

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, April 21, 2020, at 3:40 p.m. Via telephonic conferencing due to the COVID-19 Executive Orders 20-52 & 20-69.

Richard Levey	Chairperson	(via phone)
Chad Tinetti	Vice-Chair	(via phone)
Amanda Kost	Assistant Secretary	(via phone)
Karen Duerr	Assistant Secretary	(via phone)

Also, attending:

Lynne Mullins	PFM	(via phone)
Jennifer Walden	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor & Construction Committee Member	(via phone)
Chris Wilson	Tavistock	(via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Discssion Regarding Executive Orders 20-52 and 20-69

Ms. Mackie explained the Governor issued Executive Orders 20-52 and 20-69 that would allow for governments like Community Development Districts to meet in the Sunshine Law but waive the requirement that they do so by physical quorums. Today the District is able to continue business that comes before this Board in a virtual setting. She asked Ms. Walden to confirm that the District provided notice of this virtual quorum as prescribed by administrative law dealing with virtual meetings and that the call-in information was advertised as well as Ms. Walden's contact information in the event that someone needed assistance accessing this meeting. Ms. Walden so confirmed.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the February 18, 2020 Board of Supervisors' Meeting

Board Members reviewed the minutes from the February 18, 2020, 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 February 18, 2020, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

Consideration of resolution 2020-05, General Election

Ms. Walden explained the Resolution states that Seat 1 held by Ms. Duerr, Seat 4 held by Mr. Figuero, and Seat 5 held by Dr. Levey are up for election through the General Election this November. Included as an exhibit is the ad that we will place notating the qualifying period for candidates with the Orange County Supervisor of Elections. There will be no more Landowners' Election for this District.

Ms. Mackie explained in the event that someone does not qualify for Dr. Levey's seat during the qualification period Dr. Levey can continue to serve as a holdover in that seat until such time as an individual who qualifies is identified. The same holds true for Ms. Duerr's seat and Mr. Figuero's seat in the event no one qualifies. She noted if the Board Members whose seats are up for election are interested in serving for another term, they should apply during the qualification period because if anyone were to qualify for the seat and run unopposed they will win that seat, but if more than one person qualifies for a single seat there will be an election.

Ms. Duerr asked about the process to qualify. Ms. Mackie stated District staff will provide that information. There is a time period in which an interested party would report to the Supervisor of Elections Office their intent to qualify for a specific seat. There is a \$20.00 fee and a form that needs to be completed. Dr Levey requested a motion to approve Resolution 2020-05.

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2020-05, General Election.

SIXTH ORDER OF BUSINESS

Appointment of Auditor Selection Committee

Ms. Walden explained the Board needs to appoint a committee to select an auditor. The Board can appoint itself as the Auditor Selection Committee which has been the District's past practice.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District appointed itself as the Auditor Selection Committee.

SEVENTH ORDER OF BUSINESS

Consideration of Appointment to Construction Committee

Mr. Kaufmann stated the Board needs to consider an appointment to the Construction Committee as Troy Davidson is no longer able to serve. He recommended that Chris Wilson be appointed to his position on the Construction Committee. Dr. Levey asked Mr. Wilson about his willingness to serve on the Construction Committee. He announced his willingness to serve on the Construction Committee.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District appointed Chris Wilson to the Construction Committee.

EIGHTH ORDER OF BUSINESS

Review of FY 2021 Operations & Maintenance Budget

Ms. Walden explained Today's purpose is to answer any questions, address any line items the Board would like to see adjusted or look in to including any new items the Board would like to see in the budget. The plan is to take those items, work with the Construction Committee at the next Construction Committee meeting to adjust the budget and then bring back a final proposed budget for the Board to approve in preliminary form at the May Board Meeting.

Dr. Levey asked if there were any significant shifts in priorities or categories. Ms. Walden replied there is about a \$10,000.00 shift in the Landscaping as well as \$10,000.00 in Landscape Improvements. More money was put in Contingency. Dr. Levey asked about the reduction in the Interchange Lighting. Mr. Thacker responded that all of the scone lighting was replaced on the stone columns on the interchange this year. Dr. Levey asked if the increase was due to power or power and maintenance. Mr. Thacker noted the District changed to LED fixtures so there will be a slight reduction in electrical consumption and a savings on maintenance. Ms. Walden stated the Personnel Leasing Agreement had an increase due to the addition of the work done on the landscaping side. No action from the Board is required at this time.

A Board Member asked if the May Board meeting is the meeting with the public. Ms. Mackie noted the May meeting is when the Board will approve the proposed budget. It does not result in public participation. The District is not required to send mailed notice this year because assessments are not increasing however the District will still be required to run an advertisement in the newspaper regarding the District's adoption of its budget.

NINTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2018-54 – 2018-61 paid in February 2020 in an amount totaling \$186,520.12 and Requisition Nos. S2013-674 &

**S2018-061 – S2018-064 paid in
March 2020 in an amount
totaling \$102,804.51**

Board Members reviewed Requisition Nos. 2018-54 – 2018-61 paid in February 2020 in an amount totaling \$186,520.12 and Requisition Nos. S2013-674 & S2018-061 – S2018-064 paid in March 2020 in an amount totaling \$102,804.51. 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. 2018-54 – 2018-61 paid in February 2020 in an amount totaling \$186,520.12 and Requisition Nos. S2013-674 & S2018-061 – S2018-064 paid in March 2020 in an amount totaling \$102,804.51.

TENTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures
paid in February 2020 in an
amount totaling \$129,483.17
and paid in March 2020 in an
amount totaling \$12,084.82.**

Board Members reviewed the Operation & Maintenance Expenditures paid in February 2020 in an amount totaling \$129,483.17 and paid in March 2020 in an amount totaling \$12,084.82. Dr. Levey noted these have been approved 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 February 2020 in an amount totaling \$129,483.17 and paid in March 2020 in an amount totaling \$12,084.82

ELEVENTH ORDER OF BUSINESS

**Recommendation of Work
Authorizations/Proposed
Services**

Mr. Kaufmann presented a Work Authorization from PSI for a dewatering permit for the Water Management District on Centerline Drive Segment C & D in the amount of \$13,500.00.

Dr. Levey previously authorized this work earlier in the month and requested a motion from the Board to ratify the Work Authorization for PSI in the amount of \$13,500.00

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Work Authorization for PSI in the amount of \$13,500.00.

Mr. Kaufmann presented a proposal for a change order to the existing contract with Donald W. McIntosh Associates on Nemours Parkway Phase 7. The Contractor installed some sanitary sewer force main incorrectly and was required by the City to take it out, re-lay it and repave the roads. This is for Donald W. McIntosh Associates' fee to monitor and certify the work that was done by Jr Davis Construction Company to remediate the sewer problem. The Contractor was notified this would be included as a backcharge to his contract.

Dr. Levey asked the cost of the remedial work. Mr. Newton replied there is no cost to the District for the remedial work. He does not know the value of the remedial work. Due to the uncertainty in the amount of time needed to resolve the matter, Donald W. McIntosh Associates' fee is to be charged on an hourly basis with a not to exceed amount of \$10,000.00.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the proposal for a change order to the existing contract with Donald W. McIntosh Associates on Nemours Parkway Phase 7.

TWELFTH ORDER OF BUSINESS

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

Board Members reviewed the Statement of Financial Position and Budget to Actual through March 31, 2020. Ms. Walden noted that the District currently running under budget. There was no action required by the Board.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No Report

District Manager –

Ms. Walden noted the Auditor Selection Committee is meeting just after the Board of Supervisors' meeting. The next Board of Supervisors meeting is scheduled for Tuesday, May 19, 2020.

District Engineer –

Mr. Newton explained Nemours Parkway Phase 7 is the only active construction project for this District. As discussed, a few minutes ago, the Contractor re-laying the force main and repairing the roadway. It is anticipated that the remedial work will be completed by the end of April and closed out in May.

Mr. Newton presented a Change Order with Jr. Davis. It is a deductive Change Order in the amount of \$1,262,270.00 for the owner direct purchase of materials. It is not included in the agenda package. Mr. Newton shared the document on screen. The District, in order to save 6% sales tax, bought the materials directly from the suppliers through purchase orders rather than having Jr. Davis buy the materials. Since the District already purchased all the materials, the amount will be deducted from the Contract with Jr. Davis. He requested a motion to approve Change Order #6 in the deductive amount of \$1,262,270.00.

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 #6 in the deductive amount of \$1,262,270.00.

Construction Supervisor – No Report


District Landscape Supervisor- No Report

FOURTEENTH ORDER OF BUSINESS

Supervisor and Audience Comments & Adjournment

There were no Supervisor requests or audience comments. Dr. Levey requested a motion to adjourn.

On Motion by Ms. Duerr, second by MS. Kost, with all in favor, the April 21, 2020, meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair



**DONALD W. McINTOSH
ASSOCIATES, Inc.**

MEMORANDUM

DATE: April 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. A copy of the latest Change Order log is attached.

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

Construction Status: Pre-final project inspection was conducted on 2/24/20, and the final inspection will be scheduled upon acceptance of the close out documents by the City of Orlando. City of Orlando WRD requested corrections on the installed force main as it was not installed per the approved plans. Contractor is reinstalling a portion of the force main on Barish Avenue to correct vertical alignment and be consistent with permitted plans. Correction work started 04/13/20 and is anticipated to be completed by 04/30/20. The Greenway Improvement District will be invoicing the Boggy Creek Improvement District for improvements within the BCID boundary.

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
Chris Wilson
Dan Young
Tarek Fahmy

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

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<http://www.dwma.com>

**LAKE NONA SOUTH
Greeneway 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			
<u>1</u>	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	
<u>2</u>	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	
<u>3</u>	9/12/2019	Contract Calendar Extension - Add 60 Days	60	\$ -	Approved	\$ 6,486,601.75	9/17/2019	9/17/2019	
<u>4</u>	9/19/2019	Landscaping and Irrigation Revisions		\$ 49,204.52	Approved	\$ 6,535,806.27	10/15/2019	10/15/2019	
<u>5</u>	1/15/2020	Modify Ramps at Nemours Hospital		\$ 17,168.75	Approved	\$ 6,552,975.02	1/21/2020	1/21/2020	