

**GREENEWAY 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, August 16, 2022, at 2:30 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Amanda Kost	Assistant Secretary
Matthew Franko	Assistant Secretary
Antoinette Munroe	Assistant Secretary

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Jeffrey Newton	Donald W. McIntosh Associates	
Larry Kaufmann	Construction Supervisor	(via phone)
Matt McDermott	Construction Committee Member	
Ryan Dugan	Kutak Rock	
Jorge Jimenez	PFM	(via phone)
Aaron Wilbanks	Berman	
Scott Thacker	Berman	(via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden called for public comments. There were no public comments.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
July 19, 2022, Board of Supervisors'
Meeting**

The Board reviewed the minutes of the July 19, 2022, Board of Supervisors' Meeting.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the July 19, 2022, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2022-04,
Approving an Annual Meeting
Schedule for Fiscal Year 2023**

Ms. Walden stated the District is recommending keeping the third Tuesday of every month at 2:30 p.m. at the current location, with the exception of December moving up a week due to Christmas, and keeping the Construction Committee meeting the same at every other week starting with Thursday, October 6, 2022, at the same current time and location.

On motion by Ms. Kost, seconded by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2022-03, Approving an Annual Meeting Schedule for FY 2023 with the Board of Supervisors' Meeting schedule taking place on the third Tuesday of each month, except December which is to take place on the second Tuesday, at 2:30 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, Florida 32827 and the Construction Committee Meeting schedule taking place every other Thursday at 3:30 p.m. at the office of Donald W. McIntosh Associates, Inc., 2200 Park Avenue North, Winter Park, Florida 32789.

FIFTH ORDER OF BUSINESS

Public Hearing on the Adoption of the District's Annual Budget

- a) Public Comments and Testimony**
- b) Board Comments**
- c) Consideration of Resolution 2022-05, Adopting the Fiscal Year 2023 Budget and Appropriating Funds**

Ms. Walden noted that the District noticed this hearing pursuant to Florida Statutes. She called for a motion to open the public hearing.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District opened the Public Hearing.

Ms. Walden stated the overall O&M budget dropped down slightly to \$631,064.67 from the original amount in May. She explained adjustments were made so that assessments were not raised.

Mr. Franko asked in reference to the reduction in reclaimed water is this just a reflection of how much less it was anticipated for 2022. Mr. McDermott explained District staff decided to bring the budget down to pay for other things as the team didn't feel \$30,000.00 was needed for this line item. Ms. Walden added that District staff discussed keeping the budget at \$10,000.00 for this line item as the team has worked to keep this cost down and there are funds in other areas that can be used if needed.

There were no other comments, so Ms. Walden called for a motion to close the public hearing.

On motion by Ms. Munroe, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District closed the Public Hearing.

On motion by Mr. Franko, seconded by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2022-05, Adopting the Fiscal Year 2023 Budget and Appropriating Funds.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-06, Adopting an Assessment Roll for Fiscal Year 2023 and Certifying Special Assessments for Collection

Ms. Walden stated the District is imposing the special assessments for Fiscal Year 2023 based on the budgets the Board just adopted.

Ms. Mackie noted since Midtown and Greenway ID have split, she believes the District is now 100% on roll. The Resolution presented before the Board today can be approved, then a revised Resolution, if needed, will be provided after confirming with the District Accountant.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District Approved Resolution 2022-06, Adopting an Assessment Roll for Fiscal Year 2023 and Certifying Special Assessments for Collection.

SEVENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 725 - 726 Paid in July 2022 in an amount totaling \$146.00

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

On motion by Ms. Kost, seconded by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District Ratified Requisition Nos. 725 – 726 Paid in July 2022 in an amount totaling \$146.00.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in July 2022 in an amount totaling \$36,394.53

Ms. Walden noted that these Operation and Maintenance Expenditures have been approved and need to be ratified by the Board.

On motion by Ms. Munroe, seconded by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures Paid in July 2022 in an amount totaling \$36,394.53.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Mr. Kaufmann noted that there are no Work Authorizations.

TENTH ORDER OF BUSINESS

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

The Board reviewed the District's Financial Statements through July 2022. Ms. Walden noted that the District has expenses of \$471,000.00 vs. a budget of \$613,000.00 which is about 77% of the total budget.

ELEVENTH ORDER OF BUSINESS

Staff Reports

<u>District Counsel</u> –	Ms. Mackie noted the Board considered the RFP for Landscape Maintenance at the last meeting and District staff transmitted the notice of award letters per Board direction. The District did receive a request for information related to the landscape proposals, but no bid protest was received. District staff is in the process of finalizing the contract with the landscaper.
<u>District Manager</u> –	Ms. Walden noted that the next meeting is scheduled for Tuesday, September 20, 2022, and will be sending out the calendar invite for the next Fiscal Year.
<u>District Engineer</u> –	No report.
<u>Construction Supervisor</u> –	No report.
<u>Landscape Supervisor</u> –	Mr. McDermott noted he realized that the trimming budget went over this year. They have developed a three-year plan to trim all the trees within the budget. He also noted they are working on better scheduling so if any of those trees are in front of houses, they will work with the HOA to send out notices to not park in the parallel parking on those days.
<u>Irrigation Supervisor</u> –	No report.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

Ms. Kost noted the tree at the intersection she mentioned at the last meeting was promptly resolved.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On motion by Ms. Kost, seconded by Ms. Munroe, with all in favor the August 16, 2022, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson