

**MINUTES OF MEETING
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Special Meeting on February 12, 2024 at 10:00 a.m., at the 30435 Commerce Dr., Unit 105, San Antonio, Florida 33576.

Present were:

Michael Wolf	Chair
Jeff Porter	Vice Chair
Bob Tankel	Assistant Secretary

Also present:

Kristen Suit	District Manager
Jennifer Kilinski (via telephone)	District Counsel
Jordan Schrader (via telephone)	District Engineer
Doug South	CH II Management, LLC

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 10:00 a.m. Supervisors Porter, Wolf and Tankel were present. Supervisors Fischer and Essman were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consideration of Single Response to RFP
for McKendree Road 1st Extension**

A. Phillips & Jordan, Incorporated

Ms. Kilinski stated Staff emailed the Board on Saturday, January 27, 2024 informing that this particular bid is unresponsive and over budget and Pasco County confirmed Staff's analysis and recommendation going forward, which is to reject the bid as non-responsive and allow Staff to seek other bids so long as it does not exceed the Phillips & Jordan bid.

Ms. Kilinski responded to questions regarding what would be deemed an acceptable negotiated amount, what constitutes a public contract, the scope of work and reaching a not-to-exceed amount.

On MOTION by Mr. Porter and seconded by Mr. Wolf, with all in favor, rejecting the Phillips & Jordan, Inc., bid response to the Request for Proposals for the McKendree Road 1st Extension Project as non-responsive, authorizing transmittal of a notice of rejection to Phillips & Jordan, authorizing District Staff and the Construction Manager to seek other bids and enter into a public contract/private negotiation to determine the best responsive contract and execute same up to a maximum amount under \$14,246,000, was approved.

FOURTH ORDER OF BUSINESS

Ratification Items

Ms. Suit presented the following, including invoice amounts:

- A. Mortensen Engineering, Inc. Work Authorization Number 5: PTC Well Abandonment**
- B. Mortensen Engineering, Inc. Work Authorization Number 6: Double Branch Pkwy Pre-Design Geotechnical Borings**
- C. Mortensen Engineering, Inc. Work Authorization Number 7: Tradeway Blvd CMT**

It was noted that Item D is related to Phillips & Jordan, Inc., not Clearview Land Design

P.L. The correction is noted below.

- D. Phillips & Jordan, Incorporated Change Order No. 1 [Mass Grading and Phase 1A Project]**
- E. Century Link Special Construction Proposal [SR-52 and McKendree Road]**
- F. Charter Spectrum Invoice #BHNCNST-1821_rev2 [SR-52 and McKendree Road]**
- G. Withlacoochee River Electric Cooperative, Inc. (WRES) Invoice No. 9154770**
- H. Withlacoochee River Electric Cooperative, Inc. (WRES) Invoice No. 9154774**
- I. Withlacoochee River Electric Cooperative, Inc. (WRES) Invoice No. 9154776**
- J. Withlacoochee River Electric Cooperative, Inc. (WRES) Invoice No. 9171777**
- K. Withlacoochee River Electric Cooperative, Inc. (WRES) Invoice No. 9185847**

Discussion ensued regarding the invoices, potential scope changes, credits to be ratified at a future meeting, cable customer bundling in relation to the telecom companies outlined in Items E and F, relocating existing copper and fiber optics outside of the new right-of-way (ROW) and why Century Link costs more than the other telecom companies.

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the Mortensen Engineering, Inc. Work Authorization Number 5: PTC Well Abandonment for \$14,180; Mortensen Engineering, Inc. Work Authorization Number 6: Double Branch Pkwy Pre-Design Geotechnical Borings for \$5,530; Mortensen Engineering, Inc. Work Authorization Number 7: Tradeway Blvd CMT for \$64,064; Phillips & Jordan Inc., Change Order No. 1 [Mass Grading and Phase 1A Project]; Century Link Special Construction Proposal [SR-52 and McKendree Road] for \$199,684.21; Charter Spectrum Invoice #BHNCNST-1821_rev2 [SR-52 and McKendree Road] for \$67,637.37; Withlacoochee River Electric Cooperative, Inc. (WRES) Invoice No. 9154770 for \$673,577; Withlacoochee River Electric Cooperative, Inc. (WRES) Invoice No. 9154774 for \$240,660; Withlacoochee River Electric Cooperative, Inc. (WRES) Invoice No. 9154776 for \$188,851; Withlacoochee River Electric Cooperative, Inc. (WRES) Invoice No. 9171777 for \$49,398.46 and Withlacoochee River Electric Cooperative, Inc. (WRES) Invoice No. 9185847 for \$41,925.22, were ratified.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Designating a Date, Time and Location for Landowners’ Meeting of the District, and Providing for an Effective Date

On MOTION by Mr. Porter and seconded by Mr. Wolf, with all in favor, Resolution 2024-02, Designating a Date, Time and Location of November 5, 2024 at 10:00 a.m., at the 30435 Commerce Dr., Unit 105, San Antonio, Florida 33576 for a Landowners’ Meeting of the District, and Providing for an Effective Date, was approved.

SIXTH ORDER OF BUSINESS

Consideration of CH II Management, LLC Recommendation to Reject Phillips & Jordan, Inc., Change Order Request #9 (COR # 9) – Wetland Topo Discrepancy Additional Fill \$789,406.21

Ms. Suit presented the CH II Management, LLC Recommendation to Reject Phillips & Jordan, Inc., Change Order Request #9 (COR # 9), She noted that this item was previously deferred and placed back on the agenda.

On MOTION by Mr. Porter and seconded by Mr. Wolf, with all in favor, accepting the CH II Management, LLC Recommendation to Reject Phillips & Jordan, Inc., \$789,406.21 Change Order Request #9 (COR # 9) related to Wetland Topo Discrepancy Additional Fill, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of CH II Management, LLC
Second Addendum to the Agreement for
Construction Management and Consulting
Services**

Ms. Suit presented the CH II Management, LLC Second Addendum to the Agreement for Construction Management and Consulting Services.

Ms. Kilinski stated this extends Construction Management’s role in helping the CDD oversee the McKendree Road 1st Extension project. Asked if the original scope covered 1A and 1B, Ms. Kilinski stated the scope only covers Phase 1A.

Discussion ensued regarding Item 6, fill, CH II Management, the mass grading work, Tradeway, Phase 1B and the First Addendum that was previously approved.

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, the CH II Management, LLC Second Addendum to the Agreement for Construction Management and Consulting Services, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Reimbursement
Agreement with MCImetro Access
Transmission Services LLC**

Ms. Suit presented the Reimbursement Agreement with MCImetro Access Transmission Services LLC, which is Verizon. Mr. South stated the Addendum that was proposed was rejected and is not part of the Agreement.

On MOTION by Mr. Porter and seconded by Mr. Wolf, with all in favor, the Reimbursement Agreement with MCImetro Access Transmission Services LLC, was approved.

NINTH ORDER OF BUSINESS

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

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, the Unaudited Financial Statements as of December 31, 2023, were accepted.

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the November 7, 2023 Special Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kilinski | Van Wyk

- **Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**

Ms. Kilinski stated the four-hour ethics training requirement must be completed by December 31, 2024. She discussed online course options and filing Form 1 electronically.

B. District Engineer: Clearview Land Design, P.L.

There was no report.

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

- **UPCOMING MEETINGS:**
 - **February 23, 2024 at 11:00 AM**
 - **March 22, 2024 at 11:00 AM**
 - **QUORUM CHECK**

The February and March meetings will be canceled.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

Asked about the proposed Fiscal Year 2025 budget, Ms. Suit stated it will be presented at the April 26, 2024 meeting and adopted at the June 28, 2024 meeting.

THIRTEENTH ORDER OF BUSINESS


Public Comments

There were no public comments.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, the meeting adjourned at 10:41 a.m.



Secretary/Assistant Secretary



Chair/Vice Chair