

**GREENEWAY IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

FIRST ORDER OF BUSINESS

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Tuesday, January 21, 2020, at 3:00 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey	Chair
Chad Tinetti	Vice-Chair
Amanda Kost	Assistant Secretary
Karen Duerr	Assistant Secretary

Also attending:

Lynne Mullins	PFM
Jennifer Walden	PFM
Tucker Mackie	Hopping Green & Sams
Emma Gregory	Hopping Green & Sams
Jeff Newton	Donald W. McIntosh Associates
Larry Kaufmann	Construction Supervisor & Construction Committee member
Scott Thacker	District Landscape Supervisor & Construction Committee member

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey noted that there were no members of the public present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the December 17, 2019 Board
of Supervisors' Meeting**

Board Members reviewed the minutes from the December 17, 2019 Board of Supervisors' Meeting.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the minutes of the December 17, 2019 Board of Supervisors' Meeting.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution
2020-03, Adopting an Internal
Controls Policy**

Ms. Mackie explained Resolution 2020-03 and the attached policy deals with a revision to Florida Statutes that were adopted during the last legislative session and requires governmental entities to have internal controls and policies in place to deal with fraud, waste, and abuse. District Counsel worked with District Management and Auditors to develop internal controls. PFM has always had internal controls, but a written policy is evidence that the District is in compliance with the Statute.

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2020-03, Adopting an Internal Controls Policy.

FIFTH ORDER OF BUSINESS

Consideration of Request to Advertise for Centerline Drive Segment F

Mr. Kaufmann explained the Board previously reviewed this at the last meeting, but it is being brought back before the Board today accompanied by a map. District staff is requesting authorization to advertise for pre-qualified contractors to submit bids on the construction of the roadway and utilities.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Request to Advertise the Invitation to Bid for Centerline Drive Segment F.

SIXTH ORDER OF BUSINESS

Ratification of Requisition Nos. 670 - 672 & 2018-41 – 2018-48 Approved in December 2019 in an amount \$108,727.83

Board Members reviewed Requisition Nos. 670 - 672 & 2018-41 – 2018-48 Approved in December 2019 in an amount \$108,727.83. Dr. Levey noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 670 - 672 & 2018-41 – 2018-48 approved in December 2019 in an amount \$108,727.83.

SEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in December 2019 in the amount totaling \$149,839.50

Board Members reviewed the Operation & Maintenance expenditures paid in December 2019 in the amount totaling \$149,839.50. Dr. Levey noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation & Maintenance expenditures paid in December 2019 in the amount totaling \$149,839.50.

EIGHTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann presented a Work Authorization from Donald W. McIntosh Associates, Inc. for additional survey services for design of Centerline Drive utilities from Hitchings Ave. to Centerline Drive in the amount of \$4,100.00.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Work Authorization from Donald W. McIntosh, Inc. for additional survey services for design of Centerline Drive utilities from Hutchings Ave. to Centerline Drive in the amount of \$4,100.00.

NINTH ORDER OF BUSINESS

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

The Board reviewed the District's financial position. Ms. Walden explained through the end of December the District had expenses of a little under \$190,000.00. The District is running under budget and there is no action required by the Board.

TENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie introduced Ms. Gregory to the Board.

District Manager –

Ms. Walden noted that the next meeting is scheduled for Tuesday, February 18, 2020.

District Engineer –

Mr. Newton circulated the Construction Contract Status Memorandum (Minutes Exhibit A).

Lift Station No. 7 was successfully started up on January 16, 2020. Final inspection of the Nemours Parkway Phase 7 project is anticipated for late January or early February, after completion of punch list items. GID will be invoicing the Boggy Creek Improvement District for improvements within the BCID boundary. Jr. Davis Construction is requesting approval of Change Order No. 5 in the additive amount of \$17,168.75 for sidewalk connections and ramp adjustments in front of Nemours Hospital, which will be passed through as a BCID cost.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Change Order No. 5 to the Nemours Parkway Phase 7 Contract with Jr. Davis Construction in the additive amount of \$17,168.75.

Lake Nona Kellogg Avenue Extension had a pre-final inspection with the City on 1/16/20. The Contractor has made the required repairs to drainage system. Final as-builts and certifications will follow. All work must be completed and accepted prior to release of remaining retainage.

Construction Supervisor – No Report

ELEVENTH ORDER OF BUSINESS

**Supervisor and Audience
Comments & Adjournment**

Dr. Levey called for Supervisor requests. Hearing none, he requested a motion to adjourn.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the January 21, 2019 Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair

MEMORANDUM



DONALD W. McINTOSH ASSOCIATES, INC.

DATE: January 21, 2020
TO: Greenway Improvement 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. Copies of the latest Change Order logs are attached.

Nemours Parkway Phase 7 - Jr. Davis Construction, Inc.

CIVIL ENGINEERS

Construction Status: Lift station startup took place on 1/16/20. Final inspection of the project is anticipated in late-January or early-February, after completion of punch list items. The Greenway Improvement District will be invoicing the Boggy Creek Improvement District for improvements within the BCID boundary.

LAND PLANNERS

Change Order (C.O.) Status: Change Order No. 5 in the additive amount of \$17,168.75 for sidewalk connections and associated ramp adjustments in front of Nemours Hospital. This is a GID contract but this change order will be a BCID cost.

SURVEYORS

Recommended Motion: Approve Change Order No. 5 in the additive amount of \$17,168.75.

Lake Nona Kellogg Avenue Extension - DeWitt Excavation

Construction Status: Pre-final inspection occurred on 1/16/20. Contractor is final grading and intends to have a final inspection later this week. Final as-builts and certifications will follow. All work must be completed and accepted prior to release of remaining retainage.

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
Scott Thacker
Troy Davidson
Dan Young
Tarek Fahmy

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

**LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 7
Change Order Log
Jr. Davis**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$6,312,276.78			
1	2/8/2019	Contract adjustment for revision to include scope of work for addendums/plans issued after bid date.		\$ 161,445.97	Approved	\$ 6,473,722.75	2/19/2019	2/19/2019	
2	5/20/2019	Add sanitary and reclaim service laterals Intended to serve the Nemours Children's Hospital.		\$ 12,879.00	Approved	\$ 6,486,601.75	5/21/2019	5/21/2019	
3	9/12/2019	Contract Calendar Extension - Add 60 Days	60	\$ -	Approved	\$ 6,486,601.75	9/17/2019	9/17/2019	
4	9/19/2019	Landscaping and Irrigation Revisions		\$ 49,204.52	Approved	\$ 6,535,806.27	10/15/2019	10/15/2019	
5	1/15/2020	Modify Ramps at Nemours Hospital		\$ 17,168.75	Pending	\$ 6,552,975.02	1/21/2020		

Greenway Improvement District
CONTRACT CHANGE ORDER

Change Order No. 5

Project: Nemours Parkway Phase 7

Date 1/16/2020

Engineer: Donald W. McIntosh Associates, Inc.

Contractor: Jr. Davis Construction Company

ITEM NO.	WORK PERFORMED	DESCRIPTION OF CHANGE	AMOUNT +/-
1	Modify Ramps at Nemours Hospital	ADD	\$ 17,168.75

Net Change Order Amount \$ 17,168.75

Contract Amount Prior to Change Order \$ 6,535,806.27

Revised Contract Amount \$ 6,552,975.02

COMMENTS:

See attached backup provided by Jr. Davis Construction Company.

Acceptable To: _____ Date: _____
Jr. Davis Construction

Approved By: _____ Date: _____
Greenway Improvement District

c: Jeffrey J. Newton, P.E.

NEMOURS PARKWAY PHASE 7 - REV 11 PLAN CHANGES



Jr. Davis Construction Company, Inc.

JR. DAVIS CONSTRUCTION

210 S. HOAGLAND BLVD.

KISSIMMEE, FL 34741

Contact: CONOR MACNAMARA

Phone: 407-870-0066

Email: CONOR.MACNAMARA@JR-DAVIS.COM

Quote To: Greenway Improvement District

Proposal Date: 1/8/2020

Date of Plans: 1/30/18

Revision Date: 9/26/19

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
GENERAL CONDITIONS					
110	GENERAL CONDITIONS	1.00	LS	1,415.00	1,415.00
GENERAL CONDITIONS TOTAL					\$1,415.00
MODIFY ADA RAMPS AT NEMOURS HOSPITAL					
310	DEMO EXISTING RAMPS & CURB BEHIND ADA MATS	10.00	EA	125.00	1,250.00
330	NEW 5' WIDE HANDICAP RAMPS WITH CURB	10.00	EA	1,180.00	11,800.00
335	NEW SIDEWALK BEHIND RAMPS - ISOLATED PRODUCTION	35.00	SY	38.75	1,356.25
340	ASPHALT TRAIL - 6" CONCRETE INSTALLED	35.00	SY	38.50	1,347.50
MODIFY ADA RAMPS AT NEMOURS HOSPITAL					\$15,753.75
GRAND TOTAL					\$17,168.75

NOTES:

THIS PROPOSAL IS INCLUSIVE OF CHANGES PER THE REVISED CIVIL DRAWINGS RECEIVED ON 10/7/19.

JDC Reference:1961RFC006

CC:TBD

