

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, March 16, 2021, at 3:00 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827

Present:

Karen Duerr	Board Member	
Chad Tinetti	Board Member	
Amanda Kost	Board Member	
Matthew Franko	Board Member	
Antoinette Munroe	Board Member (joined at 3:05 p.m.)	(via phone)

Also attending:

Jennifer Walden	PFM	
Kevin Plenzler	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	
Deb Sier	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	(via phone)
Matt McDermott	Construction Committee Member	
Bryan Merced		(via phone)
Carlos Negrón	Irrigation Specialist	(via phone)
Chris Wilson	Construction Committee Member	

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the February 16, 2021 Board of Supervisor's Meeting

The Board reviewed the minutes of the February 16, 2021, Board of Supervisors Meeting.

On Motion by Ms. Munroe, second by Mr. Franko, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the February 16, 2021, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Review of Fiscal Year 2022 Operations & Maintenance Budget

Ms. Walden brought the budget before the Board to start conversations about what is needed for FY 2022. The Construction Committee had an initial review on Thursday to discuss a potential slight increase to the budget based on upcoming needs. District staff will continue to review, seek input from all parties involved, and continue discussion with the Board over the next couple of months. The preliminary budget is slated for approval at the May meeting with final budget adoption at a public hearing August. No action is required today other than to see if the Board had any initial input.

Ms. Mackie noted the District has a pending boundary amendment before the City of Orlando to remove property from the District's boundaries and this proposed budget still anticipates the District existing as it currently does today. Hopefully between now and the next meeting the District will have an understanding of when that will be scheduled for a hearing. If the amendment is approved after the board has approved a proposed budget, the District can still incorporate and reduce the budget post approval as long as the assessments are not increasing beyond that which existing residents would be asked to pay.

Ms. Walden noted today's discussion is setting up the District for the preliminary budget approval in May and the budget can decrease before August but it cannot increase after the preliminary budget approval.

Ms. Duerr asked when the assessments start, will it be in August or is that when it is communicated. Ms. Walden answered August will be the date of the public hearing and final adoption of the Budget for Fiscal Year 2022. The Board will approve the Resolution for the Tax Roll at that meeting. The Assessments will be on the Tax Roll for October or November. Ms. Mackie noted Fiscal Year starts on October 1, 2021. Ms. Walden specified that the District needs to have cash in its account for the first few months of the new Fiscal Year because the assessments do not get noticed until November and even if people pay early, the District does not receive the first payment until December.

Ms. Duerr asked if there were any major shifts in the budget in which the Construction Committee discussed. Ms. Walden replied there were not any major shifts but some things increased such as the landscape and there are a few other things that are coming online which would warrant an increase to the budget such as streetlights or similar items. No action is required by the Board.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Bryant Miler Olive for Bond Counsel Services

Ms. Mackie stated the District had previously engaged Mr. Williams with Akerman to serve as the District's Bond Counsel. Mr. Williams retired in May. District staff has been working in coordination with the Developer to retain Bond Counsel services to meet the needs of the District going forward. Ms. Mackie has worked with Bryant Miller Olive, and in particular Misty Taylor, and recommended the District retain the services of Bryant Miller Olive. Included in the agenda package is a Fee Agreement with Bryant Miller Olive to provide Bond Counsel Services to the District.

Ms. Mackie explained to the Board that Bond Counsel provides documents to the District that are needed to close on Bonds such as the Trust Indenture and the Delegated Award Resolutions the District will approve in connection with those bonds. Bond Counsel also delivers a tax opinion which indicates if Bonds are used for the purpose intended in the documents then the Bonds themselves are tax exempt.

Ms. Mackie proposed that Bryant Miller and Olive serve as Greenway Improvement District's Bond Counsel. She explained the District has an outstanding note that will likely be reissued within 5

years. Ms. Mackie requested a motion from the Board to approve the Agreement with Bryant Miller Olive for Bond Counsel Services.

Ms. Duerr asked about the hourly rate for the Bond Counsel Services. Ms. Mackie responded, normally Bond Counsel Services are paid for out of the closing of Bonds which is typically when they are engaged on behalf of the District.

On Motion by Ms. Kost second by Ms. Duerr, the Board of Supervisors for the Greenway Improvement District approved the Agreement with Bryant Miller Olive for Bond Counsel Services.

SIXTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2013-677, 2013-678 & S2018-111 Paid in February 2021 in an amount totaling \$24,789.09

Ms. Walden noted Requisition Nos. 2013-677, 2013-678 & S2018-111 have been approved and paid in November totaling \$24,789.09 and just need ratified by the Board.

On Motion by Ms. Kost, second by Mr. Franko the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 2013-677, 2013-678 & S2018-111 paid in February 2021 in an amount totaling \$24,789.09.

SEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in February 2021 in an amount totaling \$79,190.95

The Board reviewed Operation and Maintenance Expenditures Paid in February 2021 in an amount totaling \$79,190.95.

On Motion by Ms. Kost, second by Ms. Duerr, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures Paid in February 2021 in an amount totaling \$79,190.95.

EIGHTH ORDER OF BUSINESS

Recommendation of Work Authorizations/ Proposed Services

Mr. Kaufmann presented a work authorization from Central Florida Locating in the amount of \$1,950.00 for Centerline Drive Segment A and \$3,900.00 for Segments B&C.

Ms. Duerr asked why this work is done and Mr. Kaufmann explained the District is locating underground utilities that may impact construction. Mr. Newton noted this mainly relates to left turn lane improvements that the District was required to make on Laureate Blvd and Nemours Parkway. The Board previously approved underground utility locates related to the North/South Centerline Drive roadway. At the time the District did not have know the extent of the left turn lane

improvements that would be required. Now that the District understand the extent of the left turn lane improvements it must go back and get the underground utility locations in order to protect those utilities as the District does construction.

Ms. Kost compared pages 41 and 36 of the agenda. Mr. Kaufmann noted he made a mistake and they should be check marked the same way. Ms. Duerr asked if Central Florida Locating has to dig up the property and landscape. Mr. Kaufmann stated they are adding turn lanes and part of the median will be destroyed and new pavement will be put in for the turn lanes.

On Motion by Ms. Duerr second by Ms. Kost, the Board of Supervisors for the Greenway Improvement District approved the proposal from Central Florida Locating in the amount of \$1,950.00 for Centerline Drive Segment A and \$3,900.00 for Segments B & C.

NINTH ORDER OF BUSINESS

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

Ms. Walden noted through February 2021, the District has total expenses of just under \$366,000.00 versus a budget of \$921,000.00. No action is required by the Board.

TENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie commented on the status of the Boundary Amendment petition. She had a call yesterday with the City Attorney regarding some discussion of the ordinance which would approve that boundary amendment. The planner has not reached out regarding setting the public hearing. Ms. Mackie hopes to have more information at the next meeting.

District Manager –

Ms. Walden noted the next meeting is scheduled for April 20, 2021 at the hotel.

District Engineer –

Mr. Newton referenced the Construction Contract Status Memorandum (Minutes Exhibit A) stating that Centerline Drive Phase 2 Segment F had been advertised for bids. Poitras East CDD advertised that for bid and it is currently in the process which will be managed by Poitras East CDD going forward.

Construction Supervisor –

Mr. Kaufmann noted McIntosh Associates is continuing to design the length of Centerline Drive and they are close to having final plans for the roadway.

District Landscape Supervisor- Mr. Thacker reported Paul Stevens who was the Irrigation Specialist is no longer with the firm and introduced the Board to Carlos Negrón who will be the new Irrigation Specialist. Mr. Negrón has been with Berman for 6 months and is very familiar with the District's irrigation systems.

ELEVENTH ORDER OF BUSINESS

**Supervisor and Audience Comments
& Adjournment**

There were no Supervisor requests or audience comments. Ms. Walden requested a motion to adjourn.

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


Secretary / Assistant Secretary

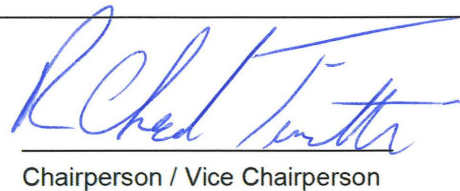

Chairperson / Vice Chairperson

EXHIBIT A



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

MEMORANDUM

DATE: March 16, 2021
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.

CIVIL ENGINEERS

Centerline Drive Phase 2 (aka Segment F):

LAND PLANNERS

Construction Status: An Invitation to Bid was advertised by the Poitras East Community Development District on February 26, 2021, and bids are due on April 2, 2021. It is anticipated that the Construction Committee will bring a recommendation to the Poitras Board at their meeting on April 21, 2021.

SURVEYORS

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
Matt McDermott
Chris Wilson
Dan Young
Tarek Fahmy

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