

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, November 16, 2021, at 2:34 p.m. at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

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| Chad Tinetti | Chairperson |
| Karen Duerr | Vice Chairperson |
| Amanda Kost | Assistant Secretary |
| Matthew Franko | Assistant Secretary |
| Antoinette Munroe | Assistant Secretary (joined at 2:36 p.m. via phone) |

Also attending:

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|-----------------|---|-------------|
| Jennifer Walden | PFM | |
| Lynne Mullins | PFM | (via phone) |
| Tucker Mackie | Kutak Rock | (via phone) |
| Jeff Newton | Donald W. McIntosh Associates | |
| Larry Kaufmann | Construction Supervisor & Construction Committee Member | (via phone) |
| Matt McDermott | Construction Committee Member | |
| Chris Wilson | Construction Committee Member | |

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden asked for any public comments. There were no public comments at this time.

THIRD ORDER OF BUSINESS

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

The Board reviewed the minutes of the October 19, 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 Minutes of the October 19, 2021, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

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

Ms. Walden explained that included as an exhibit to the Resolution is the Amended Operations and Maintenance Budget. Certain line items exceeded the budget by more than the allowable threshold, so the Board needs to amend the budget. Ms. Walden noted this is something the Auditor likes to see. The overall budget has not changed so the District is just reallocating certain line items to balance the budget.

Mr. Franko asked which line items went over the threshold. Ms. Walden answered the line items that went over the threshold were property taxes, electric, water reclaimed, and irrigation repairs. She added that while those items went up other line items came in under budget.

On Motion by Ms. Duerr, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2022-01, Adopting an Amended Budget for Fiscal Year 2021.

Ms. Munroe joined the meeting via phone at 2:36 p.m.

FIFTH ORDER OF BUSINESS

Consideration of Kutak Rock Fee Agreement

Ms. Mackie discussed the Kutak Rock Fee Agreement. At the prior Board Meeting the District authorized the execution of a transition letter that would transition the client files from Hopping Green & Sams to Kutak Rock. Ms. Mackie joined Kutak Rock effective yesterday. Included within the agenda package is the form of the Fee Agreement that would be executed between the District and Kutak Rock. She explained it is largely identical to the Fee Agreement the District had with Hopping Green & Sams, including consistency with rates. Ms. Mackie requested a motion to approve the Kutak Rock Fee Agreement.

Ms. Duerr asked if Ms. Mackie went to Kutak Rock. Ms. Mackie explained that herself along with ten of her fellow partners left Hopping Green & Sams effective last Friday and joined the law firm of Kutak Rock. Hopping Green & Sams is winding down their operations entirely, so the entire special districts practice group is joining Kutak Rock.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Kutak Rock Fee Agreement.

SIXTH ORDER OF BUSINESS

Discussion of Memo for Wastewater and Stormwater Needs Analysis

Ms. Mackie stated during the last legislative session there was legislation adopted that provides for governments, including Special Districts, to provide a Wastewater and Stormwater Needs Analysis. The effective timeframe for providing this report is June of 2022. This is before the Board for informational purposes to let them know of the requirement, and District staff is aware and going to be determining if the District has any wastewater and stormwater facilities that would require the District to respond.

The Greenway Improvement District does not maintain any stormwater systems; however, the Boggy Creek Improvement District does maintain the stormwater ponds at the Interchange for all the Lake Nona Districts, a portion of which will be passed on as a cost to the Greenway Improvement District. District staff has not identified any wastewater or stormwater facilities within the Greenway Improvement District, but to the extent there are, it would require that the District provide certain information that is identified on page two of the Memorandum. Some of that information mirrors largely what the District already provides in the form of a Public Facilities Report, which is required under Chapter 189.

Mr. Newton stated the Greenway Improvement District does not currently own, operate, or maintain any stormwater or wastewater facilities. Ms. Duerr asked who owns the wastewater and stormwater systems. Mr. Newton responded anything within the streets, such as the inlets and pipes, is maintained by the City

of Orlando. The ponds are currently maintained by Lake Nona Land Company. Ms. Mackie stated the general intent is that the ponds will ultimately be an HOA responsibility.

Mr. Franko asked if this is included in the budget. Mr. Newton stated he does not think there should be a budget item for this report because he does not think there will be a report for this District. Mr. Franko asked about the pass through from the Boggy Creek Improvement District for the Interchange area. Mr. Newton stated there is already a budget item for pass through costs for Interchange pond maintenance, and if there is a cost for the analysis, it will be split between the other Districts, and the cost will not be significant. Ms. Walden reminded the Board about the miscellaneous line item for some extra funds for unplanned items that come up. The Board discussed bidding the report. Mr. Newton said the cost is significantly less than the bidding threshold, and he can provide that service as the District Engineer. No action was required by the Board.

SEVENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 705 – 707 paid in October 2021 in an amount totaling \$1,049.89

The Board reviewed Requisition Nos. 705 – 707 paid in October 2021 in an amount totaling \$1,049.89. Ms. Walden noted these have been previously approved 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. 705 – 707 in October 2021 in an amount totaling \$1,049.89.

EIGHTH ORDER OF BUSINESS

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

The Board reviewed Operation and Maintenance Expenditures paid in October 2021 in an amount totaling \$61,229.14. Ms. Walden noted these have been approved and just need to be ratified by the Board.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures Paid in October 2021 in an amount totaling \$61,229.14.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden presented a Work Authorization from Berman Construction in the amount of \$6,000.00 for the installation of holiday decorations at the different entrances into the District. Ms. Duerr asked if this was included in the budget. Ms. Walden said it is and the budget is \$6,000.00. Ms. Kost asked if it included removal as well. Ms. Walden received word from Mr. Thacker that removal is included in the quote. Ms. Kost asked if quotes were received for this service. Ms. Walden stated that the company that was previously providing this service to the District went out of business and provided their supplies to Berman, but staff can work on obtaining quotes in the future.

On Motion by Ms. Duerr, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Proposal from Berman Construction in the amount of \$6,000.00 for the installation and removal of holiday decorations at the entrances into the District.

TENTH ORDER OF BUSINESS

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

Ms. Walden noted the District's Financial Statements are updated through October 31, 2021, which is the first month of the new Fiscal Year, and the District is running under budget. No action is required by the Board.

Ms. Walden stated some of the other Lake Nona Districts requested a column to show the percentage of how much was spent for each line item, and she asked if this Board would like that as well. The Board agreed, so Ms. Walden will ask Ms. Lane to add a percentage column to the District Financial Statements.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting was moved up one week and is scheduled for December 14, 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. Walden requested a motion to adjourn.

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the November 16, 2021, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson