

**MINUTES OF MEETING  
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Special Meeting on August 29, 2024 at 11:00 a.m., at the 30435 Commerce Dr., Unit 105, San Antonio, Florida 33576.

**Present were:**

Michael Wolf  
Jeff Porter  
Jacob Essman

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Kristen Suit  
Clifton Fischer  
Grace Kobitter  
Jordan Schrader (via telephone)  
Doug South  
Lee Thompson

District Manager  
Wrathell, Hunt and Associates LLC (WHA)  
District Counsel  
District Engineer  
CH II Management, LLC  
Supervisor-Appointee

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 11:01 a.m. Supervisors Wolf, Porter and Essman were present. Supervisor Tankel was absent. Although Mr. Clif Fischer was present, he was not present in his capacity as a CDD Board Member, as he is resigning his position on the CDD Board.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Bob Tankel  
[Seat 3]**

Ms. Suit presented Mr. Bob Tankel's resignation from Seat 3.

<p><b>On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the resignation of Mr. Bob Tankel from Seat 3, was accepted.</b></p>
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**FOURTH ORDER OF BUSINESS**

**Consider Appointment of Lee Thompson to Fill Unexpired Term of Seat 3; Term Expires November 2024**

Mr. Wolf nominated Mr. Lee Thompson to fill Seat 3. No other nominations were made.

**On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the appointment of Mr. Lee Thompson to Seat 3, was approved.**

- **Administration of Oath of Office (the following will also be provided in a separate package)**

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Lee Thompson. Mr. Thompson is already familiar with the following:

- A. Required Ethics Training and Disclosure Filing**
  - **Sample Form 1 2023/Instructions**
- B. Membership, Obligation and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

**FIFTH ORDER OF BUSINESS**

**Acceptance of Resignation of Clif Fischer [Seat 4]**

Ms. Suit presented Mr. Clif Fischer's resignation from Seat 4.

**On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the resignation of Clif Fischer from Seat 4, was accepted.**

**SIXTH ORDER OF BUSINESS**

**Consider Appointment of Thatcher Brown to Fill Unexpired Term of Seat 4; Term Expires November 2024**

Mr. Wolf nominated Mr. Thatcher Brown to fill Seat 4.

No other nominations were made.

**On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the appointment of Mr. Thatcher Brown to Seat 4, was approved.**

- **Administration of Oath of Office**

This item was deferred.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-06,  
Electing and Removing Officers of the  
District and Providing for an Effective  
Date**

Ms. Suit presented Resolution 2024-06. The following slate was nominated:

Michael Wolf	Chair
Jeffrey Porter	Vice Chair
Jacob Essman	Assistant Secretary
Lee Thompson	Assistant Secretary

This Resolution removes the following from the Board:

Bob Tankel	Assistant Secretary
Clif Fischer	Assistant Secretary

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Kristen Suit	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

**On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the Resolution 2024-06, Electing, as nominated, and Removing Officers of the District, and Providing for an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of CH II Management, LLC  
Recommendation Letters**

**A. Phillips & Jordan, Inc. Revised Change Order Request #9, dated July 2, 2024**

**On MOTION by Mr. Porter and seconded by Mr. Wolf, with all in favor, Phillips & Jordan, Inc. Revised Change Order Request #9, dated July 2, 2024, in the amount of \$491,941.87, was approved.**

Mr. South stated that, when the PTC CDD administered the competitive bid to this project, the wetland topographical areas had very little topographical information. As such, Phillips & Jordan assumed the outer perimeter contour across the wetlands. This is a heavy off-site import job. Mr. South explained how the total project cost was reduced from approximately \$1.7 million down to \$491,941.87.

**B. Phillips and Jordan, Inc. Change Order Request #27, dated August 26, 2024 [Addition of Meandering Sidewalks, Landscape and Irrigation to the PTC Phase 1A Scope]**

Mr. South stated a landscape architect was engaged to not only design the landscape irrigation for the first two phases but was also engaged in the design of the meandering sidewalk plan, including the meandering sidewalk, the sleeves underneath it, the irrigation and landscaping plans. The sidewalk will require expert and constant daily management and supervision from a general contractor to make sure it is laid out and installed properly. There are also considerations about damages to existing underground utilities, including water, sewer, power, streetlight infrastructure and the sidewalk material. CH II thinks that the best course of action was to have Phillips & Jordan manage the project so CH II coordinated with them to solicit a subcontractor. Of the six vendors solicited, five proposals were received. The lowest subcontractor bid was chosen for the project.

Asked who was selected for the landscaping, Mr. South stated Steadfast Contractors Alliance (Steadfast) is the subcontractor. Asked if the change order requests are within the current budget, Mr. South replied affirmatively and stated the sidewalks are on the Clearview plans and must be installed before the County inspects and accepts the project.

**On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, the Phillips and Jordan, Inc. Change Order Request #27, dated August 26, 2024 for the Addition of Meandering Sidewalks, Landscape and Irrigation to the PTC Phase 1A Scope, in the amount of \$1,480,767, was approved.**

2023, Prepared by Berger, Toombs, Elam,  
Gaines & Frank

Ms. Suit presented the Audited Financial Report for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

**TENTH ORDER OF BUSINESS**

Consideration of Resolution 2024-07,  
Hereby Accepting the Audited Annual  
Financial Report for the Fiscal Year Ended  
September 30, 2023

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, Resolution 2024-07, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.

**ELEVENTH ORDER OF BUSINESS****Ratification Items**

- A. Integra Realty Resources – Southwest Florida Proposal/Authorization for Valuation and Consulting Services Tracts W1, W2, W3 and W4
- B. Mortensen Engineering, Inc. Items
  - I. Invoice 2731 [\$10,000.00 Pasco Town Center WA No. 2]
  - II. Invoice 2732 [\$8,000.00 Pasco Town Center WA No. 7]
- C. GeoPoint Surveying, Inc. Items
  - I. Work Authorization 2 [Miscellaneous Staking and Survey Services for SR 52 and McKendree Road Project]
- D. Lincks & Associates, LLC Professional Traffic Engineering Services Agreements
  - I. Signal Improvements
  - II. Roadway Improvements

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the Integra Realty Resources – Southwest Florida Proposal/Authorization for Valuation and Consulting Services for Tracts W1, W2, W3 and W4; Mortensen Engineering, Inc. Invoice 2731, in the amount of \$10,000 for Pasco Town Center WA No. 2, and Invoice 2732, in the amount of \$8,000.00 for Pasco Town Center WA No. 7; GeoPoint Surveying, Inc. Work Authorization 2 for Miscellaneous Staking and Survey Services for SR 52 and McKendree Road Project; and the

<b>Lincks &amp; Associates, LLC Professional Traffic Engineering Services Signal Agreement and Roadway Improvements Agreement, were ratified.</b>
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**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-08, Acknowledging That Certain Proceeds of the PTC Community Development District Series 2023 Bonds Shall be Allocated Towards and Reserved for a Portion of the Costs of the McKendree Road 1st Extension Project Relating to the State of Florida Department of Transportation Improvements; Providing a Severability Clause; and Providing an Effective Date**

Ms. Suit presented Resolution 2024-08 and read the title.

Ms. Kobitter stated Staff has been in discussions with the Florida Department of Transportation (FDOT) concerning the bond for the FDOT improvements as part of the McKendree Road Project. The FDOT advised that it would accept a letter of credit. This Resolution is the first step, which acknowledges that a portion of the construction funds, estimated at \$1.8 million, will be reserved and allocated towards the FDOT improvements. Once the Resolution is adopted, Staff will send a letter to the FDOT detailing the CDD's bond obligation in that it is required to deliver the improvements and that the Board allocated the requisite funds for the improvements.

Ms. Kobitter responded to questions regarding whether the payment obligation includes liquid funds, the cost of the bonds if the project is not approved by the FDOT and an alternate plan must be executed, and the FDOT response time.

<b>On MOTION by Mr. Wolf and seconded by Mr. Porter, with all in favor, Resolution 2024-08, Acknowledging That Certain Proceeds of the PTC Community Development District Series 2023 Bonds Shall be Allocated Towards and Reserved for a Portion of the Costs of the McKendree Road 1st Extension Project Relating to the State of Florida Department of Transportation Improvements; Providing a Severability Clause; and Providing an Effective Date, was adopted.</b>
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**THIRTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of July 31, 2024**

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

**FOURTEENTH ORDER OF BUSINESS****Approval of July 26, 2024 Public Hearing and Regular Meeting Minutes**

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the July 26, 2024 Public Hearing and Regular Meeting Minutes, as presented, were approved.

**FIFTEENTH ORDER OF BUSINESS****Staff Reports**

A. District Counsel: Kilinski | Van Wyk

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

There were no reports from District Counsel or the District Engineer.

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

- **UPCOMING MEETINGS:**

- **October 25, 2024 at 11:00 AM [Regular Meeting]**

- **November 5, 2024 at 10:00 AM [Landowners' Meeting; Board is Not Required to Attend]**

- **QUORUM CHECK**

The next meeting will be October 25, 2024, unless canceled.

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

There were no Board Member comments or requests.

**SEVENTEENTH ORDER OF BUSINESS****Public Comments**


No members of the public spoke.

**EIGHTEENTH ORDER OF BUSINESS****Adjournment**

On MOTION by Mr. Wolf and seconded by Mr. Essman, with all in favor, the meeting adjourned at 11:25 a.m.



Secretary/Assistant Secretary



Chair/Vice Chair