

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, February 15, 2022, 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
Antoinette Munroe	Assistant Secretary
Matthew Franko	Assistant Secretary

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Venessa Ripoll	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Jeff Newton	Donald W. McIntosh Associates	
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor	(joined at 2:37 p.m. via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden asked for any public comments. She noted there were no members of the public present.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the January 18, 2022, Board of Supervisors' Meeting

The Board reviewed the minutes of the January 18, 2022, Board of Supervisors' Meeting.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the January 18, 2022, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of RFP for District Landscaping & Common Area Maintenance

Ms. Walden explained that District staff has been working on the RFP for landscape maintenance services. District staff is requesting approval to move forward with placing the advertisement for the RFP and approval of the evaluation criteria. She noted the evaluation criteria previously used had 10 points for understanding of scope of work, 30 points for technical capability, 30 points for experience and 30 points for price, and the recommendation is to use the same criteria.

On Motion by Ms. Kost, second by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District approved moving forward with the RFP for District Landscaping & Common Area Maintenance and approved the evaluation criteria as presented.

FIFTH ORDER OF BUSINESS

Ratification of Requisition Nos. 711 – 713 paid in January 2022 in an amount totaling \$428.75

The Board reviewed Requisition Nos. 711 – 713 paid in January 2022 in an amount totaling \$428.75. Ms. Walden noted these have been approved and need to be ratified by the Board.

On Motion by Ms. Kost, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 711 – 713 paid in January 2022 in an amount totaling \$428.75.

SIXTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in January 2022 in an amount totaling \$32,281.50

The Board reviewed Operation and Maintenance Expenditures paid in January 2022 in an amount totaling \$32,281.50. Ms. Walden noted these have been approved and need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures Paid in January 2022 in an amount totaling \$32,281.50.

SEVENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann stated there were no Work Authorizations.

EIGHTH 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 January 31, 2022, with total expenses of \$203,000.00 vs. a budget of \$613,000.00. No action is required by the Board.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie provided an update on the legislative session where items could potentially impact the District. The main item is the ethics training requirement for District Supervisors. She will provide an update next meeting on this and any other items that could impact the District operations.

District Manager –

Ms. Walden explained that the Trustee has reached out concerning the remaining balance in the trust account. Discussion ensued regarding if that was for the BAN or the Bond. District staff will follow up to get clarification and provide an update. She also noted the next meeting is scheduled for Tuesday, March 15, 2022, which is Spring Break for many schools. Three of the Board Members stated they would be able to attend.

District Engineer –

No Report

Construction Supervisor –

No Report

District Landscape Supervisor –

No Report

TENTH ORDER OF BUSINESS

Supervisor Requests & Adjournment

Ms. Kost asked if there was any update on the holiday decorations vendor. Ms. Walden stated there is no current update, but the team will start working on this item to ensure the District can find a vendor well before the holiday season.

On Motion by Ms. Kost, second by Mr. Franko, with all in favor, the February 15, 2022, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson