

**MINUTES OF MEETING
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Public Hearing and Regular Meeting on July 26, 2024 at 11:00 a.m., at the 30435 Commerce Dr., Unit 105, San Antonio, Florida 33576.

Present were:

Michael Wolf
Clifton Fischer
Jacob Essman
Bob Tankel

Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Kristen Suit
Grace Kobitter
Jordan Schrader (via telephone)
Doug South

District Manager
District Counsel
District Engineer
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 Wolf, Fischer, Tankel and Essman were present. Supervisor Porter was absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2024/2025 Budget**

A. Affidavit of Publication

- B. Resolution 2024-05, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

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

Ms. Suit stated that the proposed Fiscal Year 2025 budget is the same as the previously approved version. It is a Landowner-funded budget, with expenses being funded as they are incurred.

No affected property owners or 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. Tankel, with all in favor, Resolution 2024-05, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Fiscal Year 2025 Budget Funding Agreement

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the Fiscal Year 2025 Budget Funding Agreement with PTC Boyette, LLC, was approved.

FIFTH ORDER OF BUSINESS

Ratification Items

Ms. Suit presented the following:

- A. Withlacoochee River Electric Cooperative, Inc. Street/Outdoor Lighting Agreement (New Lighting) and Invoice**

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the Withlacoochee River Electric Cooperative, Inc., Street/Outdoor Lighting Agreement for New Lighting and Invoice, in a not-to-exceed amount of \$36,543.92, were ratified.

B. Mortensen Engineering, Inc. Items

- I. Invoice 2435 [\$10,000.00 Paco Town Center WA No. 2]
- II. Invoice 2436 [\$10,000.00 Paco Town Center WA No. 3]
- III. Invoice 2437 [\$4,000.00 Paco Town Center WA No. 7]
- IV. Invoice 2471 [\$12,210.00 Double Branch WA#8]
- V. Invoice 2530 [\$15,000.00 Paco Town Center WA No. 2]
- VI. Invoice 2531 [\$10,000.00 Paco Town Center WA No. 3]
- VII. Invoice 2532 [\$6,000.00 Paco Town Center WA No. 7]

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, Mortensen Engineering, Inc., Invoices 2435, 2436, 2437, 2471, 2530, 2531 and 2532, were ratified.

VIII. Construction Materials Testing Services Proposal and Work Authorization Number 9

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, Mortensen Engineering, Inc. Construction Materials Testing Services Proposal and Work Authorization Number 9, in a not-to-exceed amount of \$96,708, were ratified.

C. Clearview Land Design, P.L. Items

- I. Work Authorization Number 4 [Construction Inspection and Certification Services]

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, Clearview Land Design, P.L. Work Authorization Number 4 for Construction Inspection and Certification Services, in a not-to-exceed amount of \$107,500, was ratified.

II. Change Order No. 2 [Pasco Town Center Mass Grading and Phase 1A Project]

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, Phillips & Jordan Change Order No. 2 for the Pasco Town Center Mass Grading and Phase 1A Project, was ratified.

D. RIPA & Associates, L.L.C. Agreement for Construction Contract (Stipulated Price) McKendree Road 1st Extension

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the RIPA & Associates, L.L.C. Agreement for Construction Contract (Stipulated Price) McKendree Road 1st Extension, was ratified.

E. GeoPoint Surveying, Inc. Items

I. Agreement for Professional Surveying Services

II. Work Authorization 1 [Subsurface Utility Exploration for SR 52 and McKendree Road Intersection Traffic Signal Design]

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the GeoPoint Surveying, Inc. Agreement for Professional Surveying Services and Work Authorization 1 for Subsurface Utility Exploration for SR 52 and McKendree Road Intersection Traffic Signal Design, in a not-to-exceed amount of \$8,000, were ratified.

F. Mitigation Marketing Balance Invoice [Hillsboro River Mitigation Bank Ph 2 – State, Pasco Town Center McKendree Roadway Extension, SWFWMD Permit No 879923]

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, Mitigation Marketing Balance Invoice [Hillsboro River Mitigation Bank Ph 2 – State, Pasco Town Center McKendree Roadway Extension, SWFWMD Permit No 879923], in the amount of \$196,875, was ratified.

SIXTH ORDER OF BUSINESS**Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Ms. Suit stated, to comply with the new state requirement for CDDs to provide annual goals and objectives, District Management and District Counsel collaborated on developing a general performance measures and standards document for use throughout all CDDs, which is outlined in the memorandum.

Ms. Kobitter stated that this new legislation went into effect July 1, 2024; the CDD is required to adopt this by October 1, 2024 and then annually. The goals primarily consist of what the CDD is already required to do statutorily and can be modified to tailor it to the CDD, as needed.

On MOTION Mr. Wolf and seconded by Mr. Tankel, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

SEVENTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of June 30, 2024**

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the Unaudited Financial Statements as of June 30, 2024, were accepted.

EIGHTH ORDER OF BUSINESS**Approval of May 8, 2024 Regular Meeting Minutes**

On MOTION by Mr. Wolf and seconded by Mr. Tankel, with all in favor, the May 8, 2024 Regular 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 they must complete four hours of ethics training by December 31, 2024. Form 1 should have been filed by July 1, 2024.

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

There was no report.

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

- **UPCOMING MEETINGS:**

- **August 23, 2024 at 11:00 AM**
- **September 27, 2024 at 11:00 AM**
- **QUORUM CHECK**

The August 23, 2024 and September 27, 2024 meetings will be cancelled. The next scheduled meeting is October 25, 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. Wolf and seconded by Mr. Tankel, with all in favor, the meeting adjourned at 11:13 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair