

**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, December 17, 2019, 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
Karen Duerr	Assistant Secretary

Also attending:

Jennifer Walden	PFM
Tucker Mackie	Hopping Green & Sams (via phone)
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 November 19, 2019 Board
of Supervisors' Meeting**

Board Members reviewed the minutes from the November 19, 2019 Board of Supervisors' Meeting.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the minutes of the November 19, 2019 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution
2020-02, Setting Public
Hearing to Adopt Amended
and Restated Rules of
Procedures**
a) **Memorandum of Updated
Provisions of the District's
Rules of Procedures**
b) **Redlined Rules of
Procedure**

Ms. Mackie explained that a memorandum outlining updates to the District's existing Rules of Procedure and a redlined copy of the Rules of Procedure are included behind Resolution 2020-02. The redlined copy of the Rules of Procedure compares the requested changes that District Counsel is recommending against the existing rules. The District must go through a public hearing process to change the Rules of Procedure. Ms. Walden recommended February 18, 2020 at 3:00 p.m. at this location for the public hearing.

On Motion by Mr. Tinetti, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2020-02, Setting Public Hearing to Adopt Amended and Restated Rules of Procedures for February 18, 2020 at 3:00 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

FIFTH ORDER OF BUSINESS

**Consideration of Special
Warranty Deed to the City of
Orlando Conveying Nemours
Parkway Phase 7 Lift Station
Tract**

Ms. Mackie explained that the Special Warranty Deed would convey a lift station tract currently owned by the District to the City of Orlando. Nemours Parkway Phase 7 is nearing completion and the District has reached the point in time where they usually dedicate the lift station tract to the City.

Dr. Levey asked Mr. Newton if the City has closed this out and finalized it. Mr. Newton responded that they haven't yet. The lift station is supposed to be started up the first week of January. Dr. Levey asked if there is any reason why the District wouldn't want to convey this to the City yet. Mr. Newton responded that the District will not record the Deed of conveyance to the City until after the lift station is started up.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Special Warranty Deed to the City of Orlando Conveying Nemours Parkway Phase 7 Lift Station Tract.

SIXTH ORDER OF BUSINESS

**Consideration of Request to
Advertise for Centerline Drive
Segment F**

Mr. Newton explained that the request to advertise for Centerline Drive Segment F which extends south from the active park to the north side of the primary conservation network leading down into the Poitras property. It is the last southern segment of Centerline Drive. Those plans are about to be submitted and the District is asking the Board for permission to advertise it at the appropriate time. Discussion ensued and it was decided that this item will be tabled until the next meeting.

SEVENTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 669 & 2018-37 – 2018-40
Approved in November 2019 in
an amount \$332,005.90**

Board Members reviewed Requisition Nos. 669 & 2018-37 – 2018 -40 Approved in November 2019 in an amount \$332,005.90. Ms. Walden noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 669 & 2018-37 – 2018-40 Approved in November 2019 in an amount \$332,005.90.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in November 2019 in the amount totaling \$14,850.06

Board Members reviewed the Operation & Maintenance expenditures paid in November 2019 in the amount totaling \$14,850.06. Ms. Walden 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. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation & Maintenance expenditures paid in November 2019 in the amount totaling \$14,850.06.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann presented a Work Authorization from Central Florida Locating, Inc. for underground utility locates for Centerline Drive Road Construction Plans for additional area beyond the previously authorized WA in the amount of \$1,885.00. Mr. Newton explained that there are sanitary sewer and storm drainage lines in Centerline Drive that need a place to discharge and they discharge to the existing facilities in Hitchings Ave. The District needs to know where all the underground utilities are to make sure that they clear everything making those connections.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Work Authorization from Central Florida Locating, Inc. for underground locates for Centerline Drive Road Construction Plans for additional area beyond the previously authorized WA in the amount of \$1,885.00.

Mr. Kaufmann requested to table the Work Authorization from Devo Engineering.

TENTH 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 November the District had expenses of a little over \$121,000.00 vs. an overall adopted budget of \$921,000.00. The District is running under budget and there is no action required by the Board.

ELEVENTH ORDER OF BUSINESS

Staff Reports

- District Counsel –** No Report
- District Manager –** Ms. Walden noted that the next meeting is scheduled for Tuesday, January 21, 2020
- District Engineer –** Mr. Newton circulated the Construction Contract Status Memorandum (Minutes Exhibit A).

The Nemours 6 Project had erosion by the school and has been repaired. There was no apparent erosion following significant rainfall this past weekend.

The Nemours 7 Project is substantially complete with the exception of initial lift station start up, which is currently anticipated to take place the week of January 6, 2020. Substantial completion of the overall project is anticipated in January. An invoice will need to be issued to the Boggy Creek Improvement District for their portion of the project cost estimated at \$776,384.98.

The Kellogg Avenue Project had the permanent storm drain pipe completed, the plug was taken out late last week and the system functioned as expected as there was no flooding during the heavy rainfall last week. There are deficiencies in construction that need to be addressed by DeWitt to the satisfaction of the City Inspector and DWMA prior to release of the remaining retainage.

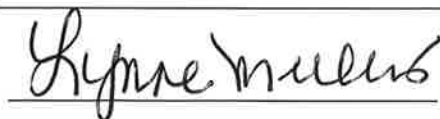
- Construction Supervisor –** No Report

TWELFTH 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 Mr. Tinetti, second by Ms. Duerr, with all in favor, the December 17, 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: December 17, 2019

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.

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

Nemours Parkway Phase 6 – Jr. Davis Construction, Inc. / BrightView

Construction Status: The erosion repair has been completed. There was no apparent erosion following significant rainfall this past weekend.

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.

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

Construction Status: The project is substantially complete with the exception of initial lift station start-up, which is currently anticipated to take place the week of 1/6/20. Substantial completion of the overall project is anticipated in January. An invoice will need to be issued to the Boggy Creek Improvement District for their portion of the project cost (estimated \$776,384.98).

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

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<http://www.dwrma.com>



Memorandum
Re: Greenway Improvement District
Construction Contract Status
December 17, 2019
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Lake Nona Kellogg Avenue Extension – DeWitt Excavation

Construction Status: Construction of the permanent drainage pipe is substantially complete and structure tops have been properly adjusted. There are deficiencies in construction that need to be addressed by DeWitt to the satisfaction of the City inspector and DWMA prior to release of remaining retainage.

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.

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

**LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 6
Change Order Log
Jr. Davis**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date 8/17/17	To Board	Approval Date	Notes
						\$2,070,587.60			
1	7/10/2018	8" Directional Bore	0	\$ 10,874.88	Approved	\$ 2,081,462.48	7/17/2018	7/17/2018	
2	6/20/2018	Culvert Rail Installation	0	\$ 13,464.00	Approved	\$ 2,094,926.48	7/17/2018	7/17/2018	
3	7/16/2018	OCPS sidewalk revision	30	\$ 42,220.54	Approved	\$ 2,137,147.02	7/17/2018	7/17/2018	
4	5/20/2019	Erosion repair and expanded protection at the north and south ends of the quad 36" culverts	0	\$ 77,713.83	Approved	\$ 2,214,860.85	5/21/2019	5/21/2019	

**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	

**LAKE NONA SOUTH
Greenway Improvement District
Kellogg Avenue Extension
Change Order Log
Dewitt Excavating**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$1,797,324.58			
1	7/12/2018	Developer Portion - Stabilize Construction Access Road and Import Fill	0	\$230,500.00	Approved	\$2,027,824.58	7/17/2018	7/17/2018	
2	8/1/2018	Add days to contract due to weather	8	\$0.00	Approved	\$2,027,824.58	8/23/2018	8/23/2018	
3	9/14/2018	OUC Access Revision - electric and street lighting layout configuration - Kellogg Avenue Extension	0	-\$2,146.88	Approved	\$2,025,677.70	9/18/2018	9/18/2018	
4	9/14/2018	OUC Access Revision - electric and street lighting layout configuration - Hartwell Court Extension	0	\$65,127.18	Approved	\$2,090,804.88	9/18/2018	9/18/2018	
5	10/15/2018	Change of Oak Trees to Acer Rubrum	0	-\$500.00	Approved	\$2,090,304.88	10/16/2018	10/16/2018	
6	10/16/2018	Addition of compost to plant area for Canopy Trees only	0	\$1,691.88	Approved	\$2,091,996.76	11/19/2018	11/19/2018	
7	2/4/2019	Credit for dirt not imported	0	-\$124,608.00	Approved	\$1,967,388.76	2/19/2019	2/19/2019	
8	1/7/2019	Core and connection for SM07 - Soccer Field; Water Service Connection for Soccer Field and Water park	0	\$19,077.25	Approved	\$1,986,466.01	2/19/2019	2/19/2019	
9	2/6/2019	Stop sign and thermopaint	0	\$1,956.00	Approved	\$1,988,422.01	2/19/2019	2/19/2019	
10	2/19/2019	Change of street sign	0	\$750.00	Approved	\$1,989,172.01	3/19/2019	3/19/2019	
11	rev 8/26/2019	Drainage improvements along future northerly extension of Centerline Drive	0	\$202,994.27	Approved	\$2,192,166.28	8/20/2019	8/20/2019	
12	9/17/2019	(formerly Kellogg CO #10 by Tavistock) Irrigation Repairs	0	\$2,220.00	Approved	\$2,194,386.28	9/17/2019	9/17/2019	