

**MINUTES OF MEETING  
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Regular Meeting on March 15, 2023 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 (via telephone)	Vice Chair
Bob Tankel	Assistant Secretary
Clifton Fischer	Assistant Secretary
Jacob Essman	Assistant Secretary

**Also present were:**

Kristen Suit	District Manager
Jennifer Kilinski (via telephone)	District Counsel
Grace Kobitter	Kilinski Van Wyk
Nick Perillo (via telephone)	Clearview Land Design, P.L.

**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 Essman were present. Supervisors Wolf and Porter attended via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2023-02, Approving Request for Proposal Documents for Pasco Town Center Phase 1A Construction Project; Ratifying Notice of the Request for Proposal Project; Providing a Severability Clause; and Providing an Effective Date**

Ms. Suit presented Resolution 2023-02 and the accompanying Exhibits.

**On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, Resolution 2023-02, Approving Request for Proposal Documents for Pasco Town Center Phase 1A Construction Project; Ratifying Notice of the Request for Proposal Project; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03, Authorizing the District Engineer, or Another Individual Designated by the Board of Supervisors, to Act as the District’s Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining any and all Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District’s Infrastructure Improvements as Provided in the District’s Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date**

Ms. Kilinski presented Resolution 2023-03.

**On MOTION by Mr. Essman and seconded by Mr. Tankel, with all in favor, Resolution 2023-03, Authorizing the District Engineer, or Another Individual Designated by the Board of Supervisors, to Act as the District’s Purchasing Agent for the Purpose of Procuring, Accepting, and Maintaining any and all Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of the District’s Infrastructure Improvements as Provided in the District’s Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Competitive Selection Criteria and Notice of Request for Qualifications for Geotechnical Engineering Service and Surveying Services; Authorization of Staff to Finalize Items Related to Request and Publish Required Notice**

Ms. Suit presented the Competitive Selection Criteria and Notice of Request for Qualifications (RFQ) for Geotechnical Engineering Service and Surveying Services. Submissions will be due on April 3, 2023 and presented at the April 10, 2023 Continued Meeting.

The following changes were made to the Competitive Selection Criteria:

Consultant’s Past Performance: Change “25” to “30”

Geographic Location: Change “20” to “5”

Willingness to Meet Time and Budget Requirements: Change “15” to “25”

**On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, the Competitive Selection Criteria, as amended, and Notice of Request for Qualifications for Geotechnical Engineering Service and Surveying Services and authorizing Staff to finalize items related to the RFQ and to publish the required notice, were approved.**

**SIXTH ORDER OF BUSINESS**

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

Ms. Suit presented Resolution 2023-01.

**On MOTION by Mr. Fischer and seconded by Mr. Wolf, with all in favor, Resolution 2023-01, Designating 9953 McKendree Road, San Antonio, Florida, 33576 as the Location of the Local District Records Office and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of January 31, 2023**

Ms. Suit presented the Unaudited Financial Statements as of January 31, 2023.

**On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, the Unaudited Financial Statements as of January 31, 2023, were accepted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of October 28, 2023 Regular Meeting Minutes**

Ms. Suit presented the October 28, 2023 Regular Meeting Minutes.

**On MOTION by Mr. Tankel and seconded by Mr. Fischer, with all in favor, the October 28, 2023 Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

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

District Counsel’s firm name will be updated to “Kilinski | Van Wyk” on future agendas.

**B. District Engineer: *Heidt Design, LLC***

The District Engineer’s firm name will be updated to “Clearview Land Design, P.L.” on future agendas.

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

- **NEXT MEETING DATE: April 10, 2023 at 12:00 PM**
  - **QUORUM CHECK**

The next Regular Meeting will be held on March 24, 2023 at 11:00 a.m. Today’s meeting will be continued to April 10, 2023 at 12:00 p.m.

**TENTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

There were no Board Members comments or requests.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, the meeting recessed at approximately 11:17 a.m., and was continued to April 10, 2023 at 12:00 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair