

GREENEWAY 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

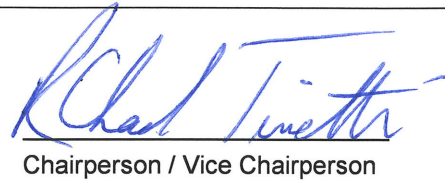
TWELFTH ORDER OF BUSINESS

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