

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, July 21, 2020, at 3:00 p.m. via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-123.

Present via phone:

Richard Levey	Chairperson
Chad Tinetti	Vice-Chairperson
Amanda Kost	Assistant Secretary
Karen Duerr	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 (joined at 3:04 p.m.)

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 & 20-123

Ms. Walden explained the Governor issued Executive Orders 20-52, 20-69 & 20-123. These are included in the packet and state the District can hold the 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 June 16, 2020, Auditor Selection Committee

Board Members reviewed the minutes from the June 16, 2020, Auditor Selection Committee.

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 June 16, 2020, Auditor Selection Committee.

FIFTH ORDER OF BUSINESS

Consideration of the Minutes of the June 16, 2020, Board of Supervisors' Meeting

Board Members reviewed the minutes from the June 16, 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 June 16, 2020, Board of Supervisors' Meeting.

SIXTH ORDER OF BUSINESS

Consideration of Extending Nemours Parkway Landscape and Irrigation Maintenance Services Agreement with Cepra (Section 1)

Ms. Mackie explained the three items under the bullet points in the agenda relate to the three separate Landscape Maintenance Contracts for which Greenway is separately contracted with Cepra for two sections and Down to Earth for the other section. The terms of the Landscape Maintenance Agreements say that the District may extend these agreements in writing within 30 days of the termination date. She noted that when the Board went out for RFP for these services the District secured proposals for a period of one year with the option to extend for up to an additional two years. The request from District staff is that the Board consider whether they want to extend the agreements with Cepra and Down to Earth. She added that moving forward with the extension letters would not change the existing termination provisions within the contract which would be available to the District should it need to terminate for cause at any point in time.

Mr. Thacker joined the meeting in progress via phone at 3:04 p.m. He explained the experience with Cepra to date has been very positive but with Down to Earth there are some concerns with the maintenance they are providing for Section 3. He noted that they are being monitored closely and he is meeting with them weekly. Down to Earth said they are committed to meet expectations of the District. He has made it clear to Down to Earth that they will be documented with photos and will be held accountable so at next month's meeting he can make a recommendation.

Dr. Levey asked if it is Mr. Thacker's recommendation that the District does not take action on Down to Earth at this time. Mr. Thacker replied yes. Dr. Levey asked if there was a time issue or concern with waiting. Ms. Mackie said no but the District will need to take this up at the next meeting.

Ms. Duerr asked the difference between what Cepra maintains and what Down to Earth maintains. Mr. Thacker responded Cepra is maintaining Nemours Parkway and Tavistock Lakes Boulevard and Down to Earth is maintaining Laureate Boulevard. The District maintains from curb to the back of sidewalk and the

HOA or a homeowner maintains beyond the sidewalk. Mr. Newton asked if the Board decides not to extend the contract with Down to Earth is there sufficient time to do an RFP and get someone else on Board in the timeframe remaining in Down to Earth's contract. Ms. Mackie stated that would be terminating services for cause and at that point the District could engage another Contractor on an emergency basis while taking the time to go through the RFP if one is required. She asked Ms. Walden the contract amount of Section 3.

Ms. Mackie stated for today District staff is looking for a motion to direct District staff to transmit extension letters to Cepra for Section 1 and 2 and no action at this point in time would be sought for Section 3. Dr. Levey asked Mr. Thacker if one of the existing Contractors would be able to pick up the work should he decide to recommend to the Board not to continue with Down to Earth. Mr. Thacker replied he thinks they will be able to do that.

Ms. Walden stated the contract amount for Section 3 is about \$4,000.00 per month. Ms. Mackie noted that is below the threshold and the District is not required to go through the RFP process.

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District authorized District staff to send an extension letter to Cepra for Nemours Parkway Landscape and Irrigation Maintenance Services Agreement with (Section 1) and Tavistock Lakes Boulevard Landscape and Irrigation Maintenance Services Agreement (Section 2).

SEVENTH ORDER OF BUSINESS

**Consideration of Extending
Existing Tavistock Lakes
Boulevard Landscape and
Irrigation Maintenance
Services Agreement with
Cepra (Section 2)**

The Board reviewed and acted upon Section 2 as outlined above.

EIGHTH ORDER OF BUSINESS

**Consideration of Extending
Existing Laureate Boulevard
Landscape and Irrigation
Maintenance Services
Agreement with Down to Earth
(Section 3)**

This item will be tabled until next month as discussed above.

NINTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 2018-78 – 2018-83
Approved in June 2020 in an
amount totaling \$154,143.60**

Board Members reviewed Requisition Nos. 2018-78 – 2018-83 approved in June 2020 in an amount totaling \$154,143.60. Dr. Levey noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 2018-78 – 2018-83 approved in June 2020 in an amount totaling \$154,143.60.

TENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in June 2020 in an amount totaling \$70,052.56

Board Members reviewed the Operation & Maintenance Expenditures paid in June 2020 in an amount totaling \$70,052.56. Dr. Levey noted these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation & Maintenance Expenditures paid in June 2020 in an amount totaling \$70,052.56.

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 June 30, 2020. Ms. Walden noted that the District has spent a total of \$586,000.00 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's Executive Orders allow the District to conduct meetings virtually only through the end of July but it is anticipated that it will be extended. District staff will keep the Board apprised and expects the August meeting will be held virtually unless the Board hears otherwise.

District Manager –

Ms. Walden noted the next Board of Supervisors meeting is scheduled for Tuesday, August 18, 2020, and it is the public hearing to adopt the budget. It is likely to be virtual and if not, the District Management team booked the Courtyard Marriott in Lake Nona next to the Tavistock offices in order to hold an in-person meeting. The only District Staff in physical attendance would be the District Manager and other District Staff would attend via phone.

District Engineer –

Mr. Newton referenced the Construction Contract Status Memo (Minutes Exhibit A). Nemours Parkway Phase 7 is the only construction project right now and the only outstanding item is the construction of the hardscape monuments that are supposed to be done late this month or early next month. There is a Change Order before the Board in the additive amount of \$3,877.19 which covers three different Change Order requests from the Contractor. One of the Change Order requests is a deductive amount that applies to the Developer's portion of the contract and the remainder is an additive amount that goes toward the District portion of the contract. The backup is attached to the memo. Mr. Newton requested a motion from the Board to approve Change Order No. 7 in the additive amount of \$3,877.19.

Ms. Duerr asked what the Change Order is for. Mr. Newton stated there are three different components. The one that applied to the Developer's side of the ledger had to do with a temporary turnaround at the end of Barish Avenue which did not have to get installed because Laureate Park Phase 10 was built simultaneously and it was credited back to the contract. There was also some signage for speed humps that got added partway through the project along the road which relates to the second Change Order request in the amount of \$5,285.00. The bulk of the additive request was \$10,244.73 and it largely had to do with the hardscape monuments because the Contractor priced them three years ago and the permit was only issued within the past two months. As a result, they are charging an escalation on labor and materials which was found to be reasonable given the delay between the date of their contract and when they had a permit to install the hardscape monuments.

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 No. 7 in the additive amount of \$3,877.19.

Construction Supervisor – No Report

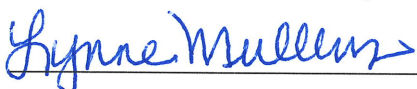
District Landscape Supervisor- No Report

FOURTEENTH ORDER OF BUSINESS

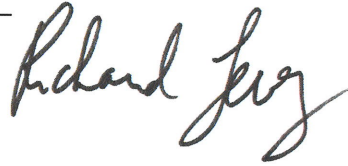
**Supervisor and Audience
Comments & Adjournment**

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

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



Secretary/Assistant Secretary



Chair/Vice Chair

EXHIBIT A



**DONALD W. MCINTOSH
ASSOCIATES, INC.**

MEMORANDUM

DATE: July 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.

CIVIL ENGINEERS

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

LAND PLANNERS

Construction Status: Upon issuance of a Certificate of Final Completion, Greenway Improvement District will be invoicing the Boggy Creek Improvement District for improvements within the BCID boundary. This is likely to take place in late-August or early-September. The Contractor has submitted three Change Order requests to the District totaling \$14,819.52. Of this total, \$11,652.54 is deductive toward the Developer portion of the contract for Barish Avenue and \$15,529.73 is additive toward the District portion of the contract for additional street signage and escalations related to the monument signage.

SURVEYORS

Change Order (C.O.) Status: Change Order No. 7 in the additive amount of \$3,877.19 for Barish Avenue modifications, added signage per plan revision and monument signs landscape and irrigation restoration.

Recommended Motion: Approve Change Order No. 7 in the additive amount of \$3,877.19.

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

Thank you.

End of memorandum.

c: Larry Kaufmann
Matt McDermott
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
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			
<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	
6	4/21/2020	Direct Owner Purchase Reconciliation		\$ (1,262,145.00)	Approved	\$ 5,290,830.02	4/21/2020	4/21/2020	
7	6/19/2020	Barish Avenue Modifications, Added Signage per Plan Revision, Monument Signs Landscape & Irrigation Restoration		\$ 3,877.19	Pending	\$ 5,294,707.21	7/21/2020		

Greenway Improvement District

CONTRACT CHANGE ORDER

Change Order No. 7

Project: Nemours Parkway Phase 7

Date 6/23/2020

Engineer: Donald W. McIntosh Associates, Inc.

Contractor: Jr. Davis Construction Company

ITEM NO.	WORK PERFORMED	DESCRIPTION OF CHANGE	AMOUNT / (-) +
1	Barish Avenue Modifications - Lift Station and Sod	DEDUCT	\$ (11,652.54)
2	Added Signage per Plan Revision	ADD	\$ 5,285.00
3	Monument Signs	ADD	\$ 10,244.73

Net Change Order Amount \$ 3,877.19

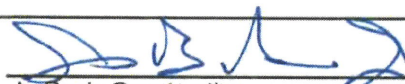
Contract Amount Prior to Change Order \$ 5,290,830.02

Revised Contract Amount \$ 5,294,707.21

COMMENTS:

See attached backup.

Acceptable To:


Jr. Davis Construction

Date:

7/1/2020

Approved By:



Date:

7.1.2020

Greenway Improvement District

c: Jeffrey J. Newton, P.E.

NEMOURS PARKWAY PHASE 7 - BARISH AVE MODIFICATIONS



JR. DAVIS CONSTRUCTION

210 S. HOAGLAND BLVD.

KISSIMMEE, FL 34741

Contact: CONOR MACNAMARA

Phone: 407-870-0066

Email: CONOR.MACNAMARA@JR-DAVIS.COM

Quote To:

Tavistock Development Company

Proposal Date: 1/8/2020

Date of Plans: N/A

Revision Date: N/A

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	BARISH AVENUE MODIFICATIONS				
210	TEMP TURNAROUND AT LIFT STATION CREDIT	-849.00	SY	18.46	-15,672.54
220	SOD BARISH AVE FOR FINAL INSPECTION	1,675.00	SY	2.40	4,020.00
	BARISH AVENUE MODIFICATIONS				-\$11,652.54
GRAND TOTAL					\$-11,652.54

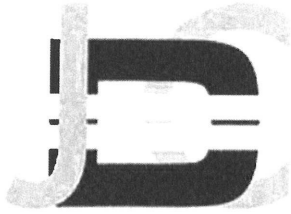
NOTES:

PROPOSAL INCLUDES SODDING OF THE BARISH AVE SEGMENT WITH A 2' STRIP FROM BOC ON THE EAST SIDE OF THE ROAD AND SODDING FROM THE BOC TO ROW ON THE WEST SIDE OF THE ROAD.

JDC Reference:1961RFCO06R1

CC:TBD

NEMOURS PARKWAY PHASE 7 - ADDED SIGNAGE PLAN REV.12



Jr. Davis Construction Company, Inc.

JR. DAVIS CONSTRUCTION

210 S. HOAGLAND BLVD.

KISSIMMEE, FL 34741

Contact: CONOR MACNAMARA

Phone: 407-870-0066

Email: CONOR.MACNAMARA@JR-DAVIS.COM

Quote To: Greeneway Improvement District

Proposal Date: 5/14/2020

Date of Plans: 1/30/18

Revision Date: 3/10/20

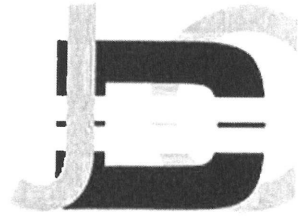
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
110	SURVEY	1.00	LS	565.00	565.00
130	W17-1 RAISED HUMPS AHEAD (BRONZE)	1.00	EA	885.00	885.00
140	W17-1 RAISED HUMPS AHEAD (BLACK)	1.00	EA	735.00	735.00
150	W11-2 PED CROSSING & W16-7P ARROW SIGNS (BLACK)	4.00	EA	775.00	3,100.00
GRAND TOTAL					\$5,285.00

NOTES:

PROPOSAL IS INCLUSIVE OF THE ADDED SIGNS ON NEMOURS PKWY PER PLAN REVISION #12 DATED 5/14/20.

JDC Reference:1961RFCO07

NEMOURS PARKWAY MONUMENT SIGNS



Jr. Davis Construction Company, Inc.

JR. DAVIS CONSTRUCTION

210 S. HOAGLAND BLVD.

KISSIMMEE, FL 34741

Contact: CONOR MACNAMARA

Phone: 407-870-0066

Email: CONOR.MACNAMARA@JR-DAVIS.COM

Quote To: Greenway Improvement District

Proposal Date: 5/15/2020

Date of Plans: 6/14/2017

Revision Date: 3/30/20

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
50	Survey	1.00	LS	985.99	985.99
100	Landscape & Irrigation Restoration	1.00	LS	10,942.33	10,942.33
200	Labor & Material Price Escalation	1.00	LS	9,258.74	9,258.74

GRAND TOTAL

\$21,187.06

\$10,244.73

NOTES:

Proposal is inclusive of landscaping and irrigation restoration along with labor and material price escalation. The pricing included in the Nemours Pkwy PH.7 contract executed 8/22/18 was based on monument signs being installed during the project prior to landscaping. The sign locations included in the revised landscaping drawings received 3/30/20 are at areas where existing landscaping/ irrigation will require restoration following construction of monuments.

JDC Reference:1961RFCO08