right-of-way line, recorded in Official Records Book 9011, Page 3143 the following three courses: S.89°49'24"W., 34.19 feet; thence S.00°14'13"W., 189.62 feet; thence S.25°06'43"W., 8.82 feet; to the Northerly boundary line of property described in Official Records Book 5010, Page 524, of the Public Records of Pasco County, Florida; thence S.89°49'24"W., 409.26 feet along said Northerly boundary line to the Northwest corner of said property described in Official Records Book 5010, Page 524; thence S.00°00'10"E., 394.23 feet along the Westerly boundary line of said property described in Official Records Book 5010, Page 524 to the Northwesterly right-of-way line of said MCKENDREE ROAD; thence S.42°35'20"W., 345.54 feet along said Northwesterly right-of-way line to the Northerly boundary line of the property described in Official Records Book 8929, Page 3844, of the Public Records of Pasco County, Florida; thence S.89°49'24"W., 1828.27 feet along said Northerly

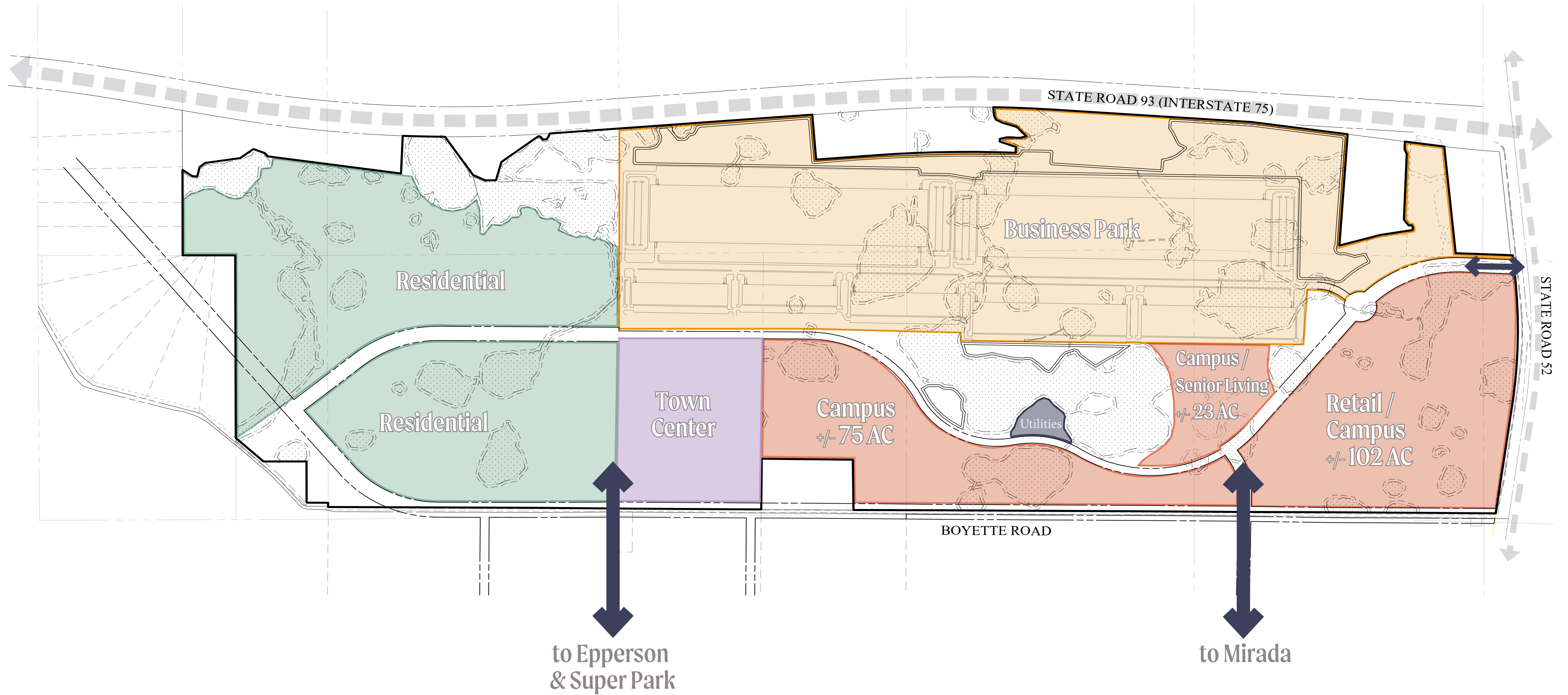
boundary line to the Westerly boundary line of the Northwest 1/4 of the Southwest 1/4 of said Section 21, said line also being the Easterly boundary line of the Northeast 1/4 of the Southeast 1/4 of said Section 20; thence S.00°00'17"E., 482.42 feet along said Westerly and Easterly boundary lines to the Southeast corner of the Northeast 1/4 of the Southeast 1/4 of said Section 20 said point also being the Southwest corner of the Northwest 1/4 of the Southwest 1/4 of said Section 21; thence S.89°55'32"W., 854.44 feet along the Southerly boundary line of the Northeast 1/4 of the Southeast 1/4 of said Section 20 to the Southeast corner of Parcel 107 Part A, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Easterly and Northerly boundary lines of said Parcel 107 Part A, said lines also being the Easterly right-of-way line of said Interstate 75 (State Road 93), the following ten courses: N.34°10'19"E., 110.65 feet; thence N.03°51'34"E., 44.42 feet; thence N.77°32'45"W., 97.41 feet; thence N.38°02'01"W., 66.31 feet; thence N.08°31'23"W., 323.07 feet; thence N.36°50'41"W., 151.97 feet; thence N.21°06'15"E., 111.18 feet; thence N.50°16'57"E., 43.34 feet; thence N.07°59'54"E., 1236.12 feet; thence N.87°41'03"W., 377.59 feet to the Northwest corner of said Parcel 107 Part A; thence continue along said Easterly right-of-way line of said Interstate 75 (State Road 93), Northeasterly, 388.37 feet along a non-tangent curve concave to the West having a radius of 11609.16 feet, through a central angle of 01°55'00" (chord bears N.01°21'26"E., 388.35 feet) to the Southwest corner of Parcel 107 Part B, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Easterly boundary line of said Parcel 107 Part B and along said Easterly right-of-way line of said Interstate 75 (State Road 93), the following eight courses and one curve: N.56°03'43"E., 462.46 feet; thence N.25°08'46"E., 124.22 feet; thence N.00°34'55"W., 97.40 feet; thence N.74°47'54"W., 190.20 feet; thence N.37°06'30"W., 422.56 feet to the beginning of a tangent curve concave to the East having a radius of 15.00 feet; thence Northeasterly, 23.07 feet along said curve through a central angle of 88°08'24" (chord bears N.06°57'42"E., 20.87 feet); thence N.51°01'54"E., 38.33 feet; thence N.09°01'30"W., 37.01 feet; thence N.64°01'26"W., 63.26 feet; thence continue along said Easterly right-of-way line of said Interstate 75 (State Road 93), Northwesterly, 20.70 feet along a non-tangent curve concave to the West having a radius of 11609.17 feet, through a central angle of 00°06'08" (chord bears N.04°24'50"W., 20.70 feet); thence N.04°27'54"W., 2393.84 feet along said Easterly right-of-way line of said Interstate 75 (State Road 93) to the Southwest corner of Parcel 107 Part C, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Easterly and Northerly boundary lines of said Parcel 107 Part C also being the said Easterly right-of-way line of said Interstate 75 (State Road 93), the following thirteen courses and one curve: N.85°32'06"E., 450.00 feet; thence N.04°27'54"W., 555.26 feet to the beginning of a tangent curve concave to the East having a radius of 10859.11 feet; thence Northerly, 1279.02 feet along said curve through a central angle of 06°44'55" (chord bears N.01°05'27"W., 1278.28 feet); thence N.87°42'59"W., 58.20 feet; thence S.20°04'21"W., 157.32 feet; thence N.88°25'14"W., 26.18 feet; thence N.13°44'33"W., 67.76 feet; thence N.02°47'02"E., 121.11 feet; thence N.15°59'17"W., 58.81 feet; thence S.47°00'11"W., 127.29 feet; thence S.17°34'15"W., 134.55 feet; thence S.26°21'37"W., 69.48 feet; thence S.64°31'22"W., 44.34 feet; thence S.84°51'21"W., 87.37 feet; thence

continue along said Easterly right-of-way line of said Interstate 75 (State Road 93) the following one curve and two courses, Northeasterly, 544.61 feet along a non-tangent curve concave to the East having a radius of 11309.11 feet, through a central angle of 02°45'33" (chord bears N.02°31'48"E., 544.56 feet); thence N.03°54'34"E., 1833.87 feet; thence N.07°54'34"E., 888.15 feet to the Southwest corner of Parcel 107 Part D, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Southerly, Easterly and Northerly boundary lines of said Parcel 107 Part D said lines also being the said Easterly right-of-way line of said Interstate 75 (State Road 93) the following nine courses and one curve: thence S.86°05'26"E., 1116.20 feet; thence N.15°49'42"W., 391.67 feet; thence N.09°18'32"W., 296.19 feet to the beginning of a non-tangent curve concave to the Southeast having a radius of 38.00 feet; thence Southwesterly, 45.95 feet along said curve through a central angle of 69°16'49" (chord bears S.87°01'54"W., 43.20 feet); thence S.52°23'31"W., 8.02 feet; thence S.09°18'32"E., 25.06 feet; thence S.52°25'27"W., 73.35 feet; thence N.87°46'44"W., 659.32 feet; thence S.66°53'12"W., 49.74 feet; thence N.87°53'16"W., 77.79 feet; thence N.07°54'34"E., 364.71 feet along said Easterly right-of-way line of Interstate 75 (State Road 93) to the Southerly boundary line of property described in Official Records Book 1584, Page 465 of the Public Records of Pasco County, Florida; thence N.84°23'26"E., 1072.74 feet along said Southerly boundary line to the Southeast corner of said property described in Official Records Book 1584, Page 465; thence along the Easterly boundary line of said property described in Official Records Book 1584, Page 465 the following two courses: N.02°05'59"E., 249.58 feet; thence N.02°22'00"E., 274.72 feet to the Southerly right-of-way line of said State Road 52 and the beginning of a non-tangent curve concave to the Southeast having a radius of 10,026.00 feet; thence along said Southerly right-of-way line the following two curves and two courses: Northeasterly, 35.69 feet along said curve through a central angle of 00°12'14" (chord bears N.84°29'30"E., 35.69 feet); thence N.84°23'30"E., 175.50 feet to the beginning of a non-tangent curve concave to the South, having a radius of 5485.00 feet; thence Southeasterly, 1294.33 feet along said curve through a central angle of 13°31'14" (chord bears S.88°50'53"E., 1291.33 feet); thence S.82°05'17"E., 1091.94 feet to said Westerly maintained right-of-way line of MCKENDREE ROAD; thence along said Westerly maintained right-of-way line the following four courses: S.00°23'51"W., 822.82 feet; thence S.00°24'32"W., 693.73 feet; thence S.00°16'01"W., 850.08 feet; thence S.00°23'21"W., 402.14 feet to the POINT OF BEGINNING.

Containing 966.87 Acres, more or less.

Exhibit C

FRAMEWORK MASTER PLAN



PTC

COMMUNITY DEVELOPMENT DISTRICT

7D

PTC

COMMUNITY DEVELOPMENT DISTRICT

Master Special Assessment Methodology Report

May 13, 2022



Provided by:

Wrathell, Hunt and Associates, LLC

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Boca Raton, FL 33431

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Table of Contents

1.0	Introduction	
1.1	Purpose	1
1.2	Scope of the Report	1
1.3	Special Benefits and General Benefits	1
1.4	Organization of the Report	2
2.0	Development Program	
2.1	Overview	2
2.2	The Development Program	2
3.0	The Capital Improvement Plan	
3.1	Overview	3
3.2	Capital Improvement Plan	3
4.0	Financing Program	
4.1	Overview	3
4.2	Types of Bonds Proposed	4
5.0	Assessment Methodology	
5.1	Overview	4
5.2	Benefit Allocation	5
5.3	Assigning Debt	7
5.4	Lienability Test: Special and Peculiar Benefit to the Property	7
5.5	Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay	8
5.6	True-Up Mechanism	8
5.7	Assessment Roll	10
6.0	Additional Stipulations	
6.1	Overview	10
7.0	Appendix	
	Table 1	11
	Table 2	11
	Table 3	12
	Table 4	12
	Table 5	13

1.0 Introduction

1.1 Purpose

This Master Special Assessment Methodology Report (the "Report") was developed to provide a financing plan and a special assessment methodology for the PTC Community Development District (the "District"), located in Pasco County, Florida, as related to funding the costs of public infrastructure improvements (the "Capital Improvement Plan") contemplated to be provided by the District.

1.2 Scope of the Report

This Report presents the projections for financing the District's Capital Improvement Plan (the "CIP") described in the Report of District Engineer developed by Heidt Design (the "District Engineer") dated May 13, 2022 (the "Engineer's Report"), as well as describes the method for the allocation of special benefits and the apportionment of special assessment debt resulting from the provision and funding of the CIP.

1.3 Special Benefits and General Benefits

Improvements undertaken and funded by the District as part of the CIP create special and peculiar benefits, different in kind and degree than general benefits, for properties within its borders as well as general benefits to the public at large. However, as discussed within this Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits which accrue to property within the District. The District's CIP enables properties within its boundaries to be developed.

There is no doubt that the general public and property owners of property outside the District will benefit from the provision of the CIP. However, these benefits are only incidental since the CIP is designed solely to provide special benefits peculiar to property within the District. Properties outside the District are not directly served by the CIP and do not depend upon the CIP to obtain or to maintain their development entitlements. This fact alone clearly distinguishes the special benefits which District properties receive compared to those lying outside of the District's boundaries.

The CIP will provide public infrastructure improvements which are all necessary in order to make the lands within the District developable and saleable. The installation of such improvements will cause the value of the developable and saleable lands within the District to

increase by more than the sum of the financed cost of the individual components of the CIP. Even though the exact value of the benefits provided by the CIP is hard to estimate at this point, it is nevertheless greater than the costs associated with providing the same.

1.4 Organization of the Report

Section Two describes the development program as proposed by the Developer, as defined below.

Section Three provides a summary of the CIP as determined by the District Engineer.

Section Four discusses the financing program for the District.

Section Five introduces the special assessment methodology for the District.

2.0 Development Program

2.1 Overview

The District will serve the PTC development, a master planned mixed use development located in Pasco County, Florida. The land within the District consists of approximately 966.87 +/- acres and is generally located south of SR 52/Clinton Avenue, east of I-75, north of Overpass Road and west of Boyette Road.

2.2 The Development Program

The development of PTC is anticipated to be conducted by PTC Boyette, LLC (the "Developer"). Based upon the information provided by the Developer and the Engineer, the current development plan envisions a total of 1,000,000 square feet of industrial space, 3,000,000 square feet of distribution/high usage space, 2,400 multi-family residential units, 200,000 square feet of retail space, 200,000 square feet of office space, and 240 hotel rooms, although land use types and unit numbers may change throughout the development period and a supplemental or amended methodology would be adopted to adjust and address such changes in unit types and numbers. Table 1 in the *Appendix* illustrates the development plan for PTC. The development of PTC is anticipated to be conducted in one or more phases over a multi-year period.

3.0 The Capital Improvement Plan

3.1 Overview

The public infrastructure costs to be funded by the District are described by the District Engineer in the Engineer's Report. Only public infrastructure that may qualify for bond financing by the District under Chapter 190, Florida Statutes and under the Internal Revenue Code of 1986, as amended, was included in these estimates.

3.2 Capital Improvement Plan

The CIP needed to serve the Development is projected to consist of improvements which will serve all of the lands in the District. The CIP will consist of storm water management/ drainage, offsite and onsite roadways, intersection improvements (offsite signalization), water distribution, sanitary sewer collection and transmission, reclaimed water distribution, wetland mitigation, entry features, landscaping, hardscaping and irrigation improvements. At the time of this writing, the total cost of the CIP is estimated to total approximately \$104,660,000.

The infrastructure improvements that comprise the CIP will serve and provide benefit to all land uses in the District and will comprise an interrelated system of improvements, which means all of improvements will serve the entire District and improvements will be interrelated such that they will reinforce one another.

Table 2 in the *Appendix* illustrates the specific components of the CIP.

4.0 Financing Program

4.1 Overview

As noted above, the District is embarking on a program of capital improvements which will facilitate the development of lands within the District. Generally, construction of public improvements is either funded by the Developer and then acquired by the District or funded directly by the District. As of the time of writing of this Report, the District will most likely acquire completed improvements from the Developer, although the District maintains the complete flexibility to either acquire the public infrastructure from the Developer or construct it, or even partly acquire it and partly construct it.

Even though the actual financing plan may change to include multiple series of bonds, it is likely that in order to fully fund costs of the CIP as described in *Section 3.2* in two financing transactions, the District would have to issue approximately \$133,245,000 in par amount of special assessment bonds (the "Bonds").

Please note that the purpose of this Report is to allocate the benefit of the CIP to the various land uses in the District and based on such benefit allocation to apportion the maximum debt necessary to fund the CIP. The discussion of the structure and size of the indebtedness is based on various estimates and is subject to change.

4.2 Types of Bonds Proposed

The proposed financing plan for the District provides for the issuance of the Bonds in the approximate principal amount of \$133,245,000 to finance approximately \$104,660,000 in CIP costs. The Bonds as projected under this financing plan would be structured to be amortized in 30 annual installments following a 24-month capitalized interest period. Interest payments on the Bonds would be made every May 1 and November 1, and principal payments on the Bonds would be made either on May 1 or on November 1.

In order to finance the improvement and other costs, the District would need to borrow more funds and incur indebtedness in the total amount of approximately \$133,245,000. The difference is comprised of funding a debt service reserve, capitalized interest, underwriter's discount and costs of issuance for each series of Bonds. Preliminary sources and uses of funding for the Bonds are presented in Table 3 in the *Appendix*.

Please note that the structure of the Bonds as presented in this Report is preliminary and may change due to changes in the development program, market conditions, timing of infrastructure installation as well as for other reasons. The District maintains complete flexibility as to the structure of the Bonds and reserves the right to modify it as necessary.

5.0 Assessment Methodology

5.1 Overview

The issuance of the Bonds provides the District with funds necessary to construct/acquire the infrastructure improvements which are part of the CIP outlined in *Section 3.2* and described in more detail by the

District Engineer in the Engineer's Report. These improvements lead to special and general benefits, with special benefits accruing to the assessable properties within the boundaries of the District and general benefits accruing to areas outside the District but being only incidental in nature. The debt incurred in financing the public infrastructure will be secured by assessing properties that derive special and peculiar benefits from the CIP. All properties that receive special benefits from the CIP will be assessed for their fair share of the debt issued in order to finance all or a portion of the CIP.

5.2 Benefit Allocation

The most current development plan envisions the development of 1,000,000 square feet of industrial space, 3,000,000 square feet of distribution/high usage space, 2,400 multi-family residential units, 200,000 square feet of retail space, 200,000 square feet of office space, and 240 hotel rooms, although unit numbers and land use types may change throughout the development period and a supplemental or amended methodology would be adopted to adjust and address such changes in unit types and numbers.

The infrastructure improvements that comprise the CIP will serve and provide benefit to all land uses in the District and will comprise an interrelated system of improvements, which means all of improvements will serve the entire District and improvements will be interrelated such that they will reinforce one another.

By allowing for the land in the District to be developable, both the improvements that comprise the CIP and their combined benefit will be greater than the sum of their individual benefits. All of the land uses within the District will benefit from each infrastructure improvement category, as the improvements provide basic infrastructure to all land within the District and benefit all land within the District as an integrated system of improvements.

As stated previously, the public infrastructure improvements included in the CIP have a logical connection to the special and peculiar benefits received by the land within the District, as without such improvements, the development of the properties within the District would not be possible. Based upon the connection between the improvements and the special and peculiar benefits to the land within the District, the District can assign or allocate a portion of the District's debt through the imposition of non-ad valorem assessments, to the land receiving such special and peculiar benefits. Even though these special and peculiar benefits are real and ascertainable, the precise amount of the benefit cannot yet be

calculated with mathematical certainty. However, such benefit is more valuable than the cost of, or the actual non-ad valorem assessment amount levied on that parcel.

The benefit associated with the CIP of the District is proposed to be allocated to the different unit types within the District in proportion to the density of development as measured by a standard unit called an Equivalent Residential Unit ("ERU"). Table 4 in the *Appendix* illustrates the ERU weights that are proposed to be assigned to the unit types contemplated to be developed within the District based on the relative density of development, the total ERU counts for each unit type, and the share of the benefit received by each unit type.

The rationale behind different ERU weights is supported by the fact that generally and on average, smaller and less intensely economically utilized land uses will, on a per unit/square foot basis, use and benefit from the public infrastructure improvements comprising the CIP less than larger units and more intensely economically utilized land uses. For instance, generally and on average smaller units and less intensely economically utilized land uses will, on a per unit/square foot basis, produce fewer vehicular trips, less storm water runoff, and need less water/sewer capacity than larger units and more intensely economically utilized land uses. Additionally, the value of larger units and more intensely economically utilized land uses is likely to appreciate more in terms of dollars than that of the smaller units and less intensely economically utilized land uses as a result of the implementation of the CIP. As the exact amount of the benefit and appreciation is not possible to be calculated at this time, the use of ERU measures serves as a reasonable approximation of the relative amount of benefit received from the CIP.

Table 5 in the *Appendix* presents the apportionment of the assessment associated with funding the District's CIP (the "Assessment") in accordance with the ERU benefit allocation method presented in Table 4. Table 5 also presents the annual levels of the projected annual debt service assessments per unit.

Please note that the District may become a recipient of funds related to ad-valorem taxes collected by Pasco County assessed based on the increased value of the properties located within the District due to the development of land within the District. Any funds received from Pasco County as a result of increased property valuations may be used to lower the Assessment imposed on property owners within the District.

5.3 Assigning Debt

As the land in the District has not yet received development approval for its intended final use and the precise location of the various product types by lot or parcel is unknown, the Assessment will initially be levied on all of the land in the District on an equal pro-rata gross acre basis and thus the total bonded debt in the amount of \$133,245,000 will be preliminarily levied on approximately 966.87 +/- gross acres at a rate of \$137,810.67 per acre.

As the land receives development approval, the Assessment will be allocated to each parcel on a first received development approval-first assigned basis based on the planned use for that parcel as reflected in Table 5 in the *Appendix*. Such allocation of Assessments to parcels which received development approval will reduce the amount of Assessment levied on gross acres which did not receive development approval within the District.

Further, to the extent that any land which did not receive development approval (the “Transferred Property”) is sold to a third party not affiliated with the Developer, the Assessment will be assigned to such parcel will be assigned to such Transferred Property at the time of the sale based on the maximum total number of ERUs assigned by the Developer to that Transferred Property, subject to review by the District’s methodology consultant, to ensure that any such assignment is reasonable, supported by current development rights and plans, and otherwise consistent with this Report. The owner of the Transferred Property will be responsible for the total Assessment applicable to the Transferred Property, regardless of the total number of ERUs that ultimately received development approval. These total Assessments are fixed to the Transferred Property at the time of the sale. If the Transferred Property subsequently received a modification of its development approval, the total Assessment initially allocated to the Transferred Property will be re-allocated to the parcel/parcels which received a modification of its development approval pursuant to the methodology as described herein (i.e. equal assessment per acre until development approval).

5.4 Lienability Test: Special and Peculiar Benefit to the Property

As first discussed in *Section 1.3*, Special Benefits and General Benefits, improvements undertaken by the District create special and peculiar benefits to the assessable properties within the District. The District's improvements benefit assessable properties within the District and accrue to all such assessable properties on an ERU basis.

Improvements undertaken by the District can be shown to be creating special and peculiar benefits to the assessable property within the District. The special and peculiar benefits resulting from each improvement include, but are not limited to:

- a. added use of the property;
- b. added enjoyment of the property;
- c. decreased insurance premiums;
- d. increased marketability and value of the property.

The improvements which are part of the CIP make the land in the District developable and saleable and when implemented jointly as parts of the CIP, provide special and peculiar benefits which are greater than the benefits of any single category of improvements. These special and peculiar benefits are real and ascertainable, but not yet capable of being calculated and assessed in terms of numerical value; however, such benefits are more valuable than either the cost of, or the actual assessment levied for, the improvement or debt allocated to the parcel of land.

5.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay

A reasonable estimate of the proportion of special and peculiar benefits received from the improvements is delineated in Table 4 (expressed as ERU factors) of the *Appendix*.

The apportionment of the assessments is fair and reasonable because it was conducted on the basis of consistent application of the methodology described in *Section 5.2* across all assessable property within the District according to reasonable estimates of the special and peculiar benefits derived from the CIP by different unit types.

5.6 True-Up Mechanism

The Assessment Methodology described herein is based on conceptual information obtained from the Developer prior to construction. As development occurs it is possible that the number of ERUs may change. The mechanism for maintaining the methodology over the changes is referred to as true-up.

This mechanism is to be utilized to ensure that the Assessment on a per ERU basis never exceeds the initially allocated assessment as contemplated in the adopted assessment methodology. The Assessment per ERU preliminarily equals \$28,778.62 (\$133,245,000 in Assessment divided by 4,630 ERUs) and may change based on

the final bond sizing. If such changes occur, the methodology is applied to the land based on the number of and unit type within each and every parcel as signified by the number of ERUs.

As the land receives development approval, the Assessment is assigned to parcels which received development approval based on the figures in Table 5 in the *Appendix*. If as a result of receiving development approval and apportionment of the Assessment to the parcels of land which received development approval, the Assessment per ERU for land that did not receive development approval within the District remains equal to \$28,778.62, then no true-up adjustment will be necessary.

If as a result of receiving development approval and apportionment of the Assessment to the land which received development approval, the Assessment per ERU for land that did not receive development approval within the District equals less than \$28,778.62 (either as a result of a larger number of units, different units or both), then the per ERU Assessment for all parcels within the District will be lowered if that state persists at the conclusion of receiving development approval for all land within the District.

If, in contrast, a result of receiving development approval and apportionment of the Assessment to the land which received development approval, the Assessment per ERU for land that did not receive development approval within the District equals more than \$28,778.62¹ (either as a result of a smaller number of units, different units or both), then the difference in Assessment plus accrued interest will be collected from the owner of the property which receiving development approval caused the increase of assessment per ERU to occur, in accordance with a true-up agreement to be entered into between the District and the Developer, which will be binding on assignees.

The owner(s) of the property will be required to immediately remit to the Trustee for redemption a true-up payment equal to the difference between the actual Assessment per ERU and \$28,778.62 multiplied by the actual number of ERUs plus accrued interest to the next succeeding interest payment date on the Bonds, unless such interest payment date occurs within 45 days of such true-up payment, in

¹ For example, if the first platting includes 1,000,000 square feet of industrial space, 3,000,000 square feet of distribution/ high usage space, 2,300 multi-family units, 200,000 square feet of retail space, 200,000 square feet of office space, and 240 hotel rooms, which equates to a total allocation of \$130,367,138.23 in Bond Assessment, then the remaining unplatted land would be required to absorb 100 multi-family units or \$2,877,861.77 in Bond Assessment. If the remaining unplatted land would only be able to absorb 90 multi-family units or \$2,590,075.59 in Bond Assessment, then a true-up, payable by the owner of the unplatted land, would be due in the amount of \$287,786.18 in Bond Assessment plus applicable accrued interest to the extent described in this Section.

which case the accrued interest shall be paid to the following interest payment date.

In addition to property receiving development approval within the District, any planned sale of land that has not received development approval to another builder or developer will cause the District to initiate a true-up test as described above to test whether the amount of the Assessment per ERU for land that did not receive development approval remains equal to \$28,778.62. The test will be based upon the development rights as signified by the number of ERUs associated with such parcel that are transferred from seller to buyer. The District shall provide an estoppel or similar document to the buyer evidencing the amount of Assessment transferred at sale.

5.7 Assessment Roll

The Assessment of \$133,245,000 is proposed to be levied over the area described in Exhibit "A". Excluding any capitalized interest period, debt service assessments shall be paid in thirty (30) annual principal installments.

6.0 Additional Stipulations

6.1 Overview

Wrathell, Hunt and Associates, LLC was retained by the District to prepare a methodology to fairly allocate the special assessments related to the District's CIP. Certain financing, development and engineering data was provided by members of District Staff and/or the Developer. The allocation Methodology described herein was based on information provided by those professionals. Wrathell, Hunt and Associates, LLC makes no representations regarding said information transactions beyond restatement of the factual information necessary for compilation of this report. For additional information on the Bond structure and related items, please refer to the Offering Statement associated with this transaction.

Wrathell, Hunt and Associates, LLC does not represent the District as a Municipal Advisor or Securities Broker nor is Wrathell, Hunt and Associates, LLC registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Wrathell, Hunt and Associates, LLC does not provide the District with financial advisory services or offer investment advice in any form.

7.0 Appendix

Table 1

PTC

Community Development District

Development Plan

Land Use	Unit of Measurement	Number of Units
Industrial	Sq Ft	1,000,000
Distribution/ High Usage	Sq Ft	3,000,000
Multifamily	Unit	2,400
Retail	Sq Ft	200,000
Office	Sq Ft	200,000
Hotel	Room	240

Table 2

PTC

Community Development District

Capital Improvement Plan (CIP)

Improvement	Cost
Stormwater Management/ Drainage	\$23,800,000
Offsite and Onsite Roadway	\$46,670,000
Intersection Improvements (Offsite Signalization)	\$2,250,000
Water Distribution	\$4,480,000
Sanitary Sewer Collection and Transmission	\$6,320,000
Reclaimed Water Distribution	\$3,840,000
Wetland Mitigation	\$6,200,000
Entry Features, Landscaping, Hardscape, and Irrigation	\$6,400,000
Professional Consultant Fees	\$4,700,000
Total	\$104,660,000

Table 3

PTC

Community Development District

Preliminary Sources and Uses of Funds

Sources

Bond Proceeds:	
Par Amount	\$133,245,000.00
Total Sources	\$133,245,000.00

Uses

Project Fund Deposits:	
Project Fund	\$104,660,000.00
Other Fund Deposits:	
Debt Service Reserve Fund	\$9,680,104.21
Capitalized Interest Fund	\$15,989,400.00
Delivery Date Expenses:	
Costs of Issuance	\$2,914,900.00
Rounding	\$595.79
Total Uses	\$133,245,000.00

Table 4

PTC

Community Development District

Benefit Allocation

Land Use	Unit of Measurement	Number of Units	ERU Weight	ERU Basis	Total ERU
Industrial	Sq Ft	1,000,000	0.25	per 1,000 Sq Ft	250.00
Distribution/ High Usage	Sq Ft	3,000,000	0.50	per 1,000 Sq Ft	1,500.00
Multifamily	Unit	2,400	1.00	per Unit	2,400.00
Retail	Sq Ft	200,000	0.90	per 1,000 Sq Ft	180.00
Office	Sq Ft	200,000	0.90	per 1,000 Sq Ft	180.00
Hotel	Room	240	0.50	per Room	120.00
Total					4,630.00

Table 5

PTC

Community Development District

2022 Assessments Apportionment

Land Use	Unit of Measurement	Number of Units	Total Cost Allocation*	Maximum Total Bond Assessment Apportionment	Maximum Bond Assessment Apportionment per Unit	Maximum Annual Principal and Interest Payment per Unit on the Bonds**
Industrial	Sq Ft	1,000,000	\$5,651,187.90	\$7,194,654.43	\$7.19	\$0.52
Distribution/ High Usage	Sq Ft	3,000,000	\$33,907,127.43	\$43,167,926.57	\$14.39	\$1.05
Multifamily	Unit	2,400	\$54,251,403.89	\$69,068,682.51	\$28,778.62	\$2,090.74
Retail	Sq Ft	200,000	\$4,068,855.29	\$5,180,151.19	\$25.90	\$1.88
Office	Sq Ft	200,000	\$4,068,855.29	\$5,180,151.19	\$25.90	\$1.88
Hotel	Room	240	\$2,712,570.19	\$3,453,434.13	\$14,389.31	\$1,045.37
Total			\$104,660,000.00	\$133,245,000.00		

* When the annual installments of 2022 Assessments are collected by the District utilizing the Pasco County Tax Collector's annual real estate tax notice (tax bill), the amounts will also include additional costs of collection estimated at 2% and early payment discount allowance estimated at 4%

EXHIBIT A

A portion Sections 8, 9, 16, 17, 20 and 21, Township 25 South, Range 20 East, Pasco County, Florida, lying South of State Road 52 and East of Interstate 75 (State Road 93), being more particularly described as follows:

COMMENCE at the Northeast corner of the Northwest 1/4 of said Section 16; thence S.89°57'20"W., 26.11 feet along the Northerly boundary line of the Northwest 1/4 of said Section 16 to the Westerly maintained right-of-way line of MCKENDREE ROAD, per Pasco County Project "X88640.00" (dated 11/02/06) and the POINT OF BEGINNING; thence along said Westerly maintained right-of-way line the following four courses: S.00°23'21"W., 522.24 feet; thence S.00°18'23"W., 968.23 feet; thence S.00°20'33"W., 855.96 feet; thence S.00°08'11"W., 296.67 feet to the Southerly boundary line of the Northwest 1/4 of said Section 16, said line also being the Northerly boundary line of property described in Official Records Book 3649, Page 624, of the Public Records of Pasco County, Florida; thence departing said Northerly and Southerly boundary lines and continuing along said Westerly maintained right-of-way line: S.00°08'11"W., 168.51 feet; S.00°16'51"W., 314.99 feet to the Northerly boundary line of property described in Official Records Book 10233, Page 2884; thence departing said Westerly maintained right-of-way line run the S.89°19'07"W., 503.43 feet along the said Northerly boundary line to the Northwest corner of said Property described in Official Records Book 10233, Page 2884; thence S.00°41'07"W., 837.22 feet along the Westerly boundary line of said parcel of land to the southwest corner of said parcel of land; thence S.,89°32'51" E., 508.17 feet along the South line of said parcel of land described in Official Records Book 10233, Page 2884 to said Westerly right-of-way line of MCKENDREE ROAD; thence the following courses along said Westerly right-of-way line of MCKENDREE ROAD: S.00°24'04"W., 6.02 feet; S.00°23'36"W., 786.05 feet; thence S.00°26'48"W., 537.95 feet; S.00°31'15"W., 0.69 feet to the south line of said property described in Official Records Book 4549, Page 223; thence continuing along said Westerly right-of-way line of MCKENDREE ROAD run the following courses S.00°31'15"W., 685.49 feet; thence S.00°15'29"W., 714.47 feet; S.00°14'49"W., 1244.36 feet; N.89°10'20"W., 8.20 feet; thence S.00°33'36"E., 0.34 feet to the Southerly boundary line of the Northwest 1/4 of said Section 21 and the Westerly right-of-way line of said MCKENDREE ROAD, as recorded in Official Records Book 9011, Page 3143 of the Public Records of Pasco County, Florida; thence along said Westerly right-of-way line, recorded in Official Records Book 9011, Page 3143 the following three courses: S.89°49'24"W., 34.19 feet; thence S.00°14'13"W., 189.62 feet; thence S.25°06'43"W., 8.82 feet; to the Northerly boundary line of property described in Official Records Book 5010, Page 524, of the Public Records of Pasco County, Florida; thence S.89°49'24"W., 409.26 feet along said Northerly boundary line to the Northwest corner of said property described in Official Records Book 5010, Page 524; thence S.00°00'10"E., 394.23 feet along the Westerly boundary line of said property described in Official Records Book 5010, Page 524 to the Northwesterly right-of-way line of said MCKENDREE ROAD; thence S.42°35'20"W., 345.54 feet along said Northwesterly right-of-way line to the Northerly boundary line of the property described in Official Records Book 8929, Page 3844, of the Public Records of Pasco County, Florida; thence S.89°49'24"W., 1828.27 feet along said Northerly boundary line to the Westerly boundary line of the Northwest 1/4 of the Southwest 1/4 of said Section 21, said line also being the Easterly boundary line of the Northeast 1/4 of the Southeast 1/4

of said Section 20; thence S.00°00'17"E., 482.42 feet along said Westerly and Easterly boundary lines to the Southeast corner of the Northeast 1/4 of the Southeast 1/4 of said Section 20 said point also being the Southwest corner of the Northwest 1/4 of the Southwest 1/4 of said Section 21; thence S.89°55'32"W., 854.44 feet along the Southerly boundary line of the Northeast 1/4 of the Southeast 1/4 of said Section 20 to the Southeast corner of Parcel 107 Part A, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Easterly and Northerly boundary lines of said Parcel 107 Part A, said lines also being the Easterly right-of-way line of said Interstate 75 (State Road 93), the following ten courses: N.34°10'19"E., 110.65 feet; thence N.03°51'34"E., 44.42 feet; thence N.77°32'45"W., 97.41 feet; thence N.38°02'01"W., 66.31 feet; thence N.08°31'23"W., 323.07 feet; thence N.36°50'41"W., 151.97 feet; thence N.21°06'15"E., 111.18 feet; thence N.50°16'57"E., 43.34 feet; thence N.07°59'54"E., 1236.12 feet; thence N.87°41'03"W., 377.59 feet to the Northwest corner of said Parcel 107 Part A; thence continue along said Easterly right-of-way line of said Interstate 75 (State Road 93), Northeasterly, 388.37 feet along a non-tangent curve concave to the West having a radius of 11609.16 feet, through a central angle of 01°55'00" (chord bears N.01°21'26"E., 388.35 feet) to the Southwest corner of Parcel 107 Part B, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Easterly boundary line of said Parcel 107 Part B and along said Easterly right-of-way line of said Interstate 75 (State Road 93), the following eight courses and one curve: N.56°03'43"E., 462.46 feet; thence N.25°08'46"E., 124.22 feet; thence N.00°34'55"W., 97.40 feet; thence N.74°47'54"W., 190.20 feet; thence N.37°06'30"W., 422.56 feet to the beginning of a tangent curve concave to the East having a radius of 15.00 feet; thence Northeasterly, 23.07 feet along said curve through a central angle of 88°08'24" (chord bears N.06°57'42"E., 20.87 feet); thence N.51°01'54"E., 38.33 feet; thence N.09°01'30"W., 37.01 feet; thence N.64°01'26"W., 63.26 feet; thence continue along said Easterly right-of-way line of said Interstate 75 (State Road 93), Northwesterly, 20.70 feet along a non-tangent curve concave to the West having a radius of 11609.17 feet, through a central angle of 00°06'08" (chord bears N.04°24'50"W., 20.70 feet); thence N.04°27'54"W., 2393.84 feet along said Easterly right-of-way line of said Interstate 75 (State Road 93) to the Southwest corner of Parcel 107 Part C, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Easterly and Northerly boundary lines of said Parcel 107 Part C also being the said Easterly right-of-way line of said Interstate 75 (State Road 93), the following thirteen courses and one curve: N.85°32'06"E., 450.00 feet; thence N.04°27'54"W., 555.26 feet to the beginning of a tangent curve concave to the East having a radius of 10859.11 feet; thence Northerly, 1279.02 feet along said curve through a central angle of 06°44'55" (chord bears N.01°05'27"W., 1278.28 feet); thence N.87°42'59"W., 58.20 feet; thence S.20°04'21"W., 157.32 feet; thence N.88°25'14"W., 26.18 feet; thence N.13°44'33"W., 67.76 feet; thence N.02°47'02"E., 121.11 feet; thence N.15°59'17"W., 58.81 feet; thence S.47°00'11"W., 127.29 feet; thence S.17°34'15"W., 134.55 feet; thence S.26°21'37"W., 69.48 feet; thence S.64°31'22"W., 44.34 feet; thence S.84°51'21"W., 87.37 feet; thence continue along said Easterly right-of-way line of said Interstate 75 (State Road 93) the following one curve and two courses, Northeasterly, 544.61 feet along a non-tangent curve concave to the East having a radius of 11309.11 feet, through a central angle of 02°45'33" (chord bears N.02°31'48"E., 544.56 feet); thence N.03°54'34"E., 1833.87 feet; thence N.07°54'34"E., 888.15 feet to the Southwest corner of Parcel 107 Part D, as recorded in said Official Records Book 8999, Page 2234, of the Public Records of Pasco County, Florida; thence along the Southerly, Easterly and Northerly boundary lines of said Parcel 107 Part D said lines also being the

said Easterly right-of-way line of said Interstate 75 (State Road 93) the following nine courses and one curve: thence S.86°05'26"E., 1116.20 feet; thence N.15°49'42"W., 391.67 feet; thence N.09°18'32"W., 296.19 feet to the beginning of a non-tangent curve concave to the Southeast having a radius of 38.00 feet; thence Southwesterly, 45.95 feet along said curve through a central angle of 69°16'49" (chord bears S.87°01'54"W., 43.20 feet); thence S.52°23'31"W., 8.02 feet; thence S.09°18'32"E., 25.06 feet; thence S.52°25'27"W., 73.35 feet; thence N.87°46'44"W., 659.32 feet; thence S.66°53'12"W., 49.74 feet; thence N.87°53'16"W., 77.79 feet; thence N.07°54'34"E., 364.71 feet along said Easterly right-of-way line of Interstate 75 (State Road 93) to the Southerly boundary line of property described in Official Records Book 1584, Page 465 of the Public Records of Pasco County, Florida; thence N.84°23'26"E., 1072.74 feet along said Southerly boundary line to the Southeast corner of said property described in Official Records Book 1584, Page 465; thence along the Easterly boundary line of said property described in Official Records Book 1584, Page 465 the following two courses: N.02°05'59"E., 249.58 feet; thence N.02°22'00"E., 274.72 feet to the Southerly right-of-way line of said State Road 52 and the beginning of a non-tangent curve concave to the Southeast having a radius of 10,026.00 feet; thence along said Southerly right-of-way line the following two curves and two courses: Northeasterly, 35.69 feet along said curve through a central angle of 00°12'14" (chord bears N.84°29'30"E., 35.69 feet); thence N.84°23'30"E., 175.50 feet to the beginning of a non-tangent curve concave to the South, having a radius of 5485.00 feet; thence Southeasterly, 1294.33 feet along said curve through a central angle of 13°31'14" (chord bears S.88°50'53"E., 1291.33 feet); thence S.82°05'17"E., 1091.94 feet to said Westerly maintained right-of-way line of McKENDREE ROAD; thence along said Westerly maintained right-of-way line the following four courses: S.00°23'51"W., 822.82 feet; thence S.00°24'32"W., 693.73 feet; thence S.00°16'01"W., 850.08 feet; thence S.00°23'21"W., 402.14 feet to the POINT OF BEGINNING.

Containing 966.87 Acres, more or less.

PTC

COMMUNITY DEVELOPMENT DISTRICT

7E

RESOLUTION 2022-34

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING DISTRICT PROJECTS FOR CONSTRUCTION AND/OR ACQUISITION OF INFRASTRUCTURE IMPROVEMENTS; EQUALIZING, APPROVING, CONFIRMING, AND LEVYING SPECIAL ASSESSMENTS ON PROPERTY SPECIALLY BENEFITED BY SUCH PROJECTS TO PAY THE COST THEREOF; PROVIDING FOR THE PAYMENT AND THE COLLECTION OF SUCH SPECIAL ASSESSMENTS BY THE METHODS PROVIDED FOR BY CHAPTERS 170, 190, AND 197, FLORIDA STATUTES; CONFIRMING THE DISTRICT’S INTENTION TO ISSUE SPECIAL ASSESSMENT BONDS; MAKING PROVISIONS FOR TRANSFERS OF REAL PROPERTY TO GOVERNMENTAL BODIES; PROVIDING FOR THE RECORDING OF AN ASSESSMENT NOTICE; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the PTC Community Development District (the “District”) previously indicated its intention to construct certain types of infrastructure improvements and to finance such infrastructure improvements through the issuance of bonds, which bonds would be repaid by the imposition of special assessments on benefited property within the District; and

WHEREAS, the District’s Board of Supervisors (the “Board”) noticed and conducted a public hearing pursuant to Chapters 170, 190, and 197, *Florida Statutes*, relating to the imposition, levy, collection and enforcement of such assessments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT AS FOLLOWS:

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to Chapters 170, 190, and 197, *Florida Statutes*, including without limitation, Section 170.08, *Florida Statutes*.

SECTION 2. FINDINGS. The Board hereby finds and determines as follows:

(a) The District is a local unit of special-purpose government organized and existing under and pursuant to Chapter 190, *Florida Statutes*, as amended.

(b) The District is authorized by Chapter 190, *Florida Statutes*, to finance, fund, plan, establish, acquire, install, equip, operate, extend, construct, or reconstruct stormwater management facilities; roadways; water and wastewater facilities; off-site improvements; electrical utilities (street lighting); entry features and signage; parks and amenities; and other

infrastructure projects and services necessitated by the development of, and serving lands within, the District, together the “Improvements.”

(c) The District is authorized by Chapter 190, *Florida Statutes*, to levy and impose special assessments to pay all, or any part of, the cost of such infrastructure projects and services and to issue special assessment bonds payable from such special assessments as provided in Chapters 170, 190, and 197, *Florida Statutes*.

(d) It is necessary to the public health, safety and welfare and in the best interests of the District that (i) the District provide the capital improvements (“Capital Improvements”), the nature and location of which is described in the *PTC Community Development District Master Engineer’s Report*, dated May 13, 2022 (the “Engineer’s Report”) (attached as **Exhibit A** hereto and incorporated herein by this reference), and which the plans and specifications are on file at the office of the District Manager c/o Governmental Management Services-CF, LLC, 219 East Livingston Street, Orlando, FL 32801 (“District Records Offices”); (ii) the cost of such Capital Improvements be assessed against the lands specially benefited by such Capital Improvements; and (iii) the District issue bonds to provide funds for such purposes pending the receipt of such special assessments.

(e) The provision of said Capital Improvements, the levying of such Assessments (hereinafter defined) and the sale and issuance of such bonds serves a proper, essential, and valid public purpose and is in the best interests of the District, its landowners, and residents.

(f) In order to provide funds with which to pay all or a portion of the costs of the Capital Improvements which are to be assessed against the benefitted properties, pending the collection of such Assessments, it is necessary for the District from time to time to sell and issue its Special Assessment Bonds, in one or more series (the “Bonds”).

(g) By Resolution 2022-29, the Board determined to provide the Capital Improvements and to defray the costs thereof by making Assessments on benefitted property and expressed an intention to issue Bonds, notes or other specific financing mechanisms to provide all or a portion of the funds needed for the Capital Improvements prior to the collection of such Assessments. Resolution 2022-29 was adopted in compliance with the requirements of Section 170.03, *Florida Statutes*, and prior to the time it was adopted, the requirements of Section 170.04, *Florida Statutes*, had been met.

(h) As directed by Resolution 2022-29, said Resolution 2022-29 was published as required by Section 170.05, *Florida Statutes*, and a copy of the publisher’s affidavit of publication is on file with the Secretary of the Board.

(i) As directed by Resolution 2022-29, a preliminary assessment roll was adopted and filed with the Board as required by Section 170.06, *Florida Statutes*.

(j) As required by Section 170.07, *Florida Statutes*, and as a part of Resolution 2022-29, the Board fixed the time and place of a public hearing at which owners of the property to be

assessed and other persons interested therein may appear before the Board and be heard as to (1) the propriety and advisability of making the infrastructure improvements, (2) the cost thereof, (3) the manner of payment therefore, and (4) the amount thereof to be assessed against each specially benefited property or parcel and provided for publication of notice of such public hearing and individual mailed notice in accordance with Chapters 170, 190, and 197, *Florida Statutes*.

(k) Notice of such public hearing was given by publication and also by mail as required by Section 170.07, *Florida Statutes*. Affidavits as to such publications and mailings are on file in the office of the Secretary of the Board.

(l) On July 22, 2022, at the time and place specified in Resolution 2022-29 and the notice referred to in paragraph (k) above, the Board met as an Equalization Board, conducted such public hearing, and heard and considered all complaints and testimony as to the matters described in paragraph (j) above. The Board has made such modifications in the preliminary assessment roll as it deems necessary, just and right in the making of the final assessment roll.

(m) Having considered the estimated costs of the Capital Improvements, estimates of financing costs and all complaints and evidence presented at such public hearing, the Board further finds and determines:

- i.** that the estimated costs of the Capital Improvements is as specified in the Engineer's Report, which Engineer's Report is hereby adopted, approved, and confirmed, and that the amount of such costs is reasonable and proper; and
- ii.** it is reasonable, proper, just and right to assess the cost of such Capital Improvements against the properties specially benefited thereby using the method determined by the Board set forth in the *Master Special Assessment Methodology Report*, dated May 13, 2022 (the "Assessment Report," attached hereto as **Exhibit B** and incorporated herein by this reference), for the Bonds, which results in the special assessments set forth on the final assessment roll included within such **Exhibit B** (the "Assessments"); and
- iii.** the Assessment Report is hereby approved, adopted and confirmed. The District ratifies its use in connection with the issuance of the Bonds;
- iv.** it is hereby declared that the Capital Improvements will constitute a special benefit to all parcels of real property listed on said final assessment roll and that the benefit, in the case of each such parcel, will be equal to or in excess of the Assessments thereon when allocated as set forth in **Exhibit B**;
- v.** that the costs of the Capital Improvements are fairly and reasonably apportioned to the properties specifically benefitted as set forth in **Exhibit B**;
- vi.** it is in the best interests of the District that the Assessments be paid and

collected as herein provided; and

vii. it is reasonable, proper, just and right for the District to utilize the true-up mechanisms and calculations contained in the Assessment Report in order to ensure that all parcels of real property benefiting from the Capital Improvements are assessed accordingly and that sufficient assessment receipts are being generated in order to pay the corresponding bond debt-service when due;

SECTION 3. AUTHORIZATION OF DISTRICT PROJECT. That construction of Capital Improvements initially described in Resolution No. 2022-29, and more specifically identified and described in **Exhibit A** attached hereto, is hereby authorized and approved and the proper officers, employees and/or agents of the District are hereby authorized and directed to take such further action as may be necessary or desirable to cause the same to be made.

SECTION 4. ESTIMATED COST OF IMPROVEMENTS. The total estimated costs of the Capital Improvements and the costs to be paid by Assessments on all specially benefited property are set forth in **Exhibits A and B**, respectively, hereto.

SECTION 5. EQUALIZATION, APPROVAL, CONFIRMATION AND LEVY OF SPECIAL ASSESSMENTS. The Assessments on the parcels specially benefited by the Capital Improvements, all as specified in the final assessment roll set forth in **Exhibit B**, attached hereto, are hereby equalized, approved, confirmed and levied. Immediately following the adoption of this Resolution, these Assessments, as reflected in **Exhibit B** attached hereto, shall be recorded by the Secretary of the Board of the District in a special book, to be known as the "Improvement Lien Book." The Assessment or assessments against each respective parcel shown on such final assessment roll and interest, costs and penalties thereon, as hereafter provided, shall be and shall remain a legal, valid and binding first lien on such parcel until paid and such lien shall be coequal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims. Prior to the issuance of any Bonds, including refunding bonds, the District may, by subsequent resolution, adjust the acreage assigned to particular parcel identification numbers listed on the final assessment roll to reflect accurate apportionment of acreage within the District amongst individual parcel identification numbers. The District may make any other such acreage and boundary adjustments to parcels listed on the final assessment roll as may be necessary in the best interests of the District as determined by the Board by subsequent resolution. Any such adjustment in the assessment roll shall be consistent with the requirements of law. In the event the issuance of Bonds, including refunding bonds, by the District would result in a decrease of the Assessments, then the District shall by subsequent resolution, adopted within sixty (60) days of the sale of such Bonds at a publicly noticed meeting and without the need for further public hearing, evidence such a decrease and amend the final assessment roll as shown in the Improvement Lien Book to reflect such a decrease.

SECTION 6. FINALIZATION OF SPECIAL ASSESSMENTS. When the entire Capital Improvements project has both been constructed or otherwise provided to the satisfaction of the Board, the Board shall adopt a resolution accepting the same and determining the actual costs (including

financing costs) thereof, as required by Sections 170.08 and 170.09, *Florida Statutes*. Pursuant to the provisions of Section 170.08, *Florida Statutes*, regarding completion of a project funded by a particular series of bonds, the District shall credit to each Assessment the difference, if any, between the Assessment as hereby made, approved and confirmed and the proportionate part of the actual costs of the Capital Improvements, as finally determined upon completion thereof, but in no event shall the final amount of any such special assessment exceed the amount of benefits originally assessed hereunder. In making such credits, no credit shall be given for bond financing costs, capitalized interest, funded reserves or bond discounts. Such credits, if any, shall be entered in the Improvement Lien Book.

SECTION 7. PAYMENT OF SPECIAL ASSESSMENTS AND METHOD OF COLLECTION.

(a) The Assessments may be paid in not more than thirty (30) substantially equal consecutive annual installments of principal and interest. The Assessments may be paid in full without interest at any time within thirty (30) days after the completion of the Capital Improvements and the adoption by the Board of a resolution accepting the Capital Improvements, unless such option has been waived by the owner of the land subject to the Assessments; provided, however, that the Board shall at any time make such adjustments by resolution, at a noticed meeting of the Board, to that payment schedule as may be necessary and in the best interests of the District to account for changes in long and short term debt as actually issued by the District. All impact fee credits received and/or value received for impact fee credits shall be applied against the Capital Improvements costs and/or the outstanding indebtedness of any debt issuance that funded the improvement giving rise to the credits which application may be addressed by such resolutions. At any time subsequent to thirty (30) days after the Capital Improvements have been completed and a resolution accepting the Capital Improvements has been adopted by the Board, the Assessments may be prepaid in full including interest amounts to the next succeeding interest payment date or to the second succeeding interest payment date if such a prepayment is made within forty-five (45) calendar days before an interest payment date. The owner of property subject to Assessments may prepay the entire remaining balance of the Assessments at any time, or a portion of the remaining balance of the Assessment one time if there is also paid, in addition to the prepaid principal balance of the Assessment, an amount equal to the interest that would otherwise be due on such prepaid amount on the next succeeding interest payment date, or, if prepaid during the forty-five day (45) period preceding such interest payment date, to the interest payment date following such next succeeding interest payment date. Prepayment of Assessments does not entitle the property owner to any discounts for early payment.

(b) The District may elect to use the method of collecting Assessments authorized by Sections 197.3632 and 197.3635, *Florida Statutes* (the "Uniform Method"). The District has heretofore taken or will use its best efforts to take as timely required, any necessary actions to comply with the provisions of said Sections 197.3632 and 197.3635, *Florida Statutes*. Such Assessments may be subject to all of the collection provisions of Chapter 197, *Florida Statutes*. Notwithstanding the above, in the event the Uniform Method of collecting its special or non-ad valorem assessments is not available to the District in any year, or if determined by the District

to be in its best interest, the Assessments may be collected as is otherwise permitted by law. The District may, in its sole discretion, collect Assessments by directly assessing landowner(s) and enforcing said collection in any manner authorized by law.

(c) For the period the District uses the Uniform Method, the District shall enter into an agreement with the Tax Collector of Pasco County who may notify each owner of a lot or parcel within the District of the amount of the special assessment, including interest thereon, in the manner provided in Section 197.3635, *Florida Statutes*.

SECTION 8. APPLICATION OF TRUE-UP PAYMENTS.

(a) Pursuant to the Assessment Report, attached hereto as **Exhibit B**, there may be required from time to time certain true-up payments. As parcels of land or lots are platted, the Assessments securing the Bonds shall be allocated as set forth in the Assessment Report. In furtherance thereof, at such time as parcels or land or lots are platted, it shall be an express condition of the lien established by this Resolution that any and all initial plats of any portion of the lands within the District, as the District's boundaries may be amended from time to time, shall be presented to the District Manager for review, approval and calculation of the percentage of acres and numbers of units which will be, after the plat, considered to be developed. No further action by the Board of Supervisors shall be required. The District's review shall be limited solely to this function and the enforcement of the lien established by this Resolution. The District Manager shall cause the Assessments to be reallocated to the units being platted and the remaining property in accordance with **Exhibit B**, cause such reallocation to be recorded in the District's Improvement Lien Book, and shall perform the true-up calculations described in **Exhibit B**, which process is incorporated herein as if fully set forth (the "True-Up Methodology"). Any resulting true-up payment shall become due and payable that tax year by the landowner(s) of record of the remaining unplatted property, in addition to the regular assessment installment payable with respect to such remaining unplatted acres.

(b) The District will take all necessary steps to ensure that true-up payments are made in a timely fashion to ensure its debt service obligations are met. The District shall record all true-up payments in its Improvement Lien Book.

(c) The foregoing is based on the District's understanding with landowner and/or developer that it intends to develop the unit numbers and types shown in **Exhibit B**, on the net developable acres and is intended to provide a formula to ensure that the appropriate ratio of the Assessments to gross acres is maintained if fewer units are developed. However, no action by the District prohibits more than the maximum units shown in **Exhibit B** from being developed. In no event shall the District collect Assessments pursuant to this Resolution in excess of the total debt service related to the Capital Improvements, including all costs of financing and interest. The District recognizes that such events as regulatory requirements and market conditions may affect the timing and scope of the development in the District. If the strict application of the True-Up Methodology to any assessment reallocation pursuant to this paragraph would result in Assessments collected in excess of the District's total debt service obligation for the Capital

Improvements, the Board shall by resolution take appropriate action to equitably reallocate the Assessments. Further, upon the District's review of the final plat for the developable acres, any unallocated Assessments shall become due and payable and must be paid prior to the District's approval of that plat.

(d) The application of the monies received from true-up payments or Assessments to the actual debt service obligations of the District, whether long term or short term, shall be set forth in the supplemental assessment resolution adopted for each series of Bonds actually issued. Such subsequent resolution shall be adopted at a noticed meeting of the District, and shall set forth the actual amounts financed, costs of issuance, expected costs of collection, and the total amount of the assessments pledged to that issue, which amount shall be consistent with the lien imposed by this Resolution. Each such supplemental resolution shall also address the allocation of any impact fee credits expected to be received from the provision of the project funded by the corresponding series of Bonds issued or to be issued.

SECTION 9. GOVERNMENT PROPERTY; TRANSFERS OF PROPERTY TO UNITS OF LOCAL, STATE, AND FEDERAL GOVERNMENT. Property owned by units of local, state, and federal government shall not be subject to the Assessments without specific consent thereto. If at any time, any real property on which Assessments are imposed by this Resolution is sold or otherwise transferred to a unit of local, state, or federal government (without consent of such governmental unit to the imposition of Assessments thereon), all future unpaid Assessments for such tax parcel shall become due and payable immediately prior to such transfer without any further action of the District.

SECTION 10. ASSESSMENT NOTICE. The District's Secretary is hereby directed to record a general Notice of Assessments in the Official Records of Pasco County, Florida, which shall be updated from time to time in a manner consistent with changes in the boundaries of the District.

SECTION 11. SEVERABILITY. If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

SECTION 12. CONFLICTS. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

SECTION 13. EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

[Remainder of this page intentionally left blank]

APPROVED AND ADOPTED this 22nd day of July 2022.

ATTEST:

PTC COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: *PTC Community Development District Master Engineer's Report*, dated May 13, 2022

Exhibit B: *Master Special Assessment Methodology Report*, dated May 13, 2022

Exhibit A: *PTC Community Development District Master Engineer's Report*, dated May 13, 2022

Exhibit B: *Master Special Assessment Methodology Report*, dated May 13, 2022

PTC

COMMUNITY DEVELOPMENT DISTRICT

8A

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

Before the undersigned authority personally appeared **Judy Allen** who on oath says that he/she is **Legal Advertising Representative of the Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of Rule Development** was published in said newspaper by print in the issues of: **6/19/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hillsborough** County, Florida and that the said newspaper has heretofore been continuously published in said **Hillsborough** County, Florida each day and has been entered as a second class mail matter at the post office in said **Hillsborough** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

} ss

**NOTICE OF RULE DEVELOPMENT BY THE
PTC COMMUNITY DEVELOPMENT DISTRICT**

In accord with Chapters 120 and 190, Florida Statutes, PTC Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District.

The Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2021). The specific laws implemented in the Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2021).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager, c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010.

District Manager
PTC Community Development District

June 19, 2022

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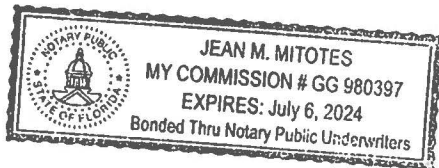
Judy Allen
Signature Affiant

Sworn to and subscribed before me this .06/19/2022

Jean M. Mitotes
Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

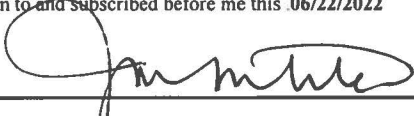
Before the undersigned authority personally appeared **Judy Allen** who on oath says that he/she is **Legal Advertising Representative of the Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of Rulemaking** was published in said newspaper by print in the issues of: **6/22/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hillsborough** County, Florida and that the said newspaper has heretofore been continuously published in said **Hillsborough** County, Florida each day and has been entered as a second class mail matter at the post office in said **Hillsborough** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

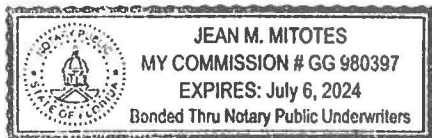
Sworn to and subscribed before me this **06/22/2022**



Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



NOTICE OF RULEMAKING REGARDING THE RULES OF PROCEDURE OF THE PTC COMMUNITY DEVELOPMENT DISTRICT

A public hearing will be conducted by the Board of Supervisors of PTC Community Development District ("District") on Friday, July 22, 2022, at 11:00 a.m. at the Hampton Inn & Suites by Hilton, 2740 Cypress Ridge Boulevard, Wesley Chapel, Florida 33544.

} SS

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in a newspaper of general circulation on June 19, 2022.

The Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2021). The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2021).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager's Office, c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty one (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1 800-955-8770 for aid in contacting the District Office.

District Manager
PTC Community Development District

June 22, 2022

0000232111

PTC

COMMUNITY DEVELOPMENT DISTRICT

8B

RESOLUTION 2022-35

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the PTC Community Development District (“**District**”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within unincorporated Pasco County, Florida, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The attached Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Rules of Procedure shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 22nd day of July, 2022.

ATTEST:

PTC COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A
Rules of Procedure

**RULES OF PROCEDURE
PTC COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF JULY 22, 2022

TABLE OF CONTENTS

Rule 1.0	General.	2
Rule 1.1	Board of Supervisors; Officers and Voting.....	3
Rule 1.2	District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.	7
Rule 1.3	Public Meetings, Hearings, and Workshops.	10
Rule 1.4	Internal Controls to Prevent Fraud, Waste and Abuse.....	15
Rule 2.0	Rulemaking Proceedings.	16
Rule 3.0	Competitive Purchase.....	22
Rule 3.1	Procedure Under the Consultants' Competitive Negotiations Act.....	27
Rule 3.2	Procedure Regarding Auditor Selection.	31
Rule 3.3	Purchase of Insurance.....	36
Rule 3.4	Pre-qualification.....	38
Rule 3.5	Construction Contracts, Not Design-Build.....	43
Rule 3.6	Construction Contracts, Design-Build.....	47
Rule 3.7	Payment and Performance Bonds.	52
Rule 3.8	Goods, Supplies, and Materials.	53
Rule 3.9	Maintenance Services.	57
Rule 3.10	Contractual Services.	61
Rule 3.11	Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.	62
Rule 4.0	Effective Date.	65

Rule 1.0 General.

- (1) The Channing Park Community Development District (“District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (“Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (“Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and

contracts on the District's behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document

previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
 - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's

Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the

District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.

- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person

making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week, and shall satisfy the requirement to give at least seven (7) days' public notice stated herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at [###-###-###]. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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.”

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days before each meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel

- (b) District Engineer
- (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures

Supervisor's requests and comments

Public comment

Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section

190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.

- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.
- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
- (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
 - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (c) Support economical and efficient operations; and
 - (d) Ensure reliability of financial records and reports; and
 - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within

twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the

Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.

(10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
- (b) All notices given for a proposed rule;
- (c) Any statement of estimated regulatory costs for the rule;
- (d) A written summary of hearings, if any, on the proposed rule;
- (e) All written comments received by the District and responses to those written comments; and
- (f) All notices and findings pertaining to an emergency rule.

(11) Petitions to Challenge Existing Rules.

- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
- (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.

- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
 - (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variations and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;

- (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
 - (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods,

hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) "Invitation to Bid" is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) "Invitation to Negotiate" means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) "Negotiate" means to conduct legitimate, arm's length discussions and conferences to reach an agreement on a term or price.
- (l) "Professional Services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) "Proposal (or Reply or Response) Most Advantageous to the District" means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.

- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;

- (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
- (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give

such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be

selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

(a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

(b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

(a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

(b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:

- (i) Ability of personnel;
- (ii) Experience;
- (iii) Ability to furnish the required services; and
- (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

(4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the

county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.

- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.
- (6) Committee’s Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm’s qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
 - (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms’ respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
 - (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
 - (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to

award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and

offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been

pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.

(i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.

- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- xii. The vendor or affiliate(s) has been convicted of a contract crime.
 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an

adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in

accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative

is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall

constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
 - (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.

(ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;

- d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if [the proposals are too high](#), or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive

Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.

7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.

9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
 - (5) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;

- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest

Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.
- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.

- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.

 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.

 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;

 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the

purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to

be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;

- (c) Regulate the course of the hearing, including any pre-hearing matters;
- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective July 22, 2022, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

PTC

COMMUNITY DEVELOPMENT DISTRICT

9A

Tampa Bay Times Published Daily

STATE OF FLORIDA
COUNTY OF Pasco

Before the undersigned authority personally appeared **Judy Allen** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of FY2022 & FY2023 Budget Public Hearings** was published in said newspaper by print in the issues of: **6/29/22, 7/ 6/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco** County, Florida and that the said newspaper has heretofore been continuously published in said **Pasco** County, Florida each day and has been entered as a second class mail matter at the post office in said **Pasco** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

} SS

PTC COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARINGS TO CONSIDER THE ADOPTION OF THE REMAINDER OF THE FISCAL YEAR 2021/2022 AND THE FISCAL YEAR 2022/2023 BUDGETS; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("**Board**") of the PTC Community Development District ("**District**") will hold two public hearings on July 22, 2022 at 11:00 a.m. at the Hampton Inn & Suites by Hilton, 2740 Cypress Ridge Boulevard, Wesley Chapel, Florida 33544 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("**Proposed Budgets**") of the District for the remainder of the fiscal year beginning October 1, 2021, and ending September 30, 2022 ("**Fiscal Year 2021/2022**"), and the fiscal year beginning October 1, 2022, and ending September 30, 2023 ("**Fiscal Year 2022/2023**"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budgets may be obtained at the offices of the District Manager, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010 ("**District Manager's Office**"), during normal business hours.

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

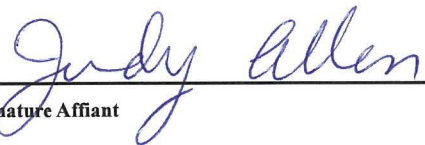
Any person requiring special accommodations at the hearings or meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of 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 such appeal is to be based.

District Manager

June 29, 2022 and July 6 2022

0000233023



Signature Affiant

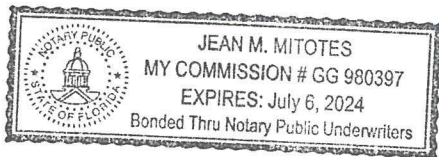
Sworn to and subscribed before me this **.07/06/2022**



Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



PTC

COMMUNITY DEVELOPMENT DISTRICT

9B

RESOLUTION 2022-36

THE ANNUAL APPROPRIATION RESOLUTION OF THE PTC COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE REMAINDER OF THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the PTC Community Development District (“**District**”) was recently established by the Board of County Commissioners for Pasco County, Florida on April 11, 2022; and

WHEREAS, the District Manager has submitted to the Board of Supervisors (“**Board**”) of the District a proposed budget (“**Proposed Budget**”) for the remainder of the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, to the extent practical and recognizing the establishment date of the District, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared the Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal years.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the PTC Community Development District for the Fiscal Year Ending September 30, 2022.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of **\$52,356** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$52,356
TOTAL ALL FUNDS	\$52,356

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within the Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year, may amend its Adopted Budget for that same fiscal year as follows:

- a. The Board may authorize an increase or decrease in line-item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line-item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 22nd day of July, 2022.

ATTEST:

PTC COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

Fiscal Year 2021/2022 Budget

**PTC
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2022**

**PTC
COMMUNITY DEVELOPMENT DISTRICT
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2

**PTC
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2022**

	Proposed Budget FY 2022
REVENUES	
Landowner contribution	\$ 52,356
Total revenues	<u>52,356</u>
EXPENDITURES	
Professional & administrative	
Management/admin/recording	20,000
Legal	15,000
Engineering	2,000
Audit	-
Arbitrage rebate calculation	-
Dissemination agent	-
Trustee - 1st series	-
DSF accounting - 1st series	-
Telephone	83
Postage	500
Printing & binding	208
Legal advertising	6,500
Annual special district fee	175
Insurance	5,500
Contingencies/bank charges	500
Website	
Hosting & maintenance	1,680
ADA compliance	210
Total expenditures	<u>52,356</u>
Excess/(deficiency) of revenues over/(under) expenditures	-
Fund balance - beginning (unaudited)	-
Unassigned	-
Fund balance - ending (projected)	<u>\$ -</u>

**PTC
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

Expenditures

Professional & administrative

Management/admin/recording \$ 20,000

Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.

Legal 15,000

General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.

Engineering 2,000

The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.

Audit -

Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.

Arbitrage rebate calculation -

To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.

Dissemination agent -

The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.

Trustee - 1st series -

Annual fee for the service provided by trustee, paying agent and registrar.

DSF accounting - 1st series -

Telephone 83

Telephone and fax machine.

Postage 500

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & binding 208

Letterhead, envelopes, copies, agenda packages, etc.

Legal advertising 6,500

The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.

Annual special district fee 175

Annual fee paid to the Florida Department of Economic Opportunity.

Insurance 5,500

The District will obtain public officials and general liability insurance.

Contingencies/bank charges 500

Bank charges and other miscellaneous expenses incurred during the year.

Website

Hosting & maintenance 1,680

ADA compliance 210

Total expenditures \$ 52,356

PTC

COMMUNITY DEVELOPMENT DISTRICT

10A

PTC

COMMUNITY DEVELOPMENT DISTRICT

10B

RESOLUTION 2022-37

THE ANNUAL APPROPRIATION RESOLUTION OF THE PTC COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to June 15th, submitted to the Board of Supervisors (“**Board**”) of the PTC Community Development District (“**District**”) a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2022, and ending September 30, 2023 (“**Fiscal Year 2022/2023**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, to the extent practical and recognizing the establishment date of the District, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared the Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference;

provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.

- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the PTC Community Development District for the Fiscal Year Ending September 30, 2023."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2022/2023, the sum of \$102,490 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$102,490
TOTAL ALL FUNDS	\$102,490

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within the Fiscal Year 2022/2023 or within sixty (60) days following the end of the Fiscal Year, may amend its Adopted Budget for that same fiscal year as follows:

- a. The Board may authorize an increase or decrease in line-item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line-item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida*

Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within five (5) days after adoption and remain on the website for at least two (2) years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 22nd day of July, 2022.

ATTEST:

PTC COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

Fiscal Year 2022/2023 Budget

**PTC
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2023**

**PTC
COMMUNITY DEVELOPMENT DISTRICT
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2

**PTC
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2023**

	Proposed Budget FY 2023
REVENUES	
Landowner contribution	\$ 102,490
Total revenues	102,490
EXPENDITURES	
Professional & administrative	
Management/admin/recording	48,000
Legal	25,000
Engineering	2,000
Audit	5,000
Arbitrage rebate calculation	500
Dissemination agent	1,000
Trustee - 1st series	5,500
DSF accounting - 1st series	5,500
Telephone	200
Postage	500
Printing & binding	500
Legal advertising	1,700
Annual special district fee	175
Insurance	5,500
Contingencies/bank charges	500
Website	
Hosting & maintenance	705
ADA compliance	210
Total expenditures	102,490
Excess/(deficiency) of revenues over/(under) expenditures	-
Fund balance - beginning (unaudited)	-
Unassigned	-
Fund balance - ending (projected)	\$ -

**PTC
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

Expenditures

Professional & administrative

Management/admin/recording \$ 48,000

Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.

Legal 25,000

General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.

Engineering 2,000

The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.

Audit 5,000

Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.

Arbitrage rebate calculation 500

To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.

Dissemination agent 1,000

The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.

Trustee - 1st series 5,500

Annual fee for the service provided by trustee, paying agent and registrar.

DSF accounting - 1st series 5,500

Telephone 200

Telephone and fax machine.

Postage 500

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & binding 500

Letterhead, envelopes, copies, agenda packages, etc.

Legal advertising 1,700

The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.

Annual special district fee 175

Annual fee paid to the Florida Department of Economic Opportunity.

Insurance 5,500

The District will obtain public officials and general liability insurance.

Contingencies/bank charges 500

Bank charges and other miscellaneous expenses incurred during the year.

Website

Hosting & maintenance 705

ADA compliance 210

Total expenditures \$ 102,490

PTC

COMMUNITY DEVELOPMENT DISTRICT

11

RESOLUTION 2022-38

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2022/2023; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the PTC Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within unincorporated Pasco County, Florida, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2022/2023 annual meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Fiscal Year 2022/2023 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 22nd day of July, 2022.

ATTEST:

PTC COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

PTC COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE		
LOCATION <i>TBD</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October __, 2022	Regular Meeting	__:__ AM/PM
November __, 2022	Regular Meeting	__:__ AM/PM
December __, 2022	Regular Meeting	__:__ AM/PM
January __, 2023	Regular Meeting	__:__ AM/PM
February __, 2023	Regular Meeting	__:__ AM/PM
March __, 2023	Regular Meeting	__:__ AM/PM
April __, 2023	Regular Meeting	__:__ AM/PM
May __, 2023	Regular Meeting	__:__ AM/PM
June __, 2023	Regular Meeting	__:__ AM/PM
July __, 2023	Regular Meeting	__:__ AM/PM
August __, 2023	Regular Meeting	__:__ AM/PM
September __, 2023	Regular Meeting	__:__ AM/PM

PTC

COMMUNITY DEVELOPMENT DISTRICT

12

RESOLUTION 2022-08

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the PTC Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within unincorporated Pasco County, Florida; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District's records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*; and

WHEREAS, District records are available for public review and inspection at the offices of

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PTC COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District's local records office shall be located at:

SECTION 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 22nd day of July, 2022.

ATTEST:

PTC COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

PTC

COMMUNITY DEVELOPMENT DISTRICT

13A

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Pasco


Before the undersigned authority personally appeared **Judy Allen** who on oath says that he/she is **Legal Advertising Representative of the Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida, that the attached copy of advertisement, being a Legal Notice in the matter **RE: RFQ for Engineering Services** was published in said newspaper by print in the issues of: **6/26/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco** County, Florida and that the said newspaper has heretofore been continuously published in said **Pasco** County, Florida each day and has been entered as a second class mail matter at the post office in said **Pasco** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

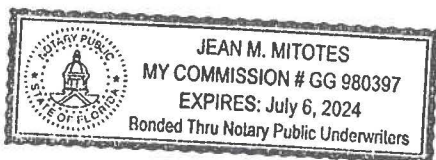
Sworn to and subscribed before me this **.06/26/2022**



Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE PTC COMMUNITY DEVELOPMENT DISTRICT

RFQ for Engineering Services

The PTC Community Development District ("District"), located in Pasco County, Florida, announces that professional engineering services will be required on a continuing basis for the District's stormwater systems, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience in Pasco County, Florida; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on July 12, 2022 by email to gillyardd@whnassociates.com ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

District Manager

June 26, 2022

0000233019

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PTC

COMMUNITY DEVELOPMENT DISTRICT

13B

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE PTC COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The PTC Community Development District (“**District**”), located in Pasco County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s stormwater systems, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual (“**Applicant**”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience in Pasco County, Florida; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“**CCNA**”). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on July 12, 2022 by email to gillyardd@whhassociates.com (“**District Manager’s Office**”).

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse

Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

Publish on: June 29, 2022

PTC COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS

COMPETITIVE SELECTION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

2) Consultant's Past Performance (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

3) Geographic Location (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

6) Recent, Current and Projected Workloads (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

PTC

COMMUNITY DEVELOPMENT DISTRICT

13C

The Pasco Town Center Community Development District (District) is seeking qualified consulting firms to provide professional engineering services on a continuing basis for the District's stormwater systems, other public improvements authorized by Chapter 190, F.S. We understand the types of projects the District is likely to undertake may include planning, preparing reports and plans, infrastructure design and permitting, project coordination, landscape architecture and construction engineering and inspections for the District. We understand that cooperation and coordination with District staff, other consultants, and District residents while providing services supporting such projects is paramount to the success of those projects as well. Our mission is to develop engineering solutions that incorporate the vision of our clients. Our solutions are practical, economical and acceptable to governing agencies while protecting the health, safety and welfare of the public.

Company Overview

Heidt Design is a multi-disciplinary consulting firm that specializes in the planning and design of master planned communities throughout Florida. Heidt Design delivers comprehensive civil engineering services that include visioning, planning, engineering design and permitting, ecological permitting, landscape architecture, CDD engineering and construction engineering and inspection services. The headquarters for Heidt Design are located at 5904 Hampton Oaks Parkway, Suite A, Tampa, FL 33610, which is the closes office, approximately 28 miles from the Pasco Town Center CDD. Heidt Design has earned an excellent reputation and counts among its staff some of the most respected engineering, environmental and planning professionals in the region. While not a minority business enterprise, the principals and associates of Heidt Design have built a reputation for leadership by creating innovative solutions to meet the complex and ever-changing needs of our clients – clients who demand designs that maximize functional efficiency, visual appeal and financial return. Every member of our team works together – pooling a wealth of resources to address challenges with a unified strategy. This results in the creation of unique, economically feasible projects that contribute value not only to the owner, but also to the community.

Heidt Design and its staff have extensive experience assisting in the creation of and the ongoing operation of over twenty (20) Community Development Districts (CDD) in four different municipalities. As CDD engineers we have an understanding of how these districts are created and how they function on a daily basis. We've created Engineer's Reports, processed requisitions, coordinated construction and attended board meetings. We believe our abundance of experience with CDD's and makes us uniquely qualified for the services being sought through this RFQ. Below is a list of some current and past CDD's for which Heidt Design is/was the District Engineer:

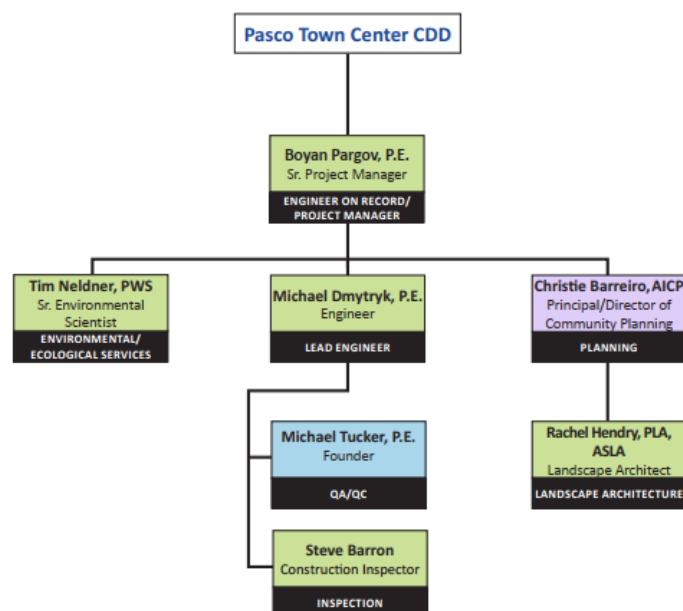
• Serenoa CDD	• Long Lake Ranch CDD
• Easton Park CDD	• Westchase CDD
• Covington Park CDD	• Watergrass CDD I and II
• Belmont CDD	• Connerton West CDD
• FishHawk Ranch CDDs I, II, III and IV	• TSR CDD (Starkey Ranch)
• Stonebrier CDD	• Lakeshore Ranch CDD
• Cheval West CDD	• Woodlands CDD
• Park Place CDD	• K-Bar Ranch II CDD
• La Collina CDD	• Cross Creek CDD

Personnel

Heidt Design is staffed with a team of highly qualified and experienced professionals. Heidt Design employs ten (10) professional engineers, eight (8) registered landscape architects and six (6) AICP certified planners. In addition to these professionals, the Heidt Design family includes an additional thirty-seven (37) staff members who provide CAD, GIS, graphic arts, inspections and administrative support for our projects.

Specific to this RFQ, we have assembled a team of staff members who will be expressly available to respond to any requests for service from the District. As individual tasks require, additional staff will be incorporated into the team in order to provide timely support. The following is an organizational chart of the District team followed by brief biographies of key team members. As requested, Standard Form 330 resumes for each team member are also provided in Tab 3.

ORGANIZATIONAL CHART



District Engineer

Boyan Pargov, P.E., the proposed District Engineer, has a B.S. in Civil Engineering from the University of Florida and over 9 years of experience designing and managing master planned communities throughout Central Florida. Mr. Pargov's project management experience encompasses all areas of land development including residential, commercial, industrial, municipal, utilities, and general site development. He has served as project manager on several continuing services contracts for various municipalities including the City of Lakeland, Polk County, Pasco County, Orange County, and Hillsborough County.

Quality Assurance/Quality Control & Technical Support

Michael Tucker, P.E. will provide the District Engineer with engineering technical support and QA/QC oversight. Mr. Tucker has over 30 years of experience and serves as an officer of Heidt Design. As Director of Engineering Design, Mr. Tucker's responsibilities include oversight of all engineering design and plans production activities. He has successfully led both private and public project teams in Pasco, Hillsborough, Hernando, Marion, Manatee, and Sarasota Counties. Mr. Tucker has a B.S. Degree in Civil Engineering and a M.S. Degree in Engineering Management from the University of South Florida.

Mr. Tucker's technical expertise includes developing, modeling, designing and permitting the stormwater management systems for large-scale developments. His expertise also includes regional and sub-regional watershed analyses in which basin models have not yet been developed by governing agencies.

Ecological Services

As Heidt Design's Senior Ecologist, *Mr. Timothy L. Neldner* has more than 37 years of professional consulting experience in the areas of wetlands assessment and permitting on both private and public projects throughout Florida. His duties include project management, feasibility studies, environmental planning, environmental constraints analyses and wetlands/habitat mapping. He is also responsible for coordinating with federal, state and local regulatory agencies to secure wetland and threatened and endangered species permits for developments. Mr. Neldner has extensive experience in wetland creation and mitigation design. Mr. Neldner has been recognized as an expert in the field of environmental permitting and wetland ecology in State of Florida administrative hearings.

Landscape Architecture

Rachel Hendry, RLA, ASLA will lead landscape architect services, as needed for District projects. Mrs. Hendry has over 19 years of professional experience in landscape architecture and land planning. Services coordinated by Mrs. Hendry include feasibility studies, master planning, landscape architecture, field reviews and coordination with regulatory permitting departments. Her experience includes numerous public and private projects within Hillsborough and Pasco Counties and the City of Tampa.

Construction Management/Field Coordination

Mr. Steve Barron will oversee the construction inspection services for District projects. Steve brings more than 45 years of field experience to the team. He has provided construction inspection services for many projects in Hillsborough and Pasco County.

The Heidt Design team takes pride in providing comprehensive, technically sound solutions to our clients' design, permitting and contract management challenges. We continue to work hard to perfect the reputation for quality design standards and responsiveness. Heidt Design's professional staff possesses the qualifications and experience to successfully meet any and all District engineering needs.

Project Experience

As previously mentioned, Heidt Design has a tremendous amount of experience working with both developers of large master planned communities and Community Development Districts associated with those communities. The complete resumes of our professionals include planning, design and management experience for over 40 projects that encompass 1000 acres or more. These projects inherently require services similar to those that may be requested by the District. We have included several examples of these projects in the attached Standard 330 forms; however, many more examples and references can be provided if so desired.

Services Provided

As one of the premier design firms in the Central Florida Area, Heidt Design provides an extensive list of services to their public and private clients. Please find a brief description of many of the services our firm provides below:

CDD District Engineer Services

As previously mentioned, Heidt Design has or is currently serving as the District Engineer for over twenty (20) Community Development Districts. Services range from assisting with the establishment of the District to ongoing services on an as needed basis.

Our District Engineer Services include:

- Board of Supervisor meeting attendance & preparation of necessary reports
- Master Maintenance exhibits
- CDD Establishment Support
- Master Engineer's Report
- Bond Validation assistance
- Stormwater Collection & Treatment System Inspections
- Permitting through all regulatory agencies (local, state & federal)
- Preparation of requested Construction Drawings and Specification
- Requisition review
- Construction Certifications
- NPDES Permitting & Compliance
- Public Facilities Reports
- Stormwater System Monitoring & Maintenance Reports
- Bid package preparation

Engineering

The Heidt Design Team provides engineering design and consultation services to public and private sector clients from preliminary site evaluation to completion and acceptance of a project by regulatory agencies. Our mission is to develop engineering solutions that incorporate the vision of our clients' planning concepts. Our solutions are practical, economical and acceptable to governing agencies while protecting the health, safety and welfare of the public.

Our Design Services include:

- Regional Hydrological & Surface Water Studies
- Master Stormwater Planning & Design
- Master Wastewater Planning & Design
- Master Water Planning & Design
- Site Specific Infrastructure Design
- Stormwater Collection & Treatment Systems
- Water & Reclaimed Water Distribution Systems
- Wastewater Collection, Pump Station & Force Main Systems
- Roadway Intersection Improvements Design
- Residential Site Development
- Urban Infill & Retrofit Design
- Commercial Site Development
- Industrial Site Development
- Permitting through all regulatory agencies (local, state & federal)
- NPDES Permitting & Compliance

Ecological Services / Environmental Permitting

In today's tightly controlled regulatory climate, environmentally sensitive projects are the rule, not the exception. Our Ecological Services Department focuses on practical solutions to a wide variety of environmental concerns. Our staff provides a comprehensive, cost effective service from the onset of the preliminary due diligence phase, through environmental permitting, post-construction certifications, and monitoring. Our staff is well versed in the protection of wetlands and environmentally sensitive eco-systems during the construction of projects throughout west Florida. Our extensive geographical service area has afforded us the opportunity to work effectively and successfully with a wide variety of local governments

(counties and cities), state agencies (FDEP, Water Management Districts, and the Florida Fish and Wildlife Conservation Commission), and the federal government (U.S. Army Corps of Engineers and EPA). The direct coordination between our Ecological Services Department and our land planning, engineering and construction inspection team members results in project savings and improved project schedules.

Our Ecological Services include:

- Endangered & Threatened Species Surveys
- Mitigation and Restoration Design
- U.S. COE Rapanos & SWANCC Assessments
- Wetland Delineation (state & federal criteria)
- Wetland Impact Permitting
- Environmental Due Diligence Reviews
- Aerial photographic interpretation
- Environmental Planning
- Wetland Hydroperiod Assessment
- U.S. COE Permitting
- Uniform Mitigation Assessment Method Scoring
- Wildlife habitat management plans
- Innovative stormwater treatment design
- Turbidity and erosion control design
- Construction inspection
- Mitigation Monitoring

Landscape Architecture and Land Planning

Our planners and landscape architects incorporate progressive design solutions that reflect the vision of the client as well as the personality of the land and community to create a unique image for each project. Using the latest principles in sustainable development, Heidt Design creates handcrafted plans for communities, town centers, neighborhoods, parks and plazas - ultimately turning community vision into reality.

We strive to make each project unique with a strong “sense of place.” Our plans are flexible in responding to our client’s financial needs and the market’s shifting patterns through designs that are sustainable and implementable. Our Design Team includes experienced urban planners and landscape architects who have successfully implemented many projects. We possess a unique skill set that includes visioning, community planning, civil engineering, landscape architecture, and urban design. Through our combined efforts, we create a “Project Vision” for each project that is sensible, distinctive, and beneficial for each client.

Our Land Planning & Landscape Architecture Services include:

- Visioning Charettes
- Master Site Planning
- Urban Design
- Streetscape Design
- Parks & Recreation Planning
- Hardscape Design
- Signage & Monument Design
- Planting Design
- LEED Design
- Presentation Graphics
- FGBC Florida Green Development Design
- Construction and Inspection Services

Construction Inspection

Heidt Design’s Construction Inspection Department provides critical coordination between the client, the design engineer, the contractor, and governmental agencies. In addition, coordination with the team’s

construction staking crews ensures that our projects are closely monitored and that site-specific challenges are met with minimal delay. We stay current on all regulatory changes that impact the construction process and stay engaged with agency inspectors so we can facilitate the procedures for project inspection and close-out. We also maintain the following certifications:

- CTQP – Earthwork Construction Inspection Levels 1 & 2
- CTQP – Asphalt Paving Levels 1 & 2
- CTQP – Concrete Field Technician – Level 1
- ACI Concrete Field Testing Technician – Grade 1
- FDOT Concrete Field Inspector Specification
- Nuclear Radiation Safety Training
- FDEP NPDES Certified Stormwater Inspector
- HAZMAT Training

*CTQP is the FDOT Construction Training Qualification Program

Our Inspection Services include:

- Roadway Subgrade, Base, Curb & Asphalt Inspection
- Results Observation of Pressure Pipe Pressure Tests
- Lamping & Televising of Sanitary Sewer Lines
- Wastewater Pump Station Start-ups
- Review of Change Orders
- Review of Construction Progress Pay Requests
- Preparation & Processing of Record Drawings
- Review of Test Reports
- Punch-list & Final Inspections
- Review of Shop Drawings

Schedule and Budget

Heidt Design is sensitive to the fact that creating and meeting project schedules is critical to the overall success of a project. The District Engineer will be responsible for creating a project schedule that accounts for the essential items necessary to deliver the intended work product on time. For larger projects, the schedule will be developed utilizing Microsoft Project and will link dependent tasks such that the critical path tasks can be easily identified and tracked. The project schedule will be distributed to the client and all team members.

For all projects, Heidt Design uses two specific weekly staff meetings to assist project managers in allocating resources and to anticipate tasks with significant lead times such that schedules are not delayed. Project managers meet with design and permitting staff to discuss individual projects. Overall schedules are discussed and other team members are informed of upcoming needs and tasks they may be required to perform. The second staff meeting is held to assign resources to specific projects for the following week. Each staff member's work load is reviewed and adjustments are made if additional resources are needed to maintain a project's schedule.

Other meetings that are helpful in maintaining project schedules are pre-submittal conferences with agencies, internal pre-design meetings and regularly scheduled meetings with the client and other team members. Pre-submittal conferences are helpful in understanding the ground rules for the permitting of the project. Taking time to explain the details of a project to agency reviewers and having a clear understanding of their concerns and expectations goes a long way to minimize review comments and potential delays. Internal pre-design meetings allow time for the project team to discuss the project holistically and to ask questions of each other in order to ensure each team member has a clear understanding of the tasks at hand. The project schedule is discussed and milestone dates and deadlines are established. Regular team meetings with the client allow for the client to stay informed and up to date on the status of the project as well as to provide quality face to face time with the team to discuss important specifics that may need to be addressed.

Heidt Design incorporates a systematic quality assurance and quality control program intended to ensure the quality of all aspects of a project. The internal process employs senior staff not directly involved with the project to review and comment on the project as objectively as possible. Items are checked to confirm that all reports, client recommendations, review comments and general design procedures have been accommodated. We recognize that when designs are properly reviewed and checked the result is an efficient design and a cost effective product on the ground which in turn helps projects come in on budget.

Another way Heidt Design works to help projects stay on budget is by performing a constructability review of our plans. This is a "third party review" in that in-house construction inspection personnel perform this review in conjunction with the production of material take-offs and estimated pricing. These members of the Heidt Design team are our eyes and ears in the field and provide the construction level detail and knowledge required to take the project from the engineering design to the finished product. The review of the project through the eyes of construction minded personnel allows Heidt Design to create a design product that is both easy to understand, favorable to bid and efficient to construct. This additional review results in fewer change orders and reduces the potential for costly time delays during construction.

While not every project for the District would require this level of effort, the process of identifying and allocating resources to meet the needs of the District to address issues as they arise is extremely important to the success of the District and the satisfaction of its residents. Heidt has the resources and processes in place to provide cost effective solutions in a timely manner to the District.

Workload

Heidt Design has capacity to work for the District. We are currently operating at 80% of our capacity and are projecting to operate at a similar capacity in the next year. Additionally, through the scheduling and staff resourcing efforts previously described and continuing to acquire outstanding talent, we are

flexible to adjust resource allocations as needed to meet any given demand. We are confident we can effectively produce for the District.

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

Pasco Town Center Community Development District, Pasco County, Florida

2. PUBLIC NOTICE DATE

06/29/2022

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Boyan Pargov, P.E.

5. NAME OF FIRM

Heidt Design, LLC

6. TELEPHONE NUMBER

813-253-5311

7. FAX NUMBER

813-464-7629

8. E-MAIL ADDRESS

boyanp@heidtdesign.com

C. PROPOSED TEAM

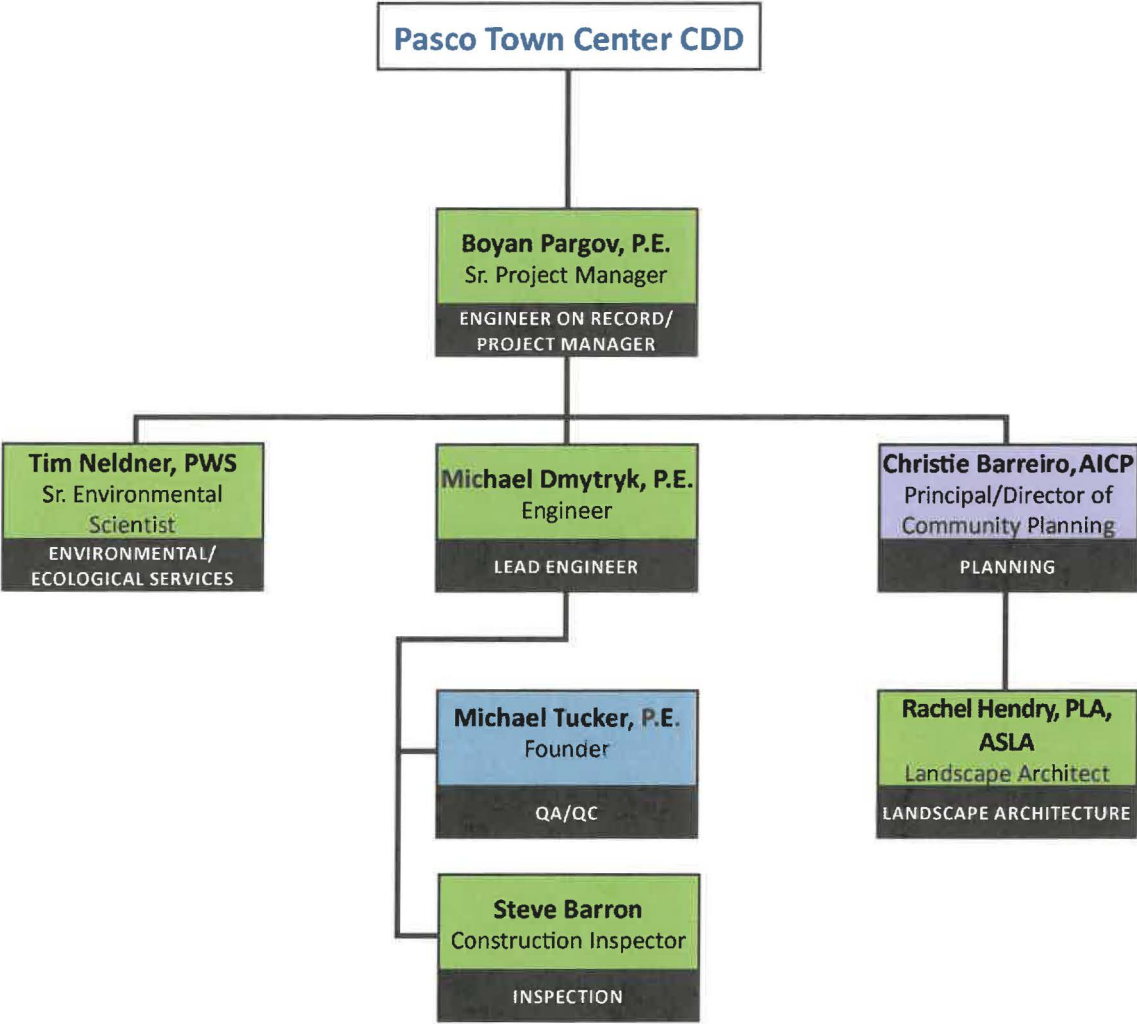
(Complete this section for the prime contractor and all key subcontractors.)

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCONTRACTOR			
a.	✓				Heidt Design, LLC <input type="checkbox"/> CHECK IF BRANCH OFFICE	5904-A Hampton Oaks Parkway Tampa, FL 33610	Provide engineering services to the Pasco Town Center Community Development District
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

ORGANIZATIONAL CHART



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Boyan Pargov, P.E.	13. ROLE IN THIS CONTRACT Engineer of Record/Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 19	b. WITH CURRENT FIRM 9
15. FIRM NAME AND LOCATION <i>(City and State)</i> Heidt Design, LLC Tampa, FL			
16. EDUCATION <i>(Degree and Specialization)</i> Bachelor of Science in Civil Engineering University of Central Florida, 2002		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Registered Professional Engineer Number 67706 State of Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Epperson Pasco County, FL	2008-Present	2008-Present
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. Engineer of Record for a number of subdivision and roads within the limits of Epperson. Approximately 15000 units (single family attached and detached) and associated collector and intermediate roads. Responsibilities also included supervision of construction plans preparation and the permitting through local and state agencies. Additionally, performe		
Mirada Pasco County, FL	2008	2009
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm b. Project Engineer for a renovation of an existing 5-acre boat ramp launching facility. The project involved the demolition of the existing boat ramp and the complete reconstruction to improve parking and stormwater treatment and attenuation.		
Tampa Riverwalk Tampa, FL	2008-2009	2010
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm c. Provided services that included review of existing documents, providing technical input regarding the feasibility of conceptual plans, assisting in the development of project cost estimates, attending workshops and other meetings with City staff for the preliminary stages of the overall Riverwalk development.		
The Corner - Phase I and II Pasco County, FL	2010-2013	On-going
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm d. Project Engineer for both phases of a 6.5-acre commercial development in the City of Tampa, Westshore District. The projects involved the demolition of existing facilities and the design and permitting of large box retail and a number of outparcel buildings.		
James A. Haley Veteran's Hospital Tampa, FL	2008-2009	2010-2011
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm e. Project Manager on a number of projects for the James A. Haley, Tampa VA campus. Project included a master plan study for the future campus development, a six story elevated parking garage over an existing dry stormwater retention pond, and a Spinal Cord Injury and Pool Rehabilitation building expansions.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Michael Dmytryk, P.E.	13. ROLE IN THIS CONTRACT Lead Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 16	b. WITH CURRENT FIRM 13
15. FIRM NAME AND LOCATION <i>(City and State)</i> Heidt Design, LLC Tampa, FL			
16. EDUCATION <i>(Degree and Specialization)</i> Bachelors of Science in Civil Engineering University of South Florida Specialization in Hydraulics and Water Resources		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Florida Registered Professional Engineer #76889	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Latitude Margaritaville Watersound Area 1 Phase 1 Thru 5B Bay County, Florida	2022	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. Design engineer for approx. 1,365-acre master planned community including single family development and collector roadway. Designed roadway PGL's and lot grading along with stormwater conveyance systems and sanitary sewer collection systems. Coordinated conflicts between utilities (water/sewer) and drainage (storm pipe).		
Wolf Creek Phase A Thru G Hillsborough County, Florida	2022	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm b. Design engineer for approx. 1,035-acre master planned community including single family development and collector roadway. Designed roadway PGL's and lot grading along with stormwater conveyance systems and sanitary sewer collection systems. Coordinated conflicts between utilities (water/sewer) and drainage (storm pipe).		
Serenoa Village 4 Lake County, Florida	2022	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm c. Design engineer for approx. 50-acre multi-family development. Designed drivle aisles, parking and building grading along with stormwater conveyance systems and sanitary sewer collection systems. Coordinated conflicts between utilities (water/sewer) and drainage (storm pipe). Also, designed potable water distribution system.		
Towns at Woodsdale Phase 1 & 2 Pasco County, Florida	2021	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm d. Design engineer for approx. 77-acre single family development. Designed overall master stormwater modeling. Designed roadway PGL's and lot grading along with stormwater conveyance systems and sanitary sewer collection systems. Coordinated conflicts between utilities (water/sewer) and drainage (storm pipe).		
Cresswind Deland City of Deland, Volusia County, Florida	2021	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm e. Design engineer for approx. 320-acre single family development. Designed Master Plans for sanitary sewer collection system, potable and reclaim water distribution system, and overall master stormwater modeling.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Christie Barreiro, AICP	13. ROLE IN THIS CONTRACT Community Planner	14. YEARS EXPERIENCE	
		a. TOTAL 19	b. WITH CURRENT FIRM 13

15. FIRM NAME AND LOCATION *(City and State)*
Heidt Design, LLC Tampa, FL

16. EDUCATION <i>(Degree and Specialization)</i> Bachelor of Science, Geography Bachelor of Science, Environmental Science Certificate of Planning Studies Florida State University	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> American Institute of Certified Planners No. 022064
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*
Tampa Bay Urban Land Institute
Young Leader, American Planning Association, Suncoast Chapter
Form-Based Code Institute

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Connected City Special Planning Area Pasco County, FL	2017	On-going
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Worked with Pasco County staff and other consultants to create a special planning area that encompasses approximately 8,500 acres east of I-75, between SR52 and Overpass Road. Planning developments include a comprehensive plan, land development code, stewardship ordinance, financial plan, and master roadway plan.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Pasco Town Center MPUD Pasco County, FL	On-going	Not Started
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Rezone approximately 970 acres at the intersection of SR52 and I-75 to create an employment based mixed use project with entitlements for 4,000,000 square feet of industrial uses, 725,000 square feet of office uses, 400,000 square feet of retail uses, 300 hotel rooms and 3,500 residential units.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Pasco Town Center Economic Development Agreement (EDA) Pasco County, FL	2022	
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Worked with Pasco County Economic Development Council, county attorney, and planning staff to create an agreement outlining primary and intermediate road construction and public utility transmission lines that the developer has agreed to install in exchange for \$46 million in ad valorem tax rebates and \$9.6 million in cash reimbursements.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Starkey Ranch Unified Sign Plan Pasco County, FL	Completed 2016	
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Assisted in the preparation and approval of a wayfinding plan to create a cohesive set of signage to safely guide the traveling public and pedestrians to their destinations within the 2,400-acre mixed-use community.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Starkey Ranch District Park Public Involvement Pasco County, FL	Completed 2014	
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Involved in public outreach to gain support for a county district park in the Starkey Ranch community. Prepared public notices and presented at a neighborhood meeting for residents in the Trinity community. Researched, presented and participated in a day-long workshop with over 30 county staff members to determine the location & uses for the park.	<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Michael Tucker, P.E.	13. ROLE IN THIS CONTRACT QA/QC	14. YEARS EXPERIENCE	
		a. TOTAL 41	b. WITH CURRENT FIRM 12

15. FIRM NAME AND LOCATION *(City and State)*
Heidt Design, LLC Tampa, FL

16. EDUCATION <i>(Degree and Specialization)</i> Bachelor of Science in Civil Engineering Master of Science in Engineering Management Specialization in Hydraulics and Stormwater Hydrology	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> FL Professional Engineer No. 40569
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*
American Society of Civil Engineers (ASCE), Florida Engineering Society (FES), National Society of Professional Engineers (NSPE), American Water Works Association (AWWA), American Water Resources Association (AWRA), National Fire Protection Association (NFPA)

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. Belmont Hillsborough County, FL	2017	On-going
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Design Engineer for Master Stormwater facilities for Belmont, a community containing over 2,120 single-family attached & detached residential homes, a large community recreation center, and over 7,600 linear feet of four-lane divided collector road. Significant wetland & upland habitat natural preserve area associated with Bull Frog Creek.		
b. K-Bar Ranch Tampa, FL	On-going	On-going
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Design Engineer overseeing stormwater, drainage, roadway, water & sewer infrastructure design staff for K-Bar Ranch. K-Bar Ranch is a 1,020-acre community consisting of 1,400 residential units and 20,000 square feet of commercial uses. It includes a multi-use amenity area, multi-use trails, & over 4.5 miles of collector road.		
c. Easton Park City of Tampa, FL	On-going	On-going
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Design Engineer overseeing stormwater, drainage, roadway, water & sewer infrastructure design staff for Easton Park. Easton Park is a 600-unit single-family subdivision. Easton Park is part of the K-Bar Ranch property that was annexed into the City of Tampa from Hillsborough County.		
d. Long Lake Ranch Pasco County, FL	On-going	On-going
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Design Engineer for Master Stormwater facilities for Long Lake Ranch, a 1,200-acre Master Planned Community. QA/QC for overall infrastructure parcel development plans and roadways.		
e. Covington Park Hillsborough County, FL	On-going	On-going
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Design Engineer overseeing stormwater, drainage, roadway, water & sewer infrastructure design staff for Covington Park, a 400-acre Master Planned residential development containing 1,200 homes. The community includes several parks and an elementary school.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Timothy Neldner, PWS	13. ROLE IN THIS CONTRACT Environmental/Ecological Services	14. YEARS EXPERIENCE	
		a. TOTAL 39	b. WITH CURRENT FIRM 5

15. FIRM NAME AND LOCATION *(City and State)*
Heidt Deisgn, LLC Tampa, FL

16. EDUCATION <i>(Degree and Specialization)</i> Bachelor of Science in Marine Science and Biology University of Tampa	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Professional Wetland Scientist No. 655 Society of Wetland Scientist Professional Certification Program
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*
Tampa Bay and Florida Association of Environmental Professionals, Society of Wetland Scientists, SWFWMD ERP Technical Advisory Committee, SWFWMD Mitigation Banking Technical Advisory Committee

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Connerton Pasco County, FL	2017	2016
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm 3,500-acre Master Planned Community. Environmental Planning, Wetland Assessments, and Permitting. This project was one of the first in the region to utilize large-scale relocation of existing wetland habitats (both herbaceous and forested) which were determined to be successful mitigation in less than 5 years.		
Starkey Ranch Pasco County, FL	On-going	On-going
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm 2,500-acre Master Planned Community. Environmental Planning, Wetland Permitting, Mitigation Design and Construction Review, and Wildlife Survey and Permitting. Coordinated permitting with local, state, and federal agencies.		
Belmont Hillsborough County, FL	On-going	On-going
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Community contains over 2,120 single family attached and detached residential homes, a large community recreation center. Located on the west side of the development is a significant wetland and upland habitat natural preserve area, associated with Bull Frog Creek. Environmental Planning, Wetland Permitting, Mitigation Design & Construction review.		
Waterset, Wolf Creek Hillsborough County, FL	On-going	On-going
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm 1,021-acre mixed use residential development. Environmental Planning, Wetland delineations and upland habitat assessments, Mitigation Design and Construction review, and Wildlife Survey and Permitting.		
Parrish Plantation Manatee County, FL	2019	On-going
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm 218-acre residential development. Environmental Planning, Wetland delineations and upland habitat assessments, Mitigation Design and Construction review, and Wildlife Survey and Permitting.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Rachel Hendry, PLA, ASLA		13. ROLE IN THIS CONTRACT Landscape Architecture		14. YEARS EXPERIENCE	
				a. TOTAL 19	b. WITH CURRENT FIRM 10
15. FIRM NAME AND LOCATION <i>(City and State)</i> Heidt Design, LLC Tampa, FL					
16. EDUCATION <i>(Degree and Specialization)</i> Master of Landscape Architecture - University of Florida Bachelor of Science in Business Management - University of Florida			17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Registered Landscape Architect, State of Florida LA6667268		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> American Society of Landscape Architects (Member), Awarded 2017 ASLA Award of Merit (Union Park)					

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	Union Park Pasco County, FL	2010-Current	On-going
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provided landscape architecture services for this 556-acre community containing approximately +/- 1,800 residential lots. Responsibilities included theming for the entire community, entry monumentation with a wood bridge and tower and designing hardscape for the interactive linear park.		
b.	Starkey Ranch District Park Pasco County, FL	2013-Current	On-going
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Worked on the design team that provided landscape architecture, planning and engineering services for the 40-acre county district park within the 2,485-acre of Starkey Ranch Community. Responsibilities included multiple visioning charrettes internally with client, the design team and with Pasco County employees.		
c.	Epperson Community Pasco County, FL	2014-Current	On-going
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Landscape architecture and land planning services were provided for this 1,951 acre community. Grand towers were designed to create a unique entry experience to this pioneer Connected City community. A distinctive water wall with jets was designed to showcase the main approach to the residential units.		
d.	Epperson Lagoon Pasco County, FL	2015-2018	2015-2018
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Landscape architecture and land planning services ere provided for the first 7.5-acre Crystalline lagoon in the United States. Design services included the design of the shell of the lagoon, the vertical and horizontal hardscape elements for programming around the lagoon, the tropical landscape, and the site furnishings and materials.		
e.	Cypress Creek Hillsborough County, FL	2014-2015	2014-2015
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Responsibility for this revitalization community was landscape architecture and engineering services. Provided within the services was establishing the theme and plant palette for the community entrance and boulevards, redesigning the entry monument to give it a modern feel and designing a unique amenity for the community.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Steve Barron		13. ROLE IN THIS CONTRACT Construction Inspection		14. YEARS EXPERIENCE	
				a. TOTAL 45	b. WITH CURRENT FIRM 9
15. FIRM NAME AND LOCATION <i>(City and State)</i> Heidt Design, LLC Tampa, FL					
16. EDUCATION <i>(Degree and Specialization)</i> Mechanical Technology National Technical Institute			17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> DEP NPDES Certified Inspector					

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
K-Bar Ranch Tampa, FL		On-going	On-going
a.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Field observation and coordination for all phases of construction including stormwater and floodplain ponds, utilities, and roads within the project.		
FishHawk Ranch Hillsborough County, FL		2001	2008
b.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Field observation and coordination for all phases of construction including stormwater and floodplain ponds, utilities, and roads within the project.		
Belmont Hillsborough County, FL		2013	2017
c.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Field observation and coordination for all phases of construction including stormwater and floodplain ponds, utilities, and roads within the project.		
Villages of Avalon Hernando Counth, FL		2001	2008
d.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Field observation and coordination for all phases of construction including stormwater and floodplain ponds, utilities, and roads within the project.		
Epperson Ranch Pasco County, FL		2016	On-going
e.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Field observation and coordination for all phases of construction including stormwater and floodplain ponds, utilities, and roads within the project.		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1
21. TITLE AND LOCATION <i>(City and State)</i> Starkey Ranch Tampa, FL	22. YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i>	

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER WS-TSR, LLC	b. POINT OF CONTACT NAME Reed Berlinksy	c. POINT OF CONTACT TELEPHONE NUMBER 321-805-4830
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Starkey Ranch is a +/-2,500 acre master-planned community in Pasco County adjacent to the Jay B. Starkey Wilderness Park for which Heidt Design is providing engineering, planning and environmental services. Stormwater and floodplain modeling and design, landscape & hardscape design, wetland mitigation & habitat creation design, permitting, and construction phase observation services are being done by Heidt Design directly. Heidt Design is also responsible for the architectural building design, permitting and construction administrative services, which are being performed by subconsultants under the direction of Heidt Design. Geotechnical investigative services are also being performed by a subconsultant under Heidt Design's direction.

Neighborhoods are centered on parks and interconnected trails with a community K-8 school, an expansive district park for athletic activities and recreation, a business park and town center.

Heidt Design participated in the CDD creation and bond validation efforts. Also participated in the on-going functions of the community by serving as District Engineer.

Heidt Design was also involved in the design, permitting & construction inspections of the District Park. The Starkey Ranch District Park and co-located K-8 school site is a 161.62 acre area located within the Starkey Ranch development. The District Park was created through a public-public-public-private partnership with Pasco County, the School Board, Pasco Parks & Recreation and Wheelock Communities. It will be the first park, library, school and theatre combined complex in the state of Florida. When completed, the joint-use complex will contain: a kindergarten through 8th grade combined elementary & middle school; a 20,000 sq. ft. public library; a 6,000 sq. ft. community & school theater facility; a gymnasium; 6 baseball/softball fields; 10 multi-purpose fields for football, soccer and lacrosse; playgrounds for neighborhood park use; tennis courts; basketball courts; a track; more than a mile of trails that connect to the Starkey Ranch community trail system; picnic pavilions; and press boxes/concession stands with restrooms.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Heidt Design, LLC	Tampa, FL	Engineering, Environmental, Landscape Architecture, Certification, & Inspection
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 2
21. TITLE AND LOCATION <i>(City and State)</i> Epperson Pasco County, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Metro Development Group	b. POINT OF CONTACT NAME Kartik Goyani	c. POINT OF CONTACT TELEPHONE NUMBER 813-288-8078
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Heidt Design planners have been involved with the Epperson Ranch property for over 15 years. In the early 2000s, Heidt planners worked with the previous owners to approve the Epperson Ranch Development of Regional Impact (DRI). Then the Great Recession occurred in the late 2000s and the site remained undeveloped.

Metro Development purchased the property and again enlisted Heidt Design for entitlement assistance. Along with their land use attorney, Heidt Design rescinded the DRI and received approval for a Master Planned Unit Development zoning in Pasco County in 2014. Metro began to receive interest from builders, but because of their large holdings in the area and a concern of another recession, they were looking for something to speed up the development process.

Heidt Design and Metro Development created the Connected City Future Land Use Overlay that incorporated Epperson Ranch and another Metro owned property. They believed that this "Innovation Zone" would attract businesses to the area and therefore the need for more housing for new employees. They also announced they would be building the first Crystal Lagoon amenity in North America. While the Heidt planners worked on the Connected City enabling documents, the Heidt land planners and landscape architects began envisioning what the first crystal lagoon in America would look like and how residents could use it to the fullest potential. By serving the early adopters of this innovative amenity, Heidt Design has been at the forefront of crystal lagoon technology in the United States.

Once the Connected City was adopted, Heidt Design planners modified the approved Epperson MPUD to convert it to a Connected City-MPUD. Heidt Design has provided conceptual design, engineering design, and landscape/hardscape construction plan design services for all of the development within the Epperson community.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Heidt Design, LLC	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Planning, Civil Engineering, & Landscape Architecture
b.	(1) FIRM NAME Lincks & Associates	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Transportation Engineering
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER
3

21. TITLE AND LOCATION <i>(City and State)</i> Long Lake Ranch CDD Pasco County, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Long Lake Ranch, LLC	b. POINT OF CONTACT NAME Mark J. Spada	c. POINT OF CONTACT TELEPHONE NUMBER (813) 290-7900
--	---	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Long Lake Ranch is a 350-acre, residential component of the Long Lake Ranch DRI. Heidt's involvement included the over-sight of coordinating all technical aspects of the project, including infrastructure design, and environmental and local agency permitting. Heidt coordinated client and regulatory exchange during the stormwater management design and permitting process for this project. This project included updating and use of a regional watershed model (the Anclote River model) while incorporating special sensitivity to downstream properties with the knowledge of pre-existing flooding issues. Project design and permitting has ended and construction commenced in April 2013.

Heidt Design also participated in the on-going functions of the community by serving as District Engineer, issuing revised Engineer's Report in support of the bond issuance and providing other miscellaneous CDD Engineer Services.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Heidt Design, LLC	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Civil Engineering, Landscape Architecture, CDD Engineer, Ecological Services
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 4
21. TITLE AND LOCATION <i>(City and State)</i> Connerton CDD Pasco County, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Connerton West CDD	b. POINT OF CONTACT NAME Greg Cox, Rizzetta	c. POINT OF CONTACT TELEPHONE NUMBER 813-533-2950
---	---	---

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Connerton is West Florida's only New Town - a planned, family-friendly and environmentally conscious community spread across 4,800 acres in Pasco County. Upon completion, the community will accommodate approximately 8,700 homes and more than 3 million square feet of commercial space for office, retail, government, medical and industrial uses.

Key Heidt Design personnel have been in a leadership role in all aspects of the planning, design, permitting and construction of this community. From its inception, Heidt has managed the Development of Regional Impact, various NOPC modifications and land planning phases. Heidt has also handled the design, permitting, platting and construction phase services for all of the residential, towncenter, amenity, commercial and office uses developed to date.

Residents of Connerton enjoy aquatic playgrounds, a fitness center, an outdoor amphitheatre and extensive trail systems designed to connect everyone to the natural environment without knowing that a multi-disciplined team of professionals navigated a complex regulatory process to achieve the developer's goals. Expansion and redesign of some of these facilities were directed by the CDD while Heidt served as the District Engineer.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Heidt Design, LLC	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Civil Engineering, Landscape Architecture, CDD Engineer, Ecological Services
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

07/12/2022

33. NAME AND TITLE

Boyan Pargov, Project Manager

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



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LICENSEE DETAILS

1:36:07 PM 1/28/2022

Licensee Information

Name:	HEIDT DESIGN, LLC (Primary Name)
Main Address:	5904 HAMPTON OAKS PARKWAY SUITE A TAMPA Florida 33610
County:	HILLSBOROUGH

License Information

License Type:	Registry
Rank:	Registry
License Number:	28782
Status:	Current
Licensure Date:	09/04/2009
Expires:	

Special Qualifications **Qualification Effective**

--

Alternate Names

--

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Ron DeSantis, Governor

STATE OF FLORIDA

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

PARGOV, BOYAN V.
3347 COONTIE COURT
TRINITY FL 34655

LICENSE NUMBER: PE67706
EXPIRATION DATE: FEBRUARY 28, 2023
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Ron DeSantis, Governor

STATE OF FLORIDA

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

DMYTRYK, MICHAEL W
3432 S HESPERIDES STREET
TAMPA FL 33629

LICENSE NUMBER: PE76889
EXPIRATION DATE: FEBRUARY 28, 2023
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Ron DeSantis, Governor

Julie L. Brown, Secretary

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

HENDRY, RACHEL ANNA
1403 ALCOMA DRIVE
BRANDON FL 33510

LICENSE NUMBER: LA6667268
EXPIRATION DATE: NOVEMBER 30, 2023
Always verify licenses online at MyFloridaLicense.com

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Ron DeSantis, Governor

STATE OF FLORIDA

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

TUCKER, MICHAEL R
5904 HAMPTON OAKS PARKWAY
SUITE A
TAMPA FL 33610

LICENSE NUMBER: PE40569
EXPIRATION DATE: FEBRUARY 28, 2023
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The American Institute of Certified Planners

The Professional Institute of the American Planning Association

hereby qualifies

Christine Dykema Barreiro

as a member
with all the benefits
of a Certified Planner and
responsibility to the
AICP Code of Ethics
and Professional Conduct.

Certified Planner Number: 022064

February 25, 2008

PRESIDENT

EXECUTIVE DIRECTOR

PTC

COMMUNITY DEVELOPMENT DISTRICT

13D

PTC Development District
Request for Qualifications – District Engineering Services

Competitive Selection Criteria

	Ability and Adequacy of Professional Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
<i>weight factor</i>	25	25	20	15	5	5	5	100
NAME OF RESPONDENT								
1 Heidt Design, LLC								

 Board Member's Signature

 Date

PTC

COMMUNITY DEVELOPMENT DISTRICT

14

**PTC
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MAY 31, 2022**

**PTC
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MAY 31, 2022**

	General Fund	Total Governmental Funds
ASSETS		
Due from Landowner	\$ 11,664	\$ 11,664
Total assets	\$ 11,664	\$ 11,664
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 4,588	\$ 4,588
Accrued wages payable	1,000	1,000
Accrued taxes payable	76	76
Landowner advance	6,000	6,000
Total liabilities	11,664	11,664
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	5,664	5,664
Total deferred inflows of resources	5,664	5,664
Fund balances:		
Unassigned	(5,664)	(5,664)
Total fund balances	(5,664)	(5,664)
Total liabilities, deferred inflows of resources and fund balances	\$ 11,664	\$ 11,664

**PTC
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED MAY 31, 2022**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ -	\$ -	\$ 52,356	0%
Total revenues	<u>-</u>	<u>-</u>	<u>52,356</u>	0%
EXPENDITURES				
Professional & administrative				
Supervisors	1,076	1,076	-	N/A
Management/admin/recording	4,000	4,000	20,000	20%
Legal	-	-	15,000	0%
Engineering	-	-	2,000	0%
Telephone	16	16	83	19%
Postage	-	-	500	0%
Printing & binding	42	42	208	20%
Legal advertising	530	530	6,500	8%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	-	500	0%
Website				
Hosting & maintenance	-	-	1,680	0%
ADA compliance	-	-	210	0%
Total expenditures	<u>5,664</u>	<u>5,664</u>	<u>52,356</u>	11%
Excess/(deficiency) of revenues over/(under) expenditures	(5,664)	(5,664)	-	
Fund balances - beginning	-	-	-	
Fund balances - ending	<u>\$ (5,664)</u>	<u>\$ (5,664)</u>	<u>\$ -</u>	

*WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

PTC

COMMUNITY DEVELOPMENT DISTRICT

15A

DRAFT

**MINUTES OF MEETING
PTC COMMUNITY DEVELOPMENT DISTRICT**

An Organizational Meeting of the PTC Community Development District was held on May 13, 2022 at 11:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544.

Present at the meeting were:

Michael Wolf	Chair
Ryan Sampson (via telephone)	Vice Chair
Bob Tankel	Assistant Secretary
Clifton Fischer (via telephone)	Assistant Secretary
Jake Essman	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Kristen Suit	Wrathell, Hunt and Associates, LLC
Lauren Gentry	District Counsel
Grace Kobitter (via telephone)	KE Law Group, LLC
Boyan Pargov	Interim District Engineer
Sete Zare (via telephone)	MBS Capital Markets, LLC

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 11:07 a.m.

Mr. Michael Wolf, Mr. Bob Tankel and Mr. Jake Essman, who were named in the Petition to Establish the District as the Initial Board of Supervisors, were present, in person. Mr. Ryan Sampson and Mr. Clifton Fischer, who were named in the Petition to Establish the District as the Initial Board of Supervisors, were attending via telephone.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

GENERAL DISTRICT ITEMS

39 **THIRD ORDER OF BUSINESS**

Administration of Oath of Office to Elected Board of Supervisors (the following will also be provided in a separate package)

40
41
42

43 Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the
44 Oath of Office to Mr. Wolf, Mr. Tankel and Mr. Essman.

45 Mr. Fischer and Mr. Sampson took the Oath of Office in the presence of a notary at their
46 locations.

47 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

48 **B. Membership, Obligations and Responsibilities**

49 **C. Financial Disclosure Forms**

50 **I. Form 1: Statement of Financial Interests**

51 **II. Form 1X: Amendment to Form 1, Statement of Financial Interests**

52 **III. Form 1F: Final Statement of Financial Interests**

53 **D. Form 8B: Memorandum of Voting Conflict**

54 Mr. Wrathell and Ms. Gentry reviewed the above items. Affiliated Supervisors were
55 advised to submit Form 8B to disclose their continuing conflict as Landowner or Developer
56 representatives serving on the Board. Each Supervisor’s Form 8B will be kept on file and
57 attached to the executed meeting minutes.

58

59 **FOURTH ORDER OF BUSINESS**

Consideration of Resolution 2022-01, Electing the Officers of the District and Providing for an Effective Date

60
61
62

63 Mr. Wrathell presented Resolution 2022-01. Mr. Wolf nominated the following slate of
64 officers:

- | | | |
|----|---------------------|-----------------|
| 65 | Chair | Michael Wolf |
| 66 | Vice Chair | Ryan Sampson |
| 67 | Secretary | Craig Wrathell |
| 68 | Assistant Secretary | Clifton Fischer |
| 69 | Assistant Secretary | Jacob Essman |
| 70 | Assistant Secretary | Bob Tankel |
| 71 | Assistant Secretary | Kristen Suit |

72 Treasurer Craig Wrathell

73 Assistant Treasurer Jeff Pinder

74 No other nominations were made.

75

76 **On MOTION by Mr. Tankel and seconded by Mr. Essman, with all in favor,**
 77 **Resolution 2022-01, Electing the Officers of the District, as nominated, and**
 78 **Providing for an Effective Date, was adopted.**

79

80

81 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-02,
 Designating a Date, Time, and Location for
 Landowners' Meeting of the District, and
 Providing for an Effective Date**

82

83

84

85

86 Mr. Wrathell presented Resolution 2022-02.

87

88 **On MOTION by Mr. Tankel and seconded by Mr. Essman, with all in favor,**
 89 **Resolution 2022-02, Designating a Date, Time, and Location of June 24, 2022 at**
 90 **11:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel,**
 91 **2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544, if available, for a**
 92 **Landowners' Meeting of the District, and Providing for an Effective Date, was**
 93 **adopted.**

94

95

96 **ORGANIZATIONAL MATTERS**

97 **SIXTH ORDER OF BUSINESS**

**Consideration of the Following
 Organizational Matters:**

98

99

100 **A. Resolution 2022-03, Appointing and Fixing the Compensation of the District Manager;**
 101 **Appointing a Methodology Consultant in Contemplation of the Issuance of Special**
 102 **Assessment Bonds; Appointing a Designated Investment Representative to Administer**
 103 **Investment Direction with Regard to District Funds; and Providing an Effective Date**

104 • **Agreement for District Management Services: *Wrathell, Hunt and Associates,***
 105 ***LLC***

106 Mr. Wrathell presented Resolution 2022-03. He reviewed the Fee Schedule and
 107 Management Agreement.

108

109 On MOTION by Mr. Tankel and seconded by Mr. Essman, with all in favor,
110 Resolution 2022-03, Appointing and Fixing the Compensation of Wrathell, Hunt
111 and Associates, LLC as the District Manager; Appointing a Methodology
112 Consultant in Contemplation of the Issuance of Special Assessment Bonds;
113 Appointing a Designated Investment Representative to Administer Investment
114 Direction with Regard to District Funds; and Providing an Effective Date, was
115 adopted.

116
117

118 B. Resolution 2022-04, Appointing Legal Counsel for the District, Authorizing
119 Compensation and Providing for an Effective Date

- 120 • Fee Agreement: *KE Law Group, LLC*

121 Ms. Gentry presented Resolution 2022-04 and the Fee Agreement.

122

123 On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor,
124 Resolution 2022-04, Appointing KE Law Group, LLC as Legal Counsel for the
125 District, Authorizing Compensation and Providing for an Effective Date, was
126 adopted.

127
128

129 C. Resolution 2022-05, Designating a Registered Agent and Registered Office of the
130 District and Providing for an Effective Date

131 Mr. Wrathell presented Resolution 2022-05.

132

133 On MOTION by Mr. Essman and seconded by Mr. Tankel, with all in favor,
134 Resolution 2022-05, Designating Craig Wrathell as the Registered Agent and
135 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 as the Registered
136 Office of the District and Providing for an Effective Date, was adopted.

137
138

139 D. Resolution 2022-06, Appointing and Fixing the Compensation of the Interim District
140 Engineer and Providing an Effective Date

- 141 • Interim Engineering Services Agreement: *Heidt Design, LLC*

142 Mr. Wrathell presented Resolution 2022-06 and the Interim Engineering Services
143 Agreement and accompanying Exhibits.

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On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, Resolution 2022-06, Appointing Heidt Design, LLC, and Fixing the Compensation of the Interim District Engineer and Providing an Effective Date, was adopted.

E. Authorization of Request for Qualifications (RFQ) for Engineering Services

Mr. Wrathell presented the RFQ for Engineering Services and Competitive Selection Criteria.

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the Request for Qualifications (RFQ) for Engineering Services and Competitive Selection Criteria and authorizing Staff to advertise, was approved.

F. Board Member Compensation: 190.006 (8), F.S.

Mr. Wrathell stated each Board Member is eligible to receive compensation of \$200 per meeting, up to a maximum amount of \$4,800 per year.

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, acceptance of Board Member compensation, was approved.

G. Resolution 2022-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

This item was deferred.

H. Resolution 2022-08, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

I. Resolution 2022-09, Setting Forth the Policy of the PTC Community Development District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors, District Officers, and Retained Staff; and Providing for an Effective Date

- **Authorization to Obtain General Liability and Public Officers' Insurance**

180 Mr. Wrathell presented Resolution 2022-09.

181

182 **On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor,**
183 **Resolution 2022-09, Setting Forth the Policy of the PTC Community**
184 **Development District Board of Supervisors with Regard to the Support and**
185 **Legal Defense of the Board of Supervisors, District Officers, and Retained Staff;**
186 **and Providing for an Effective Date, was adopted.**

187

188 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
189 **authorizing Staff to obtain General Liability and Public Officers’ Insurance, was**
190 **approved.**

191

192

193 **J. Resolution 2022-10, Providing for the Public’s Opportunity to Be Heard; Designating**
194 **Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be**
195 **Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for**
196 **Severability and an Effective Date**

197 Mr. Wrathell presented Resolution 2022-10. This Resolution sets forth the CDD’s policy
198 for public comments at meetings and outlines the procedures for public comments.

199

200 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
201 **Resolution 2022-10, Providing for the Public’s Opportunity to Be Heard;**
202 **Designating Public Comment Periods; Designating a Procedure to Identify**
203 **Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing**
204 **Exceptions; and Providing for Severability and an Effective Date, was adopted.**

205

206

207 **K. Resolution 2022-11, Providing for the Appointment of a Records Management Liaison**
208 **Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a**
209 **Records Retention Policy; and Providing for Severability and Effective Date**

210 Mr. Wrathell presented Resolution 2022-11.

211

212 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
213 **Resolution 2022-11, Providing for the Appointment of a Records Management**
214 **Liaison Officer; Providing the Duties of the Records Management Liaison**
215 **Officer; Adopting a Records Retention Policy; and Providing for Severability**
216 **and Effective Date, was adopted.**

217 L. Resolution 2022-12, Granting the Chair and Vice Chair the Authority to Execute Real
 218 and Personal Property Conveyance and Dedication Documents, Plats and Other
 219 Documents Related to the Development of the District’s Improvements; Approving
 220 the Scope and Terms of Such Authorization; Providing a Severability Clause; and
 221 Providing an Effective Date

222 Mr. Wrathell presented Resolution 2022-12. This Resolution grants the Chair and Vice
 223 Chair the authority to work with the District Engineer, District Counsel and District Staff and to
 224 execute certain documents in between meetings, to avoid delays in construction.
 225

226 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
 227 **Resolution 2022-12, Granting the Chair and Vice Chair the Authority to Execute**
 228 **Real and Personal Property Conveyance and Dedication Documents, Plats and**
 229 **Other Documents Related to the Development of the District’s Improvements;**
 230 **Approving the Scope and Terms of Such Authorization; Providing a Severability**
 231 **Clause; and Providing an Effective Date, was adopted.**

232
 233
 234 M. Resolution 2022-13, Ratifying the Recording of the Notice of Establishment of the PTC
 235 Community Development District and Providing for an Effective Date

236 Mr. Wrathell presented Resolution 2022-13.
 237

238 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
 239 **Resolution 2022-13, Ratifying the Recording of the Notice of Establishment of**
 240 **the PTC Community Development District and Providing for an Effective Date,**
 241 **was adopted.**

242
 243
 244 N. Authorization of Request for Proposals (RFP) for Annual Audit Services

245 Mr. Wrathell presented the RFP For Annual Audit Services.

- 246 • Designation of Board of Supervisors as Audit Committee

247
 248 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the**
 249 **Request for Proposals for Annual Auditing Services, authorizing the District**
 250 **Manager to advertise and designating the Board of Supervisors as the Audit**
 251 **Committee, was approved.**
 252

253 **O. Strange Zone, Inc., Quotation #M22-1020 for Website Creation & Development,**
 254 **Website Maintenance, Website Hosting & Email, Domain Registration, SSL Certificates**
 255 Mr. Wrathell presented the Strange Zone, Inc. (SZI) proposal.

256

257 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the**
 258 **Strange Zone, Inc., Quotation #M22-1020 for Website Creation &**
 259 **Development, Website Maintenance, Website Hosting & Email, Domain**
 260 **Registration, SSL Certificates, in the amount of \$1,679.99, was approved.**

261

262

263 **P. ADA Site Compliance Proposal for Technological Auditing, Accessibility Policy and**
 264 **Compliance Shield, Technical Support**

265 Mr. Wrathell presented the ADA Site Compliance (ADASC) proposal.

266

267 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the**
 268 **ADA Site Compliance Proposal for Technological Auditing, Accessibility Policy**
 269 **and Compliance Shield, Technical Support, in the amount of \$210 per year, was**
 270 **approved.**

271

272

273 **Q. Resolution 2022-14, To Designate the Date, Time and Place of a Public Hearing and**
 274 **Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of**
 275 **Procedure; and Providing an Effective Date**

276 **I. Rules of Procedure**

277 **II. Notices**

278 • **Notice of Rule Development**

279 • **Notice of Rulemaking**

280 Mr. Wrathell presented Resolution 2022-14.

281

282 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
 283 **Resolution 2022-14, To Designate the Date, Time and Place of July 22, 2022 at**
 284 **11:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel,**
 285 **2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544, if available, for the**
 286 **Public Hearing and Authorization to Publish Notice of Such Hearing for the**
 287 **Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was**
 288 **adopted.**

289

290 R. Resolution 2022-15, Adopting the Annual Meeting Schedule for Fiscal Year 2021/2022;
291 and Providing for an Effective Date

292 This item was deferred.

293

294 **BANKING MATTERS**

295 **SEVENTH ORDER OF BUSINESS**

Consideration of the Following Banking
296 Matters:

297

298 A. Resolution 2022-16, Designating a Public Depository for Funds of the District;
299 Authorizing Certain Officers of the District to Execute and Deliver Any and All Financial
300 Reports Required by Rule, Statute, Law, Ordinance or Regulation; and Providing an
301 Effective Date

302 Mr. Wrathell presented Resolution 2022-16.

303

304 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
305 **Resolution 2022-16, Designating Truist Bank as the Public Depository for Funds**
306 **of the District; Authorizing Certain Officers of the District to Execute and**
307 **Deliver Any and All Financial Reports Required by Rule, Statute, Law,**
308 **Ordinance or Regulation; and Providing an Effective Date, was adopted.**

309

310

311 B. Resolution 2022-17, Directing the District Manager to Appoint the District Manager,
312 Secretary, Treasurer, and Assistant Treasurer as Signors on the Local Bank Account
313 and Providing an Effective Date

314 Mr. Wrathell presented Resolution 2022-17. Resolution 2022-17 would be updated to
315 add the Chair as an account signor. Funding requests should be emailed to Mr. Wolf.

316

317 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
318 **Resolution 2022-17, as amended, Directing the District Manager to Appoint the**
319 **District Manager, Chair, Secretary, Treasurer, and Assistant Treasurer as**
320 **Signors on the Local Bank Account and Providing an Effective Date, was**
321 **adopted.**

322

323

- 324 C. **Resolution 2022-18, Authorizing the District Manager or Treasurer to Execute the**
325 **Public Depositors Report; Authorizing the Execution of Any Other Financial Reports as**
326 **Required by Law; Providing for an Effective Date**

327 Mr. Wrathell presented Resolution 2022-18.

328

329 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
330 **Resolution 2022-18, Authorizing the District Manager or Treasurer to Execute**
331 **the Public Depositors Report; Authorizing the Execution of Any Other Financial**
332 **Reports as Required by Law; Providing for an Effective Date, was adopted.**

333

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335 **BUDGETARY MATTERS**

336 **EIGHTH ORDER OF BUSINESS**

**Consideration of the Following Budgetary
Matters:**

337

338

- 339 A. **Resolution 2022-19, Approving the Proposed Budgets for Fiscal Years 2021/2022 and**
340 **2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law and**
341 **Providing for an Effective Date**

342 Mr. Wrathell presented Resolution 2022-19. He presented the proposed Fiscal Year
343 2022 budget, which will be a partial year, Landowner-funded budget, with expenses funded as
344 they are incurred. He presented the proposed Fiscal Year 2023 budget, highlighting any line
345 item increases, decreases and adjustments, compared to the Fiscal Year 2022 budget, and
346 explained the reasons for any adjustments.

347

348 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
349 **Resolution 2022-19, Approving the Proposed Budgets for Fiscal Years**
350 **2021/2022 and 2022/2023 and Setting a Public Hearing Thereon Pursuant to**
351 **Florida Law for July 22, 2022 at 11:00 a.m., at the Hampton Inn & Suites by**
352 **Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel,**
353 **Florida 33544, if available, and Providing for an Effective Date, was adopted.**

354

355

- 356 B. **Fiscal Years 2021/2022 and 2022/2023 Budget Funding Agreement**

357 Mr. Wrathell presented the Fiscal Years 2021/2022 and 2022/2023 Budget Funding
358 Agreement.

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On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the Fiscal Years 2021/2022 and 2022/2023 Budget Funding Agreement, and authorizing the Chair to execute, was approved.

- C. Resolution 2022-20, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, and Providing an Effective Date**
Mr. Wrathell presented Resolution 2022-20.

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, Resolution 2022-20, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, and Providing an Effective Date, was adopted.

- D. Resolution 2022-21, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date**
Mr. Wrathell presented Resolution 2022-21.

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, Resolution 2022-21, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date, was adopted.

- E. Resolution 2022-22, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date**
Mr. Wrathell presented Resolution 2022-22.

397 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
 398 **Resolution 2022-22, Adopting a Policy for Reimbursement of District Travel**
 399 **Expenses; and Providing for Severability and an Effective Date, was adopted.**

400
 401
 402 **F. Resolution 2022-23, Adopting Prompt Payment Policies and Procedures Pursuant to**
 403 **Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an**
 404 **Effective Date**

405 This item was deferred.

406 **G. Resolution 2022-24, Adopting an Internal Controls Policy Consistent with Section**
 407 **218.33, Florida Statutes; Providing an Effective Date**

408 Mr. Wrathell presented Resolution 2022-24

409
 410 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
 411 **Resolution 2022-24, Adopting an Internal Controls Policy Consistent with**
 412 **Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.**

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 415 **BOND FINANCING RELATED MATTERS**

416 **NINTH ORDER OF BUSINESS** **Consideration of the Following Bond**
 417 **Financing Related Matters:**

418
 419 **A. Bond Financing Team Funding Agreement**

420 Mr. Wrathell presented the Bond Financing Team Funding Agreement.

421
 422 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the**
 423 **Bond Financing Team Funding Agreement, in substantial form, was approved.**

424
 425
 426 **B. Engagement of Bond Financing Professionals**

427 **I. Resolution 2022-25, Appointing an Investment Banker in Contemplation of the**
 428 **Issuance of PTC Community Development District Special Assessment Revenue**
 429 **Bonds [MBS Capital Markets, LLC]**

430 Mr. Wrathell presented the MBS Capital Markets, LLC, Agreement for Underwriting
 431 Services and G-17 Disclosure. The Underwriter’s fee will be 2% of the par amount of bonds
 432 issued, contingent upon successful closing of the bonds.

433

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, Resolution 2022-25, Appointing MBS Capital Markets, LLC, as Investment Banker in Contemplation of the Issuance of PTC Community Development District Special Assessment Revenue Bonds, was adopted.

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II. Resolution 2022-26, Appointing Bond Counsel in Contemplation of the Issuance of PTC Community Development District Bonds [Akerman LLP]

441

442

Mr. Wrathell presented the Akerman LLP Bond Counsel Agreement. Fees are typically authorized by Resolution before bond issuance and are contingent upon bonds closing.

444

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, Resolution 2022-26, Appointing Akerman LLP as Bond Counsel in Contemplation of the Issuance of PTC Community Development District Bonds, was adopted.

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III. Resolution 2022-27, Appointing Trustee, Paying Agent and Registrar in Contemplation of the Issuance of PTC Community Development District Bonds [US Bank Trust Company, N.A.]

452

453

454

Mr. Wrathell presented the US Bank Trust Company, N.A. Annual Trustee, Paying Agent, Registrar Agreement.

456

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, Resolution 2022-27, Appointing US Bank Trust Company, N.A. as Trustee, Paying Agent and Registrar in Contemplation of the Issuance of PTC Community Development District Bonds, was adopted.

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C. Resolution 2022-28, Designating a Date, Time, and Location of a Public Hearing Regarding the District’s Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing as Authorized by Section 190.021, Florida Statutes; and Providing an Effective Date

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468 Mr. Wrathell presented Resolution 2022-28. This Resolution enables placement of the
469 assessments on the tax bill utilizing the Property Appraiser and Tax Collector.

470

471 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
472 **Resolution 2022-28, Designating a Date, Time, and Location of June 24, 2022 at**
473 **11:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel,**
474 **2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544, if available, for a**
475 **Public Hearing Regarding the District's Intent to Use the Uniform Method for**
476 **the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments**
477 **as Authorized by Section 197.3632, Florida Statutes; Authorizing the**
478 **Publication of the Notice of Such Hearing as Authorized by Section 190.021,**
479 **Florida Statutes; and Providing an Effective Date, was adopted.**

480

481

482 **D. Presentation of Master Engineer's Report**

483 Mr. Pargov presented the Master Engineer's Report dated May 13, 2022. The Master
484 Engineer's Report includes the Capital Improvement Plan (CIP) and outlines the master
485 infrastructure, including the roadways, off-site utilities, stormwater management system,
486 water, wastewater, landscaping, hardscape and professional services.

487 Mr. Wrathell reviewed the costs for all eligible infrastructure improvements related to
488 the CIP, shown in Table 3, and stated the Cost Estimate Summary totals \$102,310,000. He asked
489 if contingencies were built into these figures. Mr. Pargov replied affirmatively and provided a
490 review of the improvements listed in Table 3.

491 **E. Presentation of Master Special Assessment Methodology Report**

492 Mr. Wrathell presented the Master Special Assessment Methodology Report dated May
493 13, 2022. He discussed the Development Program and the special and peculiar benefits to the
494 units related to the CIP. He noted the following:

495 ➤ The CDD consists of approximately 966.87 acres.

496 ➤ The current Development Plan envisions 4,000,000 square feet of industrial space, 3,500
497 multi-family residential units, 400,000 square feet of retail space, 725,000 square feet of office
498 space and 300 hotel rooms.

499 ➤ The CIP, which includes a contingency, is estimated at \$102,310,000.

500 ➤ The total par amount of bonds, including the cost of financing, capitalized interest and
501 debt service reserve, will be \$130,265,000.

502 Mr. Wrathell discussed assessments, lienability tests, the True-Up Mechanism and
503 Appendix Tables.

504 Discussion ensued regarding the Equivalent Residential Units (ERUs) for multi-family
505 units, some of which will be rental units.

506 Mr. Wrathell discussed options for infrastructure donations from the Developer on
507 behalf of rental units and other revisions that might be addressed in the Supplemental
508 Methodology.

509 Operation & Maintenance (O&M) assessments, creating additional classifications for
510 industrial units and possible revisions to the Report were discussed.

511 Ms. Gentry stated, if the maximum amount of par debt is agreed upon, the authority to
512 refine product types could be delegated to the Chair in Resolution 2022-29.

513 Mr. Wrathell noted that Table 1 might be adjusted as previously discussed.

514 **F. Resolution 2022-29, Declaring Special Assessments; Designating the Nature and**
515 **Location of the Proposed Improvements; Declaring the Total Estimated Cost of the**
516 **Improvements, the Portion to be Paid by Assessments, and the Manner and Timing in**
517 **Which the Assessments are to be Paid; Designating the Lands Upon Which the**
518 **Assessments Shall be Levied; Providing for an Assessment Plat and a Preliminary**
519 **Assessment Roll; Addressing the Setting of Public Hearings; Providing for Publication**
520 **of this Resolution; and Addressing Conflicts, Severability and an Effective Date**

521 Mr. Wrathell presented Resolution 2022-29 and read the title.

522 Ms. Gentry noted that the Master Assessment Methodology, attached as Exhibit B, will
523 be subject to the Chair's finalization of those product types and ERU allocations discussed.

524

525 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
526 **Resolution 2022-29, as amended to delegate to the Chair authority to work**
527 **with the Methodology Consultant to consider any adjustments to product**
528 **types and ERU allocations included in Exhibit B; Declaring Special Assessments;**
529 **Designating the Nature and Location of the Proposed Improvements; Declaring**
530 **the Total Estimated Cost of the Improvements, the Portion to be Paid by**
531 **Assessments, and the Manner and Timing in Which the Assessments are to be**
532 **Paid; Designating the Lands Upon Which the Assessments Shall be Levied;**
533 **Providing for an Assessment Plat and a Preliminary Assessment Roll;**
534 **Addressing the Setting of Public Hearings for July 22, 2022 at 11:00 a.m., at the**
535 **Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge**

536 **Blvd., Wesley Chapel, Florida 33544, if available; Providing for Publication of**
537 **this Resolution; and Addressing Conflicts, Severability and an Effective Date,**
538 **was adopted.**

539
540
541 **G. Resolution 2022-30, Authorizing the Issuance of Not Exceeding \$135,265,000 Principal**
542 **Amount PTC Community Development District Special Assessment Revenue Bonds in**
543 **One or More Series, for the Purpose of Financing the Construction and/or Acquisition**
544 **by the District of the Public Improvements and Community Facilities Permitted by the**
545 **Provisions of Chapter 190, Florida Statutes and the Ordinance Establishing the District;**
546 **Approving a Form of a Master Trust Indenture; Approving and Appointing a Trustee;**
547 **Authorizing the Commencement of Validation Proceedings Relating to the Foregoing**
548 **Bonds; Authorizing and Approving Other Matters Relating to the Foregoing Bonds; and**
549 **Providing an Effective Date**

550 Ms. Gentry presented Resolution 2022-30, which accomplishes the following:

- 551 ➤ Authorizes issuance of not to exceed \$135,265,000 aggregate principal amount of
552 bonds.
- 553 ➤ Authorizes the CIP as described in the Engineer's Report.
- 554 ➤ Approves the form of the Master Trust Indenture, included as Exhibit A, in substantial
555 form.
- 556 ➤ Appoints US Bank Trust Company, N.A. as the Trustee, Paying Agent and Registrar.
- 557 ➤ Authorizes and directs District Counsel and Bond Counsel to file for bond validation.

558
559 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor,**
560 **Resolution 2022-30, Authorizing the Issuance of Not Exceeding \$135,265,000**
561 **Principal Amount PTC Community Development District Special Assessment**
562 **Revenue Bonds in One or More Series, for the Purpose of Financing the**
563 **Construction and/or Acquisition by the District of the Public Improvements and**
564 **Community Facilities Permitted by the Provisions of Chapter 190, Florida**
565 **Statutes and the Ordinance Establishing the District; Approving a Form of a**
566 **Master Trust Indenture; Approving and Appointing a Trustee; Authorizing the**
567 **Commencement of Validation Proceedings Relating to the Foregoing Bonds;**
568 **Authorizing and Approving Other Matters Relating to the Foregoing Bonds; and**
569 **Providing an Effective Date, was adopted.**

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573 **TENTH ORDER OF BUSINESS** **Staff Reports**

574

575 **A. District Counsel: *KE Law Group, PLLC***

576 There was no report.

577 **B. District Engineer (Interim): *Heidt Design, LLC***

578 There was no report.

579 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

580 There was no report.

581

582 **ELEVENTH ORDER OF BUSINESS** **Board Members' Comments/Requests**

583

584 There were no Board Members' comments or requests.

585

586 **TWELFTH ORDER OF BUSINESS** **Public Comments**

587

588 No members of the public spoke.

589

590 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**

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593 **On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the**
594 **meeting adjourned at 12:45 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

PTC

COMMUNITY DEVELOPMENT DISTRICT

15B

36 Seat 3 Bob Tankle
 37 Seat 4 Clifton Fischer
 38 Seat 5 Jacob Essman
 39 No other nominations were made.

40 **B. Casting of Ballots**

41 • **Determine Number of Voting Units Represented**

42 A total of 954 voting units were represented.

43 • **Determine Number of Voting Units Assigned by Proxy**

44 All 954 voting units were assigned by proxy to Ms. Suit.

45 Ms. Suit cast the following votes:

46	Seat 1	Michael Wolf	954 votes
47	Seat 2	Ryan Sampson	954 votes
48	Seat 3	Bob Tankle	952 votes
49	Seat 4	Clifton Fischer	952 votes
50	Seat 5	Jacob Essman	952 votes

51 **C. Ballot Tabulation and Results**

52 Ms. Suit reported the ballot tabulation, results and term lengths, as follows:

53	Seat 1	Michael Wolf	954 votes	4-Year Term
54	Seat 2	Ryan Sampson	954 votes	4-Year Term
55	Seat 3	Bob Tankle	952 votes	2-Year Term
56	Seat 4	Clifton Fischer	952 votes	2-Year Term
57	Seat 5	Jacob Essman	952 votes	2-Year Term

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59 **FIFTH ORDER OF BUSINESS**

Landowners' Questions/Comments

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61 There were no Landowners' questions or comments.

62

63 **SIXTH ORDER OF BUSINESS**

Adjournment

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65 There being nothing further to discussed, the meeting adjourned at 11:03 a.m.

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Secretary/Assistant Secretary

Chair/Vice Chair