

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, May 19, 2020, at 3:00 p.m. via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-112.

Richard Levey	Chairperson	(via phone)
Amanda Kost	Assistant Secretary	(via phone)
Karen Duerr	Assistant Secretary	(via phone)

Also, attending:

Lynne Mullins	PFM	(via phone)
Jennifer Walden	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor & Construction Committee Member	(via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey noted for the record there were no members of the public present.

THIRD ORDER OF BUSINESS

Discussion Regarding Executive Orders 20-52, 20-69 & 20-112

Ms. Walden explained the Governor issued Executive Orders 20-52, 20-69 & 20-112. These are included in the packet and state the District can hold the meetings via telephonic conferencing due to the COVID-19 situation. Also included is a proof of the ad that was placed for today's meeting, which notes those Executive Orders and the telephonic conferencing information for the public to join the meeting.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the April 21, 2020, Board of Supervisors' Meeting

Board Members reviewed the minutes from the April 21, 2020, Board of Supervisors' Meeting.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the April 21, 2020, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

**Consideration of the Minutes
of the April 21, 2020, Auditor
Selection Committee Meeting**

Board Members reviewed the minutes from the April 21, 2020, Auditor Selection Committee Meeting.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the April 21, 2020, Auditor Selection Committee Meeting.

SIXTH ORDER OF BUSINESS

**Letter from Supervisor of
Elections - Orange County**

Ms. Walden explained the District is required to state on record the number of registered voters within the District. As of April 15, 2020, the District has 3,593 registered voters. No action is required.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution
2020-06, Approving a
Preliminary Budget for Fiscal
Year 2021 and Setting a Public
Hearing Date**

Ms. Walden presented the Preliminary Budget for Fiscal Year 2121. Included is a column showing the year-to-year variance for each item so the Board can clearly see which items are increasing or decreasing. Overall, the budget is staying the same as last year with total expenses of \$911,167.85. It shows all assessments as on roll assessments but it will break out to show off roll assessments after the final budget is adopted. The biggest change is for Landscaping Maintenance due to Nemours Parkway Phase 7, which will come online during the Fiscal Year. District staff recommended August 18, 2020, as the public hearing date for consideration of the 2021 budget. Ms. Kost requested to have the public utilize the call-in number for participation. Usually, the regular dial in number is for District staff. Dr. Levey stated he has no problem allowing a public dial in number but allowing them to comment is problematic because there is no way to identify who is commenting. Dr. Levey requested a motion to approve Resolution 2020-06.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2020-06, Approving a Preliminary Budget and Setting a Public Hearing Date for August 18, 2020, at 3:00 p.m. at Dockside Lake Nona, 13623 Sachs Avenue, Orlando, FL 32827.

EIGHTH ORDER OF BUSINESS

**District Management Fee
Increase Letter for Fiscal Year
2021**

Ms. Walden requested to table this item.

NINTH ORDER OF BUSINESS

**District Counsel Fee Increase
Letter for Fiscal Year 2021**

Ms. Mackie requested to table this item.

TENTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 2018-65 - 2018-69 paid in
April 2020 in an amount
totaling \$135,689.29**

Board Members reviewed Requisition Nos. 2018-65 - 2018-69 paid in April 2020 in an amount totaling \$135,689.29. Dr. Levey noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 2018-65 - 2018-69 paid in April 2020 in an amount totaling \$135,689.29.

ELEVENTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures
paid in April 2020 in an amount
totaling \$80,469.78**

Board Members reviewed the Operation & Maintenance Expenditures paid in April 2020 in an amount totaling \$80,469.78. Dr. Levey noted these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation & Maintenance Expenditures paid in April 2020 in an amount totaling \$80,469.78.

Mr. Kaufmann stated Berman Construction, LLC has a joint venture with Tavistock. A discussion took place about the Employee Leasing Agreement. Dr. Levey asked the District Management to report back to the Board about this arrangement and clarify for the Board what is happening.

TWELFTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann presented a proposal for Centerline Drive Phase 2 – Parcel 24E with Donald W. McIntosh Associates, Inc. for additional services to include the design and permitting for the mass grading of Parcel 24E to be included with Centerline Drive Phase 2. These added services are to be Developer funded under the current construction funding agreement.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the recommendation for Work Authorization for Centerline Drive Phase 2 – Parcel 24E in the amount of \$25,645.00 with Donald W. McIntosh Associates, Inc.

Mr. Kaufmann presented a proposal for Centerline Drive Phase 2 (Segment C) with DEVO Engineering for a geotechnical report and pavement design for the new multi-use trail.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the recommendation for Work Authorization for Centerline Drive Phase 2 (Segment C) with Devo Engineering in the amount of \$1,800.00.

THIRTEENTH ORDER OF BUSINESS

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

Board Members reviewed the Statement of Financial Position and Budget to Actual through April 30, 2020. Ms. Walden noted that the District has spent a total of \$455,000.00 vs an overall budget of \$921,000.00. No action is required by the Board.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No Report

District Manager –

Ms. Walden noted the next Board of Supervisors meeting is scheduled for Tuesday, June 19, 2020.

District Engineer –

Mr. Newton reference the Construction Contract Status Memo (Minutes Exhibit A). Nemours Parkway Phase 7 – Jr. Davis Construction Company, Inc. is nearing completion and is anticipated to be certified complete by next month's Board meeting.

Construction Supervisor – No Report

District Landscape Supervisor- No Report

FIFTEENTH ORDER OF BUSINESS

**Supervisor and Audience
Comments & Adjournment**

Ms. Kost requested to have a call-in number available for the public due to the current situation with COVID-19. Ms. Kost also explained there have been recent resident questions regarding the feasibility of having some sort of license plate camera installed in the District. A discussion took place.

There was no other business to discuss. Dr. Levey requested a motion to adjourn.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the May 19, 2020, meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair

EXHIBIT A



**DONALD W. MCINTOSH
ASSOCIATES, INC.**

MEMORANDUM

DATE: May 19, 2020
TO: Greenway 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. A copy of the latest Change Order log is attached.

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

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

Construction Status: Force main corrections were completed on 04/30/20. Revised as built drawings were submitted to the City on 5/6/20 and FDEP clearance documents were submitted on 5/14/20. The Greenway Improvement District will be invoicing the Boggy Creek Improvement District for improvements within the BCID boundary.

Change Order (C.O.) Status: None

Recommended Motion: None

Should there be any questions, please do not hesitate to call.

Thank you.

End of memorandum.

c: Larry Kaufmann
Scott Thacker
Chris Wilson
Dan Young
Tarek Fahmy

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

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<http://www.dwma.com>

**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			
<u>1</u>	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	
<u>2</u>	5/20/2019	Add sanitary and reclaim service laterals intended to serve the Nemours Childrens's Hospital.		\$ 12,879.00	Approved	\$ 6,486,601.75	5/21/2019	5/21/2019	
<u>3</u>	9/12/2019	Contract Calendar Extension - Add 60 Days	60	\$ -	Approved	\$ 6,486,601.75	9/17/2019	9/17/2019	
<u>4</u>	9/19/2019	Landscaping and Irrigation Revisions		\$ 49,204.52	Approved	\$ 6,535,806.27	10/15/2019	10/15/2019	
<u>5</u>	1/15/2020	Modify Ramps at Nemours Hospital		\$ 17,168.75	Approved	\$ 6,552,975.02	1/21/2020	1/21/2020	
6	4/21/2020	Direct Owner Purchase Reconciliation		\$ (1,262,145.00)	Approved	\$ 5,290,830.02	4/21/2020	4/21/2020	