

**MINUTES OF MEETING
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Regular Meeting on October 28, 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 were:

Michael Wolf (via telephone)	Chair
Jeff Porter	Vice Chair
Bob Tankel	Assistant Secretary
Clifton Fischer	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Lauren Gentry	District Counsel
Jordan Schrader (via telephone)	Interim District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:03 a.m.

Supervisors Fischer, Tankel and Porter were present. Supervisor Wolf attended via telephone. Supervisor Essman was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Responses to Request for Qualifications (RFQ) for Engineering Services

- A. Affidavit of Publication**
- B. RFQ Package**

These items were included for informational purposes.

C. Respondents

Ms. Suit stated, at the last meeting, Clearview Land Design, P.L., was engaged as Interim District Engineer.

While Board Members were scoring the ranking sheet, Ms. Suit noted that Mr. Wolf submitted his ranking sheet prior to the meeting and included comments.

I. Clearview Land Design, P.L.

II. Lighthouse Engineering, Inc.

Ms. Gentry reviewed and deemed both bid responses as complete; each respondent appeared qualified. She noted slight differences that can be considered in the ranking process, such as Clearview having a bit more experience with CDDs and master plan communities, the location of each respondent and that Lighthouse Engineering, Inc., is classified as a certified small business.

Mr. Wolf stated location and experience were factors in his scoring. Ms. Suit presented Mr. Wolf's score for each respondent in each category.

D. Competitive Selection Criteria/Ranking

Ms. Suit presented the overall score and ranking results, as follows:

- #1 Clearview Land design, P.L. 356 points
- #2 Lighthouse Engineering, Inc. 266 points

On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, acceptance of the scoring and rankings, ranking Clearview Land Design, P.L., as the #1 ranked respondent to the Request for Qualifications for Engineering Services, was approved.

E. Award of Contract

On MOTION by Mr. Tankel and seconded by Mr. Porter, with all in favor, awarding the Engineering Services contract to Clearview Land Design, P.L., the #1 ranked respondent, authorizing Ms. Gentry to draft an agreement and negotiate a contract and authorizing the Chair to execute, and, if unsuccessful, proceeding with Lighthouse Engineering, Inc., the #2 ranked respondent, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-01, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

FIFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2022

Ms. Suit presented the Unaudited Financial Statements as of September 30, 2022.

On MOTION by Mr. Porter and seconded by Mr. Wolf, with all in favor, the Unaudited Financial Statements as of September 30, 2022, were accepted.

SIXTH ORDER OF BUSINESS

Approval of September 23, 2022 Regular Meeting and Audit Committee Meeting Minutes

Ms. Suit presented the September 23, 2022 Regular Meeting and Audit Committee Meeting Minutes.

On MOTION by Mr. Fischer and seconded by Mr. Porter, with all in favor, the September 23, 2022 Regular Meeting and Audit Committee Meeting Minutes, as presented, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

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

Ms. Gentry stated that each Board Members score sheet will become part of the record.

Ms. Suit conveyed Mr. Wrathell's availability with Mr. Wolf to discuss how they want CDD contracts and acquiring improvements handled.

Mr. Wolf stated they are about 45 days out from obtaining a mass grading permit and there have been subsequent calls with various parties about the next steps in preparing to issue bonds sometime mid, first quarter 2023.

Regarding the mass grading contract, Ms. Gentry was advised of the plan for the CDD to acquire the improvements from the Developer and to contact Mr. Porter about this matter.

B. District Engineer: *Heidt Design, LLC*

Future agendas will identify Clearview Land Design, P.L., as the District Engineer.

Mr. Schrader advised Ms. Gentry to use the same hourly rate table in the Interim Agreement for the new District Engineering Agreement. He will remain as District Engineer.

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

- **NEXT MEETING DATE: November 25, 2022 at 11:00 AM**
 - **QUORUM CHECK**

The November 25 and December 23, 2023 meetings will be cancelled. Mr. Wolf or Mr. Porter will advise by November 11, 2022 if a Special Meeting on December 9, 2022 is needed.

EIGHTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members comments or requests.

NINTH ORDER OF BUSINESS

Public Comments

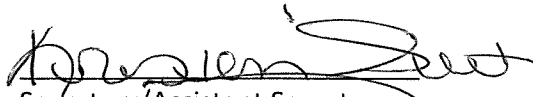
No members of the public spoke.


TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the meeting adjourned at 11:29 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


~~Chair/Vice Chair~~
Asst sec