

**MINUTES OF MEETING
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Regular Meeting and Audit Committee Meeting on September 23, 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
Robert Tankel	Assistant Secretary
Clifton Fischer	Assistant Secretary
Jacob Essman	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Lauren Gentry	District Counsel
Jeff Porter	Supervisor-Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:03 a.m. Supervisors Wolf, Tankel, Fischer and Essman were present. Supervisor Sampson was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Supervisor
Ryan Sampson, Seat 2; *Term Expires
November 2026***

Ms. Suit presented Mr. Ryan Sampson's resignation letter.

On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, the resignation of Mr. Ryan Sampson, from Seat 2, was accepted.

FOURTH ORDER OF BUSINESS

Consideration of Appointment to Fill Unexpired Term of Seat 2

Mr. Wolf nominated Mr. Jeff Porter to fill Seat 2. No other nominations were made.

On MOTION by Mr. Wolf and seconded by Mr. Fischer, with all in favor, the appointment of Mr. Jeff Porter to Seat 2, was approved.

A. Administration of Oath of Office to Newly Appointed Supervisor (*the following will be provided in a separate package*)

Ms. Suit and Ms. Gentry reviewed guidelines for interactions among Supervisors, public records requests, recordkeeping, use of CDD email addresses, ethics laws and completion and timely submission of forms.

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Porter. The following items were reviewed and provided:

- I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- II. Membership, Obligations and Responsibilities**
- III. Financial Disclosure Forms**
 - a. Form 1: Statement of Financial Interests**
 - b. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - c. Form 1F: Final Statement of Financial Interests**
- IV. Form 8B: Memorandum of Voting Conflict**

B. Consideration of Resolution 2022-39, Electing the Officers of the District and Providing for an Effective Date

Ms. Suit presented Resolution 2022-39. Mr. Tankel nominated the following slate:

Chair	Michael Wolf
Vice Chair	Jeff Porter

Secretary	Craig Wrathell
Assistant Secretary	Robert Tankel
Assistant Secretary	Clifton Fischer
Assistant Secretary	Jacob Essman
Assistant Secretary	Kristen Suit

No other nominations were made. Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

On MOTION by Mr. Tankel and seconded by Mr. Wolf, with all in favor, Resolution 2022-39, Electing the Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Discussion: District Engineering Services

- A. Consideration of Interim Agreement with Clearview Land Design, P.L.**
- B. Consideration of RFQ for Ongoing District Engineering Services**

These items were provided for informational purposes.

Ms. Gentry stated the Board previously engaged an engineering firm to perform District Engineering Services; however, the Developer suggested that the CDD would be best served by entering into a new contract and going through the formal Request for Qualifications (RFQ) process, as Florida Law requires for any CDD professional services over \$35,000. The Interim Agreement will allow Clearview Land Design to perform work, on an interim basis, not-to-exceed \$35,000. Ms. Gentry stated that authorization will be requested to publish the RFQ, the respondents' qualifications will be evaluated at the next meeting and the CDD will enter into a Continuing Services Agreement with the selected firm.

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the Interim District Engineering Agreement with Clearview Land Design, P.L., was approved.

On MOTION by Mr. Wolf and seconded by Mr. Fischer, with all in favor, authorizing the District Manager to advertise the Request for Qualifications for Ongoing District Engineering Services, was approved.

SIXTH ORDER OF BUSINESS

Recess Regular Meeting/Commencement of Audit Selection Committee Meeting

On MOTION by Mr. Tankel and seconded by Mr. Wolf, with all in favor, the Regular Meeting recessed and the Audit Selection Committee Meeting commenced.

SEVENTH ORDER OF BUSINESS

Review of Responses to Request for Proposals (RFP) for Annual Audit Services

A. Affidavit of Publication

B. RFP Package

These items were included for informational purposes.

C. Respondent(s):

I. Berger, Toombs, Elam, Gaines & Frank

II. Carr, Riggs & Ingram

Ms. Suit stated that Management has worked with the audit firms and both are very well-qualified. Berger Toombs, Elam, Gaines & Frank (BTEGF) tends to complete their audits closer to the June deadline, which may only be an issue if the Board needs to review the audits earlier than June. Cost is the factor setting the firms apart. BTEGF bid \$3,315 per year and \$3,775 per year once bonds are issued. Carr, Riggs & Ingram, LLC (CRI) bid \$7,500 per year, plus an additional \$5,000 once bonds are issued.

D. Auditor Evaluation Matrix/Ranking

Ms. Suit presented the Auditor Evaluation Matrix/Ranking form she completed and discussed the reasons for how each respondent was scored in each category. The Audit Committee accepted Ms. Suit’s scorings and rankings, as follows:

#1	Berger, Toombs, Elam, Gaines & Frank	98 Points
#2	Carr, Riggs & Ingram, LLC	90 Points

EIGHTH ORDER OF BUSINESS

Termination of Audit Committee Meeting/Reconvene Regular Meeting

On MOTION by Mr. Porter and seconded by Mr. Fischer, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

NINTH ORDER OF BUSINESS

Consider Recommendation of Audit Committee

- **Award of Contract**

On MOTION by Mr. Wolf and seconded by Mr. Fischer, with all in favor, accepting the scores and rankings of the Audit Committee, authorizing District Staff to negotiate an agreement with the #1 ranked firm, Berger, Toombs, Elam, Gaines & Frank and proceed to the #2 ranked firm, Carr, Riggs & Ingram, if necessary, depending on the negotiations, was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2022-38, Adopting the Annual Meeting Schedule for Fiscal Year 2022/2023; and Providing for an Effective Date

Ms. Suit presented Resolution 2022-38.

The following will be inserted into the Fiscal Year 2023 Meeting Schedule:

DATES: Fourth Friday of each month.

TIME: 11:00 AM

LOCATION: Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544, if available.

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, Resolution 2022-38, Adopting the Annual Meeting Schedule for Fiscal Year 2022/2023, as amended, and Providing for an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

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

This item was deferred.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of August 31, 2022

Ms. Suit presented the Unaudited Financial Statements as of August 31, 2022.

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the Unaudited Financial Statements as of August 31, 2022, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of July 22, 2022 Public Hearings and Regular Meeting Minutes

Ms. Suit presented the July 22, 2022 Public Hearings and Regular Meeting Minutes.

On MOTION by Mr. Wolf and seconded by Mr. Fischer, with all in favor, the July 22, 2022 Public Hearings and Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *KE Law Group, PLLC*

Ms. Gentry stated, since the last meeting, a successful Bond Validation hearing was held and all requested bonds were validated. The appeal period expires on Saturday and a letter will be sent to confirm that no appeals were submitted.

B. District Engineer (Interim): *Heidt Design, LLC*

There was no report.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

- **NEXT MEETING DATE: TBD**

○ **QUORUM CHECK**

The next meeting will be held on October 28, 2022. Responses to the Engineering RFQ will be included on the next meeting agenda.

FIFTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

SIXTEENTH ORDER OF BUSINESS

Public Comments

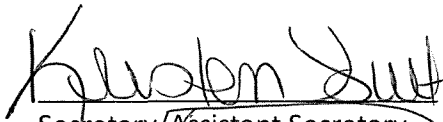
No members of the public spoke.

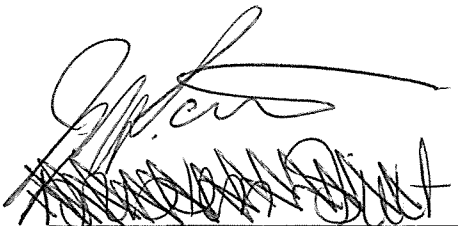
SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Wolf and seconded by Mr. Fischer, with all in favor, the meeting adjourned at 11:28 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair