

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, March 16, 2021 at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

Please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956

Computer: pfmgroup.webex.com

Participant Code: 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the February 16, 2021 Board of Supervisors' Meeting**

Business Matters

2. **Consideration of Award of Master Infrastructure Phase 1D and Off-Site Force Main Projects**
 - a. **Construction Committee Recommendation (*provided under separate cover*)**
3. **Consideration of Fee Agreement with Bryant Miller Olive for Bond Counsel Services (*provided under separate cover*)**
4. **Consideration of Acquisition of Postras East Master Infrastructure Phase 1A Improvements (*provided under separate cover*)**
5. **Ratification of Payment Authorization Nos. 96 – 98 (*provided under separate cover*)**
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
 4. Construction Supervisor
 5. Landscape Supervisor – *Introduction of New Supervisor*
 6. Irrigation Supervisor
- B. Supervisor Requests

Adjournment



Postras East Community Development District

**Minutes of the February 16, 2021
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, February 16, 2021, at 4:00 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32327.

Present:

Richard Levey	Chairperson
Julie Salvo	Assistant Secretary
Frank Paris	Assistant Secretary
Brent Schademan	Assistant Secretary

Also, attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Deborah Sier	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates, Inc.	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Matt McDermott	Construction Committee Member	

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey asked for any public comments. There were no comments at this time.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the January 19, 2021, Board of Supervisors' Meeting

Board Members reviewed the minutes from the January 19, 2021, Board of Supervisors' Meeting.

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the January 19, 2021, Board of Supervisors Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Interlocal Agreement between the Poitras East Community Development District and the Greenway Improvement District regarding Construction of Centerline Drive Segment F

Ms. Mackie reviewed the Interlocal Agreement, which authorizes Poitras East CDD to bid and administer the construction contract for Centerline Drive Segment F. This portion of Centerline Drive is within the current boundaries of the Greenway Improvement District and is a continuation of Centerline Drive Segment G, which is within Poitras East CDD.

Ms. Mackie stated Greenway ID is currently petitioning the City of Orlando for a boundary amendment which would remove some property from the District. The excluded property will become part of a new district called Midtown Improvement District, which will encompass Centerline Drive. Going forward, the new district will bid and administer construction contracts for the portions of Centerline Drive within its boundaries.

On Motion by Mr. Schademan, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Interlocal Agreement between the Poitras East Community Development District and the Greenway Improvement District regarding Construction of Centerline Drive Segment F.

FIFTH ORDER OF BUSINESS

Matters Pertaining to District Construction

- a) Authorization to Bid for Master Infrastructure Phase 1C and Centerline Drive Segment F**
- b) Consideration of RFP for Traffic Signalization Improvements at the Intersection of Narcoossee Road and Luminary Boulevard**

Mr. Newton described Phase 1C and Centerline Drive Segment F. This will be bid in such a way that the District can award each segment as independent construction contracts or combined in a single construction contract.

On Motion by Mr. Schademan, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District authorized District Staff to Bid for Master Infrastructure Phase 1C and Centerline Drive Segment F.

Mr. Newton described the RFP for Traffic Signalization Improvements at the Intersection of Narcoossee Road and Luminary Boulevard. District staff recommends moving forward with the RFP; however, the Developer has indicated they may desire to do the work themselves and incorporate it into the infrastructure Phase 1A Project they are currently constructing. Mr. Newton requested the Board authorize District staff to proceed with the RFP.

A discussion took place about a Signal Warrant Study. Mr. Newton stated that a study has not been completed. Mr. Newton further pointed out that the design of Luminary Blvd. includes a double left turn from Narcoossee Rd onto Luminary Blvd and a double left from Luminary Blvd. onto Northbound Narcoossee Road. There can be no double left without a functioning traffic signal. Whether the signal warrant is met by volume or not, the signal will be required for safety reasons. Kittleson & Associates has already processed the plans through Orange County and they have been approved. Dr. Levey asked whether Eagle Creek received benefit from the installation of the traffic signal, to which Mr. Newton responded that Eagle Creek would derive some benefit. Dr. Levey believes that

Eagle Creek should contribute to the cost of the traffic signal. Dr. Levey requested Mr. Newton ask Kittleson & Associates to provide a volume analysis from Eagle Creek and share it at the next meeting.

On Motion by Mr. Paris, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District authorized District Staff to advertise for an RFP for Traffic Signalization Improvements at the Intersection of Narcoossee Road and Luminary Boulevard.

SIXTH ORDER OF BUSINESS

Ratification of Payment Authorization Nos. 93 - 95

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

On Motion by Mr. Schademan, second by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Payment Authorization Nos. 93 – 95.

SEVENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Mr. Kaufmann had no Work Authorizations for the Board to consider this month.

EIGHTH ORDER OF BUSINESS

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

The Board reviewed the financials through the end of January. The District has expenses of \$35,000.00 vs. a budget of \$361,000.00. The District is under budget and no action is required by the Board.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting will be Tuesday, March 16, 2021, which is Spring Break for many Florida schools. She wanted to confirm the District would have a quorum for the meeting. Mr. Paris , Mr. Schademan and Dr. Levey will be in attendance.

District Engineer – Mr. Newton presented the Construction Contract Status Memorandum (Exhibit A). Infrastructure Phase 1A is being paved and it should be complete in the next couple of months. It is a Developer constructed project and will be brought back to the Board in an acquisition package. The District already acquired the right of way and easements necessary. It has been platted and the District will be

acquiring the physical improvements within the right of way. The traffic signal for Master Infrastructure Phase 1 was already discussed. Phase 1B is also under construction as a Developer constructed project that the District will ultimately be acquired as part of the District's CIP. Master Infrastructure Phase 1C was just discussed. Phase 1D and the offsite force main are currently out to bid and a recommendation will be brought to the Board at the next meeting. Street A Phase 1, also known as Pearson Avenue, is still in permitting and is another project the Developer intends to construct that the District will eventually acquire as part of the District's CIP.

Construction Supervisor – No Report

TENTH 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 Mr. Schademan, second by Mr. Paris, with all in favor, the February 16, 2021, meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

EXHIBIT A



**DONALD W. MCINTOSH
ASSOCIATES, INC.**

MEMORANDUM

DATE: February 16, 2021
TO: Poitras East Community Development District
Board of Supervisors
FROM: Donald W. McIntosh Associates, Inc.
District Engineer
RE: Construction Contract Status

Dear Board Members,

Please accept this correspondence as a current summary of our construction contract status. Listed below by project is a brief summary of recent contract activity.

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

Master Infrastructure Phase 1A – Jr. Davis Construction Company, Inc.

(Note: this construction contract is between TDCP and JDC)

Construction Status: Project right-of-way and easements have been acquired by the District and the final plat dedicating the right-of-way to the public has been recorded.

Change Order (C.O.) Status: None

Recommended Motion: None.

Narcoossee/Luminary Traffic Signal – Contractor TBD

Construction Status: The master developer has requested that the District construct the traffic signal at the intersection of Narcoossee Road and Luminary Boulevard. This will require a Request for Proposal since the District has not prequalified contractors for traffic signal installation. The signal design has been completed by Kittelson & Associates and has been approved by Orange County.

Change Order (C.O.) Status: None

Recommended Motion: Authorize District staff to advertise a Request for Proposal for construction of a traffic signal at the intersection of Narcoossee Road and Luminary Boulevard.



2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

Master Infrastructure Phase 1B – Jr. Davis Construction Company, Inc.

(note: this construction contract is between TDCP and JDC)

Construction Status: Construction has commenced by the master developer and underground utilities are being installed.



Memorandum

*Re: Poitras East Community Development District
Construction Contract Status*

February 16, 2021

Page 2

Change Order (C.O.) Status: None

Recommended Motion: None.

Master Infrastructure Phase 1C – Contractor TBD

Construction Status: The master developer has requested that the District proceed with the construction of this project. District staff has recommended to the Greenway Improvement District Board that they delegate to the Poitras East District the management of Greenway's construction project known as Centerline Drive Phase 2 (aka Segment F). This is a logical and efficient relationship because Centerline Drive Segment F (a GID project) is a continuation of Centerline Drive Segment G (part of PECDD's Master Infrastructure Phase 1C project).

Change Order (C.O.) Status: None

Recommended Motion: Authorize District staff to advertise both Master Infrastructure Phase 1C and Centerline Drive Phase 2 (aka Segment F) for bid and direct District counsel to prepare the required agreement between the two districts.

Infrastructure Phase 1D – Contractor TBD

Construction Status: This project is currently out to bid and it is anticipated that the Construction Committee will be bringing a recommendation to the Board at their March meeting.

Change Order (C.O.) Status: None

Recommended Motion: None.

Off-Site Force Main to Tavistock Lakes Boulevard – Contractor TBD

Construction Status: This project is currently out to bid and it is anticipated that the Construction Committee will be bringing a recommendation to the Board at their March meeting.

Change Order (C.O.) Status: None

Recommended Motion: None.



Memorandum

*Re: Poitras East Community Development District
Construction Contract Status*

February 16, 2021

Page 3

Street A Phase 1 (aka Preston Avenue) – Contractor TBD

Construction Status: This project is still in permitting and is intended to be constructed by the master developer due to its close association with Master infrastructure Phase 1B and the adjacent subdivision construction in Parcel N-3, both of which are being constructed by the master developer.

Change Order (C.O.) Status: None

Recommended Motion: None.

Should there be any questions, please do not hesitate to call.

Thank you.

End of memorandum.

c: Larry Kaufmann
Matt McDermott
Chris Wilson
Dan Young
Tarek Fahmy

**Postras East
Community Development District**

**Award of Master Infrastructure Phase 1D
and Off-Site Force Main Projects**

Postras East Community Development District

Construction Committee Recommendation
(provided under separate cover)

**Postras East
Community Development District**

**Fee Agreement with Bryant Miller Olive
for Bond Counsel Services**
(provided under separate cover)

Postras East Community Development District

**Acquisition of Postras East Master Infrastructure
Phase 1A Improvements**
(provided under separate cover)

**Postras East
Community Development District**

**Payment Authorization
Nos. 96 – 98**
(provided under separate cover)

**Postras East
Community Development District**

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

**Postras East
Community Development District**

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