

# **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, July 20, 2021, at 3:00 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827.

#### **Present:**

Chad Tinetti	Chairperson	
Karen Duerr	Vice-Chairperson	
Amanda Kost	Assistant Secretary	
Matthew Franko	Assistant Secretary	
Antoinette Munroe	Assistant Secretary	(via phone)

#### **Also attending:**

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

## **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**

### **Consideration of the Minutes of the June 15, 2021, Board of Supervisors' Meeting**

The Board reviewed the minutes of the June 15, 2021, Board of Supervisors' Meeting.

On Motion by Ms. Duerr, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the June 15, 2021, Board of Supervisors' Meeting.

## **FOURTH ORDER OF BUSINESS**

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

Mr. Thacker explained the Landscape Agreement is a one year contract with the option to renew for up to an additional two years. The District is approaching the conclusion of the second year of that contract. He recommended the Board renew the contract for the third year and then next year the contract will go out to bid. He added that he had the same recommendation for the next two items for Sections 2 and 3 as well. Additionally, with the establishment of the Midtown Improvement District, these contracts will be amended at a later date based on the new split.

#### **FIFTH ORDER OF BUSINESS**

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

Mr. Thacker recommended the Board renew the contract for the third year.

#### **SIXTH ORDER OF BUSINESS**

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

Mr. Thacker recommended the Board renew the Contract for the third year.

On Motion by Ms. Duerr, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Extending Existing Nemours Parkway Landscape and Irrigation Maintenance Services Agreement with Cepra (Section 1), Tavistock Lakes Boulevard Landscape and Irrigation Maintenance Services Agreement with Cepra (Section 2), and Laureate Boulevard Landscape and Irrigation Maintenance Services Agreement with Down to Earth (Section 3).

Mr. Tinetti asked how often the Board renews this service. Mr. Thacker explained the Board renews it every year up to that third year and then it goes back out to bid. He added that all of the Lake Nona CDDs go out to bid together so there are some economies of scale.

Ms. Mackie asked Mr. Thacker if by the August meeting the District can understand what the revised contract amounts will be to have for budgeting purposes. Mr. Tinetti asked what timeframe the District will go out to bid. Ms. Mackie responded that they start in the early spring so the amount will be reflected in the proposed budget for the next Fiscal Year.

#### **SEVENTH ORDER OF BUSINESS**

#### **Termination of Interlocal Agreement between the District and the Poitras East Community Development District Regarding Construction of Centerline Drive Segment F**

Ms. Mackie stated several meetings ago this Board approved an Interlocal Agreement with Poitras East CDD that would provide for Poitras East serving as the construction entity on Greenway's behalf to construct Centerline Drive Segment F. District staff advised the Board at that time if a Boundary Amendment were to be approved by the City and Midtown created, then this project would become the responsibility of the Midtown Improvement District.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Termination of Interlocal Agreement between the District and the Poitras East Community Development District Regarding Construction of Centerline Drive Segment F.

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Fourth Amendment to Interlocal Agreement between the City of Orlando, Florida and the District Regarding the Exercise of Powers and Cooperation on Various Projects and Services**

Ms. Mackie stated that this item is the final follow up item from the Boundary Amendment. This is revising the existing Interlocal Agreement between the District and the City of Orlando with respect to the powers they granted the District at establishment. The only amendment to this Interlocal Agreement is to revise the legal description that describes the District's boundaries. Once this is approved at the District Board level it will be presented to the City at their August meeting.

On Motion by Ms. Duerr, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Fourth Amendment to Interlocal Agreement between the City of Orlando, Florida and the District Regarding the Exercise of Powers and Cooperation on Various Projects and Services.

#### **NINTH ORDER OF BUSINESS**

#### **Ratification of Requisition Nos. 693-695 in June 2021 in an amount totaling \$10,927.41**

The Board reviewed Requisition Nos. 693-695 in June 2021 in an amount totaling \$10,927.41. These have already been approved and just need to be ratified by the Board.

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 693-695 in June 2021 in an amount totaling \$10,927.41.

#### **TENTH ORDER OF BUSINESS**

#### **Ratification of Operation and Maintenance Expenditures Paid in June 2021 in an amount totaling \$71,881.82**

The Board reviewed Operation and Maintenance Expenditures Paid in June 2021 in an amount totaling \$71,881.82.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures Paid in June 2021 in an amount totaling \$71,881.82.



**ELEVENTH ORDER OF BUSINESS****Recommendation of Work  
Authorizations/ Proposed Services**

Mr. Kaufmann stated there were no Work Authorizations for this District.

**TWELFTH ORDER OF BUSINESS****Review of District's Financial Position  
and Budget to Actual YTD**

Ms. Walden noted through June 2021 the District has total expenses of \$627,000.00 versus a budget of \$921,000.00. No action is required by the Board.

**THIRTEENTH ORDER OF BUSINESS****Staff Reports**

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting is scheduled for Tuesday, August 17, 2021, for the budget public hearing.

District Engineer – No Report

Construction Supervisor – No Report

District Landscape Supervisor – No Report

**FOURTEENTH ORDER OF BUSINESS****Supervisor Requests & Adjournment**

Ms. Kost requested a landscape audit to be performed specifically for landscape and visibility for crosswalk areas within the District. Mr. Thacker stated he can perform the landscape audit.

There were no additional comments, so Ms. Walden requested a motion to adjourn.

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the July 20, 2021, meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

  
Secretary / Assistant Secretary

  
Chairperson / Vice Chairperson