



Rizzetta & Company

# Portico Community Development District

---

**Board of Supervisors' Meeting  
December 19, 2019**

**District Office:  
9530 Marketplace Road, Suite 206  
Fort Myers, Florida 33912  
(239) 936-0913**

[www.porticocdd.org](http://www.porticocdd.org)

# **PORTICO COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912

<b>Board of Supervisors</b>	David Caldwell Barry Ernst Chris Hasty Scott Edwards Russell Smith	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Belinda Blandon	Rizzetta & Company, Inc.
<b>District Counsel</b>	Tucker Mackie	Hopping Green & Sams, P.A.
<b>District Engineer</b>	Brent Burford	Johnson Engineering, Inc.

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

**PORTICO COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 9530 MARKETPLACE ROAD, SUITE 206, FORT MYERS, FLORIDA 33912**  
[www.porticocdd.org](http://www.porticocdd.org)

---

December 11, 2019

Board of Supervisors  
**Portico Community  
Development District**

**AGENDA**

Dear Board Members:

The special meeting of the Board of Supervisors of the Portico Community Development District will be held on **Thursday, December 19, 2019 at 2:00 p.m.**, at the office of Rizzetta & Company, Inc., located at 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors Meeting held on November 21, 2019..... Tab 1
  - B. Consideration of the Operations and Maintenance Expenditures for the Month of November 2019..... Tab 2
- 4. BUSINESS ITEMS**
  - A. Review of Supplemental Engineer's Report
  - B. Review of Supplemental Assessment Methodology Report
  - C. Consideration of Matters Pertaining to Refinancing of Series 2006 Bonds
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS AND COMMENTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (239) 936-0913.

Very truly yours,

*Belinda Blandon*

Belinda Blandon  
District Manager

cc: Tucker Mackie, Hopping Green & Sams, P.A.

# Tab 1

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**PORTICO COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Portico Community Development District was held on **Thursday, November 21, 2019 at 10:01 a.m.** at the office of Rizzetta & Company, Inc., located at 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912.

Present and constituting a quorum:

David Caldwell	<b>Board Supervisor, Chairman</b>
Barry Ernst	<b>Board Supervisor, Vice Chairman</b>
Scott Edwards	<b>Board Supervisor, Assistant Secretary</b>
Russell Smith	<b>Board Supervisor, Assistant Secretary</b>
Chris Hasty	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Belinda Blandon	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tucker Mackie	<b>District Counsel, Hopping Green &amp; Sams P.A.</b> <b>(via speaker phone)</b>
Brent Burford	<b>District Engineer, Johnson Engineering, Inc.</b>

**FIRST ORDER OF BUSINESS**                      **Call to Order**

Ms. Blandon called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**                      **Public Comment**

Ms. Blandon stated for the record that no members of the public were present.

**THIRD ORDER OF BUSINESS**                      **Consideration of the Minutes of the Board of Supervisors' Meeting held on August 15, 2019**

Ms. Blandon presented the Minutes of the Board of Supervisors' meeting held on August 15, 2019, and asked if there were any additions, deletions, or corrections to the Minutes. There were none.

On a Motion by Mr. Caldwell, seconded by Mr. Ernst, with all in favor, the Board Approved the Minutes of the Board of Supervisors' Meeting held on August 15, 2019, for the Portico Community Development District.

45 **FOURTH ORDER OF BUSINESS**

**Consideration of the Operations and  
Maintenance Expenditures for the  
Months of July, August, September,  
and October 2019**

46  
47  
48  
49  
50 Ms. Blandon advised the expenditures for the period of July 1-31, 2019 total  
51 \$18,473.02, the expenditures for the period of August 1-31, 2019 total \$10,917.72, the  
52 expenditures for the period of September 1-30, 2019 total \$12,338.00, and the expenditures  
53 for the period of October 1-31, 2019 total \$20,532.86. She asked if there were any questions  
54 regarding any item of expenditure. There were none.  
55

On a Motion by Mr. Caldwell, seconded by Mr. Edwards, with all in favor, the Board Approved the Operations and Maintenance Expenditures for the Months of July 2019 (\$18,473.02), August 2019 (\$10,917.72), September 2019 (\$12,338.00), and October 2019 (\$220,532.86), for the Portico Community Development District.

56  
57 **FIFTH ORDER OF BUSINESS**

**Discussion Regarding Assessment  
Methodology**

58  
59  
60 Mr. Smith advised that there is a call today with an underwriter to discuss what would  
61 need to be done to refinance the outstanding debt and along with that density has been  
62 added through a zoning action to be included in the revised assessment methodology. Ms.  
63 Mackie spoke regarding the possibility of a new product type and if there are changes then  
64 that can be added into the refinancing effort as well.  
65

66 **SIXTH ORDER OF BUSINESS**

**Consideration of Earth Tech  
Environmental Proposal for Quarterly  
Preserve Maintenance**

67  
68  
69  
70 Ms. Blandon provided an overview of the Earth Tech Environmental renewal  
71 proposal for preserve maintenance advising that the proposals calls for four events at a  
72 cost of \$3,750.00 per event or \$15,000.00 for the year. She asked if there were any  
73 questions. There were none.  
74

On a Motion by Mr. Ernst, seconded by Mr. Caldwell, with all in favor, the Board Approved the Earth Tech Environmental Proposal for Quarterly Preserve Maintenance, in the Amount of \$15,000.00, Subject to Preparation of an Agreement by Counsel, for the Portico Community Development District.

75  
76 **SEVENTH ORDER OF BUSINESS**

**Consideration of Earth Tech  
Environmental Proposal for Created  
Wetland Supplemental Plantings**

77  
78  
79  
80 Ms. Blandon provided an overview of the Earth Tech Environmental proposal for  
81 created wetland supplemental plantings at a cost of \$2,850.00 and asked if there were  
82 any questions. There were none.  
83

On a Motion by Mr. Caldwell, seconded by Mr. Smith, with all in favor, the Board Approved the Earth Tech Environmental Proposal for Created Wetland Supplemental Plantings, in the Amount of \$2,850.00, Subject to Preparation of a Work Authorization by Counsel, for the Portico Community Development District.

84  
85  
86  
87  
88  
89  
90  
91

**EIGHTH ORDER OF BUSINESS**

**Consideration of Non-Exclusive  
Encroachment Agreements**

Mr. Caldwell provided an overview of the fences being installed along the lot lines at 14281 and 14316 Mindello Drive; he advised that the owners of both properties have already agreed to the terms and conditions of the agreements.

On a Motion by Mr. Ernst, seconded by Mr. Caldwell, with all in favor, the Board Approved the Non-Exclusive Encroachment Agreements for 14281 and 14316 Mindello Drive, for the Portico Community Development District.

92  
93  
94  
95  
96  
97  
98  
99

**NINTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Ms. Mackie advised that she has received the final plat for Phase II and so that will be reviewed and then executed by the chairman. Mr. Smith discussed that an acquisition agreement with the developer may be necessary.

B. District Engineer

Mr. Burford inquired as to his role related to the bond refinance. Mr. Smith advised that the engineers report will need to be updated to accommodate the new development plan, which is the first step in issuing the new bonds. Mr. Burford advised that he has received the plat and asked if the lakes will be remaining the same although it is anticipated that additional lakes will be constructed although today's plat does not create any changes for the District. Mr. Burford discussed the FDEP survey and advised that his firm has been corresponding with the FDEP related to information for the report.

C. District Manager

Ms. Bandon advised the next meeting of the Board of Supervisors is scheduled for Thursday, February 20, 2020, 2019 at 10:00 a.m.

Ms. Bandon advised that the new ADA compliant website has been launched; she further advised that only documents required by Florida Statutes Chapter 189 will be posted.

110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122

**TENTH ORDER OF BUSINESS**

**Supervisor Requests and Comments**

Ms. Bandon opened the floor for Supervisor requests or comments. There were none.

123 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

124

125 Ms. Blandon advised there is no further business to come before the Board and  
126 asked for a motion to adjourn.

127

128 On a Motion by Mr. Ernst, seconded by Mr. Edwards, with all in favor, the Board adjourned  
129 the meeting at 10:15 a.m. for the Portico Community Development District.

130

131

132

133 \_\_\_\_\_  
Secretary/Assistant Secretary

134

\_\_\_\_\_  
Chairman/ Vice Chairman

DRAFT



# Tab 2

# PORTICO COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

## Operation and Maintenance Expenditures November 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented:           **\$10,975.00**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Portico Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquagenix Inc	001938	4062167	20 Hour Trash Pickup of Lake 08/19	\$ 3,000.00
Department of Economic Opportunity	001941	74287	Special District Fee FY 19/20	\$ 175.00
Earth Tech Environmental, LLC	001942	5697	Preserve Maintenance 10/19	\$ 3,750.00
Rizzetta & Company, Inc.	001939	INV00000444492	District Management Fees 11/19	\$ 3,875.00
Rizzetta Technology Services, LLC	001940	INV0000004871	Website Hosting Services 11/19	<u>\$ 175.00</u>
<b>Report Total</b>				<b><u><u>\$ 10,975.00</u></u></b>