

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, August 17, 2021, at 3:00 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

Also attending:

Jennifer Walden	PFM	
Amanda Lane	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	
Chris Wilson	Construction Committee Member	
Matt McDermott	Construction Committee Member	

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden 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 July 20, 2021, Board of Supervisors' Meeting

The Board reviewed the minutes of the July 20, 2021, Board of Supervisors' Meeting.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the July 20, 2021, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-06, Approving an Annual Meeting Schedule for Fiscal Year 2022

Ms. Walden recommended keeping the meeting on the third Tuesday of the month at Courtyard Orlando Lake Nona with the exception of December which will be moved up one week due to the holiday and moving the time to 4:00 p.m. A discussion took place regarding the time which will be moved to 2:30 p.m.

On Motion by Ms. Kost, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2021-06, Approving an Annual Meeting Schedule for Fiscal Year 2022 with moving the time to 2:30 p.m.

FIFTH ORDER OF BUSINESS

Consideration of Construction Committee Recommendations for Request for Qualifications from Contractors Interested in Providing Construction Services for Master Infrastructure Improvements

Mr. Kaufmann noted a memo is attached to the agenda package that was written by the Construction Committee for the RFQ that was sent out for all five Lake Nona Districts. The Construction Committee received 10 responses. After reviewing, it is the recommendation of the Construction Committee that all 10 be prequalified for Master Infrastructure Improvements with the condition that Garney Companies, Inc. be limited to utility work and Phillips & Jordan, Inc. be limited to earthwork due to the limitations in their experience demonstrated in their RFQ packages. The Construction Committee deemed several minor deficiencies as waivable, and there were other deficiencies found in responses related to surety letters and insurance certificates which District staff will work to resolve with the Contractors .. Ms. Mackie stated this District's CIP is largely complete but District staff thought it was important to have a list of qualified contractors so when services are needed the District can go out to an invitation to bid, which expidites the review process. It made sense to include Greenway in the instance there may be projects in the future that require construction services.

On Motion by Mr. Tinetti, second by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District accepted the Construction Committee's recommendation to prequalify for Master Infrastructure Improvements all 10 Contractors with the condition that Garney Companies, Inc. be prequalified only for utilities and Phillips & Jordan, Inc. only be prequalified for earthwork, waive minor deficiencies and subject to District Staff contacting Contractors to resolve deficiencies.

SIXTH ORDER OF BUSINESS

Public Hearing on the Adoption of the District's Annual Budget

- a) **Public Comments and Testimony**
- b) **Board Comments**
- c) **Consideration of Resolution 2021-07, Adopting the Fiscal Year 2022 Budget and Appropriating Funds**

Ms. Walden noted the District noticed the public hearing pursuant to Florida Statutes. She requested a motion to open the public hearing.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District opened the Public Hearing.

Ms.Walden explained that the budget is an exhibit to the Resolution and is not the one the Board preliminarily approved, which was based on maintaining the same budget as last year. The budget that is being presented for adoption is what was presented to the Board in preliminary form in May, and represents the post-contraction budget. She noted it kept the assessments the same even though the overall budget

was decreased. Ms. Walden noted there were no members of the public present and requested a motion to close the public hearing.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District closed the Public Hearing.

Ms. Walden requested a motion to approve Resolution 2021-07.

On Motion by Mr. Tinetti, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2021-07, Adopting the Fiscal Year 2022 Budget and Appropriating Funds.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-08, Adopting an Assessment Roll for Fiscal Year 2022 and Certifying Special Assessments for Collection

Ms. Walden explained Resolution 2021-08, which will adopt the Assessment Roll for Fiscal Year 2022 and certifying Special Assessments for collection based on the budget that was just adopted.

Mr. Franko asked the difference between off roll and on roll assessments. Ms. Walden explained the off roll assessments are the undeveloped parcels and the District has the option to put things on roll which goes on the residents' property tax bill or they can do it off roll to directly bill those items. Ms. Mackie noted there are benefits for the District to bill off roll with respect to undeveloped property. Depending on the size of the tract and the level of assessment the ability for tax certificates to sell is not as high in those instances. In the event of a non-payment, the District can pursue foreclosure. There are also benefits to the Landowner such as they don't have to pay early payment discounts. The Trust Indenture allows the District to direct bill undeveloped property but as soon as they are platted lots they must be billed using the Uniform Method.

On Motion by Mr. Tinetti, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2021-08, Adopting an Assessment Roll for Fiscal Year 2022 and Certifying Special Assessment for Collection.

EIGHTH ORDER OF BUSINESS

Ratification of Requisitions Nos. 696 – 699 in July 2021 in an amount totaling \$47,924.09

The Board reviewed Requisitions Nos. 696 – 699 in July 2021 in an amount totaling \$47,924.09.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisitions Nos. 696 – 699 in July 2021 in an amount totaling \$47,924.09.

NINTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in July 2021 in an amount \$62,883.39

The Board reviewed Operation and Maintenance Expenditures Paid in July 2021 in an amount \$62,883.39.

Ms. Kost asked if the Boundary Amendment Counsel from Hopping Green & Sams was in regards to the separation of the District. Ms. Mackie stated it should not be included in the O&M expenditures as they are billed directly to the Developer. Ms. Lane stated the boundary amendment expenses are in a separate line item on the financials as a Developer funded item and are offset by the Developer Funding in the revenue. She added that those items were not paid until the District received the money from the Developer.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures Paid in July 2021 in an amount \$62,883.39.

TENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann stated there are no Work Authorizations or proposed services for this District.

ELEVENTH ORDER OF BUSINESS

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

The Board reviewed the District Financial Statements. Through July 31, 2021, the District has spent approximately \$689,000.00 vs. a budget of \$921,000.00. No action is required by the Board.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie noted at the prior meeting the District terminated a Cost Share Agreement with Poitras East CDD for the construction of Centerline Drive, which is now a project in the Midtown ID. The Midtown ID will now pay all the construction costs going forward. The Greenway ID did engage with some consulting professionals with respect to design and some of the testing services that will need to be assigned from the Greenway ID to the Midtown ID. Those documents are not prepared but Ms. Mackie requested authorization for the District Chair to execute once those have been prepared by Counsel and reviewed by the various consultants.

On Motion by Ms. Kost, second by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District authorized the Chair to execute documents assigning consulting professionals to the Midtown ID for the Centerline Drive project.

District Manager –

Ms. Walden noted the next meeting is scheduled for Tuesday, September 21, 2021 at the Courtyard Orlando Lake Nona.

District Engineer –

No Report

Construction Supervisor –

No Report

District Landscape Supervisor-

Mr. Thacker stated at the last meeting there was a request that he take a look at street signs especially around crosswalks to ensure tree branches are not blocking. He asked the Landscape Contractors to survey the three roadways. They found some areas and did some trimming around trees to clear and make sure nothing was blocking the street signs.

Mr. Thacker noted at the end of Tavistok Lakes Blvd, where it comes in from Narcoossee Road, there is a large oak tree near the gateway building. A large portion of the tree died. There was some decay and the landscapers did some trimming to help the appearance. A survey was done last week to identify how much of the tree is decaying and he is waiting for the report and cost to nurture the tree back to health.

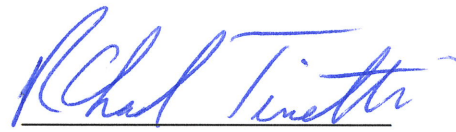
THIRTEENTH ORDER OF BUSINESS

Supervisor Requests & Adjournment

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

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the August 17, 2021, meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson