

**MINUTES OF MEETING  
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held 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.

**Present at the meeting were:**

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

**Also present were:**

Craig Wrathell	District Manager
Kristen Suit	Wrathell, Hunt and Associates, LLC
Lauren Gentry	District Counsel
Grace Kobitter	KE Law Group, PLLC
Boyan Pargov (via telephone)	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 11:12 a.m. He recapped the Landowners' Election results, as follows:

Seat 1	Michael Wolf	954 votes	4-Year Term
Seat 2	Ryan Sampson	954 votes	4-Year Term
Seat 3	Bob Tankel	952 votes	2-Year Term
Seat 4	Clifton Fischer	952 votes	2-Year Term
Seat 5	Jacob Essman	952 votes	2-Year Term

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Wolf, Mr. Sampson, Mr. Tankel, Mr. Fischer, who were present, and Mr. Essman, who was attending via telephone. Mr. Essman's Oath of Office was witnessed and notarized by a Notary at his location.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

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

The Oaths of Office were administered during the First Order of Business. Mr. Wrathell stated that, as returning Board Members, all are familiar with the following items:

- 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**

**FOURTH ORDER OF BUSINESS**

**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**

Mr. Wrathell presented Resolution 2022-31. The following change was made to Resolution 2022-31:

Section 1, ELECTION RESULTS: Change “Tankle” to “Tankel”

**On MOTION by Mr. Tankel and seconded by Mr. Fischer, with all in favor, Resolution 2022-31, as amended, 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, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-32, Designating Certain Officers of the District, and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2022-32. Mr. Tankel nominated the following slate:

Chair	Michael Wolf
Vice Chair	Ryan Sampson
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. Fischer, with all in favor, Resolution 2022-32, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**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 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**

The affidavit of publication was included for informational purposes.

**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**

**On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Tankel and seconded by Mr. Fischer, with all in favor, the Public Hearing was closed.**

Mr. Wrathell presented Resolution 2022-33.

**On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, 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, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**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.*

These items occurred below.

- A. Affidavit/Proof of Publication**
- B. Mailed Notice to Property Owner(s)**

These items were included for informational purposes.

- C. Master Engineer’s Report *(for informational purposes)***

Mr. Pargov presented the Master Engineer’s Report dated May 13, 2022 and noted the following:

➤ The CDD intends to fund stormwater management, off-site and on-site roadways, intersection improvements, water distribution, sanitary sewer, reclaimed water distribution, wetland mitigation, entry features, landscaping, hardscape and irrigation.

➤ The estimated Capital Improvement Plan (CIP) total costs are \$104,660,000.

Discussion ensued regarding anticipated increases to the estimated CIP total costs, increasing the maximum par amount of bonds and the timing for the expected bond issuance.

Ms. Gentry stated the bond validation complaint was filed based on the previously calculated estimated maximum par amount of bonds but it can be amended later and there is no requirement for the CDD to validate enough bonds to fund all anticipated costs.

Discussion ensued about the Assessment Methodology, Equivalent Residential Unit (ERU) weightings, financing program, options and procedures to increase the maximum par amount of bonds, the August 24, 2022 bond validation hearing, Development Plan, Assessment Methodology and the Engineer’s Report revisions and the maximum par amount of bonds.

**D. Master Special Assessment Methodology Report *(for informational purposes)***

This item was discussed in conjunction with Item 7C.

**On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, the Public Hearing was opened.**

- ***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.***

Ms. Gentry posed and Mr. Pargov responded to the following questions:

**Ms. Gentry:** Based on the improvements that are currently included in your Engineer’s Report that was included in today’s agenda package, are your cost estimates reasonable and proper?

**Mr. Pargov:** Yes, they are.

**Ms. Gentry:** And do you have any reason to believe that the Capital Improvement Plan can not be carried out by the District?

**Mr. Pargov:** I do not.

Ms. Gentry posed and Mr. Wrathell responded to the following questions regarding the Master Special Assessment Methodology Report:

**Ms. Gentry:** In your professional opinion, do the lands subject to the assessments receive special benefits from the Capital Improvement Plan?

**Mr. Wrathell:** Yes.

**Ms. Gentry:** Are the master assessments reasonably apportioned among the land subject to the assessments?

**Mr. Wrathell:** Yes.

**Ms. Gentry:** Is it reasonable, proper and just to assess the cost of the Capital Improvement Plan against the lands of the District?

**Mr. Wrathell:** Yes.

**Ms. Gentry:** Is it your opinion that the special benefits the lands will receive equal or exceed the maximum master assessment numbers?

**Mr. Wrathell:** Yes.

**Ms. Gentry:** Is it your opinion that it is in the best interests of the District for the master assessments to be paid and collected in accordance with the Methodology?

**Mr. Wrathell:** Yes.

Mr. Wrathell asked if any affected property owners wish to comment.

No members of the public spoke.

- ***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.***

Mr. Wrathell recalled discussion regarding the possibility that costs might be increased in the future and asked if the Board, sitting as the Equalizing Board, wished to make any changes to the assessments, based on any Board or public comments.

The Board, sitting as the Equalizing Board, did not make any changes.

**On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, the Public Hearing was closed.**

- 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**

Mr. Wrathell presented Resolution 2022-34 and read the title.

Ms. Gentry directed the Board’s attention to Section 2, which makes several findings regarding procedures taken prior to this point and the reasons it is in the CDD’s best interest to issue the bonds and secure them with the master assessments.

**On MOTION by Mr. Fischer and seconded by Mr. Sampson, with all in favor, 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, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**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**

The affidavits of publication were included for informational purposes.

**B. Consideration of Resolution 2022-35, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2022-35 and the accompanying Exhibit. The following scrivener’s error in the Rules of Procedure will be corrected:

Page 2, Section 1.0(1): Change “Channing Park” to “PTC”

**On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Fischer and seconded by Mr. Wolf, with all in favor, Resolution 2022-35, Adopting Rules of Procedure, as amended; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2021/2022 Budget**

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**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**

Mr. Wrathell presented Resolution 2022-36. He reviewed the proposed Fiscal Year 2022 budget, which is a Developer-funded budget. Supervisor fees and meeting room rental line items will be added to the Fiscal Year 2023 budget.

**On MOTION by Mr. Wolf and seconded by Mr. Fischer, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Wolf and seconded by Mr. Fischer, with all in favor, 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, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**



**TENTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2022/2023 Budget**

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**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**

Mr. Wrathell presented Resolution 2022-37. He reviewed the proposed Fiscal Year 2023 budget, which is Developer-funded budget. Supervisor Fees and meeting room rental line items will be added to the Fiscal Year 2023 budget.

**On MOTION by Mr. Wolf and seconded by Mr. Fischer, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Mr. Wolf and seconded by Mr. Sampson, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Wolf and seconded by Mr. Sampson, with all in favor, 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, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

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

This item was deferred.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-08, Designating the Location of the Local**

This item was deferred.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

**A. Affidavit of Publication**

**B. RFQ Package**

The affidavit of publication and RFQ package were included for informational purposes.

**C. Respondent(s): *Heidt Design, LLC***

Mr. Wrathell stated that Heidt Design, LLC (Heidt) was the only respondent to the RFQ.

**D. Competitive Selection Criteria/Ranking**

Mr. Wrathell stated, and Ms. Gentry confirmed that, as the sole respondent, the Board can rank Heidt as the #1 ranked respondent.

**On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, ranking Heidt Design, LLC the #1 ranked respondent to the RFQ for District Engineering Services, was approved.**

**E. Award of Contract**

**On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, authorizing Staff to negotiate and prepare a Continuing Services Agreement with Heidt Design, LLC, the #1 ranked respondent to the RFQ for District Engineering Services, and for the Chair to execute, was approved.**

**FOURTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of May 31, 2022**

Mr. Wrathell presented the Unaudited Financial Statements as of May 31, 2022.

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

**FIFTEENTH ORDER OF BUSINESS**

**Approval of Minutes**

Mr. Wrathell presented the following:

- A. **May 13, 2022 Organizational Meeting**
- B. **June 24, 2022 Landowners' Meeting**

**On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the May 23, 2022 Organizational Meeting and the June 24, 2022 Landowners' Meeting Minutes, as presented, were approved.**

**SIXTEENTH ORDER OF BUSINESS**

**Staff Reports**

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

There was no report.

- 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 coordinated with the Chair.

**SEVENTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**EIGHTEENTH ORDER OF BUSINESS**

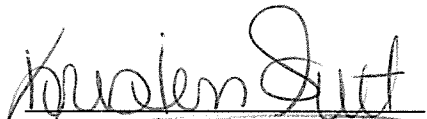
**Public Comments**


No members of the public spoke.

**NINETEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Fischer and seconded by Mr. Tankel, with all in favor, the meeting adjourned at 12:40 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair