

**MINUTES OF MEETING
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Regular Meeting on May 8, 2024 at 11:00 a.m., at the 30435 Commerce Dr., Unit 105, San Antonio, Florida 33576.

Present were:

Jeff Porter
Clifton Fischer
Jacob Essman

Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Kristen Suit
Jennifer Kilinski (via telephone)
Grace Kobitter
Jordan Schrader (via telephone)
Art Phelps
Doug South

District Manager
District Counsel
Kilinski I Van Wyk PLLC
District Engineer
Phillips & Jordan
CH II Management, LLC

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:00 a.m.

Supervisors Porter, Fischer and Essman were present. Supervisors Wolf and Tankel were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing

Severability; and Providing an Effective Date

Ms. Suit presented Resolution 2024-03. She reviewed the proposed Fiscal Year 2025 budget, which is Landowner-funded; it can be amended if necessary. The “Field Ops Manager” function will be facilitated by Wrathell, Hunt and Associates, if the Board is amenable.

Asked if there is a requirement to pre-fund the budget, Ms. Suit stated no, the expenses will be paid as they are incurred.

On MOTION by Mr. Porter and seconded by Mr. Essman, with all in favor, Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law for July 26, 2024 at 11:00 a.m., at the 30435 Commerce Dr., Unit 105, San Antonio, Florida 33576; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

Ms. Suit presented Resolution 2024-04 The following will be inserted into the Fiscal Year 2025 Meeting Schedule:

TIME: Insert “11:00 AM” on October 25, 2024; January 24, 2025; February 28, 2025; March 28, 2025; April 25, 2025; May 23, 2025; July 25, 2025 and August 22, 2025

TIME: Insert “5:00 PM” on November 22, 2024; December 27, 2024; June 27, 2025 and September 26, 2025

Ms. Suit stated that the November 5, 2024 Landowners’ Meeting is at 10:00 a.m., as already specified on the Meeting Schedule.

DATE: Insert “December 27, 2024”

On MOTION by Mr. Porter and seconded by Mr. Essman, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS**Consider Award of Phase 1C (McKendree Rd) Construction Contract**

Ms. Kilinski recalled that the CDD publicly bid the McKendree Road project and received only one bid, which was deemed non-responsive for failure to meet several criteria that were in the bid requirements. This then led to the Board considering the Rules of Procedure, which provide that, when there are no responsive bids, the CDD has the ability to informally solicit bids for that scope of work. Staff received confirmation from the County that its rules are consistent with the CDD's Rules of Procedure, as well as approval to informally solicit bids. She presented CH II Management's recommendation to award the construction contract for the McKendree Road Improvements that was prepared by Mr. South. Ms. Kilinski stated this is an informal process and the Board has the flexibility to review, discuss and evaluate responses in order to make a determination.

Mr. South stated, based on that, the discussion can follow as outlined by District Counsel and the Board can consider if the recommendation will be consistent with the original scope of the project to make sure nothing has materially changed from the original scope.

Asked if the bids are consistent with each other, in terms of how they were adjusted, Mr. South replied affirmatively and stated he obtained commitments from Rippa & Associates (Rippa) and Watson Civil to provide proposals based on all the bid documents in the initial Request for Proposals (RFP) advertised on November 5, 2023, a pre-bid meeting was held on November 14, 2023, and the submittal due date was January 18, 2024. Both attended the pre-bid meeting, along with Phillips & Jordan (P&J).

Mr. South described the bid criteria, evaluation process, project costs, price escalations and traffic maintenance. He concluded that, after receiving landscape and irrigation adjustments, an RCP upgrade and P&P bond, everything in the original bid was "apples-to-apples" and Rippa was, based on those numbers, \$2.5 million less than the other bidders. He recommended awarding the Phase 1C McKendree Road Construction Contract to Rippa and noted that the main reason P&J was deemed unresponsive is that its bid is more than double the Capital Improvement Plan (CIP) budget.

Discussion ensued regarding Mr. South's analysis, the bidders, the adjustments and the budget versus the cost.

On MOTION by Mr. Porter and seconded by Mr. Essman, with all in favor, awarding the Phase 1C McKendree Road Construction Contract to Rippa & Associates, per the recommendation from CH II Management LLC and the District Engineer, was approved.

SIXTH ORDER OF BUSINESS**Ratification Items**

Ms. Suit presented the following:

- A. Withlacoochee River Electric Cooperative, Inc. Agreement for Electric Service**
- B. Phase 1 Acquisition Package - Requisition Number 5**
- C. Allen & Company, Inc. Proposal for Land Surveying Services**
- D. Hillsborough River Mitigation Bank Ph 1 – State Mitigation Credit Purchase and Deposit Agreement & Deposit Invoice**

Mr. Porter stated the mitigation is for the off-site work related to McKendree Road and should fall into the scope of shared responsibility with the adjacent landowner.

- E. Mortensen Engineering, Inc. Work Authorization Number 8 [Geotechnical Engineering Services]**

On MOTION by Mr. Porter and seconded by Mr. Essman, with all in favor, the Withlacoochee River Electric Cooperative, Inc. Agreement for Electric Service; Phase 1 Acquisition Package - Requisition Number 5; Allen & Company, Inc. Proposal for Land Surveying Services; Hillsborough River Mitigation Bank Ph 1 – State Mitigation Credit Purchase and Deposit Agreement & Deposit Invoice and Mortensen Engineering, Inc. Work Authorization Number 8 [Geotechnical Engineering Services], were ratified.

SEVENTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of March 31, 2024**

On MOTION by Mr. Porter and seconded by Mr. Essman, with all in favor, the Unaudited Financial Statements as of March 31, 2024, were accepted.

EIGHTH ORDER OF BUSINESS**Approval of February 12, 2024 Special Meeting Minutes**

On MOTION by Mr. Porter and seconded by Mr. Essman, with all in favor, the February 12, 2024 Special Meeting Minutes, as presented, were approved.

NINTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Kilinski | Van Wyk**

Ms. Kobitter reminded the Board Members that the required four hours of ethics training must be completed by December 31, 2024; and the Florida Commission on Ethics website has online course links.

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

There was no report.

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

- **3 Registered Voters in District as of April 15, 2024**
- **UPCOMING MEETINGS:**
 - **May 24, 2024 at 11:00 AM**
 - **June 28, 2024 at 11:00 AM**
 - **QUORUM CHECK**

The May 24, 2024 meeting will be cancelled, and the June 28, 2024 meeting is to be determined. The next meeting will be on July 26, 2024.

TENTH ORDER OF BUSINESS**Board Members' Comments/Requests**

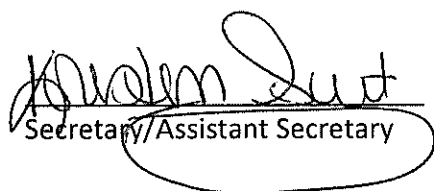
There were no Board Members' comments or requests.

ELEVENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

TWELFTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Porter and seconded by Mr. Fischer, with all in favor, the meeting adjourned at 11:28 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair