

**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 18, 2020, at 3:00 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Members listed below constituted a quorum.

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| Chad Tinetti | Vice-Chair |
| Amanda Kost | Assistant Secretary |
| Alex Figuero | Assistant Secretary |

Also attending:

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| Jennifer Walden | PFM |
| Lynne Mullins | PFM |
| Tucker Mackie | 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

Ms. Walden noted for the record that there were no members of the public present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the January 21, 2020 Board of
Supervisors' Meeting**

Board Members reviewed the minutes from the January 21, 2020, Board of Supervisors' Meeting.

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| On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the minutes of the January 21, 2020, Board of Supervisors' Meeting. |
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FOURTH ORDER OF BUSINESS

**Public Hearing on the
Amended and Restated Rules
of Procedure**

- a) Public Comments and Testimony
- b) Board Comments
- c) Consideration of Resolution 2020-04, Adopting the Amended and Restated Rules of Procedure

Ms. Walden noted the public hearing was properly noticed. She requested a motion to open the public hearing.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District opened the Public Hearing.

Ms. Walden noted for the record that there were no members of the public present. She requested a motion to close the public hearing.

On Motion by Ms. Kost, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District closed the Public Hearing.

Ms. Walden noted Resolution 2020-04 includes the Amended and Restated Rules of Procedure that were previously recommended to the Board at the last meeting. Ms. Mackie explained the reason for most of the edits included within the revised Rules of Procedure are legislative changes over the last four years. Also included are changes in language that would benefit the District from an operational perspective. A redlined version was included in the last agenda package along with a memo. Ms. Mackie offered to resend the redline to any Board members who want a copy for themselves. Ms. Walden requested a motion to approve Resolution 2020-04.

On Motion by Ms. Kost, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2020-04, Adopting the Amended and Restated Rules of Procedure.

FIFTH ORDER OF BUSINESS

Ratification of Requisition Nos. 673 & 2018-49 – 2018-53 paid in January 2020 in an amount totaling \$124,643.30

Board Members reviewed Requisition Nos. 673 & 2018-49 – 2018-53 paid in January 2020 in an amount totaling \$124,643.30. Ms. Walden noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 673 & 2018-49 – 2018-53 paid in January 2020 in an amount totaling \$124,643.30.

SIXTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures

**paid in January 2020 in the
amount totaling \$64,157.00**

Board Members reviewed the Operation & Maintenance expenditures paid in January 2020 in the amount totaling \$64,157.00. Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation & Maintenance expenditures paid in January 2020 in the amount totaling \$64,157.00.

SEVENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann presented a Work Authorization from AVCON, Inc. for the structural design associated with the Centerline Drive Segment D culverts at the pond crossing in the amount of \$8,070.00.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Work Authorization from AVCON, Inc. for the structural design associated with the Centerline Drive Segment D culverts at the pond crossing in the amount of \$8,070.00.

EIGHTH 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 January 31, 2020, the District is running under budget. Total expenses are at \$271,000.00 vs. a total adopted budget of \$921,000.00. District staff reviewed the hardscape maintenance line item and the budget is \$5,000.00 and expenses for that line item are a little over \$6,000.00. There were four invoices allocated to that line item which included monument pressure washing, wall pressure washing and painting, and paver drain repairs and installation. There is no action required by the Board.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Walden noted that the next meeting is scheduled for Tuesday, March 17, 2020

District Engineer – Mr. Newton circulated the Construction Contract Status Memorandum (Minutes Exhibit A). The Nemours Parkway Phase 7 and Lift Station No. 7 project is in the process of closing out with the City as is the Kellogg Avenue/Centerline Drive project.

Construction Supervisor – No Report

Landscape Supervisor – No Report

TENTH ORDER OF BUSINESS

**Supervisor and Audience
Comments & Adjournment**

Ms. Walden called for Supervisor requests. Hearing none, she requested a motion to adjourn.

On Motion by Mr. Figuero, second by Ms. Kost, with all in favor, the February 18, 2020, meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair