

**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 17, 2023, at 2:31 p.m. at 6900 Tavistock Lakes Blvd., Ste 200, Orlando, FL 32827.

Present:

Chad Tinetti	Chairperson	
Karen Duerr	Vice Chairperson	
Matthew Franko	Assistant Secretary	
Amanda Kost	Assistant Secretary	(via phone)

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Jorge Jimenez	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	(via phone)
Tucker Mackie	Kutak Rock	
Ryan Dugan	Kutak Rock	
Samantha Sharenow	Berman	
Katie Harmer	Berman	
Dan Young	Tavistock	
DJ Batten	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
August 15, 2023, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the August 15, 2023, Board of Supervisors' Meeting.

On motion by Mr. Tinetti, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the August 15, 2023, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2023
Audit Engagement Letter with Berger,
Toombs, Elam, Gaines & Frank**

Ms. Walden stated the cost is \$4,590.00, which is in line with the budget, and District staff has reviewed and made edits with the final presented today for execution.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Fiscal Year 2023 Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank in the amount of \$4,590.00.

FIFTH ORDER OF BUSINESS

Ratification of Egis Insurance Package for FY 2024

Ms. Walden stated to ensure that the District maintained coverage, the Chairman did sign this outside of a meeting. The total came to \$14,192.00 and that was \$892.00 over budget, as there was additional property that the District added. Ms. Walden noted the District does have \$9,000.00 in contingency that will cover the overage.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Egis Insurance Package for FY 2024 in the amount of \$14,192.00.

SIXTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in August 2023 in an amount totaling \$61,558.00

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

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures paid in August 2023 in an amount totaling \$61,558.00.

SEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in September 2023 in an amount totaling \$52,519.03

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

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures paid in September 2023 in an amount totaling \$52,519.03.

EIGHTH ORDER OF BUSINESS

Ratification of Requisition No. (Series 2023) 9 – 12 Paid in August 2023 in an amount totaling \$863.65

The Board reviewed Requisition No. (Series 2023) 9 – 12.

On motion by Mr. Franko, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition No. (Series 2023) 9 – 12 paid in August 2023 in an amount totaling \$863.65.

NINTH ORDER OF BUSINESS

Ratification of Requisition No. (Series 2023) 13 – 14 Paid in September 2023 in an amount totaling \$341.40

The Board reviewed Requisition No. (Series 2023) 13 – 14.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition No. (Series 2023) 13 – 14 paid in September 2023 in an amount totaling \$341.40.

TENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden stated the District has three proposals from Berman. The first one is for pressure washing monuments, bridge walls, and retaining walls at a cost of \$1,500.00.

There was a brief discussion regarding the need for pressure washing at this time.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization from Berman for pressure washing monuments in the amount of \$1,500.00.

Ms. Walden stated the second proposal is for holiday decorations at a cost of \$7,000.00, which includes installation, removal, and storage of the holiday decorations. Discussion ensued about the life span of the decorations and funds needed for replacement in the future.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization from Berman for holiday decorations in the amount of \$7,000.00.

The last item is the proposal for landscape removal and installation for a damaged oak tree which was hit on Nemours Parkway at a cost of \$2,600.00.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization from Berman for a damaged oak tree in the amount of \$2,600.00.

ELEVENTH ORDER OF BUSINESS

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

The Board reviewed the District's Financial Statements through September 2023. Ms. Walden noted that the District has spent just under \$508,500.00 versus a budget of \$631,000.00 which is roughly 80% of the total budget spent.

Ms. Walden noted that, while this is showing expenses through September, the District still has 60 days past the Fiscal Year for items to be counted toward the budget. District staff is still evaluating budget versus actual, and if any of the line items do go over the threshold that was established with the resolution, District staff may need to come back and present a revised budget for Fiscal Year 2023.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Mr. Dugan stated the District adopted a Prompt Payment Policy which deals with the timeline the District has to pay vendors based on certain Florida Statutes known as the Prompt Payment Act. The policy is set up where if there are any changes to the Florida Statutes, the District policy can be automatically updated to reflect the changes. At the most recent legislative session, there were some changes to the Prompt Payment Act and District staff has updated the policy so the most current version is in the District records.

Mr. Tinetti asked if those changes could be sent to him to review.

District Manager –

Ms. Walden noted as a reminder the next Board Meeting is Tuesday, November 14, 2023, the meeting was moved up a week because of the Holiday.

District Engineer –

No report.

Construction Supervisor –

No report.

Landscape Supervisor –

No report.

Irrigation Supervisor –

No report.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Tinetti had a few items he brought to the team to address:

1. The advertising signs in the grass
2. Silt fence around the lift station on Tavistock Lakes Blvd. looks horrible
3. There are still cones on the sidewalk on Tavistock Lakes Blvd. just east of Reymont Street

The Berman team responded that those items will be addressed.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor the October 17, 2023, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson