

Greenway Improvement District

12051 Corporate Boulevard Orlando, FL 32817; 407-723-5900

www.greenwayid.org

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Greenway Improvement District which will be held Tuesday, July 21, 2020 at 3:00 p.m. using telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69 & 20-123. The proposed agenda for this Board Meeting is found below.

Please use the following information to join the telephonic conferencing:

Phone: 1-844-621-3956 Participant Code: 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Discussion regarding Executive Orders 20-52, 20-69 & 20-123**
- 2. **Consideration of the Minutes of the June 16, 2020 Auditor Selection Committee Meeting**
- 3. **Consideration of the Minutes of the June 16, 2020 Board of Supervisors' Meeting**

Business Matters

- **Consideration of Extending Existing Nemours Parkway Landscape and Irrigation Maintenance Services Agreement with Cepra (Section 1)**
- **Consideration of Extending Existing Tavistock Lakes Boulevard Landscape and Irrigation Maintenance Services Agreement with Cepra (Section 2)**
- **Consideration of Extending Existing Laureate Boulevard Landscape and Irrigation Maintenance Services Agreement with Down to Earth (Section 3)**
- 4. **Ratification of Requisition Nos. 2018-70 – 2018-83 Approved in June 2020 in an amount totaling \$30,227.02 (*provided under separate cover*)**
- 5. **Ratification of Operation and Maintenance Expenditures Paid in June 2020 in an amount totaling \$67,105.44 (*provided under separate cover*)**
- 6. **Recommendation of Work Authorizations/Proposed Services (*if applicable*)**
- 7. **Review of District's Financial Position and Budget to Actual YTD (*provided under separate cover*)**

Other Business

- A. Staff Reports
 - 1. District Counsel
 - 2. District Manager
 - 3. District Engineer
 - 4. Construction Supervisor
- B. Supervisor Requests

Adjournment



GREENEWAY IMPROVEMENT DISTRICT

**Executive Orders
20-52, 20-69 & 20-123**

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-52

(Emergency Management - COVID-19 Public Health Emergency)

WHEREAS, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

WHEREAS, in late 2019, a new and significant outbreak of COVID-19 emerged in China; and

WHEREAS, the World Health Organization previously declared COVID-19 a Public Health Emergency of International Concern; and

WHEREAS, in response to the recent COVID-19 outbreak in China, Iran, Italy, Japan and South Korea, the Centers for Disease Control and Prevention (“CDC”) has deemed it necessary to prohibit or restrict non-essential travel to or from those countries; and

WHEREAS, on March 1, 2020, I issued Executive Order number 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 7, 2020, I directed the Director of the Division of Emergency Management to activate the State Emergency Operations Center to Level 2 to provide coordination and response to the COVID-19 emergency; and

WHEREAS, as of March 9, 2020, eight counties in Florida have positive cases for COVID-19, and COVID-19 poses a risk to the entire state of Florida; and

WHEREAS, the CDC currently recommends community preparedness and everyday prevention measures be taken by all individuals and families in the United States, including voluntary home isolation when individuals are sick with respiratory symptoms, covering coughs and sneezes with a tissue and disposal of the tissue immediately thereafter, washing hands often with soap and water for at least 20 seconds, using of alcohol-based hand sanitizers with 60%-95% alcohol if soap and water are not readily available and routinely cleaning frequently touched surfaces and objects to increase community resilience and readiness for responding to an outbreak; and

WHEREAS, the CDC currently recommends mitigation measures for communities experiencing an outbreak including staying at home when sick, keeping away from others who are sick, limiting face-to-face contact with others as much as possible, consulting with your healthcare provider if individuals or members of a household are at high risk for COVID-19 complications, wearing a facemask if advised to do so by a healthcare provider or by a public health official, staying home when a household member is sick with respiratory disease symptoms if instructed to do so by public health officials or a health care provider; and

WHEREAS, as Governor, I am responsible for meeting the dangers presented to this state and its people by this emergency.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. Because of the foregoing conditions, I declare a state of emergency exists in the State of Florida.

Section 2. I designate the Director of the Division of Emergency Management (“Director”) as the State Coordinating Officer for the duration of this emergency and direct him to execute the State’s Comprehensive Emergency Management Plan and other response, recovery, and mitigation plans necessary to cope with the emergency. Additionally, I designate the State Health Officer and Surgeon General as a Deputy State Coordinating Officer and State Incident Commander.

Pursuant to section 252.36(1)(a), Florida Statutes, I delegate to the State Coordinating Officer the authority to exercise those powers delineated in sections 252.36(5)-(10), Florida Statutes, which he shall exercise as needed to meet this emergency, subject to the limitations of section 252.33, Florida Statutes. In exercising the powers delegated by this Order, the State Coordinating Officer shall confer with the Governor to the fullest extent practicable. The State Coordinating Officer shall also have the authority to:

A. Seek direct assistance and enter into agreements with any and all agencies of the United States Government as may be needed to meet the emergency.

B. Designate additional Deputy State Coordinating Officers, as necessary.

C. Suspend the effect of any statute, rule, or order that would in any way prevent, hinder, or delay any mitigation, response, or recovery action necessary to cope with this emergency.

D. Enter orders as may be needed to implement any of the foregoing powers; however, the requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such orders issued by the State Coordinating Officer; however, no such order shall remain in effect beyond the expiration of this Executive Order, to include any extension.

Section 3. I order the Adjutant General to activate the Florida National Guard, as needed, to deal with this emergency.

Section 4. I find that the special duties and responsibilities resting upon some State, regional, and local agencies and other governmental bodies in responding to the emergency may require them to suspend the application of the statutes, rules, ordinances, and orders they administer. Therefore, I issue the following authorizations:

A. Pursuant to section 252.36(1)(a), Florida Statutes, the Executive Office of the Governor may suspend all statutes and rules affecting budgeting to the extent necessary to provide budget authority for state agencies to cope with this emergency. The requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such suspension issued by the Executive Office of the Governor; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extension.

B. Each State agency may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of that agency, if strict compliance with the provisions of any such statute, order, or rule would in any way prevent, hinder, or delay necessary action in coping with the emergency. This includes, but is not limited to, the authority to suspend any and all statutes, rules, ordinances, or orders which affect leasing, printing, purchasing, travel, and the condition of employment and the compensation of employees. For the purposes of this Executive Order, “necessary action in coping with the emergency” means any emergency mitigation, response, or recovery action: (1) prescribed in the State Comprehensive Emergency Management Plan (“CEMP”); or (2) ordered by the State Coordinating Officer. The requirements of sections 252.46 and 120.54, Florida Statutes, shall not apply to any such suspension issued by a State agency; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extensions.

C. In accordance with section 465.0275, Florida Statutes, pharmacists may dispense up to a 30-day emergency prescription refill of maintenance medication to persons who reside in an area or county covered under this Executive Order and to emergency personnel who have been activated by their state and local agency but who do not reside in an area or county covered by this Executive Order.

D. In accordance with section 252.38, Florida Statutes, each political subdivision within the State of Florida may waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

- 1) Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community;
- 2) Entering into contracts; however, political subdivisions are cautioned against entering into time and materials contracts without ceiling as defined by 2 CFR 200.318(j) or cost plus percentage contracts as defined by 2 CFR 200.323(d);
- 3) Incurring obligations;
- 4) Employment of permanent and temporary workers;
- 5) Utilization of volunteer workers;
- 6) Rental of equipment;
- 7) Acquisition and distribution, with or without compensation, of supplies, materials, and facilities; and,
- 8) Appropriation and expenditure of public funds.

E. All State agencies responsible for the use of State buildings and facilities may close such buildings and facilities in those portions of the State affected by this emergency, to the extent necessary to meet this emergency. I direct each State agency to report the closure of any State

building or facility to the Secretary of the Department of Management Services. Under the authority contained in section 252.36, Florida Statutes, I direct each County to report the closure of any building or facility operated or maintained by the County or any political subdivision therein to the Secretary of the Department of Management Services. Furthermore, I direct the Secretary of the Department of Management Services to:

- 1) Maintain an accurate and up-to-date list of all such closures; and,
- 2) Provide that list daily to the State Coordinating Officer.

Section 5. I find that the demands placed upon the funds appropriated to the agencies of the State of Florida and to local agencies are unreasonably great and the funds currently available may be inadequate to pay the costs of coping with this emergency. In accordance with section 252.37(2), Florida Statutes, I direct that sufficient funds be made available, as needed, by transferring and expending moneys appropriated for other purposes, moneys from unappropriated surplus funds, or from the Budget Stabilization Fund.

Section 6. All State agencies entering emergency final orders or other final actions in response to this emergency shall advise the State Coordinating Officer contemporaneously or as soon as practicable.

Section 7. Medical professionals and workers, social workers, and counselors with good and valid professional licenses issued by states other than the State of Florida may render such services in Florida during this emergency for persons affected by this emergency with the condition that such services be rendered to such persons free of charge, and with the further condition that such services be rendered under the auspices of the American Red Cross or the Florida Department of Health.

Section 8. All activities taken by the Director of the Division of Emergency Management and the State Health Officer and Surgeon General with respect to this emergency before the issuance of this Executive Order are ratified. This Executive Order shall expire sixty days from this date unless extended.



ATTEST:


SECRETARY OF STATE

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 9th day of March, 2020.


RON DESANTIS, GOVERNOR

FILED
2020 MAR -9 PM 5:52
TALLAHASSEE, FLORIDA

STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-69

(Emergency Management – COVID-19 – Local Government Public Meetings)

WHEREAS, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency as a result of COVID-19; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

WHEREAS, on March 17, 2020, I wrote a letter to Attorney General Ashley Moody seeking an advisory opinion regarding concerns raised by local government bodies about their ability to hold meetings through teleconferencing and other technological means in order to protect the public and follow the CDC guidance regarding social distancing; and

WHEREAS, on March 19, 2020, Attorney General Ashley Moody delivered an opinion to me indicating that certain provisions of Florida law require a physical quorum be present for local government bodies to conduct official business, and that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in person, or that the in person requirement for constituting a quorum is lawfully suspended during the state of emergency; and

WHEREAS, it is necessary and appropriate to take action to ensure that COVID-19 remains controlled, and that residents and visitors in Florida remain safe and secure;

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby suspend any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place.

Section 2. Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

Section 3. This Executive Order does not waive any other requirement under the Florida Constitution and "Florida's Government in the Sunshine Laws," including Chapter 286, Florida Statutes.

Section 4. This Executive Order shall expire at the expiration of Executive Order 20-52, including any extension.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 20th day of March, 2020


RON DESANTIS, GOVERNOR

ATTEST:


SECRETARY OF STATE

FILED
2020 MAR 20 AM 9:38
TALLAHASSEE, FLORIDA

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-123

(Full Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on April 29, 2020, I issued Executive Order 20-112 initiating Phase 1 of the Safe. Smart. Step-by-Step. Plan for Florida's Recovery; and

WHEREAS, Executive Order 20-112 did not exhaust the recommendations of the proposed Phase 1 included in the White House's Guidelines for Re-Opening America Again.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Executive Order 20-112, as modified by Executive Order 20-120, is extended as further modified by this order below, bringing all Florida counties into Full Phase 1.

Section 1. Restaurants, Retail, Museums and Gyms

- A. Restaurants and food establishments licensed under Chapters 500 or 509, Florida Statutes, may serve patrons at indoor seating so long as they limit indoor occupancy up to fifty (50) percent of their seating capacity, excluding employees. The requirement for a minimum of 6 feet between parties is superseded to the extent appropriate partitioning is in place. Bar counters are to remain closed to seating, and

outdoor seating remains available with social distancing. The Department of Business and Professional Regulation (DBPR) will post and update appropriate safety measures on its website.

- B. In-store retail sales establishments may operate up to fifty (50) percent of their building occupancy and abide by the safety guidelines issued by the CDC and OSHA.
- C. Museums and libraries may operate up to fifty (50) percent of their building occupancy, provided, however, that local public museums and local public libraries may operate only if permitted by local government.
- D. Gyms and fitness centers may operate up to fifty (50) percent of their building occupancy so long as they adopt safety measures including appropriate social distancing for classes and sufficient cleaning supplies to ensure, at a minimum, patrons' individual self-cleaning of surfaces and machines using sanitation wipes following each use. DBPR will post and update best practices on its website.

Section 2. Professional Sports Venues

Professional sports may operate in the State of Florida and venues may host training, competitions, events and games. This provision shall preempt any local rule prohibiting a professional sports team conducting, or the operations of the venue from hosting, those sports activities at facilities in the State.

Section 3. Amusement Parks

Amusement parks may submit a re-opening plan to the State of Florida that includes a proposed date for resumption of operations and proposed guidelines to ensure guest and staff safety. Requests to re-open must include an endorsement letter from the County Mayor or in absence of a county mayor from the City Mayor and County Administrator. This request shall

identify a future date certain for re-opening and verify that the official has approved a re-open plan to ensure patron and staff safety.

Section 4. Vacation Rentals

Counties may seek approval to operate vacation rentals with a written request from the County Administrator and the county's safety plan for vacation rental operations submitted to the DBPR Secretary. DBPR will post and update guidance on its website.

Section 5. Local Government Public Meetings Order Extended

The Executive Order 20-69 is extended for the duration of this order.

Section 6. Enforcement

This order shall be enforced under section 252.47, Florida Statutes. Violation of this order is a second-degree misdemeanor pursuant to section 252.50, Florida Statutes, and is punishable by imprisonment not to exceed 60 days, a fine not to exceed \$500, or both.

Section 7. Effective Date

This order is effective at 12:01 a.m. on Monday, May 18, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 14th day of May, 2020.

A large, stylized handwritten signature in black ink, which appears to be "Ron DeSantis".

RON DESANTIS, GOVERNOR

ATTEST:

A handwritten signature in black ink, which appears to be "Laurel M. Lee".

SECRETARY OF STATE

FILED
2020 MAY 15 AM 10:56
TALLAHASSEE, FLORIDA
SECRETARY OF STATE

GREENEWAY IMPROVEMENT DISTRICT

**Minutes of the June 16, 2020
Auditor Selection Committee Meeting**

GREENWAY IMPROVEMENT DISTRICT

AUDITOR SELECTION COMMITTEE MEETING MINUTES

FIRST ORDER OF BUSINESS

The Auditor Selection Committee Meeting for the Greenway Improvement District was called to order on Tuesday, June 16, 2020 at 3:01 p.m. via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69 & 20-112

Present via speakerphone:

Richard Levey	Committee Member
Alex Figuero	Committee Member
Amanda Kost	Committee Member

Also, attending via phone:

Jennifer Walden	PFM
Lynne Mullins	PFM
Tucker Mackie	Hopping Green & Sams
Jeff Newton	Donald W. McIntosh Associates, Inc.
Larry Kaufmann	Construction Supervisor & Construction Committee Member
Scott Thacker	District Landscape Supervisor & Construction Committee Member

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey called for any public comments on any agenda items. There were no comments provided.

THIRD ORDER OF BUSINESS

Review of Auditing Services Proposals

- a) **Berger, Toombs, Elam, Gaines & Frank**
- b) **Carr, Riggs & Ingram**
- c) **Grau & Associates**

Ms. Walden noted the District received three proposals from Berger, Toombs, Elam, Gaines & Frank, Carr, Riggs & Ingram, and Grau & Associates. She explained the District Management firm has worked with all of the proposers with various Districts and Berger Toombs is the current Auditor for this District.

FORTH ORDER OF BUSINESS

Ranking of Auditing Services Proposals

Ms. Walden noted for all evaluation criteria other than price that each of the Auditors scored 20 points. Berger, Toombs, Elam, Gaines & Frank came in at \$22,455.00, Carr, Riggs & Ingram came in at \$51,100.00, and Grau & Associates came in at \$26,000.00 and this is for five years of services.

The recommended rankings are as follows;

1. Berger, Toombs, Elam, Gaines & Frank
2. Grau & Associates
3. Carr, Riggs & Ingram

On Motion by Ms. Kost, second by Mr. Figuero, with all in favor, the Auditor Selection Committee for the Greenway Improvement District accepted the recommended rankings, ranking Berger, Toombs, Elam, Gaines & Frank as the No.1 bidder, Grau & Associates as the No. 2 bidder and Carr, Riggs & Ingram as the No. 3 bidder.

FIFTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss. Ms. Walden 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 Auditor Selection Committee for the Greenway Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

GREENEWAY IMPROVEMENT DISTRICT

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

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 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 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 and Selection of Auditor 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 what the basis of his decision was. 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 pulled back the date that would expire 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 release 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



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

MEMORANDUM

DATE: June 16, 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: A Certificate of Completion was issued by the City of Orlando on 05/27/20. A final landscape walk was conducted on 06/04/20. The construction of the hardscape monuments is still outstanding pending delivery of special ordered materials. It is recommended that a Certificate of Final Completion be issued for the civil improvements, specifically excluding the monuments, clearly establishing the date of completion for all civil improvements (05/27/20) and commencement of applicable warranties. It is also recommended that the District release all held retainage related to the civil improvements to the contractor, leaving only the contract amounts related to the construction of the monuments and the maintenance of landscape and irrigation during the 12-month maintenance period remaining to be paid under the contract. The Greenway Improvement District will be invoicing the Boggly Creek Improvement District for improvements within the BCID boundary.

SURVEYORS

Change Order (C.O.) Status: None

Recommended Motion: Authorize District staff to release retainage being held on the construction contract and authorize the Chairman to execute the Certificate of Final Completion for all civil improvements after signature by contractor and engineer.

Miscellaneous

As a general housekeeping matter, it is recommended that the District execute Certificates of Final Completion on previously completed projects that are still under warranty, including Nemours Parkway Phase 6, Kellogg Avenue Extension and Kellogg Avenue Drainage Improvements, to clearly document the date of project completion (02/14/20, 05/22/19 and 02/25/20 respectively) and commencement of applicable warranties.

Recommended Motion: Authorize the Chairman to execute the Certificates of Final Completion for Nemours Parkway Phase 6, Kellogg Avenue Extension and Kellogg Avenue Drainage Improvements after signature by contractor and engineer.

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068



Memorandum

*Re: Greenway Improvement District
Construction Contract Status*

June 16, 2020

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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

**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 Childrens'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	

GREENEWAY IMPROVEMENT DISTRICT

**Requisition Nos. 2018-70 - 2018-83 Approved in
June 2020 in an amount totaling \$30,227.02
*(provided under separate cover)***

GREENEWAY IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
June 2020 in an amount totaling \$67,105.44**
(provided under separate cover)

GREENEWAY IMPROVEMENT DISTRICT

Work Authorization/Proposed Services
(if applicable)

GREENEWAY IMPROVEMENT DISTRICT

**District's Financial Position and
Budget to Actual YTD**
(provided under separate cover)