

# Greenway Improvement District

12051 Corporate Boulevard Orlando, FL 32817; 407-723-5900

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

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The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Greenway Improvement District ("District"), scheduled to be held at **3:00 p.m. on Tuesday, March 16, 2021 at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

Please use the following information to join via computer or the conference line:

Phone: 1-844-621-3956

Computer: pfmgroup.webex.com  
796 580 192#

Participant Code:

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. Consideration of the Minutes of the February 16, 2021 Board of Supervisors' Meeting

### Business Matters

2. Consideration of Fee Agreement with Bryant Miller Olive for Bond Counsel Services *(provided under separate cover)*
3. Ratification of Requisition Nos. 2013-677, 2013-678 & 2018-111 in February 2021 in an amount totaling \$24,789.09 *(provided under separate cover)*
4. Ratification of Operation and Maintenance Expenditures Paid in February 2021 in an amount totaling \$81,202.35 *(provided under separate cover)*
5. Recommendation of Work Authorizations/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 – *Introduction of New Supervisor*
  6. Irrigation Supervisor
- B. Supervisor Requests

### Adjournment



# **GREENEWAY IMPROVEMENT DISTRICT**

**Minutes of the February 16, 2021  
Board of Supervisors' Meeting**

# **GREENWAY 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, February 16, 2021, at 3:01 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827

### Present:

Karen Duerr	Board Member
Chad Tinetti	Board Member
Matthew Franko	Board Member
Antoinette Munroe	Board Member (joined at 3:05 p.m.)

### Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Deb Sier	Hopping Green & Sams	(via phone)
Jeff Newton	District Engineer	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor	(via phone)
Matt McDermott	Construction Committee Member	

## **SECOND ORDER OF BUSINESS**

### **Public Comment Period**

Ms. Walden asked for any public comments. There were no comments at this time.

## **THIRD ORDER OF BUSINESS**

### **Swearing in Newly Elected Board Member**

Ms. Munroe is not physically present and will be administered the oath of office prior to the next meeting.

## **FOURTH ORDER OF BUSINESS**

### **Consideration of the Minutes of the January 19, 2021, Board of Supervisors' Meeting**

The Board reviewed the minutes of the January 19, 2021, Board of Supervisors Meeting.

On Motion by Ms. Duerr second by Mr. Tinetti, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the January 19, 2021, Board of Supervisors' Meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-04,  
Election of Officers**

The Board tabled Resolution 2021-04, Election of Officers for consideration after Ms. Monroe has been sworn in.

**SIXTH ORDER OF BUSINESS**

**Consideration of Interlocal Agreement  
between the Poitras East Community  
Development District and the  
Greenway Improvement District  
regarding Construction of Centerline  
Drive Segment F**

Ms. Mackie reviewed the Interlocal Agreement. Centerline Drive Segment F is located in the Greenway District. It is a continuation of Centerline Drive Segment G, which is located within Poitras East CDD. When projects cross over boundary lines it is typical for Districts to agree on a single District that will be responsible for letting and administering the contract. Included within the agenda package is an Interlocal Agreement that would designate and authorize Poitras East CDD to bid and construct Centerline Drive Segment F, the cost of which would be borne by Greenway. There is a boundary amendment and new district establishment previously approved and underway which would remove certain property from the existing Greenway boundary and create a new District called the Midtown Improvement District. Once the Midtown District has been established, the majority of the remaining infrastructure currently lying within the Greenway boundary will be within the new Midtown boundary. Ms. Mackie requested a motion from the Board to approve the Interlocal Agreement.

The bid would be by invitation only to the Qualified Contractors and it is awarded to the lowest bidder. Poitras will continue to keep the Greenway District apprised of the status of the contract along the way. There is no additional cost for Poitras East to administer this contract, and there may be some cost savings due to a reduction in duplicative costs and other efficiencies in contract administration.

A Board Member asked the Midtown District will be in place prior to construction of future phases of Centerline Drive. Ms. Mackie provided a status update on Midtown Improvement District. The petition has been finalized and District Counsel has reached out to the City to file the petition. A boundary amendment is a 3-4 month process. It is anticipated that the Midtown District will be responsible for bidding any portion of Centerline within its boundaries once established.

On Motion by Ms. Duerr, second by Mr. Franko the Board of Supervisors for the Greenway Improvement District approved the Interlocal Agreement between the Poitras East Community Development District and the Greenway Improvement District regarding Construction of Centerline Drive Segment F.

Mr. Munroe arrived and joined the meeting in progress at 3:05 p.m. Ms. Walden administered the Oath of Office to Ms. Munroe. The Board then considered Resolution 2021-04, which was tabled earlier in the meeting. The current slate of officers is Mr. Tinetti as Chair, Ms. Duerr as Vice-Chair,

Ms. Walden as Secretary, Ms. Mullins, Mr. Franko, and Ms. Kost as Assistant Secretaries, Ms. Lane as Treasurer and Ms. Glasgow as Assistant Treasurer. Ms. Walden asked to have Ms. Munroe added to the slate of officers as an additional Assistant Secretary.

On Motion by Ms. Duerr, second by Mr. Tinetti, the Board of Supervisors for the Greenway Improvement District approved Resolution 2021-04, Election of Officers: as follows, Mr. Chad Tinetti as Chair, Ms. Karen Duerr as Vice-Chair, Ms. Jennifer Walden as Secretary, Ms. Lynne Mullins, Mr. Franko, Ms. Amanda Kost, and Ms. Antoinette Munroe as Assistant Secretaries, Ms. Amanda Lane as Treasurer and Ms. Jennifer Glasgow as Assistant Treasurer.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures Paid in January 2021 in an amount totaling \$70,044.02**

The Board reviewed Operation and Maintenance Expenditures Paid in January 2021 in an amount totaling \$70,044.02. These have been approved and just need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Ms. Duerr, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures Paid in January 2021 in an amount totaling \$70,044.02.

**EIGHTH ORDER OF BUSINESS**

**Recommendation of Work Authorizations/Proposed Services**

Ms. Walden presented the proposal to replace eight Crepe Myrtles in the amount of \$3,703.00.

On Motion by Mr. Tinetti, second by Ms. Duerr, the Board of Supervisors for the Greenway Improvement District approved the proposal to replace eight (8) Crepe Myrtles in the amount of \$3,703.00.

**NINTH ORDER OF BUSINESS**

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

The Board reviewed the District's financial position. Total expenses through the end of January were just under \$281,000.00 vs. a budget of \$921,000.00. No action was required by the Board.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting is scheduled for March 16, 2021, which is Spring Break week. Ms. Walden wanted to confirm there will be a quorum. Ms. Munroe and Mr. Franko will be in attendance and Ms. Walden will check with Ms. Kost.

District Engineer – Mr. Newton submitted a Construction Status Memorandum (Exhibit A) which was covered under the Interlocal Agreement discussion.

Construction Supervisor – No Report

District Landscape Supervisor- No Report

**ELEVENTH ORDER OF BUSINESS**

**Supervisor and Audience Comments  
& Adjournment**

There were no Supervisor requests or audience comments. Ms. Walden requested a motion to adjourn.

On Motion by Ms. Duerr, second by Mr. Franko, with all in favor, the February 16, 2021, meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

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

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

**EXHIBIT A**



MEMORANDUM

DONALD W. MCINTOSH ASSOCIATES, INC.

DATE: February 16, 2021
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.

CIVIL ENGINEERS

Centerline Drive Phase 2 (aka Segment F):

LAND PLANNERS

Construction Status: The master developer has requested that the District proceed with the construction of this project. It is the recommendation of District staff that the management of this construction project be delegated to the Poitras East Community Development District for construction concurrently with their Poitras East Master Infrastructure Phase 1C project, which includes Centerline Drive Segment G. This is a logical and efficient relationship because Centerline Drive Segment F (a GID project) is a continuation of Centerline Drive Segment G (part of PECDD's Master Infrastructure Phase 1C project).

SURVEYORS

Change Order (C.O.) Status: None



Recommended Motion: Authorize the Poitras East Community Development District to advertise Centerline Drive Phase 2 (aka Segment F) for bid concurrently with Poitras East Master Infrastructure Phase 1C and direct District counsel to prepare the required agreement between the two districts.

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

Thank you.

2200 Park Ave. North

End of memorandum.
c: Larry Kaufmann
Matt McDermott
Chris Wilson
Dan Young
Tarek Fahmy

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068



# **GREENEWAY IMPROVEMENT DISTRICT**

**Fee Agreement with Bryant Miller Olive  
for Bond Counsel Services**  
*(provided under separate cover)*

# **GREENEWAY IMPROVEMENT DISTRICT**

**Requisition Nos. 2013-677, 2013-678 &  
2018-111 in February 2021 in an amount  
totaling \$24,789.09  
*(provided under separate cover)***

# **GREENEWAY IMPROVEMENT DISTRICT**

**Operation and Maintenance Expenditures Paid in  
February 2021 in an amount totaling \$81,202.35**  
*(provided under separate cover)*

# **GREENEWAY IMPROVEMENT DISTRICT**

**Work Authorizations/Proposed Services**  
*(if applicable)*

# **GREENEWAY IMPROVEMENT DISTRICT**

**District's Financial Position and  
Budget to Actual YTD**  
*(provided under separate cover)*