

**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, October 18, 2022, at 2:32 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

**Present:**

Chad Tinetti	Chairperson	
Amanda Kost	Assistant Secretary	
Matthew Franko	Assistant Secretary	
Antoinette Munroe	Assistant Secretary	(via phone)

**Also attending:**

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Jennifer Glasgow	PFM	(via phone at 2:34 p.m.)
Tucker Mackie	Kutak Rock	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Larry Kaufmann	Construction Supervisor	(via phone at 2:47 p.m.)
Matt McDermott	Construction Committee Member	(via phone)
Ryan Dugan	Kutak Rock	(via phone)
Aaron Wilbanks	Berman	joined at 2:32 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Walden called for public comments. She noted there were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
August 16, 2022, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the August 16, 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 August 16, 2022, Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-01,  
Amending the Annual Meeting  
Schedule for Fiscal Year 2023**

Ms. Walden stated the previous meeting schedule needs to be amended because the hotel cannot accommodate the May meeting. The recommendation would be moving the date up a week to May 9, 2023.

On motion by Mr. Tinetti, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2023-01, Amending the Annual Meeting Schedule for FY 2023 with the Board of Supervisors' with the revised date of May 9, 2023.

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

#### **Review of Post Hurricane Ian Report a) Consideration of Hurricane Landscape Replacement Proposals**

Mr. Wilbanks stated the community didn't have too much damage besides a couple of trees that have tipped over. He is hoping that 3 out of the 4 trees will survive long term, but they will monitor and report back to the Board if there are any issues. The oak tree in the last picture is a total loss and needs to be replaced.

On motion by Mr. Tinetti, seconded by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved replacing the oak tree that is deemed a total loss.

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

#### **Consideration of Award of Landscape and Irrigation Maintenance Services – Section # 1**

Ms. Walden stated a few months ago the bids came in, the Board ranked the bidders by section, and Trimac Outdoor was awarded Section 1. The District was working with them to get the necessary documents executed, but they decided not to move forward with the contract. District staff spoke with the Chair about moving forward with the second ranked landscaper, which was BrightView, and he agreed that the District should move forward. Brightview has the contract so District staff is waiting for that to come back. Ms. Walden explained it's the same contract that was being used for Trimac Outdoor but the names and appropriate pricing was updated. She did note that BrightView's amount was a little bit more, however the Board kept a larger amount in the budget in case any issues came up.

Ms. Mackie stated all bidders were required to provide a bid bond at the time they submitted their proposals to protect against the successful bidder not entering into an agreement with the District. Trimac was sent notice that the District will deposit their bid bond as a result of their failure to execute a contract with the District.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved BrightView be awarded Section # 1 for Landscape and Irrigation Maintenance Services and for District staff to move forward with the execution of a contract.

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

#### **Consideration of Fiscal Year 2022 Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank**

Ms. Walden stated this is the current auditor and the same one the District used last year. The cost is \$4,425.00 and is in line with the budget. District staff has already provided edits and they are included in the letter for execution.

On motion by Mr. Tinetti, seconded by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Fiscal Year 2022 Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank in the amount of \$4,425.00.

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

#### **Ratification of Egis Insurance Package for FY 2023**

Ms. Walden stated this item had to be done before the Fiscal Year started so the Chair approved it outside of a meeting. It is in line with the budget and is a typical package from the insurance provider.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Egis Insurance Package for FY 2023.

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

#### **Ratification of Requisition Nos. 727 - 728 Paid in August 2022 in an amount totaling \$239.00**

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

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District Ratified Requisition Nos. 727 – 728 Paid in August 2022 in an amount totaling \$239.00.

#### **TENTH ORDER OF BUSINESS**

#### **Ratification of Requisition No. 729 Paid in September 2022 in an amount totaling \$156.25**

Ms. Walden noted that this Requisition has been approved and needs to be ratified by the Board.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District Ratified Requisition No. 729 Paid in September 2022 in an amount totaling \$156.25.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Ratification of Operation and Maintenance Expenditures Paid August 2022 in an amount totaling \$94,861.74**

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

On motion by Mr. Franko, seconded by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures Paid in August 2022 in an amount totaling \$94,861.74.

#### **TWELFTH ORDER OF BUSINESS**

#### **Ratification of Operation and Maintenance Expenditures Paid in September 2022 in an amount totaling \$36,207.38**

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

On motion by Mr. Tinetti, 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 September 2022 in an amount totaling \$36,207.38.

#### **THIRTEENTH ORDER OF BUSINESS**

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

Ms. Walden stated this item is for the holiday decorations. District staff reached out to quite a few companies, but the responses were not what we had hoped. Several didn't call back, several only rented out their decorations and wouldn't use the District's, several stated they were too busy, and one was going to provide a quote but didn't. The Work Authorization included in the agenda is from Berman, and they can accommodate the District for the same price as last year at \$6,000.00, which falls under budget, and they will store them for free.

On motion by Mr. Tinetti, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization from Berman, to put up, take down, and store the holiday decorations in an amount totaling \$6,000.00.

#### **FOURTEENTH ORDER OF BUSINESS**

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

The Board reviewed the District's Financial Statements through September 2022. Ms. Walden noted that the District has expenses of \$595,000.00 vs. a budget of \$613,000.00 which is about 97% of the total budget.

#### **FIFTEENTH ORDER OF BUSINESS**

#### **Staff Reports**

District Counsel – No report.

District Manager – No report.



District Engineer – No report.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor requests.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

On motion by Ms. Kost, seconded by Mr. Tinetti, with all in favor the October 18, 2022, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

  
Secretary / Assistant Secretary

  
Chairperson / Vice Chairperson