

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, January 19, 2021, at 3:02 p.m. 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827

Present:

Amanda Kost	Board Member
Karen Duerr	Board Member
Chad Tinetti	Board Member
Matthew Franko	Board Member (joined @ 3:03)
Antoinette Munroe	Board Member (via phone)

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Deb Sier	Hopping Green & Sams	(via phone)
Jeff Newton	District Engineer	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor	(via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden asked for any public comments. There were no comments at this time.

THIRD ORDER OF BUSINESS

Swearing in Newly Elected Board Members

Ms. Duerr and Mr. Franko were administered the oath of office prior to the start of today's meeting. Ms. Munroe will be administered the oath of office prior to the next meeting.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the November 10, 2020, Board of Supervisors Meeting.

The Board reviewed the minutes of the November 10, 2020, Board of Supervisors Meeting.

Mr. Franko joined the meeting in progress at 3:03 p.m.

On Motion by Ms. Duerr second by Ms. Kost, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the November 10, 2020, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

Consideration of Minutes of the December 10, 2020 Workshop

The Board reviewed the minutes of the December 10, 2020, Workshop.

On Motion by Mr. Tinetti, second by Ms. Duerr, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the December 10, 2020, Workshop.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-03, Election of Officers

Mrs. Walden explained the current slate of officers is as follows: the Chair is vacant, Mr. Chad Tinetti as Vice-Chair, Ms. Jennifer Walden as Secretary, Ms. Lynne Mullins, Ms. Karen Duerr, and Ms. Amanda Kost as Assistant Secretaries, Ms. Amanda Lane as Treasurer, and Ms. Jennifer Glasgow as Assistant Treasurer. The Board is free to choose the slate of officers as it sees fit but District Management asked that the individuals with PFM stay in their current positions so they can handle the appropriate items when they arise.

On Motion by Ms. Duerr, second by Ms. Kost the Board of Supervisors for the Greenway Improvement District nominated Mr. Chad Tinetti as Chair.

On Motion by Mr. Tinetti, second by Ms. Kost the Board of Supervisors for the Greenway Improvement District nominated Ms. Karen Duerr as Vice-Chair.

Ms. Walden requested a motion to approve Resolution 2021-03.

On Motion by Ms. Kost, second by Ms. Duerr, the Board of Supervisors for the Greenway Improvement District approved Resolution 2021-03, Election of Officers, as follows: Mr. Chad Tinetti as Chair, Ms. Karen Duerr as Vice-Chair, Ms. Jennifer Walden as Secretary, Ms. Lynne Mullins, Mr. Matthew Franko, and Ms. Amanda Kost as Assistant Secretaries, Ms. Amanda Lane as Treasurer and Ms. Jennifer Glasgow as Assistant Treasurer.

SEVENTH ORDER OF BUSINESS

Ratification of Non-Ad Valorem Assessment Administration Agreement with the Orange County Property Appraiser

The Board reviewed the Non-Ad Valorem Assessment Administration Agreement with the Orange County Property Appraiser.

On Motion by Ms. Duerr, second by Mr. Tinetti, the Board of Supervisors for the Greenway Improvement District approved the Non-Ad Valorem Assessment Administration Agreement with the Orange County Property Appraiser.

EIGHTH ORDER OF BUSINESS

Consideration of Landscape Proposals for Nemours Parkway Phase 7

Ms. Walden stated the District received two proposals for landscape maintenance along Nemours Parkway Phase 7 – one from Cepra and one from Berman. Cepra's proposals is for a monthly cost of \$1,988.33 or an annual cost of \$23,800.00 while Berman's proposal is for a monthly cost of \$1,899.86 or an annual cost of \$22,798.32.

The Construction Committee was not able to meet last week as they did not have a quorum. Ms. Walden previously spoke to Mr. Kaufmann who recommended the Board award the contract to Cepra. Mr. Kaufmann noted Cepra is doing the rest of the roadway and for the sake of continuity, it would be appropriate to choose Cepra rather than split it up. Mr. Thacker was also in agreement.

Ms. Kost asked about the price in comparison to the other roads they are maintaining. Mr. Kaufmann stated it is comparable but this roadway has some 4-lane and landscaping which slightly increased the cost. Ms. Walden requested a motion to award the work to Cepra and authorize District staff to amend the current agreement to include Nemours Parkway Phase 7 and authorize the Chair to execute

On Motion by Ms. Duerr, second by Ms. Kost, the Board of Supervisors for the Greenway Improvement District approved Cepra's proposal; authorized District staff to update Cepra's current contract; and authorized the Chair to execute the agreement outside a meeting.

NINTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2018-103 & 2018-104 Paid in November 2020 in the amount totaling \$44,903.25

Board Members reviewed Requisition Nos. 2018-103 & 2018-104 paid in November 2020 in the amount totaling \$44,903.25.

On Motion by Mr. Tinetti, second by Mr. Duerr, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 2018-103 & 2018-104 paid in November 2020 in the amount totaling \$44,903.25.

TENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2018-105 & 2018-110 Paid in December 2020 in the amount totaling \$593.314.13

Board Members reviewed Requisition 2018-105 - 2018-110 paid in December 2020 in the amount totaling \$593.314.13.

On Motion by Mr. Tinetti, second by Ms. Duerr, the Board of Supervisors for the Greenway Improvement District ratified Requisition 2018-105 - 2018-110 paid in December 2020 in the amount totaling \$593.314.13.

ELEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenses Paid in November 2020 in the amount totaling \$41,345.13

Board Members reviewed Operation and Maintenance Expenses Paid in November 2020 in the amount totaling \$41,345.13.

On Motion by Mr. Tinetti, second by Ms. Kost, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenses Paid in November 2020 in the amount totaling \$41,345.13.

TWELFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenses Paid in December 2020 in the amount totaling \$96,637.40

Board Members reviewed Operation and Maintenance Expenses Paid in December 2020 in the amount totaling \$96,637.40.

On Motion by Ms. Kost, second by Mr. Duerr, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenses Paid in November 2020 in the amount totaling \$96,637.40.

THIRTEENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann had no work authorization for this Board at this time.

FOURTEENTH 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 YTD. Ms. Walden stated that the budget to actual and financials are through the end of December. The District has spent \$197,800.00 vs. a budget of \$921,000.00. so the District is currently under budget. There was no action required by the Board.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Sier made a presentation regarding recent legislative changes that require Board action.. The Florida Legislature passed a new law that went into effect of January 1, 2021 which requires public employers to participate in the E-Verify System. E-Verify, which is operated by the Department of Homeland Security, is used to confirm that employees are eligible to work in the United States. Local government entities, like the District, that enter into contracts are now required to register for the E-Verify System. Registration involves completing an online form and executing a Memorandum of Understanding. The District will include language on all new contracts that requires the contractors to comply with the E-Verify System as well. Ms. Sier requested the Board delegate to the Secretary the authority to register the District on E-Verify and execute the MOU.

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District delegated to the Secretary the authority to register the District on E-Verify and execute the Memorandum of Understanding.

District Manager –

Ms. Walden noted the next meeting is scheduled for Tuesday, February 16, 2021, and the District will need to hold the meeting back at the hotel.

District Engineer –

Mr. Newton stated there are no active construction projects within the Greenway Improvement District but the next one coming up is Centerline Drive Segment F, which the Board approved to be bid 2-3 months ago. This project is dependant on a project in the Poitras CDD. He recommended that there be a cooperation agreement between Greenway ID and Poitras CDD to allow the Poitras CDD to construct Centerline Drive Segment F on behalf of the Greenway ID. There is no action required by the Board at this time. Additionally, Greenway will have to put out an RFQ soon for

prequalified Contractors because the current list of prequalified Contractors for this District expires in May 2021.

Construction Supervisor – Mr. Kaufmann stated it is important that the District put out the RFQ for prequalified Contractors simultaneously across all the Lake Nona Districts.

District Landscape Supervisor- No Report

SIXTEENTH ORDER OF BUSINESS

Supervisor and Audience Comments & Adjournment

There were no Supervisor requests or audience comments. Ms. Walden requested a motion to adjourn.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the January 19, 2021, meeting of the Board of Supervisors for the Greeneway Improvement District was adjourned.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson