

Greenway Improvement District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900

www.greenwayid.org

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Greenway Improvement District ("District"), scheduled to be held at **2:30 p.m. on Tuesday, February 20, 2024, at 6900 Tavistock Lakes Blvd., Ste 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via computer or the conference line:

Phone: 1-844-621-3956 Computer: pfmcdd.webex.com Participant Code: 2531 126 0013#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the December 12, 2023, Board of Supervisors' Meeting**
- 2. **Consideration of Resolution 2024-02, Designating Authorized Signatories for the District's Bank Account(s)**
- 3. **Consideration of Resolution 2024-03, Election of Officers**

Business Matters

- 4. **Consideration of Trail Maintenance Proposal with Berman (*provided under separate cover*)**
- 5. **Ratification of Operation and Maintenance Expenditures Paid in December 2023 in an amount totaling \$75,720.02**
- 6. **Ratification of Operation and Maintenance Expenditures Paid in January 2024 in an amount totaling \$48,649.38 (*provided under separate cover*)**
- 7. **Ratification of Requisition No. (Series 2023) 19 – 20 Paid in December 2023 in an amount totaling \$397.64**
- 8. **Ratification of Requisition No. (Series 2023) 21 Paid in January 2024 in an amount totaling \$257.51 (*provided under separate cover*)**
- 9. **Recommendation of Work Authorizations/Proposed Services (*if applicable*)**
- 10. **Review of District's Financial Position and Budget to Actual YTD (*provided under separate cover*)**

Other Business

- A. Staff Reports
 - 1. District Counsel
 - 2. District Manager
 - 3. District Engineer
 - 4. Construction Supervisor
 - 5. Landscape Supervisor
 - 6. Irrigation Supervisor
- B. Supervisor Requests



Adjournment



GREENEWAY IMPROVEMENT DISTRICT

**Minutes of the December 12, 2023,
Board of Supervisors' Meeting**

**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, December 12, 2023, at 2:32 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)
Antoinette Munroe	Assistant Secretary	(via phone at 2:33 p.m.)

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Jorge Jimenez	PFM	
Amanda Lane	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Greg Platt	Donald W. McIntosh Associates	
Tucker Mackie	Kutak Rock	
Samantha Sharenow	Berman	(via phone)
Katie Harmer	Berman	(via phone)
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
November 14, 2023, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the November 14, 2023, Board of Supervisors' Meeting.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the November 14, 2023, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Notice of Construction Committee
Member Resignation**

Ms. Walden stated Mr. McDermott resigned as a Construction Committee Member and his resignation letter is included in the agenda packet. At this time, there is no recommendation from the team to fill the vacancy but once there is, it will be brought back to the Board.

Ms. Munroe joined the meeting in progress at 2:33 p.m. via phone.

FIFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in November 2023 in an amount totaling \$46,558.02

The Board reviewed the Operation and Maintenance Expenditures paid in November 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 November 2023 in an amount totaling \$46,558.02.

SIXTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden noted there were no Work Authorizations.

SEVENTH ORDER OF BUSINESS

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

The Board reviewed the District's Financial Statements through October 2023. Ms. Walden noted that this is the start of Fiscal Year 2024 and the District has spent roughly \$99,000.00 versus a budget of \$634,000.00. That equates to approximately 15% of the total budget spent.

EIGHTH ORDER OF BUSINESS

Staff Reports

<u>District Counsel</u> –	Ms. Mackie explained that the Board is required to do a yearly ethics training and information will be coming from their team regarding training that will be available. This is a new requirement and is self reported by checking a box on the Form 1 that Board Members fill out every June.
<u>District Manager</u> –	Ms. Walden noted the next Board Meeting is Tuesday, January 16, 2023.
<u>District Engineer</u> –	Mr. Newton introduced Mr. Platt who will be assisting him on District related items.
<u>Construction Supervisor</u> –	No report.
<u>Landscape Supervisor</u> –	No report.
<u>Irrigation Supervisor</u> –	No report.

NINTH ORDER OF BUSINESS

Supervisor Requests

Mr. Tinetti asked about the silt fence at the lift station on Tavistock Lakes Blvd. being removed. Mr. Batten stated the team will look into that.

TENTH ORDER OF BUSINESS

Adjournment

On motion by Ms. Duerr, seconded by Mr. Tinetti, with all in favor the December 12, 2023, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

GREENEWAY IMPROVEMENT DISTRICT

**Resolution 2024-02,
Designating Authorized Signatories for the
District's Bank Account(s)**

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GREENWAY IMPROVEMENT DISTRICT AUTHORIZING THE DISTRICT MANAGER TO DESIGNATE THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Greenway Improvement District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and Situated entirely within Orange County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") has selected a depository as defined in Section 280.02, Florida Statutes, which meets all the requirements of Chapter 280 and has been designated by the State Chief Financial Officer as a qualified public depository; and

WHEREAS, the Board desires now to authorize signatories for the operating bank accounts(s).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GREENWAY IMPROVEMENT DISTRICT:

Section 1. The Chairperson, Vice Chairperson, Secretary, Assistant Secretaries, Treasurer and Assistant Treasurers are hereby designated as authorized signatories for the operating bank account(s) of the District.

Section 2. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS 20th DAY of February 2024.

ATTEST:

**GREENWAY
IMPROVEMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice-Chair

GREENEWAY IMPROVEMENT DISTRICT

**Resolution 2024-03,
Election of Officers**

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GREENWAY IMPROVEMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the **GREENWAY IMPROVEMENT DISTRICT** (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GREENWAY IMPROVEMENT DISTRICT:

- Section 1. Chad Tinetti is elected Chair.
- Section 2. Karen Duerr is elected Vice Chair.
- Section 3. Jennifer Walden is elected Secretary.
- Section 4. Lynne Mullins is elected Assistant Secretary.
- Matthew Franko is elected Assistant Secretary.
- Amanda Kost is elected Assistant Secretary.
- Antoinette Munroe is elected Assistant Secretary.
- Section 5. Jennifer Glasgow is elected Treasurer.
- Section 6. Amanda Lane is elected Assistant Treasurer.
- Amy Champagne is elected Assistant Treasurer.
- Rick Montejano is elected Assistant Treasurer.
- Verona Griffith is elected Assistant Treasurer.
- Section 7. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.
- Section 8. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 20th DAY of February 2024.

ATTEST:

**GREENWAY
IMPROVEMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice-Chair

GREENEWAY IMPROVEMENT DISTRICT

Trail Maintenance Proposal with Berman
(provided under separate cover)

GREENEWAY IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
December 2023 in an amount totaling \$75,720.02**

GREENEWAY IMPROVEMENT DISTRICT

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270• ORLANDO, FL 32817
PHONE: (407) 723-5900 • FAX: (407) 723-5901

Operation and Maintenance Expenditures For Board Approval

Attached please find the check register listing Operations and Maintenance expenditures paid from December 1, 2023 through December 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$75,720.02**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Greeneway Improvement District
AP Check Register (Current by Bank)
Check Dates: 12/1/2023 to 12/31/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: SUN - CITY NATIONAL BANK					001-101-0000-00-01
84	12/08/23		IKIN	manda ikins	\$200.00
85	12/08/23		UNRO	ntoinette Munroe	\$200.00
86	12/08/23		BVLS	BrightView Landscape Services	\$24,525.00
87	12/08/23		KUT K	Kutak Rock	\$2,817.07
88	12/08/23		FRANK	atthew Franko	\$200.00
89	12/08/23		ORLS	Orlando Sentinel	\$219.50
90	12/08/23		PFMGC	PFM Group Consulting	\$3,680.98
91	12/08/23		TRUSTE	US Bank as Trustee for Greenew	\$283,020.31
92	12/22/23		BERMAN	Berman Construction LLC	\$6,000.00
93	12/22/23		PFMGC	PFM Group Consulting	\$3,918.56
94	12/29/23		BERMAN	Berman Construction LLC	\$1,859.99
95	12/29/23		BVLS	BrightView Landscape Services	\$12,262.50
BANK SUN REGISTER TOTAL:					\$338,903.91
GRAND TOTAL :					\$338,903.91

55,883.60	Checks 3484-3490, 3492-3495
283,020.31	Check 3491 - Debt Service
37.17	PA 604 - OCU paid online
10,572.38	PA 606 - Nov. ICM paid to Boggy Creek
9,226.87	PA 606 - OUC paid online
358,740.33	Total cash spent
75,720.02	O&M cash spent

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (V id Date); "A" - Application; "E" - EFT
** Denotes broken check sequence.

GREENEWAY IMPROVEMENT DISTRICT

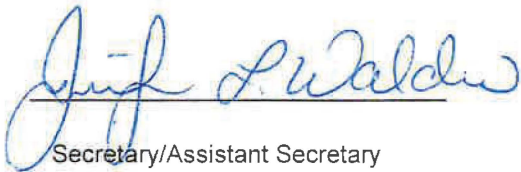
Payment Authorization #604

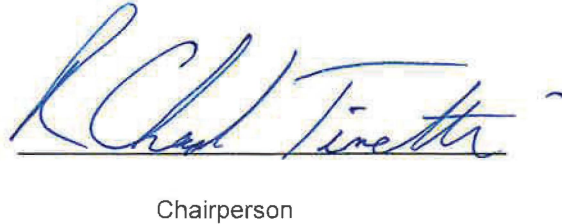
11/17/2023

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Orange County Utilities 9987 Laureate Blvd ; Service 10/17/2023 - 11/14/2023	Acct: 6838006489	\$ 37.17	FY 2024
2	PFM Group Consulting November DM Fees	DM-11-2023-17	\$ 3,666.67	FY 2024
	September Billable Expenses	127929	\$ 6.36	FY 2023
	October Billable Expenses	127929	\$ 7.95	FY 2024
3	Supervisor Fees - 11/14/2023 Meeting Amanda Kost Aikins	--	\$ 200.00	FY 2024
	Antoinette Munroe	--	\$ 200.00	FY 2024
	Matthew Franko	--	\$ 200.00	FY 2024

TOTAL \$ 4,318.15

6.36	FY 2023
4,311.79	FY 2024


Secretary/Assistant Secretary


Chairperson

Greeneway Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 4:17 pm, Dec 07, 2023

Digital signed by Daniel J. Young
Date: 12/07/2023
Time: 12:07:00 PM
IP: 192.168.1.100
Device: Daniel J. Young
Email: daniel@greenwayimprovement.org

GREENEWAY IMPROVEMENT DISTRICT

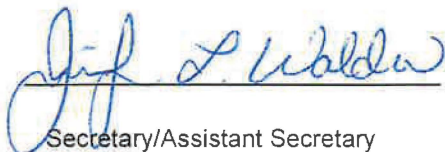
Payment Authorization #605

11/30/2023

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	BrightView Landscape Services			
	October Section 1 Landscaping	8711155	\$ 5,898.00	FY 2024
	November Section 1 Landscaping	8711162	\$ 5,898.00	FY 2024
	October Section 2 Landscaping	8711179	\$ 3,137.00	FY 2024
	November Section 2 Landscaping	8711188	\$ 3,137.00	FY 2024
	October Section 3 Landscaping	8711201	\$ 3,227.50	FY 2024
	November Section 3 Landscaping	8711208	\$ 3,227.50	FY 2024
2	Kutak Rock			
	General Counsel Through 10/31/2023	3311538	\$ 2,817.07	FY 2024
3	Orlando Sentinel			
	Legal Advertising on 11/06/2023 (Ad: 7524187)	OSC82451796	\$ 219.50	FY 2024

TOTAL \$ 27,561.57

\$	-	FY 2023
\$	27,561.57	FY 2024


Secretary/Assistant Secretary


Chairperson

Greeneway Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 4:17 pm, Dec 07, 2023

Daniel J. Young

Digitally signed by Daniel J. Young
DN: cn=US,
E=dan.young@tavisstock.com,
o=Tavisstock Development
Co., CN=Daniel J. Young
Date: 2023.12.06
10:33:23-0500

GREENWAY IMPROVEMENT DISTRICT

Payment Authorization #606

12/8/2023

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction		
	Holiday Decorations	41129	\$ 6,000.00
	December Administrator & Irrigation Specialist	41295	\$ 1,859.99
2	Boggy Creek Improvement District		
	November ICM Fees	ICM2024-02	\$ 10,572.38
3	BrightView Landscape Services		
	December Section 1 Landscaping	8711173	\$ 5,898.00
	December Section 2 Landscaping	8711194	\$ 3,137.00
	December Section 3 Landscaping	8711216	\$ 3,227.50
4	OUC		
	Acct: 8795843030 ; Service 11/01/2023 - 12/01/2023	--	\$ 9,226.87
5	PFM Group Consulting		
	Series 2023 Quarterly Disclosure 10/01/2023 - 12/31/2023	128222	\$ 250.00
	December DM Fee	DM-12-2023-18	\$ 3,666.67
	October Postage	OE-EXP-11-2023-11	\$ 1.89
TOTAL			\$ 43,840.30


Secretary/Assistant Secretary


Chairperson

Greenway Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 2:34 pm, Dec 21, 2023

Daniel J. Young

Digitally signed by Daniel J. Young
DN: cn=DJ Young, email=DJ Young@tavisstock.com, o=Tavisstock Development, ou=CHP Daniel J. Young
Date: 2023.12.14 19:36:42-0500

GREENEWAY IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
January 2024 in an amount totaling \$48,649.38**
(provided under separate cover)

GREENEWAY IMPROVEMENT DISTRICT

**Requisition No. (Series 2023) 19 – 20 Paid in
December 2023 in an amount totaling \$397.64**

GREENEWAY IMPROVEMENT DISTRICT

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270• ORLANDO, FL 32817
PHONE: (407) 723-5900 • FAX: (407) 723-5901

Requisition Recap For Board Approval

Attached please find the listing of requisitions approved to be paid from bond funds from December 1, 2023 through December 31, 2023. This does not include requisitions previously approved by the Board.

REQUISITION NO. (Series 2023)	PAYEE	AMOUNT
19	Donald W. McIntosh Associates	\$350.00
20	Boggy Creek Improvement District	\$47.64
		\$397.64

EXHIBIT A
FORM OF REQUISITION

The undersigned, an Authorized Officer of Greenway Improvement District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Amended and Restated Master Trust Indenture between the District and U.S. Bank Trust Company, National Association, Orlando, Florida, as trustee (the "Trustee"), dated as of May 1, 2023 (the "Master Indenture"), as amended and supplemented by the First Supplemental Trust Indenture between the District and the Trustee, dated as of May 1, 2023 (the Master Indenture as amended and supplemented is hereinafter referred to as the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: 19

(B) Name of Payee: Donald W McIntosh Associates

(C) Amount Payable: \$350.00

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state costs of issuance, if applicable):

- Invoice 45007 for Project 23216 (Lake Nona Greenway) Through 11/03/2023

(E) Fund, Account and/or subaccount from which disbursement is to be made:

The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2023 Project and each represents a Cost of the Series 2023 Project, and has not previously been paid] OR [this requisition is for costs of issuance payable from the Costs of Issuance Account that has not previously been paid].

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

GREENEWAY IMPROVEMENT DISTRICT


Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2023 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2023 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer attached as an Exhibit to the First Supplemental Indenture, as such report shall have been amended or modified on the date hereof.


 12/15/23
Consulting Engineer Jeffrey J. Newton, PE

EXHIBIT A
FORM OF REQUISITION

The undersigned, an Authorized Officer of Greeneway Improvement District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Amended and Restated Master Trust Indenture between the District and U.S. Bank Trust Company, National Association, Orlando, Florida, as trustee (the "Trustee"), dated as of May 1, 2023 (the "Master Indenture"), as amended and supplemented by the First Supplemental Trust Indenture between the District and the Trustee, dated as of May 1, 2023 (the Master Indenture as amended and supplemented is hereinafter referred to as the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: 20

(B) Name of Payee: Boggy Creek Improvement District

(C) Amount Payable: \$47.64

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state costs of issuance, if applicable):

- Reimbursement for Construction-Related Legal Advertising, Split Between Boggy Creek, Greeneway, Myrtle Creek, Poitras East, and Midtown, Paid to Orlando Sentinel Out of Boggy Creek Series 2013 Construction Funds Requisition 434 (Reference OSC83945445 ; Ad: 7534378)

(E) Fund, Account and/or subaccount from which disbursement is to be made:


The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2023 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2023 Project and each represents a Cost of the Series 2023 Project, and has not previously been paid] OR [this requisition is for costs of issuance payable from the Costs of Issuance Account that has not previously been paid].

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

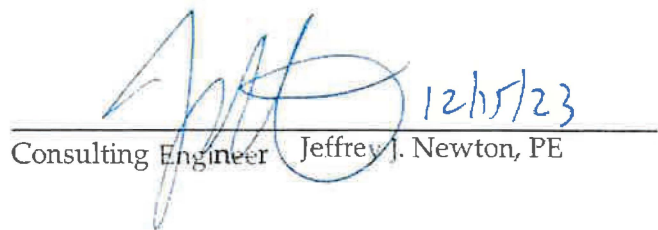
Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

GREENWAY IMPROVEMENT DISTRICT


Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2023 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2023 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer attached as an Exhibit to the First Supplemental Indenture, as such report shall have been amended or modified on the date hereof.


Consulting Engineer Jeffrey J. Newton, PE

GREENEWAY IMPROVEMENT DISTRICT

**Requisition No. (Series 2023) 21 Paid in
January 2024 in an amount totaling \$257.51**
(provided under separate cover)

GREENEWAY IMPROVEMENT DISTRICT

Work Authorizations/Proposed Services
(if applicable)

GREENEWAY IMPROVEMENT DISTRICT

**District's Financial Position and
Budget to Actual YTD**
(provided under separate cover)