

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, May 18, 2021 at 3:00 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827

Present:

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

Also attending:

Jennifer Walden	PFM	(via phone)
Lynne Mullins	PFM	
Amanda Lane	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	
Deb Sier	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates (joined at 3:03 p.m.)	
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor	
Matt McDermott	Construction Committee Member	
Chris Wilson	Construction Committee Member	

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the April 20, 2021 Board of Supervisor's Meeting

The Board reviewed the minutes of the April 20, 2021 Board of Supervisors Meeting.

On Motion by Ms. Duerr, second by Mr. Franko, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the April 20, 2021 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Letter from Supervisor of Elections – Orange County

Ms. Mullins noted that the District is required to state on the record the number of registered voters within the District. As of April 15, 2021, the District has 4,529 registered voters. No action is required.

FIFTH ORDER OF BUSINESS

Matters Pertaining to Fiscal Year 2022 Budget

- a) Presentation of Pre-Split Fiscal Year 2022 Budget**
- b) Presentation of Post-Split Fiscal Year 2022 Budget**
- c) Consideration of Resolution 2021-05, Approving a Preliminary Budget for Fiscal Year 2022 and Setting a Public Hearing Date**

Ms. Mullins explained there are several items under the budget section. The first item is the Pre-Split Fiscal Year 2022 budget. We are asking the Board to approve the Pre-Split Fiscal Year 2022 budget today. While the overall budget is increasing by \$67,000, that is all funded by carryforward revenue. The assessments will be staying the same. The second item is the Post-Split Fiscal Year 2022 budget, which is an anticipated budget for the District once the boundary contraction has occurred. The majority of the administrative expenses are similar while the field operation expenses change. The field operations and expenses associated with the areas that transition into the new District will become Midtown's responsibility.

Ms. Mullins noted for the record that Mr. Newton joined the meeting in progress at 3:03 p.m.

Ms. Mackie added that there is a statutory process that the District goes through each year to adopt the budget. The Board will approve a proposed budget today which will be provided to the City of Orlando. At least 60 days after budget approval, the District must hold a public hearing and adopt the budget. Should assessments increase, then the District must mail a notice to all of the landowners within the District to inform them of the increase. Neither the pre-split nor post-split proposed budgets anticipate an assessment increase. The pre-split budget shows what the budget will look like if the boundary amendment is not approved on June 28th. We anticipate it will be approved but will ask the Board to approve the proposed pre-split budget based on the District as it exists today. If the District's boundaries are contracted according to plan, then the post-split proposed budget will be what the Board will be asked to approve in August as the final budget.

Discussion ensued regarding line items and the allocation of expenses.

On Motion by Ms. Duerr, second by Mr. Tinetti, the Board of Supervisors for the Greenway Improvement District approved Resolution 2021-05, Approving a Preliminary Budget for Fiscal Year 2022 and Setting a Public Hearing Date for August 17, 2021 at 3:00 p.m. at the Courtyard by Marriott Orlando Lake Nona, 6955 Tavistock Lakes Blvd., Orlando, FL 32827.

SIXTH ORDER OF BUSINESS

Ratification of Requisition Nos. 679-686 in April 2021 in an amount totaling \$105,858.12

Ms. Mullins stated that these Requisitions have been approved and need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Mr. Franko, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 679-686 in April 2021 in an amount totaling \$105,858.12.

SEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in April 2021 in an amount totaling \$57,417.47

Ms. Mullins explained these items have also been approved and need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Ms. Duerr, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures Paid in April 2021 in an amount totaling \$57,417.47.

EIGHTH ORDER OF BUSINESS

Recommendation of Work Authorizations/ Proposed Services

Mr. Kaufmann explained that the proposal from Kittelson & Associates is for geometry and design of a round-about intersection at Centerline Drive and Nemours Parkway. This is Segment A on the graphic in the agenda and the cost is \$49,000.00. This is a highly technical design as there are a lot of factors that go into it including traffic analysis. He added that the Developer requested to modify the design to include a round-about instead of a four-way intersection. The change will affect several properties due to expansion of the intersection to accommodate a round-about. Mr. Franko asked which budget this would come out of. Ms. Mackie stated that it will come out of the construction budget but once the Midtown District is established, the round-about will be funded by Midtown. Ms. Duerr asked if this is just for the preliminary research and design aspects. Mr. Kaufmann stated that is correct. Mr. Newton added that this proposal is not for the final design. It's for preliminary geometry to make sure the round-about will work in that location as it's a complicated situation with the current surrounding properties and intersections.

On Motion by Mr. Tinetti, second by Ms. Duerr, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization with Kittelson & Associates, Inc. for Centerline Drive Segment A&B Amendment totaling \$49,000.00.

NINTH ORDER OF BUSINESS

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

The Board reviewed the financials. Ms. Mullins stated that no action is required by the Board.

TENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No Report

District Manager –

Ms. Mullins noted the next meeting is scheduled for Tuesday, June 15, 2021, at the Courtyard Orlando Lake Nona.

District Engineer –

Mr. Newton referenced the Construction Contract Status Memorandum (Minutes Exhibit A) and noted that Centerline Drive Segment F is a Greenway ID project and will ultimately become a Midtown CDD project. A few months ago, the Greenway ID entered into an agreement with the Poitras East CDD and Poitras is going to manage the construction of this project. Jr. Davis was awarded the project last month and the construction is expected to start in the next month or so. The notice of intent to award went out today along with the contract documents.

Construction Supervisor –

No Report

District Landscape Supervisor-

No Report

ELEVENTH ORDER OF BUSINESS

Supervisor and Audience Comments & Adjournment

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

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the May 18, 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: May 18, 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

LAND PLANNERS

SURVEYORS

Centerline Drive Phase 2 (aka Segment F):

Construction Status: The Poitras East Community Development District Board of Supervisors selected Jr. Davis Construction Company to construct this project at its April meeting concurrently with its Master Infrastructure Phase 1C project, which includes Centerline Drive Segment G. Poitras District Staff is currently working with the contractor on the required contract documents.

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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