

## **MINUTES OF THE WORKSHOP**

### **GREENEWAY IMPROVEMENT DISTRICT WORKSHOP MINUTES**

**Thursday, December 10, 2020 at 4:02 p.m.**

**6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827**

#### **Members present:**

Chad Tinetti	Board Member	
Karen Duerr	Board Member	
Matthew Franko	Board Member	
Antoinette Munroe	Board Member	(via phone)
Amanda Kost	Board Member	(via phone)

#### **District Staff:**

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Deb Sier	Hopping Green & Sams	(via phone)

### **FIRST ORDER OF BUSINESS**

#### **Call to Order and Roll Call**

The workshop was called to order at 4:02 p.m. by Ms. Walden. Those in attendance are outlined above.

### **SECOND ORDER OF BUSINESS**

#### **CDD Overview**

A CDD is a local unit of special purpose government created to serve specific long term needs of the development within its boundaries. Created pursuant to Chapter 190, Florida Statutes, a CDD's main powers are to plan, finance, construct, operate and maintain community-wide infrastructure and services specifically for the benefit of the District.

Through a CDD, the District can offer its residents a broad range of community-related services and infrastructure to help ensure the highest quality of life possible.

Responsibilities of a CDD may include stormwater management, potable and non-potable water supply, sewer and wastewater management, landscaping, street lighting, and recreational amenities.

A CDD is governed by its Board of Supervisors. A District Board is elected initially by the landowners, eventually transitioning to residents of the CDD. The Greenway Improvement District has fully completed the transition process such that all five supervisors are residents of the District.

Similar to all municipal, county, state and national elections, the Office of the Supervisor of Elections oversees the election of Supervisors once the District transitions to qualified elector elections. CDD Supervisors are subject to state ethics and financial disclosure laws.

The cost to operate a CDD is borne by those who benefit from its services. Property owners in the CDD are subject to a non-ad valorem assessment, which appears on their annual property tax bill.

This assessment consists of two parts:

- ▶ – an annual assessment for operations and maintenance, which can fluctuate from year to year depending on the needs of the District as determined in the budget adopted annually by the Board
- ▶ – an annual capital assessment to repay bonds issued by the CDD to finance community infrastructure and facilities, which are generally fixed and do not vary for the term of the bonds

### **THIRD ORDER OF BUSINESS**

#### **Board Responsibilities**

The Board of Supervisors is comprised of five members. The Board's authority is prescribed by Chapter 190, Florida Statutes, which governs all community development districts in the State of Florida. The Board serves as the governing body of the District and some of its duties include (but are not limited to) the following:

- ▶ Compliance with Public Records and Sunshine Laws
- ▶ Oversight of the District's maintenance obligations and general governance concerning District matters
- ▶ Determining and adopting an annual budget and the levy of operations and maintenance assessments
- ▶ Holding and attending Board meetings for the District
- ▶ Planning for the development of the District's Capital Improvement Plan and future maintenance of the District improvements

### **FOURTH ORDER OF BUSINESS**

#### **Board Member Terms**

- ▶ The initial Board is appointed by the Landowners. Thereafter, a Landowner election is held every two years
- ▶ After the District has been established for 6 years and has 250 registered voters, the seats switch over to the General Election where each seat holds a 4-year term. Again, the Greenway Improvement District's Board does not consist entirely of individuals elected through the General Election process.

- ▶ If a Supervisor resigns his/her office mid-term, the Board will accept their letter of resignation and then appoint a new Supervisor to serve the remaining term. The new Supervisor must be a qualified voter registered in the State of Florida that resides in the District and be a US citizen who is at least 18 years of age.

## **FIFTH ORDER OF BUSINESS**

### **Current Board Members**

- ▶ Seat 1 – Karen Duerr, expires Nov. 2024
- ▶ Seat 2 – Chad Tinetti, expires Nov. 2022
- ▶ Seat 3 – Amanda Kost, expires Nov. 2022
- ▶ Seat 4 – Antoinette Munroe, expires Nov. 2024
- ▶ Seat 5 – Matthew Franko, expires Nov. 2024

## **SIXTH ORDER OF BUSINESS**

### **District Staff and Additional Resources**

#### **District Manager – Jennifer Walden and Lynne Mullins**

- ▶ Acts as the 'City Manager/County Administrator' of the District and works with the elected Board to serve the District and its residents
- ▶ Responsibilities include but are not limited to preserving and maintaining District improvements and facilities, overseeing and coordinating the planning, financing, purchasing, staffing, and compliance of the District

#### **District Counsel – Tucker Mackie and Deb Sier**

- ▶ Acts as the chief legal counsel to the District
- ▶ Responsibilities include but are not limited to ensuring that the District conducts its business according to the legal standards placed upon it, both by the actions of the District/Board and the Florida Statutes, reviewing and drafting documents, and assisting the District with public financing

#### **District Engineer – Jeff Newton**

- ▶ Provides professional and technical services to the District in support of the planning, design, permitting, construction, financing, operation, and maintenance of the District infrastructure
- ▶ Also provides the Engineer's Report for bond financing and can provide direct consultation for such items as: bidding, contractor selection standards, master planning of infrastructure, and construction phase operation

#### **Additional Personnel Resources**

- ▶ Irrigation Specialist – Paul Stephens
- ▶ Maintenance Administrator – Scott Thacker

- ▶ Construction Administrator – Larry Kaufmann

#### Construction Committee

- ▶ 3 Committee Members (Larry Kaufmann, Matt McDermott and Chris Wilson)
- ▶ Meets every other week to discuss Construction related items with District staff
- ▶ Encompasses all the sister Districts – BCID, MCID and PE

## **SEVENTH ORDER OF BUSINESS**

## **Florida Sunshine Law**

Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same Board to discuss some matter which will foreseeably come before that Board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are governed by the open meetings requirements.

What are the requirements?

- 1) Meetings of the boards or commission must be open to the public
- 2) Reasonable notice of such meetings must be given
- 3) Minutes of the meeting must be taken

Is a public meeting required to be audio taped?

- 1) There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records

What are the restrictions on a citizen's right to speak at a meeting? Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending. This includes limiting the amount of time an individual can speak and requesting that a representative of each side of the issue speak rather than everyone present.

What is a public record? All materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge.

Can the Board attend social functions together? Members of the Board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the Board are not discussed at such gatherings

Can the Board email each other? Members of the Board are prohibited under the Sunshine law from emailing each other about District business. Items/questions should be directed to the District Manager (and/or District staff) to handle. If included on a group email, Supervisorsshould not "reply all".

## **EIGHTH ORDER OF BUSINESS**

### **Board Member Emails**

- Board Member emails are subject to public records request and are posted on the District website
- A designated email is set up and will be provided if each Board Member wishes to utilize it

Ms. Mackie would encourage the Board Members to utilize the District emails as the District Manager monitors it.

## **NINTH ORDER OF BUSINESS**

### **District Website**

The District is required to have a website with specific information posted (some of which is required for a specific amount of time). Examples: Agendas, Budgets, Establishment Information, Board Member contact info (name, address, email, term, title), Meeting Schedule.

## **TENTH ORDER OF BUSINESS**

### **Agendas**

The agenda is sent out 7 days in advance of the meeting and is also posted to the District Website. Updates are provided as necessary and become available prior to the meeting.

## **ELEVENTH ORDER OF BUSINESS**

### **O&M Budget**

- ▶ An operations and maintenance (O&M) budget is set by the Board each year based on the needs of the District
- ▶ The Board reviews the O&M budget in the Spring and sets a date for the public hearing in the Summer
- ▶ At the public hearing, the Board adopts the final O&M budget and levies the assessments which will be provided to the County Tax Collector for collection
- ▶ This O&M assessment, which offsets the District's annually adopted budget, is levied each year, and again can vary based on the O&M budget adopted.

## **TWELFTH ORDER OF BUSINESS**

### **Statement of Financial Interests**

Board Members are required to complete and file a Form 1 – Statement of Financial Interests while on the District Board. This is required annually. At the start of each Board Members' term (and each year thereafter) the Form 1 – Statement of Financial Interests will need to be filled out. The items disclosed will be for the previous calendar year. Form is to be filed within 30 days from the appointment.

At the end of each Board Members' term, the Form 1F – Final Statement of Financial Interests will need to be filled out. The items disclosed will be for the current calendar year. Form 1F is to be filed within 60 days of leaving public office.

**THIRTEENTH ORDER OF BUSINESS**

**Pending Boundary Amendment**

Ms. Mackie noted the Board has approved the contraction of the Greenway Improvement District's current boundaries. The property being removed from the District will become its own CDD.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

  
Secretary / Assistant Secretary

  
Chairperson / Vice Chairperson