

Greenway Improvement District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 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 ("District"), scheduled to be held at **2:30 p.m. on Tuesday, November 16, 2021 at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via computer or the conference line:

Phone: 1-844-621-3956 Computer: pfmgroup.webex.com Participant Code: 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the October 19, 2021 Board of Supervisors' Meeting**

Business Matters

- 2. **Consideration of Resolution 2022-01, Adopting an Amended Budget for Fiscal Year 2021**
- 3. **Consideration of Kutak Rock Fee Agreement**
- 4. **Discussion of Memo for Wastewater and Stormwater Needs Analysis**
- 5. **Ratification of Requisition Nos. 705 – 707 Paid in October 2021 in an amount totaling \$1,049.89**
- 6. **Ratification of Operation and Maintenance Expenditures Paid in October 2021 in an amount totaling \$61,229.14**
- 7. **Recommendation of Work Authorizations/Proposed Services (*if applicable*)**
- 8. **Review of District's Financial Position and Budget to Actual YTD**

Other Business

- A. Staff Reports
 - 1. District Counsel
 - 2. District Manager – Trust Account Balances
 - 3. District Engineer
 - 4. Construction Supervisor
 - 5. Landscape Supervisor
 - 6. Irrigation Supervisor
- B. Supervisor Requests

Adjournment



GREENEWAY IMPROVEMENT DISTRICT

**Minutes of the October 19, 2021
Board of Supervisors' Meeting**

GREENWAY IMPROVEMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

FIRST ORDER OF BUSINESS

Roll Call to Confirm a Quorum

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Tuesday, October 19, 2021, at 2:30 p.m. at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

| | |
|-------------------|---|
| Chad Tinetti | Chairperson |
| Amanda Kost | Assistant Secretary |
| Matthew Franko | Assistant Secretary |
| Antoinette Munroe | Assistant Secretary (joined at 2:32 p.m.) |

Also attending:

| | | |
|-----------------|---|-------------|
| Lynne Mullins | PFM | |
| Jennifer Walden | PFM | (via phone) |
| Tucker Mackie | Hopping Green & Sams | |
| Jeff Newton | Donald W. McIntosh Associates | |
| Larry Kaufmann | Construction Supervisor & Construction Committee Member | (via phone) |
| Scott Thacker | District Landscape Supervisor | (via phone) |
| Matt McDermott | Construction Committee Member | (via phone) |

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Mullins asked for any public comments. She noted there was no one present from the public.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the September 21, 2021, Board of Supervisors' Meeting

The Board reviewed the minutes of the September 21, 2021, Board of Supervisors' Meeting.

On Motion by Mr. Franko, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the September 21, 2021, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of 1st Amendment to Personnel Leasing Agreement with Berman

Ms. Mullins stated the 1st Amendment to the Personnel Leasing Agreement with Berman is an update to reflect the decrease in compensation that Greenway Improvement District will be paying for the Administrator Services and Irrigation Specialist Services with Berman. Ms. Mackie added that District staff took the fee in Greenway's current Agreement with Berman and prorated it to determine the amounts that

will now be the responsibilities of the Greenway and Midtown districts using the same metric that was applied to the landscape maintenance and irrigation services. The revised annual amount for the Administrator Services is \$9,920.00 and the Irrigation Specialist Services is \$12,400.00.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the 1st Amendment to Personnel Leasing Agreement with Berman.

FIFTH ORDER OF BUSINESS

Consideration of FY 2021 Audit Engagement Letter

Ms. Mullins presented the Audit Engagement Letter from Berger, Toombs, Elam, Gaines & Frank noting the fee is \$4,425.00, which is under the budgeted amount of \$5,000.00. Ms. Mackie stated she wants to make sure the District has a draft due by date to ensure that the District receives a draft in enough time for the Board and District staff to review it before it is required to be delivered to the Auditor General, which is June 30. Ms. Mackie noted she has not been able to review the engagement letter, but addition of a draft due by date would not be a change with which Berger, Toombs would have an issue because it is standard. Ms. Mackie requested a motion from the Board to approve the FY 2021 Audit Engagement Letter subject to that revision.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the FY 2021 Audit Engagement Letter subject to the inclusion of a draft due by date.

SIXTH ORDER OF BUSINESS

Discussion regarding Hopping Green & Sams and Kutak Rock Transition Letter

Ms. Mackie stated that the Special District Practice Group at Hopping Green & Sams will be joining the Law Firm of Kutak Rock as of November 15, 2021. They are a large national firm which specializes in public finance but do not yet have a Florida presence. Ms. Mackie has spoken to Ms. Rencoret and Mr. Byrnes at Tavistock who are both supportive of the transition. Ms. Mackie clarified there will be no rate change associated with the transition to Kutak Rock, and she will still be providing all counsel services on behalf of the District. There will be a new fee agreement which is largely identical to the one that is currently in place with Hopping Green & Sams. Ms. Mackie stated the Transition Letter will allow District Counsel to transfer the data from Hopping Green & Sams to Kutak Rock prior to November 15, 2021, and requested approval of the Transition Letter Alternative 1.

On Motion by Ms. Kost, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Hopping Green & Sams and Kutak Rock Transition Letter with Alternative 1.

SEVENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 703 – 704 paid in September 2021 in an amount totaling \$664.00

The Board reviewed Requisition Nos. 703 – 704 paid in September 2021 in an amount totaling \$664.00. Ms. Mullins noted these have been previously approved and paid and just need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 703 – 704 in September 2021 in an amount totaling \$664.00.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in September 2021 in an amount totaling \$83,446.03

The Board reviewed Operation and Maintenance Expenditures paid in September 2021 in an amount totaling \$83,446.03. Ms. Mullins noted these have been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures Paid in September 2021 in an amount totaling \$83,446.03.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

There were no Work Authorizations for this District.

TENTH ORDER OF BUSINESS

Review of District's Financial Position and Budget to Actual YTD

The District's Financial Statements are updated through September 30, 2021, and the District has spent approximately \$888,000.00 vs. an overall budget of \$921,000.00. No action is required by the Board.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Mullins noted the next meeting is scheduled for November 16, 2021, at 2:30 p.m. at the Courtyard Orlando Lake Nona.

District Engineer – No Report

Construction Supervisor – No Report

District Landscape Supervisor – No Report

TWELFTH ORDER OF BUSINESS

Supervisor Requests & Adjournment

There were no Supervisor requests, so Ms. Mullins requested a motion to adjourn.

On Motion by Mr. Tinetti, second by Mr. Franko, with all in favor, the October 19, 2021, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

GREENEWAY IMPROVEMENT DISTRICT

**Resolution 2022-01,
Adopting an Amended Budget for Fiscal Year 2021**

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF GREENEWAY IMPROVEMENT DISTRICT ADOPTING AN AMENDED GENERAL FUND BUDGET FOR FISCAL YEAR 2020/2021, PROVIDING FOR APPROPRIATIONS; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on August 18, 2020, the Board of Supervisors of Greenway Improvement District (“**Board**”), adopted Resolution 2020-08 providing for the adoption of the District’s Fiscal Year 2020/2021 annual budget (“**Budget**”); and

WHEREAS, the District Manager, at the direction of the Board, has prepared an amended Budget, to reflect changes in the actual and anticipated appropriations of the Budget; and

WHEREAS, Chapters 189 and 190, *Florida Statutes*, and Section 3 of Resolution 2020-08 authorize the Board to amend the Budget at any time within Fiscal Year 2020/2021 or within sixty (60) days following the end of the Fiscal Year 2020/2021; and

WHEREAS, the Board finds that it is in the best interest of the District and its landowners to amend the Budget to reflect the actual appropriations; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF GREENEWAY IMPROVEMENT DISTRICT:

1. BUDGET AMENDMENT.

- a. The Board has reviewed the District Manager’s proposed amended Budget, copies of which are on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The amended Budget attached hereto as **Exhibit A** and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of sections 190.008(2)(a) and 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, “**Adopted Annual Budget**”) may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for Fiscal Year 2020/2021.

- c. The Adopted Annual Budget shall be maintained in the office of the District Manager and the District Records Office and identified as "The Adopted Budget for Greenway Improvement District for the fiscal year ending September 30, 2021, as amended and adopted by the Board of Supervisors effective November 16, 2021."

2. APPROPRIATIONS. There is hereby appropriated out of the revenues of Greenway Improvement District, the fiscal year beginning October 1, 2020, and ending September 30, 2021, the sums set forth below, to be raised by special assessments, which sums are deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

| | |
|------------------------|-----------|
| TOTAL GENERAL FUND | \$ |
| DEBT SERVICE FUND(S) | \$ |
| TOTAL ALL FUNDS | \$ |

3. CONFLICTS. This Resolution is intended to amend, in part, Resolution 2020-08, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2020-08 that are not amended by this Resolution apply to the Adopted Annual Budget as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

4. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

- 5. EFFECTIVE DATE.** This Resolution shall take effect as of November 16, 2021.

Introduced, considered favorably, and adopted this 16th day of November, 2021.

ATTEST:

GREENEWAY IMPROVEMENT DISTRICT

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A
Amended Fiscal Year 2020/2021 Budget

Greenway Improvement District
FY 2021 Adopted O&M Budget
EXHIBIT A

| | Actual Through 07/31/2020 | FY 2021 Adopted Budget | FY 2021 Proposed Revised Budget |
|---|------------------------------|---------------------------|---------------------------------------|
| <u>Revenues</u> | | | |
| On-Roll Assessments | \$ 539,570.93 | \$ 539,080.28 | \$ 539,080.28 |
| Off-Roll Assessments | 372,087.57 | 372,087.57 | 372,087.57 |
| Developer Contributions | 48,989.37 | - | - |
| Other Income & Other Financing Sources | 49,673.91 | - | - |
| Net Revenues | \$ 1,010,321.78 | \$ 911,167.85 | \$ 911,167.85 |
| <u>General & Administrative Expenses</u> | | | |
| Legislative | | | |
| Supervisor Fees | \$ 5,200.00 | \$ 7,200.00 | \$ 7,200.00 |
| Financial & Administrative | | | |
| Public Officials' Liability Insurance | 2,415.00 | 2,550.00 | 2,550.00 |
| Trustee Services | 9,708.38 | 9,000.00 | 10,000.00 |
| Management | 40,000.00 | 40,000.00 | 40,000.00 |
| Engineering - District | 5,957.50 | 10,000.00 | 10,000.00 |
| Engineering - Developer | 21,662.25 | - | - |
| Dissemination Agent | 5,000.00 | 5,000.00 | 5,000.00 |
| Property Appraiser | 2,810.00 | 1,700.00 | 2,810.00 |
| District Counsel - District | 24,420.47 | 30,000.00 | 30,000.00 |
| District Counsel - Developer | 25,494.11 | - | - |
| Assessment Administration | 7,500.00 | 7,500.00 | 7,500.00 |
| Reamortization Schedules | - | 250.00 | 250.00 |
| Audit | 4,425.00 | 5,000.00 | 5,000.00 |
| Travel and Per Diem | 103.61 | 300.00 | 300.00 |
| Telephone | - | 50.00 | 50.00 |
| Postage & Shipping | 195.10 | 1,000.00 | 1,000.00 |
| Copies | - | 2,500.00 | 2,500.00 |
| Legal Advertising | 4,223.76 | 7,500.00 | 7,500.00 |
| Miscellaneous | 658.90 | 5,100.00 | 5,100.00 |
| Property Taxes | 4,246.25 | 1,000.00 | 4,300.00 |
| Web Site Maintenance | 2,700.00 | 2,700.00 | 2,700.00 |
| Holiday Decorations | 6,075.00 | 8,000.00 | 8,000.00 |
| Dues, Licenses, and Fees | 175.00 | 250.00 | 250.00 |
| Total General & Administrative Expenses | \$ 172,970.33 | \$ 146,600.00 | \$ 152,010.00 |
| <u>Field Operations</u> | | | |
| Electric Utility Services | | | |
| Electric | \$ 10,642.98 | \$ 9,000.00 | \$ 10,700.00 |
| Water-Sewer Combination Services | | | |
| Water Reclaimed | 59,795.99 | 40,000.00 | 60,000.00 |

Greenway Improvement District
FY 2021 Adopted O&M Budget

| | Actual Through 07/31/2020 | FY 2021 Adopted Budget | FY 2021 Proposed Revised Budget |
|---|------------------------------|---------------------------|---------------------------------------|
| Other Physical Environment | | | |
| General Insurance | 2,717.00 | 2,950.00 | 2,950.00 |
| Property & Casualty Insurance | 4,041.00 | 7,000.00 | 7,000.00 |
| Other Insurance | - | 150.00 | 150.00 |
| Irrigation Repairs | 60,270.32 | 40,000.00 | 60,500.00 |
| Landscaping Maintenance & Material | 267,079.35 | 269,836.00 | 269,836.00 |
| Tree Trimming | 3,775.00 | 40,000.00 | 5,000.00 |
| Flower & Plant Replacement | 40,405.00 | 40,000.00 | 40,500.00 |
| Contingency | 7,957.99 | 20,992.22 | 18,439.10 |
| Pest Control | 5,190.00 | 4,740.00 | 5,200.00 |
| Hurricane Cleanup | - | 20,000.00 | - |
| Interchange Maintenance Expenses | | | |
| IME - Aquatics Maintenance | 3,607.20 | 3,816.00 | 3,816.00 |
| IME - Irrigation Repairs | 2,616.05 | 10,800.00 | 10,800.00 |
| IME - Landscaping | 91,298.03 | 87,266.88 | 92,000.00 |
| IME - Lighting | 845.96 | 1,800.00 | 1,800.00 |
| IME - Miscellaneous | 4,260.85 | 1,800.00 | 4,300.00 |
| IME - Water Reclaimed | 669.45 | 2,700.00 | 2,700.00 |
| Road & Street Facilities | | | |
| Entry and Wall Maintenance | - | 3,000.00 | 3,000.00 |
| Hardscape Maintenance | 6,550.00 | 5,000.00 | 6,750.00 |
| Streetlights | 89,120.13 | 100,370.08 | 100,370.08 |
| Accent Lighting | - | 2,000.00 | 2,000.00 |
| Parks & Recreation | | | |
| Personnel Leasing Agreement | 36,000.12 | 36,000.00 | 36,000.00 |
| Reserves | | | |
| Infrastructure Capital Reserve | 22,200.00 | 22,200.00 | 22,200.00 |
| Interchange Maintenance Reserve | 3,146.67 | 3,146.67 | 3,146.67 |
| | \$ 722,189.09 | \$ 774,567.85 | \$ 769,157.85 |
| Total Expenses | \$ 895,159.42 | \$ 921,167.85 | \$ 921,167.85 |
| Income (Loss) from Operations | \$ 115,162.36 | \$ (10,000.00) | \$ (10,000.00) |
| <u>Other Income (Expense)</u> | | | |
| Interest Income | \$ 681.54 | \$ 10,000.00 | \$ 10,000.00 |
| Total Other Income (Expense) | \$ 681.54 | \$ 10,000.00 | \$ 10,000.00 |
| Net Income (Loss) | \$ 115,843.90 | \$ - | \$ - |

GREENEWAY IMPROVEMENT DISTRICT

Kutak Rock Fee Agreement

RETENTION AND FEE AGREEMENT

I. PARTIES

THIS RETENTION AND FEE AGREEMENT (“**Agreement**”) is made and entered into by and between the following parties:

- A. Greeneway Improvement District (“**Client**”)
c/o PFM Group Consulting, LLC
3501 Quadrangle Boulevard, Suite 270
Orlando, FL 32817

and

- B. Kutak Rock LLP (“**Kutak Rock**”)
PO Box 10230
Tallahassee, FL 32302

II. SCOPE OF SERVICES

In consideration of the mutual undertakings and agreements contained herein, the parties agree as follows:

- A. The Client agrees to employ and retain Kutak Rock as its attorney and legal representative for general advice, counseling and representation of Client and its Board of Supervisors.
- B. Kutak Rock accepts such employment and agrees to serve as attorney for and provide legal representation to the Client in connection with those matters referenced above. No other legal representation is contemplated by this Agreement. Any additional legal services to be provided under the terms of this Agreement shall be agreed to by Client and Kutak Rock in writing. Unless set forth in a separate agreement to which Client consents in writing, Kutak Rock does not represent individual members of the Client’s Board of Supervisors.

III. CLIENT FILES

The files and work product materials (“**Client File**”) of the Client generated or received by Kutak Rock will be maintained confidentially to the extent permitted by law and in accordance with the Florida Bar rules. At the conclusion of the representation, the Client File will be stored by Kutak Rock for a minimum of five (5) years. After the five (5) year storage period, the Client hereby acknowledges and consents that Kutak Rock may confidentially destroy or shred the Client File. Notwithstanding the prior sentence, if the Client provides Kutak Rock with a written request for the return of the Client File before the end of the five (5) year storage period, then Kutak Rock will return the Client File to Client at Client’s expense.

IV. FEES

- A. The Client agrees to compensate Kutak Rock for services rendered in connection with any matters covered by this Agreement on an hourly rate basis plus actual expenses incurred by Kutak Rock in accordance with the attached Expense Reimbursement Policy (Attachment A, incorporated herein by reference). Time will be billed in increments of one-tenth (1/10) of an hour. Certain work related to issuance of bonds and bond anticipation notes may be performed under a flat fee to be separately established prior to or at the time of bond or note issuance.
- B. Attorneys and staff, if applicable, who perform work for Client will be billed at their regular hourly rates, as may be adjusted from time to time. The regular hourly rates of those initially expected to handle the bulk of Client's work are as follows:

| | |
|------------------|-------|
| Tucker F. Mackie | \$290 |
| Associates | \$235 |
| Paralegals | \$130 |

Kutak Rock's regular hourly billing rates are reevaluated annually and are subject to change not more than once in a calendar year. Client agrees to Kutak Rock's annual rate increases to the extent hourly rates are not increased beyond \$15/hour.

- C. To the extent practicable and consistent with the requirements of sound legal representation, Kutak Rock will attempt to reduce Client's bills by assigning each task to the person best able to perform it at the lowest rate, so long as he or she has the requisite knowledge and experience.
- D. Upon consent of Client, Kutak Rock may subcontract for legal services in the event that Client requires legal services for which Kutak Rock does not have adequate capabilities.
- E. Kutak Rock will include costs and expenses (including interest charges on past due statements) on its billing statements for Client reimbursement in accordance with the attached Expense Reimbursement Policy.

V. BILLING AND PAYMENT

The Client agrees to pay Kutak Rock's monthly billings for fees and expenses incurred within thirty (30) days following receipt of an invoice, or the time permitted by Florida law, whichever is greater. Kutak Rock shall not be obligated to perform further legal services under this Agreement if any such billing statement remains unpaid longer than thirty (30) days after submittal to and receipt by Client. Non-payment of billing statements shall be a basis for Kutak Rock to immediately withdraw from the representation without regard to remaining actions necessitating attention by Kutak Rock as part of the representation.

VI. DEFAULT; VENUE

In any legal proceeding to collect outstanding balances due under this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees in addition to costs and outstanding balances due under this Agreement. Venue of any such action shall be exclusive in the state courts of the Second Judicial Circuit in and for Leon County, Florida.

VII. CONFLICTS

It is important to disclose that Kutak Rock represents a number of special districts, trustees ("Trustees"), bondholders, developers, builders, and other entities throughout Florida and the United States of America relating to community development districts, special districts, local governments and land development. Kutak Rock or its attorneys may also have represented the entity which petitioned for the formation of the Client. Kutak Rock understands that Client may enter into an agreement with a Trustee in connection with the issuance of bonds, and that Client may request that Kutak Rock simultaneously represent Client in connection with the issuance of bonds, while Kutak Rock is also representing such Trustee on unrelated matters. By accepting this Agreement Client agrees that (1) Client was provided with an explanation of the implications of the common representation(s) and the advantages and risks involved; (2) Kutak Rock will be able to provide competent and diligent representation of Client, regardless of Kutak Rock's other representations, and (3) there is not a substantial risk that Kutak Rock's representation of Client would be materially limited by Kutak Rock's responsibilities to another client, a former client or a third person or by a personal interest. Acceptance of this Agreement will constitute Client's waiver of any "conflict" with Kutak Rock's representation of various special districts, Trustees, bondholders, developers, builders, and other entities relating to community development districts, special districts, local governments and land development.

VIII. ACKNOWLEDGMENT

Client acknowledges that the Kutak Rock cannot make any promises to Client as to the outcome of any legal dispute or guarantee that Client will prevail in any legal dispute.

IX. TERMINATION

Either party may terminate this Agreement upon providing prior written notice to the other party at its regular place of business. All fees due and payable in accordance with this Agreement shall accrue and become payable pursuant to the terms of this Agreement through the date of termination.

X. EXECUTION OF AGREEMENT

This Agreement shall be deemed fully executed upon its signing by Kutak Rock and the Client. The contract formed between Kutak Rock and the Client shall be the operational contract between the parties.

XI. ENTIRE CONTRACT

This Agreement constitutes the entire agreement between the parties.

Accepted and Agreed to:

**GREENEWAY IMPROVEMENT
DISTRICT**

By: _____

Its: _____

Date: _____

KUTAK ROCK LLP

By: _____

Its: _____

Date: _____

ATTACHMENT A

KUTAK ROCK LLP CDD EXPENSE REIMBURSEMENT POLICY

The following is Kutak Rock's expense reimbursement policy for community development district representation. This policy applies unless a different arrangement has been negotiated based on the unique circumstances of a particular client or matter.

All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except where there are delays in receiving bills from third party vendors.

Photocopying and Printing. In-house photocopying and printing are charged at \$0.25 per page (black & white) and \$0.50 per page (color). Outside copying is billed as a pass-through of the outside vendor's charges.

Postage. Postage is billed at actual cost.

Overnight Delivery. Overnight delivery is billed at actual cost.

Local Messenger Service. Local messenger service is billed at 44.5 cents per mile pursuant to Section 112.061, Florida Statutes. Should the State increase the mileage allowance specified in Section 112.061, Florida Statutes, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate.

Computerized Legal Research. Charges for computerized legal research are billed at an amount approximating actual cost.

Travel. Travel (including air fare, rental cars, taxicabs, hotel, meals, tips, etc.) is billed at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is billed at 44.5 cents per mile pursuant to Section 112.061, Florida Statutes. Should the State increase the mileage allowance specified in Section 112.061, Florida Statutes, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate. Reasonable travel-related expenses for meals, lodging, gratuities, taxi fares, tolls, and parking fees shall also be reimbursed.

Consultants. Unless prior arrangements are made, consultants are ordinarily employed directly by the client. Where consulting or testifying experts are employed by the firm, their charges are passed through with no mark-up. The client is responsible for notifying the firm of any particular billing arrangements or procedures which the client requires of the consulting or testifying experts.

Other Expenses. Other outside expenses, such as court reporters, agency copies, conference calls, etc. are billed at actual cost.

GREENEWAY IMPROVEMENT DISTRICT

Memo for Wastewater and Stormwater Needs Analysis

MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Wastewater and Stormwater Needs Analysis

During the 2021 legislative session sections 403.9301 and 403.9302, Florida Statutes, were enacted requiring local governments to perform a 20-year needs analysis of certain wastewater and stormwater services or systems. Subject special districts are required to complete this analysis by June 30, 2022, and every five years thereafter. This memorandum answers basic questions regarding these new statutory provisions and requests that District Managers seek authorization for staff to solicit proposals to complete the required study as appropriate. We expect the services necessary to complete the required analysis to be exempt from competitive solicitation requirements as a planning or study activity below the statutory threshold of \$35,000. §§ 287.055, 287.017, Fla. Stat. Thus, as deemed appropriate and in the best interests of the subject district, districts may elect to utilize the services of existing engineering or other professionals currently under contract or may seek additional proposals for completion of the required needs analysis.

Which special districts are required to complete a needs analysis under section 403.9301 and 403.9302, Florida Statutes?

Special districts providing “wastewater services” or a “stormwater management program or stormwater management system” must complete a needs analysis.¹

What constitutes “wastewater services”?

Wastewater services means providing service to pipelines or conduits, pumping stations, and force mains and associated facilities used for collecting or conducting wastes to an ultimate point for treatment or disposal or to a plant or other works used for the purpose of treating, stabilizing, or holding wastewater principally from dwellings, business buildings, institutions, and sanitary wastewater or sewage treatment plants.

¹ Counties, municipalities, and special districts located in a “rural area of opportunity” may be exempt from the requirements of sections 403.9301 and 403.9302, Florida Statutes, if compliance would create an undue economic hardship. This includes:

- *Northwest Rural Area of Opportunity:* Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway.
- *South Central Rural Area of Opportunity:* DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County).
- *North Central Rural Area of Opportunity:* Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties.

What constitutes “stormwater management program or stormwater management system”?

“Stormwater management program” means an institutional strategy for stormwater management, including urban, agricultural, and other stormwater. “Stormwater Management System” means a system which is designed and constructed or implemented to control discharges which are necessitated by rainfall events, incorporating methods to collect, convey, store, absorb, inhibit, treat, use, or reuse water to prevent or reduce flooding, overdrainage, environmental degradation and water pollution or otherwise affect the quantity and quality of discharges from the system.

What must the needs analysis for these services or systems include?

- A detailed description of associated facilities;
- The number of current and projected residents served calculated in 5-year increments;
- The current and projected service area;
- The current and projected cost of providing services calculated in 5-year increments;
- The estimated remaining useful life of each facility or its major components;
- The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components;
- The district’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the district expects to close any projected funding gap.
- The Office of Economic and Demographic Research has [templates and other resources and guidance](#) under development on its website to assist in completion of this required analysis.

When must the needs analysis required be complete?

The 20-year needs analysis must be completed by June 30, 2022.

What happens to the needs analysis once it is complete?

The complete needs analysis and associated methodology and supporting data must be submitted to the county within which the largest portion of the subject district facilities are located. Each county must then compile all analyses submitted to it (from special districts, municipalities, and the county itself) into a single document that must be filed with the Department of Environmental Protection and Office of Economic and Demographic Research by July 31, 2022 and every five years thereafter. The Office of Economic and Demographic research is required to evaluate the compiled documents for purposes of developing a statewide analysis that will include an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure.

GREENEWAY IMPROVEMENT DISTRICT

**Requisition Nos. 705 -707 Paid in October 2021
in an amount totaling \$1,049.89**

GREENEWAY IMPROVEMENT DISTRICT

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 32817
PHONE: (407) 723-5900 • FAX: (407) 723-5901

Requisition Recap For Board Approval

Attached please find the listing of requisitions approved to be paid from bond funds from October 1, 2021 through October 31, 2021. This does not include requisitions previously approved by the Board.

| REQUISITION NO. | PAYEE | AMOUNT |
|-----------------|----------------------------------|-------------------|
| 705 | Donald W. McIntosh Associates | \$731.64 |
| 706 | Hopping Green & Sams | \$261.00 |
| 707 | Boggy Creek Improvement District | \$57.25 |
| | | \$1,049.89 |

**GREENWAY IMPROVEMENT DISTRICT
SPECIAL ASSESSMENT REVENUE BONDS
2013**

(Acquisition and Construction Fund)

The undersigned, a Responsible Officer of the Greenway Improvement District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U. S. Bank National Association, as trustee (the "Trustee"), dated as of April 1, 2013, as supplemented by that certain First Supplemental Trust Indenture dated as of April 1, 2013 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) **Requisition Number:** 705
- (B) **Name of Payee:** Donald W. McIntosh Associates
- (C) **Amount Payable:** \$731.64
- (D) **Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):**
 - 1. Invoice 41627 for Project 23216 (Lake Nona Greenway) Through 09/10/2021
- (E) **Fund or Account and subaccount, if any, from which disbursement to be made:** 2013 Acquisition and Construction Account of the Acquisition and Construction Fund.

The undersigned hereby certifies that:

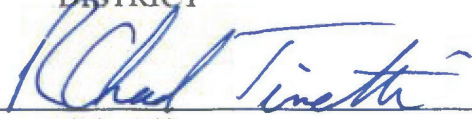
- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the 2013 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with the acquisition of the 2013 Project and in accordance with the terms of the Acquisition Agreement;

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

GREENEWAY IMPROVEMENT
DISTRICT

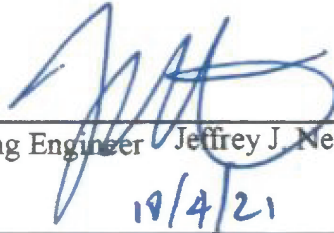


Responsible Officer

Date: 10/4/2021

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for the cost of the 2013 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the 2013 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified.



Consulting Engineer Jeffrey J. Newton, PE

Date: 10/4/21

**GREENWAY IMPROVEMENT DISTRICT
SPECIAL ASSESSMENT REVENUE BONDS
2013**

(Acquisition and Construction Fund)

The undersigned, a Responsible Officer of the Greenway Improvement District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U. S. Bank National Association, as trustee (the "Trustee"), dated as of April 1, 2013, as supplemented by that certain First Supplemental Trust Indenture dated as of April 1, 2013 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) **Requisition Number:** 706
- (B) **Name of Payee:** Hopping Green & Sams
- (C) **Amount Payable:** \$261.00
- (D) **Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):**
 - 1. Invoice 125205 for Project Construction through 08/31/2021
- (E) **Fund or Account and subaccount, if any, from which disbursement to be made:** 2013 Acquisition and Construction Account of the Acquisition and Construction Fund.

The undersigned hereby certifies that:

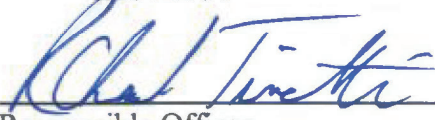
- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the 2013 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with the acquisition of the 2013 Project and in accordance with the terms of the Acquisition Agreement;

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

GREENWAY IMPROVEMENT
DISTRICT



Responsible Officer

Date: 10/4/2021

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for the cost of the 2013 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the 2013 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified.



Consulting Engineer Jeffrey J. Newton, PE

Date: 10/4/21

**GREENEWAY IMPROVEMENT DISTRICT
SPECIAL ASSESSMENT REVENUE BONDS
2013**

(Acquisition and Construction Fund)

The undersigned, a Responsible Officer of the Greenway Improvement District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U. S. Bank National Association, as trustee (the "Trustee"), dated as of April 1, 2013, as supplemented by that certain First Supplemental Trust Indenture dated as of April 1, 2013 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) **Requisition Number:** 707
- (B) **Name of Payee:** Boggy Creek Improvement District
- (C) **Amount Payable:** \$57.25
- (D) **Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):**
 - 1. Reimbursement for Construction-Related Legal Advertising, Split Between Boggy Creek, Greenway, Myrtle Creek, Poitras East, and Midtown, Paid to Orlando Sentinel Out of Boggy Creek Series 2018 Construction Funds Requisition 212 (Reference OSC43168163 ; Ad: 7049341)
- (E) **Fund or Account and subaccount, if any, from which disbursement to be made:** 2013 Acquisition and Construction Account of the Acquisition and Construction Fund.

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the 2013 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with the acquisition of the 2013 Project and in accordance with the terms of the Acquisition Agreement;

RECEIVED

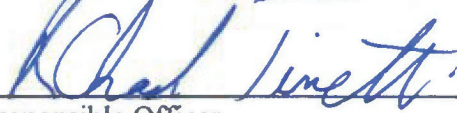
By Amanda Lane at 9:01 am, Oct 19, 2021

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

GREENWAY IMPROVEMENT
DISTRICT




Responsible Officer

Date: 10/19/2021

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for the cost of the 2013 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the 2013 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified.



Consulting Engineer Jeffrey J. Newton, PE

Date: 10/19/21

RECEIVED

By Amanda Lane at 9:01 am, Oct 19, 2021

GREENEWAY IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid
in October 2021 in an amount totaling \$61,229.14**

GREENWAY IMPROVEMENT DISTRICT

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 32817
PHONE: (407) 723-5900 • FAX: (407) 723-5901

Operation and Maintenance Expenditures For Board Approval

Attached please find the check register listing Operations and Maintenance expenditures paid from October 1, 2021 through October 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$61,229.14**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Greeneway Improvement District
AP Check Register (Current by Bank)
Check Dates: 10/1/2021 to 10/31/2021

| Check No. | Date | Status* | Vendor ID | Payee Name | Amount |
|--|----------|---------|-----------|--------------------------------|---------------------------|
| BANK ID: SUN - CITY NATIONAL BANK | | | | | 001-101-0000-00-01 |
| **3175 | 10/06/21 | | AAIKIN | Amanda Aikins | \$200.00 |
| 3176 | 10/06/21 | | AMUNRO | Antoinette Munroe | \$200.00 |
| 3177 | 10/06/21 | | CEPRA | Cepra Landscape | \$3,220.00 |
| 3178 | 10/06/21 | | DONMC | Donald W. McIntosh Associates | \$294.00 |
| 3179 | 10/06/21 | | DOWNTON | Down to Earth Landscape & Irr | \$328.00 |
| 3180 | 10/06/21 | | DWC | DWC Outdoors & Hauling | \$2,000.00 |
| 3181 | 10/06/21 | | EGIS | Egis Insurance Advisors LLC | \$9,376.00 |
| 3182 | 10/06/21 | | HGS | Hopping Green & Sams | \$1,319.64 |
| 3183 | 10/06/21 | | FRANK | atthew Franko | \$200.00 |
| 3184 | 10/06/21 | | ORLS | Orlando Sentinel | \$248.75 |
| 3185 | 10/06/21 | | PFMGC | PFM Group Consulting | \$10,865.93 |
| 3186 | 10/21/21 | | CEPRA | Cepra Landscape | \$4,631.00 |
| 3187 | 10/21/21 | | DEO | Dept. of Economic Opportunity | \$175.00 |
| 3188 | 10/21/21 | | DOWNTON | Down to Earth Landscape & Irr | \$1,986.84 |
| 3189 | 10/21/21 | | TRUSTE | US Bank as Trustee for Greenew | \$15,690.55 |
| 3190 | 10/26/21 | | AAIKIN | Amanda Aikins | \$200.00 |
| 3191 | 10/26/21 | | AMUNRO | Antoinette Munroe | \$200.00 |
| 3192 | 10/26/21 | | FRANK | atthew Franko | \$200.00 |
| 3193 | 10/26/21 | | PFMGC | PFM Group Consulting | \$3,416.72 |
| BANK SUN REGISTER TOTAL: | | | | | \$54,752.43 |
| GRAND TOTAL : | | | | | \$54,752.43 |

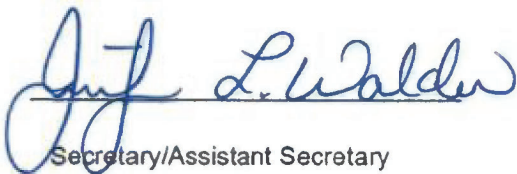
| | |
|-----------|--|
| 39,061.88 | Checks 3175-3188, 3190-3193 |
| 15,690.55 | Check 3189 (debt service) |
| 169.17 | PA 505 - OCU paid online |
| 9,522.08 | PA 507 - September ICM paid to Boggy Creek |
| 12,476.01 | PA 508 - OUC paid online |
| 76,919.69 | Total cash spent |
| 61,229.14 | O&M cash spent |

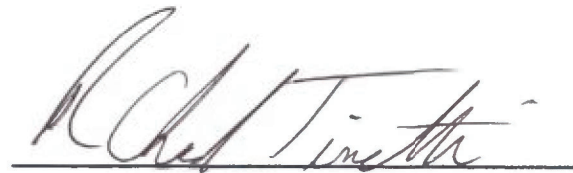
GREENEWAY IMPROVEMENT DISTRICT

Payment Authorization #502

8/27/2021

| Item No. | Payee | Invoice Number | General Fund |
|----------|---|----------------|--------------|
| 1 | Down to Earth Landscape & Irrigation | | |
| | Clocks 24, 25, 26 and 27 Repairs | 100181 | \$ 593.19 |
| | August Landscape Maintenance | 102573 | \$ 3,973.67 |
| | Clock 27 Repairs | 104413 | \$ 111.50 |
| | Clock 26 Repairs | 104414 | \$ 71.00 |
| | Clock 25 Repairs | 104415 | \$ 218.00 |
| | Clock 24 Repairs | 104416 | \$ 116.50 |
| 2 | Hopping Green & Sams | | |
| | General Counsel Through 07/31/2021 | 124632 | \$ 1,727.81 |
| 3 | PFM Group Consulting | | |
| | Billable Expenses | 116714 | \$ 39.34 |
| 4 | VGlobalTech | | |
| | August Website Maintenance | 2938 | \$ 125.00 |
| TOTAL | | | \$ 6,976.01 |


Secretary/Assistant Secretary


Chairperson


Greeneway Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // 407-723-5925

RECEIVED

By Amanda Lane at 8:28 am, Sep 08, 2021

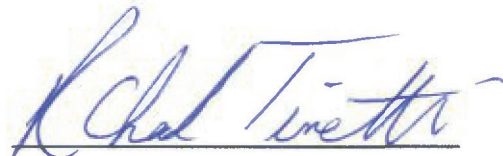
GREENEWAY IMPROVEMENT DISTRICT

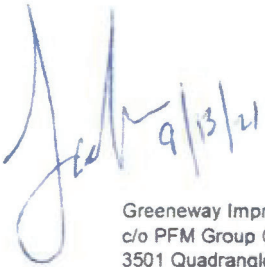
Payment Authorization #504

9/10/2021

| Item No. | Payee | Invoice Number | General Fund |
|--------------|--|------------------|---------------------|
| 1 | Down to Earth September Lawn Maintenance | 105205 | \$ 3,973.67 |
| 2 | Fire Ant Control Fire Ant Control | 14460 | \$ 2,595.00 |
| 3 | OUC Service 08/03/2021 - 09/01/2021 | Acct: 8795843030 | \$ 12,599.25 |
| TOTAL | | | \$ 19,167.92 |


Secretary/Assistant Secretary


Chairperson


9/13/21

Greeneway Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 12:04 pm, Sep 16, 2021

GREENEWAY IMPROVEMENT DISTRICT

Payment Authorization #506

9/24/2021

| Item No. | Payee | Invoice Number | General Fund |
|----------|---|----------------|--------------|
| 1 | Cepira Landscape | | |
| | Sabal Palm Removal | ORL206 | \$ 1,100.00 |
| | Oak Tree Replacement and Restaking | ORL210 | \$ 2,120.00 |
| 2 | DWC Outdoors & Hauling | | |
| | Tree Pruning | 1276 | \$ 2,000.00 |
| 3 | Egis Insurance Advisors | | |
| | FY 2022 Insurance | 14702 | \$ 9,376.00 |
| 4 | Supervisor Fees - 09/21/2021 Meeting | | |
| | Amanda Aikins | -- | \$ 200.00 |
| | Antoinette Munroe | -- | \$ 200.00 |
| | Matthew Franko | -- | \$ 200.00 |
| TOTAL | | | \$ 15,196.00 |


Secretary/Assistant Secretary


Chairperson


Greeneway Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 6:11 pm, Sep 28, 2021

GREENEWAY IMPROVEMENT DISTRICT

Payment Authorization #507

10/1/2021

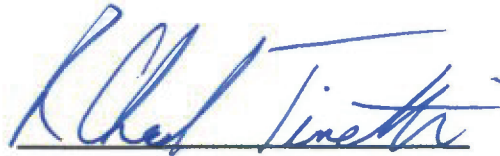
| Item No. | Payee | Invoice Number | General Fund | Fiscal Year |
|----------|--|----------------|--------------|-------------|
| 1 | Boggy Creek Improvement District September 2021 ICM Expenses | ICM2021-12 | \$ 9,522.08 | FY 2021 |
| 2 | Donald W McIntosh Associates Engineering Services Through 09/10/2021 | 41626 | \$ 294.00 | FY 2021 |
| 3 | Down to Earth Landscape & Irrigation Clock 24 Repairs | 106038 | \$ 328.00 | FY 2021 |
| 4 | Hopping Green & Sams General Counsel Through 08/31/2021 | 125204 | \$ 1,319.64 | FY 2021 |
| 5 | Orlando Sentinel Legal Advertising on 09/14/2021 (Ad: 7038055) | OSC42469142 | \$ 248.75 | FY 2021 |
| 6 | PFM Group Consulting DM Fee: September 2021 | DM-09-2021-19 | \$ 3,333.37 | FY 2021 |
| | FY 2022 Tax Roll | FY22-TR-0012 | \$ 7,500.00 | FY 2022 |
| | August Reimbursables | OE-EXP-09-17 | \$ 32.56 | FY 2021 |

TOTAL \$ 22,578.40

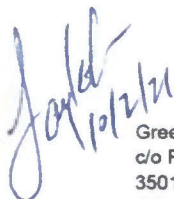
| | |
|-----------|---------|
| 15,078.40 | FY 2021 |
| 7,500.00 | FY 2022 |



Secretary/Assistant Secretary



Chairperson



Greeneway Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 11:05 am, Oct 04, 2021

GREENEWAY IMPROVEMENT DISTRICT

Payment Authorization #508

10/8/2021

| Item No. | Payee | Invoice Number | General Fund | Fiscal Year |
|----------|---|------------------|------------------------|--------------------|
| 1 | Berman Construction October Administrator & Irrigation Specialist | 15050 | \$ 3,000.01 | FY 2022 |
| 2 | Cepira Landscape September Irrigation Repairs | ORL385 | \$ 2,430.00 | FY 2021 |
| | September Irrigation Repairs | ORL388 | \$ 2,201.00 | FY 2021 |
| 3 | Department of Economic Opportunity FY 2022 Special District Fee | 84768 | \$ 175.00 | FY 2022 |
| 4 | OUC Acct: 8795843030 ; Service 09/01/2021 - 10/01/2021) | -- | \$ 12,476.01 | FY 2021 |

TOTAL

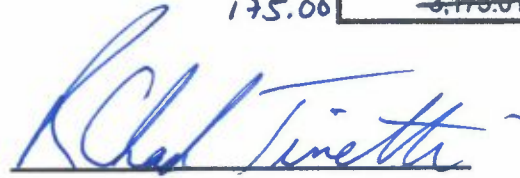
\$ ~~20,282.02~~ 17,282.01

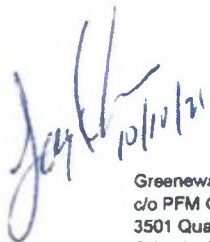
175.00

17,107.01
~~3,175.01~~

FY 2021
FY 2022


Secretary/Assistant Secretary


Chairperson



Greeneway Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED OCT 19 2021

GREENEWAY IMPROVEMENT DISTRICT

Payment Authorization #510

10/22/2021

| Item No. | Payee | Invoice Number | General Fund | Fiscal Year |
|----------|--|------------------|--------------|-------------|
| 1 | Orange County Utilities | | | |
| | 9987 Laureate Blvd ; Service 09/16/2021 - 09/30/2021 | Acct: 6838006489 | \$ 51.72 | FY 2021 |
| | 9987 Laureate Blvd ; Service 10/01/2021 - 10/15/2021 | Acct: 6838006489 | \$ 51.72 | FY 2022 |
| 2 | PFM Group Consulting | | | |
| | Billable Expenses | 117022 | \$ 39.00 | FY 2021 |
| | Billable Expenses | 117475 | \$ 37.66 | FY 2021 |
| | DM Fee: October 2021 | DM-10-2021-18 | \$ 3,333.33 | FY 2022 |
| | September Reimbursables | OE-EXP-10-16 | \$ 6.73 | FY 2021 |
| 3 | Supervisor Fees - 10/19/2021 Meeting | | | |
| | Amanda Aikins | -- | \$ 200.00 | FY 2022 |
| | Antoinette Munroe | -- | \$ 200.00 | FY 2022 |
| | Matthew Franko | -- | \$ 200.00 | FY 2022 |

TOTAL \$ 4,120.16

| | |
|----------|---------|
| 135.11 | FY 2021 |
| 3,985.05 | FY 2022 |

Rhonda Melina

Secretary/Assistant Secretary

Chad Timothy

Chairperson

Jan 10/23/21

Greeneway Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 2:05 pm, Oct 25, 2021

GREENEWAY IMPROVEMENT DISTRICT

Work Authorizations/Proposed Services
(if applicable)

WORK AUTHORIZATION FOR MAINTENANCE SERVICES

This Work Authorization (the “Work Authorization”), dated November 4, 2021, authorizes certain work in accordance with that certain *AGREEMENT BETWEEN THE GREENEWAY IMPROVEMENT DISTRICT AND BERMAN CONSTRUCTION, LLC FOR GENERAL MAINTENANCE SERVICES* (the “Agreement”), dated _____ August _____, 2020, by and between:

Greenway Improvement District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Orlando, Florida, and whose mailing address is 12051 Corporate Boulevard, Orlando, Florida 32817 (the “District”); and

Berman Construction, LLC, a Florida limited liability company, with a mailing address of 9801 Lake Nona Club Drive, Orlando, Florida 32827 (hereinafter “Contractor”, together with District the “Parties”).

Section 1. Scope of Services. Contractor shall provide _____ hardscape _____ maintenance services, as set forth in the attached **Exhibit A**, which is incorporated herein by reference, all in accordance with the terms of the Agreement (collectively, the “Services”).

Section 2. Compensation and Term. It is understood and agreed that the payment of compensation for the Services under this Work Authorization shall be in the amount and for the term set forth in the attached **Exhibit A**, and in the manner set forth in the Agreement.

Section 3. Acceptance. Acceptance of this Work Authorization will authorize the Contractor to complete the Services as outlined above and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall commence the aforesaid Services as provided herein and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Work Authorization, remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Work Authorization to be executed the day and year first above written.

GREENEWAY IMPROVEMENT DISTRICT

Secretary

By: _____
Its: _____

BERMAN CONSTRUCTION, LLC

Witness

By: Amanda Udstad
Its: _____

Exhibit A: Proposal/Scope of Services



BERMAN

Date of proposal: November 4, 2021

Client: CDD

Project: Greenway Improvement District

Scope: Holiday Decor

Berman proposes the following scope of work and specifications:

- A. Holiday decor** - Supply all materials, equipment, and labor to install all holiday décor to Narcoossee road entrance, West entrance to Tavistock Boulevard, Tavistock bridge, Laureate Park bridge, and Narcoossee/Tavistock entrance.

This proposal includes five 48" wreaths on back of monuments, garland with bows on bridges, hanging light globes in trees, and LED lights around trunks of large oak trees.

Total Cost \$6,000.00

Estimated Time of Completion- Work will be completed by November 25, 2021.

Payment Schedule: Upon Completion

Additional Notes:

Berman Construction State of Florida CGC # 1518721

As discussed with the client, site damages and any further damages, after completion, are the responsibility of the client. If any dispute arises as a result of this contract, then parties agree to seek binding arbitration as outlined by State of FL contracting policies. Berman Property Maintenance & Construction/ Berman Construction LLC is not responsible for damage to personal property as a result of accepted construction practices and such was not caused from negligent behavior or practices.

Revision and Approval Policy: Please contact our office upon receipt and approval of this contract, and any questions you might have. Due to availability and cost of material at this time, this proposal is only valid for 14 days, starting on the date of the proposal. Should you accept the terms outlined above please sign below and return. We can then schedule your services at that time. This proposal will become binding once executed by both parties.

Agent for owner (print name and signature)

Berman Property Maintenance & Construction

By, Martin Berman, Chairman & Chief Executive Officer

GREENEWAY IMPROVEMENT DISTRICT

**District's Financial Position and
Budget to Actual YTD**

Greenway Improvement District
Statement of Financial Position
As of 10/31/2021

| | General Fund | Debt Service | Capital Projects Fund | General Long-Term Debt | Total |
|--|----------------------------|-------------------------------|----------------------------|-------------------------------|-------------------------------|
| <u>Assets</u> | | | | | |
| <u>Current Assets</u> | | | | | |
| General Checking Account | \$182,308.15 | | | | \$182,308.15 |
| State Board of Administration | 1,520.81 | | | | 1,520.81 |
| Assessments Receivable | 520,030.15 | | | | 520,030.15 |
| Deposits | 1,625.58 | | | | 1,625.58 |
| Infrastructure Capital Reserve | 76,474.18 | | | | 76,474.18 |
| Interchange Maintenance Reserve | 22,102.21 | | | | 22,102.21 |
| Assessments Receivable | | \$2,622,746.33 | | | 2,622,746.33 |
| Due From Other Funds | | 15,690.55 | | | 15,690.55 |
| Debt Service Reserve (Series 2013) | | 3,478,503.13 | | | 3,478,503.13 |
| Debt Service Reserve (Series 2018) | | 195.91 | | | 195.91 |
| Revenue (Series 2013) | | 2,104.84 | | | 2,104.84 |
| Interest (Series 2013) | | 1,175,290.63 | | | 1,175,290.63 |
| Prepayment (Series 2013) | | 9,988,330.14 | | | 9,988,330.14 |
| Principal (Series 2018) | | 1.00 | | | 1.00 |
| General Checking Account | | | \$7,074.82 | | 7,074.82 |
| Acquisition/Construction (Series 2013) | | | 669,168.95 | | 669,168.95 |
| Acquisition/Construction (Series 2018) | | | 1,150.05 | | 1,150.05 |
| Total Current Assets | <u>\$804,061.08</u> | <u>\$17,282,862.53</u> | <u>\$677,393.82</u> | <u>\$0.00</u> | <u>\$18,764,317.43</u> |
| <u>Investments</u> | | | | | |
| Amount Available in Debt Service Funds | | | | \$14,644,425.65 | \$14,644,425.65 |
| Amount To Be Provided | | | | 31,220,574.35 | 31,220,574.35 |
| Total Investments | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$45,865,000.00</u> | <u>\$45,865,000.00</u> |
| Total Assets | <u><u>\$804,061.08</u></u> | <u><u>\$17,282,862.53</u></u> | <u><u>\$677,393.82</u></u> | <u><u>\$45,865,000.00</u></u> | <u><u>\$64,629,317.43</u></u> |
| <u>Liabilities and Net Assets</u> | | | | | |
| <u>Current Liabilities</u> | | | | | |
| Accounts Payable | \$8,561.94 | | | | \$8,561.94 |
| Due To Other Governmental Units | 8,181.30 | | | | 8,181.30 |
| Deferred Revenue | 520,030.15 | | | | 520,030.15 |
| Deferred Revenue | | \$2,622,746.33 | | | 2,622,746.33 |
| Accounts Payable | | | \$1,934.75 | | 1,934.75 |
| Total Current Liabilities | <u>\$536,773.39</u> | <u>\$2,622,746.33</u> | <u>\$1,934.75</u> | <u>\$0.00</u> | <u>\$3,161,454.47</u> |
| <u>Long Term Liabilities</u> | | | | | |
| Revenue Bonds Payable - Long-Term | | | | \$45,865,000.00 | \$45,865,000.00 |
| Total Long Term Liabilities | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$45,865,000.00</u> | <u>\$45,865,000.00</u> |
| Total Liabilities | <u><u>\$536,773.39</u></u> | <u><u>\$2,622,746.33</u></u> | <u><u>\$1,934.75</u></u> | <u><u>\$45,865,000.00</u></u> | <u><u>\$49,026,454.47</u></u> |
| <u>Net Assets</u> | | | | | |
| Net Assets, Unrestricted | \$298,187.80 | | | | \$298,187.80 |
| Current Year Net Assets, Unrestricted | (30,900.11) | | | | (30,900.11) |
| Net Assets, Unrestricted | | \$14,304,884.75 | | | 14,304,884.75 |
| Current Year Net Assets, Unrestricted | | 355,231.45 | | | 355,231.45 |
| Net Assets, Unrestricted | | | \$675,539.44 | | 675,539.44 |
| Current Year Net Assets, Unrestricted | | | (80.37) | | (80.37) |
| Total Net Assets | <u><u>\$267,287.69</u></u> | <u><u>\$14,660,116.20</u></u> | <u><u>\$675,459.07</u></u> | <u><u>\$0.00</u></u> | <u><u>\$15,602,862.96</u></u> |
| Total Liabilities and Net Assets | <u><u>\$804,061.08</u></u> | <u><u>\$17,282,862.53</u></u> | <u><u>\$677,393.82</u></u> | <u><u>\$45,865,000.00</u></u> | <u><u>\$64,629,317.43</u></u> |

Greenway Improvement District
Statement of Activities
As of 10/31/2021

| | General Fund | Debt Service | Capital Projects Fund | General Long-Term Debt | Total |
|--|-----------------------------------|--------------------------------------|-----------------------------------|-----------------------------|--------------------------------------|
| <u>Revenues</u> | | | | | |
| On-Roll Assessments | \$3,279.30 | | | | \$3,279.30 |
| On-Roll Assessments | | \$15,690.55 | | | 15,690.55 |
| Other Assessments | | 339,555.20 | | | 339,555.20 |
| Inter-Fund Group Transfers In | | (14.30) | | | (14.30) |
| Inter-Fund Transfers In | | | \$14.30 | | 14.30 |
| Total Revenues | <u>\$3,279.30</u> | <u>\$355,231.45</u> | <u>\$14.30</u> | <u>\$0.00</u> | <u>\$358,525.05</u> |
| <u>Expenses</u> | | | | | |
| Supervisor Fees | \$600.00 | | | | \$600.00 |
| Public Officials' Liability Insurance | 2,500.00 | | | | 2,500.00 |
| Trustee Services | 3,343.33 | | | | 3,343.33 |
| Management | 3,333.33 | | | | 3,333.33 |
| Assessment Administration | 7,500.00 | | | | 7,500.00 |
| Legal Advertising | 252.50 | | | | 252.50 |
| Web Site Maintenance | 125.00 | | | | 125.00 |
| Dues, Licenses, and Fees | 175.00 | | | | 175.00 |
| Water Reclaimed | 51.72 | | | | 51.72 |
| General Insurance | 2,812.00 | | | | 2,812.00 |
| Property & Casualty | 4,064.00 | | | | 4,064.00 |
| IME - Aquatics Maintenance | 300.60 | | | | 300.60 |
| IME - Landscaping | 7,272.24 | | | | 7,272.24 |
| Personnel Leasing Agreement | 1,859.99 | | | | 1,859.99 |
| Engineering | | | \$37.50 | | 37.50 |
| Legal Advertising | | | 57.25 | | 57.25 |
| Total Expenses | <u>\$34,189.71</u> | <u>\$0.00</u> | <u>\$94.75</u> | <u>\$0.00</u> | <u>\$34,284.46</u> |
| <u>Other Revenues (Expenses) & Gains (Losses)</u> | | | | | |
| Interest Income | \$10.30 | | | | \$10.30 |
| Interest Income | | | \$0.08 | | 0.08 |
| Total Other Revenues (Expenses) & Gains (Losses) | <u>\$10.30</u> | <u>\$0.00</u> | <u>\$0.08</u> | <u>\$0.00</u> | <u>\$10.38</u> |
| Change In Net Assets | (\$30,900.11) | \$355,231.45 | (\$80.37) | \$0.00 | \$324,250.97 |
| Net Assets At Beginning Of Year | <u>\$298,187.80</u> | <u>\$14,304,884.75</u> | <u>\$675,539.44</u> | <u>\$0.00</u> | <u>\$15,278,611.99</u> |
| Net Assets At End Of Year | <u><u>\$267,287.69</u></u> | <u><u>\$14,660,116.20</u></u> | <u><u>\$675,459.07</u></u> | <u><u>\$0.00</u></u> | <u><u>\$15,602,862.96</u></u> |

Greeneway Improvement District

Budget to Actual

For the Month Ending 10/31/2021

| | Actual | Budget | Variance | FY 2022 Adopted Budget |
|---|----------------------|---------------------|----------------------|---------------------------|
| <u>Revenues</u> | | | | |
| On-Roll Assessments | \$ 3,279.30 | \$ 43,333.19 | \$ (40,053.89) | \$ 519,998.23 |
| Off-Roll Assessments | - | 1,663.04 | (1,663.04) | 19,956.48 |
| Carryforward Revenue | 200,360.35 | 5,615.21 | 194,745.14 | 67,382.49 |
| Net Revenues | \$ 203,639.65 | \$ 50,611.44 | \$ 153,028.21 | \$ 607,337.20 |
| <u>General & Administrative Expenses</u> | | | | |
| Legislative | | | | |
| Supervisor Fees | \$ 600.00 | \$ 1,000.00 | \$ (400.00) | \$ 12,000.00 |
| Financial & Administrative | | | | |
| Public Officials' Liability Insurance | 2,500.00 | 225.00 | 2,275.00 | 2,700.00 |
| Trustee Services | 3,343.33 | 750.00 | 2,593.33 | 9,000.00 |
| Management | 3,333.33 | 3,333.33 | - | 40,000.00 |
| District Engineering | - | 833.33 | (833.33) | 10,000.00 |
| Dissemination Agent | - | 416.67 | (416.67) | 5,000.00 |
| Property Appraiser | - | 291.67 | (291.67) | 3,500.00 |
| District Counsel | - | 2,500.00 | (2,500.00) | 30,000.00 |
| Assessment Administration | 7,500.00 | 625.00 | 6,875.00 | 7,500.00 |
| Reamortization Schedules | - | 20.83 | (20.83) | 250.00 |
| Audit | - | 416.67 | (416.67) | 5,000.00 |
| Travel and Per Diem | - | 25.00 | (25.00) | 300.00 |
| Telephone | - | 4.17 | (4.17) | 50.00 |
| Postage & Shipping | - | 83.33 | (83.33) | 1,000.00 |
| Copies | - | 125.00 | (125.00) | 1,500.00 |
| Legal Advertising | 252.50 | 333.33 | (80.83) | 4,000.00 |
| Bank Fees | - | 30.00 | (30.00) | 360.00 |
| Miscellaneous | - | 8.35 | (8.35) | 100.00 |
| Office Supplies | - | 20.83 | (20.83) | 250.00 |
| Property Taxes | - | 416.67 | (416.67) | 5,000.00 |
| Web Site Maintenance | 125.00 | 225.00 | (100.00) | 2,700.00 |
| Holiday Decorations | - | 500.00 | (500.00) | 6,000.00 |
| Dues, Licenses, and Fees | 175.00 | 20.83 | 154.17 | 250.00 |
| Total General & Administrative Expenses | \$ 17,829.16 | \$ 12,205.01 | \$ 5,624.15 | \$ 146,460.00 |

Greeneway Improvement District

Budget to Actual
For the Month Ending 10/31/2021

| | Actual | Budget | Variance | FY 2022 Adopted Budget |
|---|----------------------|---------------------|-----------------------|---------------------------|
| <u>Field Operations</u> | | | | |
| Electric Utility Services | | | | |
| Electric | \$ - | \$ 620.00 | \$ (620.00) | \$ 7,440.00 |
| Water-Sewer Combination Services | | | | |
| Water Reclaimed | 51.72 | 2,583.33 | (2,531.61) | 31,000.00 |
| Other Physical Environment | | | | |
| General Insurance | 2,812.00 | 250.00 | 2,562.00 | 3,000.00 |
| Property & Casualty Insurance | 4,064.00 | 258.33 | 3,805.67 | 3,100.00 |
| Other Insurance | - | 8.33 | (8.33) | 100.00 |
| Irrigation Repairs | - | 2,841.67 | (2,841.67) | 34,100.00 |
| Landscaping Maintenance & Material | - | 14,483.20 | (14,483.20) | 173,798.40 |
| Tree Trimming | - | 616.67 | (616.67) | 7,400.00 |
| Flower & Plant Replacement | - | 2,066.67 | (2,066.67) | 24,800.00 |
| Contingency | - | 1,285.17 | (1,285.17) | 15,422.00 |
| Pest Control | - | 134.33 | (134.33) | 1,612.00 |
| Interchange Maintenance Expenses | | | | |
| IME - Aquatics Maintenance | 300.60 | 197.16 | 103.44 | 2,365.92 |
| IME - Irrigation Repairs | - | 186.00 | (186.00) | 2,232.00 |
| IME - Landscaping | 7,272.24 | 5,057.49 | 2,214.75 | 60,689.87 |
| IME - Lighting | - | 46.50 | (46.50) | 558.00 |
| IME - Miscellaneous | - | 241.80 | (241.80) | 2,901.60 |
| IME - Water Reclaimed | - | 93.00 | (93.00) | 1,116.00 |
| Road & Street Facilities | | | | |
| Entry and Wall Maintenance | - | 155.00 | (155.00) | 1,860.00 |
| Hardscape Maintenance | - | 413.33 | (413.33) | 4,960.00 |
| Streetlights | - | 4,325.87 | (4,325.87) | 51,910.47 |
| Accent Lighting | - | 103.33 | (103.33) | 1,240.00 |
| Parks & Recreation | | | | |
| Personnel Leasing Agreement | 1,859.99 | 1,860.00 | (0.01) | 22,320.00 |
| Reserves | | | | |
| Infrastructure Capital Reserve | - | 916.67 | (916.67) | 11,000.00 |
| Interchange Maintenance Reserve | - | 162.58 | (162.58) | 1,950.94 |
| | \$ 16,360.55 | \$ 38,906.43 | \$ (22,545.88) | \$ 466,877.20 |
| Total Expenses | \$ 34,189.71 | \$ 51,111.44 | \$ (16,921.73) | \$ 613,337.20 |
| Income (Loss) from Operations | \$ 169,449.94 | \$ (500.00) | \$ 169,949.94 | \$ (6,000.00) |
| <u>Other Income (Expense)</u> | | | | |
| Interest Income | \$ 10.30 | \$ 500.00 | \$ (489.70) | \$ 6,000.00 |
| Total Other Income (Expense) | \$ 10.30 | \$ 500.00 | \$ (489.70) | \$ 6,000.00 |
| Net Income (Loss) | \$ 169,460.24 | \$ - | \$ 169,460.24 | \$ - |

Greeneway Improvement District
Cash Flow

| Beg. Cash | | FY 2021 Inflows | FY 2021 Outflows | FY 2022 Inflows | FY 2022 Outflows | End. Cash |
|-----------|------------|-----------------|------------------|-----------------|------------------|-----------------------------|
| 10/1/2020 | 77,186.86 | 0.88 | (34,374.01) | - | - | 16,627.45 |
| 11/1/2020 | 16,627.45 | 334,394.58 | (82,655.01) | - | - | 281,640.50 |
| 12/1/2020 | 281,640.50 | 661,198.36 | (713,869.03) | - | - | 227,911.83 |
| 1/1/2021 | 227,911.83 | 1,105,945.86 | (980,165.56) | - | (923.44) | 352,768.69 |
| 2/1/2021 | 352,768.69 | 204,784.23 | (247,016.86) | - | - | 310,536.06 |
| 3/1/2021 | 310,536.06 | 363,784.12 | (363,291.62) | - | - | 311,028.56 |
| 4/1/2021 | 311,028.56 | 476,763.43 | (356,898.27) | - | - | 430,893.72 |
| 5/1/2021 | 430,893.72 | 131,151.23 | (83,190.56) | - | - | 478,854.39 |
| 6/1/2021 | 478,854.39 | 17,333,652.18 | (17,392,144.96) | - | (2,419.89) | 417,941.72 |
| 7/1/2021 | 417,941.72 | 48,193.51 | (62,883.39) | - | - | 403,251.84 |
| 8/1/2021 | 403,251.84 | 163,926.22 | (294,021.51) | - | - | 273,156.55 |
| 9/1/2021 | 273,156.55 | 52,646.14 | (85,547.43) | - | - | 240,255.26 |
| 10/1/2021 | 240,255.26 | 18,969.85 | (55,935.36) | 2.73 | (20,984.33) | 182,308.15 |
| 11/1/2021 | 182,308.15 | - | (6,272.73) | 4,443.25 | (5,997.24) | 174,481.43 as of 11/14/2021 |
| Totals | | 20,895,410.59 | (20,774,449.30) | 4,445.98 | (30,324.90) | |

**Greenway Improvement District
Construction Tracking - mid-November**

Amount

| | |
|---|----------------------|
| Series 2013 Bond Issue | |
| Original Construction Fund | \$ 48,700,000.00 |
| Additions (Interest, Transfers from DSR, etc.) | 1,460,659.51 |
| Cumulative Draws Through Prior Month | (49,492,275.31) |
| | ===== |
| Construction Funds Available | \$ 668,384.20 |
| Requisitions This Month | |
| | ===== |
| Total Requisitions This Month | \$ - |
| | ===== |
| Series 2013 Construction Funds Remaining | \$ 668,384.20 |

| | |
|---|-------------------------|
| Series 2018 Bond Issue | |
| | \$ 24,000,000.00 |
| Additions (Interest, Transfers from DSR, etc.) | 105,014.58 |
| Cumulative Draws Through Prior Month | (6,365,794.66) |
| Requisitions This Month | |
| | ===== |
| Total Requisitions This Month | \$ - |
| Series 2018 Construction Funds Remaining | \$ 17,739,219.92 |

| | |
|-----------------------------------|-------------|
| Current Committed Funding | - |
| Upcoming Committed Funding | - |
| Total Committed Funding | \$ - |

| | |
|------------------------|----------------------|
| Net Uncommitted | 18,407,604.12 |
|------------------------|----------------------|