

**MINUTES OF MEETING  
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Special Meeting on June 13, 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  
Jordan Lansford  
Grace Rinaldi  
Jordan Schrader (via telephone)  
Doug South  
John McKay  
Kelly Sinn

District Manager  
Wrathell, Hunt and Associates, LLC  
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, Brown and Collier were present. Supervisor Thompson was absent. One Seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

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

Mr. Wolf nominated John McKay to fill Seat 5. No other nominations were made.

**On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, the appointment of John McKay to fill Seat 5, was approved.**

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

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to John McKay. She provided and explained 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**

**FOURTH ORDER OF BUSINESS**

**Acceptance of Resignation of Lee Thompson [Seat 3]**

Ms. Suit presented the Lee Thompson's resignation from Seat 3.

**On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, the resignation of Lee Thompson from Seat 3, was accepted.**

**FIFTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 3; Term Expires November 2028**

Mr. Wolf nominated Kelly Sinn to fill Seat 3. No other nominations were made.

**On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, the appointment of Kelly Sinn to fill Seat 3, was approved.**

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

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Kelly Sinn. She provided and explained the items listed in the Third Order of Business.

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2025-08,  
Electing and Removing Officers of the  
District and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-08. Mr. Wolf nominated the following slate:

Michael Wolf	Chair
Thatcher Brown	Vice Chair
Chase Collier	Assistant Secretary
John McKay	Assistant Secretary
Kelly Sinn	Assistant Secretary
Jordan Lansford	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Lee Thompson	Assistant Secretary
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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

<b>On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, Resolution 2025-08, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.</b>
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**SEVENTH ORDER OF BUSINESS****Consider Rejection of Response(s) to  
Request for Qualifications (RFQ) for  
Engineering Services**

<b>On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, electing rejection of the responses to the RFQ for Engineering Services, was approved.</b>
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**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2025-09,  
Authorizing a Request for Qualifications for  
District Engineering Services; Providing a**

**Severability Clause; and Providing an Effective Date**

Ms. Rinaldi recalled stated Staff advertised an RFQ for Engineering Services and the responses were received. The Board decision was to reject all the responses and authorize a new RFQ for Engineering Services and readvertise. The reason for doing this again is to hopefully receive more responses. This process is not to replace Clearview as the District Engineer; rather, the plan is to have other Engineering firms available in case there are other projects that others might be called upon to provide services.

**On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, Resolution 2025-09, Authorizing a Request for Qualifications for District Engineering Services; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS****Ratification Items**

- A. Busch Junction Enterprises LLP Utility Easement Agreement**
- B. Mortensen Engineering Inc. Work Authorization No. 12 [Double Branch – Double Branch Parkway and Boardwalk Way – Lot A]**
- C. Phillips and Jordan, Inc., Agreement for Lift Station Path Access Installation Services**
- D. Steadfast Contractors Alliance, LLC Additional Services Order for Landscape and Irrigation Maintenance Services**

**On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, the Busch Junction Enterprises LLP Utility Easement Agreement; Mortensen Engineering Inc. Work Authorization No. 12 [Double Branch – Double Branch Parkway and Boardwalk Way – Lot A]; Phillips and Jordan, Inc., Agreement for Lift Station Path Access Installation Services; and Steadfast Contractors Alliance, LLC Additional Services Order for Landscape and Irrigation Maintenance Services, were ratified.**

**TENTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of April 30, 2025**

**On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, the Unaudited Financial Statements as of April 30, 2025, were accepted.**

On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, the March 28, 2025 Regular Meeting Minutes, as presented, were approved.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kilinski | Van Wyk**

Ms. Rinaldi reminded the Board Members to file Form 1 by July 1, 2025; new Board Members have 30 days from today to submit it.

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

There was no report.

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

- July 25, 2025 at 11:00 AM
- August 22, 2025 at 11:00 AM [Adoption of FY2026 Budget & O&M Assessments – First Time Levy]
- September 26, 2025 at 5:00 PM
  - QUORUM CHECK

This meeting will be continued to July 10, 2025 at 11:30 a.m.

**THIRTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Wolf and seconded by Mr. Brown, with all in favor, the meeting recessed at 11:23 a.m. and was continued to July 10, 2025 at 11:30 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair