

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, June 16, 2020, at 3:03 p.m. via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-112.

Present via phone:

Richard Levey	Chairperson
Amanda Kost	Assistant Secretary
Alex Figuero	Assistant Secretary

Also, attending via phone:

Lynne Mullins	PFM
Jennifer Walden	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

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

THIRD ORDER OF BUSINESS

Discussion Regarding Executive Orders 20-52, 20-69 & 20-112

Ms. Walden explained the Governor issued Executive Orders 20-52, 20-69 & 20-112. These are included in the packet and state the District can hold their meetings via telephonic conferencing due to the COVID-19 situation. Also included is a proof of the ad that was placed for today's meeting, which notes those Executive Orders and the telephonic conferencing information for the public to safely join the meeting.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the May 19, 2020, Board of Supervisors' Meeting

Board Members reviewed the minutes from the May 19, 2020, Board of Supervisors' Meeting.

On Motion by Ms. Kost, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the May 19, 2020, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

Review of Auditor Committee Rankings & Selection of Auditor

Ms. Walden noted the recommended rankings from the Auditor Selection Committee as follows:

1. Berger, Toombs, Elam, Gaines & Frank received 100 points
2. Grau & Associates received 96.8 points
3. Carr, Riggs & Ingram received 74.5 points

Ms. Walden requested a motion from the Board to accept the recommended rankings by the Auditor Selection Committee.

On Motion by Ms. Kost, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Auditor Selection Committee Rankings with Berger, Toombs, Elam, Gaines & Frank ranked as No. 1, Grau & Associates ranked as No. 2 and Carr, Riggs & Ingram ranked as No. 3. .

SIXTH ORDER OF BUSINESS

Consideration of Landscape Proposals for Centerline Drive a) Cepra b) Down to Earth

Mr. Thacker reviewed the Landscape Proposals for Centerline Drive. He recommended the Board approve the proposal with Cepra and add it as an amendment to their existing contract with the District.

Dr. Levey asked Mr. Thacker the basis of his decision. Mr. Thacker stated both are current Contractors for the District and both are performing well but the recommendation is based solely on the cost as Cepra is offering a better price.

Ms. Kost asked if this was within current budget scope. Mr. Thacker said yes because the District anticipated this section of roadway coming online during the Fiscal Year.

On Motion by Ms. Kost, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District accepted the proposal with Cepra and will add it as an amendment to their existing contract with the District.

SEVENTH ORDER OF BUSINESS**Review and Acceptance of
Fiscal Year 2019 Audit Draft**

Ms. Walden explained the Audit was not ready for today's meeting. She requested a motion for the Board to delegate authority to the Chair to accept the Audit outside of the meeting.

On Motion by Ms. Kost, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District delegated authority to the Chair to accept the Fiscal Year 2019 Audit.

EIGHTH ORDER OF BUSINESS**Consideration of Maintenance
Agreement with Berman**

Ms. Mackie noted District Counsel prepared a form agreement with Berman. However, in consultation with the Landowner and the Berman entity, District staff is asking that this item be tabled to be considered when and if potential changes to the Personnel Leasing Agreements are considered by this Board in conjunction with the final approval of the budget.

NINTH ORDER OF BUSINESS**Ratification of Requisition
Nos. 2018-70 – 2018-77
Approved in May 2020 in an
amount totaling \$58,377.60**

Board Members reviewed Requisition Nos. 2018-70 – 2018-77 approved in May 2020 in an amount totaling \$58,377.60. 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 Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 2018-70 - 2018-77 approved in May 2020 in an amount totaling \$58,377.60.

TENTH ORDER OF BUSINESS**Ratification of Operation and
Maintenance Expenditures
Paid in May 2020 in an amount
totaling \$88,687.44**

Board Members reviewed the Operation & Maintenance Expenditures paid in May 2020 in an amount totaling \$88,687.44. Dr. Levey noted these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Kost, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation & Maintenance Expenditures paid in May 2020 in an amount totaling \$88,687.44.

ELEVENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann stated that there were no work authorizations for this Board.

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 May 31, 2020. Ms. Walden noted that the District has spent a total of \$523,000.00 vs. an overall budget of \$921,000.00. No action is required by the Board.

Dr. Levey asked if there were any line item concerns. Ms. Walden stated there was nothing new to note. The District has gone over budget on some of the line items but some of the other line items are under. The District seems to be on track with the budget.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie stated the Governor in his issuance of the Executive Order governing Phase 2 changed the date for the expiration of the Sunshine Law waiver to June 30, 2020. Another extension could be issued prior to that date but the District is operating under the assumption that potentially the District will need to find a physical meeting location for the July meeting.

PFM has secured a location at the Marriott next to the Tavistock Offices for purposes of holding the meeting and the public hearing in person if required as the Dockside may not be open at that point.

Ms. Mackie noted the qualifying period for the qualified elector seats was this past week. She reported Seat 1 held by Ms. Duerr, Seat 4 held by Mr. Figuero, and Seat 5 held by Dr. Levey were up for election. Ms. Duerr qualified for Seat 1 as well as an individual named Tara McArdle, Antoinette Munroe is running unopposed for Seat 4, and Matthew Franko

and Joshua Wilson will have a runoff on the ballot in November for Seat 5.

District Manager –

Ms. Walden noted the next Board of Supervisors meeting is scheduled for Tuesday, July 21, 2020. District Management secured the Courtyard Orlando Lake Nona. They are only allowing 10 people or less to be in person at that meeting due to the COVID-19 situation. Dr. Levey suggested Board Members and District Manager attend and the rest attend by phone. Ms. Mackie recommended keeping the Webex virtual attendance open if the capacity is exceeded so members of the public can watch the meeting from their cars.

District Engineer –

Mr. Newton referenced the Construction Contract Status Memo (Minutes Exhibit A). For Nemours Parkway Phase 7, Mr. Newton received a Certificate of Completion from the City of Orlando on May 27, 2020. The construction of the hardscape monuments is still outstanding as they are waiting on some special-order materials to be delivered. He recommended the District issue a Certificate of Final Completion for the civil improvements specifically excluding the monuments to establish the date of completion under the contract and commencement of applicable warranties. It is also recommended the District release held retainage to the Contractor. The remaining contract amount to be paid would only include hardscape monuments and the 12-month maintenance of the landscape and irrigation. Mr. Newton recommended a motion to authorize District Staff to release the retainage being held on the Construction Contract and authorize the Chairman to execute the Certificate of Final Completion for the civil improvements.

On Motion by Ms. Kost, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District authorized District Staff to release the retainage being held on the Construction Contract and authorized the Chairman to execute the Certificate of Final Completion for the civil improvements.

Mr. Newton stated historically the District has issued Certificates of Substantial Completion, but it has not issued a Certificate of Final Completion. Under the contract, it is the final completion date that is the commencement of applicable warranties. He recommended that the District issue Certificates of Final Completion on Nemours Parkway Phase 6, Kellogg Avenue Extension and the Kellogg Avenue Drainage

Improvements so the District can clearly document the date of project completion and the commencement of applicable warranties. It does not require Board approval, but it can be ratified at a future Board Meeting if it happens outside a Board Meeting.

Construction Supervisor – No Report

District Landscape Supervisor- No Report

FOURTEENTH ORDER OF BUSINESS

Supervisor and Audience Comments & Adjournment

There was no other business to discuss. Dr. Levey requested a motion to adjourn.

On Motion by Ms. Kost, second by Mr. Figuero, with all in favor, the June 16, 2020, meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair