

**MINUTES OF MEETING
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Special Meeting on November 21, 2025 at 11:00 a.m., at 12724 Smith Road, Dade City, Florida 33525.

Present:

Michael Wolf	Chair
Thatcher Brown	Vice Chair
Chase Collier (via telephone)	Assistant Secretary
Kelly Sinn	Assistant Secretary
John McKay	Assistant Secretary

Also present:

Jordan Lansford	District Manager
Grace Rinaldi	District Counsel
Doug South	CH II Management, LLC

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

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

Supervisors Sinn, Brown and McKay were present. Supervisor Collier attended via telephone. Mr. Wolf was not present at roll call.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Review of Proposals for Pasco Town Center
Double Branch Parkway RFP**

This item was addressed following the Seventh Order of Business.

A. Respondents

- I. Burgess Civil, LLC**
- II. Hughes Brothers Construction, Inc.**
- III. Phillips Heavy, Inc.**
- IV. Ripa & Associates, LLC**

B. Ranking/Evaluation

C. Authorization to Negotiate and Finalize Contract(s)

- **Consideration of Resolution 2026-02, Regarding the Award of a Construction Services Contract for the Pasco Town Center Double Branch Parkway Project; Providing a Severability Clause; and Providing an Effective Date**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2026-03, Designating a Date, Time and Location for Landowners' Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date

Ms. Lansford presented Resolution 2026-03. Seats 1, 2 and 5, currently held by Michael Wolf, Chase Collier and John McKay, respectively, will be up for election at the Landowners' Election.

On MOTION by Mr. Brown and seconded by Ms. Sinn, with all in favor, Resolution 2026-03, Designating November 20, 2026 at 11 a.m., at 12724 Smith Road, Dade City, Florida 33525, as the Date, Time and Location for Landowners' Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Ratification Items

- A. Ripa & Associates, LLC Change Order No. 3 McKendree Road First Extension**
- B. Lincks & Associates, LLC Professional Traffic Engineering Services Agreement**
- C. Steadfast Contractors Alliance, LLC Addendum to Landscape and Irrigation Maintenance Services Agreement**
- D. Water Resource Associates, LLC Continuing Professional Engineering Services Agreement**

On MOTION by Mr. McKay and seconded by Mr. Brown, with all in favor, Ratification Items 5A through 5D, as listed, were ratified.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2025

On MOTION by Mr. Brown and seconded by Ms. Sinn, with all in favor, the Unaudited Financial Statements as of September 30, 2025, were accepted.

SEVENTH ORDER OF BUSINESS

Approval of Minutes

- A. August 22, 2025 Public Hearings and Regular Meeting
- B. October 3, 2025 Special Meeting

On MOTION by Mr. Brown and seconded by Mr. McKay, with all in favor, the August 22, 2025 Public Hearings and Regular Meeting Minutes and the October 3, 2025 Special Meeting Minutes, both as presented, were approved.

Ms. Rinaldi stated that Mr. McKay disclosed a potential conflict of interest with regard to consideration of the responses to the RFP. Upon further research, she confirmed that there is no conflict of interest pursuant to Florida Law; however, in an abundance of caution, Mr. McKay completed Form 8B, which will become part of the record and will be attached as Exhibit A to the meeting minutes to be part of the record of proceedings for today's meeting.

Mr. McKay read his Form 8B into the record, as follows:

"I, John McKay, hereby disclose that I am engaged as a consultant for 4G Ranch, LLC, an entity which may have similar management to Phillips Heavy, Inc. However, Phillips Heavy, Inc. does not constitute a parent, subsidiary, or sibling organization or subsidiary of a principal which has retained me under Florida law, nor does it constitute a business associate and, therefore, no conflict of interest exists under Florida law.

However, due to my engagement with 4G Ranch, LLC and the potential special gain or loss to Phillips Heavy, Inc., voting on matters relating to the award of this contract may create the appearance of a conflict of interest under Section 112.3143, Florida Statutes. In an abundance of caution and despite not requiring disclosure, I have completed and have filed or will file this Form 88 Memorandum of Voting Conflict within fifteen (15) days of this vote, which will be incorporated into the minutes of the November 21, 2025, PTC Community Development District meeting. As there is no conflict of interest pursuant to Florida law, and because my seat on the Board of Supervisors for the PTC Community Development District is filled through the landowner election process, I am not prohibited from participating in the discussion or voting on this matter."

▪ **Review of Proposals for Pasco Town Center Double Branch Parkway RFP**

This item, previously the Third Order of Business, was presented out of order.

A. Respondents

Ms. Lansford stated that the Hughes Brothers Construction, Inc., bid was deemed nonresponsive for failure to conform to the requirements of the RFP documents by failing to provide a bid bond with its proposal.

Ms. Rinaldi stated that failure to provide the bid bond is an unwaivable deficiency; therefore, the Hughes Brothers Construction, Inc., bid cannot be considered.

Mr. South stated that responses were received from the following:

- I. Burgess Civil, LLC**
- II. Hughes Brothers Construction, Inc.**

This bid was deemed non-responsive for failure to conform to the requirements of the RFP documents by failing to provide a bid bond with its proposal; therefore, it could not be evaluated.

- III. Phillips Heavy, Inc.**
- IV. Ripa & Associates, LLC**

B. Ranking/Evaluation

The Board decided to score and rank the respondents collectively, based on Mr. Thatcher’s scores and ranking, as follows:

#1	Burgess Civil, LLC	97 Points
#2	Phillips Heavy, Inc.	93 Points
#3	Ripa & Associates, LLC	83 Points

C. Authorization to Negotiate and Finalize Contract(s)

- **Consideration of Resolution 2026-02, Regarding the Award of a Construction Services Contract for the Pasco Town Center Double Branch Parkway Project; Providing a Severability Clause; and Providing an Effective Date**

It was noted that engagement of Burgess Civil, LLC should be contingent upon including the performance bond fee and NPDES requirement at no additional cost.

Supervisor Wolf joined the meeting via telephone at 11:12 a.m.

Regarding the next step if Burgess Civil, LLC does not agree to the contingent requirement, Ms. Rinaldi stated that negotiations could then proceed to the next highest-ranked respondent.

Ms. Lansford presented an amended version of Resolution 2026-02, which reflects that the Hughes Brothers Construction, Inc. bid was deemed nonresponsive for failure to provide a bid bond with its proposal.

On MOTION by Mr. Brown and seconded by Mr. McKay, with all in favor, Resolution 2026-02, as amended, Regarding the Award of a Construction Services Contract for the Pasco Town Center Double Branch Parkway Project, and engage in contracting with Burgess Civil, LLC, contingent upon including the performance bond fee and NPDES requirement at no additional cost; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kilinski / Van Wyk PLLC

Ms. Rinaldi reminded the Board Members to complete the required four hours of ethics training by December 31, 2025. Based on when she was appointed, Ms. Sinn does not need to complete the requirement until December 31, 2026. Completion of the requirement will be self-reported when filing Form 1 in 2026.

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

There was no report.

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

- **NEXT MEETING DATE: December 26, 2025 at 5:00 PM**
 - **QUORUM CHECK**

The December 26, 2025 meeting will be cancelled. If necessary, a Special Meeting will be held, and the regular meeting schedule will resume in January 2026.

NINTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Brown and seconded by Mr. Wolf, with all in favor, the meeting adjourned at 11:17 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair

EXHIBIT A
John McKay Form 8B

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, John McKay, hereby disclose that on November 21, 20 25 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of 4G Ranch, LLC, by _____, whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I, John McKay, hereby disclose that I am engaged as a consultant for 4G Ranch, LLC, an entity which may have similar management to Phillips Heavy, Inc. However, Phillips Heavy, Inc. does not constitute a parent, subsidiary, or sibling organization or subsidiary of a principal which has retained me under Florida law, nor does it constitute a business associate and, therefore, no conflict of interest exists under Florida law.

However, due to my engagement with 4G Ranch, LLC and the potential special gain or loss to Phillips Heavy, Inc., voting on matters relating to the award of this contract may create the appearance of a conflict of interest under Section 112.3143, Florida Statutes. In an abundance of caution and despite not requiring disclosure, I have completed and have filed or will file this Form 8B Memorandum of Voting Conflict within fifteen (15) days of this vote, which will be incorporated into the minutes of the November 21, 2025, PTC Community Development District meeting. As there is no conflict of interest pursuant to Florida law, and because my seat on the Board of Supervisors for the PTC Community Development District is filled through the landowner election process, I am not prohibited from participating in the discussion or voting on this matter.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

11/21/2025
Date Filed

John McKay
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.