

# **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, June 15, 2021, at 3:01 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827.

#### **Present:**

Chad Tinetti	Chairperson	
Karen Duerr	Vice-Chairperson	
Amanda Kost	Assistant Secretary	
Matthew Franko	Assistant Secretary	
Antoinette Munroe	Assistant Secretary	(via phone)

#### **Also attending:**

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	
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 (joined at 3:06 p.m.)	
Dan Byrnes	Tavistock	(via phone)

## **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 May 18, 2021, Board of Supervisors' Meeting**

The Board reviewed the minutes of the May 18, 2021, Board of Supervisors' Meeting.

On Motion by Ms. Duerr, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the May 18, 2021, Board of Supervisors' Meeting.

## **FOURTH ORDER OF BUSINESS**

### **Review and Acceptance of Fiscal Year 2020 Audit**

Ms. Walden noted District staff reviewed the audit and provided comments. It was a standard and clean audit. There were no deficiencies in internal controls that would be considered material weaknesses. Ms. Walden requested a motion to accept the Fiscal Year 2020 audit.

On Motion by Ms. Duerr, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District accepted the Fiscal Year 2020 Audit.

## **FIFTH ORDER OF BUSINESS**

### **Request to Advertise an RFQ to Prequalify Contractors for District Infrastructure Projects**

Ms. Mackie stated that, under Florida Law, the District must go through public procurement procedures to obtain construction services over a statutory bid threshold amount. Historically, the District has prequalified contractors to be eligible to bid on District improvement contracts, with an initial three-year authorization and the ability to extend for two additional years. Now at the end of those five years, the Lake Nona sister districts would like to advertise a request for qualifications to pre-qualify contractors again.

During the prequalification process, the District requests various information that speaks to the contractor's ability to perform the work, including their personnel, their understanding of the scope, their references, and relevant work experience. The one item that is not requested is pricing. Once contractors are prequalified and the District has a construction project, the District can request bids from its prequalified contractors rather than issuing a request for proposals. Since those contractors are already deemed qualified, the District compares the price and sometimes the timing from those contractors, but does not need to consider other criteria. A lot of efficiencies are realized by utilizing the prequalified contractor process.

Ms. Mackie noted that, once Greenway is split and Midtown is established, she does not know how frequently the Greenway District will need to bid construction projects. However, since the sister Districts are also going through this prequalification process, she recommends that the Board to continue to include Greenway within that process. Mr. Newton stated the same process is done for the Myrtle District, even though it is largely built out. Ms. Mackie explained that, once the responses are received, the Construction Committee will review them and make recommendations to the Board. The Board will then have a chance to ask questions and review the packages themselves. Historically, the Board tends to rely on the expertise of the Construction Committee, who have significant development experience and have worked with the vendors who typically submit for the request.

Ms. Munroe asked if there is a minimum or maximum number of prequalified contractors that are targeted. Ms. Mackie responded that District staff makes the advertisement available to those that have prequalified in the past which is about six or seven. She added that some contractors may be new to the process and there may be some contractors who were prequalified before who decide not to go through the process this time. Depending on the responses received, the Board could decide that there were too few respondents and go through the process again. Mr. Kaufmann added that the list is about 10 contractors as some are qualified for specific scopes of work. Mr. Newton noted that there are some basic requirements like being approved with FDOT and having certain bonding capacity. He also noted that his office gets regular phone calls from contractors wanting to do business with the District and they put them on a list to receive notification once the District begins the prequalification process. Ms. Mackie stated that there is no requirement that the District use vendors from the prequalified list. Instead, the District may issue an RFP if the Board feels other vendors should be considered.

Ms. Munroe asked where the advertisement is posted. Ms. Walden stated the RFQ is advertised in the Orlando Sentinel. Mr. Franko asked if the Construction Committee reviews the contractors across all the Districts so that there is uniformity and so each District does not have different

qualified contractors. Mr. Newton stated there will be one advertisement and one RFQ for all five Districts. The Construction Committee will review all the responses.

On Motion by Ms. Duerr, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District authorized District Staff to advertise an RFQ to Prequalify Contractors for District Infrastructure Projects.

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

#### **Ratification of Requisition Nos. 687-692 in May 2021 in an amount totaling \$26,421.37**

The Board reviewed Requisition Nos. 687-692 in May 2021 in an amount totaling \$26,421.37.

On Motion by Ms. Kost, second by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 687-692 in May 2021 in an amount totaling \$26,421.37.

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

#### **Ratification of Operation and Maintenance Expenditures Paid in May 2021 in an amount totaling \$53,354.92**

The Board reviewed Operation and Maintenance Expenditures Paid in May 2021 in an amount totaling \$53,354.92.

On Motion by Ms. Kost, second by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures paid in May 2021 in an amount totaling \$53,354.92.

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

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

Mr. Kaufmann stated there were no Work Authorizations for this District.

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

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

Ms. Walden noted through May 2021 the District has total expenses of \$519,000.00 versus a budget of \$921,000.00. No action is required by the Board.

Ms. Munroe asked if there are any line items that are getting close to overspending on the budget. Ms. Walden stated there are some line items that come close to the budget and some over budget, but there are other line items that are significantly under so the expenses balance out. The District is on track with the budget.

## TENTH ORDER OF BUSINESS

## Staff Reports

District Counsel –

Ms. Mackie stated the Boundary Amendment hearing is scheduled for June 28, 2021. It should be effectuated by the next Board Meeting. She further spoke regarding one of the last items to be addressed in advance of that public hearing: the payoff of the existing bond debt secured by the property being removed. She also advised Ms. Walden to work with Mr. Thacker to understand what portions of existing Greenway maintenance contracts need to be switched to the Midtown District for the next fiscal year.

District Manager –

Ms. Walden noted the next meeting is scheduled for Tuesday, July 20, 2021, at the Courtyard Orlando Lake Nona.

District Engineer –

No Report

Construction Supervisor –

No Report

District Landscape Supervisor – No Report


## ELEVENTH ORDER OF BUSINESS

## Supervisor Requests & Adjournment

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

On Motion by Ms. Kost, second by Mr. Franko, with all in favor, the June 15, 2021 meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

  
Secretary / Assistant Secretary

  
Chairperson / Vice Chairperson