

Postras East Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900
<http://poitraseastcdd.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, February 18, 2025, at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956

Computer: pfmccd.webex.com

Participant Code: 2531 126 0013#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the January 21, 2025, Board of Supervisors' Meeting**

Business Matters

2. **Ratification of Promissory Note for Centerline Drive Segment H-1** (*provided under separate cover*)
3. **Ratification of Operation and Maintenance Expenditures Paid in January 2025 in an amount totaling \$42,562.64** (*provided under separate cover*)
4. **Ratification of Requisition Nos. 2020-373 – 2020-378 Paid in January 2025 in an amount totaling \$486,051.25** (*provided under separate cover*)
5. **Recommendation of Work Authorization/Proposed Services** (*if applicable*)
6. **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
6. Irrigation Supervisor

B. Supervisor Requests

Adjournment



Postras East Community Development District

**Minutes of the January 21, 2025,
Board of Supervisors' Meeting**

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

FIRST ORDER OF BUSINESS

Roll Call to Confirm Quorum

The Board of Supervisors' Meeting for the Poitras East Community Development District was called to order on Tuesday, January 21, 2025, at 4:00 p.m. at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827.

Present:

| | |
|-----------------|---------------------|
| Richard Levey | Chairman |
| Rob Adams | Vice Chairman |
| Brent Schademan | Assistant Secretary |
| Julie Salvo | Assistant Secretary |

Also attending:

| | | |
|-------------------|-------------------------------|-------------|
| Jennifer Walden | PFM | |
| Lynne Mullins | PFM | (via phone) |
| Amanda Lane | PFM | (via phone) |
| Gazmin Kerr | PFM | (via phone) |
| Jeffrey Newton | Donald W. McIntosh Associates | |
| Tucker Mackie | Kutak Rock | (via phone) |
| Chris Wilson | Tavistock | |
| Carlos Negron | Berman | (via phone) |
| DJ Batten | Berman | |
| Samantha Sharenow | Berman | |

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey called for public comments. He noted there were no members of the public present.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
November 19, 2024, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the November 19, 2024, Board of Supervisors' Meeting.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Minutes of the November 19, 2024, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Reclaim Watermain
Pressure Proposals**

Mr. Newton explained the proposals received and the recommendation is to move forward with the District purchasing two devices from Additel Corporation at \$1,628.00 and have Berman monitor at \$70.00 a week.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District approved the Additel Corporation proposal at \$1,628.00 for the two devices and the Berman proposal at \$70.00 per week to monitor the devices.

FIFTH ORDER OF BUSINESS

**Ratification of Promissory Note for
Tract LS-1 Laureate Park Parcel N-2
PH 2A**

Ms. Walden noted that this item was executed with the closing and now the Board needs to ratify the Chair's actions.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Promissory Note for Tract LS-1 Laureate Park Parcel N-2 PH 2A.

SIXTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures Paid in
November 2024 in an amount totaling
\$24,518.49**

The Board reviewed O&M Expenditures paid in November 2024. Ms. Walden noted these have been approved and need to be ratified by the Board.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Operation and Maintenance Expenditures paid in November 2024 in an amount totaling \$24,518.49.

SEVENTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures Paid in
December 2024 in an amount totaling
\$47,049.53**

The Board reviewed O&M Expenditures paid in December 2024. Ms. Walden noted these have been approved and need to be ratified by the Board.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified the Operation and Maintenance Expenditures paid in December 2024 in an amount totaling \$47,049.53.

EIGHTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2020-362 – 2020-367 Paid in November 2024 in an amount totaling \$233,401.50

The Board reviewed Requisition Nos. 2020-362 – 2020-367.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Requisition Nos. 2020-362 – 2020-367 paid in November 2024 in an amount totaling \$233,401.50.

NINTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2020-368 – 2020-372 Paid in December 2024 in an amount totaling \$296,371.85

The Board reviewed Requisition Nos. 2020-368 – 2020-372.

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Poitras East Community Development District ratified Requisition Nos. 2020-368 – 2020-372 paid in December 2024 in an amount totaling \$296,371.85.

TENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Ms. Walden noted there were no Work Authorizations at this time.

ELEVENTH ORDER OF BUSINESS

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

Ms. Walden stated the financials have been updated through December. The District has expenses of just under \$134,000.00 versus an overall budget of almost \$809,500.00. So, the District has spent approximately 17% of the adopted budget.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – Ms. Walden stated the next Board Meeting is scheduled for Tuesday, February 18, 2025.

District Engineer – Mr. Newton stated there is a Construction Contract Status Memo (Minutes Exhibit A) for the Board to review.

For Lift Station G, the water main and the force main are ready to be pressure tested and the lift station internal components are scheduled to be installed next month.

For Centerline Drive Segment H1, the drainage system is nearing completion and progressing as scheduled. There is a Change Order No. 2 in the additive amount of \$369,461.00 for landscaping and irrigation. He noted the landscape and irrigation was not in the original bid.

On motion by Mr. Schademan, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Poitras East Community Development District authorized the Chairman to facilitate action items of the January 21, 2025, Construction Contract Status Memorandum at a not-to-exceed amount of \$370,000.00 after confirmation from the Construction Committee Chair, related to Change Order No. 2 for landscaping and irrigation that was not in the original bid.

Construction Supervisor – No report.

Landscape Supervisor – Mr. Batten noted there is a mainline break that is being addressed and updates will be provided once available.

Irrigation Supervisor – No report.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On motion by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the January 21, 2025, Meeting of the Board of Supervisors for the Poitras East Community Development District was adjourned.

Secretary / Assistant Secretary

Chair / Vice Chair

MEMORANDUM

DATE: January 21, 2025

TO: Poitras East Community Development District
Board of Supervisors

FROM: McIntosh Associates, an LJA company
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.

Lift Station G – Jr. Davis Construction Company

Construction Status: Water main pressure testing is scheduled for week of 1/20/25 pending revised as-built drawings. New force main along with the existing force main on Luminary Boulevard is ready for pressure testing pending OCU receipt and approval of as-built drawings. Lift station access road (ultimately Sirleaf Drive) is stabilized and drivable. Lift station wet well has been installed, and internal components are scheduled for installation by the beginning of February.

Change Order (C.O.) Status: None.

Recommended Motion: None.

Centerline Drive Segment H1 – Jr. Davis Construction Company

Construction Status: Drainage system is 75% complete, ODP material is onsite. Work is progressing as scheduled.

Change Order (C.O.) Status: Change Order No. 2 in the amount of \$369,461.00 for landscaping and irrigation.

Recommended Motion: Approve Change Order No. 2 in the additive amount of \$369,461.00 for landscaping and irrigation.

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

Thank you.

c: Dan Young
David Beyer
Drew Dawson
Chris Wilson
Hudson Larson
Tarek Fahmy

**Postras East Community Development District
Centerline Drive Sement H-1
Change Order Log
Jr. Davis Construction Company**

| C.O. # | Date | Description of Revision | Additional Days | Amount | Status | New Contract Amount Original Contract Date | To Board | Approval Date | Notes |
|---------------------------------------|------------|--|------------------|--------------------------------|--------|---|------------|---------------|-------|
| | | | 180 | | | \$ 3,277,952.23 | | | |
| 1 | 10/22/2024 | Revised Plans Not Included in Original Contract and Comparison | 30 | \$ 80,714.03 | | \$ 3,358,666.26 | 11/19/2024 | 11/19/2024 | |
| 2 | 1/15/2025 | Landscape & Irrigation | 0 | \$ 369,461.00 | | \$ 3,728,127.26 | 1/21/2025 | | |
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| | | | | | | | | | |
| Days to Substantial Completion | | | 210 | Revised Contract Amount | | \$ 3,728,127.26 | | | |
| Days to Contract Completion | | | 240 | | | | | | |
| NOC Date | | | 7/16/2024 | | | | | | |
| Substantial Completion Date | | | 2/11/2025 | | | | | | |
| Contract Completion Date | | | 3/13/2025 | | | | | | |

Postras East Community Development District

CONTRACT CHANGE ORDER

Change Order No. 2

Project: Centerline Drive Segment H-1

Date 1/15/2025

Engineer: McIntosh Associates, an LJA Company

Contractor: Jr. Davis Construction Company, Inc.

| ITEM NO. | WORK PERFORMED | DESCRIPTION OF CHANGE | AMOUNT + / (-) |
|----------|--------------------------|-----------------------|----------------|
| 1 | Landscape and Irrigation | ADD | \$369,461.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Net Change Order Amount \$ 369,461.00

Contract Amount Prior to Change Order \$ 3,358,666.26

Revised Contract Amount \$ 3,728,127.26

YK 1/15/25

COMMENTS:

See attached backup.

Acceptable To: Jr. Davis Construction Company, Inc. Date: _____

Approved By: Postras East Community Development District Date: _____

Centerline Segment H Landscape & Irrigation



Jr. Davis Construction Company, Inc.

JR. DAVIS CONSTRUCTION

210 Hangar Road

Kissimmee, FL, 34741

Contact: Alex Borgmeier

Phone: 321-697-8258

Email: Alex.Borgmeier@jr-davis.com

Quote To: Tarek Fahmy
 Company: LJA
 Phone: 407-644-4068
 Email: tfahmy@lja.com

Proposal Date: January 3, 2025
 Date of Plans: 8/08/2024
 Revision Date:
 Addendums:
 HCSS#: 2206RCO-07

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---|--|----------|------|------------|-------------------|
| GENERAL CONDITIONS | | | | | |
| 1020 | Add Payment & Performance Bond (110%) | 1.00 | LS | 4,675.00 | 4,675.00 |
| 1040 | Add Construction Stakeout | 1.00 | LS | 7,900.00 | 7,900.00 |
| 1050 | Survey and City ESM Compliant As-Builts | 1.00 | LS | 2,380.00 | 2,380.00 |
| 1060 | Add 2-Year City & CDD Maintenance Bond (15%) | 1.00 | LS | 1,246.00 | 1,246.00 |
| GENERAL CONDITIONS TOTAL | | | | | 16,201.00 |
| IRRIGATION SLEEVES | | | | | |
| 7020 | 6" Sleeve (w/Fittings) | 16.00 | EA | 1,325.00 | 21,200.00 |
| 7040 | 4" Sleeves (w/Fittings) | 16.00 | EA | 905.00 | 14,480.00 |
| IRRIGATION SLEEVES TOTAL | | | | | 35,680.00 |
| LANDSCAPE & IRRIGATION | | | | | |
| 8020 | Retaining Wall | 185.00 | LF | 795.00 | 147,075.00 |
| 8030 | Trees | 1.00 | LS | 85,404.00 | 85,404.00 |
| 8050 | Ground Cover (Mulch) | 1.00 | LS | 3,200.00 | 3,200.00 |
| 8060 | Irrigation | 1.00 | LS | 81,901.00 | 81,901.00 |
| LANDSCAPE & IRRIGATION TOTAL | | | | | 317,580.00 |

GRAND TOTAL **\$369,461.00**

NOTES:

- 1.) Proposal is based on any dewatering being discharged offsite.
- 2.) Any other Bonds, Permits or Fees are not included.
- 3.) Irrigation sleeves are based on the size of the mainline and lateral line and is assumed. Should it be any different than what we quoted the price will be adjusted accordingly.
- 4.) Topsoils, soil testing & soil ammendments is not included.
- 5.) Tree staking is included.
- 6.) No grassing of any kind is included in this proposal.
- 7.) Root barriers of any kind are not included.

GIVEN THE CURRENT PRICING AND SUPPLY CHAIN CHALLENGES ALL MATERIAL WILL BE PRICED AT TIME OF SHIPMENT AND THE BID ITEM PRICING IS MEANT ONLY AS AN ESTIMATE FOR BID PURPOSES ONLY

Postras East Community Development District

Promissory Note for Centerline Drive Segment H-1
(provided under separate cover)

Postras East Community Development District

**Operation and Maintenance Expenditures
Paid in January 2025 in an amount totaling \$42,562.64**
(provided under separate cover)

Postras East Community Development District

Requisition Nos. 2020-373 – 2020-378

Paid in January 2025 in an amount totaling \$486,051.25
(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)