

**MINUTES OF MEETING
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Regular Meeting on March 28, 2025 at 11:00 a.m., at the 30435 Commerce Dr., Unit 105, San Antonio, Florida 33576.

Present:

Michael Wolf
Thatcher Brown
Chase Collier

Chair
Vice Chair
Assistant Secretary

Also present:

Kristen Suit
Grace Rinaldi
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 11:02 a.m.

Supervisors Wolf, Brown and Collier were present. Supervisors Essman and Thompson were absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Jake Essman
[Seat 5]**

Ms. Suit presented the Resignation of Jake Essman from Seat 5.

<p>On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, the resignation of Jake Essman, was accepted.</p>

FOURTH ORDER OF BUSINESS

**Consider Appointment to Fill Unexpired
Term of Seat 5; Term Expires November
2026**

This item was deferred.

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

**Consideration of Resolution 2025-03,
Electing and Removing Officers of the
District and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-03. Mr. Wolf nominated the following slate:

Michael Wolf	Chair
Thatcher Brown	Vice Chair
Lee Thompson	Assistant Secretary
Chase Collier	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Jacob Essman	Assistant Secretary
Clifton 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. Brown, with all in favor, Resolution 2025-03, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS**Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

- A. Affidavit of Publication**
- B. RFQ Package**
- C. Respondents**
 - I. NV5, Inc.**
 - II. Poulos & Bennett, LLC**
 - III. Heidt Design, LLC**
- D. Competitive Selection Criteria/Ranking**
- E. Award of Contract**

Ms. Rinaldi stated Staff issued an RFQ for Engineering Services and the responses are included in the agenda package. The CDD has a great District Engineer in Clearview; however, the Board can decide to enter into a continuing services agreement with one of the other engineering firms but the CDD would not be obligated to use them; the District could have them under contract but not utilize their services. This item is on the agenda for consideration and discussion but the Board can choose to defer it.

On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, electing deferring consideration of the responses to the RFQ for Engineering Services, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2025-04, Approving a Proposed Budget for Fiscal Year 2026; Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings; Addressing Publication; Addressing Severability; and Providing an Effective Date**

Ms. Suit presented Resolution 2025-04. She reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes. Ms. Suit stated she coordinated with Mr. South on the Field Ops portion of the budget.

On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, Resolution 2025-04, Approving a Proposed Budget for Fiscal Year 2026; Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings for August 22, 2025 at 11:00 a.m., at the 30435 Commerce Dr., Unit 105, San Antonio, Florida 33576; Addressing Publication; Addressing Severability; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-05 Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date

Ms. Suit presented Resolution 2025-05. The following will be inserted into the Fiscal Year 2026 Meeting Schedule:

DATES: Insert November 28, 2025 and December 26, 2025

TIME, 5:00 PM: November 28, 2025; December 26, 2025; June 26, 2026 and July 24, 2026

TIME, 11:00 AM: October 2025 and January, February, March, April, May August and September 2026

A Board Member noted there will be a new meeting location after September. The location information will be provided to the District Manager upon confirmation.

On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, Resolution 2025-05 Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026, as amended, and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2025-06, Relating to the Amendment of the Annual

**Budget for the Fiscal Year Beginning
October 1, 2023, and Ending September
30, 2024; and Providing for an Effective
Date**

Ms. Suit presented Resolution 2025-06. This is necessary to help avoid a finding in the audit.

On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, Resolution 2025-06, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-07,
Authorizing a Request for Qualifications for
District Engineering Services; Ratifying
Notice of the Request for Qualifications;
Providing a Severability Clause; and
Providing an Effective Date**

Ms. Suit presented Resolution 2025-07.

Ms. Rinaldi stated this ratifies Staff's actions in preparing and publishing the RFQ, that was previously discussed.

On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, Resolution 2025-07, Authorizing a Request for Qualifications for District Engineering Services; Ratifying Notice of the Request for Qualifications; Providing a Severability Clause; and Providing an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Ratification Items

Ms. Suit presented the following:

A. GeoPoint Surveying, Inc. Work Authorizations

- I. Number 3 [Misc Staking & Survey Services]**
- II. Number 4 [Misc Staking]**
- III. Number 5 [SR 52 Signalization SW Corner]**

B. Phillips and Jordan, Incorporated, Change Orders

- I. No. 3 [Pasco Town Center Mass Grading and Phase 1A Project]**

- II. No. 4 [Pasco Town Center Mass Grading and Phase 1A Project]
- C. Mortensen Engineering Inc. Work Authorization No. 11 [State Road 52 and McKendree Road]
- D. Phase 1 Project Work Product Acquisition
- E. FDOT Construction Agreement [McKendree/SR 52 Intersection]
- F. Steadfast Environmental, LLC Pond Maintenance Services Agreement
- G. Steadfast Contractors Alliance, LLC Landscape and Irrigation Maintenance Services Agreement
- H. Ripa & Associates, LLC Changed Order No. 1 [McKendree Road First Extension]
- I. Withlacoochee River Electric Cooperative, Inc., Contribution in Aid of Construction Agreement
- J. Integra Realty Resources Appraisal of Real Property/Invoice
- K. Acquisition Package for Phase 1 Project Work Product Series 2023 Bonds

On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, GeoPoint Surveying, Inc. Work Authorizations Number 3 for Misc Staking & Survey Services, Number 4 for Misc Staking and Number 5 for SR 52 Signalization SW Corner; Phillips and Jordan, Incorporated, Change Orders No. 3 for Pasco Town Center Mass Grading and Phase 1A Project No. 4 for Pasco Town Center Mass Grading and Phase 1A Project; Mortensen Engineering Inc. Work Authorization No. 11 for State Road 52 and McKendree Road; the Phase 1 Project Work Product Acquisition; the FDOT Construction Agreement for McKendree/SR 52 Intersection; the Steadfast Environmental, LLC Pond Maintenance Services Agreement; the Steadfast Contractors Alliance, LLC Landscape and Irrigation Maintenance Services Agreement; Ripa & Associates, LLC Change Order No. 1 for McKendree Road First Extension; the Withlacoochee River Electric Cooperative, Inc., Contribution in Aid of Construction Agreement; the Integra Realty Resources Appraisal of Real Property/Invoice and the Acquisition Package for Phase 1 Project Work Product Series 2023 Bonds, were ratified.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial
Statements as of February 28, 2025

On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, the Unaudited Financial Statements as of February 28, 2025, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of Minutes

- A. November 7, 2024 Continued Landowners' Meeting
- B. November 7, 2024 Special Meeting

On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, the November 7, 2024 Continued Landowners' Meeting Minutes and November 7, 2024 Special Meeting Minutes, both as presented, were approved.

FOURTEENTH 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
 - NEXT MEETING DATE: April 25, 2025 at 11:00 AM

- QUORUM CHECK

The April 25, 2025 meeting will be canceled. The next meeting date will be determined.

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

A Board Member asked about amending the Engineering Services scoring criteria if it is determined that additional engineers must be engaged. Ms. Rinaldi stated the Board could bring it up for discussion if there are amendments. Since the current RFQ was just deferred, Staff would need to come back and restart the process and, at that time, discuss new evaluation criteria. Asked if the current evaluation criteria is the same as the one used to evaluate Clearview, Ms. Rinaldi replied affirmatively.

SIXTEENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

SEVENTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, the meeting adjourned at 11:20 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair