

Postras East Community Development District

12051 Corporate Boulevard, Orlando, FL 32817 Phone: 407-723-5900

<http://poitrastcdd.com/>

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Postras East Community Development District ("District"), scheduled to be held at **4:00 p.m. on Tuesday, November 19, 2019 at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

If you would like to attend the Board Meeting by phone, you may do so by dialing:

Phone: 1-844-621-3956 (new) Participant Code: 796 580 192# (new)

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
 1. **Consideration of the Minutes of the October 15, 2019 Board of Supervisors' Meeting**

Business Matters

2. **Consideration of Resolution 2020-01, Adopting a Revised Budget for FY 2019 (*provided under separate cover*)**
3. **Consideration of Matters Pertaining to District Financing (*provided under separate cover*)**
 - a. **Presentation of Draft Master Assessment Methodology Report**
 - b. **Consideration of Resolution 2020-02, Declaring Master Special Assessments**
 - c. **Consideration of Resolution 2020-03, Setting Public Hearing for Levy of Master Special Assessments**
4. **Consideration of Construction and Landscape Manager Agreement with TDCP (*provided under separate cover*)**
5. **Ratification of Payment Authorization Nos. 039 – 044**
6. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
7. **Review of District's Financial Position and Budget to Actual YTD (*provided under separate cover*)**

Other Business

- A. Staff Reports
 1. District Counsel
 2. District Manager
 3. District Engineer
- B. Supervisor Requests

Adjournment



**Postras East
Community Development District**

**Minutes of the October 15, 2019
Board of Supervisors' Meeting**

**POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

FIRST ORDER OF BUSINESS

The Board of Supervisors' Meeting for the Poitras East Community Development District was called to order on Tuesday, October 15, 2019 at 4:00 p.m. at 6900 Tavistock Lakes Blvd, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey	Chair
Rob Adams	Vice Chair
Zachary Capps	Assistant Secretary
Heather Isaacs	Assistant Secretary
Ralph Ireland	Assistant Secretary (joined @ 4:06 p.m.)

Also, attending:

Jennifer Walden	PFM
Jeff Newton	Donald W. McIntosh Associates, Inc.
Tucker Mackie	Hopping Green & Sams
Larry Kaufmann	Tavistock Development
Emma Gregory	Hopping Green & Sams (via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey noted for the record that there were no members of the public present.

THIRD ORDER OF BUSINESS

**Consideration of the
Minutes of the August 20,
2019 Board of Supervisors
Meeting**

The Board reviewed the minutes of the August 20, 2019 Board of Supervisors Meeting.

On Motion by Ms. Isaacs, second by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the August 20, 2019 Board of Supervisors Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of
Construction Funding
Agreement by and between
the District and TDCP, LLC**

Ms. Mackie explained that the District is in a position where it will start to begin design and construction on its Capital Improvement Plan. This agreement commits the Developer to funding the District’s Capital Improvement Plan until such time as Bonds are issued and then it provides for the reimbursement to the Developer upon the issuance of Bonds.

On Motion by Ms. Isaacs, second by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Construction Funding Agreement by and between the District and TDCP, LLC, subject to further review by TDCP, LLC’s Counsel.

FIFTH ORDER OF BUSINESS

**Discussion Regarding
Establishment of a
Construction Committee**

Ms. Mackie recommended that this Board constitute a Construction Committee with the same individuals that serve the other Lake Nona Districts.

On Motion by Ms. Isaacs, second by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District appointed a Construction Committee consisting of Larry Kaufmann, Scott Thacker, and Troy Davidson.

SIXTH ORDER OF BUSINESS

**Consideration of
Authorization to Proceed
with Request for
Qualifications from
Contractors Interested in
Providing Construction
Services for Master
Infrastructure
Improvements**

Ms. Mackie explained that TDCP, LLC has designed and are engaging contractors for Phase 1A. It is likely the District will acquire that infrastructure from the Developer once it is fully completed. For future phases of the District’s Improvement Plan, District staff would like to prepare the RFQ

for advertisement, receive qualifications from interested contractors, have the Construction Committee review those submittals received and make recommendations to this Board at the December meeting as to which Contractors should be pre-qualified.

On Motion by Ms. Isaacs, second by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District Authorized District Staff to Proceed with Request for Qualifications from Contractors Interested in Providing Construction Services for Master Infrastructure Improvements.

SEVENTH ORDER OF BUSINESS

Consideration of Authorization to Proceed with Request for Proposals for Construction Services Relating to Master Infrastructure Improvements

Ms. Mackie put this on the agenda as a placeholder thinking that the schedule for Phase 1B might not allow for sufficient time to pre-qualify contractors and then process an ITB, but TDCP, LLC has confirmed that the project schedule will allow the District to conclude the qualification process and go out for an ITB for that next phase. Accordingly, no action is requested.

EIGHTH ORDER OF BUSINESS

Ratification of Payment Authorization Nos. 035 – 038

Dr. Levey noted these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Isaacs, second by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Payment Authorization Nos. 035 – 038.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

There are none for this District.

TENTH ORDER OF BUSINESS

**Review of District's
Financial Position and
Budget to Actual YTD**

The Board reviewed the financials. Ms. Walden noted that through the end of September the District is running under budget. Invoices can still come in through the end of next month for Fiscal Year 2019. Ms. Walden does not see the District going over \$100,000.00. No action is required by the Board.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel - No Report

District Manager - Ms. Walden noted that the next meeting is scheduled for November 19, 2019.

District Engineer – Mr. Newton noted that the Board just appointed a Construction Committee but it does not have a Construction manager. Ms. Mackie replied that District staff needs to follow up with TDCP, LLC because it is usually done through an employee lease agreement and staff will get it on next month's agenda. Mr. Kaufmann added that the District will also need a Landscape Manager.

TWELFTH ORDER OF BUSINESS

**Supervisor and Audience
Comments & Adjournment**

There were no Supervisor requests or audience comments. Dr. Levey requested a motion to adjourn.

On Motion by Ms. Isaacs, second by Mr. Ireland, with all in favor, the October 15, 2019 Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

**Postras East
Community Development District**

**Resolution 2020-01,
Adopting a Revised Budget for FY 2019
*(provided under separate cover)***

**Postras East
Community Development District**

Matters Pertaining to District Financing
(provided under separate cover)

**Postras East
Community Development District**

**Construction and Landscape Manager
Agreement with TDCP
*(provided under separate cover)***

**Postras East
Community Development District**

Payment Authorization Nos. 039 – 044

Postras East Community Development District

Payment Authorization #039

10/4/2019

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Hopping Green & Sams General Counsel Through 08/31/2019	110303	\$ 1,627.31	FY 2019
TOTAL			\$ 1,627.31	
			1,627.31	FY 2019
			-	FY 2020



Chairperson

Postras East Community Development District
c/o Fishkind & Associates, Inc.
12051 Corporate Boulevard
Orlando, FL 32817

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Postras East Community Development District

Payment Authorization #040

10/11/2019

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Department of Economic Opportunity FY 2019/2020 Special District Fee	74744	\$ 175.00	FY 2020
TOTAL			\$ 175.00	
			-	FY 2019
			175.00	FY 2020



Chairperson

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Postras East Community Development District

Payment Authorization #041

10/18/2019

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Supervisor Fees - 10/15/2019 Meeting			
	Richard Levey	--	\$ 200.00	FY 2020
	Heather Isaacs	--	\$ 200.00	FY 2020
TOTAL			\$ 400.00	
			-	FY 2019
			400.00	FY 2020



Chairperson

Postras East Community Development District

Payment Authorization #042
10/25/2019

Item No.	Payee	Invoice Number	General Fund	Capital Fund	Fiscal Year
1	Donald W McIntosh Associates Construction Engineering Services Through 10/04/2019	37146		\$562.50	FY 2019
2	Orlando Sentinel Legal Advertising on 10/08/2019 (Ad: 6448757)	11413390000	\$ 233.75		FY 2020
			\$ 233.75	\$ 562.50	
TOTAL			\$ 796.25		
			-	562.50	FY 2019
			233.75	-	FY 2020

Richard J. J...

Chairperson

Postras East Community Development District
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12051 Corporate Boulevard
Orlando, FL 32817

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Poitras East Community Development District

Payment Authorization #043

11/1/2019

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Hopping Green & Sams General Counsel Through 09/30/2019	110777	\$ 716.43	FY 2019
2	PFM Group Consulting DM Fee: October 2019 Website Fee: October 2019	DM-10-2019-0065 DM-10-2019-0066	\$ 2,916.67 \$ 125.00	FY 2020 FY 2020
			\$ 3,758.10	
TOTAL			\$ 3,758.10	
			716.43	FY 2019
			3,041.67	FY 2020

Richard J. J...

Chairperson

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Postras East Community Development District

Payment Authorization #044
11/8/2019

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Orlando Sentinel Legal Advertising on 10/21/2019 (Ad: 6483359 ; Reference OSC11940363)	11940363000	\$ 346.25	FY 2020
			\$ 346.25	
TOTAL			\$ 346.25	
			-	FY 2019
			346.25	FY 2020

Richard J. J...

Chairperson

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**Postras East
Community Development District**

**Recommendation of Work
Authorization/Proposed Services
*(if applicable)***

**Postras East
Community Development District**

**District's Financial Position and
Budget to Actual YTD
*(provided under separate cover)***