

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, January 19, 2021 at 6900 Tavistock Lakes Blvd, Suite 200, 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 November 10, 2020 Board of Supervisors' Meeting**
- 2. **Consideration of Resolution 2021-04, Designating Registered Agent & Office** (*provided under separate cover*)

Business Matters

- 3. **Discussion Regarding Synovus Banking Fees**
- 4. **Consideration of Agreement with City of Orlando for Alley Ways (Parcel N3)** (*provided under separate cover*)
- 5. **Ratification of Payment Authorization Nos. 86 – 92**
- 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
- B. Supervisor Requests

Adjournment



**Postras East
Community Development District**

**Minutes of the November 10, 2020
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, November 10, 2020, at 4:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827

Present:

Richard Levey	Chairperson
Rob Adams	Vice Chairperson
Brent Schademan	Assistant Secretary
Julie Salvo	Assistant Secretary
Frank Paris	Assistant Secretary

Also, attending:

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

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

Swearing in Newly Elected Board Members

The newly elected Board Members were sworn in prior to the start of the meeting.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
October 20, 2020, Board of
Supervisors' Meeting**

Board Members reviewed the minutes from the October 20, 2020, Board of Supervisors' Meeting.

On Motion by Ms. Salvo, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the October 20, 2020, Board of Supervisors Meeting.

FIFTH ORDER OF BUSINESS

Consideration of the Minutes of the November 3, 2020, Landowners' Election Meeting

Board Members reviewed the minutes from the November 3, 2020, Landowners' Election Meeting.

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 Minutes of the November 3, 2020, Landowners' Election Meeting.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-01, Canvassing and Certifying the Results of the Landowners' Election

Mrs. Walden stated this Resolution states that Julie Salvo was elected by 981 votes, Rob Adams was elected by 982 votes and Frank Paris was elected by 980 votes. So, both Ms. Salvo and Mr. Adams will serve a 4-year term and Mr. Paris will serve a 2-year term.

On Motion by Mr. Adams, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2021-01, Canvassing and Certifying the Results of the Landowners' Election.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-02, Election of Officers

Ms. Walden stated the current slate is Mr. Levey as Chair, Mr. Adams as Vice Chair, Ms. Walden as Secretary, Ms. Mullins, Mr. Paris, Ms. Salvo and Mr. Schademan as Assistant Secretaries, Ms. Lane as Treasurer and Ms. Glasgow as Assistant Treasurer. The Board is free to keep the slate as is or make any changes but recommended that the individuals with PFM stay in their current position so they can handle the appropriate items when they arise.

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 Resolution 2021-02, Election of Officers as follows: Dr. Richard Levey as Chair, Rob Adams as Vice Chair, Jennifer Walden as Secretary, Lynne Mullins, Frank Paris, Julie Salvo and Brent Schademan as Assistant Secretaries, Amanda Lane as Treasurer and Jennifer Glasgow as Assistant Treasurer.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2021-03, Adopting an Amended Budget for Fiscal Year 2020

Mrs. Walden presented Resolution 2021-03, which includes as an exhibit the Amended FY 2020 Budget. While the District did not go over budget, there were some line items that went over the 10% threshold. Dr. Levey stated this is a corrected budget to close out FY 2020.

On Motion by Ms. Salvo, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Resolution 2021-03, Adopting an Amended Budget for Fiscal Year 2020.

NINTH ORDER OF BUSINESS

Consideration of Appraisal Report by The Appraisal Group of Central Florida, Inc.

Ms. Mackie stated the purpose of the appraisal is to value the land that, pursuant to the District’s CIP will be acquired from the Developer for value. In order to expend bond proceeds on the acquisition of real property, the District needs to have an appraisal that justifies the value the District would be paying, which has been identified in the CIP as \$85,000.00 per acre. The appraiser valued the developable acreage within the District at \$118,656.00 per acre, exceeding the \$85,000.00 per acre that the District is will pay. The District has only acquired one component of the CIP, which is the right-of-way for a segment of Luminary Blvd Phase 1A and the associated lift station. We can continue to rely on this appraisal for about two years. Mrs. Mackie requested a motion to accept the appraisal.

On Motion by Mr. Adams, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District accepted the Appraisal Report by the Appraisal Group of Central Florida, Inc.

TENTH ORDER OF BUSINESS

Consideration of FY 2020 Audit Engagement Letter

Ms. Walden stated this item falls within the budget for the year and has been reviewed and revised by District Counsel.

On Motion by Mr. Schademan, second by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved FY 2020 Audit Engagement Letter.

ELEVENTH ORDER OF BUSINESS

Consideration of Agreement with City of Orlando for Alley Ways (Parcel N-3.) - Tabled

Ms. Mackie requested this item be tabled.

TWELFTH ORDER OF BUSINESS

Ratification of Payment Authorization Nos. 84 - 85

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

On Motion by Mr. Adams, second by Mr. Paris, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Payment Authorization Nos. 84 – 85.

THIRTEENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Mr. Kaufmann presented the following:

- a. Yovaish Engineering Service, LLC for Geotechnical Engineering, underdrain review and muck probes of approximately 1,400 LF section of roadway for Pearson Avenue (Street A) Phase 2 in the amount of \$2,705.00
- b. Donald W. McIntosh Associates, Inc. for design, permitting, platting, surveying and construction services for approximately 1,400 LF section of roadway for Pearson Avenue (Street A) Phase 2 in the amount of \$244,845.00
- c. GAI Consultants, Inc. for landscape and irrigation design and permitting for approximately 1,400 LF section of roadway for Pearson Avenue (Street A) Phase 2 in the amount of \$15,975.00
- d. Central Florida Locating, Inc. for underground utility locates for intersection of Pearson Ave. and Boggy Creek Road associated with Pearson Avenue (Street A) Phase 2 in the amount of \$6,825.00.
- e. Kittleson & Associates, Inc. for traffic engineering and planning services to support design of approximately 1,400 LF of roadway for Pearson Avenue (Street A) Phase 2 in the amount of \$10,500.00.

On Motion by Mr. Adams, second by Mr. Schademan, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved Work Authorization/Proposed Services for Pearson Avenue (Street A) Phase 2 for the following: Yovaish Engineering Service, LLC, in the amount of \$2,705.00, Donald W. McIntosh Associates, Inc., in the amount of \$244,845.00, GAI Consultants, Inc., in the amount of \$ 15,975.00, Central Florida Locating, Inc., in the amount of \$6,825.00, and Kittleson & Associates, Inc., in the amount of \$10,500.00.

FOURTEENTH ORDER OF BUSINESS

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

The Board reviewed the financials through the end of October.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting will be Tuesday, December 15th.

District Engineer – No Report

Construction Supervisor – No Report

SIXTEENTH 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. Paris, second by Mr. Schademan, with all in favor, the November 10, 2020, 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 2021-04,
Designating Registered Agent & Office
*(provided under separate cover)***

Postras East Community Development District

Synovus Banking Fees



**PRO FORMA ANALYSIS PREPARED FOR
Poitras East CDD**

Balance Summary

NUMBER OF DAYS IN CYCLE	31	<i>Balances as of:</i>	October 31, 2020
AVERAGE LEDGER BALANCE		+	\$997.21
LESS FLOAT		-	\$0.00
PLUS NEGATIVE AVERAGE COLLECTED BALANCES		+	\$0.00
AVERAGE COLLECTED BALANCE		=	<u>\$997.21</u>
LESS FEDERAL RESERVE REQUIREMENT	0%	-	\$0.00
AVERAGE INVESTABLE BALANCE		=	<u>\$997.21</u>
EARNINGS CREDIT (Based on 366 Day Year)	0.25%	+	\$0.21
ANALYZED FEES		-	\$171.02
NET SERVICE CHARGE		=	<u>(\$170.81)</u>
EXCESS COLLECTED BALANCES			\$0.00
ADDITIONAL COLLECTED BALANCES TO OFFSET ANALYZED FEES			\$806,658.53

Service Detail

The fees listed below are based on information gathered from your company and is not an invoice for services. Prices are subject to change and any services not listed will be charged the Bank's standard fees.

SERVICES	VOLUME	PROPOSED FEE	TOTAL PROPOSED FEE	BALANCES REQUIRED
DEPOSITORY SERVICES				
Monthly Maintenance Fee	1	\$19.0000	\$19.00	\$89,729
NSF/Overdraft Fee	0	\$36.0000	\$0.00	\$0
Negative Collected Balance Fee	0	P+4.0%	\$0.00	\$0
Deposits	0	\$0.8000	\$0.00	\$0
Items Deposited Total	10	\$0.1300	\$1.30	\$6,139
<i>Items Deposited CCH</i>	0	\$0.1300	\$0.00	\$0
<i>Items Dep Local Fed-City</i>	0	\$0.1300	\$0.00	\$0
<i>Items Dep Local Fed-RCPC</i>	0	\$0.1300	\$0.00	\$0
<i>Items Dep Local Fed-RCPC</i>	0	\$0.1300	\$0.00	\$0
<i>Items Dep Non-Local Fed-City</i>	0	\$0.1300	\$0.00	\$0
<i>Items Dep Non-Local Fed-RCPC</i>	0	\$0.1300	\$0.00	\$0
<i>Items Dep On Us</i>	0	\$0.1300	\$0.00	\$0
Return Deposited Item	0	\$9.0000	\$0.00	\$0
Redeposited Return Item	0	\$9.0000	\$0.00	\$0
Deposit Corrections	0	\$3.0000	\$0.00	\$0
Checks Paid	4	\$0.1800	\$0.72	\$3,400
Stop Payment	0	\$34.0000	\$0.00	\$0
Check Block Monthly Fee per Account	0	\$20.0000	\$0.00	\$0
ACH Block Monthly Fee per Account	0	\$20.0000	\$0.00	\$0
Total Depository Services	25		\$21.02	\$99,269
DOMESTIC WIRE TRANSFER				
Domestic Wire Transfer Incoming	0	\$18.0000	\$0.00	\$0
Domestic Wire Transfer Outgoing	0	\$30.0000	\$0.00	\$0
Domestic Wire Transfer Out BIB	0	\$18.0000	\$0.00	\$0
Total Domestic Transfer	0		\$0.00	\$0
BUSINESS INTERNET BANKING				
Level 1				

SERVICES	VOLUME	PROPOSED FEE	TOTAL PROPOSED FEE	BALANCES REQUIRED
BIB Level 1 Implementation Fee	0	\$0.0000	\$0.00	\$0
BIB Level 1 Monthly Fee (Up to 7 accounts)	1	\$0.0000	\$0.00	\$0
BIB Level 1 Additional Account Fee (Each account over 7)	0	\$7.0000	\$0.00	\$0
Level 2				
BIB Level 2 Implementation Fee	0	\$100.0000	\$0.00	\$0
BIB Level 2 Monthly Fee (Up to 5 accounts)	0	\$65.0000	\$0.00	\$0
BIB Level 2 Additional Account Fee (Each account over 5)	0	\$7.0000	\$0.00	\$0
Level 3				
BIB Level 3 Implementation Fee	0	\$100.0000	\$0.00	\$0
BIB Level 3 Monthly Fee (Up to 5 accounts)	0	\$100.0000	\$0.00	\$0
BIB Level 3 Additional Account Fee (Each account over 5)	0	\$7.0000	\$0.00	\$0
Other				
Bill Pay	1	\$0.0000	\$0.00	\$0
Bill Pay Over The Limit (Payments 1 to 50 - No Charge)	0	\$0.8000	\$0.00	\$0
Bill Pay Inactivity Fee	0	\$10.9500	\$0.00	\$0
BIB Addl Info Report Fee	0	\$6.0000	\$0.00	\$0
BIB Addl ACH App Fee	0	\$6.0000	\$0.00	\$0
BIB Token Fee		\$37.5000	\$0.00	\$0
Total Business Internet Banking	2		\$0.00	\$0
DIRECT CONNECT				
Direct Connect Monthly Fee	0	\$18.0000	\$0.00	\$0
Total Direct Connect	0		\$0.00	\$0
ACCOUNT PROTECTION & RECONCILIATION				
AP&R Positive Pay-Payee Positive Pay				
AP&R Positive Pay Monthly	1	\$40.0000	\$40.00	\$188,903
AP&R Per Item Man Entry	0	\$0.0800	\$0.00	\$0
AP&R Per Item File Import	0	\$0.0800	\$0.00	\$0
AP&R Per Item FTP	0	\$0.0800	\$0.00	\$0
AP&R Monthly Transmission	0	\$35.0000	\$0.00	\$0
AP&R Positive Pay Implement	0	\$100.0000	\$0.00	\$0
AP&R Payee Positive Pay Monthly	1	\$10.0000	\$10.00	\$47,226
AP&R Payee Positive Pay Per Item	0	\$0.0200	\$0.00	\$0
AP&R Payee Positive Pay Implementation Fee	0	\$100.0000	\$0.00	\$0
AP&R Reverse Positive Pay				
AP& Rev Positive Pay Monthly	0	\$40.0000	\$0.00	\$0
AP&R Rev Positive Pay Per Item	0	\$0.0800	\$0.00	\$0
AP R Rev Positive Pay Implementation Fee	0	\$100.0000	\$0.00	\$0
AP&R ACH Positive Pay (PP)				
AP&R ACH PPay Addl Co ID	0	\$5.0000	\$0.00	\$0
AP&R ACH PPay Mo per Acct	1	\$40.0000	\$40.00	\$188,903
AP&R ACH PPay Suspt Tran	0	\$0.3500	\$0.00	\$0
AP&R ACH PPay Return Dec	0	\$0.3500	\$0.00	\$0
AP&R ACH PPay Acct Maint	0	\$5.0000	\$0.00	\$0
AP&R ACH PPay Pay Dec	0	\$0.3500	\$0.00	\$0
AP&R ACH Pos Pay Impl	0	\$100.0000	\$0.00	\$0
Total Account Protection & Reconciliation	3		\$90.00	\$425,032
REMOTE DEPOSIT CAPTURE				
Remote Express Deposit (RED) Premium				
RED Monthly Fee (includes 1 account)	1	\$60.0000	\$60.00	\$283,355
RED Additional Account Fees (2-10)	0	\$12.0000	\$0.00	\$0
RED Additional Account Fees (11-35)	0	\$7.0000	\$0.00	\$0
RED Additional Account Fees (36+)	0	\$5.0000	\$0.00	\$0
Total Remote Deposit Capture	1		\$60.00	\$283,355
Remote Express Dep Scanner Equipment Charges	0	\$0.0000	\$0.00	
SINGLE SERVICE ONLINE STOP PAYMENTS				
Stop Payment Implementation Fee	0	\$25.0000	\$0.00	\$0
Stop Payment (per acct, per month)	0	\$15.0000	\$0.00	\$0

SERVICES	VOLUME	PROPOSED FEE	TOTAL PROPOSED FEE	BALANCES REQUIRED
Total Single Service Online Stop Payments	0		\$0.00	\$0
	0	\$0.0000	\$0.00	\$0
	0	\$0.0000	\$0.00	\$0
	0	\$0.0000	\$0.00	\$0
	0	\$0.0000	\$0.00	\$0
	0	\$0.0000	\$0.00	\$0
	0	\$0.0000	\$0.00	\$0
	0	\$0.0000	\$0.00	\$0
	0			\$0
TOTAL PROPOSED FEES			\$171.02	
TOTAL PROPOSED FEES Plus Equipment Charges			\$171.02	
AVERAGE COLLECTED BALANCE REQUIRED TO OFFSET MONTHLY CHARGES				\$807,655.74

Postras East Community Development District

**Agreement with City of Orlando
for Alley Ways (Parcel N3)**
(provided under separate cover)

**Postras East
Community Development District**

Payment Authorization Nos. 86 – 92

Postras East Community Development District

Payment Authorization #086

11/6/2020

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Berman Construction			
	November Administrator Services	9312	\$ 500.00	FY 2021
	November Irrigation Specialist Services	9312	\$ 500.00	FY 2021
2	Hopping Green & Sams			
	General Counsel Through 09/30/2020	118110	\$ 1,312.21	FY 2020
TOTAL			\$2,312.21	
			1,312.21	FY 2020
			1,000.00	FY 2021

Chairperson

Postras East Community Development District

Payment Authorization #087

11/13/2020

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	PFM Group Consulting DM Fee: November 2020	DM-11-2020-0027	\$ 2,916.67	FY 2021
2	Supervisor Fees - 11/10/2020 Meeting Richard Levey	--	\$ 200.00	FY 2021
TOTAL			\$3,116.67	
			-	FY 2020
			3,116.67	FY 2021

Chairperson

Postras East Community Development District

Payment Authorization #088

11/20/2020

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Donald W McIntosh Associates Engineering Services Through 11/06/2020	40421	\$ 500.00	FY 2021
2	Orlando Sentinel Legal Advertising on 11/10/2020	OSC27726013	\$ 361.26	FY 2021
3	PFM Group Consulting October Postage	OE-EXP-11-39	\$ 5.00	FY 2021
4	VGlobalTech November Website Maintenance	2088	\$ 125.00	FY 2021
TOTAL			\$991.26	
			-	FY 2020
			991.26	FY 2021

Chairperson

Postras East Community Development District

Payment Authorization #089

12/4/2020

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction		
	December Administrator Services	9626	\$ 500.00
	December Irrigation Specialist Services	9626	\$ 500.00
2	VGlobalTech		
	December Website Maintenance	2165	\$ 125.00
		TOTAL	\$ 1,125.00

Chairperson

Postras East Community Development District

Payment Authorization #090

12/11/2020

Item No.	Payee	Invoice Number	General Fund
1	Hopping Green & Sams General Counsel Through 10/31/2020	118925	\$ 2,534.00
		TOTAL	\$ 2,534.00

Chairperson

Postras East Community Development District

Payment Authorization #091

12/18/2020

Item No.	Payee	Invoice Number	General Fund
1	Donald W McIntosh Associates		
	Engineering Services Through 12/04/2020	40523	\$ 187.50
2	PFM Group Consulting		
	Reimbursables: November 2020	112953	\$ 40.16
	DM Fee: December 2020	DM-12-2020-0040	\$ 2,916.67
	Postage & FedEx: November 2020	OE-EXP-12-42	\$ 17.41
TOTAL			\$ 3,161.74

Chairperson

Postras East Community Development District

Payment Authorization #092

1/8/2021

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction		
	January Administrator Services	10252	\$ 500.00
	January Irrigation Specialist Services	10252	\$ 500.00
2	Hopping Green & Sams		
	General Counsel Through 11/30/2020	119482	\$ 3,328.00
		TOTAL	\$ 4,328.00

Chairperson

**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)