

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, November 10, 2020, at 3:00 p.m. at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827.

Present:

Richard Levey	Chairman
Chad Tinetti	Vice-Chairman
Alex Figuero	Assistant Secretary
Karen Duerr	Assistant Secretary

Also, attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Kevin Plenzler	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	
Deb Sier	Hopping Green & Sams	
Jeff Newton	Donald W. McIntosh Associates	(via phone)
Scott Thacker	District Landscape Supervisor	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	
		(via phone)
Dan Byrnes	Tavistock	(via phone)
Ralph Ireland	Tavistock	(via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey noted for the record no members of the public wished to speak.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the October 20, 2020, Board of Supervisors' Meeting

Board Members reviewed the minutes from the October 20, 2020, Board of Supervisors' Meeting.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the October 20, 2020, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Egis Insurance & Risk Advisors Proposal

Ms. Walden explained that at the last meeting the decorative monuments had been finalized. As a result, District staff asked the insurance provider for a quote to add them to the property insurance the District already has for the other monuments. It would be an additional annual cost of \$495.00 which is already accounted for in the budget. Mr. Levey requested a motion to approve the Egis Insurance & Risk Advisors Proposal.

On Motion by Ms. Duerr, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Egis Insurance & Risk Advisors Proposal for Decorative Monuments for an annual cost of \$495.00 as an addition to the already existing insurance policy.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-01, Adopting an Amended Budget for FY 2020

Ms. Walden presented Resolution 2021-01, Adopting an Amended Budget for Fiscal Year 2020. Included as an exhibit is the revised budget. Ms. Walden explained the column to the left shows the actual expenses through to date for Fiscal Year 2020. Some invoices lag and the District has 60 days after the Fiscal Year closes to incur those expenses. The total expenses are \$825,000.00, which is less than net revenues so the District did not go over budget; however, a couple of the line items went over the 10% threshold so the purpose of this resolution is to amend the budget for Fiscal Year 2020 to account for these variances.

The Board reviewed the revised budget. A question was raised about the holiday decorations, which did not previously have a specific line item. Ms. Walden responded that it was previously addressed under miscellaneous; however, since it is a recurring charge, it was moved to its own line item.

There were no other questions or comments, so Dr. Levey requested a motion to approve Resolution 2021-01, as presented.

On Motion by Mr. Figuero, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2021-01, Adopting an Amended Budget for FY 2020.

SIXTH ORDER OF BUSINESS

Consideration of FY 2020 Audit Engagement Letter

Ms. Walden explained District Counsel has reviewed and provided revisions and the final version appears in the agenda packet. Ms. Walden requested approval by the Board so the Auditor can begin the Fiscal Year 2020 Audit.

On Motion by Mr. Figuero, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the FY 2020 Audit Engagement Letter.

SEVENTH ORDER OF BUSINESS

Consideration of Matters Pertaining to Request for Boundary Contraction

- a) Presentation of Boundary
Contraction Map**
- b) Discussion Regarding
Proposed Contraction**
- c) Consideration of
Boundary Amendment
Funding Agreement**
- d) Consideration of
Resolution 2021-02,
Authorizing and
Approving Boundary
Contraction**

Ms. Mackie explained Lake Nona Land Company approached District staff with a request that the District Board consider a boundary amendment contraction which would remove approximately 389 acres from the existing Greenway District. The contraction would be contemporaneous with the establishment of a new district (Midtown District) over the boundaries of the land removed from the Greenway District.

Ms. Mackie presented the Boundary Contraction Map. The property proposed to be removed from the District currently secures a portion of the District's Debt Service and those obligations would be satisfied at the time the City approves the contraction by the landowner(s) paying off the outstanding Bonds associated with those parcels being removed from the District. District staff evaluated the allocation of maintenance obligations as a result of this boundary contraction in an effort to minimize the effect on the existing residents within Greenway as a result of the boundary contraction.

The Board would act as the petitioner to the City of Orlando for the Boundary Contraction.

Mr. Plenzler provided an overview of the Proposed Contraction. PFM looked at the existing Greenway Improvement District O&M Budget as approved by the Board for Fiscal Year 2021 and looked at what the allocation of O&M would look like pre- and post-split. PFM estimated what the O&M would look like as a result of removing the acreage shown in the map and how it would impact O&M Assessments for the remaining property owners within the Greenway Improvement District. It was estimated the O&M funding being generated by the contracted Greenway Improvement District is just over \$600,000.00 and the estimated total expenses would be roughly \$633,000.00. The difference of \$27,000.00 is about 3% of the current budget.

Mr. Plenzler noted the yellow lines in the Boundary Contraction Map that extend into the contracted Greenway District are anticipated to be included as O&M obligations of the proposed Midtown District. There are additional development plans within The Gatherings as well as some remaining lands within the Greenway ID on the order of 240-250 future residential units which will be included within Greenway ID.

The per ERU O&M costs are estimated to be \$288.00 per ERU before the contraction and \$287.00 per ERU after the contraction. The impact on O&M assessments as a result of the contraction is not expected to be dramatic or create a substantial increase in O&M assessments for the remaining property owners within the contracted Greenway District.

Ms. Duerr asked if there could be a big variance from the estimated O&M impact and if this could be guaranteed. Mr. Plenzler responded that they couldn't guarantee this without knowing the future O&M obligations of the Greenway District going forward and this is the best estimate given the current budget. O&M Budgets can go up in the future, but District staff is trying to do their best to make sure it doesn't go up as a result of the contraction. There is enough room for error in the estimate that there could be a moderate increase or decrease to the O&M budget. Ms. Mackie stated the District was already forecasted to have to increase the budget in the future because of more improvements coming online for maintenance and those items will now be in the boundaries of the Midtown District so the existing Greenway residents won't see an increase as a result of those additional improvements. Ms. Mackie discussed required interlocal agreements between the Districts. Ms. Duerr asked about the Greenlink improvement as it relates to the Midtown District. Ms. Mackie stated the Greenway portion of that O&M obligation will be allocated between the contracted Greenway District and the Midtown District. Ms. Mackie stated Centerline Drive is not complete yet and the existing Greenway District has not incurred that maintenance obligation yet. When it is completed there will be a budget increase in that year and it will then be in the Midtown District that will be responsible for determining the level of service and associated budget.

A Board Member asked if creating the Midtown District would duplicate some costs. Ms. Mackie stated the Midtown District would need a District Manager, District Engineer, District Counsel etc. However, that is the responsibility of the Midtown District Board and not the Greenway District Board.

There were no additional questions for Mr. Plenzler on the financials. The next item in the package is an Agreement between the Developer and Greenway District in which the Developer commits to paying for the cost of the contraction. The last item is Resolution 2021-02, which Ms. Mackie explained would authorize District staff and the other various consultants needed to begin preparing the petition to contract the District boundary.

Ms. Mackie requested a motion to approve the Boundary Amendment Funding Agreement and a motion to approve Resolution 2021-01, as presented. Mr. Tinetti asked how much of the District is being contracted. Mr. Newton said it is about 389 acres. Ms. Mackie noted the Boundary Amendment Funding Agreement has already been signed by the Developer.

On Motion by Mr. Duerr, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Boundary Amendment Funding Agreement.

The Board reviewed Resolution 2021-02.

On Motion by Mr. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2021-02, Authorizing and Approving Boundary Contraction.

EIGHTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 2018-101 – 2018-102
Approved in October 2020 in
an amount totaling \$4,438.00**

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 Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 2018-101 – 2018-102 Approved in October 2020 in an amount totaling \$4,438.00.

NINTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures
Paid in October 2020 in an
amount totaling \$62,717.93**

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 Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation & Maintenance Expenditures paid in October 2020 in an amount totaling \$62,717.93.

TENTH ORDER OF BUSINESS

**Recommendation of Work
Authorizations/Proposed
Services**

Mr. Thacker reviewed the work authorization for pressure washing the stone columns and monuments throughout the District, including the ones on Laurate Boulevard and Tavistock Lakes Boulevard, in the amount of \$6,550.00.

Ms. Duerr asked if this is for regular maintenance or a one-time cost. Mr. Thacker stated this is a one-time charge. One time per year the District power washes everything and there is a little bit extra in the budget to touch up later in the year if needed.

On Motion by Mr. Figuero, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorizations/Proposed Services for Berman in the amount of \$6,550.00.

ELEVENTH 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 the end of October. Ms. Walden noted that the District has spent a total of \$63,000.00 in expenses and is currently under budget. No action is required by the Board.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No Report

District Manager –

Ms. Walden noted the next meeting is scheduled for Tuesday, December 15, 2020, at the Courtyard Orlando Lake Nona.

Ms. Mackie noted District staff plans to hold a workshop for the new Board Members and existing Board Members are welcome to attend as well if they are interested, but it is not a requirement. Ms. Duerr stated the District is now able to use the Brainstorming Room at the Tavistock office which allows space to socially distance. Ms. Walden will reach out about a change in location for the District Board Meetings.

District Engineer –

No Report

Construction Supervisor –

No Report

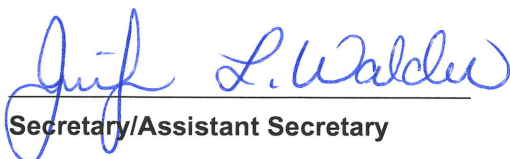
District Landscape Supervisor – No Report

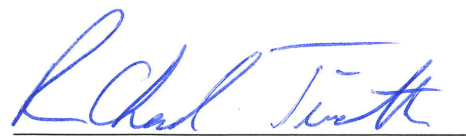
THIRTEENTH ORDER OF BUSINESS

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 Mr. Tinetti, with all in favor, the November 10, 2020, meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair