

GREENWAY IMPROVEMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

FIRST ORDER OF BUSINESS

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Tuesday, April 16, 2019 at 3:03 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey
Chad Tinetti
Amanda Kost

Chair
Vice-Chair
Assistant Secretary

Also attending:

Jennifer Walden
Lynne Mullins
Jeff Newton
Larry Kaufmann
Troy Davidson
Scott Thacker
Stephen Flint
Alex Figuero
Tucker Mackie
Amanda Lane

PFM
PFM
Donald W. McIntosh Associates
Construction Supervisor
Construction Committee
Construction Committee
Tavistock Development
Resident
Hopping Green & Sams
PFM (via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey announced that there were no public comments at this time.

THIRD ORDER OF BUSINESS

Discussion Related to Board Vacancy for Seat 4

Ms. Walden explained that in January Ms. Courtney provided a resignation letter, which the Board accepted, wherein she vacated Seat 4 as she no longer resides within the District. Ms. Walden noted that Alex Figuero was recommended to fill that seat. Dr. Levey requested a motion to nominate Mr. Figuero.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District nominated Alex Figuero to Seat 4.

FOURTH ORDER OF BUSINESS

Swearing in Newly elected Board Member

Ms. Mullins administered the oath of office to Mr. Figuero.

FIFTH ORDER OF BUSINESS

Consideration of Minutes of the March 19, 2019 Board of Supervisors' Meeting

Board Members reviewed the minutes from the March 19, 2019 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 March 19, 2019 Board of Supervisors' Meeting.

SIXTH ORDER OF BUSINESS

Consideration of Master Lighting Installation, Upgrade and Service Agreement - Pixon

Mr. Kaufmann presented the Master Lighting Installation, Upgrade and Service Agreement - Pixon to the Board. OUC has taken down four fixtures and is ready to put up seven of the decorative fixtures. This agreement accommodates that replacement. Dr. Levey asked if the District had adequate funds in the budget. Mr. Kaufmann stated that it will be added to the budget for Fiscal Year 2020.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Master Lighting Installation, Upgrade and Service Agreement - Pixon.

SEVENTH ORDER OF BUSINESS

Ratification of Master Lighting and Service Agreement - Nemours Parkway Phase 7

Mr. Kaufmann presented the Board the agreement at the last meeting however, there were some things inserted into the agreement related to fixture color. The agreement has been updated and brought back to the Board for ratification. Dr. Levey asked if all the documents are here with the right attachments. Mr. Kaufmann confirmed.

Mr. Tinetti asked about Section 4.2 regarding the 3% per year increase. Mr. Kaufmann stated that they have the ability to do that but they do not always do that. He will look to see if they have increased any agreements by 3% each year. Dr. Levey stated that they would have to send the Board a notice of a rate increase and he does not remember ever seeing anything like that.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Master Lighting and Service Agreement - Nemours Parkway Phase 7.

EIGHTH ORDER OF BUSINESS

Discussion of Fiscal Year 2020 Budget

Ms. Walden presented a proposed budget for Fiscal Year 2020 (minutes exhibit A). District staff met with the Construction Committee and wanted to bring it to the Board for discussion.

There is no action required today. This is for the Board's information and comments.

Ms. Walden stated that District staff discussed the streetlights with the Construction Committee and added the additional agreements into the budget for FY 2020. The District is out for bids for landscaping and those will be submitted in a few weeks, so the number in the budget is a placeholder at this time. The Board will be presented those numbers at the May meeting.

Ms. Kost asked if the net revenues are based on projected sales within Greeneway. Ms. Mackie stated that it is based on assessment. The assessments are collected on developed and undeveloped property. The overall collections do not change as a result of sales. The only thing that might change as a result of sales is who the tax bill goes to.

Mr. Tinetti asked if the 17%-18% increase from 2019 is due to the increased area that the District is covering. Mr. Kaufmann stated yes. Mr. Tinetti asked about the income loss from operations of \$334,000.00. Dr. Levey explained that it is between now and September. Ms. Mackie explained that, since the District collects on the tax bill, it collects most of its revenue at the beginning of the year.

Ms. Kost asked about the website maintenance and noted the increase. Ms. Walden stated this is first year it has gone up and is due to the ADA compliance. Ms. Walden just found out that the insurance carrier is recommending quarterly audits of all District websites for ADA compliance and the cost is being estimated to be \$1,200.00 for year. Ms. Mackie stated that, if the District does not engage in quarterly monitoring, the insurance carrier will not insure next year against any lawsuit related to an ADA non-compliance event.

Ms. Walden asked the Board if they had any additional comments.

NINTH ORDER OF BUSINESS

Ratification of Requisition Nos. 645 – 650 & 2018-003 – 2018-005 Approved in March 2019 in an amount totaling \$454,376.55

Board Members reviewed Requisition Nos. 645 – 650 & 2018-003 – 2018-005 approved in March 2019 in an amount totaling \$454,376.55

Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

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On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 645 – 650 & 2018-003 – 2018-005 approved in March 2019 in an amount totaling \$454,376.55.

TENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in March 2019 in an amount totaling \$56,822.21

Board Members reviewed the Operation and Maintenance Expenditures paid in March 2019 in an amount totaling \$56,822.21

Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

Mr. Tinetti asked about the debt service that was crossed out. Ms. Mackie explained that the money comes into the O & M account and then it is utilized to pay debt service since the District collects the assessments on the roll without distinguishing between the two. The District receives those funds in the O & M account and Ms. Lane does a reconciliation where she sends the money to the Trustee so it can be used to pay debt service.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures paid in March 2019 in an amount totaling \$56,822.21

ELEVENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann had no work authorizations for this Board.

TWELFTH ORDER OF BUSINESS

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

Ms. Walden explained that the District has total expenses of \$351,600.00 vs. a budget of \$410,500.00. The District is currently running under budget through March. Board Members reviewed the District's statement of financial position. There was no action required.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie asked if Mr. Figuero has ever served on a public Board before. Mr. Figuero replied that he has not. Ms. Mackie explained the sunshine law and public records law. She asked him to reach out to herself or Ms. Mullins regarding any questions he has.

District Manager –

Ms. Walden noted that the next meeting is Tuesday May 21, 2019. That is when the District will start the budget process.

District Engineer –

Mr. Newton circulated the Construction Contract Status Memorandum (Minutes Exhibit A). The Board already discussed the Nemours Parkway Phase 6 culvert erosion issue occurring at a quad 36" culvert near the school. This Board authorized DEVO Engineering to do an evaluation to determine the cause. The preliminary findings are that it is a groundwater issue and it was not a design issue or a construction issue. The ground water has changed in the way it moves. By next month the Board will have a report and a recommendation on how to deal with it. The Board will need to implement Devo Engineering's recommendation before the rainy season to prevent further erosion.

Mr. Newton stated that construction of Nemours Parkway Phase 7 has completed the curb and gutter and lime rock base. Prime coat is being put down and it should be paved next month.

Mr. Newton stated that they have had a final walk with the City on Kellogg Avenue and Centerline Drive and the only thing outstanding right now are the City acceptable as-builts, which are currently in the process.

There is no action required by the Board.

Construction Supervisor –

No Report

FOURTEENTH ORDER OF BUSINESS

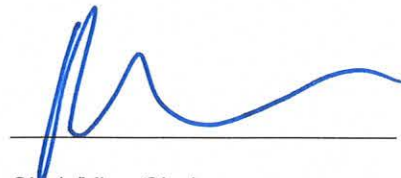
**Supervisor and Audience
Comments & Adjournment**

There were no Supervisor requests or audience comments. Dr. Levey requested a motion to adjourn.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the April 16, 2019 Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair

Greeneway Improvement District
FY 2020 Proposed O&M Budget

EXHIBIT A

	Actuals Through 03/31/2019	Anticipated 04/2019 - 09/2019	Anticipated FY 2019 Totals	FY 2019 Adopted Budget	FY 2020 Proposed Budget
Revenues					
On-Roll Assessments	\$ 367,202.31	\$ 96,761.67	\$ 463,963.98	\$ 463,963.98	
Off-Roll Assessments	309,738.93	46,938.04	356,676.97	356,676.97	
Net Revenues	\$ 676,941.24	\$ 143,699.71	\$ 820,640.95	\$ 820,640.95	\$ 979,986.07
General & Administrative Expenses					
Legislative					
Supervisor Fees	\$ 2,200.00	\$ 2,400.00	\$ 4,600.00	\$ 7,200.00	\$ 7,200.00
Financial & Administrative					
Public Officials' Liability Insurance	2,244.00	-	2,244.00	2,500.00	2,500.00
Trustee Services	2,199.90	-	2,199.90	2,500.00	4,000.00
Management	19,999.98	20,000.02	40,000.00	40,000.00	40,000.00
Engineering	3,573.00	3,573.00	7,146.00	10,000.00	10,000.00
Dissemination Agent	1,250.00	3,750.00	5,000.00	5,000.00	5,000.00
Property Appraiser	1,672.00	-	1,672.00	1,500.00	1,700.00
District Counsel	8,397.25	8,397.25	16,794.50	22,000.00	30,000.00
Assessment Administration	7,500.00	-	7,500.00	7,500.00	7,500.00
Reamortization Schedules	-	-	-	-	250.00
Audit	-	4,395.00	4,395.00	5,500.00	7,000.00
Travel and Per Diem	76.90	73.10	150.00	150.00	250.00
Telephone	150.26	349.74	500.00	500.00	250.00
Postage & Shipping	111.29	388.71	500.00	500.00	800.00
Copies	744.00	1,256.00	2,000.00	2,000.00	1,500.00
Legal Advertising	1,381.25	2,418.75	3,800.00	3,800.00	6,000.00
Bank Fees	-	-	-	50.00	-
Miscellaneous	32.70	2,467.30	2,500.00	2,500.00	100.00
Property Taxes	477.29	-	477.29	1,500.00	2,000.00
Web Site Maintenance	630.00	630.00	1,260.00	1,250.00	1,500.00
Dues, Licenses, and Fees	175.00	-	175.00	175.00	175.00
Total General & Administrative Expenses	\$ 52,814.82	\$ 50,098.87	\$ 102,913.69	\$ 116,125.00	\$ 127,725.00

Greenway Improvement District
FY 2020 Proposed O&M Budget

	Actuals Through 03/31/2019	Anticipated 04/2019 - 09/2019	Anticipated FY 2019 Totals	FY 2019 Adopted Budget	FY 2020 Proposed Budget
<u>Field Operations</u>					
Electric Utility Services					
Electric	\$ 2,953.39	\$ 2,953.39	\$ 5,906.78	\$ 5,000.00	\$ 7,000.00
Water-Sewer Combination Services					
Water Reclaimed	18,965.79	18,965.79	37,931.58	20,000.00	40,000.00
Other Physical Environment					
General Insurance	2,525.00	-	2,525.00	3,000.00	3,000.00
Property & Casualty Insurance	5,987.00	-	5,987.00	-	7,000.00
Other Insurance	-	-	-	750.00	150.00
Irrigation Repairs	17,061.21	17,061.21	34,122.42	30,000.00	55,000.00
Landscaping Maintenance & Material	105,948.00	122,688.00	228,636.00	228,636.00	270,000.00
Other Landscape Maintenance	-	20,000.00	20,000.00	40,000.00	40,000.00
Landscape Improvements	51,983.50	51,983.50	103,967.00	50,000.00	95,000.00
Tree Trimming	-	-	-	-	20,000.00
Contingency	3,700.00	9,930.96	13,630.96	17,614.00	8,500.00
Hurricane Cleanup	-	2,500.00	2,500.00	5,000.00	5,000.00
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	1,803.60	2,012.40	3,816.00	3,816.00	3,816.00
IME - Irrigation Repairs	938.50	35,061.50	36,000.00	36,000.00	10,800.00
IME - Landscaping	45,604.80	45,604.80	91,209.60	88,253.28	94,140.00
IME - Lighting	1,832.82	18,167.18	20,000.00	20,000.00	22,153.84
IME - Miscellaneous	1,526.76	1,526.76	3,053.52	-	1,661.40
IME - Water Reclaimed	472.46	3,127.54	3,600.00	3,600.00	3,323.08
Road & Street Facilities					
Entry and Wall Maintenance	-	1,500.00	1,500.00	3,000.00	3,000.00
Hardscape Maintenance	-	1,500.00	1,500.00	3,000.00	5,000.00
Streetlights	37,483.02	37,483.02	74,966.04	100,000.00	110,370.08
Accent Lighting	-	1,000.00	1,000.00	2,000.00	2,000.00
Parks & Recreation					
Personnel Leasing Agreement	-	10,000.00	10,000.00	20,000.00	20,000.00
Reserves					
Infrastructure Capital Reserve	-	22,200.00	22,200.00	22,200.00	22,200.00
Interchange Maintenance Reserve	-	3,146.67	3,146.67	3,146.67	3,146.67
Total Field Operations Expenses	\$ 298,785.85	\$ 428,412.72	\$ 727,198.57	\$ 705,015.95	\$ 852,261.07
Total Expenses	\$ 351,600.67	\$ 478,511.59	\$ 830,112.26	\$ 821,140.95	\$ 979,986.07
Income (Loss) from Operations	\$ 325,340.57	\$ (334,811.88)	\$ (9,471.31)	\$ (500.00)	\$ -
<u>Other Income (Expense)</u>					
Interest Income	\$ 4,735.65	\$ 4,735.66	\$ 9,471.31	\$ 500.00	\$ 10,000.00
Total Other Income (Expense)	\$ 4,735.65	\$ 4,735.66	\$ 9,471.31	\$ 500.00	\$ 10,000.00
Net Income (Loss)	\$ 330,076.22	\$ (330,076.22)	\$ -	\$ -	\$ 10,000.00



**DONALD W. McINTOSH
ASSOCIATES, INC.**

MEMORANDUM

EXHIBIT B

DATE: April 16, 2019

TO: Greeneway Improvement District
Board of Supervisors

FROM: Donald W. McIntosh Associates, Inc.
District Engineer

RE: Construction Contract Status

Dear Board Members,

Please accept this correspondence as a current summary of our construction contract status. Listed below by project is a brief summary of recent contract activity. Copies of the latest Change Order logs are attached.

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

Nemours Parkway Phase 6 – Jr. Davis Construction, Inc. / BrightView

Construction Status: Final as-built surveys were accepted by the City on April 10, 2019.

In accordance with the authorization issued by the District on March 19, 2019, Devo Engineering is preparing a geotechnical evaluation of the erosion at the ends of the quad culvert crossing under the roadway west of the high school. Devo's preliminary determination is that this erosion is neither a construction issue nor a design issue but is rather related to a change in the movement of groundwater within this former wetland area. DWMA is coordinating with Devo on completion of the evaluation and recommendations to address the cause of the erosion.

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.

Nemours Parkway Phase 7 – Jr. Davis Construction, Inc.

Construction Status: Installation of underground storm and sanitary sewer systems and pressure utilities (i.e., potable and reclaimed water systems) have been completed and pressure testing is in process. Contractor has completed installation of curb and gutter and lime rock base. Application of prime coat is ongoing, and the first lift of asphalt is scheduled to be placed on May 13, 2019.

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

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<http://www.dwma.com>



Memorandum

*Re: Greenway Improvement District
Construction Contract Status*

April 16, 2019

Page 2

Lake Nona Kellogg Avenue Extension – DeWitt Excavation

Construction Status: Final walk through was satisfactorily completed on April 9, 2019. The project is being closed out pending approval of as-builts by the City of Orlando.

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.

Should there be any questions, please advise.

Thank you.

End of memorandum.

c: Larry Kaufmann
Scott Thacker
Troy Davidson
Rene Schneider
Lance Jackson
James C. Nugent
Tarek Fahmy

**LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 6
Change Order Log
Jr. Davis**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date 8/17/17	To Board	Approval Date	Notes
						\$2,070,587.60			
<u>1</u>	7/10/2018	8" Directional Bore	0	\$ 10,874.88	Approved	\$ 2,081,462.48	7/17/2018	7/17/2018	
<u>2</u>	6/20/2018	Culvert Rail Installation	0	\$ 13,464.00	Approved	\$ 2,094,926.48	7/17/2018	7/17/2018	
<u>3</u>	7/16/2018	OCPS sidewalk revision	30	\$ 42,220.54	Approved	\$ 2,137,147.02	7/17/2018	7/17/2018	

**LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 7
Change Order Log
Jr. Davis**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$6,312,276.78			
1	2/8/2019	Contract adjustment for revision to include scope of work for addendums/plans issued after bid date.		\$ 161,445.97	Approved	\$ 6,473,722.75	2/19/2019	2/19/2019	

**LAKE NONA SOUTH
Greenway Improvement District
Kellogg Avenue Extension
Change Order Log
Dewitt Excavating**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$1,797,324.58			
<u>1</u>	7/12/2018	Developer Portion - Stabilize Construction Access Road and Import Fill	0	\$230,500.00	Approved	\$2,027,824.58	7/17/2018	7/17/2018	
<u>2</u>	8/1/2018	Add days to contract due to weather	8	\$0.00	Approved	\$2,027,824.58	8/23/2018	8/23/2018	
<u>3</u>	9/14/2018	OUC Access Revision - electric and street lighting layout configuration - Kellogg Avenue Extension	0	-\$2,146.88	Approved	\$2,025,677.70	9/18/2018	9/18/2018	
4	9/14/2018	OUC Access Revision - electric and street lighting layout configuration - Hartwell Court Extension	0	\$65,127.18	Approved	\$2,090,804.88	9/18/2018	9/18/2018	
5	10/15/2018	Change of Oak Trees to Acer Rubrum	0	-\$500.00	Approved	\$2,090,304.88	10/16/2018	10/16/2018	
6	10/16/2018	Addition of compost to plant area for Canopy Trees only	0	\$1,691.88	Approved	\$2,091,996.76	11/19/2018	11/19/2018	
7	2/4/2019	Credit for dirt not imported	0	-\$124,608.00	Approved	\$1,967,388.76	2/19/2019	2/19/2019	
8	1/7/2019	Core and connection for SM07 - Soccer Field; Water Service Connection for Soccer Field and Water park	0	\$19,077.25	Approved	\$1,986,466.01	2/19/2019	2/19/2019	
9	2/6/2019	Stop sign and thermopaint	0	\$1,956.00	Approved	\$1,988,422.01	2/19/2019	2/19/2019	
10	2/19/2019	Change of street sign	0	\$750.00	Pending	\$1,989,172.01	3/19/2019		