

**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, August 15, 2023, at 2:30 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

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

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Jorge Jimenez	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Matt McDermott	Construction Committee Member	
Tucker Mackie	Kutak Rock	
Ryan Dugan	Kutak Rock	(via phone)
Samantha Sharenow	Berman	
Katie Harmer	Berman	(via phone)
Dan Young	Tavistock	
DJ Batten	Berman	
Carlos Negron	Berman	

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
July 18, 2023, Board of Supervisors'
Meeting**

The Board reviewed the minutes of the July 18, 2023, 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 18, 2023, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-08, Approving an Annual Meeting Schedule for Fiscal Year 2024

Ms. Walden stated the Board did this last month, but District staff had some changes. District staff would like to move the Board of Supervisors' Meetings to the Tavistock offices for the next Fiscal Year. The dates would stay the same, which would be the third Tuesday of each month at 2:30 p.m., except for November, December and March, which would go to the second Tuesday of the month. For the Construction Committee Meeting schedule, that is set for the second Thursday of the month at 3:30 p.m. at the Tavistock offices as well, but District staff would like to change December and March to be the first Tuesday of the month so those fall before the Board of Supervisors' meetings so that the Committee can address items first.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2023-08, Approving an Annual Meeting Schedule for Fiscal Year 2024 with the Board of Supervisors' Meetings held on the third Tuesday of each month at 2:30 p.m. at the Tavistock offices, 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827, except for November, December and March, which would be held on the second Tuesday of the month, and the Construction Committee Meetings held on the second Thursday of each month at 3:30 p.m. at the Tavistock offices, 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827, except for December and March, which would be held on the first Thursday of the month.

FIFTH ORDER OF BUSINESS

Consideration of Trail Repair Proposals

Ms. Harmer stated District staff reached out to three companies but haven't heard back from one of them. She noted the two proposals are for all the repairs on the trail as well as some sidewalk repairs that were reported by Tavistock over in front of the Gateway building. The Board reviewed the proposals from Berman and Strength 20.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the proposal from Berman for Trail Repairs in the amount of \$12,410.00.

SIXTH ORDER OF BUSINESS

Consideration of Prequalified Contractors Extension

Mr. Newton stated the District prequalifies general Contractors to do the infrastructure work. Typically, those pre-qualifications are issued and they're good for two years and are renewable for two additional years. The District is at the end of the two-year period and the recommendation of the Construction Committee is to go ahead with a one-year extension on these pre-qualifications and address it again next year.

On motion by Ms. Kost, seconded by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Construction Committees recommendation to extend the prequalified Contractors for one year.

SEVENTH ORDER OF BUSINESS

Consideration of Extending Annual Renewal for Nemours Parkway (Section #1) Landscape and Irrigation Maintenance Services Agreement with BrightView

Ms. Walden stated when the District goes out to bid for landscape maintenance service the vendors provide pricing for three years. Once the vendor is selected the District goes into a one-year contract with the option to renew for an additional year. She noted with talking to the team, BrightView has been doing well, and the recommendation is an extension of that contract for another year.

On motion by Ms. Kost, seconded by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District approved extending the Annual Renewal for Nemours Parkway (Section #1) Landscape and Irrigation Maintenance Services Agreement with Brightview.

EIGHTH ORDER OF BUSINESS

Consideration of Extending Annual Renewal for Tavistock Lakes Boulevard and Laureate Boulevard (Section # 2 & 3) Landscape and Irrigation Maintenance Services Agreement with BrightView

Ms. Walden stated this item also goes through the same process and BrightView has been doing well. The recommendation is an extension of that contract for another year.

On motion by Ms. Kost, seconded by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District approved extending the Annual Renewal for Tavistock Lakes Boulevard and Laureate Boulevard (Section #2 & 3) Landscape and Irrigation Maintenance Services Agreement with BrightView.

NINTH ORDER OF BUSINESS

Consideration of District Management Fee Increase Letter for Fiscal Year 2024

Ms. Walden stated the District Manager firm is asking for a \$4,000.00 increase, which would put the District Manager's fee at \$44,000.00 for the year. Ms. Walden noted the last time the District Manager took an increase was ten years ago, and it does fit within the budget.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the District Management Fee Increase Letter for Fiscal Year 2024 in the amount of \$44,000.00 for the year.

TENTH 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 2023-09, Adopting the Fiscal Year 2024 Budget and Appropriating Funds**

Ms. Walden noted the District noticed this hearing pursuant to Florida Statutes.

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 budget is an exhibit to the Resolution and is the same overall budget of \$630,545.23 that the Board preliminarily approved back in May. Ms. Walden noted District staff moved some line items around based on actuals and other things coming online.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District closed 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 approved Resolution 2023-09, Adopting the Fiscal Year 2024 Budget and Appropriating Funds.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2023-10, Adopting an Assessment Roll for Fiscal Year 2024 and Certifying Special Assessment for Collection

Ms. Walden stated this is to impose the special assessments for Fiscal Year 2024 based on the budgets that were adopted. She noted these are the same amounts as last year, as assessments aren't increasing,

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2023-10, Adopting an Assessment Roll for Fiscal Year 2024 and Certifying Special Assessment for Collection.

TWELFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in July 2023 in an amount totaling \$35,765.74

The Board reviewed the Operation and Maintenance Expenditures paid in July 2023.

On motion by Ms. Munroe, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures Paid in July 2023 in an amount totaling \$35,765.74.

THIRTEENTH ORDER OF BUSINESS

Ratification of Requisition No. (Series 2023) 3 & 5 – 8 Paid in July 2023 in an amount totaling \$790.80.

The Board reviewed Requisition Nos. 3 & 5 – 8.

On motion by Ms. Munroe, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition No. (Series 2023) 3 & 5 – 8 Paid in July 2023 in an amount totaling \$790.80.

FOURTEENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden stated the District has a few proposals from BrightView totaling \$4,651.60.

Mr. Batten went over specifically where these items were located and added that pictures will be sent over with proposals moving forward. Mr. McDermott stated he joined on the drive for these items, and he confirms all these items are outside of scope and not warranty issues. Additionally, pricing is per the scheduled values in the contract.

On motion by Ms. Kost, seconded by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorizations from Berman in the amount of \$4,651.60.

FIFTEENTH ORDER OF BUSINESS

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

The Board reviewed the District's Financial Statements through July 2023. Ms. Walden noted that the District has spent just under \$402,000.00 versus a budget of \$631,000.00 which is roughly 63.5% of the total budget spent.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No report.

District Manager –

Ms. Walden noted as a reminder the next Board Meeting is Tuesday, September 19, 2023, and is still at the current location.

District Engineer – No report.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

SEVENTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Walden stated the District received a proposal from Berman for \$618.05 to troubleshoot the fixtures and replace a bad timer near the monument signs on Tavistock Lakes Blvd. that lights up the trees. The Board requested this item be brought back at the next meeting.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor the August 15, 2023, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson