

**MINUTES OF MEETING
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Special Meeting on November 7, 2023 at 11:00 a.m., at 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
Grace Kobitter	Kilinski Van Wyk
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 11:01 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 Resolution 2024-01, Approving Request for Proposal Documents for Pasco Town Center McKendree Road 1st Extension Project; Ratifying Notice of the Request for Proposal Project; Providing a Severability Clause; and Providing an Effective Date

Ms. Suit presented Resolution 2024-01.

Mr. South stated the project manual is very much pro forma with the previous version that was sent out. There were a few adjustments to some of the qualifications relative to the

scope of the project as well as providing for additional time for the bidders, due to the holidays.

Mr. Schrader voiced his opinion that the project manual was put together well and the team did a great job.

The Board and Staff discussed the Evaluation Criteria, when to schedule the Evaluation/Special meeting and timing of the award of contract.

The Special meeting will be on January 29, 2024 at 10:00 a.m., at 30435 Commerce Dr., Unit 105, San Antonio, Florida 33576.

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, Resolution 2024-01, Approving Request for Proposal Documents for Pasco Town Center McKendree Road 1st Extension 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 Mortensen Engineering Inc., Proposal for Work Authorization #4 for Geotechnical Engineering Services

On MOTION by Mr. Porter and seconded by Mr. Wolf, with all in favor, the Mortensen Engineering Inc., Proposal for Work Authorization #4 for Geotechnical Engineering Services, in a not-to-exceed amount of \$4,100, was approved.

- A. Report for Design Level Geotechnical Testing - Pasco Town Center - McKendree Road 1st Extension Offsite Roadway Improvements**

Ms. Suit stated Item 4A is included for informational purposes.

FIFTH ORDER OF BUSINESS

Discussion/Consideration: CH II Management, LLC Items

Ms. Suit presented the following:

- A. Change Order Clarification/CH II Management, LLC Addendum to Agreement for Construction Management and Consulting Services**

Ms. Kilinski stated the compensation for the flat fee, in Section 2, outlines the intent of the original Agreement with regard to the compensation model for the Construction Manager. She reminded Mr. Wolf and Mr. Porter that Form 8B, the continuing conflict memo for this particular item is on file and they can vote on this item.

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

- B. CH II Management, LLC Recommendation to Reject Phillips & Jordan, Inc., Change Order Request #9 (COR # 9) – Wetland Topo Discrepancy Additional Fill \$789,406.21**
This item was deferred.

SIXTH ORDER OF BUSINESS

Ratification Items

Ms. Suit presented the following:

- A. Tierra Proposal for Contamination Cleanup Services**
 - **Invoice**

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, the Tierra Proposal for Contamination Cleanup Services, was ratified.

- B. Phillips & Jordan, Incorporated, Change Order Nos. 1, 2, 3 & 5 [Mass Grading and Phase 1A Project]**

On MOTION by Mr. Porter and seconded by Mr. Wolf, with all in favor, the Phillips & Jordan, Incorporated, Change Order Nos. 1, 2, 3 & 5 related to Mass Grading and the Phase 1A Project, were ratified.

- C. Mortensen Engineering Inc. Work Authorizations for Geotechnical Engineering Services**
 - I. #2**
 - II. #3**

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, the Mortensen Engineering Inc. Work Authorizations #2 and #3 for Geotechnical Engineering Services, were ratified.

D. Phase 1 Project Improvements and Work Product Acquisition Package

- **Requisition Number 4 [PTC Boyette, LLC \$437,657.88]**

Ms. Kobitter stated this item is for the remainder of the work product and soft costs related primarily to the Phase 1 A project.

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, Requisition Number 4 payable to PTC Boyette, LLC, in the amount of \$437,657.88, related to the Phase 1 Project Improvements and Work Product Acquisition Package, was ratified.

SEVENTH ORDER OF BUSINESS

Consideration of Clearview Land Design, P.L., Work Authorization Number 2

Ms. Suit presented Clearview Land Design, P.L., Work Authorization Number 2 related to the Tradeway Boulevard extension.

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, Clearview Land Design, P.L., Work Authorization Number 2, was approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2023

Ms. Suit presented the Unaudited Financial Statements as of September 30, 2023. In response to questions regarding when a shortfall in the fund balance will be rectified, if the Trustee will send Board Members accrued interest reports and if the B bonds are being drawn down pro-rata with A-bonds, Ms. Suit will confer with the Accounting Department and follow up with the Board.

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, the Unaudited Financial Statements as of September 30, 2023, were accepted.

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, the August 25, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kilinski|Van Wyk

Ms. Kobitter stated that the bond validation hearing is scheduled for Monday, December 11, 2023. Staff will follow up regarding preparation for the hearing.

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

There was no report.

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

➤ **NEXT MEETING DATE: November 24, 2023 at 5:00 PM**

○ **QUORUM CHECK**

The November 24 and December 22, 2023 and January 26, 2024 meetings will be cancelled. A special meeting will be held on January 29, 2024 at 10:00 a.m.

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board members' comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments


There were no public comments.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, the meeting adjourned at 11:24 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair