

Portofino Springs Community Development District

Agenda

Seat 4: Kyle Castillo – (C.)	
Seat 1: David Westbrook – (V.C.)	
Seat 2: Bob Hajicek – (A.S.)	
Seat 5: Open Seat	
Seat 3: Open Seat	

Friday
April 12, 2024
10:45 a.m.

Barraco and Associates, Inc.
2271 McGregor Blvd., Suite 100, Fort Myers, FL 33901
<https://meet.goto.com/586131013>
1 (571) 317-3122; Access Code: 586-131-013

1. Roll Call
2. Organizational Matters
 - A. Consideration of Appointment of Supervisor(s) to Unexpired Term(s) of Office – Seats #3 and #5 – Expire (11/2024)
 - B. Oath of Office for Elected/Newly Appointed Supervisor(s)
 - C. Election of Officer(s)
3. Approval of the Minutes of the May 12, 2023 Meeting
4. Consideration of:
 - A. **Resolution #2024-01** Establishing an Electronic Signature Policy
 - B. **Resolution #2024-02** Adoption of Records Retention Policy
 - C. **Resolution #2024-03** Approving the Proposed Fiscal Year 2025 Budget and Setting the Public Hearing
 - D. First Amendment to District Management Agreement between Portofino Springs CDD and Governmental Management Services – South Florida, LLC
 - E. Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2023
5. Acceptance of Audit for Fiscal Year Ending September 30, 2023
6. Discussion of Procedures for the General Election
7. Staff Reports
 - A. Attorney – Ethics Training and Financial Disclosure
 - B. Engineer
 - C. Manager
8. Financial Reports
 - A. Approval of Check Run Summary
 - B. Acceptance of Unaudited Financials
9. Supervisors Requests and Audience Comments
10. Adjournment

Meetings are open to the public and may be continued to a time, date and place certain. For more information regarding this CDD please visit the website: <http://www.portofinospringscdd.com>