

# **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 20, 2021 at 3:00 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827.

### **Present:**

Chad Tinetti	Chairperson
Karen Duerr	Vice-Chairperson
Matthew Franko	Assistant Secretary
Antoinette Munroe	Assistant Secretary

### **Also attending:**

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Deb Sier	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates	
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Matt McDermott	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 March 16, 2021 Board of Supervisors' Meeting**

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

On Motion by Ms. Duerr, second by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the March 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 continue conversations about what is needed for FY 2022. The Construction Committee previously reviewed and is forecasting a slight potential increase to the budgeted expenditures based on upcoming needs. District staff will continue to

review and seek input from all parties involved. The preliminary budget is slated for approval at the May meeting, with final budget adoption at a public hearing in August.

District staff is also preparing an alternative budget, breaking out the Midtown portion of the District, but the Board will be asked to approve the budget for Greenway as the boundary currently stands as the boundary amendment will not be considered by the City of Orlando until the end of June. No action is required today other than to see if the Board had any initial input. There were no comments from the Board.

#### **FIFTH ORDER OF BUSINESS**

#### **Ratification of Operations & Maintenance Expenditures Paid in March 2021 in an amount totaling \$63,938.55**

The Board reviewed O&M Expenditures paid in March 2021 in an amount totaling \$63,938.55. These have been approved and 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 Operations & Maintenance Expenditures Paid in March 2021 in an amount totaling \$63,938.55.

#### **SIXTH ORDER OF BUSINESS**

#### **Recommendation of Work Authorizations/Proposed Services**

There are no work authorizations or proposed services for this District.

#### **SEVENTH ORDER OF BUSINESS**

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

Ms. Walden noted through March 31, 2021 the District has total expenses of \$418,000.00 versus a budget of \$921,000.00. The District is halfway through the Fiscal Year and staff is continuing to keep an eye on the budget. No action is required by the Board.

#### **EIGHTH ORDER OF BUSINESS**

#### **Staff Reports**

##### District Counsel –

Ms. Mackie stated the Boundary Amendment Hearing has been scheduled for June 28, 2021. She will continue to work with PFM and other District staff on the proposed budget, anticipating the District's split at that time.

##### District Manager –

Ms. Walden noted the next meeting is scheduled for Tuesday, May 18, 2021, at the Courtyard Orlando Lake Nona. The proposed budget will be considered at that meeting so three Board Members will be needed to attend in person.

District Engineer –

Mr. Newton referenced the Construction Contract Status Memorandum (Minutes Exhibit A) but decided to skip the update for this month and bring it back to the Board's attention next month.

Construction Supervisor –

No Report

District Landscape Supervisor- Not Present

#### **NINTH ORDER OF BUSINESS**

#### **Supervisor Requests & Adjournment**

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

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the April 20, 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: April 20, 2021  
TO: Greeneway Improvement District  
Board of Supervisors  
FROM: Donald W. McIntosh Associates, Inc.  
District Engineer  
RE: Construction Contract Status

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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 were received on April 5, 2021. The Poitras East Community Development District board will be considering this matter at a later meeting this afternoon and we will provide an update to this board concerning their action at your next meeting.

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

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068